

**RIVERTON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 2, 2025**

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 12, 2024, 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 took a roll call:

- | | |
|---------------------|------------------------------------|
| Mrs. Alvarado | Mr. Riley |
| Mrs. Corbi | Mrs. Wilburn |
| Mrs. Falicki (N.A.) | Mr. Croft |
| Mrs. Matzelle | Mr. Zagorski, Superintendent |
| Mr. Papenberg | Mr. Foster, School Board Secretary |
| Mrs. Quinzi | |

Mr. Foster asked for a motion to adjourn to the Student of the Month Presentations.

Upon a motion made by Mr. Papenberg and seconded by Mrs. Corbi, the Board adjourned to the December Student of the Month Presentations based on Mindfulness at 6:35 p.m.

Motion made by Mr. Papenberg and seconded by Mrs. Corbi to reconvene to Public Session at 6:40 p.m.

Mr. Foster announced the election results of November 5, 2024 and congratulated the three winners: Walter Croft, 3-yr term, Jennifer Alvarado, 3-yr term, and James Riley, 3-yr term. All three members recited the Oath of Office.

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

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

Mr. Papenberg motioned to approve Mr. Walter Croft as Board President for the 2025 calendar year. Seconded by Mrs. Corbi, motion carried, all members voting aye.

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

Mrs. Quinzi nominated Mrs. Matzelle. Seconded by Mrs. Wilburn. Hearing no other nominations, Mrs. Quinzi motioned to close the nominations. Seconded by Mrs. Wilburn, motion carried, all members voting aye.

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

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

Mrs. Quinzi made the following motion:

-to approve the appointment of the 1st Colonial National Bank as its depository for school funds for the 2025 calendar year.

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

Mrs. Corbi made the following motion:

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

Mr. Papenberg made the following motion:

-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. Wilburn, 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:

-to approve the Investment (403b) providers for the 2025 calendar year as listed a-d:

- a. AXA Equitable
- b. Lincoln Investment Planning
- c. Security Benefit and The NEA Retirement Program
- d. Corebridge Financial
- d. The Variable Annuity Life Insurance Company

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

-to approve the resolution to appoint Mrs. Leah Falicki for the 2025 calendar year as Riverton Board of Education representative on the Palmyra Board of Education.

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

Mrs. Corbi made the following motion:

-to approve the appointment of the Burlington County Times, as its legal newspaper for the 2025 calendar year.

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

Mr. Papenberg 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 2026 at the annual fee of \$25,000.

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

Mrs. Corbi made the following motion:

-to approve the appointment of Parker McCay as School Solicitor through the Reorganization Meeting scheduled for January 2026 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.

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

Mrs. Corbi made the following motions:

-to approve the following schedule of regular meetings for the 2025 calendar year. These meetings will be held in the Gym, at 6:30 P.M., unless otherwise advertised.

January 28, 2025	*August 19, 2025
February 25, 2025	September 23, 2025
*March 18, 2025	October 28, 2025
*April 29, 2025	November 25, 2025
May 27, 2025	No July or December Meetings
June 24, 2025	*January 6, 2026 (Reorganization)
	<i>*denotes day/week change</i>

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

-to adopt the following for the 2025 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. Papenberg, 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. Wilburn, motion carried, all members voting aye.

Mrs. Wilburn made the following motions:

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

January 2, 2025 Board Minutes

Mrs. Wilburn made the following motion:

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

Seconded by Mrs. Corbi. 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 2025-26 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 motions:

-to grant permission for the Superintendent to assign duties or stipend positions to staff members as necessary for the 2025-26 school year.

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

-to approve the appointment of Joshua Zagorski, Superintendent, for the 2025-26 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. Wilburn, 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 2025-26 school year as listed a-g:

- | | |
|----------------------|-----------------------------|
| a. Joshua Zagorski* | e. PTO Member |
| b. Robert Foster | f. Nicole Cesaretti |
| 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 26, 2024;
- b. The School Board Election results on November 5, 2024.

