

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR BOARD MEETING – August 17, 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 - Ben 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, WTS.D.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

1. EDUCATION
2. PERSONNEL
3. BUSINESS

III. PRESENTATIONS

- ACCESS Test Scores- Julie Lyons, Director of Elementary Education

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 July 13, 2022
- B. Closed Session July 13, 2022
- C. Board Meeting July 20, 2022
- D. Closed Session July 20, 2022

VI. SUPERINTENDENT’S REPORT – Dr. Brenda Harring

A. Monthly District Reports-

1. Monthly Wellness Report-N/A
2. Fire/Security Drill Log-N/A

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	2020/2021 Title I/ESY	Title I/ESY
PK	11	18
K	5	22
1 st	5	34
2 nd	5	25
3 rd	11	16
4 th	6	22
5 th	5	21
6 th	8	5
TOTAL	56	163

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

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

3. Professional Roles for the 2022-2023 School Year:

Approve professional roles as listed below:

Position	Name
Board Secretary	Daniel J. Fox
Investment Officer	Daniel J. Fox
Public Agency Compliance Officer	Daniel J. Fox
Purchasing Agent	Daniel J. Fox
Custodian of Records	Daniel J. Fox
Homeless Liaison	Brenda Harring
Educational Stability Coordinator	Brenda Harring
Integrated Pest Management Coordinator Atco	Heather Kondas
Integrated Pest Management Coordinator TR	Patrick Davidson
Integrated Pest Management Coordinator - WES	Christine Manna
PEOSHA Officer/ Coordinator	James Weaver
Indoor Air Quality Designee	James Weaver
Right-to-Know Officer	James Weaver
Affirmative Action Officer	Daniel J. Fox
School Safety Specialist	Patrick Davidson
Anti-Bullying Specialist	Gabrielle Holwell (Atco/TR) Ryan Ciavaglia (WES)
Anti-Bullying Coordinator	Heather Kondas
504 Coordinator	Ashley Power
District Wellness Sustainability Administrator	Heather Kondas
Chief Privacy Officer	Ed Leypoldt
Chief Information Security Officer	Ed Leypoldt

4. Student Code of Conduct 2022-2023:

Approve the Student Code of Conduct for the 2022-2023 school year. (See Attachment A-4).

5. School Safety & Security Plan 2022-2023:

Approve the School Safety & Security Plan for the 2022-2023 school year.

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6. District/Board Goals 2022-2023 School Year:

Approve the District/Board Goals for the 2022/2023 School Year:

Goal D1: The superintendent, in cooperation with the administrative team and staff, will monitor ongoing data to inform staffing, program, curriculum, and delivery of services for Special Education and RtI.

Goal D2: The superintendent, in cooperation with the administrative team and teaching staff, will implement instructional practices that create a responsive environment to promote critical thinking and deep understanding in Mathematics and English Language Arts.

Goal D3: The superintendent, in cooperation with the administrative team and teaching staff, will provide support to teachers with identifying needs and providing services to students who struggle with social-emotional, behavioral, and executive functioning challenges, as it relates to our current educational landscape. [CAST LE, guidance counselor, behaviors, related services, anything interfering with learning]

7. Safe Return Plan for 2022/2023:

Approve the Safe Return Plan for the 2022-2023 School Year (See Attachment A-7).

8. School Improvement Panel (SciP) for the 2022/2023 School Year:

Approve the following staff member for the SciP committee per building:

Thomas Richards Early Childhood Center	Atco Elementary	Waterford Elementary
Kylie Iacono Shannon Vitagliano Patrick Davidson Julie Lyons Brenda Harring	Carla Brown Georgian Raso Heather Kondas Julie Lyons Brenda Harring	Jamie Stephan Christina Iadonisi Candice Michelini Jill O'Donnell Christine Manna Julie Lyons Brenda Harring

9. Waterford Township School District Mentoring Plan 2022/2023:

Approve the Waterford Township School District Mentoring Plan for the 2022-2023 school year (Available upon request).

10. Waterford Township School District Professional Development Plan (PDP) for 2022/2023:

Approve the Professional Development for the 2022-2023 school year (Available upon request).

