

**Bass River Elementary School
MEETING MINUTES
November 21, 2024**

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

Time: 6:30 pm

2. ROLL CALL by Board Secretary Mrs. Van Tassel
PRESENT: Mr. Bush, Mr. Curtin, Mr. Swanseen

ABSENT:

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

3. Work Session - Executive Session

Voice Vote to enter executive work sessions for the purpose of budget matters. Time in: 6:31 p.m.

Ayes: (3) Mr. Bush, Mr. Curtin, Mr. Swanseen

Nays:

Abstain:

Motion carried

Voice Vote to exit executive session announced Time out: 7:05 p.m.

Ayes: (3) Mr. Bush, Mr. Curtin, Mr. Swanseen

Nays:

Abstain:

Motion carried

4. RECOGNITION

The notice was read aloud to the public by the Board 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. MOTION TO APPROVE MINUTES

Motion by Mr. Curtin, seconded by Mr. Bush to approve minutes for the October 8, 2024 Regular and Executive minutes.

Voice Vote

Ayes: (3) Mr. Bush, Mr. Curtin, Mr. Swanseen

Nays:

Abstain: Motion carried

6. APPROVAL OF AGENDA

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

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Voice Vote

Ayes: (3) Mr. Bush, Mr. Curtin, Mr. Swanseen

Nays: 0

Abstain:

Motion carried

7. OLD BUSINESS - None

8. NEW BUSINESS - Business Administrator presented the annual audit results and reports.

9. 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. (7:25 p.m.)

10. FINANCE

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

It is recommended that the Board of Education: Approve Items A-F

A. **RESOLVED** that the Board of Education approve all bills and claims for November, 2024 in the amount of \$511,810.33 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 2024-2025 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. ([Bills - November.pdf](#))

B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([October Transfers.pdf](#))

C. **RESOLVED** that the Board of Education approve the October 2024 Board Secretary's Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of October 2024, 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 October 2024. ([BSR OCT.pdf](#))

Katherine Van Tassel
Board Secretary

November 21, 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 of October 2024, and after review of the secretary's monthly financial report appropriations section as

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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 October 2024.
([October Treasurer Report 2024.pdf](#))

F. **RESOLVED** to Accept and Approve the Annual Audit as Pursuant to NJSA 18A:23-5. CAFR as presented. [Bass River Draft 11.13.24.pdf](#)
The Synopsis per N.J.S.A. 18A:23-4 is attached for your review. There are no findings for the audit year 2023-2024.

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 -
 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 - NONE

Voice Vote

Ayes: (3) Mr. Bush, Mr. Curtin, Mr. Swanseen

Nays:

Abstain: 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 7:42

12. BOARD FORUM - None

13. ADJOURNMENT

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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 7:43 pm

14. MEETING SCHEDULE

Meeting - January 8th at 6:30 p.m work session, 7:00 Re-Org 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.