

Bass River Elementary School

MEETING AGENDA

May 18, 2026

Bass River Township Municipal Building

(In Person)

6:00 Executive Session 6:30 PM Public Session

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

Mr. Bush _____ Mr. Curtin _____ Mr. Swanseen _____

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.
 - Budget Matters/Attorney Client Privilege

1st _____ 2nd _____ Mr. Bush _____ Mr. Curtin _____ Mr. Swanseen _____

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 City and filed with the Municipal Clerk of Bass River Township.”

1st _____ 2nd _____ Mr. Bush _____ Mr. Curtin _____ Mr. Swanseen _____

5. MOTION TO APPROVE AGENDA

Motion to approve agenda as presented.

1st _____ 2nd _____ Mr. Bush _____ Mr. Curtin _____ Mr. Swanseen _____

6. APPROVAL OF MINUTES

- April 27, 2026 Regular Meeting [Minutes April 27, 2026](#)
- April 27, 2026 Executive [Executive Minutes April 27, 2026](#)

(1st _____ 2nd _____ Mr. Bush _____ Mr. Curtin _____ Mr. Swanseen _____

7. OLD BUSINESS - None

8. NEW BUSINESS - None

9. RESIDENT’S FORUM - AGENDA ITEMS ONLY

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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

Motion to approve Finance Items A-D

A. WHEREAS, the Bass River Board of Education (hereinafter referred to as the "Board") desires to employ Katherine Van Tassel as the School Business Administrator/Board Secretary; and

WHEREAS, the Board and Katherine Van Tassel have negotiated an employment contract for the period commencing July 1, 2026 through June 30, 2027; and

WHEREAS, pursuant to *N.J.A.C. 6A:23A-3.1*, proposed employment contracts for School Business Administrators must be submitted to the Executive County Superintendent for review and approval prior to final execution by the Board; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the proposed employment contract for Katherine Van Tassel as School Business Administrator/Board Secretary, subject to the review and approval of the Executive County Superintendent; and

BE IT FURTHER RESOLVED, that the Board Secretary/Superintendent is hereby authorized and directed to submit the proposed employment contract and detailed cost statement to the Executive County Superintendent for review and approval; [Employment Contract - Van Tassel 26-27.docx](#)[SBA & Asst. Supt. Detailed Cost Statement Bass 5320 .xlsx](#)

B. RESOLVED that the Board of Education approve all bills and claims for May 2026 in the amount of \$411,070.91 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. [May Bills List.pdf](#)

C. RESOLVED that the Board of Education approve the contract for the Business Clerk for July 1, 2026 through June 30, 2027 as attached. ([Employment Contract - Lutz 26 27 SY.docx](#))

D. 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, 2026 through June 30, 2027	

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Mrs. Kelly Righter	Treasurer of School Monies	Effective July 1, 2026 through June 30, 2027 at an annual salary of \$3,500.	<u>Employment Contract - Righter 26 27 SY.docx</u>
Holman, Frenia, Allison, PC	Auditor for Bass River Township Elementary School District	Effective July 1, 2026 through June 30, 2027.	<u>Bass River Township School District FYE 6.30.25 CONTRACT (3).pdf</u>
T.C. Irons Agency	Insurance Broker	Effective January 1, 2026 to December 31, 2027	

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

1st _____ 2nd _____ Mr. Bush _____ Mr. Curtin _____ Mr. Swanseen _____

14. MEETING SCHEDULE

Meeting - June 22, 2026

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

3 North Maple Ave, New Gretna.