

Riverside Township School District

112 E. Washington Street
Riverside, New Jersey 08075-3899
Phone 856-461-1255
Fax 856-461-5168

Robin A. Ehrich
Superintendent of Schools
Ext. 1111

Jodi Lennon
Business Administrator/Board Secretary
Ext. 1112

REGULAR BOARD OF EDUCATION MEETING AGENDA

June 13, 2019

A. Opening of Meeting

1. Call to Order – 7:00 p.m.
2. Roll Call
Mr. Joseph D’Agostino
Mrs. Rose Gonteski
Mrs. Deborah Graf
Mr. William Greiner
Mr. Michael Holak
Mr. Timothy McElroy
Mr. John Mongon
Dr. Scott Parker
Mrs. Maria Pinho
Mr. Dean Potts, Jr.
3. Flag Salute
4. Announcement by the Board Secretary stating that adequate notice of the meeting has been given specifying the time, place, and manner in which notice was published.
5. Correspondence
6. Student Government Representative – Matheus Silveira-Silva
7. Barbara Ann Milch – Good News
8. Students of the Month
Mr. Shumway / Mr. Mongon / Mr. Pae
9. Superintendent’s Report - Final Report On Progress Toward District Goals
10. From the Audience – Agenda Items Only

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator(s) or staff member(s). Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted. Please remember that the Board is limited in its ability to respond to the public on the following matters: individual personnel issues, anticipated and pending litigation, negotiations, attorney-client privilege, matters of individual privacy, tactics and techniques in protecting safety and property of the public, or individual student issues. While the First Amendment allows for the free exchange of ideas and opinions, the Board will not permit profanity, threatening remarks or other disruptive behavior during public session. Per Board Policy (#0167), the presiding officer may limit each statement to three minutes’ duration. All remarks should be addressed to the presiding officer.

B. Recommended Actions

1. Routine Matters

- a. Approval of Minutes**
 - Regular Meeting 05-09-19
 - Full Board Workshop 05-09-19

- b. Approval of Financial Reports**
 - Treasurer’s Report 04-30-19
 - Board Secretary’s Report 04-30-19
 - Cafeteria Financial Report 04-30-19
 - Student Activities Report 04-30-19
 - Athletic Council 04-30-19
 - Budget Status Report 04-30-19

- c. Bills - Regular & Cafeteria**

2. New Business

BUSINESS & FINANCIAL

a. Transfer

Whereas, the State Department of Education permits transfers among the school district’s budgetary line item accounts, **And Whereas**, it is the desire of the Riverside Township Board of Education to make such a transfer, **Therefore, Be It Resolved**, by the Riverside Township Board of Education that the Board Secretary is hereby authorized to make the following budgetary account line item transfer:

June 1, 2019

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
11.000.230.334.0.00.00	11.000.230.331.0.00.00	\$11,000.00

b. Fire Drill and Security Report

Resolved that the Riverside Township Board of Education hereby approves the May Fire Drill Report, submitted by Marc Ballantyne, Fire Marshal, and the Security Drill Report, submitted by Robin A. Ehrich, Superintendent, as attached.

c. Educational Services Agreement

Resolved that the Riverside Township Board of Education hereby approves the agreement between the Riverside Township Board of Education and the Educational Services Unit for the 2019-20 school year for Professional Services as needed, per attached agreement.

d. NJSIAA & BCSL Memberships

Resolved that the Riverside Township Board of Education hereby approves the high school’s enrollment in the NJSIAA with annual dues to be \$2,150 and the BCSL with annual dues to be \$700.00 and agrees to be governed by the Rules and Regulations of the NJSIAA and the BCSL on all approved scheduled contests for the 2019-2020 school year.

