

**WATERFORD TOWNSHIP BOARD OF EDUCATION**

**NOTICE OF MEETING:                   REGULAR BOARD MEETING – December 22, 2022  
WATERFORD ELEMENTARY SCHOOL  
Regular Meeting – 6:30 p.m.**

**I.       MEETING CALLED TO ORDER \_\_\_\_\_**

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and filed with the clerk of the Township of Waterford and posted in the Board Office and on the district website, wtsd.org.

**A.       ROLL CALL**

**B.       MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY**

**C.       MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION**

**D.       MOTION TO APPROVE THE RETURN TO OPEN SESSION \_\_\_\_\_**

**E.       FLAG SALUTE**

**F.       MISSION STATEMENT- Michael Vitarelli**

**G.       STATEMENT TO THE PUBLIC**

Often times it appears to the members of our audience that the Board of Education takes action with very little comment, and in many cases a unanimous vote. Before a matter is placed on an agenda for a public meeting, the administration have thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board Committee. The members of the Board Committee work with the administration and Superintendent to assure that the members fully understand this matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then, it is placed on the agenda for action at the public meeting.

**THE BOARD OF EDUCATION HAS DISCUSSED SUBJECTS IN CLOSED SESSION WHICH WILL BE DISCLOSED TO THE PUBLIC WHEN ACTION IS TAKEN BY THE BOARD, IF ANY, OR AT A PUBLIC SESSION AT SOME LATER DATE.**

**THE BOARD PRESIDENT REQUESTS THAT ALL CELL PHONES BE TURNED OFF OR PLACED ON VIBRATE DURING THE BOARD MEETING – THANK YOU.**

**MINUTES, POLICY BOOK AND ATTACHMENTS ARE AVAILABLE AT THE SCHOOL DISTRICT WEBSITE, WTSD.ORG**

**FIRE EXITS ARE LOCATED IN THE FRONT AND REAR OF THE ROOM.**

*The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator or staff member. Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted.*

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**II. COMMITTEE REPORTS**

- A. EDUCATION**
- B. PERSONNEL**
- C. BUSINESS**

**III. PRESENTATIONS**

- A. Employee of the Trimester: Karen Crittenden
- B. Perfect Attendance Awards:
  - 1. September- Kari Gaston
  - 2. October- Dawn Stafford
- C. Light & Sound- Mrs. Brown's 1<sup>st</sup> Grade Class
- D. Acknowledgment of Board of Education Members- William Wilhelm, Michael Vitarelli

**IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY**

- A. Motion to open the meeting to the Public
- B. Motion to close the meeting to the Public

**V. MINUTES** – Approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary:

- A. Board Meeting November 16, 2022
- B. Closed Session November 16, 2022
- C. Board Meeting (cancelled) August 24, 2022

**VI. SUPERINTENDENT'S REPORT – Dr. Brenda Harring**

- A. **Monthly District Reports-**
  - 1. Monthly Wellness Report
  - 2. Fire/Security Drill Log
- B. **Curriculum Department Monthly Highlights-N/A**
- C. **Technology Report**
- D. **Waterford Township Home & School Association Monthly Highlights-N/A**

**E. Enrollment:**

Grade	2021-2022 # of Students	2022-2023 # of Students
PK (3 yr. old)	65	72
PK (4 yr. old)	89	93
PK (5 yr. old)	0	0
K	87	106
1 <sup>st</sup>	111	96
2 <sup>nd</sup>	113	109
3 <sup>rd</sup>	101	118
4 <sup>th</sup>	123	107
5 <sup>th</sup>	109	132
6 <sup>th</sup>	122	116
<b>Total:</b>	<b>920</b>	<b>950</b>

**F. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution

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**VIII. SUPERINTENDENT'S RECOMMENDATIONS**

*Upon the recommendation of the Superintendent:*

**A. EDUCATION –Roe Hunter/Barbara Libak Fanz/Ehren O'Donnell**

**1. Harassment, Intimidation and Bullying (HIB) Report:**

Acknowledge Receipt of HIB Investigations as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB–Yes/No	Action Taken
6506236927	1604520676	WES Playground	12/12/22	12/8/22	No	-After School Detention
6398900846	3131702884 8612179538 6052279177 1460792321	School Bus	12/14/22	12/13/22	Yes	-Removed from Safety Patrol -Administrative Detention -Restorative Justice Assignment

**2. Harassment, Intimidation and Bullying (HIB) Report:**

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB–Yes/No	Action Taken
N/A						

**3. Safe Return Plan for 2022/2023:**

Approve the Safe Return Plan for the 2022-2023 School Year. (See Attachment A-3).

**4. Student Unenrollment 2022/2023:**

Approve the unenrollment of students #50195 and #49737 due to moving out of district.

**B. PERSONNEL – Michael McClintock/Ben De Vuyst/Roe Hunter**

**1. Appointment of Support Staff for the 2022-2023 School Year :**

Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Elliott, D.	Permanent Teacher Substitute	80-45-SP / ASM	TR	1	18.36	6.75	185	1.0
Johnson, A.	Permanent Paraprofessional Substitute	80-10-L1 / All	District	1	17.25	6.0	185	1.0
Kelly, S.	Permanent Non-Instr. Aide (cafeteria) Substitute	80-10-NA / APE	District	1	15.30	4.0	185	.67
Sylvia, B.	Permanent Paraprofessional Substitute	80-10-L1 / APT	District	1	16.32	6.0	185	1.0

**2. Appointment of Substitutes for the 2022-2023 School Year:**

Approve the following substitutes for the 2022-2023 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Galezniak, M.	Nurse	\$275.00 / daily

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**3. Create / Abolish Non-Certified Staff Positions:**

Approve the created and abolished positions for the 2022-2023 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Transportation Secretary	District	Abolish	22-10-B1 / AGH	1.0	11-000-270-160-00-000

**4. Salary Adjustment:**

Approve the correction of hourly rate for Lorraine Sieben according to the Permanent Teacher Substitute Guide, from \$17.34 to \$18.36 per hour with an effective date of September 1, 2022.

