

**Bass River Elementary School  
MEETING MINUTES  
March 7, 2023**

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

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

**ABSENT:**

**Others Present:** Board Solicitor, Paul Kelac and Katherine Van Tassel, School Business Administrator/Board Secretary

**3. EXECUTIVE SESSION**

• **EXECUTIVE SESSION**

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

**Time: 6:36 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. Bitzberger, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

Motion Carried

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

**Nays:** 0

**Abstain:** 0

Motion Carried

**1. RECOGNITION**

The notice was read aloud to the public by the Board Secretary, Mrs. Van Tassel.

**“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**

**Motion by Mr. Swanseen, seconded by Mrs. Bitzberger to approve the minutes for the February 16, 2023**

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**Reorg meeting and February 16, 2023 Executive session as presented:**

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**3. MOTION TO APPROVE AGENDA**

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

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**4. OLD BUSINESS - None**

**5. NEW BUSINESS**

**Motion by Mr. Swanssen, seconded by Mrs. Bitzberger to approve the agenda with the revised total budget as indicated below:**

2023-2024 School Budget Presentation and adoption for submission to the Burlington County Office of Education.

It is recommended that the Board of Education approve, by Resolution, to submit the 2023-2024 School Budget to the Burlington County Office of Education.

**RESOLUTION**

Current Expense	\$	2,106,376
Capital Outlay	\$	-
Total General Fund	\$	2,106,376

Special Revenue	\$	0
Debt Service	\$	0
TOTAL BUDGET	\$	2,106,376

BE IT RESOLVED, that the tentative budget be approved for the 2023-2024 School Year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Burlington County Office of Education for approval as follows:

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BE IT RESOLVED, to acknowledge that the 2023-2024 school year budget as described results in a general fund tax levy of \$1,056,884 and a debt service tax levy of \$0 for a total tax levy of \$1,056,884.00; and

BE IT RESOLVED, that the school business administrator/board secretary is authorized to advertise said tentative budget in the Press of Atlantic City as directed by the Department of Education in accordance with the form required by the State Department of Education and according to law; and

BE IT RESOLVED, in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2023-2024 school year for all staff and board members is \$25,000; and

BE IT FURTHER RESOLVED that a public hearing will be held in the Bass River Municipal Building on April 25, 2022 at 7:00 p.m. for a Public Hearing on the budget for the 2023-2024 School Year.

NOW THEREFORE, BE IT RESOLVED by the Bass River Board of Education to approve the tentative 2023-2024 school district budget for submission and approval by the New Jersey Department of Education along with the supporting documentation of certain itemized expenditures required under administrative regulations as follows:

2023-2024 School Year

Public relations and professional services; board policies; efficiency

(a) Each school district and county vocational school district board shall establish by policy or policies a strategy or strategies in order to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14, and professional services. In accordance with Board Policy 9120, to the extent practicable and cost effective, but need not be limited to, the following provisions:

1. A maximum dollar limit, established annually prior to budget preparation, for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14, and each type of professional service, with appropriate notification to the board of education if it becomes necessary to exceed the maximum. Upon such notification, the board of education may adopt a dollar increase in the maximum amount through formal board action.

Service	Maximum Amount
Auditing Services	\$30,000 for district audit and misc. services
Solicitor	\$50,000 for district attorney and litigation services

**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).**

No public comments and forum closed at 7:23 p.m.

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**7. FINANCE**

Motion by Mr. Swanseen, seconded by Mrs. Bitzberger to approve Item 7 A- E as presented:

**A. RESOLVED** that the Board of Education approve all bills and claims for February 2023 in the amount of \$123,517.47 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.

**B. RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments.

**C. RESOLVED** that the Board of Education approve the February 2023 Board Secretary's Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of January 2023, 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 February 2023.

<u>Katherine Van Tassel</u>	<u>March 7,2023</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 January 2023, 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 February 2023.

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**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.

Mr. Bill Curtin, resident, spoke regarding open Board seats.

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No other public comments and session closed at 7:39 p.m.

9. **BOARD FORUM - No additional comments**

10. **ADJOURNMENT**

Motion by Mr. Swanseen and seconded by Mrs. Bitzberger to adjourn the meeting:

**BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:41 pm**

11. **MEETING SCHEDULE**

Meeting - April 25, 2023 at 7:00 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.