

**Bass River Elementary School  
MEETING MINUTES  
March 23, 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: 6:47 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 March 3, 2026 meeting.**

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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 -**

**Motion by Mr. Bush, seconded by Mr. Curtin to approve New Business items A-C**

**A Motion to accept resignation of Jessica Frederick, Board Clerk, Effective 3/3//2026**

**B. Motion to approve Darlene Lutz, Board Clerk at an annual salary of \$3,500 prorated for the remainder of the 25/26 SY start date of 4/1/2026.**

**C. Motion to approve Memorandum of Agreement with Little Egg Harbor School district for shared transportation services for the 2026-2027 School Year at a cost per student of \$1,100 (one thousand one hundred dollars) for an estimated total cost annually of \$106,700 (one hundred six thousand seven hundred dollars) based on projected enrollment of 97 students.**

 [LEH Shared Service Transportation Memorandum.pdf](#)

**Voice Vote**

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

**Nays:** 0

**Abstain:**

Motion carried

**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**

A. **RESOLVED** that the Board of Education approve all bills and claims for March in the amount of \$13,964.27 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 March.pdf](#) , )

B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. (  [MonthlyTransferReport-2026 february.pdf](#) )

C. **RESOLVED** that the Board of Education approve the January and February 2026 Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of February 2026, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the



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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 February 2026.

(  bsr2-2025-26-JANUARY-All-Funds (2).pdf ,  bsr2-2025-26-FEBRUARY-All-Funds (1).pdf )

Katherine Van Tassel                      March 23, 2026  
Board Secretary                                      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 February 2026, 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-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 January and February 2026. (  BR - January.pdf ,  BR - February (1).pdf )

F. Tentative Budget

**Motion to** approve to adopt the Tentative Budget for FY 2026-2027:

BE IT RESOLVED that the tentative budget be approved for the 2026-2027 School Year using the 2026-2027 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

		General Fund	Special Revenue	Debt Service	TOTAL
2026-2027 Total Expenditures		\$1,853,636	\$ -0-	\$ -0-	\$1,853,636
Less: Anticipated Revenues		\$712,062	\$ -0-	\$ -0-	\$ 712,062
Taxes to be Raised		\$1,141,574	\$ -0-	\$ -0-	\$ 1,141,574

And to post said tentative budget on the district’s website in accordance with the form required by the State Department of

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Education and according to law; and

Use of Banked Cap

BE IT RESOLVED that the Bas River Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$20,000 for the purpose of Tuition Costs. The district intends to complete said purposes by June 2027.

Tuition Reserve Withdrawal

BE IT RESOLVED that the general fund appropriations include a \$158,800 withdrawal from the Tuition Reserve Account which were deposited into the account in SY 2024-2025 and are now required to be withdrawn to pay tuition obligations in the 2026-2027 SY.

BE IT FURTHER RESOLVED, that a public hearing be held at the Bass River Board of Education located at 3 North Maple Street on April 27 at 6:00 p.m. for the purpose of conducting a public hearing on the budget for the 2026-2027 School Year.

**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.

Jane Allen from Township commented on what the tax increase would be. Mrs. Allen also indicated she had reached out to Tuckerton school district about sending students there.

**12. BOARD FORUM - None**

**13. ADJOURNMENT**

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

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**BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at 7:09 pm**

**14. MEETING SCHEDULE**

Public Hearing Budget SY 26-27 - April 27, 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.