

Riverton Public School
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Mary Ellen Eck, Superintendent

RIVERTON BOARD OF EDUCATION

A G E N D A

June 27, 2017

1. Flag Salute – President

2. Call meeting to order – roll call

“On January 4, 2017, notice of this meeting was mailed to Burlington County Times, and the Courier Post. Notice of this meeting was posted on the front door of the school, the Post Office, the Beneficial Bank, and filed with the Municipal Clerk. I direct the Secretary to enter this public announcement into the minutes.”

3. I motion for the Board to approve adjourning to the presentations and reception.

M_____ S_____

4. I motion for the Board to approve reconvening to the regular meeting.

M_____ S_____

5. Public Hearing on School Violence and Vandalism (EVVRS) Report and Harassment, Intimidation, & Bullying (HIB) Reports (Period #2) and collecting any additional information for the HIB Self-Assessment.

Open discussion to Public

Close Public Hearing

6. Acceptance of Secretary’s Minutes (Public and Executive) for the regular meeting on May 23, 2017.

M_____ S_____

7. Correspondence

8. Administration Report

- 1) Board Goals and Professional Improvement Plan
- 2) Goals and Mission Statement for the 2017-18 School Year

9. Recognition of citizens for discussion of Agenda items

10. PTO

11. Committee Reports:
- a. Personnel – Mr. Sencindiver
 - b. Curriculum – Mr. Warnock
 - c. Building & Grounds – Mr. DiLeo
 - d. Finance – Mr. DiLeo
 - e. Policy – Mrs. Corbi
 - f. Community Relations – Mrs. Corbi, Mrs. Mack, Mrs. McGinnis
 - g. Legislation – Mr. Croft, Mr. Elliot
 - h. Palmyra Board Representative – Mr. Elliot

12. Old Business

13. New Business:

Action Items:

Based on the recommendation of the Superintendent:

- 1) I motion for the Board to appoint Mary Ellen Eck to the position of School Principal and Superintendent.

M_____ S_____

- 2) I motion for the Board to approve provided summer speech services as assigned and listed a:

a. Mrs. Lora Palazzolo \$284.03/day

M_____ S_____

- 3) I motion for the Board to confirm those individuals on the list on file in the Main Office from the Sub Calling Service as certified substitutes for the 2016-17 school year.

M_____ S_____

- 4) I motion for the Board to confirm those individuals on the list on file in the Main Office to transport students in their personal vehicle for the 2016-17 school year.

M_____ S_____

- 5) I motion for the Board to confirm those individuals on the list on file in the Main Office as volunteers/chaperones for the 2016-17 school year.

M_____ S_____

- 6) I motion for the Board to approve the following revised job description for adoption as listed a:

a. #01 – Combination Superintendent (CSA) and School Principal*

M_____ S_____

7) I motion for the Board to approve the following policies for first reading as listed a:

a. Policy #5141.4 – Missing, Abused and Neglected Children

M _____ S _____

8) I motion for the Board to approve the following policies for second reading & adoption as listed a:

b. Policy #3542 – School Food Service Program

M _____ S _____

9) I motion for the Board to approve the revised 2017-18 school calendar as presented by the Superintendent.

M _____ S _____

10) I motion for the Board to approve the Extra-curricular positions for the 2017-18 school year and to approve all certificated staff as substitutes for any extra-curricular positions (as assigned) as presented by the Superintendent.

M _____ S _____

11) I motion for the Board to confirm completion of HIB Investigation Case #4.

M _____ S _____

12) I motion for the Board to approve the following extended school year programs as recommended, as listed a-c:

- a. S.D., Z.D., J.O., A.H., S.H., A.B., and R.H. to receive speech therapy at Riverton School as per their I.E.P. (4 weeks – 7/11/17 – 8/3/17);
- b. E.P., C.D. to attend BCSSSD ESY(Elementary/Junior High Westampton Campus) (4 weeks 7/3/17 – 8/3/17);
- c. M.D., and J.D. to attend BCSSSD (high school campus, Westampton) (4 weeks 7/3/17 – 8/3/17).

