

# Riverside Township School District

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Robin A. Ehrich  
Superintendent of Schools  
Ext. 1111

Jodi Lennon  
Business Administrator/Board Secretary  
Ext. 1112

## **REGULAR BOARD OF EDUCATION MEETING AGENDA**

**June 15, 2017**

### **A. Opening of Meeting**

1. Call to Order – 7:00 p.m.
1. Roll Call  
Mr. Joseph D’Agostino  
Mr. Ryan Bienkowski  
Mrs. Rose Gonteski  
Mrs. Deborah Graf  
Mr. Michael Holak  
Mr. Timothy McElroy  
Mr. John Mongon  
Dr. Scott Parker  
Mrs. Maria Pinho  
Mr. Dean Potts, Jr.
2. Flag Salute
3. 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.
4. Correspondence
5. Student Government Representative – Jada Karp
6. Barbara Ann Milch – Good News
7. Students of the Month  
Mr. Shumway / Mr. Mongon / Mr. Pae
8. Superintendent’s Report - Final Report On Progress Toward District Goals
9. 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 05-11-17
  - Full Board Workshop 05-11-17
  
- b. Approval of Financial Reports**
  - Treasurer’s Report 04-30-17
  - Board Secretary’s Report 04-30-17
  - Cafeteria Financial Report 04-30-17
  - Student Activities Report 04-30-17
  - Athletic Council 04-30-17
  - Budget Status Report 04-30-17
  
- c. Bills - Regular & Cafeteria** June 2017

**2. New Business**

**BUSINESS & FINANCIAL**

**a. Transfers**

**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 transfers, **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 transfers:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
11-000-219-610-04	11-213-100-610-08	\$ 28.00
11-000-213-105-00	11-000-213-1041-00	\$375.00

**b. Fire Drill and Security Report**

Resolved that the Riverside Township Board of Education hereby approves the May Fire Drill Report, submitted by Kurt Andress, 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 **2017-18** school year for Professional Services as needed, per attached.

**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 **2017-2018** 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 **2017-2018** 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, 2017:

Board Office	\$250.00
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**g. Source4Teachers**

Resolved that the Riverside Township Board of Education hereby approves the addendum with Source4Teachers to provide classroom substitute services for the **2017-18** school year as per attached contract.

**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 **2017-18** school year, for an average of 2.5 hours per week at the rate of \$80 per hour.

**i. Transportation Jointures**

Resolved that the Riverside Township Board of Education hereby approves **2017-18** 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, 2017 to avoid negative balances and authorizes payment of a second set of bills on June 30, 2017 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 **2017-18** academic year at a per pupil cost for High School students of \$14,000, Preschool students of \$10,440 and Multiply Disabled students of \$19,500.

**l. Delanco CST**

Resolved that the Riverside Township Board of Education hereby agrees to provide Child Study Team Services for the **2017-18** school year for the Delanco School District and that Delanco will be billed based upon the percentage of their students in the total enrollment pool in grades Pre-K through 12 for Riverside and Pre-K through 8 for Delanco.

**m. 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 **2017-18** school year at the rate of \$4,500.00.

**BUSINESS & FINANCIAL (continued)**

**n. 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 **2017-18** school year.

**o. Solicitor**

Resolved that the Riverside Township Board of Education hereby appoints Capehart Scatchard as Solicitor for the **2017-18** school year at the rate of \$170.00 per hour.

**p. School Doctor**

Resolved that the Riverside Township Board of Education hereby appoints Dr. Jonathan Wiseman as School Doctor for the **2017-18** school year at the rate of \$9,000.00 per year.

**q. Architect of Record**

Resolved that the Riverside Township Board of Education hereby appoints Garrison Architects as the architect of record for the **2017-18** school year.

**r. 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 **2017-18** school year.

**s. Board Secretary**

Resolved that the Riverside Township Board of Education hereby reappoints Jodi Lennon as Board Secretary for the **2017-18** school year. Further resolved that the Riverside Township Board of Education appoint Robin A. Ehrich as Alternate Board Secretary for the **2017-18** school year.

**t. 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.

**u. Coordinator of Homeless**

Resolved that the Riverside Township Board of Education hereby appoints Patricia Swenson as Coordinator of Homeless Students for the **2017-18** school year.

**v. 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 **2017-18** school year.

**w. Affirmative Action & Title IX Officer**

Resolved that the Riverside Township Board of Education hereby appoints Michael Mongon as Affirmative Action & Title IX Officer for the **2017-18** school year.

**BUSINESS & FINANCIAL (continued)**

x. **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 **2017-18** school year.

y. **Hazard Communication Program**

Resolved that the Riverside Township Board of Education hereby appoints Robert Karmade as the Right-to-Know Officer for the **2017-18** school year.

z. **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.

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. **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 **2017-2018** school year.

cc. **Superintendent's Signature**

Resolved that the Riverside Township Board of Education hereby approves the signature of Robin A. Ehrich, for State and Federal Projects.

dd. **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 **2017-2018** 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.

