

**RIVERTON BOARD OF EDUCATION  
REORGANIZATION MEETING  
JANUARY 2, 2018**

The Reorganization meeting of the Riverton Board of Education was called to order by Mr. Jonathan Yates, Board Secretary, at 7:00 p.m. in the Media Center at the school.

Mr. Yates led the salute to the flag.

Mr. Yates read the following statement:

“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.”

Mr. Yates announced the election results of November 7, 2017. There were 3 people who ran for 3 seats and based on the results, JoAnn Corbi, Helen Mack, and Scott Warnock were all re-elected. They were congratulated and asked to stand and recite their oath.

Mr. Yates took a roll call:

Mrs. Corbi	Mr. Papenberg
Mr. Croft	Mr. Sencindiver
Mr. DiLeo	Mr. Warnock
Mr. Elliot (7:06)	Mrs. Eck, Superintendent
Mrs. Mack (7:06)	Mr. Yates, School Board Secretary
Mrs. McGinnis	

At this time Mr. Yates called for nominations for the President for the Board of Education.

Mr. DiLeo nominated Mr. Walter Croft, motion was seconded by Mr. Papenberg.

Mr. Yates called for any other nominations and hearing none, he closed the nominations.

Motion carried, all members voting aye.

Mr. Croft opened up nominations for Vice-President for the Board of Education.

Mrs. Corbi nominated Mr. Warnock, motion was seconded by Mr. Papenberg.

Mr. Croft called for any other nominations and hearing none, he closed the nominations.

Motion carried, all members voting aye.

At this time, Mrs. Eck proceeded with the Preschool lottery and handed out numbers to the board members. The numbers were drawn in the following order: 2, 10, 6, 5, 3, 11, 8. The waiting list numbers were then drawn in the following order: 4, 9, 1, 7, 12.

Mrs. Corbi made the following motions:

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

Seconded by Mr. Elliot, motion carried, all members voting aye.

Mrs. Mack arrived at the meeting, was sworn in, and asked to recite her oath at this time.

-to approve the signatories for the Board of Education bank accounts as listed:

Custodian Account	Walter Croft, 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	Walter Croft, 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

Seconded by Mr. DiLeo, motion carried, all members voting aye.

-to approve the chart of accounts in compliance with GAAP as currently used by the district.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. Elliot made the following motion:

-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

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mrs. Mack made the following motion:

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

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. Elliot made the following motion:

-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.

Seconded by Mr. Warnock, motion carried, all members voting aye.

Mr. Papenberg made the following motion:

-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.

Seconded by Mr. DiLeo, motion carried, all members voting aye.

Mrs. Corbi made the following motion:

-to approve the appointment of the Burlington County Times, as its legal newspaper for the 2018 calendar year.

Seconded by Mr. Warnock, motion carried, all members voting aye.

Mr. Sencindiver made the following motion:

-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).

Seconded by Mr. Elliot, motion carried, all members voting aye.

Mrs. Corbi made the following motion:

-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.

Seconded by Mrs. McGinnis, motion carried, all members voting aye.

Mr. Elliot made the following motion:

-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.

Seconded by Mrs. Corbi, motion carried, all members voting aye.

Mrs. Corbi made the following motion:

-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	<b>No December Meeting</b>
June 26, 2018	*January 3, 2019 (Reorganization)
	<i>*denotes day/week change</i>

Seconded by Mr. Elliot, motion carried, all members voting aye.

Mrs. McGinnis made the following motion:

-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

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. DiLeo made the following motion:

-to approve and adopt the functional organizational chart showing reporting responsibilities of the Board and Administrative Personnel.

Seconded by Mrs. McGinnis, motion carried, all members voting aye.

Mrs. Mack made the following motion:

-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.

Seconded by Mrs. Corbi. Mr. Elliot asked how many participants and Mr. Yates responded. Motion carried, all members voting aye.

Mr. Sencindiver made the following motion:

-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.

Seconded by Mrs. Corbi motion carried, all members voting aye.

Mr. Papenberg made the following motion:

-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.

Seconded by Mr. Elliot, motion carried, all members voting aye.

Mr. Sencindiver made the following motion:

-to grant permission for the Superintendent to assign duties or stipend positions to staff members as necessary.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. Warnock made the following motion:

-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©

Seconded by Mrs. Corbi, motion carried, all members voting aye.

Mr. Sencindiver made the following motion:

-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.

Seconded by Mrs. McGinnis, motion carried, all members voting aye.

**CORRESPONDENCE:** None

**ADMINISTRATION REPORT:** None

**RECOGNITION OF CITIZENS FOR DISCUSSION OF AGENDA ITEMS:** -- Mayor asked about Flexible Spending plan and how it works and Mr. Yates explained.