M _____ S _____

13) I motion for the Board to confirm/approve the workshop/professional day requests as listed a-c:

- a. Mrs. Jaclyn Sutter to attend a workshop, “CPR – Basic Life Support Training” on May 30, 2017, from 8:00 A.M. – 12:30 P.M. at the Mt. Laurel Virtua Training Center at a cost to the Board of \$75.00 plus mileage;
- b. Mrs. Kelley Borregine to attend a workshop, “Danielson’s Framework Training for New Observers” on July 31, 2017 and August 1, 2017, from 8:30 A.M. until 3:00 P.M. at the Timberlane Middle School, Pennington, N.J. at a cost to the Board of \$399.00 plus mileage;
- c. Dr. Lorna Sullivan to attend a workshop, “But Why Is This Student Struggling” on July 31, 2017, from 9:00 A.M. – 1:00 P.M. at the

Foundation for Educational Administration Center, Monroe, NJ at a cost to the Board of \$75.00 plus mileage.

M_____ S_____

14) I motion for the Board to confirm the following class trip as listed a:

- a. Fifth grade to 1851 Riverbank Manor to visit an actual Underground Railroad location and learn about the history of Riverton.

M_____ S_____

15) I motion for the Board to approve the following eighth grade fundraisers for the 2017-18 school year as listed a-f:

- a. Claire's Gourmet
- b. Charleston Wrapping Paper
- c. Movie Nights
- d. Rita's Water Ice
- e. Tervis Cups
- f. Yankee Candle

M_____ S_____

16) I motion for the Board to approve the Fire & Security Drill Report for the month of June 2017, and the Security Drill Statement of Assurance for the 2016-17 school year as prepared and submitted by the Superintendent.

M_____ S_____

17) I motion for the Board to approve District Goals and Mission Statement for the 2017-18 School Year written by the Superintendent.

M_____ S_____

18) I motion for the Board to approve the annual review of our Multi-Year Comprehensive Equity Plan.

M_____ S_____

19) I motion for the Board to approve the results of the Self-Evaluation and the written Professional Development Improvement Plan for the Board of Education with the following goals:

The Board of Education will improve efficiency by increasing their understanding of the Budget Process and Finances.

Board members will increase their effectiveness as a member of the Board by Sharing information from readings and trainings.

M_____ S_____

20) I motion for the Board to approve the FY2018 IDEA grant application as prepared by the Superintendent for the funds as listed a-c:

- a. Basic - \$78,535
- b. Pre-school - \$ 3,079
- c. Non-public - \$ 3,272

M_____ S_____

21) I motion for the Board to approve the signatories for the Board of Education bank accounts, effective August 1, 2017, as listed:

Custodian Account

Walter Croft, President

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

Agency Account

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

Flexible Spending Account

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

Payroll Account

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

Unemployment Trust Fund

Walter Croft, President

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

Activity Account

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

Maintenance Reserve Account

Jonathan Yates, School Business Administrator/Board Secretary

Capital Reserve Account

Jonathan Yates, School Business Administrator/Board Secretary

Scholarship Fund Account

Jonathan Yates, School Business Administrator/Board Secretary

Thomas Egan, Treasurer

M_____ S_____

22) I motion for the Board to approve the formal request to Riverton Borough for the general fund and tax levy payments for the 2017-18 year payable over twelve months on the first of every month as listed a:

a. General Fund - \$5,232,745

M_____ S_____

23) I motion for the Board to approve the attached resolution #3-17 to transfer unanticipated current year surplus in an amount not to exceed \$_____ total into the Maintenance/Capital Reserve account at year end.

M_____ S_____

Roll Call.

24) I motion for the Board to approve the transfer of Maintenance Reserve interest of \$554.13 (July, 2016 - May, 2017) to the general account. June's interest will be transferred in July.

M_____ S_____

25) I motion for the Board to approve Brett DiNovi & Associates to provide behavioral consultation services for the 2017-18 school year at a rate of \$115/hour.

M_____ S_____

26) I motion for the Board to approve increasing the price of school lunch to \$2.85/student meal and \$4.00/adult meal.

