

**Bass River Elementary School**  
RE-ORGANIZATIONAL MEETING MINUTES  
January 10, 2022  
Virtual Meeting

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1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

2. **RECOGNITION**

This is to advise those present at this meeting of the Board of Education of the Bass River School District, in the County of Burlington, that adequate notice of this meeting was provided in accordance with the Open Public Meetings Act. The notice has been posted in the Board of Education Office. The notice was also mailed to the Press of Atlantic City and filed with the Municipal Clerk of Bass River Township.

3. **APPROVAL OF AGENDA**

Motion by Mrs. Bitzberger, seconded by Mr. Foder and carried by voice vote to approve agenda as presented.

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder

**Nays:** 0

**Abstain:** 0

- Mr. Williams is not yet sworn in as a Board member.

4. **ELECTION RESULTS**

The Business Administrator/Board Secretary certifies that Mr. Williams is the write-in candidate duly authorized to be a member of the Bass River Board of Education upon being sworn in. Mr. Williams is elected to three-year term.

<b><u>Board Members</u></b>	<b><u>Term Expires</u></b>
Bonnie Adams	2022
Carol Bitzberger	2023
Kevin Foder	2022
Mr. Williams	2024

5. **NEW BOARD MEMBERS OATH**

Mr. Brown will administer the oath of office to elected board member Mr. Thomas Williams.  
[\(Attachment #1\)](#)

6. **ROLL CALL**

**PRESENT:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams (Present; not sworn in)

**ABSENT:** 0

**Others Present:** Mr. Nicholas Brown, Business Administrator  
Mr. Jonathan Yates, Board Secretary

7. **TEMPORARY CHAIR**

Motion by Mr. Foder, Seconded by Mrs. Bitzberger and carried by voice vote to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to appoint the Board Secretary as temporary chair to conduct an election of Board President.

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams

**Nays:** 0

**Abstain:** 0

8. **NOMINATION FOR PRESIDENT**

Motion to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to open the floor for nominations for Board President.

- The floor is now open for nominations.
- Mr. Foder nominates Mrs. Adams.
- No other nominations were received.
- The Board Secretary closes the floor for nominations for President.

A. ***RESOLVED BY THE BASS RIVER BOARD OF EDUCATION*** to vote on the nomination of Mrs. Adams as Board President.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams

**Nays:** 0

**Abstain:** 0

9. **NOMINATION FOR VICE PRESIDENT**

Motion to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to open the floor for nominations for Vice President.

- The floor is now open for nominations.
- Mrs. Bitzberger nominates Mr. Foder
- No other nominations were received.
- The Board Secretary closes the floor for nominations for Vice President.

B. ***RESOLVED BY THE BASS RIVER BOARD OF EDUCATION*** to vote on the nomination of Mr. Foder as Board Vice President.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

10. **CODE OF ETHICS**

Motion by Mr. Foder, seconded by Mrs. Bitzberger and carried by roll call vote to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt the following 18A:12-24.1 Code of Ethics for School Board Members as listed a through j:

- a) I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c) I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d) I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e) I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f) I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g) I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h) I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i) I will support and protect school personnel in proper performance of their duties.
- j) I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**Discussion:**

- Mrs. Bitzberger - I brought this up before and I want to investigate why people are putting SOS signs up on their lawns. Mr. Brown interjected and requested that this be brought up at a later time in the meeting that is more appropriate.

11. **ANNUAL BOARD RESOLUTIONS**

Motion by Mr. Foder, seconded by Mrs. Bitzberger and carried by roll call vote to approve the following annual Board resolutions:

**A. OPEN TO PUBLIC POLICY**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest as cited in Policy No. 0167

**B. BE IT FURTHER RESOLVED** that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

**C. BE IT FURTHER RESOLVED** that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney and Business Administrator/Board Secretary

**D. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year of 2022.

**E. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** to accept and approve the policies and bylaws of the previous board.

**F. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** approve the following professional appointments:

<b>Firm/Appointment</b>	<b>Project/Service</b>	<b>Contract Terms</b>	<b>Notes</b>
Garrison Architects	Architect of Record	Effective July 1, 2021 through June 30, 2022	
<a href="#">Weiner Law Group</a>	Paul C. Kalac, Esq., Board Attorney	Hourly Rate of \$165 effective July 1, 2021 through June 30, 2022	
Mrs. Kim Welfield	Treasurer of School Monies	Effective July 1, 2021 through June 30, 2022 at an annual salary of \$3,500.	

