

**WATERFORD TOWNSHIP BOARD OF EDUCATION**

**NOTICE OF MEETING:                   REGULAR BOARD MEETING – February 15, 2023  
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- Benjamin De Vuyst**

**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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**VIII. SUPERINTENDENT'S RECOMMENDATIONS**

*Upon the recommendation of the Superintendent:*

**A. EDUCATION – Barbara Libak Fanz /Roe Hunter/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 |
|-------------------|----------------------|----------|----------------------|------------------------------|----------------------------------|--------------|
| N/A               |                      |          |                      |                              |                                  |              |

**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  |
|-------------------|--|------------------|----------------------|------------------------------|----------------------------------|---|
| 2752355379        | 1312060878<br>9293278253<br>1780155225 | WES<br>Classroom | 1/4/23               | 12/20/22                     | No                               | -Detention<br>-Suspended from School Council for 1 meeting<br>-Suspended from Safety Post for 1 week<br>-Restorative Justice Assignment |

**3. Field Trips for the 2022-2023 School Year:**

Approve the following field trips for the 2022-2023 school year:

| Location                               | Date    | Grade         | Staff                                    | Total Adults/ Students | Cost   | Total  |
|--|---------|---------------|--|------------------------|--|--------|
| Cedar Run Wildlife Refuge, Medford, NJ | 5/23/23 | PK (Cohort A) | 6 Teachers, Paras, Nurse, CPIs           | 21/85                  | Admission: \$680 (staff free)<br>Transportation: \$460 | \$1140 |
| Cedar Run Wildlife Refuge, Medford, NJ | 5/25/23 | PK (Cohort B) | 6 Teachers, Paras, Nurse, Master Teacher | 16/86                  | Admission: \$680 (staff free)<br>Transportation: \$460 | \$1140 |
| Wheaton Village, Millville, NJ         | 5/25/23 | Grade 3       | 11 Staff Members                         | 24/123                 | Admission: \$848<br>Transportation: \$900              | \$1748 |

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

N/A

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

- a. Policy # 1648.11- The Road Forward COVID-19- Health and Safety- ABOLISH
- b. Policy # 1648.13- School Employee Vaccination Requirements- ABOLISH

**6. School Calendar 2023-2024:**

Approve the school calendar for the 2023-2024 school year (See Attachment A-6).

**7. Special Education Extended School Year 2022-2023:**

Approve Extended School Year for the 2022-2023 school year as follows:

| Grades | Dates                                | Hours          | Location |
|--------|--------------------------------------|----------------|----------|
| PK-5   | 7/3/23-8/3/23 (M,T,W,Th, off 7/4/23) | 9:00am-12:00pm | WES      |

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**8. Summer Learning Academy Program 2022-2023:**

Approve Summer Learning Academy Program for the 2022-2023 school year to support students in English Language Arts and Mathematics as follows:

| Grades | Dates                                | Hours          | Location |
|--------|--------------------------------------|----------------|----------|
| PK-5   | 7/3/23-8/3/23 (M,T,W,Th, off 7/4/23) | 9:00am-12:00pm | WES      |

**9. Safe Return Plan for 2022-2023:**

Approve the Safe Return Plan for the 2022-2023 school year. (See Attachment A-9).

**10. Memorandum of Agreement for 2022-2023:**

Approve the Memorandum of Agreement between the Waterford Township Police Department and the Waterford Township Board of Education for the 2022-2023 school year.

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

**1. Perfect Attendance Award – December 2022:**

Acknowledge and congratulate the recipient of December's Perfect Attendance Award, Loreen Dico. Loreen is a Non-Instructional Aide at Thomas Richards and will receive a \$50.00 Amazon gift card.

**2. Retirement of Support Staff Member(s):**

a. Approve the retirement of Deneen Macauley, Transportation Coordinator, with gratitude and appreciation for 29 years of service, effective December 1, 2023. (UPC #60-15-T3/AMD).

b. Approve the retirement of Mary Jennifer Laute, Media Specialist, with gratitude and appreciation for 25 years of service, effective July 1, 2023. (UPC #20-40-L2/AIO).