**PTO:** None

**COMMITTEE REPORTS:**

- a. Personnel – Mr. Sencindiver
- b. Curriculum – Mr. Warnock
- c. Building & Grounds – Mr. DiLeo
- d. Finance – Mr. DiLeo reviewed the bills and found all to be in order.
- 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 discussed Palmyra's plan to leave the SEHBP and Mr. Yates discussed the possibility also as well as looking into other health plans.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Based on the recommendation of the Superintendent, Mrs. Mack made the following motion:

-to approve Monday, February 15, 2018, as Kindergarten Round-up Day, 8:30 – 11:30 A.M. and 1:00 – 3:00 P.M.

Seconded by Mr. Warnock, motion carried, all members voting aye.

Mr. DiLeo made the following motion:

-to announce Mrs. Melissa Creagh as the Educator of the Year for the 2017-18 school year.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. Warnock made the following motion:

-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.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. Elliot made the following motion:

-to approve the Fire & Security Drill Report for the month of December 2017 as submitted by the Superintendent.

Seconded by Mrs. McGinnis, motion carried, all members voting aye.

Mrs. McGinnis made the following motion:

-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.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

Mr. Papenberg made the following motion:

-to approve the "Statement of Assurance Regarding the Use of Paraprofessional Staff" (SOA) prepared by the Superintendent on file in the main office.

Seconded by Mr. Elliot, motion carried, all members voting aye.

Mr. Sencindiver made the following motions:

-to approve the application to exceed the cap on students taking alternate proficiency assessments for the 2016-17 school year.

Seconded by Mrs. Mack. Mrs. Eck explained this further. Motion carried, all members voting aye.

-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.

Seconded by Mr. Elliot, motion carried, all members voting aye.

-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.

Seconded by Mrs. McGinnis, motion carried, all members voting aye.

-to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2017.

Seconded by Mr. Elliot, motion carried, all members voting aye.

-to approve the Board Secretary's and Treasurer's Reports for November 2017 in balance.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

-to approve the following resolution .....

Pursuant to NJAC 6A:23A-16.10(c) 4, we certify that as of November 30, 2017, after review of the secretary's monthly financial report, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overextended in violation of NJAC 6A:23A-16.10(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Seconded by Mr. Papenberg. A roll call was taken with all members voting aye. Motion carried.

-to approve the payment of bills for December 21, 2017 in the amount \$478,366.23.

Seconded by Mr. Papenberg, motion carried, all members voting aye.

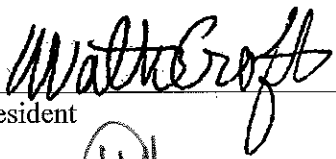
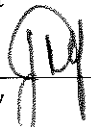
-to approve the transfers, as listed, in the amount of \$30,654.42 for November 2017.

Seconded by Mrs. McGinnis, motion carried, all members voting aye.

**EXECUTIVE SESSION**

RESOLVED, that pursuant to Section 8 of the Open Public Meeting Act, the Public shall be excluded from the portion of the meeting involving the discussion of hiring staff.

FURTHER, that any action taken shall be disclosed following the executive meeting.

  
\_\_\_\_\_  
President  
  
\_\_\_\_\_  
Secretary

**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.

Upon a motion made by Mr. Sencindiver, seconded by Mrs. McGinnis, the Board adjourned to Executive Session at 7:35 p.m. for the purpose of discussing the hiring of staff.

**PUBLIC SESSION:**

Upon a motion made by Mrs. McGinnis, seconded by Mr. Papenberg, the Board reconvened to open Public Session at 7:40 p.m. Motion carried, all members voting aye.

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION:**

Mr. Papenberg made the following motion:

-to approve Mr. James Dych as a substitute teacher/aide at the rate of \$95.00/day for 5 days then \$100.00/day until April 2, 2018.

Seconded by Mr. DiLeo, motion carried, all members voting aye.

Mrs. Mack made the following motion:

-to approve the revised Staffing Pattern (copy in Board Folder/Scan) for the 2017-18 school year as presented by the Superintendent.

Seconded by Mr. Papenberg. A roll call was taken with all members voting aye. Motion carried.

**DISCUSSION ITEMS:** - Board of Education Committee Assignments

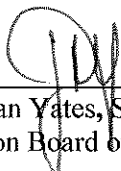
**INFORMATION ITEMS:** None

**RECOGNITION OF CITIZENS:** None

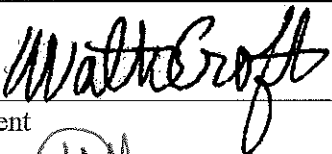
**ADJOURNMENT:**

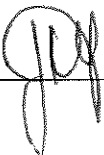
Hearing no further business, Mr. Croft called for a motion to adjourn at 7:48 p.m.

Upon a motion made by Mrs. Mack, seconded by Mr. Elliot, the Board moved for the meeting to be adjourned. Motion carried, all members present voting aye.

  
\_\_\_\_\_  
Jonathan Yates, Secretary  
Riverton Board of Education

**APPROVED UPON MOTION OF THE BOARD**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary