

**RIVERTON BOARD OF EDUCATION  
REORGANIZATION MEETING  
JANUARY 5, 2021**

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

Mr. Vrettos led the salute to the flag.

Mr. Vrettos read the following statement:

“On January 3, 2020, 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 WSFS Bank, and filed with the Municipal Clerk. I will enter this public announcement into the minutes.”

Mr. Vrettos announced the election results of November 3, 2020 and congratulated the three winners: JoAnn Corbi, 3-yr term, 967 votes, Leah Falicki, 3-yr term, 860 votes, and Erin Matzelle, 3-yr term, 866 votes. All three members recited the Oath of Office.

Mr. Vrettos took a roll call:

Mrs. Corbi	Mrs. McGinnis
Mr. Croft	Mr. Papenberg
Mr. Di Leo	Mr. Sencindiver
Mr. Elliot	Mrs. Eck, Superintendent
Mrs. Falicki	Mr. Vrettos, School Board Secretary
Mrs. Matzelle	

At this time Mr. Vrettos opened the floor for nominations for the President for the Board of Education.

Mrs. Corbi nominated Mr. Walter Croft. Hearing no other nominations, Mrs. Corbi motioned to close the nominations. Seconded by Mr. DiLeo, motion carried, all members voting aye.

Mrs. Corbi motioned to approve Mr. Croft as Board President. Seconded by Mr. Papenberg, motion carried, all members voting aye.

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

Mr. Sencindiver nominated Mrs. McGinnis. Hearing no other nominations, Mr. Sencindiver motioned to close the nominations. Seconded by Mrs. Corbi, motion carried, all members voting aye.

Mr. Sencindiver motioned to approve Mrs. McGinnis as Board Vice President. Seconded by Mrs. Corbi, motion carried, all members voting aye.

Upon hearing no further discussion, Mr. Croft motioned to close the floor for nominations. Seconded by Mrs. Corbi, motion carried, all members voting aye.

Mrs. Corbi made the following motions:

-to approve the appointment of the 1st Colonial National Bank as its depository for school funds for the 2021 calendar year.

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

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

Custodian Account	Walter Croft, President Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Agency Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Flexible Spending Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Payroll Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Unemployment Trust Fund	Walter Croft, President Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Activity Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Maintenance Reserve Account	Nikolas Vrettos, School Business Administrator/Board Secretary
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Capital Reserve Account	Nikolas Vrettos, School Business Administrator/Board Secretary
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Scholarship Fund Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
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Seconded by Mr. Elliot, motion carried, all members voting aye.

Mr. DiLeo made the following motion:

-to approve the authorization of Mr. Nikolas Vrettos, School Business Administrator to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(c).

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

Mrs. Corbi made the following motion:

-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. Papenberg made the following motion:

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

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

Mrs. Corbi 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. DiLeo, motion carried, all members voting aye.

Mr. Papenberg made the following motions:

-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. Elliot, motion carried, all members voting aye.

-to approve the resolution to appoint Mrs. Leah Falicki for the 2021 calendar year as Riverton Board of Education representative on the Palmyra Board of Education.

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

-to approve the appointment of the Burlington County Times, as its legal newspaper for the 2021 calendar year.

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

Mrs. Corbi 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 2022 at the annual fee of \$23,600. (1.7% increase).

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

Mr. Papenberg 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 2022 at an hourly fee of \$175.00 (no increase) for shareholders.

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

-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.

-to approve the following schedule of regular meetings for the 2021 calendar year. These meetings will be held in the Media Center, at 7:00 P.M., unless otherwise advertised.

January 26, 2021	*August 17, 2021
February 23, 2021	September 28, 2021
*March 16, 2021	October 26, 2021
April 27, 2021	November 23, 2021*
May 25, 2021	<b>No December Meeting</b>
June 22, 2021	January 4, 2022 (Reorganization)
	<i>*denotes day/week change</i>

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

Mrs. Corbi made the following motion:

-to adopt the following for the 2021 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 Mrs. McGinnis, motion carried, all members voting aye.

Mr. Papenberg 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. Corbi 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 Mr. DiLeo, motion carried, all members voting aye.

Mrs. McGinnis made the following motion:

-to approve sharing the flexible spending plan administration fee from Flex Facts with Riverton Borough for January 2021 - December 2021. 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 2021-22 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. Elliot 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.

Mrs. McGinnis made the following motions:

-to approve the appointment of Mary Ellen Eck, Superintendent, for the 2020-21 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 Mr. DiLeo, motion carried, all members voting aye.

-to approve the appointment of the Affirmative Action Team (listed below) for the 2020-21 and 2021-22 school years as listed a-g:

- |                      |                      |
|----------------------|----------------------|
| a. Mary Ellen Eck*   | e. Andrea Zimmermann |
| b. Nikolas Vrettos   | f. Michele Farr      |
| c. Lorna Sullivan    | g. Robert Sciarrotta |
| d. Christine Durante |                      |

\*Affirmative Action Officer

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

Mr. DiLeo made the following motion:

-to accept as listed a-b:

- a. The Secretary's Minutes for the regular meeting (Public and Executive) on November 24, 2020;
- b. The School Board Election results on November 3, 2020.

