

BASS RIVER TOWNSHIP BOARD OF EDUCATION
 REGULAR MEETING AGENDA
 MAY 5, 2014

1. CALL TO ORDER AT 7:00 P.M.
BASS RIVER ELEMENTARY SCHOOL MEDIA CENTER

This is to advise those present at this meeting of the Board of Education of the Bass River Township School District, in the County of Burlington, that adequate notice of this meeting was provided in accordance with the Open Public Meeting 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.

2. PLEDGE TO THE FLAG

3. ROLL CALL

	Present		Absent
Mrs. Duym			
Mrs. Halde			
Ms. Heinrichs			
Mr. Nutt			
Mrs. Ruffo			

4. AUDIENCE PARTICIPATION

PLEASE NOTE: This audience participation is limited only to items on the agenda. Audience Participation II is open to all comments.

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the agenda item on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific agenda items.

5. MINUTES

Motion to approve, by voice vote, the Meeting Minutes of the:

- Regular Meeting – April 8, 2014 (*Attachment #1*)

Voice Vote

Motion by: _____ *Seconded by* _____
Yeas: _____ *Nays* _____ *Abstain* _____

BASS RIVER TOWNSHIP BOARD OF EDUCATION
 REGULAR MEETING AGENDA
 MAY 5, 2014

6. CORRESPONDENCE

7. SUPERINTENDENT’S REPORT

- **ENROLLMENT/ATTENDANCE REPORT** – April 2014 (*Attachment #2*)
- **BUS EVACUATION DRILL** (*Attachment #3*)
- **SCHOOL ANTI-BULLYING REPORT** (*Attachment #4*)
 Motion to approve the attached School Anti-Bullying Report

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____

Mrs. Halde _____

Ms. Heinrichs _____

Mr. Nutt _____

Mrs. Ruffo _____

- **SUBSTITUTE STAFF APPOINTMENTS**

Motion to approve by roll call vote the following substitutes for the 2013-2014 school year:

<u>NAME</u>	<u>TITLE</u>
Norman Cramer Jr.	Substitute teacher
Tricia Frechette	Substitute teacher
Marcie Gobosack	Substitute nurse
Michael Keller	Substitute teacher
Kelly Sesta	Substitute teacher

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____

Mrs. Halde _____

Ms. Heinrichs _____

Mr. Nutt _____

Mrs. Ruffo _____

- **TRAVEL/TRAINING** (*Attachment #5*)

Motion to approve by roll call vote the attached seminars/workshops and all associated costs.

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____

Mrs. Halde _____

Ms. Heinrichs _____

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Mr. Nutt _____
Mrs. Ruffo _____

• **SUPERINTENDENT CONTRACT**

Motion to approve by roll call vote the 2014-2015 school year contract for Lawrence Mathis at a salary of \$113,404.00 pursuant to the agreement approved on August 21, 2012 attached contract.

Roll Call

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

• **APPOINTMENT**

Motion to approve by roll call vote the following appointment for the 2014-2015 school year

Joseph Bonanata	Sub Custodial-Part Time (PM)
-----------------	------------------------------

Roll Call Vote

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

• **FACILITY MANAGER CONTRACT – (Attachment #6)**

Motion to approve by roll call vote the 2014-2015 school year contract for Leo Blackowski at a salary of \$45,000.00 pursuant to the attached contract

Roll Call

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

• **CONFIDENTIAL SECRETARY (Attachment #7)**

Motion to approve by roll call vote the 2014-2015 school year contract for JoAnn Stewart at a salary of \$35,547.21 pursuant to the attached contract.

Roll Call

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

- **CONFIDENTIAL SECRETARY (Attachment #8)**
Motion to approve by roll call vote the 2014-2015 school year contract for Christine Somers at a salary of \$28,229.18 pursuant to the attached contract.

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

- **CERTIFICATED STAFF - TENURE (Attachment #9)**
Motion to approve by roll call vote the 2014-2015 school year contracts for the certificated tenure staff.

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

- **CERTIFICATED STAFF – NON-TENURE (Attachment #9)**
Motion to approve by roll call vote the 2014-2015 school year contracts for the certificated non-tenure staff.

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

- **NON-CERTIFICATED STAFF - (Attachment #9)**
Motion to approve by roll call vote the 2014-2015 school year contracts for the non-certificated staff.

Roll Call

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

- **2014-2015 SCHOOL CALENDAR (Attachment 10)**
Motion to approve by roll call vote the 2013-2014 school year calendar

Roll Call

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

8. BOARD OF EDUCATION BUSINESS

- **BUDGET HEARING**

9. FINANCE REPORTS

- **BUDGET TRANSFERS (Attachment #11)**
Motion to approve by roll call vote the following:
Pursuant to 18A:22-8.1, The Business Administrator recommends the attached budgetary transfers.

