

Bass River Elementary School
MEETING AGENDA
June 16, 2025
Bass River Township Municipal Building
(In Person)
6:30 Executive Session 7:00 PM Public Session

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. EXECUTIVE SESSION

- **RESOLVED**, that the Board of Education will meet in closed session to discuss matters as listed below. Items(s) discussed will be disclosed to the public providing it does not violate New Jersey statutes and regulations regarding disclosure of Information affecting this matter.
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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 OpCity and filed with the Municipal Clerk of Bass River Township.”

5. MOTION TO APPROVE AGENDA

Motion to approve agenda as presented.

6. APPROVAL OF MINUTES

- May 1, 2025 Regular Meeting. ([Meeting Minutes May 1, 2025](#))
- May 1, 2025 Executive Session. ([Executive Minutes May 1, 2025](#))

7. OLD BUSINESS

8. NEW BUSINESS

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. 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.

10. FINANCE

A. **RESOLVED** that the Board of Education approve all bills and claims for May 2025 in the amount of \$163,124.54 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. ([BillsList - may.pdf](#))

B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([MonthlyTransferReport-2025 may.pdf](#))

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C. **RESOLVED** that the Board of Education approve the April and May 2025 Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of April and May 2025, 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 months of April and May 2025. ([bsr2-2024-25-MAY-All-Funds.pdf](#)) ([bsr2-2024-25-APRIL-All-Funds.pdf](#))

Katherine Van Tassel June 16, 2025
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 April and May 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 April and May 2025. ([April Treasurer.pdf](#), [May Treasurer.pdf](#))

F. **RESOLVED** that the Board of Education approve the contract for the School Business Administrator for July 1, 2025 through June 30, 2026 as attached. [Employment Contract - Van Tassel 25-26 \(1\).docx](#)

G. **RESOLVED** that the Board of Education approve the contract for the Business Clerk for July 1, 2025 through June 30, 2026 as attached. ([Employment Contract - Frederick 25 26 SY.docx](#))

H. **BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** approve the following professional appointments:

Firm/Appointment	Project/Service	Contract Terms	Notes
Weiner Law Group	Board Attorney	Hourly Rate of \$165 effective July 1, 2025 through June 30, 2026	
Mrs. Kelly Righter	Treasurer of School Monies	Effective July 1, 2024 through June 30, 2025 at an annual salary of \$3,500.	Employment Contract - Righter 25 26 SY.docx

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Holman, Frenia, Allison, PC	Auditor for Bass River Township Elementary School District	Effective July 1, 2025 through June 30, 2026.	<u>Holman Renewal 25 26.pdf</u>
T.C. Irons Agency	Insurance Broker	Effective January 1, 2025 to December 31, 2026	

I. **RESOLVED** that the Board of Education approve the School Business Administrator to place funds in the Tuition and Emergency Reserve accounts at the close of the school year.

Resolution No. 2025-01

Transfer of Current Year Surplus to Reserve – *Tuition Reserve*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Bass River Board of Education wishes to deposit anticipated current year surplus into a *Tuition Reserve* account at year end, and

WHEREAS, the Bass River Board of Education has determined that *an amount not to exceed \$400,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution No. 2025-02

Transfer of Current Year Surplus to Reserve – *Emergency Reserves*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

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WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Bass River Board of Education wishes to deposit anticipated current year surplus into a *Emergency Reserve* account at year end, and

WHEREAS, the Bass River Board of Education has determined that *an amount not to exceed \$250,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

11. 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.

12. BOARD FORUM

13. ADJOURNMENT

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

14. MEETING SCHEDULE

Regular Meeting - (August 19, 2025)

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

3 North Maple Ave, New Gretna.