**3. Resignation of Non-Certified Staff Member(s):**

Approve the resignation of the following staff member(s):

| Name          | Location | Position         | UPC          | Effective Date |
|---------------|----------|------------------|--------------|----------------|
| Michaelis, F. | TR       | Paraprofessional | 20-45-EX/AOD | 1/13/23        |

**4. 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 |
|------------|------------------|--------------|-----|------|-------------|-------------|-------------|-----|
| Mallon, N. | Paraprofessional | 20-45-EX/AOD | TR  | 1    | 16.00       | 6           | 185         | 1.0 |

**5. 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          |
|----------------|---------------------|---------------|
| DePasquale, B. | Paraprofessional    | \$17.00 / hr. |
| Michaelis, F.  | Paraprofessional    | \$17.00 / hr. |

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

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

| Staff Member | Dates  | Classification |
|--------------|--|----------------|
| 4751         | 4/17/23 – 6/30/23<br>8/29/23 – 9/30/23 (approx.) | FMLA           |

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**7. Approve Extended Leave-of-Absence:**

Approve the request of the following staff member for an extended Leave-of-Absence:

| Staff Member | Dates                       | Classification |
|--------------|-----------------------------|----------------|
| 4751         | 9/30/23 (approx.) – 6/30/24 | Extended Leave |

**8. Position Change of Support Staff Members for the 2022-2023 School Year:**

Approve the change of position for the following Support Staff Member:

| Name       | Curr Pos.           | Curr UPC       | Curr Loc | Curr Step | Curr Rt./Hr | Curr Hrs/Day | Curr Days/Yr | FTE | New Pos.            | New UPC        | New Loc | New Step | New Rt/Hr | New Hrs/Day | New Days/Yr | FT E | Eff Date |
|------------|---------------------|----------------|----------|-----------|-------------|--------------|--------------|-----|---------------------|----------------|---------|----------|-----------|-------------|-------------|------|----------|
| Drahos, W. | Part-Time Custodian | 21-50-C3 / AHL | WES      | 5         | 16.54       | 3            | 260          | .38 | Part-Time Custodian | 21-50-C3 / AHL | WE S    | 5        | 16.54     | 5           | 260         | .63  | 1.01.23  |

**9. Permanent Teacher Substitute Evaluation Rubric:**

Please approve the Evaluation Rubric for Permanent Teacher Substitute for the 22-23 school year. (See Attachment B-9).

**10. 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           |
|------------------|----------|----------------|--------------|-----|--------------------------|
| Paraprofessional | Atco     | Abolish        | 20-40-EX/ASX | 1.0 | 11-000-217-106-00-00-040 |
| Paraprofessional | WES      | Create         | 20-50-EX/AXV | 1.0 | 11-000-217-106-00-00-100 |

**11. Transfer of Non-Certified Staff for the 2022-2023 School Year:**

Approve the transfer of the following staff member for the 2022-2023 school year:

| Name           | Curr Loc | Curr Position    | Curr UPC     | New Loc | New Position     | New UPC      |
|----------------|----------|------------------|--------------|---------|------------------|--------------|
| McCullough, C. | Atco     | Paraprofessional | 20-40-EX/ASX | WES     | Paraprofessional | 20-50-EX/AXV |

**C. BUSINESS – Dan Hoover/Tom Leach/Jay Galante**

**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 December 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.
- e. Nutri-Serve Food Management/Waterford Township School District Financial Statement.

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

Approve the payment of bills and claims:

- Bills List #1- \$ 1,994,921.08
- Bills List #2- \$ 36,570.81
- Bills List #3- \$ 3,597.78
- Nutri-Serve- \$ 50,934.09

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**4. Contracts:**

- a. Approve a contract with New Jersey Tutoring Corps Inc. to provide after school tutoring services in the amount of \$25,502.40 beginning the week of March 6, 2023 and ending April 27, 2023 pending. English Language Arts tutoring will be held Mondays and Wednesdays and Mathematics tutoring will be held Tuesdays and Thursdays. Services to be paid with ESSA Title I SIA Part A funds and ARP ESSER III sub-grant funds.
- b. Approve A Tuition Contract Agreement with Hammonton Board of education for educational services for grades 7&8 for the 2023/2024 school year at a net cost of \$3,376,768.00.
- c. Approve A Tuition Contract Agreement with Hammonton Board of education for educational services for grades 9 through 12 for the 2023/2024 school year at a net cost of \$6,447,583.00.
- d. Approve A Special Education Tuition Contract Agreement with Hammonton Board of education for educational services for educationally handicapped students for the 2023/2024 school year at a net cost of \$489,347.00.

