

**Bass River Elementary School  
MEETING MINUTES  
January 8, 2025**

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

**Time:** 6:31 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: 6:32 p.m.**

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

**Nays:**

**Abstain:**

Motion carried

**Voice Vote to exit executive session announced Time out: 7:00 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 Secretary Mrs. 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 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 AGENDA**

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

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

**6. TEMPORARY CHAIR**

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

**Bass River Elementary School  
MEETING MINUTES  
January 8, 2025**

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.

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

**6. NOMINATION FOR PRESIDENT**

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to open the floor for nominations for Board President.

Mr. Curtin motioned for Mr. Swanseen as President. No other nominations. Floor closed.

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

*The Secretary turned the meeting over to the newly re-elected Board President, Mr. Swanseen.*

**7. NOMINATION FOR VICE PRESIDENT**

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to open the floor for nominations for Vice President.

Mr. Bush motioned for Mr. Curtin as Vice-President. No other nominations. Floor closed.

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

**8. CODE OF ETHICS**

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

**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.

**Bass River Elementary School  
MEETING MINUTES  
January 8, 2025**

- 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.

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

9. **ANNUAL BOARD RESOLUTIONS**

Motion by Mr. Curtin, seconded by Mr. Bush to approve the following annual Board resolutions: A-G

**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 2025.

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

**Bass River Elementary School  
MEETING MINUTES  
January 8, 2025**

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

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

**G. 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 20024/2025 in accordance with NJAC 17:27-3.2.

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

10. **NEW BUSINESS - None**

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.

Commissioner Allen spoke to the Board, expressed that she would like to attend monthly meetings and work jointly together.

12. **BOARD FORUM - None**

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 7:38 pm**

**14. MEETING SCHEDULE**

**Meeting - February 20, 2025 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.**