

**RIVERTON BOARD OF EDUCATION  
REORGANIZATION MEETING  
JANUARY 2, 2024**

The Reorganization meeting of the Riverton Board of Education was called to order by Mr. Robert Foster, Board Secretary, at 6:30 p.m. in the Media Center at the school.

Mr. Foster led the salute to the flag.

Mr. Foster read the following statement:

“On January 4, 2023, 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. Foster announced the election results of November 7, 2023 and congratulated the three winners: JoAnn Corbi, 3-yr term, Leah Falicki, 3-yr term, and Erin Matzelle, 3-yr term. All three members recited the Oath of Office.

Mr. Foster took a roll call:

Mrs. Corbi	Mr. Sencindiver (N.A.)
Mr. Elliot	Mrs. Wilburn
Mrs. Falicki	Mr. Croft (N.A.)
Mrs. Matzelle	Mr. Zagorski, Superintendent
Mr. Papenberg	Mr. Foster, School Board Secretary
Mrs. Quinzi	

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

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

Mrs. Corbi motioned to approve Mr. Walter Croft as Board President for the 2024 calendar year. Seconded by Mr. Papenberg, motion carried, all members voting aye.

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

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

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

Upon hearing no further discussion, Mr. Elliot 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 2024 calendar year.

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

Mrs. Wilburn made the following motions:

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

Custodian Account	Walter Croft, President Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Agency Account	Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Flexible Spending Account	Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Payroll Account	Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Unemployment Trust Fund	Walter Croft, President Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Activity Account	Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer
Maintenance Reserve Account	Robert Foster, School Business Administrator/Board Secretary
Capital Reserve Account	Robert Foster, School Business Administrator/Board Secretary
Scholarship Fund Account	Robert Foster, School Business Administrator/Board Secretary Thomas Egan, Treasurer

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

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

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

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

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

Mrs. Corbi made the following motion:

- to approve the Investment (403b) providers for the 2024 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. Papenberg, 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. Papenberg, motion carried, all members voting aye.

Mrs. Quinzi 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 Mrs. Falicki, motion carried, all members voting aye.

Mrs. Corbi made the following motion:

- to approve the resolution to appoint Mrs. Leah Falicki for the 2024 calendar year as Riverton Board of Education representative on the Palmyra Board of Education.

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

Mrs. Quinzi made the following motion:

- to approve the appointment of the Burlington County Times, as its legal newspaper for the 2024 calendar year.

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

Mrs. Corbi made the following motions:

- 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 2025 at the annual fee of \$24,500. (2.1% increase).

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

- to approve the appointment of Parker McCay as School Solicitor through the Reorganization Meeting scheduled for January 2025 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 Mr. Papenberg, motion carried, all members voting aye.

Mrs. Quinzi 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 Mr. Papenberg, motion carried, all members voting aye.

Mrs. Corbi made the following motion:

-to approve the following schedule of regular meetings for the 2024 calendar year. These meetings will be held in the Gym, at 6:30 P.M., unless otherwise advertised.

January 23, 2024	*August 20, 2024
February 27, 2024	September 24, 2024
*March 19, 2024	October 22, 2024
April 23, 2024	November 26, 2024
May 28, 2024	<b>No July or December Meetings</b>
June 25, 2024	January 2, 2025 (Reorganization)
	<i>*denotes day/week change</i>

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

-to adopt the following for the 2024 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. Falicki, 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. Quinzi, 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 Mrs. Falicki, motion carried, all members voting aye.

Mrs. Wilburn made the following motion:

-to approve sharing the flexible spending plan administration fee from Flex Facts with Riverton Borough for January 2024 - December 2025. Shared Fee: \$75/month; \$37.50 each.

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

Mrs. Corbi made the following motion:

-to approve the request to allow the Superintendent to fill any vacant position for the 2024-25 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. Papenberg, motion carried, all members voting aye.

Mr. Papenberg made the following motion:

-to grant permission for the Superintendent to assign duties or stipend positions to staff members as necessary for the 2024-25 school year.

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

Mrs. Wilburn made the following motion:

-to approve the appointment of Joshua Zagorski, Superintendent, for the 2024-25 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 Mr. Papenberg, motion carried, all members voting aye.

Mrs. Corbi made the following motions:

-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. Robert Foster     | 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 28, 2023;
- b. The School Board Election results on November 7, 2023.

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

**CORRESPONDENCE:** None

**ADMINISTRATION REPORT:**

Mr. Zagorski spoke about the following items:

- Events: Winter Formal, Winter Concert, PH Concert
- Mr. James, 1:1 Aide Hired to work with a Kindergarten Student
- NJ Tutoring Grant Approved
- After School STEM Program to Begin in January
- Mr. Zagorski to turnkey Restorative Practice Information to MS Staff in January

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

**PTO:** - None

**COMMITTEE REPORTS:**

- a. Personnel – No report
- b. Curriculum – Mr. Zagorski mentioned there are plans to add the book “Mascot” to the ELA curriculum – to be adopted at the second January meeting.
- 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 – Mrs. Falicki mentioned the Palmyra BOE had a retreat on 12/13 and discussed the pending referendum. She also indicated Palmyra will be the recipient of the Lighthouse Award.

**OLD BUSINESS:** None

**NEW BUSINESS:**

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

-to announce Ms. Katherine Pacione as Educator of the Year and Ms. Elizabeth Odd as Educational Services Professional for the 2023-24 school year and to approve the selection.

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

-to approve the contract with Soliant to provide a behaviorally trained aide and to approve Mr. Akwon James as the behaviorally trained aide to assist a special education student at the rate of \$65.00 per hour.

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

Mrs. Wilburn made the following motion:

-to approve Brett DiNovi and Associates to provide Behavioral Consultation and Therapy Services, as needed, for the 2023-24 school year.

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

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Mrs. Falicki made the following motion:

-to approve the Fire & Security Drill Report for the month of December 2023 as submitted by the Superintendent.

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

Mrs. Wilburn 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. Falicki, motion carried, all members voting aye.

-to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2023.

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

-to approve the Board Secretary's and Treasurer's Reports for November 2023 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, 2023 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. Falicki. A roll call was taken with all members voting aye. Motion carried.

-to approve the transfers, as listed in the amount of \$3,277.59 for November 2023.

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

Mr. Papenberg made the following motion:

- to approve the payment of bills for December 22, 2023 in the amount \$813,486.14.

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

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

**INFORMATION ITEMS:** The Board discussed initiatives to promote Palmyra to parents and students earlier than we currently do. Suggestions for promotion of sport/club signups, elementary music lessons, and a Shadow Day were all discussed.

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

**ADJOURNMENT:**

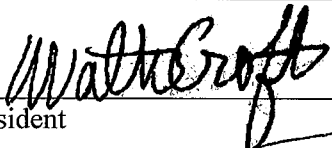
Hearing no further business, Mr. Elliot called for a motion to adjourn at 7:44 p.m.

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




Robert Foster, Secretary  
Riverton Board of Education

**APPROVED UPON MOTION OF THE BOARD**



President



Secretary