Roll Call

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

- **BOARD SECRETARY REPORT (Attachment #12)**
Motion to approve by roll call vote the following:

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Pursuant to N.J.A.C. 6A:23-2.12(d), the Business Administrator certifies that as of March 31, 2014, no budgetary line item account has been over-expended in violation of N.J.S.A.18A:22-8 and 18A:22-8.1.

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

• **TREASURER OF SCHOOL FUNDS REPORT (Attachment #12a)**

Motion to approve by roll call vote the following:

The March 31, 2014 Treasurer of School Funds Reports are in agreement with the March 31, 2014 Reports of the Board Secretary.

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

• **BILLS LIST (Attachment #13)**

Motion to approve by roll call vote the Bills List for May 5, 2014 in the amount of

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

• **2014-2015 FINAL SCHOOL BUDGET (Attachment #16)**

Motion to approve by roll call vote that the Board of Education approve the following:

RESOLVED, by the Bass River Township Board of Education in the County of Burlington to approve the final June 30, 2015 Budget in the amount of \$2,381,099.00.

General Fund:	\$2,297,923	Tax Levy: \$1,346,565
Special Revenue Fund:	\$ 83,176	

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

BE IT FURTHER RESOLVED, that the Bass River Board of Education includes in the final budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget to cover in the amount of \$57,537 for the purpose of funding an additional instructor

Roll Call

Motion by _____ Seconded by _____

Mrs. Duym _____
Mrs. Halde _____
Mrs. Heinrichs _____
Mr. Nutt _____
Mrs. Ruffo _____

10. APPOINTMENTS

Motion to approve by roll call vote the following appointments:

- **BASS RIVER TOWNSHIP BOARD OF EDUCATION – COMMITTEES**
Be It Resolved that the Bass River Township Board of Education acts as a committee of the whole for the fiscal year 2014-2015.
- **ADOPTION OF SCHOOL DISTRICT ADDRESS**
Be It Resolved to approve official addresses as follows:
District: 11 North Maple Avenue, New Gretna, NJ 08224
- **ACCOUNT TRANSFERS**
Be It Resolved that the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.
- **ADOPTION OF EXISTING POLICIES**
Be It Resolved to adopt existing policies, and in the event any policy or part of a policy is judged to be inconsistent with the law, inoperative by a court of competent jurisdiction, or is invalidated by a policy duly adopted by this Board, the remaining policies and parts of policies shall remain in effect.
- **ADOPTION OF EXISTING TEXTBOOKS**
Be It Resolved to adopt existing textbooks, and in the event any textbook or part of a textbook is judged to be inconsistent with the law, inoperative by a court of competent jurisdiction, or is invalidated by a policy duly adopted by this Board, the remaining textbooks and parts of textbooks shall remain in effect.
- **ADOPTION OF EXISTING CURRICULUM**

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Be It Resolved to adopt existing curriculum, and in the event any curriculum or part of a curriculum is judged to be inconsistent with the law, inoperative by a court of competent jurisdiction, or is invalidated by a policy duly adopted by this Board, the remaining curriculum and parts of curriculum shall remain in effect.

- **ADOPTION OF OFFICIAL SEAL**

Be It Resolved to adopt official seal of the District which is in the possession of the Business Administrator/Board Secretary.

- **DESIGNATION OF OFFICIAL NEWSPAPER**

Be It Resolved to designate The Beacon as the official newspaper of the District with the Atlantic City Press or Asbury Park Press as the alternate choice when a weekly publication will not suffice throughout the 2014-2015 fiscal year.

- **SCHOOL FUNDS INVESTOR**

Be It Resolved to designate Stephen J. Brennan as School Funds investor, pursuant to N.J.S.A. 17:12B-0241.

- **PURCHASING AGENT**

Be It Resolved, that the Bass River Township Board of Education appoint Stephen J. Brennan as the Qualified Purchasing Agent subject to bid thresholds permitted by law under N.J.S.A. 18A:2-B.

- **FEDERAL PROGRAMS**

Be It Resolved, that the Bass River Township Board of Education appoints Stephen J. Brennan as the Authorized Representative for all Federal programs including: E-Rate, Child Nutrition, designated custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2014-2015 school year.

- **TRANSPORTATION BID SPECIFICATIONS**

Be It Resolved, that in accordance with N.J.A.C. 6A:27-9.2(c), the Bass River Township Board of Education authorizes Stephen J. Brennan to prepare, advertise, and submit to the Executive County Superintendent for approval the necessary bid specifications to meet student transportation needs, throughout the 2014-2015 fiscal year.

