

**Bass River Elementary School
MEETING MINUTES
May 8, 2023**

1. Call to Order and Pledge of Allegiance led by the Board Secretary Mrs. Van Tassel
Time: 6:35 pm

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

ABSENT:

Others Present: Katherine Van Tassel, School Business Administrator/Board Secretary

3. SWEARING IN OF NEW BOARD MEMBER

The Board Secretary gave the oath of office to Mr. William Curtin. Mr. Curtin also reviewed the annual Ethics Statement with the Business Administrator.

4. 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: 6:38 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**.

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Curtin, 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: 7:06 pm

Voice Vote

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

Nays: 0

Abstain: 0

Motion Carried

5. 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

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

6. PUBLIC HEARING – 2023-2024 SCHOOL BUDGET

The Business Administrator opened the Public Hearing on the 2023-2024 proposed budget. 7:41 p.m.

The Business Administrator, Katherine Van Tassel, presented an overview of the proposed budget for the 2023-2024 school year. ([Advertised Budget](#))

AUDIENCE PARTICIPATION / CLOSE PUBLIC HEARING

There was no public participation and the hearing was closed. 7:48 p.m.

7. Motion by Mr. Swanseen, seconded by Mrs. Bitzberger that the Board of Education approve, by Resolution, the 2023-2024 amended school budget totaling \$2,106,376. The local tax levy to be raised for current expense is \$1,056,844 which represents a -0- increase from 2022-2023. The local tax levy to be raised for debt service is \$ -0-.

BE IT RESOLVED, to approve a school district budget for the FY 2023-2024 School Year as follows:

	<u>Budget</u>	<u>Tax Levy</u>
Total General Funds	\$2,106,376	\$1,056,884
Tuition Reserves	\$ -0-	\$
Total Special Revenue Fund	\$ -0-	\$
Total Debt Service	\$ -0-	\$
Total	\$2,106,376	\$1,056,884

Voice Vote

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

Nays: 0

Abstain: 0

Motion carried

8. Audit Presentation

The school business administrator, Mrs. Van Tassel reviewed the annual school audit report prepared by the auditors for the 2021-2022 school year. There were no findings or corrective actions.

Motion by Mr. Swanseen, seconded by Mrs. Bitzberger to approve the annual school audit as presented.

Voice Vote

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

Nays: 0

Abstain: 0

Motion carried

9. APPROVAL OF MINUTES

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Motion by Mr. Swanssen, seconded by Mrs. Bitzberger to approve the minutes for the March 7, 2023 regular meeting and March 7, 2023 Executive Session as presented:

Voice Vote

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

Nays: 0

Abstain: (1) Mr. Curtin

Motion carried

10. MOTION TO APPROVE AGENDA

Motion by Mr. Swanssen, seconded by Mr. Curtin to approve the agenda as presented:

Voice Vote

Ayes: (4) Mrs. Bitzberger, Mr. Curtin, Mr. Swanssen, Mr. Williams

Nays: 0

Abstain: 0

Motion carried

11. OLD BUSINESS - None

12. NEW BUSINESS - None

13. 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.

14. FINANCE

Motion by Mr. Swanssen, seconded by Mr. Curtin to approve 14 A-F as presented:


A. **RESOLVED** that the Board of Education approve all bills and claims for April, 2023 and May, 2023 in the amount of \$98,767.51 and \$97,819.70 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 \(1\).pdf](#)) ([BillsList.pdf](#))

B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([MonthlyTransferReport-2023 march.pdf](#))

C. **RESOLVED** that the Board of Education approve the March 2023 Board Secretary's Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of March 2023, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount

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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 month of March 2023.

( BSR-2022-23-MARCH.pdf)

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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 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 March 2023.

( Treasurer March 2023.pdf)

F. Approve to void and reissue check 20504 for \$4,480.50 to Weiner Law Group and reissue.

Voice Vote

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

Nays: 0

Abstain: 0

Motion carried

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 comments and session closed. at 8:00 p.m.

BOARD FORUM - No additional comments

ADJOURNMENT

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 8:02 pm

MEETING SCHEDULE

Meeting - June 15, 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.