

**Bass River Elementary School  
MEETING MINUTES  
March 12, 2024**

**1. Work Session - Executive Session**

**Voice Vote to enter executive work session for the purpose of budget matters. Time in: 6:38 p.m.**

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

**Nays:** 0

**Abstain:**

Motion carried

**Voice Vote to exit executive session announced Time out: 7:30 p.m.**

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

**Nays:** 0

**Abstain:**

Motion carried

**2. Call to Order and Pledge of Allegiance** led by the Board President, Mr Swanseen

**Time:** 7:30 pm at a time

**3. 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

**4. 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.”**

**5. APPROVAL OF MINUTES**

- January 2, 2024 Regular Meeting.

**Motion by Mr. Curtin, seconded by Mr. Bush to approve the minutes for the January 2, re-org meeting as presented:**

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

**Bass River Elementary School  
MEETING MINUTES  
March 12, 2024**

**6. MOTION TO APPROVE AGENDA**

**Motion by Mr. Bush, seconded by Mr. Curtin to approve the agenda.**

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**7. The School Business Administrator presented to the Board the Annual Audit.**

**Motion by Mr. Bush, seconded by Mr. Curtin to accept and approve**

Annual Audit as Pursuant to NJSA 18A:23-5,  
The Synopsis per N.J.S.A. 18A:23-4 was 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

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**8. The 2024-2025 School Budget was presented to the Board by the School Business Administrator.**

**Motion by Mr. Bush, seconded by Mr. Curtin to approve, and submit the 2024-2025 School Budget to the County Office of Education as the following:**

**RESOLUTION**

**Bass River Elementary School  
MEETING MINUTES  
March 12, 2024**

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

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 Burlington 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 \$1,078,021 and a debt service tax levy of \$00.00 for a total tax levy of \$1,078,021 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.*

Service

Maximum Amount

Architect

*\$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*

Engineer

*\$25,000 for non-bid projects, inspections, analysis and other services, 6% of bid amount and*

**Bass River Elementary School  
MEETING MINUTES  
March 12, 2024**

<i>Auditing Services</i>	<i>change orders for large scale building projects</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 &amp; Personnel Litigation</i>	<i>\$20,000 for district negotiations &amp; personnel litigation services</i>

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**9. OLD BUSINESS - no discussion was had**

**10. NEW BUSINESS - no discussion was had**

**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).**

No public comments and forum closed. (7:45 p.m.)

**12. FINANCE**

**Motion by Mr. Curtin, seconded by Mr. Bush to approve 10 A-E as presented:**

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 Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of December 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

**Bass River Elementary School  
MEETING MINUTES  
March 12, 2024**

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 2023.

Katherine Van Tassel      March 12, 2024  
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 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 period ending December, 2023 and January, 2024.

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

Motion carried

**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.

No public comments and session closed. at 7:50 p.m.

**12. BOARD FORUM - Mr. Swanseen discussed his registration for class. Business Administrator stated she would register him.**

**13. ADJOURNMENT**

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

**BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:56 pm**

**14. MEETING SCHEDULE**

Meeting - April 30, 2024 at 6:30 p.m work session, 7:00 public meeting.

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

**Bass River Elementary School  
MEETING MINUTES  
March 12, 2024**

**3 North Maple Ave, New Gretna.**