- **FEES FOR COPIES OF PUBLIC DOCUMENTS**

Be It Resolved that the Bass River Township Board of Education hereby establishes a photocopy fee of five cents (\$.05) per letter size page and seven cents (\$.07) per legal size of official board minutes and other public documents; and,

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Be It Further Resolved that all requests for public information where actual costs exceed the above mentioned amounts shall be charged actual costs in accordance with N.J.S.A. 47:1A-5.b

- **PROCUREMENT OF GOODS AND SERVICES THROUGH STATE CONTRACT**

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, Bass River Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Bass River Township Board of Education desires to authorize its purchasing agent for the 2014-2015 fiscal year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Bass River Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

- **TRAVEL EXPENDITURE**

Be It Resolved to approve annual travel expenditure for the 2014-2015 fiscal year not to exceed \$20,000 district-wide.

- **CHART OF ACCOUNTS**

Be It Resolved, that the Bass River Township Board of Education will follow accounting policies and procedures that comply with Generally Accepted Accounting Principles (GAAP), which includes using an accounting system that provides for the proper recording and reporting of financial data in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools as issued, October 2008.

- **BOARD ATTORNEY**

Be It Resolved, that Paul C. Kalac, Esq. of Schwartz, Simon, Edelstein & Celso, LLC be appointed as Board Attorney for the Bass River Township Board of Education, at the hourly rate of \$160 effective July 1, 2014 through June 30, 2015.

- **BOARD AUDITOR**

BASS RIVER TOWNSHIP BOARD OF EDUCATION
 REGULAR MEETING AGENDA
 MAY 5, 2014

Be It Resolved, that Holman, Frenia, Allison be appointed as Board Auditor for the Bass River Township Board of Education, effective July 1, 2014 through June 30, 2015 at an annual cost of \$11,000.

- **SCHOOL PHYSICIAN**

Be It Resolved, that Dr. Joyce Leonetti, D.O., M.P.H. be reappointed as School Physician effective July 1, 2014 through June 30, 2015 at an annual salary of \$4,000.

- **TREASURER OF SCHOOL MONIES**

Be It Resolved, that Mrs. Kim Sprague be reappointed Treasurer of School Monies effective July 1, 2014 through June 30, 2015 at an annual salary of \$3,000.

- **AUTHORIZED SIGNATORIES**

Be It Resolved to authorize the signing of checks for the 2014-2015 Fiscal year as follows:

Account	# Req'd Signatu	Required Signatures
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	2	Superintendent or Business Administrator or Administrative Assistant

- **APPOINTMENT OF INSURANCE AGENTS**

Be It Resolved to appoint insurance agents for the 2014-2015 fiscal year as follows:

<u>Type</u>	<u>Agent</u>
Property/Casualty	T.C. Irons/Haines & Haines
Medical/Dental/Vision	LDP Consulting Group, Inc.
Student Accident	T.C. Irons/Haines & Haines
Workers Compensation	T.C. Irons/Haines & Haines

- **TAX SHELTER ANNUITY COMPANIES**

Be It Resolved to approve the following tax shelter annuity brokers:
 AXA/Equitable

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Valic
Northwestern Mutual
Wachovia

• **REGULAR MEETING DATES FOR 2014-2015**

Be It Resolved to approve the Board of Education meeting schedule as follows:

Location: Bass River Elementary School Library, 11 North Maple Avenue, New Gretna, NJ

Time: Regular Session-7:00 PM

July 1, 2014	January 6, 2015 ORGANIZATION MEETING
August 5 2014	February 3, 2015
September 2, 2014	March 3, 2015
October 7, 2014	April 7, 2015
November 4, 2014	May 5, 2015 BUDGET HEARING
December 2, 2014	June 2, 2015

• **REQUISITION OF SCHOOL TAX LEVY SCHEDULE**

BE IT RESOLVED, that the Bass River Township Board of Education approve the following Requisition of School Tax Levy Schedule for the annual operating budget for the 2014-2015 school year totaling \$1,346,565

7/8/2014	\$112,213.75
8/5/2014	\$112,213.75
9/2/2014	\$112,213.75
10/7/2014	\$112,213.75
11/4/2014	\$112,213.75
12/2/2014	\$112,213.75
1/6/2015	\$112,213.75
2/3/2015	\$112,213.75
3/3/2015	\$112,213.75
4/7/2015	\$112,213.75
5/5/5015	\$112,213.75
6/2/2015	\$112,213.75
Total	\$1,346,565

• **PUPIL RECORDS**

Be It Resolved, that the Bass River Township Board of Education authorizes the following pupil records to be collected and maintained by authorized certified school personnel in accordance with the Law:

- Record of Daily Attendance
- Descriptions of Pupil Progress
- Test Results

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

- Health Records

The Bass River Township Elementary School is prohibited from recording the religious or political affiliation of the pupil and/or parents unless requested to do so in writing by the parent.