BUSINESS & FINANCIAL (continued)

e. **Football Physician Agreement**

Resolved that the Riverside Township Board of Education hereby approves the attached agreement for professional services with Cooper Health System (Cooper Bone and Joint Institute) to provide physician coverage for home football games for the 2019-20 school year at a rate of \$200 per game.

f. **Petty Cash**

Resolved that the Riverside Township Board of Education hereby authorizes the Board Secretary to issue the following petty cash fund check on July 1, 2019:

Board Office	\$250.00
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g. **ESS Northeast**

Resolved that the Riverside Township Board of Education hereby approves the addendum with ESS Northeast to provide classroom substitute services for the 2019-20 school year, as per the attached addendum.

h. **Technology Support**

Resolved that the Riverside Township Board of Education hereby approves WebsitesMadeEZ to provide technology technical support of the Riverside Township computer network, for the 2019-20 school year, for an average of 2.5 hours per week at the rate of \$80 per hour.

i. **Transportation Jointures**

Be it Resolved that the Riverside Township Board of Education hereby approves 2019-20 county wide transportation agreements for Special Education summer and winter routes and Public, Non-Public and Vocational routes, as per attached.

j. **End of Year Closeout**

Resolved that the Riverside Township Board of Education hereby authorizes the Business Administrator to make necessary transfers on June 30, 2019 to avoid negative balances and authorizes payment of a second set of bills on June 30, 2019 to be ratified at the July meeting.

k. **Delanco Tuition**

Resolved that the Riverside Township Board of Education hereby approves Tuition Contract Agreements with Delanco School District for the 2019-20 academic year at a per pupil cost for High School students of \$14,416 (plus Resource Room charges), Preschool students of \$10,555 and Multiply Disabled students of \$26,000.

l. **Educational Data Services**

Resolved that the Riverside Township Board of Education hereby approves Educational Data Services as the group purchasing agency for school supplies for the 2019-20 school year at the rate of \$4,560.00.

BUSINESS & FINANCIAL (continued)

- m. Educational Consortium for Telecommunications**
Resolved that the Riverside Township Board of Education hereby approves Educational Consortium for Telecommunications Savings to seek discounts and savings on eligible services through E-rate applications at a fee of 15 percent of the district's total savings on Category I applications and 7.5% on Category II applications for the 2019-20 school year.
- n. Solicitor**
Resolved that the Riverside Township Board of Education hereby appoints Capehart Scatchard as Solicitor for the 2019-20 school year at the rate of \$175.00 per hour.
- o. School Doctor**
Resolved that the Riverside Township Board of Education hereby appoints Dr. Jonathan Wiseman as School Doctor for the 2019-20 school year at the rate of \$9,000.00 per year.
- p. Architect of Record**
Resolved that the Riverside Township Board of Education hereby appoints Garrison Architects as the architect of record for the 2019-20 school year.
- q. PACO/Purchasing Agent**
Resolved that the Riverside Township Board of Education hereby reappoints Jodi Lennon as the designated Public Agency Compliance Officer and the Qualified Purchasing Agent for the district for the 2019-20 school year.
- r. Board Secretary**
Resolved that the Riverside Township Board of Education hereby reappoints Jodi Lennon as Board Secretary for the 2019-20 school year. Further resolved that the Riverside Township Board of Education appoints Janis Conard as Alternate Board Secretary for the 2019-2020 school year.
- s. Custodian of Records**
Resolved that the Riverside Township Board of Education hereby appoints Jodi Lennon as Custodian for Financial and Governmental records and Robin A. Ehrich as Custodian for Student and Personnel records.
- t. Coordinator of Homeless**
Resolved that the Riverside Township Board of Education hereby appoints Patricia Swenson as Coordinator of Homeless Students for the 2019-20 school year.
- u. 504 Compliance Officer**
Resolved that the Riverside Township Board of Education hereby appoints Patricia Swenson as the 504 Compliance Officer as required by N.J.A.C. 6:4-1.3 for the 2019-20 school year.
- v. Affirmative Action & Title IX Officer**
Resolved that the Riverside Township Board of Education hereby appoints Heather Wawrzyniak as Affirmative Action & Title IX Officer for the 2019-20 school year.