<a href="#">Holman, Frenia, Allison, PC</a>	Auditor for Bass River Township Elementary School District	Effective July 1, 2021 through June 30, 2022.	
<a href="#">T.C. Irons Agency</a>	Insurance Broker	Effective January 1, 2022 to December 31, 2022	

**G. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** to designate the following individuals as authorized signatories for the Board accounts:

Account	# Required Signature	Required Signatories
Warrant #18006001787	3	President or Vice President Business Administrator, Treasurer of School Monies
Payroll #18006001795	1	President or Vice President or Business Administrator or Treasurer of School Monies
Agency #18006001803	1	President or Business Administrator or Treasurer of School Monies
Unemployment #18006001811	1	President or Vice president or Business Administrator
Student Activities #18006001829	3	Superintendent or Business Administrator or Administrative Assistant

**H. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** approve the following resolution:

**WHEREAS**, the Bass River Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Business Administrator and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$5,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$5,000.00 for all staff and board members.

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express with each statement made by a participant limited to three minutes as cited in Policy No. 0167.

- I. **BE IT HEREBY RESOLVED**, the Board Of Education appoints Nicholas K. Brown, School Business Administrator, as the Public Agency Compliance Officer (P.A.C.O) for the Bass River School District, for school year 2021/2022 in accordance with NJAC 17:27-3.2.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams

**Nays:** 0

**Abstain:** 0

12. **APPROVAL OF MINUTES**

Motion by Mrs. Bitzberger, seconded by Mrs. Adams to approve the following minutes:

1. December 7, 2021 - [Regular Meeting](#)
2. December 7, 2021 - [Executive Meeting](#)

**Discussion:**

- Mr. Foder - Requested the minutes to reflect his questions about the bills list from December.
- Mrs. Adams - Asked that her comments be included in the Board forum portion of December's meeting.
- Mrs. Bitzberger asked if the changes to the December minutes could be made now and voted on.
- The Board Attorney provided guidance on this request.
- The Business Administrator said we will table the minutes until the additions discussed have been made to approve at the next meeting.
- A motion was made to table the minutes by Mr. Foder and seconded by Mrs. Adams. A roll call vote was taken.

13. **MOTION TO TABLE THE APPROVAL OF DECEMBER MINUTES**

Motion by Mr. Foder, seconded by Mrs. Adams and carried by roll call vote to approve that the December minutes be tabled.

1. December 7, 2021 - [Regular Meeting](#)
2. December 7, 2021 - [Executive Meeting](#)

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mr. Foder

**Nays:** Mrs. Bitzberger

**Abstain:** Mr. Williams

**Discussion:**

- The Board Attorney advised there were not enough votes to table the minutes.
- Mrs. Bitzberger said she would change her vote.
- The Board Attorney advised the Business Administrator that he would have to ask Mrs. Bitzberger if she would like to change her vote; if the answer is yes, the Business Administrator will make a motion to change the vote.

**14. MOTION TO RE-VOTE TO TABLE THE APPROVAL OF DECEMBER MINUTES**

Motion by Mr. Foder, seconded by Mrs. Bitzberger and carried by roll call vote to approve tabling the December minutes.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder

**Nays:** 0

**Abstain:** Mr. Williams

**15. RESIDENT'S FORUM - AGENDA ITEMS ONLY**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to comment. Each statement made by a participant is limited to three minutes as cited in Policy No. 0167. The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting.

- None at this time.

**16. BOARD WORK SESSION**

- Board Member Orientation
  - The Board Secretary said he will send in the orientation information to Mr. Williams.
- Web Services Update
  - The Board Secretary acknowledged Mr. Bill Curtin for donating his services and time in maintaining the website.
- Sale of School Building
  - January 4th bid preview begins.
  - Bid period is February 1 - March 11, 2022.
  - BOE approval on March 16th Board of Education meeting date.
  - \$1000 bid deposit requirement (allows bidder to inspect the building by appointment).
  - 5% down payment due within 10 business days of approval/notification by the Board of Education.
  - Remainder due at settlement.
  - Settlement within 30 days of the Board of Education approval/notification.
- **Discussion:**
  - Mr. Foder:
    - Inquired if the deposit is refundable or non-refundable. A discussion took place regarding the refundable deposit.

- Mrs. Bitzberger:
  - Inquired if many people will know where the auction site is and where the building is located. The Board Secretary advised that the auction is live and interest-building is taking place.

17. **MONTHLY MEETINGS**

Motion by Mrs. Adams, seconded by Mr. Foder and carried by roll call vote to approve THAT:

**RESOLVED by the Board of Education** to designate that the Regular Monthly Meeting of the Board of Education be held as scheduled below, in the Bass River Elementary School Media Center. The meetings will begin with Executive Session at 6:30 pm; Public Session at 7:00 pm; as per the following schedule:

<b><u>MONTH</u></b>	<b><u>DATE</u></b>	<b><u>NOTES</u></b>
March	Wednesday, 3/16/2022	Regular Session
May	Tuesday, 5/3/2022	Regular Session
August	Tuesday, 8/2/2022	Regular Session
October	Tuesday, 10/4/2022	Regular Session
December	Tuesday, 12/6/2022	Regular Session

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams

**Nays:** 0

**Abstain:** 0

**Discussion:**

- Mrs. Adams - Requests a February meeting later in the month regarding the sale of the building and to interview potential new applicants for the open Board seat. The Board Secretary advised that we can approve the meeting schedule and can have a February meeting after the 15th to discuss the aforementioned.
- Mr. Foder - Requested same for a later February meeting.