**BUSINESS & FINANCIAL (continued)**

**ee. Chemical Hygiene Officer**

Resolved that the Riverside Township Board of Education hereby appoints Margaret Garvin as the Chemical Hygiene Officer for the **2017-2018** school year.

**ff. Insurance Broker of Record**

Resolved that the Riverside Township Board of Education hereby appoints The Lance Group Employee Benefit Specialists as insurance broker of record for the **2017-2018** school year.

**gg. Anticipated Contracts**

Resolved that the Riverside Township Board of Education hereby approves the attached lists of **2017-18** anticipated contracts that the board intends to renew, award or permit to expire as per P.L. 2015, Chapter 47.

**hh. 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.

**ii. BCIP-JIF Surplus Resolution**

Resolved that the Riverside Township Board of Education hereby approves the attached Resolution and directs the Burlington County Insurance Pool Joint Insurance Fund to apply the surplus distribution of \$31,902 as follows: \$4,961 to the Board's next **2017-18** premium and \$26,941 to the Board's share of the Aggregate Excess Loss Contingency Fund.

**jj. 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 **2017-18** school year.

**kk. Inter local Service Agreement with Cinnaminson**

Resolved that the Riverside Township Board of Education hereby enters into an Interlocal Service Agreement with Cinnaminson to provide transportation services for the **2017-18** school year as per the attached agreement.

**ll. Settlement Agreement**

Resolved that the Riverside Township Board of Education hereby approves the K.B. o/b/o K.B. 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 Michelle Marker for her daughter to attend Kindergarten in the Riverside Township School District for the **2017-2018** academic year at pupil rate of \$5,220.

**PERSONNEL**

**a. Staff Development**

Resolved that the Riverside Township Board of Education hereby approves the staff development activities for the **2016-2017** and **2017-2018**, as attached.

**b. Resignation**

Resolved that the Riverside Township Board of Education hereby accepts the resignation from Mariam Ghobrial as ES 3<sup>rd</sup> Grade Teacher, effective July 1, 2017.

**c. Resignation**

Resolved that the Riverside Township Board of Education hereby accepts, with regrets, the resignation for the purpose of retirement, from Kathryn Tursi as ES Instructional Ambulatory Aide, effective September 30, 2017.

**d. Termination & Rescission**

Resolved that the Riverside Township Board of Education hereby terminates Keith Downs as JROTC Instructor effective May 24, 2017, rescinds his teaching contract and co-curricular appointments as Drill Raider Challenge and JROTC Summer Camp Advisor, for the **2017-2018** school year.

**e. Elementary Summer School & Extended School Year Substitute Teacher/Aide**

Resolved that the Riverside Township Board of Education hereby approves the following as substitute teacher and aide for Elementary Summer School & Extended School Year as needed.

**Substitute**

Michelle Santos

**f. New Employees**

Resolved that the Riverside Township Board of Education hereby approves the following staff members for the **2017-2018** school year, as recommended by the Superintendent.

1. James Goodwin, Middle School Social Studies Teacher at the contract salary of \$57,000 (Step 0) for the **2017-2018** school year, pending criminal history review, as recommended by the Superintendent.
2. Michael Beirao, HS Assistant Principal (10 Month) at the contract salary of \$89,000 for the **2017-2018** school year, pending criminal history review, as recommended by the Superintendent.
3. Brenda McLaverty, Administrative Secretary-11 Month at the contract salary of \$41,231 (Step 0), effective August 1, 2017 and rescinds the contract as ES Instructional Ambulatory Aide for the **2017-18** school year, as recommended by the Superintendent.

**PERSONNEL (continued)**

**g. Salary Adjustments**

Resolved that the Riverside Township Board of Education hereby approves the salary adjustments for the JROTC instructors for the 2016-17 school year to reflect the MIP as follows:

<u>Names</u>	<u>From</u>	<u>To</u>
Keith Downs	\$70,531.08	\$71,817.48 (prorated through 5/23/17)
Andrew Lyons	\$83,005.20	\$85,054.56

**h. Salary Adjustments**

Resolved that the Riverside Township Board of Education hereby approves the staff salary adjustments for the **2017-18** school year, as follows:

<u>Names</u>	<u>From</u>	<u>To</u>
Emily Nicola, HS English	\$60,200(Step 4 BA)	\$61,200 (Step 4 BA+15)
Gail Glaberman, MS/HS Business	\$58,100(Step 1 BA)	\$59,100 (Step 1 BA+15)

**i. Summer Coach**

Resolved that the Riverside Township Board of Education hereby approves the following summer coach for the **2017-2018** school year at the contract salary listed.