**5. Retirement of Support Staff Member**

Approve the retirement of Donna Hageman, Highly-Qualified Paraprofessional, with gratitude and appreciation for 28 years of service, effective July 1, 2023.  
 (UPC #20-45-L1 / AIC).

**6. Leave-of-Absence Acknowledgement**

Acknowledge the submission/notification of the following staff member's Leave-of-Absence:

Staff Member	Dates	Classification
5089	12/27/22-3/3/23	FMLA

7. Approve the contract of Daniel J. Fox for the 2022/2023 year as submitted and approved by the NJ Department of Education.

**C. POLICY – *Matt DeNafo***

**1. Approve the following policy for the first reading:**

- a. Policy # 8454- Pediculosis
- b. Policy #2530- Resource Materials
- c. Policy #7610- Vandalism
- d. Policy #5513- Care of School Property
- e. Policy #8550- Meal Charges/Outstanding Food Service Bill

**2. Approve the following policy for the second reading:**

**3. Acknowledge receipt of the following regulations:**

- a. Regulation #8454- Pediculosis

**D. BUSINESS – *Matt DeNafo/Mike Vitarelli***

**1. Board of Education Monthly Financial Certification:**

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of October 30, 2022 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**2. Financial Reports for the month October 2022 (as per attached):**

- a. Investment report.
- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
- c. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
- d. Student Activity Fund General Ledger.

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**3. Approval of Expenditures (as per attached):**

Approve the payment of bills and claims:

- Bills List #1- \$ 1,600,056.72
- Bills List #2- \$ 40,021.64
- Bills List #3- \$ 8,370.68
- Nutri-Serve- \$ 42,945.68

**4. Contracts:**

- a. A Tuition Contract Agreement with Hammonton Board of Education to send Grade 7 educational services to student # 2240930113 for 147 days from 10/25/2022 through 6/30/2023 at \$66.43 per diem for a total of \$9,765.21.
- b. A Tuition Contract Agreement with Newark Board of Education to receive Grade 7 educational services to student #2240930113 for 147 days from 10/25/2022 through 6/30/2023 at \$66.43 per diem for a total of \$9,765.21.
- c. A 2022-2023 Joint Transportation with Hammonton School District to receive transportation services to Bancroft School at a cost of \$52,495.12.
- d. A Tuition Contract Agreement with Archway Programs to educate student # 4951490958 for 131 days from 11/17/2022 through 6/30/2023 at \$306.32 per diem for a total of \$40,127.92.
- e. A Tuition Contract Agreement with Hamilton Board of Education to receive student # 4635273754 for 137 days from 11/14/2022 through 6/30/2023 at \$93.03 per diem for a total of \$12,745.11.
- f. A Tuition Contract Agreement with Lindenwold Board of Education to receive student # 2607441732 and 2051193254 for 175 days from 09/13/2022 through 6/30/2023 at \$93.03 per diem for a total of \$16,280.25, each.

**5. Grants:**

- a. To submit a grant to the State of New Jersey Schools Development Authority to replace interior doors at Atco Elementary School for \$21,192.
- b. To acknowledge the superintendent's approval of a grant from the Mark Schonwetter Foundation to pay for a speaker on the Holocaust for \$300.
- c. To submit an Additional or Compensatory Special Education and Related Services Grant for Students with disabilities who were 21 as of July 1, 2022 in the amount of \$135,768.
- d. To submit and accept a grant from DonorsChoose for Nicole Barrett's classroom project, "Warm and Fuzzy Book Nook" for \$670.

**6. Professional Development:**

Approve the Out of District Professional Development for the 2022-2023 school year:

<b>Name</b>	<b>Date Submitted</b>	<b>Date of Workshop</b>	<b>Location</b>	<b>Topic</b>	<b>Cost</b>	<b>Account #</b>
Knoll, M.	11/28/2022	02/27/2023 02/28/2023	Princeton, NJ	NJAHPERD/SHAPE 2023 Annual Convention	\$275.00	11-000-223-580-58-05-000
Weidmann, C.	12/06/2022	01/24/2023 01/25/2023 01/26/2023	Atlantic City, NJ	Nonviolent Crisis Intervention Instructor Certification Program	\$4,249.00	11-000-223-580-58-03-000

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**VIII. REPORTS**

- A. Legislation-** Roe Hunter/ Mike Vitarelli
- B. Camden County School Boards Association-** Barbara Libak-Fanz/Ehren O'Donnell
- C. New Jersey School Boards Association-** Ben De Vuyst/Bill Wilhelm
- D. Camden County Educational Services Commission-** Matt DeNafo/Ben De Vuyst
- E. Hammonton-**Roe Hunter
- F. Board President's Report-** Bill Wilhelm

**IX. BOARD OF EDUCATION BUSINESS**

- A. OLD BUSINESS**
- B. NEW BUSINESS**

**X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS**

- A.** Motion to open the meeting to the Public
- B.** Motion to close the meeting to the Public

**XI. MEETING ADJOURNMENT \_\_\_\_\_**