

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

ORGANIZATIONAL MEETING

1. CALL TO ORDER AT 6:29 PM – Bass River Elementary School Media Center

The New Jersey Open Public Meetings Law was enacted to insure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this Act, the Bass River Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted, as follows:

Board Office Bulletin Board)
The Press of Atlantic City) Date: April 23, 2009
Municipal Clerk)

2. PLEDGE TO THE FLAG

3. APPOINT BOARD SECRETARY TO PRESIDE OVER MEETING

Board President appointed the Board Secretary to temporarily preside over Board meeting.

4. REPORT OF ELECTION RESULTS

Board Secretary reported the following results from the April 21, 2009 School Board elections.

a. 2009-2010 School District Budget

	<u>Yes</u>	<u>No</u>
Bass River Township		
Question #1	75	51

b. New Board Members

Full Three Year Term:
Theresa Cramer 99 votes

Full Three Year Term:
George E. Nutt 92 votes

5. OATH OF ALLEGIANCE TO NEW BOARD MEMBERS

The Board Secretary conveyed the Oath of Allegiance to the following board members: Theresa Cramer, George E. Nutt.

6. ROLL CALL

Mrs. Allen	Present: <u> X </u>	Absent: <u> </u>
Mrs. Cramer	Present: <u> X </u>	Absent: <u> </u>
Mr. Hamilton	Present: <u> X </u>	Absent: <u> </u>
Mr. McGeoch	Present: <u> X </u>	Absent: <u> </u>
Mr. Nutt	Present: <u> X </u>	Absent: <u> </u>

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

7. OFFICER NOMINATIONS

- a. The Board Secretary opened floor for nominations of President of the Bass River Township Board of Education. Moved by Mrs. Allen and seconded by Mr. Nutt that the Board of Education nominate David McGeoch as President.

Roll Call Vote

Ayes: Mrs. Allen, Mrs. Cramer, Mr. Hamilton, Mr. McGeoch, Mr. Nutt

Nays: 0

Abstain: 0

- b. The Board Secretary opened floor for nominations of Vice President of the Bass River Township Board of Education. Moved by Mrs. Allen and seconded by Mr. Hamilton that the Board of Education nominated George E. Nutt as Vice-President.

Roll Call Vote

Ayes: Mrs. Allen, Mrs. Cramer, Mr. McGeoch

Nays: Mr. Hamilton, Mr. Nutt

Abstain: 0

8. BOARD PRESIDENT PRESIDES OVER MEETING

Board Secretary returns control of the meeting over to Board President, Mr. McGeoch.

9. APPROVAL OF REORGANIZATIONAL MEETING AGENDA

Moved by Mr. Nutt and seconded by Mrs. Cramer that the Board of Education approve the Reorganization Meeting agenda as presented.

Voice Vote

Ayes: Mrs. Allen, Mr. Hamilton, Mr. McGeoch, Mr. Nutt

Nays: 0

Abstain: Mrs. Cramer

10. NEW JERSEY SCHOOL BOARDS CODE OF ETHICS

Moved by Mr. Nutt and seconded by Mr. Hamilton that the Board of Education approve the following resolution”

RESOLVED, in accordance with N.J.S.A. 18A:12-24.1 the members of the Bass River Township Board of Education shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that 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 that 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. 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 school.
- 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

Roll Call Vote

Ayes: Mrs. Allen, Mrs. Cramer, Mr. Hamilton, Mr. McGeoch, Mr. Nutt

Nays: 0

Abstain: 0

11. APPOINTMENTS

Moved by Mrs. Cramer and seconded by Mrs. Allen that the Board of Education approve the following:

Discussion: The Board expressed concern over the last day of school and questioned the opportunity to move teacher conference days to November 2, 3, 4, 2009. The Superintendent responded that he believed it was the Board's intention to develop a school calendar that coincided with the Pinelands Regional School District. The Board instructed the Superintendent to distribute a survey on the topic to district families and construct a calendar based on the survey's feedback. Mrs. Cramer amended her motion to exclude Item E.

a. NEW JERSEY AND BURLINGTON COUNTY SCHOOL BOARDS DELEGATE

Mr. Hamilton be appointed legislative delegate to the New Jersey and Burlington County School Boards Association.

Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009

- b. **NEW JERSEY AND BURLINGTON COUNTY SCHOOL BOARDS ALTERNATE DELEGATE**
Mrs. Cramer be appointed alternate delegate to the New Jersey and Burlington County School boards Association.
- c. **BASS RIVER TOWNSHIP BOARD OF EDUCATION COMMITTEES**
Bass River Township Board of Education acts as a committee of the whole for the 2009-2010 board year.
- d. **ADOPTION OF SCHOOL DISTRICT ADDRESS**
Official school district address as follows:
District: 11 North Maple Avenue, New Gretna, NJ 08224
- e. **SCHOOL CALENDAR (Attachment #1)**
REMOVED FROM MOTION
- f. **ACCOUNT TRANSFERS**
Authorize the Business Administrator to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.
- g. **ADOPTION OF EXISTING POLICIES**
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.
- h. **ADOPTION OF OFFICIAL SEAL**
Adopt official seal of the District which is in the possession of the Business Administrator/Board Secretary.
- ii) **DESIGNATION OF OFFICIAL NEWSPAPER**
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 until the annual organization meeting of 2010.
- j) **SCHOOL FUNDS INVESTOR**
Designate Business Administrator/Board Secretary as School Funds investor, pursuant to N.J.S.A. 17:12B-0241.
- k) **PURCHASING AGENT**
RESOLVED, that the Bass River Township Board of Education appoint Stephen Brennan as the Qualified Purchasing Agent subject to bid thresholds permitted by law under N.J.S.A. 18A:2-B.
- l) **FEDERAL PROGRAMS**

Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009

RESOLVED, that the Bass River Township Board of Education appoints Stephen Brennan as the Authorized Representative for all Federal programs including; E-Rate and Child Nutrition, and 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 2009-2010 school year.

m) **TRANSPORTATION BID SPECIFICATIONS**

RESOLVED, that in accordance with N.J.A.C. 6A:27-9.2(c), the Bass River Township Board of Education authorizes the Business Administrator to prepare, advertise, and submit to the Executive County Superintendent for approval the necessary bid specifications to meet student transportation needs, throughout the 2009-2010 fiscal year.

n) **FEES FOR COPIES OF PUBLIC DOCUMENTS**

RESOLVED that the Bass River Township Board of Education hereby establishes a photocopy fee of seventy-five cents (\$.75) per page for the first to tenth pages, fifty cents (\$.50) for the eleventh to twentieth pages and twenty-five cents (\$.25) per page for all pages over the twentieth page of official Board Minutes and other public documents; and,

BE IT FURTHER RESOLVED that all requests for public information which requires employee time shall be provided at the hourly rate(s) of the employee(s) assigned to produce that public information.

o) **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 2009-2010 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.

p) **TRAVEL EXPENDITURE**

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

Approve annual travel expenditure for the 2009-2010 school year not to exceed \$20,000 district-wide.

q) **CHART OF ACCOUNTS**

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.

r) **BOARD ATTORNEY**

BE IT RESOLVED, that Paul J. Carr, Esq. be reappointed as Board Attorney for the Bass River Township Board of Education, at the hourly rate of \$150 effective May 1, 2009 through the next Annual Organizational Meeting.

s) **BOARD AUDITOR**

BE IT RESOLVED, that Gross & Company be reappointed as Board Auditor for the Bass River Township Board of Education, effective May 1, 2009 through the next Annual Organizational Meeting at an annual cost of \$9,750. (Attachment #4)

t) **SCHOOL PHYSICIAN**

BE IT RESOLVED, that Dr. Joyce Leonetti, D.O., M.P.H. be reappointed as School Physician effective May 1, 2009 through the next Annual Organizational Meeting at an annual salary of \$4,000. (Attachment #5)

u) **SUBSTITUTE NURSES**

BE IT RESOLVED, that Bayada Nurses of Burlington County be reappointed as Substitute Nurses for the Bass River Township Board of Education, effective May 1, 2009 through the next Annual Organizational Meeting at an hourly rate of Registered Nurses \$55 and Licensed Practical Nurses \$45.

