

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – FEBRUARY 15, 2023
WATERFORD ELEMENTARY SCHOOL**

I. MEETING CALLED TO ORDER 6:30 P.M.

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 on the district website, wtsd.org.

A. ROLL CALL OF ATTENDANCE

Members Present: Matthew DeNafo, Benjamin De Vuyst, Thomas Leach, Barbara Libak Fanz, Daniel Hoover, Rosemarie Hunter, Michael McClintock Ehren O'Donnell.

Members absent: Jason Galante

Others present: Dr. Michael Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Howard Long, Solicitor.

B. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Ms. Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

C. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to return to open session at 7:00 p.m.

D. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

E. MISSION STATEMENT

Mr. De Vuyst read the Mission Statement.

F. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION - Ms. Libak Fanz gave an oral report.

B. PERSONNEL - Mr. De Vuyst gave an oral report

C. BUSINESS - Mr. Hoover gave an oral report

III. PRESENTATIONS

A. Flexible Service Delivery Model Presentation- Ashley Power

B. Code of Ethics Presentation- New Jersey School Boards - Michele Kennedy

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Ms. Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.

None

B. A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.

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V. MINUTES

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary:

- A. Board Meeting January 18, 2023
- B. Closed Session January 18, 2023

VI. SUPERINTENDENT'S REPORT

Dr. Nolan gave an oral report.

A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the following:

- A. **Monthly District Reports-**
 - 1. Monthly Wellness Report
 - 2. Fire/Security Drill Log
- B. Curriculum Department Monthly Highlights-N/A
- C. Technology Report
- D. Enrollment:

Grade	2021-2022 # of Students	2022-2023 # of Students
PK (3 yr. old)	71	72
PK (4 yr. old)	88	93
PK (5 yr. old)	0	0
K	89	104
1 st	115	97
2 nd	111	108
3 rd	102	116
4 th	124	111
5 th	111	133
6 th	121	116
Total:	930	952

E. **Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
N/A						

VII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 10.

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						

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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 9293278253 1780155225	WES Classroom	1/4/23	12/20/22	No	-Detention -Suspended from School Council for 1 meeting -Suspended from Safety Post for 1 week -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) 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) Transportation: \$460	\$1140
Wheaton Village, Millville, NJ	5/25/23	Grade 3	11 Staff Members	24/123	Admission: \$848 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

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).

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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

A motion was made by Mr. De Vuyst seconded by Ms. Hunter, and carried by unanimous roll call vote to approve items 1 through 11.

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 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	FTE	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	WES	5	16.54	5	260	.63	1.01.2

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

A motion was made by Mr. Leach, seconded by Ms. Hunter, and carried by unanimous roll call vote to approve items 1 through 10.

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.

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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

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).

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- 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

\$127.20

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:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
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 TH 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

A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 and 2.

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

VII. REPORTS

- A. **Legislation-** Mr. Leach gave an oral report.
- B. **Camden County School Boards Association-** Ms. Libak Fanz gave an oral report.
- C. **New Jersey School Boards Association-** Mr. Hoover gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst gave an oral report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. DeNafo gave an oral report.

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VIII. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

None

IX. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

A. A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.

None

B. A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.

X. MEETING ADJOURNMENT at 8:06 p.m.

A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,



Daniel J. Fox

Assistant Superintendent for Business/Board Secretary