BUSINESS & FINANCIAL (continued)

- w. **Asbestos Management/IAQ/IPM Officer**
Resolved that the Riverside Township Board of Education hereby appoints Robert Karmade as the designated person for the Asbestos Management Officer under the Asbestos Hazard Emergency Response Act (AHERA) rules; the Indoor Air Quality designee, as per N.J.A.C. 12:1000-13; and the Integrated Pest Management Coordinator for the 2019-20 school year.
- x. **Hazard Communication Program**
Resolved that the Riverside Township Board of Education hereby appoints Robert Karmade as the Right-to-Know Officer for the 2019-20 school year.
- y. **State Contract Vendor**
Resolved that the Riverside Township Board of Education approves the procurement of Goods and Services through State Agencies for items on State Contract for the 2019-2020 school year.
- z. **Superintendent's Signature**
Resolved that the Riverside Township Board of Education hereby approves the signature of Robin A. Ehrich, for State and Federal Projects.
- aa. **Designee to Authorize Line Item Changes**
Resolved that the Riverside Township Board of Education hereby approves Jodi Lennon, Board Secretary/Business Administrator, as the designated individual to authorize line item changes between Board meetings.
- bb. **School Resource Officer Agreement**
Resolved that the Riverside Township Board of Education hereby approves the agreement between the Riverside Board of Education and the Riverside Township Police to provide the services of one police officer for the 2019-2020 school year to be assigned to the School District to be stationed at the High School and Middle School as "School Resource Officer" (SRO), as attached.
- cc. **Chemical Hygiene Officer**
Resolved that the Riverside Township Board of Education hereby appoints Michael Napolsky as the Chemical Hygiene Officer for the 2019-2020 school year.
- dd. **Insurance Broker of Record**
Resolved that the Riverside Township Board of Education hereby appoints Conner Strong & Buckelew as insurance broker of record for the 2019-2020 school year.
- ee. **Anticipated Contracts**
Resolved that the Riverside Township Board of Education hereby approves the attached lists of 2019-20 anticipated contracts that the board intends to renew, award or permit to expire as per P.L. 2015, Chapter 47.
- ff. **Travel and Related Expenses**
Resolved that the Riverside Township Board of Education hereby approves the attached resolution to establish the maximum travel expense for the district.

BUSINESS & FINANCIAL (continued)

gg. Pupil Records

Resolved that the Riverside Township Board of Education hereby approves that the school administration be authorized to compile data regarding individual pupils in pupil records:

1. Observations and ratings of individual pupils by professional staff members acting within their sphere of competency.
2. Information obtained from professionally acceptable standard instruments of measurement such as: interest inventories, achievement tests, standardized intelligence tests, etc.
3. Verified reports of seriously bad behavior or recurrent seriously bad behavior patterns of a serious nature.

Further Resolved that the Riverside Township Board of Education hereby approves the release of directory information about students to the public (directory information is name, address, and telephone number). No other record may be accumulated unless the Board has authorized the collection of such facts.

hh. Curriculum/Textbooks & Materials/Policies & Programs

Resolved that the Riverside Township Board of Education hereby readopts all curriculum within the Riverside Township School District in accordance with N.J.A.C. 6:8-3.1, all of which is in alignment with the NJSLS and the State Common Core Standards; textbooks and materials used at each grade level and course, as required by code; and the existing School Policies and School Programs for the 2019-20 school year.

ii. Inter local Service Agreement with Cinnaminson

Resolved that the Riverside Township Board of Education hereby enters into an Inter local Service Agreement with Cinnaminson to provide transportation services for the 2019-20 school year, as per the attached agreement.

jj. Financial Advisor

Resolved that the Riverside Township Board of Education hereby appoints NW Financial Group, LLC as Financial Advisor to provide continuing disclosure assessment services for a flat fee of \$850.00.

kk. New Substitute Rate

Resolved that the Riverside Township Board of Education hereby approves the substitute rate for Cafeteria Aide/Crossing Guards and Custodians to \$10.00 per hour, effective July 1, 2019, to align with NJ Minimum Wage.

ll. Settlement Agreement

Resolved that the Riverside Township Board of Education hereby approves the C.R. and D.R. o/b/o I.R. v. Riverside Township Board of Education Settlement Agreement and General Release.

mm. Tuition Agreement

Resolved that the Riverside Township Board of Education hereby approves the request from Lauren Veneziani for her son to attend the Pre-K program in the Riverside Township School District for the 2019-2020 academic year, at pupil rate of \$5,277.50.

