

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

**1. CALL TO ORDER**

The Regular Meeting of the Board of Education of the Township of Bass River, County of Burlington, New Jersey was held at 7:09 P.M. on Monday, May 5, 2014 at the Bass River Elementary School.

The New Jersey Open Public Meetings Statement was read by Mrs. Heinrichs. Notice of the meeting was published in the official Board of Education newspaper, The Press of Atlantic City, as well as posted on the bulletin board at Bass River Elementary School Media Center, 11 North Maple Avenue, New Gretna, New Jersey and was filed with the Municipal Clerk of Bass River Township.

**2. PLEDGE TO THE FLAG**

Mrs. Heinrichs led the group in the pledge to the flag.

**3. ROLL CALL**

Members Present: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo

Members Absent: 0

Others Present: Mr. Larry Mathis, Superintendent  
Mr. Stephen J. Brennan, School Business Administrator/Board Secretary

**5. MINUTES**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by voice vote to approve the following:

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

**Voice Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mr. Nutt

**6. CORRESPONDENCE - None****7. SUPERINTENDENT'S REPORT**

- **ENROLLMENT/ATTENDANCE REPORT** – April 2014 (*Attachment #2*).
- **BUS EVACUATION DRILL** (*Attachment #3*)
- **SCHOOL ANTI-BULLYING REPORT** (*Attachment #4*)

Motion by Ms. Halde, seconded by Mrs. Ruffo and carried by voice vote to approve the attached School Anti-Bullying Report

**Voice Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo

Nays: 0

Abstain: 0

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**Discussion:**

The Superintendent explained the process and details surrounding the incident noted in the report.

- **SUBSTITUTE STAFF APPOINTMENTS**

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve the following substitute(s) 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 Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
 Nays: 0  
 Abstain: 0

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

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the attached seminars/workshops and all associated costs.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
 Nays: 0  
 Abstain: 0

- **SUPERINTENDENT CONTRACT**

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve 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.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
 Nays: 0  
 Abstain: 0

- **APPOINTMENT**

Motion by Mrs. Ruffo, seconded by Ms. Halde and carried by roll call vote to approve the following appointment for the 2014-2015 school year

Joseph Bonanata	Sub Custodial-Part Time (PM)
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**Roll Call Vote**

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Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

**Discussion:**

**The Superintendent explained the details and the need to appoint the part time substitute custodian.**

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

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve the 2014-2015 school year contract for Leo Blackowski at a salary of \$45,000.00 pursuant to the attached contract

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

**Discussion:**

**The Superintendent explained the reason for separate appointments is due to the fact they are non-affiliated staff.**

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

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

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

- **CONFIDENTIAL SECRETARY (Attachment #8)**

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve the 2014-2015 school year contract for Christine Somers at a salary of \$28,229.18 pursuant to the attached contract.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

- **CERTIFICATED STAFF - TENURE (Attachment #9)**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2014-2015 school year contracts for the certificated tenure staff.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

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**Discussion:**

**The Superintendent explained which staff are considered non-tenured.**

- **CERTIFICATED STAFF – NON-TENURE (*Attachment #9*)**

Motion by Ms. Halde, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2014-2015 school year contracts for the certificated non-tenure staff.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo

Nays: 0

Abstain: 0

**Discussion:**

**The Superintendent explained two additional appointments are forthcoming:**

- **Physical Education**
- **Music**

- **NON-CERTIFICATED STAFF - (*Attachment #9*)**

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve the 2014-2015 school year contracts for the non-certificated staff.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo

Nays: 0

Abstain: 0

- **2014-2015 SCHOOL CALENDAR (*Attachment 10*)**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2014-2015 school year calendar

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo

Nays: 0

Abstain: 0

**Discussion:**

**The Superintendent explained the details of the calendar and how it aligns with the regional school districts.**

**8. BOARD OF EDUCATION BUSINESS**

- **BUDGET HEARING 2014-2015 School Year**

- The Business Administrator provided a presentation on the 2014-2015 School District budget. At the conclusion of the presentation, he opened the floor to the hearing on the budget.

- **NEW BUSINESS - None**

**9. FINANCE REPORTS**

- **BUDGET TRANSFERS (*Attachment #11*)**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve

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the following:

Pursuant to 18A:22-8.1, The Business Administrator recommends the attached budgetary transfers.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

- **BOARD SECRETARY REPORT (*Attachment #12*)**

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve the following:

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 Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

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

Motion by Ms. Halde, seconded by Mrs. Ruffo and carried by roll call vote to approve 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 Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

- **BILLS LIST (*Attachment #13*)**

Motion by Mrs. Duym, seconded by Ms. Halde and carried by roll call vote to approve the Bills List for May 5, 2014.

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

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

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to 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

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Special Revenue Fund:     \$   83,176

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 Vote**

Ayes:               Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays:               0  
Abstain:           0

**10. APPOINTMENTS**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve 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**  
**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

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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,

**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

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- **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**

**Be It Resolved**, that Holman, Frenia, Allison P.C. 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

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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:

<b>Account</b>	<b># Req'd Signatures</b>	<b>Required Signatures</b>
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><b>Type</b></u>	<u><b>Agent</b></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
- Valic
- Northwestern Mutual
- Wachovia

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

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

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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 <b>ORGANIZATION MEETING</b>
August 5, 2014	February 3, 2015
September 2, 2014	March 3, 2015
October 7, 2014	April 7, 2015
November 4, 2014	May 5, 2015 <b>BUDGET HEARING</b>
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
<b>Total</b>	<b>\$1,346,565</b>

• **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
- 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.

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- **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.
- **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

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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 2014-2015.

- **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 Vote**

Ayes: Mrs. Duym, Mrs. Halde, Mrs. Heinrichs, Mr. Nutt and Mrs. Ruffo  
Nays: 0  
Abstain: 0

**11. AUDIENCE PARTICIPATION II**

- A Board Member thanked Mr. Worrell for a successful field day.

**12. ADJOURNMENT**

Motion by Mr. Nutt, seconded by Mrs. Duym and carried by voice vote that the Board of Education adjourn the meeting at 7:52 P.M.

**Voice Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrichs, Mr. Nutt and Ms. Ruffo  
Nays: 0  
Abstain: 0

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Respectfully submitted,

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Stephen J. Brennan, MBA, CPA  
School Business Administrator, Board Secretary