

**Bass River Elementary School  
MEETING MINUTES  
March 3, 2026**

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

**Time: 6:00 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: 6:00 p.m.**

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

**Nays:**

**Abstain:**

Motion carried

**Voice Vote to exit executive session announced Time out: 6:30 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. Curtin, seconded by Mr. Bush to approve minutes for Regular Meeting and the Executive Session for the December 15, 2025 and January 6, 2026 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 - NONE**

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

A. **RESOLVED** that the Board of Education approve all bills and claims for January and February in the amount of \$37,956.15 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 January.pdf](#), [BillsList February.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 December 2025 Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of December 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 December 2025. ([bsr2-2025-26-DECEMBER-All-Funds.pdf](#))

Katherine Van Tassel  
Board Secretary

March 3, 2026  
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 December 2025, 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-

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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 December 2025.  
([December 2025.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 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.

No Public Comment (6:42 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 - Budget Approval and Regular Meeting March 23, 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.