11. Evaluation Instrument for the 2022/2023 School Year:

Approve the evaluation instruments for the 2022/2023 school year:

- Danielson Rubric 2013
- Evaluation Rubrics for:
 - School Nurse
 - School Counselor
 - School Social Worker
 - Learning Disabilities Teacher Consultant
 - School Psychologist
 - Occupational Therapist
 - Speech Language Therapist
 - Instructional Coaches
- New Jersey Principal Evaluation or Professional Learning Instrument

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12. Waterford Township Curriculum Guides 2022/2023:

Approve the following curriculum guides for 2022/2023:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Visual and Performing Arts
- World Language
- Comprehensive Health and Physical Education
- Technology/STEAM (Computer Science & Design Thinking)
- Career Readiness, Life Literacies & Key Skills (embedded in other subject areas)
- Counseling Curriculum
- Gifted and Talented

13. Home & School Fundraisers for 2022-2023:

Approve the following fundraisers for the Homes and School Association:

- a. Fall Book Fair - 10/3-10/7
- b. Spring Book Fair 2/27-3/3
- c. Holiday Shop - 12/12-12/16
- d. Year Long Dine and Donates
- e. Year Long Early Dismissal Pre-Order Pretzel Sales
- f. Year Long Spirit Wear Sales
- g. Year Long Do and Donates (similar to dine and donates but activities at places such as Urban Air, Bowling, and the Movies)
- h. Mums Sales 9/7-9/16
- i. Book Fair 10/3-10/7 and 2/27-3/3
- j. Kastle Cheesecake/cookie sales 10/17-10/28
- k. Trunk-or-Trick 10/21
- l. Ladies Night Out Quarter Auction 11/18
- m. Holiday Shop 12/12-12/16
- n. Grinch Night/Candy Bar Bingo 12/16
- o. Panzarotti Sales 1/9-1/20
- p. Father Daughter Dance 2/10
- q. Spring Break Candy Sales 3/1-3/10
- r. Mother/Son Night 3/24
- s. 4/20 PK/K Kids and Parents Fun Night
- t. Mother's Day Flower Sales 4/17-4/21
- u. Phillie Game Ticket Sales in May - Date TBD by Phillies
- v. Color Run 6/2
- w. Union Game Ticket Sales in the Fall - Date TBD by Union
- x. Moorey's Pier Ticket Sales

14. Intermediate Fieldwork & Clinical Practice Placements for Fall, 2022 and Spring, 2023

Semesters:

Approve the following fieldwork & clinical practice placement for the 2022-2023 school year:

Name	College	Grade	Teacher	Date	Hours
Hayes, D.	Stockton	K	Handzus	9.6.22-12.16.22	100
Walker, M.	Drexel	K	Bowden	9.19.22-3.17.23	20-32

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

1. Lateral Moves – Certified Staff Members:

Approve the lateral moves for the following certified staff members on the salary guide effective 9/01/22:

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Biggs, M.	MA	MA + 15	5	5	63,592	64,867
Gibbins, E.	BA + 30	MA	10	10	70,017	71,292
Laurito, S.	BA	BA + 15	6	6	60,765	62,042
Weidmann, C.	BA + 15	BA + 30	13	13	89,407	90,682

2. Lateral Moves – Support Staff:

Approve the lateral moves for the following support staff members on the salary guide effective 09/01/22:

Name	Credential (From)	Credential (To)	Step (From)	Step (To)	Hourly Rate (From)	Hourly Rate (To)
Michaelis, F.	Paraprofessional	HQ Paraprofessional	1	1	16.00	17.00
Middleman, M.	Paraprofessional	HQ Paraprofessional	1	1	16.00	17.00
Peterson, S.	Paraprofessional	HQ Paraprofessional	1	1	16.00	17.00

3. Resignation of Certified Staff Member:

Approve the resignation of the following staff member:

Name	Location	Job Assignment		Effective Date
Forte, B.	Atco	LLD – K-2	S	9/24/22

4. Resignation of Support Staff Member:

Approve the resignation of the following support staff member:

Name	Location	Job Assignment	Effective Date
Curtiss, M.	TR	Permanent Paraprofessional Substitute	9/24/22

5. Retirement of Support Staff Member:

Approve the retirement of Doreen Knoll, Highly-Qualified Paraprofessional, with gratitude and appreciation for her 20 years of service, effective July 1, 2022. (UPC # 20-40-EX/ AFL)

6. 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
Secretary B (10-month)	Atco	Abolish	22-40-AA / AQV	1.0	11-000-240-105-00-00-040
Secretary A (10-month)	Atco	Create	22-40-AA / ARZ	1.0	11-000-240-105-00-00-040

