

**RIVERTON BOARD OF EDUCATION  
REORGANIZATION MEETING  
JANUARY 3, 2023**

The Reorganization meeting of the Riverton Board of Education was called to order by Mr. Nikolas Vrettos, Board Secretary, at 6:31 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 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 will enter this public announcement into the minutes.”

Mr. Vrettos announced the election results of November 8, 2022 and congratulated the three winners: Jennifer Wilburn, 3-yr term, Felicia Quinzi, 3-yr term, and Paul Papenberg, 3-yr term. All three members recited the Oath of Office.

Mr. Vrettos took a roll call:

Mrs. Corbi	Mr. Sencindiver
Mr. Elliot	Mrs. Wilburn
Mrs. Falicki	Mr. Croft
Mrs. Matzelle	Mr. Zagorski, Superintendent
Mr. Papenberg	Mr. Vrettos, School Board Secretary
Mrs. Quinzi	

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

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

Mrs. Corbi motioned to approve Mr. Croft as Board President for the 2023 calendar year. 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.

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

Mr. Sencindiver motioned to approve Mr. Elliot 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 motion:

-to approve the appointment of the 1st Colonial National Bank as its depository for school funds for the 2023 calendar year.

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

Mr. Sencindiver made the following motions:

-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
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	Walter Croft, 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

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

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

-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

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

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

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

-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 2023 calendar year as Riverton Board of Education representative on the Palmyra Board of Education.

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

-to approve the appointment of the Burlington County Times, as its legal newspaper for the 2023 calendar year.

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

-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 2024 at the annual fee of \$24,500. (2.1% increase).

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

-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.

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

-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)
	<i>*denotes day/week change</i>

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

-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

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

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

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

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

-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.

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

-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.

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

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

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

-to approve the appointment of Joshua 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.

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

-to approve the appointment of the Affirmative Action Team (listed below) for the 2022-21 and 2021-22 school years as listed a-g:

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

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

-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.

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

**CORRESPONDENCE:** None

**ADMINISTRATION REPORT:**

Mr. Zagorski spoke about the following items:

- Start Strong Assessment Results Presentation
- Events: Winter Formal, Winter Concert, Election Results
- Congratulated Mrs Quinzi and Mr. Papenberg and Welcomed Mrs. Wilburn
- Update on Current Art Teacher Vacancy – Explanation of why Position was Previously Turned Down

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

**PTO:** - None

**COMMITTEE REPORTS:**

- a. Personnel – Mr. Sencindiver said he spoke to the REA President and he should have some scheduled dates soon. Mr. Croft asked when the contract ends with Mr. Sencindiver responding at the end of the school year.
- b. Curriculum – No report
- c. Building & Grounds – No report
- d. Finance – Mr. Papenberg 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 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.

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

Mrs. Falicki made the following motion:

-to approve the Fire & Security Drill Report for the month of December 2022 as submitted by the Superintendent.

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

Mr. Sencindiver made the following motions:

-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 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 |

Seconded by Mr. Papenberg, Mrs. Corbi asked how the teams are doing and who's coaching the girl's team. Mr. Zagorski responded the teams are very competitive and Miss Decker is the girl's coach. Motion carried, all members voting aye.

-to confirm the appointments of basketball monitors as listed a-d:

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

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

-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.

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

-to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2022.

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

-to approve the Board Secretary's and Treasurer's Reports for November 2022 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, 2022 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. Elliot. A roll call was taken with all members voting aye with the exception of Mrs. Wilburn who abstained. Motion carried.

-to approve the transfers, as listed in the amount of \$7,218.45 for November 2022.

Seconded by Mr. Elliot, motion carried, all members voting aye with the exception of Mrs. Wilburn who abstained.

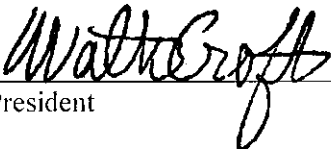
-to approve the payment of bills for December 22, 2022 in the amount \$746,303.13.

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 staff resignation and 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 Mr. Papenberg, the Board adjourned to Executive Session at 6:50 p.m. for the purpose of discussing staff resignation and hiring staff.

**PUBLIC SESSION:**

Upon a motion made by Mr. Sencindiver, seconded by Mrs. Corbi, the Board reconvened to open Public Session at 6:56 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, Mr. Sencindiver made the following motions:

-to accept the resignation of Mrs. Jeanne Paulsen effective January 11, 2023. Her last day in the building will be December 23, 2022 (using 7 remaining vacation days from January 2 through 10, 2023).

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

-to confirm Ms. Monica Sanders as an Interim Math Teacher beginning January 2, 2023 at the rate of \$259.13 (Step 1 Prorated).

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

-to confirm Nicole Cesaretti as a confidential main office/CST secretary (12 months) for the 2022-23 school year at the annual salary of \$50,000 (prorated). Start date TBD.

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

**DISCUSSION ITEMS:** - Mr. Croft asked the members to think about which committees they would like to join.

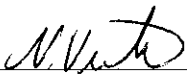
**INFORMATION ITEMS:** Mr. Vrettos mentioned he will be reaching out to School Boards to set up training. Mr. Sencindiver suggested using Parker McCay for training.

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

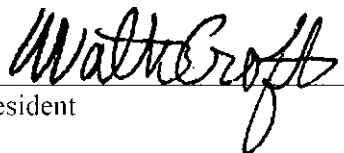
**ADJOURNMENT:**

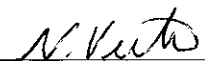
Hearing no further business, Mr. Croft called for a motion to adjourn at 7:02 p.m.

Upon a motion made by Mr. Sencindiver, 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