

RIVERTON BOARD OF EDUCATION
MINUTES OF MAY 22, 2018
REGULAR MEETING

The regular meeting of the Riverton Board of Education was called to order by Mr. Croft at 7:04 p.m. in the Media Center at the school.

Mr. Croft led the salute to the flag, and read the following statement:

“On January 3, 2018, 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.”

The following were present:

| | |
|---------------|--|
| Mrs. Corbi | Mr. Sencindiver |
| Mr. DiLeo | Mr. Croft, President |
| Mr. Elliott | Mr. Warnock, Vice President |
| Mrs. Mack | Mrs. Mary Ellen Eck, Superintendent |
| Mrs. McGinnis | Mr. Jonathan Yates, School Board Secretary |
| Mr. Papenberg | |

PUBLIC SESSION:

Mr. Croft asked for a motion to adjourn to the presentations and reception.

Upon a motion made by Mr. Papenberg and seconded by Mr. DiLeo, the Board adjourned to the presentations and reception at 7:13 p.m.

Upon the end of the reception, there was a motion made to reconvene to Public Session

Motion made by Mr. Elliot and seconded by Mr. Sencindiver, to reconvene the regular meeting at 7:45 p. m.

Motion carried, all members voting aye.

Motion made by Mrs. Mack, and seconded by Mr. Papenberg to accept the Secretary’s Minutes Public Budget Hearing and the regular meeting (Public & Executive) on April 24, 2018.

CORRESPONDENCE: None

ADMINISTRATION REPORT:

Mrs. Eck spoke about the following items:

- 4th Grade Playground Trees
- Security Updates – Cameras & Training
- Van – Hit & Run
- PARCC Testing
- Instrumental Music
- Art Show
- 2nd & 3rd Grade Shows
- Next Year's 8th Grade Awards

RECOGNITION OF CITIZENS FOR DISCUSSION OF AGENDA ITEMS: Jim Quinn said Lowes offers a program where they give \$5,000 towards Chromebooks.

PTO: None

COMMITTEE REPORTS:

- a. **Personnel** – No report.
- b. **Curriculum** – No report.
- c. **Building & Grounds** – No report.
- 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** – No report.

OLD BUSINESS: None

NEW BUSINESS:

Based on the recommendation of the Superintendent Mr. Sencindiver made the following motion:

- to approve the appointment of Mary Ellen Eck, Superintendent, for the 2018-19 school year as listed a-e:
 - a. Authorized representative for all state and federal funds
 - b. Title IX Officer
 - c. Assistant Board of Education Secretary
 - d. Custodian of Records for Student and Personnel Records
 - e. School District Data Coordinator

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

Mrs. Corbi made the following motion:

-to approve the appointment of Mr. Jonathan Yates, School Business Administrator for the 2018-19 school year as listed a-f:

- a. Board Secretary
- b. Authorized Purchasing Agent for the Riverton Board of Education
- c. Public Agency Compliance Officer
- d. Custodian of Records for Financial and Governmental Records
- e. Right-to-Know Officer
- f. Safety & Health Designee

Seconded by Mrs. Mack. A roll call was taken with all members voting aye. Motion carried.

Mrs. McGinnis made the following motion:

-to approve the appointment of Michael Palladino for the 2018-19 school year as listed a-c:

- a. Integrated Pest Management Coordinator
- b. Asbestos/AHERA/PEOSA Coordinator
- c. Indoor Air Quality Designee

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

Mr. Sencindiver made the following motions:

-to approve the appointment of Dr. Rupert Hartmann as the school physician for the 2018-19 school year, at a fee of \$500.00 and a fee schedule of \$40.00 per for necessary exams.

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

-to approve the appointment of Dr. Lorna Sullivan for the 2018-19 school year as listed a-e:

- a. Anti-Bullying Coordinator
- b. Educational Stability Specialist
- c. School Safety Team Leader
- d. Substance Awareness Coordinator
- e. Section 504 Officer

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

-to approve the following appointments for the 2018-19 school year as listed a-b:

- a. Anti-Bullying Specialist (school level) – Mrs. Lisa Rosenberg & Mrs. Jaclyn Sutter;
- b. Homeless Liaison – Dr. Lorna Sullivan & Mrs. Lisa Rosenberg.

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

-to approve the appointment of Thomas Egan as Treasurer of School Monies for the 2018-19 school year.

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

-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, appropriate N.J. Certification 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 Mrs. Corbi motion carried, all members voting aye.

-to approve the establishment of a Petty Cash Fund of \$200.00 for the 2018-19 school year to be administered according to the Board of Education policy #3451.

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

-to approve the contract with Bayada Nurses to provide substitute nursing services on an as needed basis for the 2018-19 school year at a rate of \$55.00 per hour.