PERSONNEL

a. Staff Development

Resolved that the Riverside Township Board of Education hereby approves the staff development activities for the 2018-2019 and 2019-2020 school years, as attached.

b. Leave Request

Resolved that the Riverside Township Board of Education hereby approves the unpaid leave of absence request for the employee listed below for the period indicated:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Karen Carver	PT Basic Skills Instructional Aide	May 30-31, 2019

c. Salary Adjustments

Resolved that the Riverside Township Board of Education hereby approves the salary adjustments for the JROTC instructors for the 2018-19 school year to reflect the MIP, as follows:

<u>Names</u>	<u>From</u>	<u>To</u>
Keith Downs	\$74,751.48	\$75,209.62
Wayne Henderson	\$67,050.00	\$68,023.90

d. Resignation

Resolved that the Riverside Township Board of Education hereby accepts, with regrets, the resignation, for the purpose of retirement, from Donna Davenport, effective July 1, 2019, and rescinds the contracts of Breakfast Café Monitor and ES Science Night Advisor.

e. Resignation

Resolved that the Riverside Township Board of Education hereby accepts, with regrets, the resignation, for the purpose of retirement, from Sgt. Keith Downs, effective September 1, 2019.

f. Resignation

Resolved that the Riverside Township Board of Education hereby accepts, with regrets, the resignation, for the purpose of retirement, from Linda Joie, effective August 1, 2019.

g. Resignation

Resolved that the Riverside Township Board of Education hereby accepts the resignation, from CWO Wayne Henderson, as JROTC Instructor and Drill Raider Advisor, effective May 17, 2019.

h. Rescission

Resolved that the Riverside Township Board of Education hereby rescinds the contracts for Wayne Henderson as JROTC-Summer Camp Instructor and Drill Raider Challenge for the 2019-2020 school year.

PERSONNEL (continued)

i. New Employees

Resolved that the Riverside Township Board of Education hereby approves the following staff members for the 2019-20 school year, as recommended by the Superintendent.

1. Brittany Ashton, Elementary School 1st Grade Teacher, at the contract salary of \$58,025 (Step 0-BA), effective September 1, 2019, for the 2019-2020 school year, at the 2018-2019 rate.
2. SFC Janet Gibbs, as a Qualified Instructor – JROTC 10 month at the MIP (to be determined), effective September 3, 2019 and pending Cadet Command’s approval of new hire paperwork, pending criminal history review and completion of Sexual Misconduct/Child Abuse review.

j. Rescission & Appointments

Resolved that the Riverside Township Board of Education hereby rescinds the contract of Michelle Jacoby as Band, Assistant Director and approves her appointments as Marching Band Director at a salary of \$3,528 for the 2019-2020 school year, and Summer Band Director at a salary of \$3,017 for the 2019-2020 school year.

k. Fall Coaches and Co-Curricular Positions

Resolved that the Riverside Township Board of Education hereby approves the following fall coaches and Co-Curricular positions for the 2019-2020 school year at the contract salaries listed:

<u>Position</u>	<u>Name</u>	<u>Salary</u>
Soccer Girls Asst. Coach	Michelle Simensen	\$5,633
Color Guard	Amanda Shinn	2,382
Drill Raider Challenge	SFC Janet Gibbs	1,514
JROTC-Summer Camp (2)	Sgt. Keith Downs/SFC Janet Gibbs (each)	1,053

l. Volunteers

Resolved that the Riverside Township Board of Education hereby approves the following volunteers for the 2019-20 school year.

<u>Position</u>	<u>Name</u>
Field Hockey	Erin DiMiero
Football	Gregory Mongon
Girls Basketball	William Kravitz
Wrestling	Joseph Frey

m. Salary Adjustment

Resolved that the Riverside Township Board of Education hereby approves the salary adjustment for Caitlin Kalustyan, Elementary School 3rd Grade Teacher, from \$62,225 (Step 4 BA+15) to \$64,225 (Step 4 MA), retroactive to September 1, 2018, for the 2018-19 and 2019-2020 school years.

PERSONNEL (continued)

n. Substitute Rate

Resolved that the Riverside Township Board of Education hereby approves a rate of \$90 per day for Jessica Kramer, the substitute serving on a daily basis as ES Paraprofessional, replacing Joanne Devenny, beginning May 9, 2019 – June 7, 2019.

o. Elementary Summer School & Extended School Year Substitute Teacher

Resolved that the Riverside Township Board of Education hereby approves Michele Marker as an Elementary Summer School & Extended School Year substitute teacher.

p. Winter Coaches

Resolved that the Riverside Township Board of Education hereby approves the following winter coaches for the 2019-20 school year at the contract salaries listed.

