

Riverton Public School
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Mary Ellen Eck, Superintendent

**RIVERTON BOARD OF EDUCATION
REORGANIZATION MEETING**

**A G E N D A
January 2, 2018**

1. Flag Salute – Board Secretary

“On January 4, 2017, notice of this meeting was mailed to Burlington County Times, and the Courier Post. Notice of this meeting was posted on the front door of the school, the Post Office, the Beneficial Bank, and filed with the Municipal Clerk. I direct the Secretary to enter this public announcement into the minutes.”

2. Announcement and Oath of Office to new Board Members – Board Secretary

JoAnn Corbi, Helen Mack, Scott Warnock

3. Roll Call

4. Nominations for President – Board Secretary

5. Nominations for Vice President – President, Board of Education

6. Public Lottery - Preschool

7. I motion for the Board to approve the appointment of the 1st Colonial National Bank as its depository for school funds for the 2018 calendar year.

M _____ S _____

8. I motion for the Board to approve the signatories for the Board of Education bank accounts as listed:

Custodian Account	_____, President Jonathan Yates, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Agency Account	Jonathan Yates, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Flexible Spending Account	Jonathan Yates, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Payroll Account	Jonathan Yates, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Unemployment Trust Fund	_____, President Jonathan Yates, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Activity Account	Jonathan Yates, School Business Administrator/Board Secretary Thomas Egan, Treasurer

Maintenance Reserve Account Jonathan Yates, School Business Administrator/Board Secretary

Capital Reserve Account Jonathan Yates, School Business Administrator/Board Secretary

Scholarship Fund Account Jonathan Yates, School Business Administrator/Board Secretary
Thomas Egan, Treasurer

M _____ S _____

9. I motion for the Board to approve the chart of accounts in compliance with GAAP as currently used by the district.

M _____ S _____

10. I motion for the Board to approve the Investment (403b) providers for the 2018 calendar year as listed a-d:

- a. AXA Equitable
- b. Great American Financial Resources
- c. Lincoln Investment Planning
- d. The Variable Annuity Life Insurance Company

M _____ S _____

11. I motion for the Board to approve TSA Consulting Group as the Third Party Administrator (TPA) for Riverton Board of Education's 403(b) plans.

M _____ S _____

12. I motion for the Board to approve the payment of bills between Board of Education meetings as prepared by the School Business Administrator and reviewed by the Superintendent and one member of the Finance Committee.

M _____ S _____

13. I motion for the Board to approve the resolution to appoint Mr. Jeffrey Elliot for the 2018 calendar year as Riverton Board of Education representative on the Palmyra Board of Education.

M _____ S _____

14. I motion for the Board to approve the appointment of the Burlington County Times, as its legal newspaper for the 2018 calendar year.

M _____ S _____

15. I motion for the Board to approve the appointment of Inverso and Stewart as the Public School Accountant of the Board of Education through the Reorganization Meeting scheduled for January 2019 at the annual fee of \$22,400. (1.8% increase).

M _____ S _____

16. I motion for the Board to approve the appointment of Mr. Stephen J. Mushinski/Mr. Frank Cavallo of Parker McCay as School Solicitor through the Reorganization Meeting scheduled for January 2019 at an hourly fee of \$175.00 (3% increase) for shareholders and \$95.00 per hour for paralegals.

M _____ S _____

17. I motion for the Board to approve the appointment of the Barclay Agency as Property/Casualty Insurance Brokers and Risk Management Consultant in accordance with the School Alliance Insurance Fund (SAIF) Bylaws.

M _____ S _____

18. I motion for the Board to approve the following schedule of regular meetings for the 2018 calendar year. These meetings will be held in the Media Center, at 7:00 P.M., unless otherwise advertised.

January 23, 2018	August 21, 2018
February 27, 2018	September 25, 2018
*March 13, 2018	October 23, 2018
April 24, 2018	November 27, 2018
May 22, 2018	No December Meeting
June 26, 2018	*January 3, 2019 (Reorganization)
	*denotes day/week change

M _____ S _____

19. I motion for the Board to adopt the following for the 2018 calendar year as listed a-d:

- a. Board Policy/Regulations/Procedures/By-Laws Manual
- b. Code of Ethics for Board Members and the training on the Code of Ethics
- c. Job Descriptions Manual
- d. Mission Statement

M _____ S _____

20. I motion for the Board to approve and adopt the functional organizational chart showing reporting responsibilities of the Board and Administrative Personnel.

M _____ S _____

21. I motion for the Board to approve Colonial Life with their partnership with Flex Facts, Inc., as a voluntary benefit company and the third party administrator for the Flexible Spending Account as required by Chapter 78 at a fee of \$3.50/month per participant with a minimum charge of \$50.00/month.

M _____ S _____

22. I motion for the Board to approve sharing the flexible spending plan administration fee from Flex Facts with Riverton Borough for January 2018 - December 2018. Shared Fee: \$75/month; \$37.50 each.

