

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – October 19, 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: Matthew DeNafo, Benjamin De Vuyst (arrived 7:00pm), Barbara Libak Fanz, Roe Hunter, Michael McClintock, Ehren O'Donnell, Michael Vitarelli, William Wilhelm

Members absent:

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

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

A motion was made by Ms. Hunter, seconded by Mr. O'Donnell, 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 Ms. Libak Fanz, seconded by Mr. DeNafo, 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 Ms. Libak Fanz, seconded by Mr. O'Donnell, 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. McClintock 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 a report.

B. PERSONNEL - Mr. Wilhelm gave a report

C. BUSINESS - Mr. DeNafo gave a report

III. PRESENTATIONS

- District NJSLA Presentation- Betty Scola, Julie Lyons, & Brenda Haring

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. O'Donnell, 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 Mr. DeNafo, 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 Mr. DeNafo, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary. (Mr. McClintock abstained from items B and E, Mr. O'Donnell abstained from items C and F, and Mr. Wilhelm abstained from items A and D.)

- A. Board Meeting September 14, 2022
- B. Board Meeting September 21, 2022
- C. Board Meeting September 29, 2022
- D. Closed Session September 14, 2022
- E. Closed Session September 21, 2022
- F. Closed Session September 29, 2022

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Hunter, seconded by Mr. DeNafo, and carried by unanimous voice consent to approve the following:

- A. **Monthly District Reports-**
 - 1. Monthly Wellness Report
 - 2. Fire/Security Drill Log
 - 3. Bus Evacuations
- B. Curriculum Department Monthly Highlights
- 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) | 64 | 71 |
| PK (4 yr. old) | 89 | 93 |
| PK (5 yr. old) | 0 | 0 |
| K | 87 | 106 |
| 1 st | 111 | 97 |
| 2 nd | 113 | 108 |
| 3 rd | 99 | 117 |
| 4 th | 122 | 105 |
| 5 th | 109 | 132 |
| 6 th | 122 | 114 |
| Total: | 916 | 943 |

F. Suspension Report:

| SID# | Date | Incident | School | Location | Reported by | Resolution |
|-------|---------|----------|--------|-----------|-------------|------------|
| 50075 | 9/27/22 | Assault | 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. DeNafo, and carried by unanimous roll call vote to approve items 1 through 5 and addendum item 6.

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 |
|-------------------|----------------------|----------|----------------------|------------------------------|----------------------------------|--------------|
| N/A | | | | | | |

3. **Superintendent Evaluation Calendar:**
 Approve the Superintendent Evaluation calendar for the 2022-2023 school year (See Attachment A-3).
4. **Nurse's Service Plan 2022-2023 School Year:**
 Approve Nurse's Service Plan for 2022-2023 school year (See Attachment A-4).
5. **School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act:**
 Approve the submission of the 2021-2022 School Self- Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.
6. **Gifted & Talented Service Report for the 2022-2023 School Year:**
 Approve the submission of the Gifted Service Report and Complaint Process for the 2022-2023 School Year to be submitted to the NJ Department of Education via the NJDOE Homeroom website.

B. PERSONNEL

A motion was made by Ms. Hunter, seconded by Mr. McClintock, and carried by unanimous roll call vote to approve items 1 and 2, and addendum item 3, 4 and 5. (Barbara Libak Fanz abstained from item 4)

1. **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 |
|-----------------------|----------|----------------|--------------|-----|--------------------------|
| Permanent Teacher Sub | TR | Create | 80-45-SP/ASM | 1.0 | 20-218-100-101-00-09-060 |

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 |
|----------------------|--|-----------------------------------|
| DePasquale, Brittany | Paraprofessional Non-Instructional Aide (Cafeteria) | 102.00 / daily 15.00 / per hr. |

3. **Resignation of Staff Member / Stipend Position:**
 Approve the resignation of the 2022-2023 Stipend Position for the following employee:

| Position | Location | Employee | Effective Date |
|--------------|----------|----------------|----------------|
| Head Teacher | WES | Ryan Ciavaglia | 10/05/22 |