18. **NEW BUSINESS**

- [Open Board Seat](#) - Bass River Residents

19. **FINANCE**

Motion by Mrs. Adams, seconded by Mrs. Bitzberger and carried by roll call vote to approve the following finance items as listed A through E:

- A. **RESOLVED** that the Board of Education approve all bills and claims for January 10, 2022 in the amount of \$194,449.16 which have been examined by a member of the board and are presented for approval. [\(Attachment #3\)](#)



- B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([Attachment #4 November](#))
- C. **RESOLVED** that the Board of Education approve the November Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of November 2021, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Bass River Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1. In accordance with N.J.A.C. 6A:23A-16.10 (c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of November 2021. ([Attachment #5 November](#))

Jonathan R. Yates  
Board Secretary

January 10, 2022  
Date

- D. **RESOLVED** that the Board of Education approve the Board of Education's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c)4, the Bass River Township Board of Education certifies that as of November 2021, and after review of the secretary's monthly financial report appropriations section as presented, and upon consultation with appropriate district officials, that to the best of the Board's knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- E. **RESOLVED** that the Board of Education acknowledges receipt of the Treasurer's report and the Board Secretary's report which are in agreement for the period ending November 2021. ([Attachment #6 November](#))

#### **Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger

**Nays:** 0

**Abstain:** Mr. Foder, Mr. Williams

#### **Discussion**

- The Board Secretary advised there are not enough votes to approve this item.
- Mr. Foder advised that he cannot vote because he did not have the time to review the agenda prior to the meeting.
- The Board Attorney requested Mr. Foder review the items and then the motion can be made again.
- The Board Secretary requested that the record reflect that all Board members are given ample time and opportunity to review these items, and that this is not a failure of the Business Office.
- A discussion was held about the ramifications of not approving these items at this time.
- Mr. Foder then reviewed the Finance items and asked several questions before advising that he is ready to approve the motion.
- A motion was then made again with all members voting Aye with the exception of Mr. Williams, who abstained.

Motion by Mrs. Bitzberger, seconded by Mr. Foder and carried by roll call vote to approve the

above Finance items as listed A through E.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder

**Nays:** 0

**Abstain:** Mr. Williams

20. **PUBLIC COMMENT**

The floor is now open to members of the public. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express with each statement made by a participant limited to three minutes as cited in Policy No. 0167.

- None at this time.

21. **BOARD FORUM**

- Mrs. Bitzberger:
  - How many elementary schools does Little Egg Harbor have?
    - Mr. Yates answered there are two.
  - Which school does the Bass River students attend?
    - Mr. Brown advised that the Bass River students attend both schools depending on what grade they are in.
  - Mrs. Bitzberger asked if she can attend a Little Egg Harbor BOE meeting and inquired about the SOS signs; and that she is interested to see how many people attend these meetings.
  - The SOS signs have caught her eye and she wants to know what people are complaining about.
    - Mr. Brown advised that no complaints were brought to the attention of the Board.
- Mr. Williams:
  - Hope we have a wonderful year. It's beautiful to see limited meetings.
- Mr. Foder:
  - Does the Board need to be vaccinated?
    - Mr. Kalac advised that there are currently no requirements for Board members to be vaccinated.
  - Mr. Foder asked about new signs asking for someone to be fired and asked if this has anything to do with the SOS signs.
    - Mr. Brown advised the Board has no information regarding this matter.
  - Mr. Foder asked what the plan is to return to virtual.
    - Mr. Brown said that the District takes it day by day and has every intention of remaining with in-person instruction.
- Mrs. Adams:
  - Requests the administration sends Mr. Curtin a letter of recognition for his donation of website services to the Board.
  - Mrs. Bitzberger suggested giving a gift. General discussion ensued on the appropriateness of gift giving. Mr. Kalac suggested a letter of acknowledgement from the Board.

22. **ADJOURNMENT**

Motion by Mr. Foder, seconded by Mrs. Bitzberger and carried by voice vote to approve that the Board adjourn the meeting.

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Williams


**Nays:** 0

**Abstain:** 0

**MEETING SCHEDULE**

Regular Meeting - (Wednesday, March 16, 2022)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nick Brown", written in a cursive style.

Nicholas K. Brown  
Business Administrator/Board Secretary