M _____ S _____

23. I motion for the Board to approve the request to allow the Superintendent to fill any vacant position for the 2018-19 school year with a qualified candidate who holds, if position warrants, permanent NJ Certificate and whose references are suitable prior to the next regular scheduled Board of Education meeting. The Board will take action to approve/confirm the recommended candidate at their next regular scheduled meeting.

M _____ S _____

24. I motion for the Board to grant permission for the Superintendent to assign duties or stipend positions to staff members as necessary.

M _____ S _____

25. I motion for the Board to approve the appointment of Mary Ellen Eck, Superintendent, for the 2018-19 school year as the District's Affirmative Action designee and as Affirmative Action Officer, Mrs. Eck will serve as the District's Chief Equity Officer as required by N.J.A.C. 6:4-1.3©
M_____ S_____

26. I motion for the Board to accept as listed a-b:

- a. The Secretary's Minutes for the regular meeting (Public and Executive) on November 28, 2017;
- b. The School Board Election results on November 7, 2017.

M_____ S_____

27. Correspondence

28. Administration Report- Report at next meeting

29. Recognition of citizens for discussion of Agenda items

30. PTO

31. Committee Reports:

- a. Personnel – Mr. Sencindiver
- b. Curriculum – Mr. Warnock
- c. Building & Grounds – Mr. DiLeo
- d. Finance – Mr. DiLeo
- e. Policy – Mrs. Corbi
- f. Community Relations – Mrs. Corbi, Mrs. Mack, Mrs. McGinnis
- g. Legislation – Mr. Croft, Mr. Elliot
- h. Palmyra Board Representative – Mr. Elliot

32. Old Business

33. New Business:

Action Items:

Based on the recommendation of the Superintendent:

- 1) I motion for the Board to approve February 15, 2018, as Kindergarten Round-up Day, 8:30 – 11:30 A.M. and 1:00 – 3:00 P.M.

M_____ S_____

- 2) I motion for the Board to announce Mrs. Melissa Creagh as the Educator of the Year for the 2017-18 school year.

M_____ S_____

- 3) I motion for the Board to confirm the boys basketball team to participate in the Sacred Heart Basketball Tournament on December 21-27, 2017, at a cost of \$200.00 . Responsible person: Mr. Mark DiLeo.

M_____ S_____

- 4) I motion for the Board to approve the Fire & Security Drill Report for the month of December 2017 as submitted by the Superintendent.

M_____ S_____

- 5) I motion for the Board to approve the Affirmative Action Team’s review of the Comprehensive Equity Plan implementation strategies for 2017-18 and the corresponding “Statement of Assurance” (SOA) for 2018-19.
- M_____ S_____
- 6) I motion for the Board to approve the “Statement of Assurance Regarding the Use of Paraprofessional Staff” (SOA) prepared by the Superintendent on file in the main office.
- M_____ S_____
- 7) I motion for the Board to approve the application to exceed the cap on students taking alternate proficiency assessments for the 2016-17 school year.
- M_____ S_____
- 8) I motion for the Board to approve the submission of an IDEA-B amendment application for FY 2017 non-public carry-over funds of \$234.00 to be used for supplies.
- M_____ S_____
- 9) I motion for the Board to approve Rowan University student, Ms. Mallory Griffin, as a student teacher in Mrs. Locantore’s first grade class beginning January 16, 2018 until May 4, 2018.
- M_____ S_____
- 10) I motion for the Board to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2017.
- M_____ S_____
- 11) I motion for the Board to approve the Board Secretary’s and Treasurer’s Reports for November 2017 in balance.
- M_____ S_____
- 12) I motion for the Board to approve the resolution to certify the monthly financial report and status as required by law.
- M_____ S_____
- Roll Call.
- 13) I motion for the Board to approve the payment of bills for December 21, 2017 in the amount \$478,366.23.
- M_____ S_____
- 14) I motion for the Board to approve the transfers, as listed, in the amount of \$30,654.42 for November 2017.
- M_____ S_____

34. I motion for the Board to approve the resolution to move to Executive Session for the purpose of discussing hiring staff.

WHEREAS, *N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting; and*

WHEREAS, *the Riverton Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and*

WHEREAS, *the regular meeting of the Riverton Board of Education will reconvene following the end of the closed session, approximately*

_____ p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Riverton Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____ Any matter in which the release of information would impair a right to receive funds from the federal government;

_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: _____);

_____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Any investigations of violations or possible violations of the law;

_____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: _____) (If contract negotiation, the nature of the contract and interested party is _____)

_____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing, 124 N.J. 478, the employee(s) and nature of discussion is _____);

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

BE IT FURTHER RESOLVED that the Riverton Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Riverton Board of Education Attorney advises the Riverton Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Riverton Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

M _____ S _____

35. I motion for the Board to approve reconvening to Public Session.

M _____ S _____

36. Action taken as a result of discussion during Executive Session.

37. Discussion Items - Board of Education Committee Assignments

38. Information Items

39. Recognition of Citizens

40. I motion for the Board to approve the meeting to be adjourned.

M _____ S _____

Our Riverton Board of Education Meeting Fact Sheet is posted in our Media Center, on our web page at www.riverton.k12.nj.us or you may obtain a copy from the office of the Board Secretary.

MEE:mmf 12-21-17