

**Bass River Elementary School
MEETING MINUTES
June 15, 2023**

1. Call to Order and Pledge of Allegiance led by the Board Secretary Mrs. Van Tassel
Time: 6:29 pm

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

ABSENT:

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

3. EXECUTIVE SESSION

• **EXECUTIVE SESSION**

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

Time: 6:31 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. Williams, seconded by Mr. Curtin and carried by voice vote to adjourn the Executive Session and enter a public session.

Time: 6:58 pm

Voice Vote

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

Nays: 0

Abstain: 0

Motion Carried

4. RECOGNITION

The notice was read aloud to the public by the Vice President, Mr. Swanseen.

“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.”

5. APPROVAL OF MINUTES

- May 8, 2023 Regular Meeting. [Meeting Minutes May 8, 2023](#)

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- May 8, 2023 Executive Session.([Exec. Session May 8, 2023](#))

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to approve the minutes for the May 8, 2023 regular meeting and May 8, 2023 Executive Session as presented:

Voice Vote

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

Nays: 0

Abstain: (1) Mr. Curtin

Motion carried

6. OLD BUSINESS - None

7. NEW BUSINESS - None

8. 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. (7:06 p.m.)

9. MOTION TO APPROVE AGENDA

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

Voice Vote

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

Nays: 0

Abstain: 0

Motion carried

10. FINANCE

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to approve 14 A-H as presented:

A. **RESOLVED** that the Board of Education approve all bills and claims for June 15, 2023 in the amount of \$106,174.43 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 June.pdf](#))

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

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C. **RESOLVED** that the Board of Education approve the April and May 2023 Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of April and May 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 April and May 2023.
([BSR-2022-23-APRIL.pdf](#)) ([BSR-2022-23-MAY.pdf](#))

Katherine Van Tassel June 15, 2023
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 April and May 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 period ending April and May 2023.
([Apr BR Treas.pdf](#))([May BR Treas.pdf](#))

F. **RESOLVED** that the Board of Education approve the contract for the School Business Administrator for July 1, 2023 through June 30, 2024 as attached.[Employment Contract - Van Tassel 23-24.docx](#))

G. **RESOLVED** that the Board of Education approve the contract for the Business Clerk for July 1, 2023 through June 30, 2024 as attached. ([Employment Contract - Farinaccio 23 24 SY.docx](#))

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

Firm/Appointment	Project/Service	Contract Terms	Notes
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.	Employment Contract - Righter 23 24 SY.docx
Holman, Frenia, Allison, PC	Auditor for Bass River Township Elementary School District	Effective July 1, 2023 through June 30, 2024.	Bass River Twp FYE 6.30.2023 Contract.pdf

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T.C. Irons Agency	Insurance Broker	Effective January 1, 2023 to December 31, 2024	23-24 Bass River Final Numbers - Insurance.pdf
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H. **RESOLVED** that the Board of Education approve the School Business Administrator to place funds in the Tuition and Emergency Reserve accounts at the close of the school year.

**Resolution No. 2023-01
Transfer of Current Year Surplus to Reserve – *Tuition Reserve***

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Bass River Board of Education wishes to deposit anticipated current year surplus into a *Tuition Reserve* account at year end, and

WHEREAS, the Bass River Board of Education has determined that *an amount not to exceed \$200,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**Resolution No. 2023-02
Transfer of Current Year Surplus to Reserve – *Emergency Reserves***

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Bass River Board of Education wishes to deposit anticipated current year surplus into a *Emergency Reserve* account at year end, and

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WHEREAS, the Bass River Board of Education has determined that *an amount not to exceed \$250,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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 7:32 p.m.

BOARD FORUM - Mr. Williams asked the Board to look for other members and requested to step down as President at the next meeting.

ADJOURNMENT

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:37 pm

MEETING SCHEDULE

Meeting - August 8, 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.