**5. Grants:**

- a. To accept a grant from Waterford Township Home & School Association for \$192.00 for chaperones (non- school staff) to attend trip to Cedar Run Wildlife Refuge.
- b. Accept a grant from the E-Rate Universal Services Program for \$48,173.75 for the purchase of Chromebooks.
- c. Approve an amendment to the FY2023 ESEA-ESSA Consolidated Grant Application to accept FY2023 Title I SIA Part A funds, and budget FY2022 carryover funds as follows:

|                      |          |
|----------------------|----------|
| Title I SIA Part A - | \$10,000 |
| Title IA -           | \$5,213  |
| Title IIA -          | \$2,163  |

- d. Approve an amendment to the ARP ESSER Consolidated Grant Application to the New Jersey Department of Education, revising the needs assessment and reallocating funds for the grant period of 3/11/2021 to 9/30/2024.

**6. Facilities:**

- a. To approve the Long Range Facilities Plan (See Attachment C-6-a).
- b. To cancel the Site Improvement Project at Waterford Elementary School.
- c. To purchase a sidewalk addition from Affordable Paving Contractors at a cost of \$32,935.

**7. School Nutrition:**

- a. To cancel as uncollectible School Nutrition balances to inactive students totaling \$1,169.44. (See Attachment C-7-a).
- b. To cancel the following School Nutrition balances due to charges prior to the approval of Free/Reduced lunch application:

|       |          |
|-------|----------|
| 49783 | \$6.90   |
| 50291 | 73.90    |
| 49606 | 14.70    |
| 49766 | 7.65     |
| 49659 | 22.10    |
| 49567 | 1.95     |
|       | <hr/>    |
|       | \$127.20 |

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8. **Budget:**  
 a. To approve the enrollment projection for the 2023-24 Year (See Attachment C-8-a).

9. **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>         |
|-------------|-----------------------|--------------------------|-------------------|--|-------------|--------------------------|
| Weaver, J.  | 01/12/2023            | 03/06/2023               | Pennsauken, NJ    | Asbestos Maintenance Refresher Course          | \$140.00    | 11-000-262-590-58-20-000 |
| Weaver, J.  | 01/12/2023            | 03/19/2023 to 03/22/2023 | Atlantic City, NJ | NJSBGA 25 <sup>TH</sup> Annual Conference Expo | No Fee      | N/A                      |
| DiRenzo, L. | 01/23/2023            | 05/31/2023               | Lawrenceville, NJ | NJAFPA 2023 Spring Conference                  | No Fee      | N/A                      |
| Fox, D.     | 02/03/2023            | 06/06/2023 to 06/09/2023 | Atlantic City, NJ | 2023 NJASBO Annual Conference                  | \$250.00    | 11-000-251-580-58-00-000 |

10. **Finance-Related Policies :**  
 a. **Approve the following policies for the first reading:**  
 1. Policy # 6160- Grants from Private Sources

**D. BYLAWS--Barbara Libak Fanz**

1. **Approve the following policy for the first reading:**  
 a. Policy # 0162- Notice of Board Meetings  
 b. Policy # 0152- Board Officers
2. **Approve the following policy for the second reading:**  
 a. Policy # 0161- Call, Adjournment, and Cancellation

**VIII. REPORTS**

- a. **Legislation-** Tom Leach/Roe Hunter  
 b. **Camden County School Boards Association-** Ehren O'Donnell/ Barbara Libak-Fanz  
 c. **New Jersey School Boards Association-** Dan Hoover/Michael McClintock  
 d. **Camden County Educational Services Commission-** Ben De Vuyst/Jay Galante  
 e. **Hammonton-**Roe Hunter  
 f. **Board President's Report-** Matthew DeNafo

**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 \_\_\_\_\_**