M_____ S_____

27) I motion for the Board to approve new textbooks and instructional materials for the 2017-18 school year as listed a-b:

- a. Science - Interactive Science (Pearson Education © 2016)
- b. Dimensions Science (Houghton Mifflin Harcourt © 2018)

M_____ S_____

Roll Call.

28) I motion for the Board to approve the countywide jointure for transportation services for the 2017-18 school year as listed a-c:

- a. public, non-public, vocational schools
- b. special education summer schools
- c. special education winter routes

M_____ S_____

- 29) I motion the Board to approve Resolution #2-17 to renew membership in the School Alliance Insurance Fund (SAIF) from 7/1/17 – 6/30/20 with the following coverages as listed a-d:
- a. Workers' Compensation
 - b. District-Wide Package (Property, Boiler, Machinery, General Liability, Auto, Environmental Impairment Liability)
 - c. School Leaders Professional Liability
 - d. Excess Liability (Auto, General, School Leaders Professional)

M _____ S _____

- 30) I motion for the Board to approve the annual assessment of \$48,668 for the 2017-18 school year for insurance coverage listed above in Resolution #2-17 through SAIF.

M _____ S _____

- 31) I motion for the Board to approve the submission and completed implementation of the Corrective Action Plan for the food service program as required by the Division of Food and Nutrition's review of the June 30, 2016 audit.

M _____ S _____

- 32) I motion for the Board to approve the HVAC maintenance contract with Verderame & Sons, Inc. from July 1, 2017 – June 30, 2018 at a cost of \$7,500 (no increase). Repairs to be billed at an hourly rate of \$78.

M _____ S _____

- 33) I motion for the Board to approve Resolution #4-17 as stated below:
Pursuant to PL 2015, Chapter 47, the Riverton Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, NJ Title 18A:18. et seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200:

- | | |
|--|---|
| a) ACES | p) Hewitt Associates |
| b) Bayada Nurses | q) Hunterdon County Educational Services Commission |
| c) Blackboard Connect | r) Inverso & Stewart |
| d) Brett DiNovi & Associates | s) Parker McCay |
| e) CASA Payroll Service | t) Republic Services |
| f) Cinnaminson Board of Education | u) RFP Solutions |
| g) Colonial Life | v) Ricoh |
| h) Comcast | w) Riverton Borough MOA with Law Enforcement |
| i) Cooper Health System | x) SAIF |
| j) Delta Dental of N.J. | y) Symetra |
| k) Dr. Rupert Hartmann | z) TSA Consulting Group |
| l) Educational Services Commission of N.J. | aa) Verderame & Sons |
| m) Educational Services Unit | bb) Verizon |
| n) EMC | cc) Websites Made EZ |
| o) Heartland School Solution | dd) YMCA – Prime Time |

M _____ S _____

34) I motion for the Board to approve the Board Secretary's and Treasurer's Reports for May 2017, in balance.

M _____ S _____

35) I motion for the Board to approve the Special Payrolls for hourly, per diem, and substitute employees for May, 2017.

M _____ S _____

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

M _____ S _____
Roll Call.

37) I motion for the Board to approve the payment of bills for May 30, 2017 in the amount of \$170,795.64, and for June 28, 2017, in the amount of \$553,943.92.

M _____ S _____

38) I motion for the Board to approve the transfers, as listed, in the amount of \$53,736.22 for May, 2017, and to authorize transfers through August 31, 2017 to be ratified and affirmed at the next Board of Education meeting.

M _____ S _____

39) I motion for the Board to approve payment of bills for the months of July and August on approval by the Superintendent and one member of the Finance Committee and to be ratified and affirmed at the next Board of Education meeting.

M _____ S _____

14. I motion for the Board to approve the resolution to move to Executive Session for the purpose of hiring teachers, summer workers, assigning staff, Superintendent evaluation and Merit Goal attainment.

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.

M _____ S _____

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

M _____ S _____

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

M _____ S _____

17. Discussion Items

18. Information Items – Board review of contracts

19. Recognition of citizens

20. The Board approves the meeting to be adjourned

M _____ S _____

MEE:mmf 6-23-17

Our Riverton Board of Education Meeting Fact Sheet is posted in our Media Center, on our web page at www.riverton.k12.nj.us or you may obtain a copy from the office of the Board Secretary.