Seconded by Mr. Papenberg, motion carried, all members voting aye except Mrs. Alvarado and Mr. Riley who abstained.

CORRESPONDENCE: None

ADMINISTRATION REPORT: None

RECOGNITION OF CITIZENS FOR DISCUSSION OF AGENDA ITEMS: None

PTO: - None

COMMITTEE REPORTS:

- a. Personnel – TBD
- b. Curriculum – TBD
- 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, Mrs. Corbi made the following motion:

-to announce Mrs. Anne Devonshire as Educator of the Year and Mrs. Tiffany Williams as Educational Services Professional for the 2024-25 school year and to approve the selection.

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

Mr. Papenberg made the following motions:

-to accept the recommendations of the Superintendent in regard to the HIB Investigation Case #1.

Seconded by Mrs. Corbi. A roll call was taken with all members voting aye except Mrs. Alvarado and Mr. Riley who abstained. Motion carried.

-to approve the Fire & Security Drill Report for the month of December 2024 as submitted by the Superintendent.

Seconded by Mrs. Matzelle, motion carried, all members voting aye except Mrs. Alvarado and Mr. Riley who abstained.

Mrs. Corbi made the following motion:

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

Mr. Papenberg made the following motion:

-to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2024.

Seconded by Mrs. Wilburn, motion carried, all members voting aye except Mrs. Alvarado and Mr. Riley who abstained.

-to approve the Board Secretary's and Treasurer's Reports for November 2024 in balance.

Seconded by Mrs. Wilburn, motion carried, all members voting aye except Mrs. Alvarado and Mr. Riley who abstained.

-to approve the following resolution

Pursuant to NJAC 6A:23A-16.10(c) 4, we certify that as of November 30, 2024 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. Wilburn. A roll call was taken with all members voting aye except Mrs. Alvarado and Mr. Riley who abstained. Motion carried.

-to approve the transfers, as listed in the amount of \$10,338.93 for November 2024.

Seconded by Mrs. Quinzi, motion carried, all members voting aye except Mrs. Alvarado and Mr. Riley who abstained.

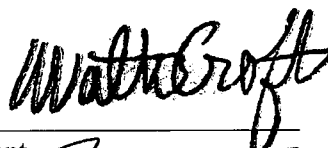
-to approve the payment of bills for November 27, 2024 in the amount \$159,009.56 and for December 20, 2024 in the amount \$718,842.25.


Seconded by Mrs. Wilburn, motion carried, all members voting aye except Mrs. Alvarado and Mr. Riley who abstained.

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 Employment, Staffing Pattern, and CSA Evaluation Timeline.

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. Corbi, seconded by Mr. Papenberg, the Board adjourned to Executive Session at 6:59 p.m. for the purpose of discussing Staff Employment, Staffing Pattern, and CSA Evaluation Timeline.

PUBLIC SESSION:

Upon a motion made by Mrs. Corbi, seconded by Mr. Papenberg, the Board reconvened to open Public Session at 7:10 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. Corbi made the following motions:

-to rescind the employment offer to Ms. Alexis Bond as an educational assistant at the rate of \$17.50 per hour due to incomplete pre-employment paperwork.

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

-to approve the revised 2024-25 Staffing Pattern (copy in Board Folder) as presented by the Superintendent.

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

DISCUSSION ITEMS: - Board of Education Committee Assignments
2025-26 Yearly Calendar

INFORMATION ITEMS: None

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

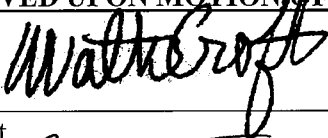
ADJOURNMENT:

Hearing no further business, Mr. Croft called for a motion to adjourn at 7:13 p.m.

Upon a motion made by Mrs. Wilburn, seconded by Mrs. Corbi, 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