v) **TREASURER OF SCHOOL MONIES**

BE IT RESOLVED, that Mrs. Kim Sprague be reappointed Treasurer of School Monies effective May 1, 2009 through the next Annual Organizational Meeting at an annual salary of \$3,000.

w) **APPROVAL OF LEGAL DEPOSITORIES FOR INVESTMENTS, DEPOSITS, WITHDRAWALS, AND/OR SAFE DEPOSIT BOX**

WHEREAS, pursuant to N.J.S.A 18A:17-34 and 18A:20-37, school districts are permitted to designate a bank for the deposit of public funds and/or are permitted to temporarily invest money not required for immediate expenditures as provided for therein; and

WHEREAS, approximately Forty-three (43) Bergen County and eighteen (18) Ocean County school districts have formed a consortium, known as the BERGEN COUNTY SCHOOL DISTRICT BANKING CONSORTIUM "BCBANC", to bid

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

on banking services with the goal of maximizing interest earnings on their investments, increasing efficiency of fiscal management, and creating a fair and open competitive process for selection of banking services; and

WHEREAS the Bass River Township Board of Education has agreed to participate in the Bergen County School District Banking Consortium (BCBANC) for the purposes of soliciting proposals for banking services, and

WHEREAS representatives accepted proposals for banking services on August 17th, 2006 and have determined through thorough, empirical and qualitative analysis that TD Bank provided the most advantageous proposal to the consortium,

NOW THEREFORE BE IT RESOLVED that the Board of Education authorize the Business Administrator to invest school district funds within statutory limitations and TD Bank be authorized as legal depositories for the Board of Education Funds from July 1, 2009 through June 30, 2010 as recommended by the Superintendent.

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Education designate TD Bank as the bank for deposits and withdrawals for the Warrant Account, Payroll Account, Payroll Agency Account, Unemployment Account, Student Activities Account, Food Services Account, and approve the use of a safe deposit box at TD Bank, from July 1 2009 through June 30, 2010, as recommended by the Superintendent.

x) AUTHORIZED SIGNATORIES

Authorize the signing of checks until the annual organizational meeting of 2010 as follows:

Account	# Req'd Signature	Required Signatures
Warrant #7865160043	3	President or Vice President Business Administrator Treasurer of School Monies
Payroll #7865159409	1	President or Vice President or Business Administrator or Treasurer of School Monies
Payroll Agency #7865159391	1	President or Business Administrator or Treasurer of School Monies
Unemployment #7865159417	1	President or Vice President or Business Administrator
Student Activities #7865159425	2	Superintendent or Business Administrator or Administrative Assistant
Food Services #7865159433	2	Superintendent Business Administrator or Administrative Assistant

y) APPOINTMENT OF INSURANCE AGENTS

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

Appoint insurance agents for the 2009-2010 school 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

z) TAX SHELTER ANNUITY COMPANIES

Approve the following tax shelter annuity brokers:

- AXA/Equitable
- Valic
- Northwestern Mutual
- Wachovia

aa) REGULAR MEETING DATES FOR 2009-2010

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

May 26, 2009	June 23, 2009	July 21, 2009
August 18, 2009	September 15, 2009	October 20, 2009
November 17, 2009	December 15, 2009	January 19, 2010
February 16, 2010	March 23, 2010	

Reorganization meeting: April 27, 2010

bb) 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 2009-2010 school year totaling \$1,148,394:

July 21, 2009	\$95,699.50
August 18, 2009	\$95,699.50
September 15, 2009	\$95,699.50
October 20, 2009	\$95,699.50
November 17, 2009	\$95,699.50
December 15, 2009	\$95,699.50
January 26, 2010	\$95,699.50
February 23, 2010	\$95,699.50
March 16, 2010	\$95,699.50
April 20, 2010	\$95,699.50
May 18, 2010	\$95,699.50
June 15, 2010	\$95,699.50

cc) PUPIL RECORDS

BE IT RESOLVED, that the Bass River Township Board of Education authorizes

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

the following pupil records to be collected and maintained by authorized certified school personnel in accordance with the Law:

1. Record of Daily Attendance
2. Descriptions of Pupil Progress
3. Test Results
4. 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.

