

Bass River Elementary School
MEETING MINUTES
May 9, 2022

1. Call to Order and Pledge of Allegiance

Time: 6:32 pm

2. ROLL CALL

PRESENT: Mrs. Adams, Mrs. Bitzberger, Mr. Foder, Mr. Swanssen
Mr. Williams

ABSENT:

Others Present: Katherine Van Tassel, School Business Administrator/Board Secretary, Mr. Paul Kalac, Board Solicitor

3. EXECUTIVE SESSION

Motion by Mr. Foder, seconded by Mr. Swanssen and carried by voice vote to approve the Board resolution to move to Executive Session.

Time: 6:33 pm

RESOLVED, that the Board of Education meet in closed session to discuss matters as listed below. 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. Personnel, Budget, Acquisition of School Property

Voice Vote

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

Motion by Foder, seconded by Swanssen and carried by voice vote to adjourn the Executive Session and enter public session.

Time: 6:58 pm

Voice Vote

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

4. RECOGNITION

- a. "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 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."

5. EXECUTIVE SESSION

Motion by Mr. Foder, seconded by Mr. Swanssen and carried by voice vote to approve the Board resolution to move to Executive Session.

Time: 7:01 pm

RESOLVED, that the Board of Education meet in closed session to discuss matters as listed below. 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. Personnel, Budget, Acquisition of School Property

Voice Vote

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

Nays: 0

Abstain: 0

Motion by Mrs. Adam, seconded by Mr. Foder and carried by voice vote to adjourn the Executive Session and enter public session.

Time: 7:59 pm

Voice Vote

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

0

Abstain: 0

6. APPROVAL OF MINUTES

Motion by Mr. Swanseen seconded by Mrs. Bitzburger and carried by voice vote to approve the following minutes:

- o February 22, 2022 - Special Meeting
- o February 22, 2022 - Executive Meeting
- o March 16, 2022 - Regular Meeting
- o March 16, 2022 - Executive Session
- o March 16, 2022 - Executive Session #2
- o April 25, 2022 - Special Meeting
- o April 25, 2022 - Executive Meeting

Voice Vote

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

Nays: 0

Abstain: 0

Discussion:

- A discussion was had regarding to the Board members access to the minutes.
- Mr. Foder and Mr. Swanseen discussed to table the minutes. Mrs. Bitzburger indicated if Mrs. Adams had access and revied all minutes she was comfortable to vote.
- Straw vote – all in favor a voting on the minutes. Unanimous.

7. NEW BUSINESS

1. Mr Foder updated the Board on the time capsule not being able to be located at the school property. Mr. Foder updated the board that the monument will be kept at the fire house.

2. Mr. Swanseen discussed publishing the Board dates and the changes in the Board meeting dates. He also requested that the Board consider removing the 3 minute rule for public comment.
3. A June 14 meeting was proposed at 6:30 p.m.
4. Mrs. Van Tassel discussed with the Board a Business Clerk position. They position would be paid from the amount that was offered to Business Administrator in the amount of \$3,000 annual for purchase order and administrative support.

Motion By Mr. Williams, seconded by Mr. Foder and carried by voice vote to approve items #3 and #4.

Voice Vote

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

Nays: 0

Abstain: 0

8. PUBLIC HEARING – 2021-2022 SCHOOL BUDGET

▪ **OPEN PUBLIC HEARING**

Open the Public Hearing on the 2022-2023 proposed budget. 8:15 p.m.

▪ **PRESENTATION**

The Business Administrator, Katherine Van Tassel, presented an overview of the proposed budget for the 2022-2023 school year.

▪ **CLOSE PUBLIC HEARING 8:20 p.m.**

Close the Public Hearing on the 2022-2023 proposed budget.

There was not public present at the meeting and Mr. Bond who was streaming the meeting confirmed there were not participated logged on to watch the presentation.

9. 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.

No public present in person or on-line – public session closed.

10. MOTION TO APPROVE THE AGENDA

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

Voice Vote

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

Nays: 0

Abstain: 0

11. FINANCE

Motion by Mrs. Bitzburger, seconded by Mr. Foder and carried by voice vote approve the Finance items as presented.

- A. **RESOLVED** that the Board of Education approve all bills and claims for May 9, 2022 in the amount of \$144,834.93 which are presented for approval. **(Attachment #1) (Attachment #1a)**

- B. **RESOLVED** that the Board of Education approve all Line-Item Transfers and Adjustments as per attachments. **(Attachment #2-March)**

- C. **RESOLVED** that the Board of Education approve the March 2022 Board Secretary’s Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of March 2022, 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 months of March 2022. **(Attachment #3-March)**

Katherine Van Tassel
Board Secretary

May 9, 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 March 2022, 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 March 2022. **(Attachment #4-March)**

RESOLVED that the Board of Education approve the fiscal year 2022-2023 school district budget in the amount of \$1,948,723 for submission to the county Office of Education as follows. The supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations.

General Fund Tax Levy	\$1,056,884
Total Operating Budget	\$1,948,723
Total Grant Entitlements	\$ 0
Total Repayment of Debt	\$ 0

This budget was advertised in The Press of Atlantic City on April 20, 2022 as required by law.

<u>BASS RIVER</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2022-2023 Total Expenditures:	\$1,948,723	\$0	\$0	\$1,948,723
Less: Anticipated Revenues:	\$891,839	\$0	\$0	\$891,839
Taxes to be Raised:	\$1,056,884	\$0	\$0	\$1,056,884

RESOLVED that the Board of Education approves the donation of the balance of the Bass River Student Activity Funds to Little Egg Harbor Student Activity Fund for the completion of the garden project. (**Attachment #5**)

Discussion: a discussion was held about the teacher who was requesting the donation. Mr. Kelac updated the Board on the student activity funds are raised by students and not part of the general funds.

Voice Vote

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

Nays: 0

Abstain: 0

12. 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.

The public comment portion of the meeting was closed, there were no members of the public in person or logged on via streaming.

13. Board Forum

Adams – Mrs. Adams wanted to welcome the new Business Administrator.

Bitzburger – Mrs. Bitzburger welcome Mrs. Van Tassel.

Foder – Mr. Foder discussed the importance of transparency.

Swanseen – Mr. Swanseen is glad that Mr. Bellone will be able to assist the district.

Williams – Mr. Williams is looking forward to the new year and it is bittersweet to see the school closing.

14. ADJOURNMENT

Motion by Mrs. Bitzburger, seconded by Mr. Foder and carried by voice vote that the Board adjourn the meeting at 8:32 pm.

Voice Vote

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

Nays: 0

Abstain: 0

Respectfully Submitted,

Katherine Van Tassel
Business Administrator