

**RIVERTON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 3, 2017**

The Reorganization meeting of the Riverton Board of Education was called to order by Mrs. Donna Gidjunis, Board Secretary, at 7:05 p.m. in the Media Center at the school.

Mrs. Gidjunis led the salute to the flag and read the following statement:

“On January 6, 2016, 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.”

Mrs. Gidjunis announced the election results of November 8, 2016. There were 3 candidates who ran for 3 open seats. Based on the results, Mark DiLeo and Robin McGinnis were re-elected to 3 year terms and Paul Papenberg was elected as a new board member for a 3 year term. They were congratulated and Mrs. Gidjunis administered the Oath of Office to the elected board members.

Mrs. Gidjunis took a roll call:

Mrs. Corbi	Mr. Papenberg
Mr. Croft	Mr. Sencindiver
Mr. DiLeo	Mr. Warnock
Mr. Elliot	Mrs. Eck, Superintendent
Mrs. Mack	Mrs. Gidjunis, School Board Secretary
Mrs. McGinnis	

At this time Mrs. Gidjunis called for nominations for the President for the Board of Education.

Mr. Sencindiver nominated Mr. Walter Croft, motion was seconded by Mr. DiLeo.

Mrs. Gidjunis called for any other nominations and hearing none, she closed the nominations.

Motion carried, all members voting aye.

Mrs. Gidjunis then turned the meeting over to Mr. Croft.

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

Mr. Croft nominated Mr. Elliot with no second. Mr. Sencindiver nominated Mr. Warnock, motion was seconded by Mr. DiLeo.

Mr. Croft called for any other nominations and hearing none, he closed the nominations.

Motion carried, all members voting aye.

At this time, Mrs. Eck announced that the preschool lottery drawing would begin. She reviewed the procedures of the lottery drawing with the public and board members drew 8 students by number. An additional 3 numbers were then drawn for the waiting list.

Mrs. Corbi made the following motion:

-to approve the appointment of the 1st Colonial National Bank as its depository for school funds for the 2017 calendar year.

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

Mr. Elliot made the following motion:

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

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

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

Mrs. Mack made the following motion:

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

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

Mrs. Corbi made the following motion:

-to approve the Investment (403b) providers for the 2016 calendar year as listed a-e:

- a. AXA Equitable

- b. Great American Financial Resources
- c. Lincoln Investment Planning
- d. Metropolitan Life Insurance Company
- e. The Variable Annuity Life Insurance Company

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

Mrs. Mack 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. Elliot, motion carried, all members voting aye.

Mr. DiLeo 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. Mack, motion carried, all members voting aye.

Mr. Sencindiver made the following motions:

-to approve the appointment of Mr. Jeffrey Elliot for the 2017 calendar year as the Riverton Board of Education representative on the Palmyra Board of Education.

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

- to approve the appointment of the Burlington County Times, as its legal newspaper for the 2017 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 2018, at the annual fee of \$22,000 (1.8% increase).

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

Mr. DiLeo made the following motion:

- to approve the appointment of Mr. Stephen J. Mushinski/Mr. Frank Cavallo of Parker McCay as School Solicitor through the Reorganization Meeting scheduled for January 2018, at an hourly fee of \$170.00 for shareholders, and \$95.00 per hour for paralegals (no increase).

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

Mr. Sencindiver made the following motion:

-to approve the appointment of the Barclay Agency through the Reorganization Meeting scheduled for January 2018, as Property/Casualty Insurance Brokers and Risk Management Consultant in accordance with the School Alliance Insurance Fund (SAIF).

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

Mrs. Corbi made the following motions:

- to approve the following schedule of regular meetings for the 2017 calendar year. These meetings will be held in the Media Center, at 7:00 P.M., unless otherwise advertised.

January 24, 2017	*August 22, 2017
February 28, 2017	September 26, 2017
*March 14, 2017	October 24, 2017
April 25, 2017	November 28, 2017
May 23, 2017	No December Meeting
June 27, 2017	January 2, 2018 (Reorganization)
	*Denotes week change

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

-to adopt the following for the 2017 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. Sencindiver made the following motions:

-to approve and adopt the functional organizational chart showing reporting responsibilities of the Board and administrative personnel.

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

-to approve sharing the flexible spending plan administration fee from Flex Facts with Riverton Borough for January 2017-December 2017. Shared Fee: \$75/month; \$37.50 each.

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

Mr. Warnock made the following motion:

-to approve the request to allow the Superintendent to fill any vacant position for the 2017-18 school year with a qualified candidate who holds, if position warrants, permanent NJ Certificate, Highly Qualified Teacher Certification 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.

