

Riverton Public School
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Mary Ellen Eck, Superintendent

RIVERTON BOARD OF EDUCATION BOARD MEETING FACT SHEET

Welcome to this meeting of the Riverton Board of Education!

Your Board is responsible for setting the policies that will ensure a thorough and efficient education for the students of Riverton. To accomplish this, you will find that the Board meetings often address a significant number of matters and, consequently, certain rules of order are followed to accomplish the work to be done. If you have never attended a meeting of the Board, this fact sheet will provide you with information regarding how the meeting is conducted, as well as other information you may find useful.

Agenda: The agenda is a plan for conducting business in an orderly manner. Items appearing on the agenda are suggested by the Superintendent, Business Administrator/Board Secretary and members of the Board. Be sure to obtain a copy when you arrive in the meeting room so that you can follow along with the topics that will be discussed during the meeting. If you would like to obtain an agenda prior to the meeting, copies are available in the school office on the morning of the Board meeting.

Board members receive background material relating to the agenda items prior to each meeting. By reviewing this material, each member is thoroughly prepared to conduct the business at hand and to ask questions that will help the Board to reach wise decisions.

Executive Session: At a point in the meeting, usually the end, the Board will adjourn into Executive Session, which is not open to the public. In Executive Session, only certain matters provided by New Jersey law are discussed. These matters relate to personnel, labor negotiation issues, and topics discussed with the Board's attorney (such as litigation). No other matters are discussed in this session.

The Executive Session lasts approximately one-half hour, although its length can vary. The session is typically held at the end of the Board meeting so that parents and residents who wish to attend the Board meeting do not have to wait. No official actions are taken during the Executive Session; all final resolutions as a result of the discussions in Executive Session are made in the public Board meeting immediately following the session.

Correspondence: Letters to the Board are reviewed and copies attached to the minutes of the meeting. Please note that all correspondence must be signed to receive consideration by the Board.

Minutes: Minutes of the Board meeting are taken by the Business Administrator/Board Secretary. The minutes are approved by the Board at the next Board meeting.

Monthly Reports: Various reports are given by the School Administration and the committees of the Board regarding recent activities.

Citizens' Discussion of Agenda Items: Prior to taking action on the meeting's agenda items, the Board opens the floor for discussion by the citizens in attendance. At this time, you should offer input or ask questions regarding the agenda items only (you have an opportunity to discuss new matters later in the meeting (see below)). The Board is interested in your comments, regardless of whether they are for or against the agenda items. The Board wants to make informed decisions based on all available information, so do not hesitate to speak up!

Old Business: Old business being carried over from prior meetings is discussed and voted upon.

New Business: New business is discussed and voted upon. Generally, new business is items recommended by the superintendent and specific action items on other matters. In addition, other new business topics include general discussion and informational items, including the business administrator's/board secretary's recommendations as they relate to items such as approving payments of bills, acceptance of the monthly treasurer's report, approval of the use of school facilities by outside organizations, approval of building improvements and repairs, and other matters relating to the management of the school district.

Citizens' Discussion of New Business: Parents and the public are again recognized to discuss any new business that they believe warrant the attention of the Board. To keep Board meetings constructive and of general interest to those present, matters of a personal nature should be separately discussed with the person directly involved (e.g. your child's teacher) rather than at a Board meeting. When such a matter cannot be

resolved in this manner, then it should be brought to the attention of the Superintendent. If a matter cannot be resolved with the Superintendent, or if it is one beyond the Superintendent's authority, you should request a hearing by the Board. Upon receipt of the request, the Board will schedule a hearing at its next regularly scheduled meeting, if practicable. As a reminder, the procedures for communicating complaints, suggestions, and requests to the appropriate individuals are detailed in Board Policy #1312, "Community Complaints and Inquiries". A copy of this policy is available in the Main Office of the school.

OTHER MATTERS

- Nine individuals comprise Riverton's Board of Education. At each Board meeting, at least five Board members must be present to conduct business (a "quorum"). Each fall, residents interested in serving on the Board run for election to fill three, three-year terms. In addition, if you are not yet registered to vote, please contact any Board member; they will be happy to furnish you with a voter registration form.
- The 2014 members of the Board of Education are:

Mr. Hank Croft, President
Mr. Scott Koste, Vice President

Mrs. JoAnn Corbi	Mrs. Robin McGinnis
Mr. Mark DiLeo	Mr. Michael Sencindiver
Mr. Jeffrey Elliot	Mr. Scott Warnock
Mrs. Helen Mack	

Nonvoting members of the School Administration in attendance at the Board meeting are:

Mrs. Mary Ellen Eck, Superintendent
Mrs. Donna Gidjunis, Business Administrator/Board Secretary

- In addition, there are five standing committees and one ad hoc committee of the Board. These committees gather information regarding their respective areas of responsibility for recommendation to the entire Board. The committees and the Board members assigned are:

Finance: Mr. Scott Koste, Chairperson, Mr. Mark DiLeo, Mr. Michael Sencindiver

Personnel: Mr. Michael Sencindiver, Chairperson, Mrs. Joann Corbi, Mr. Mark DiLeo

Curriculum: Mrs. Robin McGinnis, Mr. Scott Warnock, Chairperson, Mr. Jeffrey Elliot

Building & Grounds: Mr. Mark DiLeo, Chairperson, Mr. Hank Croft, Mr. Scott Koste

Policy: Mrs. JoAnn Corbi, Chairperson, Mr. Hank Croft, Mrs. Helen Mack

- A budget hearing with the public is held in March or April where the school budget is presented to Riverton's voters. The hearing provides valuable information to the public regarding the matters considered by the School Administration and the Board in developing the budget.
- Board meetings are generally held on the fourth Tuesday of each month, beginning at 7:00 P.M. Meetings are announced in two area newspapers and the monthly school calendar sent home with each student; in addition, notices of the meeting are posted on the front door of the school, Post Office, and Beneficial Bank and filed with the Municipal Clerk.

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Thank you for attending this meeting of the Riverton Board of Education. We hope this information was useful. If you have other questions regarding the Board or how its business is conducted that you believe should be included in this Board Meeting Fact Sheet, please make your comments known to any member of the Community Relations Committee (Mrs. Helen Mack, Chairperson) of the Board.

MEE:mmf
1-23-13

* * * * * Be involved in your children's education * * * * *