4. **Appointment of Staff Member(s) / Stipend Position:**
 Approve the following staff members for the 2022-2023 Stipend Position:

| Position | Location | Employee ** | Effective Date |
|--------------|----------|---------------------------------|----------------|
| Head Teacher | WES | Frank Ambroselli James Moore | 10/06/22 |

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5. Certified Staff for the 2022-2023 School Year:

Approve the following staff member(s) for the positions below, pending receipt of required documentation:

| Name | Assignment | UPC | Certificate | Loc | From | To | Step | Salary | FTE |
|-------------|---|------------|--------------------|------------|-------------|-----------|-------------|------------------------|------------|
| Papeika, E | Long-Term Substitute (Grade 2 – ICR) | | Kdg. – 6 TOSD | Atco | 10.17.22 | 12.12.22 | 1 BA | \$56,258 (prorated) | 1.0 |

C. POLICY

A motion was made by Mr. DeNafo, 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:**
 - a. Policy #8505- Wellness Policy/Nutrient Standards for Meals and Other Foods
3. **Acknowledge receipt of the following regulations:**
 - a. Regulation #2481- Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition.

D. BUSINESS

A motion was made by Mr. Vitarelli, seconded by Mr. DeNafo, and carried by unanimous roll call vote to approve items 1 through 7.

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.

2. **Financial Reports for the month of August 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- N/A.

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

Approve the payment of bills and claims:

- Bills List #1- \$ 1,737,048.52
- Bills List #2- \$ 39,850.60
- Bills List #3- \$ 2,636.78
- Nutri-Serve- \$37,430.16

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4. Contracts:

a. **Out of District Placements:**

Approve the out of district placements for 2022-2023 School Year:

| Student ID # | School | Tuition Rate | Aide | # of Days | Tuition Cost |
|--------------|---------------------------|--------------|--------|-----------|--------------|
| 5780562110 | Pinelands Learning Center | \$330.00 | | 180 | \$59,400.00 |
| 9145157534 | YALE School, Inc. | 345.75 | 249.50 | 210 | 125,002.50 |
| 9937488584 | YALE School, Inc. | 345.75 | 249.5 | 210 | 125,002.50 |

b. Contract with First Children's to provide school based mental health services at a cost of \$80 per hour. This contract will run through the 2022-23 school year.

c. Contract for Nursing services with Kingsway Learning Center at \$75 per diem from September 19, 2022 through June 30, 2023

d. **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 # |
|-------------|----------------|-------------------------|-------------------|------------------------------------|----------|--------------------------|
| Emmons, J. | 09/14/2022 | 05/18/2023 | Mt. Laurel, NJ | NJASBO – Administrative Assistants | \$125.00 | 11-000-251-592-58-25-000 |
| Walker, E. | 09/14/2022 | 05/18/2023 | Mt. Laurel, NJ | NJASBO – Accounts Payable Overview | \$125.00 | 11-000-251-592-58-25-000 |
| Gibbins, E. | 09/26/2022 | 02/23/2022 2/24/2022 | Atlantic City, NJ | 2023 NJMEA State Conference | \$180.00 | 11-000-223-580-58-02-060 |

5. Budget

a. Approve the Budget Calendar for the 2023/2024 school year (See Attachment D-5).

6. Facilities:

a. Approve the Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (See Attachment D-6).

7. Grants:

a. Submit grants to the Waterford Women's Club.

b. Submit and accept a grant from the Waterford Township Home & School Association to pay for pizza for a WES incentive in the amount of \$60.

VIII. REPORTS

- A. **Legislation-** Ms. Hunter gave an oral report.
- B. **Camden County School Boards Association-** Ms. Libak Fanz gave an oral report.
- C. **New Jersey School Boards Association-** Mr. De Vuyst gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. DeNafo nothing to report.
- E. **Hammonton-** Ms. Hunter gave an oral 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

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X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

XI. MEETING ADJOURNMENT at 8:11 p.m.

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary