

**Riverton Public School**  
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Joshua W. Zagorski, Superintendent

**RIVERTON BOARD OF EDUCATION  
REORGANIZATION MEETING**

**A G E N D A  
January 3, 2023**

1. Flag Salute – Board Secretary

“On January 5, 2022, notice of this meeting was posted on the District’s website, mailed to Burlington County Times, posted on the front door of the school, the post office 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

Jennifer Wilburn, Felicia Quinci, Paul Papenberg

3. Roll Call

4. Nominations for President – Board Secretary

5. I motion for the Board to close nominations for President.

M \_\_\_\_\_ S \_\_\_\_\_

6. I motion for the Board to approve \_\_\_\_\_ as Board President for the 2023 calendar year.

M \_\_\_\_\_ S \_\_\_\_\_

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

8. I motion for the Board to close nominations for Vice President.

M \_\_\_\_\_ S \_\_\_\_\_

9. I motion for the Board to approve \_\_\_\_\_ as Vice President for the 2023 calendar year.

M \_\_\_\_\_ S \_\_\_\_\_

10. I motion for the Board to approve the appointment of the 1<sup>st</sup> Colonial National Bank as its depository for school funds for the 2023 calendar year.

M \_\_\_\_\_ S \_\_\_\_\_

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

Custodian Account \_\_\_\_\_, President

Nikolas Vrettos, School Business Administrator/Board Secretary  
Thomas Egan, Treasurer

Agency Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Flexible Spending Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Payroll Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Unemployment Trust Fund	_____, President Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Activity Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Maintenance Reserve Account	Nikolas Vrettos, School Business Administrator/Board Secretary
Capital Reserve Account	Nikolas Vrettos, School Business Administrator/Board Secretary
Scholarship Fund Account	Nikolas Vrettos, School Business Administrator/Board Secretary Thomas Egan, Treasurer

M\_\_\_\_\_ S\_\_\_\_\_

12. I motion for the Board 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).

M\_\_\_\_\_ S\_\_\_\_\_

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

M\_\_\_\_\_ S\_\_\_\_\_

14. I motion for the Board to approve the Investment (403b) providers for the 2023 calendar year as listed a-d:
- a. AXA Equitable
  - b. Lincoln Investment Planning
  - c. Security Benefit and The NEA Retirement Program
  - d. The Variable Annuity Life Insurance Company

M\_\_\_\_\_ S\_\_\_\_\_

15. 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\_\_\_\_\_

16. 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\_\_\_\_\_

17. I motion for the Board to approve the resolution to appoint Mrs. Leah Falicki for the 2023 calendar year as Riverton Board of Education representative on the Palmyra Board of Education.

M\_\_\_\_\_ S\_\_\_\_\_

18. I motion for the Board to approve the appointment of the Burlington County Times, as its legal newspaper for the 2023 calendar year.
- M\_\_\_\_\_ S \_\_\_\_\_
19. 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 January 2024 Reorganization Meeting at the annual fee of \$24,500. (2.1% increase).
- M\_\_\_\_\_ S \_\_\_\_\_
20. I motion for the Board to approve the appointment of Parker McCay as School Solicitor through the Reorganization Meeting scheduled for January 2024 at an hourly fee of \$185.00 (no increase) for shareholders and paralegals/law clerks at an hourly fee of \$95.00/hour.
- M\_\_\_\_\_ S \_\_\_\_\_
21. 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 \_\_\_\_\_
22. I motion for the Board to approve the following schedule of regular meetings for the 2023 calendar year. These meetings will be held in the Gym, at 6:30 P.M., unless otherwise advertised.
- |                   |                                     |
|-------------------|-------------------------------------|
| January 24, 2023  | *August 15, 2023                    |
| February 28, 2023 | September 26, 2023                  |
| *March 14, 2023   | October 24, 2023                    |
| April 25, 2023    | November 28, 2023                   |
| May 23, 2023      | <b>No July or December Meetings</b> |
| June 27, 2023     | *January 2, 2024 (Reorganization)   |
|                   | <b>*denotes day/week change</b>     |
- M\_\_\_\_\_ S \_\_\_\_\_
23. I motion for the Board to adopt the following for the 2023 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 \_\_\_\_\_
24. I motion for the Board to approve and adopt the functional organizational chart showing reporting responsibilities of the Board and Administrative Personnel.
- M\_\_\_\_\_ S \_\_\_\_\_
25. 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 \_\_\_\_\_

26. I motion for the Board to approve sharing the flexible spending plan administration fee from Flex Facts with Riverton Borough for January 2023 - December 2023. Shared Fee: \$75/month; \$37.50 each.

M\_\_\_\_\_ S\_\_\_\_\_

27. I motion for the Board to approve the request to allow the Superintendent to fill any vacant position for the 2023-24 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\_\_\_\_\_

28. I motion for the Board to grant permission for the Superintendent to assign duties or stipend positions to staff members as necessary for the 2023-24 school year.

M\_\_\_\_\_ S\_\_\_\_\_

29. I motion for the Board to approve the appointment of Joshua W. Zagorski, Superintendent, for the 2023-24 school year as the District’s Affirmative Action Officer and as such, Mr. Zagorski will serve as the District’s Chief Equity Officer as required by N.J.A.C. 6:4-1.3.

M\_\_\_\_\_ S\_\_\_\_\_

30. I motion for the Board to approve the appointment of the Affirmative Action Team (listed below) for the 2023-24 school years as listed a-g:

- |                      |                             |
|----------------------|-----------------------------|
| a. Joshua Zagorski*  | f. Michele Farr             |
| b. Nikolas Vrettos   | g. Robert Sciarrotta        |
| c. Lorna Sullivan    |                             |
| d. Christine Durante | *Affirmative Action Officer |
| e. PTO Member        |                             |

M\_\_\_\_\_ S\_\_\_\_\_

31. Transition to Regular Business

32. 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 22, 2022;
- b. The School Board Election results on November 8, 2022.

M\_\_\_\_\_ S\_\_\_\_\_

33. Correspondence

34. Administration Report

35. Recognition of citizens for discussion of Agenda items

36. PTO

37. Committee Reports:

- a. Personnel – Mr. Sencindiver
- b. Curriculum – Mr. Elliot
- c. Building & Grounds – Mrs. Matzelle
- d. Finance – Mr. Papenberg

- e. Policy – Mrs. Corbi
- f. Community Relations – Mrs. Corbi
- g. Legislation – Mr. Croft, Mr. Elliot
- h. Palmyra Board Representative – Mrs. Falicki

38. Old Business

39. New Business:

Action Items:

Based on the recommendation of the Superintendent:

- 1) I motion for the Board to announce Mrs. Christine Lubitsky as Educator of the Year and Mrs. Michele DiMarino as Educational Services Professional for the 2022-23 school year and to approve the selection.

M\_\_\_\_\_ S\_\_\_\_\_

- 2) I motion for the Board to approve the Fire & Security Drill Report for the month of December 2022 as submitted by the Superintendent.

M\_\_\_\_\_ S\_\_\_\_\_

- 3) 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\_\_\_\_\_

- 4) I motion for the Board to confirm the appointment of volunteer boys basketball coach and assistants as listed a-d:

- |                           |                      |
|---------------------------|----------------------|
| a. Mr. Ryan McCamy, Coach | c. Mr. Steve Foley   |
| b. Mr. Dennis Flanagan    | d. Mr. Matthew DiLeo |

M\_\_\_\_\_ S\_\_\_\_\_

- 5) I motion for the Board to confirm the appointments of basketball monitors as listed a-d:

- |                           |                     |
|---------------------------|---------------------|
| a. Rebecca Hill           | c. Sandy Parker     |
| b. Elizabeth Killion-Toro | d. Tiffany Williams |

M\_\_\_\_\_ S\_\_\_\_\_

- 6) I motion for the Board to approve the following application for facilities use as listed below:

- Borough Council to use the gym for a Reorganization Meeting on January 4, 2023 from 5:00-9:00 PM. Responsible Person: Michelle Hack, Borough Clerk.

M\_\_\_\_\_ S\_\_\_\_\_

- 7) I motion for the Board to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2022.

M\_\_\_\_\_ S\_\_\_\_\_

8) I motion for the Board to approve the Board Secretary's and Treasurer's Reports for November 2022 in balance.

M \_\_\_\_\_ S \_\_\_\_\_

9) I motion for the Board to approve the resolution to certify the monthly financial report and status as required by law.

M \_\_\_\_\_ S \_\_\_\_\_

10) I motion for the Board to approve the transfers, as listed in the amount of \$7,218.45 for November 2022.

M \_\_\_\_\_ S \_\_\_\_\_

11) I motion for the Board to approve the payment of bills for December 22, 2022 in the amount \$746,303.13.

M \_\_\_\_\_ S \_\_\_\_\_

40. I motion for the Board to approve the resolution to move to Executive Session for the purpose of staff resignation, 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 \_\_\_\_\_

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

M\_\_\_\_\_ S\_\_\_\_\_

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

43. Discussion Items - Board of Education Committee Assignments

44. Information Items

45. Recognition of Citizens – For comment on items not on agenda

46. 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](http://www.riverton.k12.nj.us) or you may obtain a copy from the office of the Board Secretary.

MEE:mmf 12-20-22