<u>Position</u>	<u>Name</u>	<u>Salary</u>
Weightlifting Coach	Dominic Cesare	\$1,333

**j. Winter Coaches**

Resolved that the Riverside Township Board of Education hereby approves the following winter coaches for the **2017-2018** 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
Boys Basketball Asst. Coach (freshman)	Christopher McManus	5,711
Girls Basketball Head Coach	Scott Atkinson	7,783
Girls Basketball Asst. Coach	Crystal Barbour	5,711
Girls Basketball MS Coach	Nicole Potts	4,314
Cheerleading Head Coach	Cheryl Hansberry	3,900
Weightlifting Coach	Gregory Mongon	1,333
Wrestling Head Coach	Kevin Landolt	7,783
Wrestling Asst. Coach	Matthew Abrams	5,711
Wrestling MS Coach	Robert VanSciver	4,314

**k. Co-Curricular Position**

Resolved that the Riverside Township Board of Education hereby approves the following co-curricular position for the **2017-2018** school year at the contract salary listed.

<u>Position</u>	<u>Name</u>	<u>Salary</u>
Fall Color Guard	Haley Melvin	\$2,382



**PERSONNEL (continued)**

**i. Leave Requests**

Resolved that the Riverside Township Board of Education hereby approves the unpaid leave of absence requests for the employees listed below for the periods indicated:

<b><u>Employees</u></b>	<b><u>Position</u></b>	<b><u>Dates</u></b>
Cyrstal Barbour	HS/MS Physical Education Teacher	May 23, 2017
Jill Murray	MS Science Teacher	May 25 ½ & May 26, 2017
Carla Mead	HS Clerk	September 11 – November 3, 2017

**m. Sick Day Payout**

Resolved that the Riverside Township Board of Education hereby approves payment of sick days per the request from Kathleen Butler at the rate of \$21.50 per day for actual remaining sick days.

**n. Sick Day Payout**

Resolved that the Riverside Township Board of Education hereby approves payment of sick days per the request from Debra Moncrief at the rate of \$21.50 per day for actual remaining sick days.

**o. Graduate Internship**

Resolved that the Riverside Township Board of Education hereby approves an internship for Jeffrey Bilinsky in the High School Guidance Department, as part of his Wilmington University Master's program requirement of 350 hours of high school counseling practicum between the dates of September 5, 2017- December 22, 2017.

**p. Volunteers**

Resolved that the Riverside Township Board of Education hereby approves the following volunteers for the **2017-2018** school year.

<b><u>Name</u></b>	<b><u>Position</u></b>
Charles Kasowski	Football
Donald Jack	Football
Thomas Cislo	Girls Soccer
Erin DiMiero	Field Hockey

**q. Salary Adjustment**

Resolved that the Riverside Township Board of Education hereby approves the salary adjustment for David Ahrens, Maintenance Worker, from \$52,086 to \$52,986, to reflect the Black Seal License for the 2017-2018 school year.

**POLICY**

**a. First Reading**

Resolved that the Riverside Township Board of Education hereby approves the first reading of the attached list of new and revised polices and regulations as presented.

**STUDENTS**

a. **Out of District Placement**

Resolved that the Riverside Township Board of Education hereby approves the following student placement for the 2016-2017 school year:

<b><u>ID#</u></b>	<b><u>Placement</u></b>	<b><u>Annual Tuition</u></b>
191020	Archway School	\$35,856.00

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.

c. **Home Instruction**

Resolved that the Riverside Township Board of Education hereby approves the following home instruction for the 2016-2017 school year:

<b><u>ID#</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
221021	05/25/17	06/20/17

d. **Student Handbooks**

Resolved that the Riverside Township Board of Education hereby approves the Student Handbooks for the Middle & High Schools for the **2017-18** 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 21 and June 22, 2017; Little Green Football Camp July 11- July13, 2017. Shoulder pads will be distributed and used for team camps and practices over the summer, dates TBD.

f. **Fundraisers**

Resolved that the Riverside Township Board of Education hereby approves the following fundraisers for the **2017-2018** school year, as attached.

g. **Field Trips**

Resolved that the Riverside Township Board of Education hereby approves the following field trip for the 2016-2017 school year as attached.

h. **HIB**

Resolved that the Riverside Township Board of Education hereby approves the Harassment, Intimidation and Bullying report for May 2017, as attached.

**PROGRAM**

a. **Curriculum**

Resolved that the Riverside Township Board of Education hereby approves the English Language Arts K-5 and Science K-8 Curriculum, aligned to the New Jersey Student Learning Standards as presented.

**PROGRAM (continued)**

**b. 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 **2017-2018** school year.

**c. 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 **2017-2018** school year.

**d. MD Class**

Resolved that the Riverside Township Board of Education hereby approves the request to establish a Secondary Multiple Disabilities class for the 2017-2018 school year and approves its submission to the Burlington County Office of Education.

**e. Bilingual/ESL Three Year Program Plan**

Resolved that the Riverside Township Board of Education hereby approves the Bilingual/ESL Three Year Program Plan 2017-20 and its submission to the NJDOE as presented.

**FACILITIES**

**a. Facility Use**

Resolved that the Riverside Township Board of Education hereby approves the facility/building use requests for the **2016-17** 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  
Deborah Graf  
Michael Holak  
Rose Gonteski

**D. Acknowledgment of Visitors**

**E. Adjournment**

**Attachments available in the board office upon request.**