

Bass River Elementary School

Minutes

January 2, 2024

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. Bush, Mr. Curtin, Mr. Swanseen
ABSENT:

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

3. EXECUTIVE SESSION

• EXECUTIVE SESSION

Motion by Mr. Bush, seconded by Mr. Curtin 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**.

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

Motion by Mr. Curtin, seconded by Mr. Swanseen and carried by voice vote to adjourn the Executive Session and enter a public session.

Time: 6:47 pm

Voice Vote

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

Nays: 0

Abstain: 0

Motion Carried

3. RECOGNITION

The notice was read aloud to the public by the Business Administrator, Katherine 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 Meetings Act. The notice has been posted in the Board of Education Office. The notice was also mailed to the Press of Atlantic City and filed with the Municipal Clerk of Bass River Township.

4. **ELECTION RESULTS**

The Business Administrator/Board Secretary certified that the district received confirmation of following candidates as successful candidates for the open seats in the November 2023 election for the terms beginning January 2024.

<u>Board Members</u>	<u>Term Expires</u>
William Curtin	2025
Carol Bitzberger	2026
Open seat - unfilled	2025

5. **NEW BOARD MEMBERS OATH**

Mrs. Van Tassel administered the oath of office to elected board member Mrs. Carol Bitzberger and Mr. William Curtin. Time: 6:50

[\(Attachment#1 \)](#)

6. **Approval of Agenda**

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

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

7. **TEMPORARY CHAIR**

Motion by Mr. Curtin and seconded by Mrs. Bitzberger to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to appoint the Board Secretary as temporary chair to conduct an election of Board President.

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

8. **NOMINATION FOR PRESIDENT**

Motion on the floor for nominations of president.

Motion by Mr. Curtin for Mr. Swanseen and seconded by Mrs. Bitzberger.

With no other nominations on the floor, roll call for Mr. Swanseen as President.

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

The Secretary turned the meeting over to the newly elected Board President.

9. NOMINATION FOR VICE PRESIDENT

Motion on the floor for nominations of vice president.

Motion by Mr. Bush for Mr. Curtin and seconded by Mrs. Bitzberger.

With no other nominations on the floor, roll call for Mr. Curtin as Vice President.

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

10. CODE OF ETHICS

Motion by Mr. Bush and seconded by Mr. Curtin to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt the following 18A:12-24.1 Code of Ethics for School Board Members as listed a through j:

- a) I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c) I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d) I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e) I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f) I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g) I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h) I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i) I will support and protect school personnel in proper performance of their duties.

- j) I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

11. **ANNUAL BOARD RESOLUTIONS**

Motion by Mr. Curtin and seconded by Mr. Bush to approve the following annual Board resolutions:

A. OPEN TO PUBLIC POLICY

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest as cited in Policy No. 0167

B. BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

C. BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney and Business Administrator/Board Secretary

D. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year of 2024.

E. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to accept and approve the policies and bylaws of the previous board.

F. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to designate the following individuals as authorized signatories for the Board accounts:

Account	# Required Signature	Required Signatories
Warrant #18006001787	3	President, Business Administrator, Treasurer of School Monies
Unemployment #18006001811	1	Business Administrator

G. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION approve the following resolution:

WHEREAS, the Bass River Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Business Administrator and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$5,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$5,000.00 for all staff and board members.

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.

H. BE IT HEREBY RESOLVED, the Board Of Education appoints Katherine Van Tassel, School Business Administrator, as the Public Agency Compliance Officer (P.A.C.O) for the Bass River School District, for school year 2023/2024 in accordance with NJAC 17:27-3.2.

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,



Nays: 0

Abstain: 0

Motion Carried

12. **APPROVAL OF MINUTES**

Motion by Mr. Curtin and seconded by Mr. Bush to approve the following minutes: with the date updated in Finance section A to reflect the 2023-2024 school year, not 2022-2023.

1. December 12 2023 -  Meeting Minutes December 12, 2023
2. December 12, 2023 -  Executive Minutes December 12, 2023

ROLL CALL

Voice Vote

Ayes: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanseen,

Nays: 0

Abstain: 0

Motion Carried

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. Each statement made by a participant is limited to three minutes as cited in Policy No. 0167. The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting.

No residents were in attendance and the session was closed at 7:03 p.m.

14. **NEW BUSINESS**

Items on the bill list in general were discussed.

15. **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 was present. Floor Closed

16. **BOARD FORUM**

The Board had a brief discussion regarding state aid numbers and budget.

17. **ADJOURNMENT Motion by Mr. Curtin and Second by Mr. Bush**

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:21 pm

MEETING SCHEDULE

Tentative scheduled for March 12,2024 - subject to change based on the dates published for the school budget calendar approvals and hearing dates.