

**Bass River Elementary School
MEETING MINUTES
June 22, 2026**

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

Time: 6:05 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 - No Executive Session

Voice Vote to enter executive work sessions for the purpose of budget matters.

Ayes: Nays:

Abstain:

Ayes:

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 the agenda as presented.

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

Nays:

Abstain:

Motion carried

6. MOTION TO APPROVE MINUTES

Motion by Mr. Bush, seconded by Mr. Curtin to approve May 18th Regular Meeting minutes.

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

Nays:

Abstain:

Motion carried

7. OLD BUSINESS - None

**Bass River Elementary School
MEETING MINUTES
June 22, 2026**

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. Procurement of Goods and Services through State Contract

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and,

WHEREAS, Bass River Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts; and,

WHEREAS, the Bass River Township School District Board of Education desires to authorize its purchasing agent for the fiscal year ending June 30, 2027 to make any and all purchases necessary to meet the needs of the school district throughout the year;

NOW, THEREFORE, BE IT RESOLVED that the Bass River Township School District Board of Education does hereby authorize the District Purchasing Agent to make purchase of goods and services entered into on behalf of the State by the Division of Purchase and Property.

B. Public Agency Compliance Officer (P.A.C.O.)

Motion to appoint Katherine Van Tassel, Business Administrator, as Public Agency Compliance Officer (P.A.C.O.) as per New Jersey Department of the Treasury, Division of Public Contracts Equal Employment Opportunity Compliance requirements for the 2026-2027 school year.

C. Custodian of Records

Motion to approve Katherine Van Tassel, Business Administrator/Board Secretary. as Custodian of Records for the 2026-2027 school year.

D. Qualified Purchasing Agent

Motion to appoint Katherine Van Tassel, Business Administrator/Board Secretary as Qualified Purchasing Agent for the district for the 2026-2027 school year pursuant to Department of Community Affairs NJSA 40A:11-3A, 18A:18A-3. And NJ School Law, LFN 2011-16 with all purchasing thresholds granted to QPA.

E. Reserve Resolutions

Resolutions No. 2026-01

Transfer of Current Year Surplus to Reserve – *Tuition Reserve*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**Bass River Elementary School
MEETING MINUTES
June 22, 2026**

WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Bass River Board of Education wishes to deposit anticipated current year surplus into a *Tuition Reserve* account at year end, and

WHEREAS, the Bass River Board of Education has determined that *an amount not to exceed \$400,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution No. 2026-02

Transfer of Current Year Surplus to Reserve – *Emergency Reserves*

WHEREAS, NJSA 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statute authorized procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Bass River Board of Education wishes to deposit anticipated current year surplus into a *Emergency Reserve* account at year end, and

WHEREAS, the Bass River Board of Education has determined that *an amount not to exceed \$250,000* is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

F. Chart of Accounts

RESOLVED, that the Bass River Township School District will follow the accounting policies and procedures that comply with Generally Accepted Accounting Principles (GAAP), which includes using an accounting system that provides for the proper recording and reporting of financial data in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools as issued July 1, 2026.

G. Account Transfers

**Bass River Elementary School
MEETING MINUTES
June 22, 2026**

be Motion that the Business Administrator will be authorized to perform account transfers that may
needed to close the budget cycle/fiscal year with Board confirmation at the next regular meeting.

H. **RESOLVED** that the Board of Education approve all bills and claims for June 2026 in the amount
pay any of \$394,053.57 which are presented for approval. Also, authorize the Business Administrator to
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 June.pdf](#))

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

Monthly J. **RESOLVED** that the Board of Education approve the April and May 2026 Board Secretary's
line Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of May 2026, no major budgetary
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 amount and sources for the month of May 2026. ([BSR April.pdf](#),
[BSR May.pdf](#))

<u>Katherine Van Tassel</u>	<u>June 22, 2026</u>
Board Secretary	Date

Pursuant K. **RESOLVED** that the Board of Education approve the Board of Education's Monthly Certification:
to N.J.A.C. 6A:23A-16.10 (c)4, the Bass River Township Board of Education certifies that as of May
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 obligation for the remainder of the fiscal year.

Board L. **RESOLVED** that the Board of Education acknowledges receipt of the Treasurer's report and the
Secretary's report which are in agreement for the period ending April and May 2026. ([April
Treasurer
May Treasurer.pdf](#))

Voice Vote
Ayes: (3) Mr. Bush, Mr. Curtin, Mr. Swanseen
Nays: 0

**Bass River Elementary School
MEETING MINUTES
June 22, 2026**

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. 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

14. BOARD FORUM - None

15. 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 7:02 pm

14. MEETING SCHEDULE

Meeting - Regular Meeting Aug 3, 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.