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

-to approve procurement of Goods and Services from the following list of approved State Contract Vendors for the 2018-19 school year as listed a-e:

| <u>Vendor</u> | <u>Contract #</u> | <u>State Contract</u> |
|---------------------|-------------------|--|
| a. Dell Marketing | 88796,89850 | Data Communications Equipment/Software Licensing |
| b. Pitney Bowes | 41258 | Mailroom Equipment |
| c. Ricoh USA | 82709 | Copiers |
| d. WB Mason | 88839 | School Supplies |
| e. Verizon Wireless | 82583 | Cell Phone |

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

-to approve the current textbooks and instructional materials for the 2018-19 school year as listed a-h:

- a. **Health**-The Great Body Shop, The Children's Health Market, PO Box 7294 Wilton, CT. 06897;
- b. **Language Arts Literacy** -Literature listed (Shared & Guided Reading)and protocols used in curriculum, Foundations, (K-3) Units of Study (Heinemann) Gr. 6-8, Leveled Literacy Intervention (Heinemann) Gr.1-4, Spotlight on Literacy(Macmillan/McGraw-Hill) Gr.3, Write Steps Writing Core Standards lessons & Materials Gr. 3, Step Up to Writing (Voyager Learning) Gr.K-2 and 3-5
- c. **Mathematics** – Grade 6-8 - Big Ideas, (Harcourt Houghton Mifflin) Grades 1-5 - Go Math, (Harcourt Houghton Mifflin) Grade K - EnVision Program, (Pearson);
- d. **Music** - The Music Connection Silver Burdett Ginn © 2000); Grades K-6
- e. **Science** - Interactive Science (Pearson Education © 2016), Dimensions Science (Houghton Mifflin Harcourt © 2018); Carolina® Bio Lab®: Frog CD-ROM - Bio Lab®: Frog teaches students the external and internal anatomy of the frog in a virtual setting, so the real dissection is much more meaningful; Carolina® Bio Lab®: Fish CD-ROM - Bio Lab®: Fish is a 3-in-1 CD-ROM covers the external and internal anatomy of the perch, shark (dogfish), and lamprey. Virtual minilabs include an interactive comparison of fish and a closer look at respiration rate, capillary flows, and dissolved oxygen; K'NEX Education Real Bridge Building Set.
- f. **Social Studies** - My World, K-6 Pearson, (2013) (New), 7 Glencoe (2010), 8 Holt (2003);
- g. **World Language** - Descubre el espanol (Santillana Publishing), Voces, e-textbooks (2013); Introductory Spanish, (Teacher's Discovery), Avancemos! (Houghton Mifflin Harcourt);
- h. **Technology** - Learning.com, Easy Tech Assessment - Code.org, Computer Science and Coding - Google Apps - KNEX, Simulations & Real Bridge Building.

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

Mrs. Mack made the following motion:

- to approve the adoption of the following for the 2018-19 school year as listed a-d:
- a. Curriculum aligned to the current New Jersey Student Learning Standards:
 - 1) 21st Century Life and Careers – Document aligning to Social Studies & Language Arts Literacy;
 - 2) Comprehensive Health & Physical Education (including Dance)(K-8);
 - 3) Information Literacy (K-8);
 - 4) Language Arts Literacy (K-8);
 - 5) Mathematics (K-8);
 - 6) Music K-8/Chorus (Visual & Performing Arts including Dance/Theory, Music);
 - 7) Pre-school Curriculum (and Creative Curriculum);
 - 8) Science (K-8) – (Next Generation Science Standards);
 - 9) Social Studies (Pre-school – Grade 8);
 - 10) Technology (Pre-school – Grade 8);
 - 11) Fine Arts K-8 (Visual and Performing Arts);
 - 12) World Language (Spanish K-8).
- b. Specialized Programs as listed 1-4:
 1. Guidance and Counseling Plan
 2. Gifted & Talented/SEEK Curriculum
 3. Character Education
 4. Adopt-A-Cop
- c. Student Code of Conduct;
- d. Intervention and Referral Manual and Training and committee members as named by the Superintendent;

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

Mr. Sencindiver made the following motions:

-to approve participation in the Burlington County Professional Development Institute (BCPDI) for the 2018-19 school year at a cost of \$1.35 per student.

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

-to approve participation in Burlington County Crisis Team at a fee of \$650 for the 2018-19 school year.

Seconded by Mr. Papenberg. Mr Croft asked what the crisis team was and Mrs. Eck explained. Motion carried, all members voting aye.

Mrs. Mack made the following motion:

-to approve the contract with Websites Made EZ (John Miller) to provide technical support/professional development for the 2018-19 school year at an annual cost of \$14,196 (no increase).