7. Appointment of Certified Staff for the 2022-2023 School Year:

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

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Petrozza, M.	Long-Term Substitute (Preschool)	30-45-P2/AKQ	PreK-Gr.3	TR	9.01.22	6.30.23	4 BA	\$58,765	1.0

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8. 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
Bani, R.	Paraprofessional	20-50-L1 / AOG	WES	1	\$17.00	6	185	1.0
Ortiz, V.	Non-Instructional Aide (Cafeteria)	20-50-NA/APD	WES	1	15.00	4	185	1.0
Thomas, M.	Paraprofessional	80-10-L1/AII	District	6	17.00	6	185	1.0

9. 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 Day/Yr	FTE	New Pos.	New UPC	New Loc	New Step	New Rt/Hr	New Hrs/Day	New Day/Yr	FTE	Eff Date
Drahos, W	Part-Time Custodian	21-50-C3 / AHL	WES	5	16.54	5	260	.63	Part-time Custodian	21-50-C3 / AHL	WES	5	16.54	3	260	.38	8.08.22
Gant, M.	Custodian (day)	21-50-C3 / AHM	WES	5	16.54	8	260	1.0	Custodian (night)	21-40-C3 / AHI	Atco	5	16.54 Plus .38 / hr	8	260	1.0	8.22.22
Jackson, T.	Custodian	21-10-C3 / AHG	n/a	6	17.03	8	260	1.0	Lead Custodian	21-10-C3 / AHG	Dist	6	17.03 Plus 3.00/hr	8	260	1.0	8.18.22
Stetser, T.	Custodian	21-40-C3 / AHI	Atco	4	16.09	8	260	1.0	Perm. Custodial Substitute	21-10-C4 / AQC	Dist	4	16.09 Plus .38 / hr	8	260	1.0	8.22.22
Kowalski, A.	Media Clerk	20-40-A2 / AHW	Atco	19	21.49	6	185	1.0	Secr A	22-40-AA / ARZ	Atco	7	21.88	7	185	1.0	9.01.22
Wressig-Tindall, P.	Custodian	21-10-C3 / AQC	WES	6	17.03	8	260	1.0	Custodian (day)	21-50-C3 / AHM	WES	6	17.03	8	260	1.0	TBD

10. 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	Current UPC	New Loc	New Position	New UPC
Pedersen, M.	WES	Paraprofessional	20-50-L1 / AHQ	Atco	Paraprofessional	20-40-EX/AFL
Peterson, S.	District	Permanent Para Substitute	80-10-L1 / AIF	WES	Paraprofessional	20-50-L1 / AHQ

11. Revision of Job Descriptions(s):

Approve the following revised job descriptions (See Attachment B-11):

- a. Paraprofessional
- b. Non-Instructional Aide (Cafeteria)

12. ESEA-ESSA Funding Allocation – Title I Rtl Teachers/Coordinator:

Approve the percentage of funding of salaries for Title I Rtl Teachers and Title I Coordinator for the 2022-2023 school year based on ESEA-ESSA Title IA and local funding as indicated (See Attachment B-12).

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13. ESY Summer Learning Program – 2022:

Approve the following change in staff members for the ESY Summer Learning Program:

Name	Add/Remove	Number of Days	Rate/Hour	Hours/Day	Total	Account#	Effective Date
McMichael, C.	Add	12	\$50.00	3.75	\$2,250.00	11-422-100-101-88-04-000	7.11.22
Vitagliano, S.	Remove	12	\$50.00	3.75	\$2,250.00	11-422-100-101-88-04-000	7.11.22

14. Appointment of Substitutes:

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

Name	Substitute Position	Rate
Eisele, M.	Teacher	121.50 / daily
	Paraprofessional	102.00 / daily
Graff, H.	Paraprofessional	102.00 / daily
Messner, D.	Teacher	121.50 / daily
	Paraprofessional	102.00 / daily
Paretti, P.	Teacher	121.50 / daily
	Paraprofessional	102.00 / daily
Toussaint, J.	Paraprofessional	102.00 / daily
	Non-Instructional Aide (Cafeteria)	15.00 / per hr.
Worley, K.	Teacher	130.00 / daily
	Paraprofessional	102.00 / daily