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

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

ee) AHERA COORDINATOR

Approve Mr. Robert Schaeffer as the District AHERA Coordinator until the organizational meeting of 2010.

ff) RIGHT TO KNOW OFFICER

Approve Stephen J. Brennan as the District Right to Know Officer until the organizational meeting of 2010.

gg) INTEGRATED PEST MANAGEMENT COORDINATOR

Appoint Mr. Robert Schaeffer as the District Integrated Pest Management Coordinator until the organizational meeting of 2010.

hh) AFFIRMATIVE ACTION OFFICER / 504 OFFICER

RESOLVED, that the Bass River Township Board of Education appoints Mr. Lawrence Mathis as its Affirmative Action Officer for the 2009-2010 school year.

RESOLVED, that the Bass River Board of Education appoints Mr. Lawrence Mathis as its 504 Officer for the 2009-2010 school year.

ii) SUBSTANCE AWARENESS COORDINATOR

RESOLVED, that the Bass River Township Board of Education appoints Mr. Lawrence Mathis as its Substance Awareness Coordinator for the 2009-2010 school year.

jj) COMPREHENSIVE EQUITY PLAN

Multi-Year Equity Plan—Affirmative Action for the 2009-2010 school year:

BE IT RESOLVED, that the Board of Education reaffirms the continuation of a Three-Year Multi-Year Equity Plan/Comprehensive Equity Plan (“MYEP”) 2007-2010 to identify and correct, or assess and prevent, all bias, discrimination, and

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

impermissible isolation in the policies, programs, practices, and facilities of the district; and

BE IT FURTHER RESOLVED, that the Board of Education reaffirms that it is committing the district to provide Equality in Education Programs and ensures educational equity according to Policy No. 5145.4; and

BE IT FURTHER RESOLVED, that Patrick S. DeGeorge be appointed as the district's Affirmative Action Officer, and that said Affirmative Action Officer be empowered to coordinate with the Section 504 Officer; and

BE IT FURTHER RESOLVED, that the Affirmative Action Officer be granted sufficient authority to ensure that the district upholds all regulations, codes, and laws related to equality in the schools; and

BE IT FURTHER RESOLVED, that the Affirmative Action Officer be authorized to facilitate and ensure the development and implementation of the MYEP.

kk) SECURITY PLAN

Adopt the current Security Plan for the 2009-2010 school year.

ll) MONTHLY EXPENSES

It is recommended by the Superintendent that the Board of Education approve the Business Administrator 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 the Business Administrator/Board Secretary to allow individual purchases of up to \$1,000 of goods and services that are unbudgeted for in the 2009-2010 school year.

mm) PETTY CASH FUND

It is recommended by the Superintendent, on the recommendation of the Business Administrator, that the Board of Education approve the establishment of a Petty Cash Fund for the 2009-2010 school year with a beginning balance of \$100. Mrs. Jo Ann Stewart will be the administrator of the fund and the fund will be replenished on an as needed basis with purchases requiring documentation.

nn) INTERLOCAL AGREEMENT – BUSINESS SERVICES (Attachment #2)

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.

Roll Call Vote

Ayes: Mrs. Allen, Mrs. Cramer, Mr. Hamilton, Mr. McGeoch, Mr. Nutt
Nays: 0

**Bass River Township Board of Education Meeting
Organizational Meeting for 2009-2010
April 28, 2009**

Abstain: 0

12. AUDIENCE PARTICIPATION

None

13. ADJOURN

Moved by Mr. Nutt and seconded by Mrs. Cramer that the Board of Education adjourn the Organizational meeting at 7:03PM.

Roll Call Vote

Ayes: Mrs. Allen, Mrs. Cramer, Mr. Hamilton, Mr. McGeoch, Mr. Nutt

Nays: 0

Abstain: 0