

**Bass River Elementary School  
MEETING MINUTES  
December 13 , 2022**

**1. Call to Order and Pledge of Allegiance** led by the Board President Mrs. Adams  
**Time: 6:30 pm**

**2. ROLL CALL** by Board Secretary Mrs. Van Tassel  
**PRESENT:** Mrs. Adams, Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**ABSENT:**

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

**3. EXECUTIVE SESSION**

• **EXECUTIVE SESSION**

**Motion by Mr. Williams, seconded by Mr. Swanseen 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. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to adjourn the Executive Session and enter public session.**

**Time: 7:20 pm**

**Voice Vote**

**Ayes:** (4) Mrs. Adams, Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**1. RECOGNITION**

The notice was read aloud to the public by the Board President, Mrs. Adams.

“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 on the Board of Education Website. The notice was also mailed to the Press of Atlantic City and filed with the Municipal Clerk of Bass River Township.”

**2. APPROVAL OF MINUTES**

- **October 25, 2002 Regular Minutes ( [Meeting Minutes October 25, 2022](#) )**
- **October 25, 2022 Executive Minutes ( [Exec. Session October 25, 2022](#) )**

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**Motion by Mr. Williams, seconded by Mrs. Bitzberger to approve the minutes as presented:**

**Voice Vote**

**Ayes:** (4) Mrs. Adams, Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**3. MOTION TO APPROVE AGENDA**

**Motion by Mr. Williams, seconded by Mrs. Bitzberger to approve the agenda as presented:**

**Voice Vote**

**Ayes:** (4) Mrs. Adams, Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**4. OLD BUSINESS**

**A. School Business Administrator to give Board update regarding ASSA, Carrying Costs.**

The SBA gave the Board an update that the ASSA was certified but there was some concern over discrepancies with final counts versus the DTRS numbers. The county and the auditor were updated and she would be looking into it. She would also be requesting monthly attendance reports.

**B. Approve the additional donations to the Church by the Bay Food/Clothing Pantry as attached. Donations were approved at the August 2, 2022 meeting. Additional items were identified to be donated. The approval is retroactive to 12/8/22.**

**Motion by Mrs. Bitzberger, seconded by Mr. Williams to approve items 4. B. with the correction to remove -additional- before the word donations.**

**Voice Vote**

**Ayes:** (4) Mrs. Adams, Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**5. NEW BUSINESS**

**Election Results**

<b>B. Adams</b>	<b>26</b>
<b>K. Swanseen</b>	<b>12</b>
<b>W. Van Orden</b>	<b>5</b>

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**6. 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. The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting. (Policy 0167).

*Mayor Deborah Buzby Cope spoke regarding the sale of the building and the court that the proceedings are being held in.*

*Ms. Buzby Cope also requested if the town would be able to get a list of students who the town could support with donations during the holidays.*

**7. FINANCE**

**A. RESOLVED** that the Board of Education approve all bills and claims for November and December, 2022 in the amount of \$213,354.98 which are presented for approval. Also, authorize the Business Administrator to pay any bills due and owing before the next Board of Education meeting, and make any transfers of funds necessary so that no budgetary line item is over expended for the 2022-2023 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. ( [BillsList NOV.pdf](#) [BillsList DEC.pdf](#) )

**B. RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ( [MonthlyTransferReport-2022 november.pdf](#) [MonthlyTransferReport-2022 october.pdf](#) )

**C. RESOLVED** that the Board of Education approve the October and November 2022 Board Secretary’s Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of November 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 October and November 2022. ( [BSR-2022-23-OCTOBER.pdf](#), [BSR-2022-23-NOVEMBER.pdf](#) )

<u>Katherine Van Tassel</u>	<u>December 13, 2022</u>
Board Secretary	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 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 periods ending October and November 2022. ( [October Treasurer.pdf](#) [Nov Treas Rpt BRS.pdf](#) )

**Motion by Mr. Swanseen, seconded by Mrs. Bitzberger to approve Item 10 A- E as presented:**  
Discussion regarding the tuition payments with the Board and the SBA.

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**Voice Vote**

**Ayes:** (4) Mrs. Adams, Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**8. 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.

*Mayor Deborah Buzby Cope asked about what loans the district still had on the building that would be due at the time of the sale. Ms. Buzby Cope also asked about out of district special ed placements.*

**9. BOARD FORUM**

Mr Williams - thank you everyone for your efforts. Thank you Mr. Kelac for pushing forward.

Mr. Swanseen - looking forward to hearing the results from court tomorrow. Merry Christmas to everyone.

Mrs. Bitzburger - Happy Holidays

Mrs. Adams - Thank you Mr. Kelac and Mrs. Van Tassel for the tuition and student numbers. Merry Christmas.

**10. ADJOURNMENT**

**Motion by Mrs. Biztburger and seconded by Mr. Swanseen**

**BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:59 pm**

**11. MEETING SCHEDULE**

**Re-Org Meeting - January 3, 2023 at 6:30 p.m.**

**The Bass River Board of Education meeting will be held at the Bass River Municipal Building located at:  
3 North Maple Ave, New Gretna.**