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

Mr. Sencindiver made the following motion:

-to approve for first reading the policy as listed a:

- a. #5131.1 - Harassment, Intimidation and Bullying

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

Mrs. Corbi made the following motion:

-to approve for second reading & adoption the policies and regulation as listed a-f:

- a. #5131 - Conduct/Discipline
- b. #5131.5 - Vandalism/Violence
- c. #5131.5Reg - Violence and Vandalism
- d. #5131.6 - Drugs, Alcohol, Steroids, Tobacco
- e. #5145.4 - Equal Educational Opportunity
- f. #6171.4 - Special Education

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

Mr. Papenberg made the following motion:

-to approve the Fire & Security Drill Report for the month of May 2018, as submitted by the Superintendent.

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

Mrs. McGinnis made the following motion:

-to approve those individuals on the list on file in the main office from the Sub Calling Service as certified substitutes for the 2017-18 school year.

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

Mr. Papenberg made the following motion:

-to approve those individuals on the list on file in the Main Office as volunteers/chaperones for the 2017-18 school year.

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

Mr. Dileo made the following motion:

-to approve those individuals on the list on file in the Main Office to transport students in their personal vehicle for the 2017-18 school year.

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

Mr. Papenberg made the following motion:

-to approve the following teachers to complete curriculum development at the rate of \$40.80/hr. as assigned by the Superintendent listed a-y:

- a. Ms. Allen
 - b. Mrs. Blackwell
 - c. Miss Cahill
 - d. Ms. Douglass
 - e. Miss Durante
 - f. Miss Eckhardt
 - g. Mrs. Flanagan
 - h. Miss Jancsar
 - i. Mrs. Johnson
 - j. Mrs. Killion-Toro
 - k. Miss Knoll
 - l. Mrs. Locantore
 - m. Mrs. Lubitsky
 - n. Mr. McGee
 - o. Mrs. McGilberry
 - p. Mrs. Milburn
 - q. Miss Pacione
- r.
- r. Mrs. Karen Park
 - s. Mrs. Kristin Park
 - t. Mrs. Parker
 - u. Mrs. Penwell
 - v. Mrs. Pfeiffer
 - w. Mrs. Sutcliffe
 - x. Mrs. Walter
 - y. Miss Yeager

Seconded by Mrs. Corbi. Mr. Croft asked if every teacher was assigned curriculum development and Mrs. Eck answered yes. Motion carried, all members voting aye.

Mr. Sencindiver made the following motions:

-to approve Educational Services Unit (ESU) to provide professional services as listed per the contract for the 2018-19 school year.

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

-to approve Educational Services Unit (ESU) to provide non-public services for the 2018-19 school year as listed a-e:

- a. Chapters 192/193
- b. IDEA
- c. Nursing
- d. Technology
- e. Textbook

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

-to approve the Special Payrolls for hourly, per diem, and substitute employees for April 2018.

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

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

-to approve the Board Secretary’s and Treasurer’s Reports for April 2018, 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 April 30, 2018, 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 Mrs. Mack. A roll call was taken with all members voting aye. Motion carried.

Mrs. Mack made the following motion:

-to approve the payment of bills for April 27, 2018 in the amount of \$201,288.96 and for May 23, 2018, in the amount of \$309,327.93.

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

Mr. Elliot made the following motion:

-to approve the transfers, as listed, in the amount of \$31,985.48 for April, 2018.

Seconded by Mrs. Mack 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 and a student issue.

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 _____)

X 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. Mack, seconded by Mr. Elliot, the Board adjourned to Executive Session at 8:04 p.m. for the purpose of discussing the hiring of staff and a student issue.

PUBLIC SESSION:

Upon a motion made by Mrs. Mack, seconded by Mr. Papenberg, the Board reconvened to open Public Session at 8:12 p.m. Motion carried, all members voting aye.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION:

Based on the recommendation of the Superintendent, Mr. Sencindiver made the following motion:

-to approve Ms. Cathryn Browning as a Learning Disabilities Teacher/Consultant at the salary of \$468.19 per day for a total of 80 days payable to Springfield BOE for the 2018-19 school year.

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

Mr. Dileo made the following motion:

-to approve Mrs. Jeanne Paulsen as a Confidential Secretary at the annual salary of \$32,500 for the 2018-19 school year.

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

Mrs. Mack made the following motion:

-to approve the revised Staffing Pattern (copy in Board Scan) for the 2018-19 school year as presented by the Superintendent with salaries on file in the business office.

Seconded by Mrs. Corbi. A roll call was taken with all members voting aye. Motion carried.

DISCUSSION ITEMS: None

INFORMATION ITEMS: School Board Candidate Packets, Board Self Evaluation, Superintendent Evaluation

RECOGNITION OF CITIZENS: Mr. Quinn suggested adding artwork around the town to slow down speeding drivers thinking it might distract them and cause them to drive more slowly.

ADJOURNMENT:

Hearing no further business, Mr. Croft called for a motion to adjourn at 8:19 p.m.

Upon a motion made by Mrs. Mack, seconded by Mrs. McGinnis, 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