- **DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER (PACO) AND CUSTODIAN OF SCHOOL FUNDS**

Be It Resolved, that the Bass River Township Board of Education appoint Stephen J. Brennan as its Public Agency Compliance Officer and Custodian of School Funds.

- **AHERA COORDINATOR**

Be It Resolved to approve Leo Blackowski as the District AHERA Coordinator for the fiscal year 2014-2015.

- **RIGHT TO KNOW OFFICER**

Be It Resolved to approve Stephen J. Brennan as the District Right to Know Officer for the fiscal year 2014-2015.

- **INTEGRATED PEST MANAGEMENT COORDINATOR**

Be It Resolved to appoint Leo Blackowski as the District Integrated Pest Management Coordinator for the fiscal year 2014-2015.

- **AFFIRMATIVE ACTION OFFICER**

Be It Resolved, that the Bass River Township Board of Education appoints Lawrence Mathis as its Affirmative Action Officer for the fiscal year 2014-2015.

- **504 OFFICER**

Be It Resolved, that the Bass River Board of Education appoints Lawrence Mathis as its 504 Officer for the fiscal year 2014-2015.

- **ANTI BULLYING COORDINATOR**

Be It Resolved, that the Bass River Township Board of Education appoints Lawrence Mathis as its Anti Bullying Coordinator for the fiscal year 2014-2015.

- **SUBSTANCE AWARENESS COORDINATOR**

Be It Resolved, that the Bass River Township Board of Education appoints Lawrence Mathis as its Substance Awareness Coordinator for the fiscal year 2014-2015.

- **ANTI BULLYING SPECIALIST**

Be It Resolved, that the Bass River Township Board of Education appoints Joni Burns as its Anti Bullying Specialist for the fiscal year 2014-2015.

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

- **SECURITY PLAN (to be provided at Board meeting)**
It is recommended by the Superintendent that the Board of Education adopt the current Security Plan for the fiscal year 2014-2015.

- **MONTHLY EXPENSES**
It is recommended by the Superintendent that the Board of Education to approve Stephen J. Brennan to be granted the ability to pay any outstanding recurring expenses on months that Board Meetings are not held. (The bill list will be approved at the following Board meeting.)

It is further recommended by the Superintendent that the Board allow Stephen J. Brennan to make individual purchases of up to \$1,000 of goods and services that are unbudgeted for in the fiscal year 201-2015.

- **INTERLOCAL AGREEMENT – BUSINESS SERVICES (Attachment #14)**
Be It Resolved to approve the Shared Services Agreement between Pinelands Regional Board of Education and Bass River Township Board of Education to provide business office administration as per attached document.

- **INTERLOCAL AGREEMENT – CHILD STUDY TEAM (Attachment #15)**
Be It Resolved, to approve the Shared Services Agreement between Pinelands Regional Board of Education and Bass River Township Board of Education to provide Child Study Team services as per attached document.

- **SUBSTITUTE PAY RATES**
Be It Resolved, that the Bass River Board of Education approve the following substitute pay rates:

Teachers	\$ 73.00/day
Aides	\$ 9.00/hour
Custodians	\$ 10.00/hour
Secretaries	\$ 9.00/hour
Nurses	\$100.00/day

Roll Call

Motion by _____ *Seconded by* _____

Mrs. Duym	_____
Mrs. Halde	_____
Ms. Heinrichs	_____
Mr. Nutt	_____
Mrs. Ruffo	_____

11. EXECUTIVE SESSION

“RESOLVED, that the Board of Education meet in closed session. Item(s) so discussed will be disclosed to the public providing it does not violate New Jersey statutes and regulations regarding disclosure of information affecting this matter.”

BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 5, 2014

Voice Vote

Motion by: _____ *Seconded by* _____
Yeas: _____ *Nays* _____ *Abstain* _____

Time in: _____ **Time out:** _____

12. AUDIENCE PARTICIPATION II

13. ADJOURNMENT

It is recommended that the Board of Education adjourn the meeting

Voice Vote

Motion by: _____ *Seconded by* _____
Yeas: _____ *Nays* _____ *Abstain* _____

Adjournment at _____ PM