Mr. Papenberg made the following motion:

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

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

Mrs. Corbi made the following motion:

-to approve the appointment of Mary Ellen Eck, Superintendent, for the 2017-18 school year as the District's Affirmative Action designee and as Affirmative Action Officer, Mrs. Eck will serve as the District's Chief Equity Officer as required by N.J.A.C. 6:4-1.3(c)

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

Mrs. McGinnis made the following motion:

-to accept as listed a-b:

- a. The Secretary's Minutes for the regular meeting (Public and Executive) on November 29, 2016;
- b. The School Board Election results on November 8, 2016;

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

CORRESPONDENCE: Mr. Croft summarized a letter from the County Superintendent permitting 1 board member to act as our representative on Palmyra's Board.

ADMINISTRATION REPORT:

Mrs. Eck announced Alyson Flanagan as Teacher of the Year.

RECOGNITION OF CITIZENS FOR DISCUSSION OF AGENDA ITEMS: None

PTO: None

COMMITTEE REPORTS:

- a. Personnel – No report.
- b. Curriculum – No report.
- c. Building & Grounds – Mrs. Gidjunis gave an update on the HVAC project.
- d. Finance – Mr. DiLeo 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 – Mr. Elliot reported on the athletic teams, the Robotic Club, and the PHSFEE committee.

OLD BUSINESS: None

NEW BUSINESS:

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

-to approve Monday, February 16, 2017, as Kindergarten Round-up Day, 8:30 – 11:30 A.M. and 1:00 – 3:00 P.M.

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

Mrs. McGinnis made the following motion:

-to announce Mrs. Alyson Flanagan as the Educator of the Year for the 2016-17 school year and to approve their selection.

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

Mrs. Mack made the following motion:

- to approve the Fire & Security Drill Report for the month of December 2016 as submitted by the Superintendent.

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

Mrs. Corbi made the following motion:

-to approve the Affirmative Action Team's review of the Comprehensive Equity Plan implementation strategies for 2016-17 and the corresponding "Statement of Assurance" (SOA) for 2017-18.

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

Mr. Sencindiver 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 Mrs. Mack, motion carried, all members voting aye.

Mrs. McGinnis made the following motion:

-to confirm the boys basketball team to participate in the Sacred Heart Basketball Tournament on December 19-28, 2016, at a cost of \$400.00 (2 teams). Responsible person: Mr. Mark DiLeo.

Seconded by Mr. Elliot, motion carried, all members voting aye, except for Mr. DiLeo who recused himself.

Mr. Papenberg made the following motion:

- to approve the submission of an IDEA-B amendment application for FY 2016 non-public carry-over funds of \$1,221 and for the re-allocation of \$1,279 from purchased services to supplies.

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

Mrs. Corbi made the following motion:

-to approve Non Public Security Aid of \$800 for Orchard Friends to be used for monitoring services, lighting supplies and door access system services. All services and purchases to be completed by March 31, 2017.

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

Mrs. McGinnis made the following motions:

-to approve the Special Payrolls for hourly, per diem, and substitute employees for November 2016.

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

-to approve the Board Secretary’s and Treasurer’s Reports for November 2016 in balance.

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

Mrs. Mack made the following motion:

-to approve the following resolution

Pursuant to NJAC 6A:23A-16.10(c) 3, we certify that as of November 30, 2016, 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. Corbi. A roll call was taken with all members voting aye. Motion carried.

Mr. Papenberg made the following motion:

-to approve the payment of bills for December 22, 2016 in the amount of \$422, 553.23.

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

Mrs. Mack made the following motion:

-to approve transfers, as listed, in the amount of \$81,142.00 for November 2016.

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

Mrs. Corbi made the following motion:

-to approve attached Resolution #1 to participate in the Hunterdon County Educational Services Commission Cooperative Pricing System for the purchase of goods and services.

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

EXECUTIVE SESSION:

No Executive Session

DISCUSSION ITEMS: Board of Education Committee Assignments


INFORMATION ITEMS: Mrs. Gidjunis reminded the newly elected board members about their mandatory training requirements.

RECOGNITION OF CITIZENS FOR DISCUSSION OF AGENDA ITEMS: None

ADJOURNMENT:

Hearing no further business, Mr. Croft called for a motion to adjourn at 7:37 p.m.

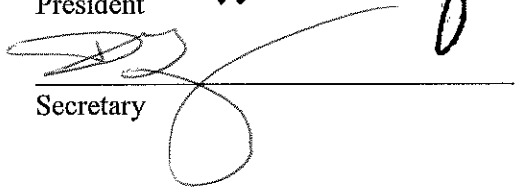
Upon a motion made by Mr. Sencindiver, seconded by Mrs. Corbi, the Board moved for the meeting to be adjourned. Motion carried, all members present voting aye.



Donna Gidjunis, Secretary
Riverton Board of Education

APPROVED UPON MOTION OF THE BOARD

President *Walter Croft*



Secretary