

**Bass River Elementary School
MEETING MINUTES
May 2, 2024**

1. Call to Order and Pledge of Allegiance led by the Board President, Mr Swanssen

Time: 7:06 pm at a time

2. ROLL CALL by Board Secretary Mrs. Van Tassel

PRESENT: Mrs. Bitzberger, Mr. Bush, Mr. Curtin, Mr. Swanssen

ABSENT:

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

3. Work Session - Executive Session

Voice Vote to enter executive work session for the purpose of budget matters. Time in: 7:06 p.m.

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

Nays: 0

Abstain:

Motion carried

Voice Vote to exit executive session announced Time out: 7:07 p.m.

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

Nays: 0

Abstain:

Motion carried

4. RECOGNITION

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

“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. PUBLIC HEARING – 2024-2025 SCHOOL BUDGET

[\(UfbReport \(3\).pdf\)](#)

OPEN PUBLIC HEARING

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to open the public hearing on the school budget.

Voice Vote

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

Nays: 0

Abstain:

**Bass River Elementary School
MEETING MINUTES
May 2, 2024**

Motion carried 7:07 p.m.

PRESENTATION

The Business Administrator, Katherine Van Tassel, presented an overview of the proposed budget for the 2024-2025 school year.

AUDIENCE PARTICIPATION

The floor was open for public comment. There were no public present. The public portion of the hearing was closed at 7:25 p.m.

CLOSE PUBLIC HEARING

Motion by Mr. Bush, seconded by Mrs. Bitzberger to close the public hearing on the school budget.

Voice Vote

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

Nays: 0

Abstain:

6. ADOPTION OF 2024-2025 BUDGET

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to adopt the 2024-2025 school budget

by Resolution, the fiscal year 2024-2025 budget, which was approved by the Burlington County Office of Education and is within the statutory cap, reflecting a 2% increase in the tax levy and \$200,000 from Tuition Reserve. The amount of Banked cap being utilized is \$0.00.

	Budget	Tax Levy
General Fund Budget	\$ 2,056,959	\$1,078,022
Special Revenue	\$ -0-	\$ -0-
Debt Service Fund	\$ -0-	\$ -0-
Total Base Budget	\$2,056,959	\$1,078,022

Voice Vote

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

Nays: 0

Abstain:

Motion carried

7. APPROVAL OF MINUTES

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to approve the minutes for the March 12 Regular and Executive minutes.

Voice Vote

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

Nays: 0

Abstain:

Motion carried

**Bass River Elementary School
MEETING MINUTES
May 2, 2024**

8. MOTION TO APPROVE AGENDA

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

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. (7:27 p.m.)

12. FINANCE

Motion by Mr. Curtin, seconded by Mrs. Bitzberger to approve 12 A-E as presented:

A. **RESOLVED** that the Board of Education approve all bills and claims for April, 2024 in the amount of \$151,493.24 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 February and March 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 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 March 2024.

Katherine Van Tassel
Board Secretary

May 2, 2024
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

**Bass River Elementary School
MEETING MINUTES
May 2, 2024**

of March 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 February and March 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 7:32 p.m.

12. BOARD FORUM - Mr. Swanseen discussed transparency with the town regarding the tax levy and banked cap that is available.

13. ADJOURNMENT

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:47 pm

14. MEETING SCHEDULE

Meeting - June 18, 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:
3 North Maple Ave, New Gretna.