

**Bass River Elementary School
MEETING MINUTES
December 15, 2025**

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: 6:30 p.m.

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

Nays:

Abstain:

Motion carried

Voice Vote to exit executive session announced Time out: 7:14 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. MOTION TO APPROVE AGENDA

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

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

Nays:

Abstain:

Motion carried

6. APPROVAL OF MINUTES

Motion by Mr. Bush, seconded by Mr. Curtin to approve minutes for Regular Meeting and the Executive Session for the October 6, 2025 BOE meetings.

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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 - Presentation of Audit

The business administrator presented the annual audit to the Board of Education.

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 resident's participation

10. FINANCE

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

Motion to approve Finance Items A-G

A. **RESOLVED** that the Board of Education approve all bills and claims for November and December in the amount of \$89,150.37 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 2025-2026 school year. Any additional bills paid, and transfers made will be presented at the next Board of Education meeting. ([BillsList Nov.pdf](#),[BillsList Dec.pdf](#))

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 October and November 2025 Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of November 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 November 2025. ([bsr2-2025-26-OCTOBER-All-Funds.pdf](#),[bsr2-2025-26-NOVEMBER-All-Funds.pdf](#))

Katherine Van Tassel
Board Secretary

December 15, 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 November 2025, 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 and November 2025. ([Treasurer November 2025.pdf](#),[Treasurer October 2025.pdf](#))

F. **RESOLVED** to Accept and Approve the Annual Audit as Pursuant to NJSA 18A:23-5. CAFR as presented.

The Synopsis per N.J.S.A. 18A:23-4 is attached for your review. There are no findings for the audit year 2024-205.[ACFR.pdf](#),[Synopsis \(1\).xlsx](#),[AMR.pdf](#)

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

G. **RESOLVED** to accept and approve the Business Administrator's submission of the annual ASSA and the DRTRS,(retroactive to November 14, 2025)as delineated. [2025-26 - District Report of Transported Resident Students.pdf](#)
[2026-2027 ASSA SUMMARY \(1\).pdf](#)

Voice Vote

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

Nays: 0

Abstain:

Motion carried

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

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express with each statement made by a participant limited to three minutes as cited in Policy No. 0167. Diane Naylor - resident, inquired when the survey would be published. Also, the Board using publications like Pineland Tribune for meetings and other updates.

7:43 open

Ms. Jane Allen spoke regarding tax levy, survey and transition to another district.

No other comments and public comment closed at 7:50 p.m.

12. BOARD FORUM - None

13. ADJOURNMENT

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:52 pm

14. MEETING SCHEDULE

Meeting - Re-Org on January 6th at 6:00 p.m.

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

3 North Maple Ave, New Gretna.