

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – November 16, 2022
WATERFORD ELEMENTARY SCHOOL**

I. MEETING CALLED TO ORDER at 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 in the Board Office and on the district website, wtsd.org.

A. ROLL CALL

Members Present: Benjamin De Vuyst (arrived 6:38pm), Barbara Libak Fanz, Roe Hunter, Michael McClintock, Ehren O'Donnell, Michael Vitarelli, William Wilhelm

Members absent: Matthew DeNafo

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

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

A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, and carried by unanimous voice consent to approve agenda addendum items.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

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

E. FLAG SALUTE

Mr. Wilhelm led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. O'Donnell read the mission statement.

G. STATEMENT TO THE PUBLIC

Mr. Wilhelm read the statement to the public.

II. COMMITTEE REPORTS

- A. **EDUCATION** – Ms. Hunter gave an oral report.
- B. **PERSONNEL** - Mr. De Vuyst gave an oral report
- C. **BUSINESS** - Mr. Wilhelm gave an oral report

III. PRESENTATIONS

- Preschool Student Presentation-Building Studies- Morgan Petrozza and students

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

None

- B. A motion was made by Mr. O'Donnell, seconded by Mr. McClintock, 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. Hunter, seconded by Mr. McClintock, 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 October 19, 2022
- B. Board Meeting October 31, 2022
- C. Closed Session October 19, 2022

VI. SUPERINTENDENT'S REPORT

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, 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-N/A**
- 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	103
1 st	111	94
2 nd	113	107
3 rd	101	117
4 th	123	104
5 th	109	130
6 th	122	115
Total:	920	935

F. Suspension Report

SID#	Date	Incident	School	Location	Reported by	Resolution
49673	11/3/22	Threat	WES	Classroom	Teacher	Suspension

VII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Libak Fanz, seconded by Mr. McClintok, and carried by unanimous roll call vote to approve items 1 through 3.

- 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
9310376118	9629001046	WES	10/24/22	10/14/22	Yes	In-School Administrative Detention

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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
N/A						

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 PP	Total
Storybook Land	5/17/23	K	Kindergarten Staff, K. Saunders	49/103	\$18	\$2,736
Adventure Aquarium	3/15/23	1 st	Grade 1 Staff, K. Hall	37/94	\$11 (9 free chaperones)	\$1,532
Cape May Zoo	5/17/23	2 nd	Grade 2 Staff, K. Hall	32/107	Free Admission	\$240 (Bus Parking Fee)
Pope's Gardens	22-23 School Year	5 th (LLD)	Ginzberg	2/8	\$0	\$0

B. PERSONNEL

A motion was made by Mr. De Vuyst seconded by Mr. McClintock, and carried by unanimous roll call vote to approve addendum item 1, items 2,3, and 4, addendum item 5, item 6, and addendum item 7, and item 8. (Mr. Vitarelli abstained from item 6)

1. Leave-of-Absence Acknowledgement:

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

Staff Member	Dates	Classification
4698	11.03.22 – 1.09.23	FMLA
4769	1.19.23 – 3.03.23	FMLA
5027	2.13.23 – 5.22.23	FMLA
5074	10.25.22 -- 11.25.22	FMLA

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
Arquette, A.	Paraprofessional	\$ 17.00 / hour
Bober, E.	Teacher	121.50 / daily
	Paraprofessional	17.00 / hour
Conner, P.	Teacher	121.50 / daily
DeAntonellis, J.	Teacher	121.50 daily

3. Retirement of Support Staff Member:

Approve the retirement of Kellie Stevenson, Transportation Secretary, with gratitude and appreciation for over 15 years of service, effective January 1, 2023. (UPC #22-10-B1 / AGH)

4. 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
Extraordinary Para	WES	Abolish	20-50-EX / AKW	1.0	11-000-217-106-00-00-100
Extraordinary Para	Atco	Create	20-40-EX / ATC	1.0	11-000-217-106-00-00-040

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5. Transfer of Non-Certified Staff:

Approve the transfer for the 2022-2023 school year:

Name	Current Position	Current UPC	Current Loc	New Position	New UPC	New Loc	Eff Date
Iulucci, Connie	Extraordinary Para	20-50-EX / AKW	WES	Extraordinary Para	20-50-EX / AQN	WES	11.17.22
Wyld, Meredith	Extraordinary Para	20-50-EX / AQN	WES	Extraordinary Para	20-40-EX / ATC	Atco	11.17.22

6. Lateral Move – Adjustment for Certified Staff Member:

Approve the lateral move for the following certified staff member on the salary guide effective September 1, 2022 (retroactive):

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Vitarelli, M.	BA + 15	MA	11	11	72,442	74,992

7. Lateral Move – Support Staff:

Approve the lateral move for the following support staff member effective August 1, 2022 (retroactive):

Name	Position	Position	Step (from)	Step (to)	Hourly Rate (from)	Hourly Rate (to)	Effective Date
Stetser, Theresa	Permanent Custodial Substitute	Permanent Custodial Substitute	4	4	16.09	16.34	8.01.22 (retro)
DeAntonellis, Judith	Permanent Paraprof Substitute	Permanent Paraprof Substitute	1	1	17.00	17.25	9.01.22 (retro)

8. Permanent Substitute Guide for the 2022-2023 School Year:

Approve the Permanent Substitute Guide for the 2022-2023 school year including the addition of a Custodian Salary Guide. (See Attachment B-8).