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

**CORRESPONDENCE:** None

**ADMINISTRATION REPORT:**

Mrs. Eck spoke about the following items:

- Update on the Pandemic Plan
  - Preschool through Grade 1 Returning Early – January 4, 2021
  - Reinforcing Protocols for Quarantining for Staff & Students – Families/Staff Most Cooperative
  - Strong Academic Pacing/Individual Assessment will be Data that Drives Our Instruction
  - Title I Program - Successes

**RECOGNITION OF CITIZENS FOR DISCUSSION OF AGENDA ITEMS:** - None

**PTO:** - None

**COMMITTEE REPORTS:**

- a. Personnel – No report
- b. Curriculum – No report
- c. Building & Grounds – Mr. Vrettos spoke about his request to the Riverton Borough to assume all fiscal responsibilities of the rain gardens located on school grounds.
- d. Finance – Mr. DiLeo reviewed the bills and found all to be in order.
- e. Policy – No report
- f. Community Relations – No report
- g. Legislation – no report
- h. Palmyra Board Representative – Mr. Warnock, in attendance, spoke about the items discussed during the Palmyra meeting which took place virtually in December: Attendance - 33, Former Riverton Student - Student of the Month, QSAC Scheduled for 2/27/21, Winter Sports Delayed, Director of Curriculum Presented Data, SAT Affected by COVID, Board Goals.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Based on the recommendation of the Superintendent, Mrs. Corbi made the following motions:

-to announce Mrs. Kristin Park as the Educator of the Year for the 2020-21 school year and to approve the selection.

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

-to confirm the most recent Restart and Recovery Plan for the 2020-21 School Year.

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

-to approve the amendment for additional funds in the CARES Funds Act in the amount of \$2,722 for students touch screen Chromebooks.

Seconded by Mr. DiLeo. Mrs. Eck commented that previous Chromebooks were not touchscreen. This particular grant and the offsetting costs were asked about on the Mid-Year Budget Review. Motion carried, all members voting aye.

Mr. DiLeo made the following motions:

-to approve the Fire & Security Drill Report for the month of December 2020 as submitted by the Superintendent.

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

-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 Mrs. Corbi, motion carried, all members voting aye.

-to confirm those individuals listed on file in the Main Office to transport students in their personal vehicle for the 2020-21 school year.

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

Mr. Papenberg made the following motion:

-to confirm those individuals on the list on file in the Main Office to use their personal vehicle for school related activities for the 2020-21 school year.

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

Mrs. Corbi made the following motion:

-to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2020.

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

Mr. DiLeo made the following motion:

-to approve the Board Secretary's and Treasurer's Reports for November 2020 in balance.

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

Mr. Sencindiver made the following motion:

-to approve the following resolution .....

Pursuant to NJAC 6A:23A-16.10(c) 4, we certify that as of November 30, 2020 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. DiLeo. A roll call was taken with all members voting aye, except for Mrs. Falicki and Mrs. Matzelle who abstained. Motion carried.

Mrs. McGinnis made the following motion:

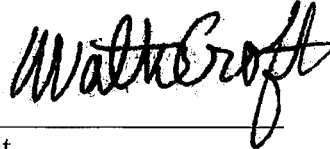
-to approve the payment of bills for December 23, 2020 in the amount \$588,625.97.

Seconded by Mr. Elliot, 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 unpaid sick days.

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 Mrs. Corbi, seconded by Mrs. McGinnis, the Board adjourned to Executive Session at 7:25 p.m. for the purpose of discussing unpaid sick days.

#### **PUBLIC SESSION:**

Upon a motion made by Mrs. McGinnis, seconded by Mr. Elliot, the Board reconvened to open Public Session at 7:28 p.m. Motion carried, all members voting aye.

#### **ACTION TAKEN AS A RESULT OF DISCUSSION DURING EXECUTIVE SESSION:**

Based on the recommendation of the Superintendent, Mrs. McGinnis made the following motions:

-to accept the resignation of Miss Joy Alicea effective January 18, 2021.

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

-to approve payment of accumulated unused sick time as of December 31, 2020 to Karen Park @ \$25/day (112.5 days).

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

Mrs. Corbi made the following motion:

-to approve the revised Staffing Pattern (copy in Board Folder/Scan) for the 2020-21 school year as presented by the Superintendent.

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

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


**INFORMATION ITEMS:** None

**RECOGNITION OF CITIZENS FOR COMMENT ON ITEMS NOT ON THE AGENDA:** None

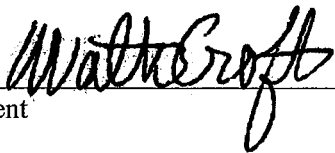
**ADJOURNMENT:**

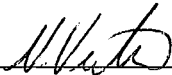
Hearing no further business, Mr. Croft called for a motion to adjourn at 7:33 p.m.

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

  
\_\_\_\_\_  
Nikolas Vrettos, Secretary  
Riverton Board of Education

**APPROVED UPON MOTION OF THE BOARD**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary