

**Bass River Elementary School
MEETING MINUTES
May 1, 2025**

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

Time: 6:40 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: 6:44 p.m.

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

Nays:

Abstain:

Motion carried

Voice Vote to exit executive session announced Time out: 6:52 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. PUBLIC HEARING – 2025-2026 SCHOOL BUDGET

[\(UfbReport \(8\).pdf\)](#)

Public Hearing

Public Hearing was opened on the 2025-2026 proposed budget.

Business Administrator gave Budget Presentation.

No public participation, public session closed.

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6. ADOPTION OF 2025-2026 BUDGET

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

By Resolution, the fiscal year 2025-2026 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 \$180,000 from Tuition Reserve. The amount of Banked cap being utilized is \$0.00.

	Budget	Tax Levy
General Fund Budget	\$ 1,735,148	\$1,099,583
Special Revenue	\$ -0-	\$ -0-
Debt Service Fund	\$ -0-	\$ -0-
Total Base Budget	\$1,735,148	\$1,099,583

Voice Vote

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

Nays: 0

Abstain:

Motion carried

7. APPROVAL OF MINUTES

Motion by Mr. Curtin, seconded by Mr. Bush to approve minutes for Regular Meeting and the Executive Session

- Minutes, February 24, 2025
- Minutes, March 12, 2025

Voice Vote

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

Nays: 0

Abstain:

Motion carried

8. MOTION TO APPROVE AGENDA

Motion by Mr. Bush seconded by Mr. Curtin to approve agenda as presented

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

Nays:

Abstain:

Motion carried

9. **OLD BUSINESS - None**

10. **NEW BUSINESS - None**

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).

12. **FINANCE**

Motion by Mr. Curtin seconded by Mr. Bush to approve finance as presented

A. **RESOLVED** that the Board of Education approve all bills and claims for March and April in the amount of \$385,471.29 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 List April 2025.pdf](#), [Bills List March 2025.pdf](#))

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

C. **RESOLVED** that the Board of Education approve the February and March 2025 Board Secretary's Monthly Certifications: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of March 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 month of March 2025. (<https://drive.google.com/file/d/1uac3O8mvzR7RLthCotpva-VP3S3ajkI0/view?usp=sharing>, [BSR Feb 2025.pdf](#))

Katherine Van Tassel
Board Secretary

May 1, 2025
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 March 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 February and March 2025. ([February Treasurer.pdf](#),[March Treasurer.pdf](#))

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 7:21

10. BOARD FORUM - None

11. 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 7:22 pm

12. MEETING SCHEDULE

Meeting - June 16, 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.