

**Bass River Elementary School  
MEETING MINUTES  
January 5, 2023**

- 1. Call to Order and Pledge of Allegiance** led by the Board Secretary Katherine Van Tassel  
Time: 6:33 pm

**2. EXECUTIVE SESSION**

Motion by Mrs. Bitzberger, seconded by Mr. Williams and carried by voice vote to approve the Board resolution to move to Executive Session.

Time: 6:34 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:** (3) Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

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

Time: 7:21 pm

**Voice Vote**

**Ayes:** (3) Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**3. RECOGNITION**

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 Meetings 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.

**4. APPROVAL OF AGENDA**

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

**Voice Vote**

**Ayes:** (3) Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**5. ELECTION RESULTS**

Election results were reviewed with the Board and the Business Administrator/Board Secretary certified that Mr. Swanseen is the write-in candidate duly authorized to be a member of the Bass River Board of Education upon being sworn in Mr. Swanseen is elected to a three-year term.

<u>Board Members</u>	<u>Term Expires</u>
Bonnie Adams	Not Renewing - <a href="#">W Adams Term Completion.docx</a>
Carol Bitzberger	2023
Karl Swanssen	2025
Mr. Williams	2024

6. **NEW BOARD MEMBERS OATH**  
 Mrs. Van Tassel administered the oath of office to elected board member Mr. Karl Swanssen.  
**(Attachment #1)**

7. **ROLL CALL**  
 by Board Secretary Mrs. Van Tassel  
**PRESENT:** Mrs. Bitzberger, Mr. Swanssen, Mr. Williams  
  
**ABSENT:**  
**Others Present:** Katherine Van Tassel, School Business Administrator/Board Secretary, Mr. Paul Kalac, Board Solicitor

8. **TEMPORARY CHAIR**  
**Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve the Board Secretary as temporary chair.**

**Voice Vote**  
**Ayes:** (3) Mrs. Bitzberger, Mr. Swanssen, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

9. **NOMINATION FOR PRESIDENT**  
**The Board Secretary opened the floor for nominations for President.**  
 Mrs. Bitzberger nominated Mr. Williams  
 No other nominations were presented and the floor was closed for vote.

**Voice Vote**  
**Ayes:** (3) Mrs. Bitzberger, Mr. Swanssen, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

The Board Secretary turned the meeting over to the newly elected Board President.

10. **NOMINATION FOR VICE PRESIDENT**  
 Mr. Williams nominated Mr. Swanssen.  
 No other nominations were presented and the floor was closed for vote.

**Voice Vote**  
**Ayes:** (3) Mrs. Bitzberger, Mr. Swanssen, Mr. Williams

**Nays:** 0  
**Abstain:** 0

11. **CODE OF ETHICS**

**Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve:**

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt the following 18A:12-24.1 Code of Ethics for School Board Members as listed a through j:

- a) I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which 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 which 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. But 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 schools.
- 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.
- j) I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**Voice Vote**

**Ayes:** (3) Mrs. Bitzberger, Mr. Swansen, Mr. Williams

**Nays:** 0

**Abstain:** 0

12. **ANNUAL BOARD RESOLUTIONS**

**Motion by Mr. Swansen, seconded by Mrs. Bitzberger and carried by voice vote to amend:  
Item 12 delete F.**

**Motion by Mr. Swansen, seconded by Mrs. Bitzberger and carried by voice vote to approve:  
Items 12 A-E and G-I.**

**A. OPEN TO PUBLIC POLICY**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest as cited in Policy No. 0167

**B. BE IT FURTHER RESOLVED** that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

**C. BE IT FURTHER RESOLVED** that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board’s attention by the Board Members, Board Attorney and Business Administrator/Board Secretary

**D. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** to adopt Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year of 2022.

**E. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** to accept and approve the policies and bylaws of the previous board.

**F. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** approve the following professional appointments: **REMOVED FROM VOTE**

<b>Firm/Appointment</b>	<b>Project/Service</b>	<b>Contract Terms</b>	<b>Notes</b>
Garrison Architects	Architect of Record	Effective July 1, 2023 through June 30, 2024	
Weiner Law Group	Paul C. Kalac, Esq., Board Attorney	Hourly Rate of \$165 effective July 1, 2023 through June 30, 2024	
Mrs. Kelly Righter	Treasurer of School Monies	Effective July 1, 2023 through June 30, 2024 at an annual salary of \$3,500.	
Holman, Frenia, Allison, PC	Auditor for Bass River Township Elementary School District	Effective July 1, 2023 through June 30, 2024.	
T.C. Irons Agency	Insurance Broker	Effective January 1, 2023 to December 31, 2024	

**G. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** to designate the following individuals as authorized signatories for the Board accounts:

<b>Account</b>	<b># Required Signature</b>	<b>Required Signatories</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	3	Superintendent or Business Administrator or Administrative Assistant

**H. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** approve the following resolution:

**WHEREAS**, the Bass River Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Business Administrator and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$5,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$5,000.00 for all staff and board members.

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.

- I. **BE IT HEREBY RESOLVED**, the Board Of Education appoints Katherine Van Tassel, School Business Administrator, as the Public Agency Compliance Officer (P.A.C.O) for the Bass River School District, for school year 2023/2024 in accordance with NJAC 17:27-3.2.

**Voice Vote**

**Ayes:** (3) Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0



13. **EXECUTIVE SESSION**

**RESOLVED**, that the Board of Education meet in closed session to discuss matters as listed below. Items(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.

The Board did not enter into a second Executive Session.

14. **APPROVAL OF MINUTES**

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

1. December 13, 2022 -  Meeting Minutes December 13, 2022
2. December 13, 2022 -  Exec. Session December 13, 2022

**Voice Vote**

**Ayes:** (3) Mrs. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

15. **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 - resident's forum closed.

16. **NEW BUSINESS**

Bass River Residents - No applications for Open Board seats were submitted.

17. **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.

No public present - public comment portion closed.

18. **BOARD FORUM**

**Mr. Williams stated that Mrs. Adams will be missed.**

19. **ADJOURNMENT**

**Motion by Mr. Swanseen, seconded by Mrs. Bitzberger and carried by voice vote to adjourn**

Adjourn: 8:03 pm

**MEETING SCHEDULE**

Regular Meeting - 2/16/2023