

**Bass River Elementary School  
MEETING MINUTES  
Aug 8 , 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. Curtin, Mr. Swanseen, Mr. Williams

**ABSENT:**

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

**3. Moment of Silence** - The Bass River Board of Education observed a moment of silence in Honor of the Mr. Thomas Williams and his service to the Board of Education.

**4. Appointment of Board President/Vice President**

The school business administrator, Mrs. Van Tassel opened the floor for nominations for Board President. Nomination was made for Mr. Karl Swanseen as President, no other nominations were made. Motion was made for Mr. Swanseen to be voted President by Mr. Curtin and seconded by Mrs. Bitzberger. Roll call:

**Voice Vote**

**Ayes:** (3), Mrs. Bitzberger, Mr. Curtin, Mr. Swanseen,  
**Abstain:** 0 **Noes:** 0                      Motion Carried

Nomination was made for Mr. William Curtin as Vice President, no other nominations were made.

Motion was made Mr. Curtin to be voted Vice-President, by Mr. Swanseen and seconded by Mrs. Bitzberger.

**Voice Vote**

**Ayes:** (3), Mrs. Bitzberger, Mr. Curtin, Mr. Swanseen,  
**Abstain:** 0 **Noes:**                      Motion Carried

**5. RECOGNITION**

The notice was read aloud to the public by the 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.”

**6. APPROVAL OF MINUTES**

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to approve the minutes for the June 15, 2023 regular meeting and June 15, 2023 Executive Session as presented:

**Voice Vote**

**Ayes:** (3), Mrs. Bitzberger, Mr. Curtin, Mr. Swanseen,  
**Abstain:** 0    **Noes:** 0                      Motion Carried

**7. MOTION TO APPROVE AGENDA**

Motion by Mrs. Bitzberger and seconded by Mr. Curtin to approve the agenda as presented.

**Voice Vote**

**Ayes:** (3), Mrs. Bitzberger, Mr. Curtin, Mr. Swanseen,  
**Abstain:** 0    **Noes:** 0                      Motion Carried

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

---

**8. OLD BUSINESS**

The Business Administrator gave the Board an update on tuition for the close of 22/23 school year and a meeting with the County Superintendent on new Board members. .

**9. NEW BUSINESS** - no new business was presented.

**10. 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 residents spoke. Forum was opened and closed at 7:05 p.m.

**11. FINANCE**

**A motion was made by Mr. Curtin and seconded Mrs. Bitzberger to approve the Finance items as presented items A-E.**

A. **RESOLVED** that the Board of Education approve all bills and claims for July, 2023 in the amount of \$18,674.76 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.pdf

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

C. **RESOLVED** that the Board of Education approve the June 2023 and July 2023 Board Secretary's Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of July 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 month of December 2022 and January 2023.

( ■ BSR-2022-23-JUNE.pdf , ■ BSR-2022-23-JULY.pdf )


Katherine Van Tassel  
Board Secretary

August 8, 2023  
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 July 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.

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

---

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 June 2023 and July 2023.  
(  Bass River - June 2023.pdf , )

The Board held a discussion regarding the Board Secretary Report and they reviewed the bills presented for payment with the Business Administrator.

**Voice Vote**

**Ayes:** (3), Mrs. Bitzberger, Mr. Curtin, Mr. Swanseen,  
**Abstain:** 0    **Noes:**                      **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.

The Mayor attended and spoke regarding the tax levy, tuition payments and questions she received during town meetings.

**BOARD FORUM** - A thank you note was read from Mr. Williams family for the flowers sent on behalf of the Board to the Mr. Williams services.

**ADJOURNMENT**

**Motion made by Mr. Curtin and seconded by Mrs. Bitzberger - BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 8:16 pm**

**Voice Vote: All in Favor**

**Meeting adjourned**

**MEETING SCHEDULE**

Regular Meeting - October 10, 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.

*Minutes respectfully submitted*

*By Katherine Van Tassel*

*School Business Administrator/Board Secretary*

*October 17, 2023*