

Bass River Elementary School

MEETING AGENDA

March 12, 2004

Bass River Municipal Building

(In Person)

6:30 Executive Session 7:00 p.m. Public Session

1. WORK SESSION - EXECUTIVE SESSION - 6:30 p.m.

2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mr. Bush _____

Mr. Curtin _____

Mrs. Bitzberger _____

Mr. Swanseen _____

4. 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 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

- January 2, 2024 ([Bass River Re-Organizational Minutes - January 2, 2024](#))

Motion to approve minutes for Regular Meeting

ROLL CALL

Mr. Bush _____

Mr. Curtin _____

Mrs. Bitzberger _____

Mr. Swanseen _____

6. MOTION TO APPROVE AGENDA

Motion to approve agenda as presented.

ROLL CALL

Mr. Bush _____

Mr. Curtin _____

Mrs. Bitzberger _____

Mr. Swanseen _____

7. PRESENTATION OF AUDIT

The School Business Administrator will review the Annual Audit with the Board.

Accept and Approve the Annual Audit as Pursuant to NJSA 18A:23-5,

The Synopsis per N.J.S.A. 18A:23-4 is attached for your review. There are no findings for the audit year 2022-2023.

Audit Synopsis Includes:





- a. Governmental Funds Balance Sheet (Exhibit B-1).
- b. Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance

(Exhibit B-2).

c. Audit Recommendations Summary - It is suggested that list of subheadings be included with "none" noted for each category with no findings.

Include the following subheadings:

1. Administrative Practices & Procedures
2. Financial Planning, Accounting & Reporting
3. School Purchasing Programs
4. School Food Service
5. Student Body Activities
6. Application for State School Aid
7. Pupil Transportation
8. Facilities and Capital Assets
9. Miscellaneous
10. Status of Prior Year Findings

 2023 Issued ACFR.pdf  2023 Governance Letter.pdf  Synopsis.docx  Synopsis.xlsx

ROLL CALL

Mr. Bush _____

Mr. Curtin _____

Mrs. Bitzberger _____

Mr. Swanseen _____

8. PRESENTATION OF BUDGET

2024-2025 School Budget Presentation and adoption for submission to the BurlingtonCounty Office of Education.

It is recommended that the Board of Education approve, by Resolution, to submit the 2024-2025 School Budget to the County Office of Education.

RESOLUTION

Current Expense	\$	1,956,958.00
Capital Outlay	\$	-
Total General Fund	\$	1,956,958.00
Special Revenue	\$	-
Debt Service	\$	-
TOTAL BUDGET	\$	1,956,958.00

BE IT RESOLVED, that the tentative budget be approved for the 2024-2025 School Year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Salem County Office of Education for approval as follows:

BE IT RESOLVED, to acknowledge that the 2024-2025 school year budget as described results in a general fund tax levy of \$XXXX and a debt service tax levy of \$00.00 for a total tax levy of \$XXX and

BE IT RESOLVED, that the school business administrator/board secretary is authorized to advertise said tentative budget in the Asbury Park Press, 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 2024-2025 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 30th at 6:30 p.m. for a Public Hearing on the budget for the 2024-2025 School Year.

NOW THEREFORE, BE IT RESOLVED by the Bass River Board of Education to approve the tentative 2024-2025 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:

2024-2025 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 9160, 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.

<u>Service</u>	<u>Maximum Amount</u>	
	<i>Architect</i>	<i>\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale projects, \$60,000 for additional Construction Administration services</i>
	<i>Engineer</i>	<i>\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and change orders for large scale building projects</i>
	<i>Auditing Services</i>	<i>\$30,000 for district audit and misc. services</i>
	<i>Solicitor</i>	<i>\$50,000 for district attorney and litigation services</i>
	<i>Construction Litigation</i>	<i>\$10,000 for district construction litigation services</i>
	<i>Negotiations & Personnel Litigation</i>	<i>\$20,000 for district negotiations & personnel litigation services</i>

ROLL CALL

Mr. Bush _____

Mr. Curtin _____

Mrs. Bitzberger _____

Mr. Swanseen _____

9. OLD BUSINESS

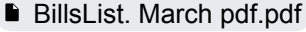
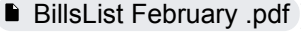
10. NEW BUSINESS

11. RESIDENT’S FORUM - AGENDA ITEMS ONLY

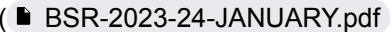
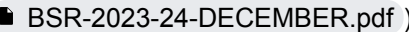
The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to comment. The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting. (Policy 0167).

12. FINANCE

It is recommended that the Board of Education: approve Finance Items A-G

A. **RESOLVED** that the Board of Education approve all bills and claims for February and March, 2024 in the amount of \$337,396.47 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 2023-2024 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 December 2023 and January 2024 Board Secretary's Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of January, 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 January 2024. ( , )

Katherine Van Tassel
Board Secretary

March 12, 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 January 2024, 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 December 2023 and January 2024. ()

13. 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.

13. BOARD FORUM

14. ADJOURNMENT

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at _____ pm

15. MEETING SCHEDULE

Regular Meeting / Public Hearing of the Budget - April 30, 2024 - 7:00 p.m. public meeting.

The Bass River Board of Education meeting will be held at the Bass River Municipal Building located at:

-3 North Maple Ave, New Gretna.