C. POLICY

A motion was made by Mr. De Vuyst, seconded by Ms. Hunter, and carried by unanimous roll call vote to approve the following items:

1. Approve the following policy for the first reading:
2. Approve the following policy for the second reading:
3. Acknowledge receipt of the following regulations:
 - a. Regulation #8690- Monitoring Devices on School Vehicles

D. BUSINESS

A motion was made by Mr. Vitarelli, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1, 2 and 3. 4a and 4b, 5, 7a,7b, 7c and addendum items 4c, 4d, 4e and 7d.

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 August 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.

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2. **Financial Reports for the month September 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- \$ 1,740,709.29
 - Bills List #2- \$ 16,397.42
 - Bills List #3- \$ 3,522.14
 - Nutri-Serve- \$41,244.03

4. **Contracts:**
 - a. Approve a Tuition Contract Agreement with the Camden County Technical Schools Board of Education to provide educational services for the 2022/2023 school year at a cost of \$117,029.
 - b. Approve proposal and contract to purchase furniture from Bellia Interiors Group in the amount of \$19,419.56.
 - c. Approve a Special Education Tuition Contract Agreement with the Atlantic County Special Services School District to educate # 8275457547 at a cost of \$268 per diem plus an out of county fee of \$43.50 per diem from November 1, 2022 through June 30, 2023 at a total cost of \$48,240 prorated.
 - d. Approve a Contract purchase from the Burlington County Special Services School District teacher's assistant for student # 4232157242 at a cost of \$254.21666 per diem for 180 days September 1, 2022 through June 30, 2023 at a total cost of \$ 45,759.06.
 - e. Approve a Contract purchase from the Burlington County Special Services School District teacher's assistant for student # 8266506068 at a cost of \$254.21666 per diem for 180 days September 1, 2022 through June 30, 2023 at a total cost of \$ 45,759.06.

5. **Budget:**
 - a. Approve the cancelation of invoice 2V0018 for \$183.50 for vandalism.
 - b. Approve the cancelation of invoice 2V0090 for \$337.76 for vandalism.
 - c. Approve rescission of action item from June 1, 2022 transferring \$300,000 to the Emergency Reserve.

6. **Facilities:**
 - a. Approve a NJ Department of Education Waiver Application to waive certain preschool facilities requirements for the 2023/2024 school year. (See Attachment D-6-a).

7. **Grants:**
 - a. Approve submission and acceptance of a grant from the Waterford Township Home & School Association for \$150 in gift cards to purchase student clothes for the Atco Elementary School and Waterford Elementary School and an air purifier for Thomas Richards School.
 - b. Approve the acceptance of grants from the Waterford Township Women's Club for \$3,593 for various projects.

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- c. Approve the attached Annual Preschool Plan Operational Update and Enrollment projection for the 2023-2024 school year to be submitted to the NJ Department of Education. (See Attachment D-7-c for Preschool Projected Enrollment. The Annual Preschool Plan Operational Update will be distributed).
- d. Approve a grant application to Southern Coastal Health Benefits Fund to fund health and wellness initiatives for the entire staff for \$7,500.

8. 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 #
Niedoba, D.	10/20/2022	12/14/2022	Mt. Laurel, NJ	Pension Update	\$175.00	11-000-251-592-58-25-000
Herman, K.	10/13/2022	12/02/2022	East Windsor, NJ	Consultation Without Conflict	\$180.00	11-000-219-580-58-43-000
Davidson, P.	10/24/2022	12/08/2022	Monroe Twp., NJ	NJASC Early Childhood Summit	\$175.00	20-218-200-580-58-02-060
Gallagher, C.	10/27/2022	01/23/2023	Mt. Laurel, NJ	Executive Function Skills	\$279.00	11-000-216-800-58-53-000
Gallagher, C.	10/27/2022	02/13/2023	Mt. Laurel, NJ	Language Disorders vs. Language Differences for ELLs	\$279.00	11-000-216-800-58-53-000

VIII. REPORTS

- A. **Legislation-** Ms. Hunter gave an oral report.
- B. **Camden County School Boards Association-** Ms. Libak Fanz said meeting will be December 15th.
- C. **New Jersey School Boards Association-** Mr. De Vuyst gave an oral report.
- D. **Camden County Educational Services Commission-** No report.
- E. **Hammonton-** no report,
- F. **Board President's Report-** Mr. Wilhelm gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

- A. **OLD BUSINESS**
None
- B. **NEW BUSINESS**
None

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- A. A motion was made by Mr. De Vuyst, seconded by Mr. McClintock, 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.

XI. MEETING ADJOURNMENT at 7:30 p.m.

A motion was made by Mr. O'Donnell, seconded by Mr. Vitarelli, and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,



**Daniel J. Fox
Assistant Superintendent for Business/Board Secretary**