<u>Position</u>	<u>Name</u>	<u>Salary</u>
Boys Basketball Head Coach	Carmine Cesare	\$7,783
Boys Basketball Asst. Coach	William Jackamonis	5,711
Girls Basketball Head Coach	Scott Atkinson	7,783
Girls Basketball Asst. Coach	Brittany Ashton	5,711
Girls Basketball MS Coach	Nicole Potts	4,314
Weightlifting Coach	Christopher McManus	1,333
Wrestling Head Coach	Kevin Landolt	7,783
Wrestling MS Coach	Robert Van Sciver	4,314

q. Student Athletic Trainer Internship

Resolved that the Riverside Township Board of Education hereby approves the placement of the following college student athletic trainer intern as listed, during the 2019-2020 school year.

<u>Student</u>	<u>College</u>	<u>Placement</u>	<u>Dates</u>
Tara Maddox	Thomas Jefferson University	Athletic Trainer (Jennifer Van Hee)	Aug. 26, 2019-Oct. 19, 2019

STUDENTS

a. Out of District Placement

Resolved that the Riverside Township Board of Education hereby approves the following out of district student placement for the 2018-2019 School Year:

<u>ID#</u>	<u>Placement</u>	<u>Annual Tuition</u>
222265	B.C.S.S.S. (HS Campus)	\$42,802.00
280141	Eastampton Community School	13,416.00 Homeless
201047	B.C. Alternative High School	24,500.00

b. Extended School Year Out of District Placements

Resolved that the Riverside Township Board of Education hereby approves the following out of district student placements for the Extended School Year Program, as attached.

STUDENTS

c. **Home Instruction**

Resolved that the Riverside Township Board of Education hereby approves the following home instruction for the 2018-19 school year:

<u>ID#</u>	<u>From</u>	<u>To</u>
191052	May 15, 2019	June 19, 2019
221078	April 8, 2019	TBD

d. **Student Handbooks**

Resolved that the Riverside Township Board of Education hereby approves the Student Handbooks for the Middle & High Schools for the 2019-20 school year, as submitted.

e. **Equipment Distribution & Football Camps**

Resolved that the Riverside Township Board of Education hereby approves the distribution and use of football helmets and shoulder pads for summer workouts and camps. Riverside Mini-Camp #1 (Helmets Only) June 20-22, 2019. Shoulder pads will be distributed and used for team camps and practices over the summer, dates TBD.

f. **Field Trips**

Resolved that the Riverside Township Board of Education hereby approves the following field trips for the 2018-2019 school year, as attached.

g. **Fundraisers**

Resolved that the Riverside Township Board of Education hereby approves the following fundraisers for the 2018-2019 school year, as attached.

PROGRAM

a. **Temporary Instructional Space**

Resolved that the Riverside Township Board of Education hereby approves submission of the renewal application for temporary instructional space in TCU's located on the corner of Grant and Paine Street Rooms 701, 702, 703 and 704 for Pre-School instruction during the 2019-2020 school year.

b. **Dual Use of Educational Space**

Resolved that the Riverside Township Board of Education hereby approves submission of the renewal application for Dual Use of Educational Space for Room 507 for two Speech Teachers sharing a room and Room 603 for BSI and Resource Room using shared space during the 2019-2020 school year.

FACILITIES

a. **Facility Use**

Resolved that the Riverside Township Board of Education hereby approves the facility/building use requests for the 2019-20 school year, as attached.

C. Committee Reports

Personnel & Employee Relations
Finance & Insurance
Buildings & Grounds
Athletics
Curriculum
Safety & Security
Student Government
Delegate to BCSBA
Delegate to NJSBA
Delanco Representative

Deborah Graf
Timothy McElroy
Joseph D'Agostino
Michael Holak
Scott Parker
Dean Potts
Maria Pinho
Maria Pinho
Michael Holak
Rose Gonteski

D. Acknowledgment of Visitors

E. Adjournment

Attachments available in the board office upon request.