15. Appointment of Long-Term Substitute:

Approve the appointment of Long-Term Substitute for 2022-2023 School Year pending receipt of required documentation:

Name	Location	Assignment	From	To	Certification	Daily Rate
Arechavala, M.	TR	LT Substitute (Preschool)	8.30.22	11.04.22	PreK-3	Days 1-20: 130.00 21-40: 145.00 41-60: 175.00

16. Annual Stipend Positions for 2022-2023:

Approve the following annual stipend positions for the 2022-2023 school year:

Position	Atco	TR	WES
Team Leader**	Carla Brown Allison Schafer	Michelle Biggs Alex Handzus	Katie Fitzpatrick Dawn Agoston Jamie Stephan Dana King
Head Teacher	Shaun Leavey	Alex Handzus Lindsay Hickman	Ryan Ciavaglia Megan Scotti
I & RS	Emma Gibbins	Alex Handzus	Heather DeNafo Candice Michelini

** District Enrichment Team Leader- Emma Gibbins

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C. POLICY – *Matt DeNafo*

- 1. Approve the following policy for the first reading:**
- 2. Approve the following policy for the second reading:**
 - a. Policy#1511- Board of Education Website Accessibility
 - b. Policy#0163- Quorum
 - c. Policy#2415-Every Student Succeeds Act
 - d. Policy#2432- School Sponsored Publications-Abolish
 - e. Policy#3216- Dress and Grooming-Teaching Staff Members
 - f. Policy#4216- Dress and Grooming- Support Staff Members
 - g. Policy#3270- Professional Responsibilities
 - h. Policy#5513- Care of School Property
- 3. Acknowledge receipt of the following regulations:**
 - a. Regulation #2423- Bilingual and ESL Education

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

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 June 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 June 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- \$ 527,100.11
- Bills List #2- \$ 71,405.86
- Bills List #3- \$ 3,125.81
- Nutri-Serve- \$ 851.70

4. Contracts:

- a. A contract with Northeast Plumbing Services in accordance with Educational Data Services bid # 10881 @ \$104.25 per hour plus 30% markup on parts.
- b. An Agreement for Professional Services with the Gloucester County Special Services School District (See Attachment D-4-b).
- c. Purchase of a 2023 Chevy Silverado Truck under contract ESCNJ 20/21-09-NJ State Approved #65MCESCCPS for \$54,314.65.
- d. Purchase of Board Certified Behavior Analyst services to provide behavioral and educational consultation services for the 22-23 school year from Interactive Kids Services for \$53,300
- e. Purchase of Individual LPN services for student (47236) from 9/1/22 to 6/20/2023 as per contract, 8 hours per day x \$58 per hour x 180 days= \$83,520

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5. Out of District Placements:

StudentID#	School	TuitionRate	Aide	# of Days	TuitionCost
8266506068	Burlington County	\$208.99	\$301.20	20	\$10,203.70
4232157242	Burlington County	\$28.99	\$301.20	20	\$10,203.70
9645347329	Kingsway	\$324.98		210	\$68,245.80
6627119110	YALE School	\$345.75		210	\$72,607.50
3613352305	Hammonton	\$75.14		8	\$601.12

6. Facilities:

- a. Resolution approving the submission of a New Jersey Department of Education Office of School Facilities Project Application and an Amendment of the Long-Range Facilities Plan to include modular classrooms at the Thomas Richards Early Childhood Center (See Attachment D-6-a).
- b. Approve the following plans for the 2022-2023 school year (Available on request):
 - i. Exposure Control Plan
 - ii. Biosecurity Plan
 - iii. Indoor Air Quality Plan
 - iv. Integrated Pest Management Plans
- c. **Dual Use of Educational Space for the 2022-2023 School Year:**
 Approve the submission of the Dual Use of Education Space application to Camden County Office of Education for approval.
- d. **Multiple Temporary Instructional Space for the 2022-2023 School Year:**
 Approve the submission of the Multiple Temporary Instructional Space application to Camden County Office of Education for approval.
- e. **Annual Toilet Room Facilities Usage for the 2022-2023 School Year:**
 Approve the submission of the Annual Toilet Room Facilities Usage for Early Intervention Pre-Kindergarten and Kindergarten Classrooms application to Camden County Office of Education for approval.

7. Petty Cash:

Approve the annual Petty Cash report (See Attachment D-7).

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-** Al Pangia/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 _____