

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – March 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, Jason Galante, Thomas Leach, Barbara Libak Fanz, Daniel Hoover, Rosemarie Hunter, Michael McClintock Ehren O'Donnell.

Members absent:

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 AS AMENDED

A motion was made by Mr. De Vuyst, seconded by Mr. O'Donnell, 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 Mr. O'Donnell, 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

Ms. Libak Fanz 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. McClintock gave an oral report
- C. BUSINESS -** Mr. Hoover stated "nothing additional to report".

III. PRESENTATIONS

- A.** Black History Month Presentation- Dr. Michael Nolan
 - 1. Art Classes- Ms. York-Zaleski
 - 2. "Be Kind" Project- Ms. Barrett
 - 3. Collaboration Posters- Ms. Scanzano/ Ms. Peterson
 - 4. Guest Presenter from HHS- Journe Lucas
- B.** Retirement of Kellie Stevenson- Dr. Michael Nolan
- C.** 2023/2024 Tentative Budget- Dr. Michael Nolan/Dan Fox

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

- A.** A motion was made by Mr. O'Donnell, seconded by Mr. Hunter, 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. 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 Mr. De Vuyst, seconded by Mr. Hoover, 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 these items.)

- A. Board Meeting February 15, 2023
- B. Closed Session February 15, 2023

VI. SUPERINTENDENT'S REPORT

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

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

B. Enrollment:

Grade	2021-2022 # of Students	2022-2023 # of Students
PK (3 yr. old)	73	72
PK (4 yr. old)	86	93
PK (5 yr. old)	0	0
K	90	104
1 st	113	97
2 nd	110	108
3 rd	103	114
4 th	124	111
5 th	110	132
6 th	120	114
Total:	930	947

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
49392	2/9/23	Physical Behavior	WES	Classroom	Teacher	Suspension
50169	3/1/23	Threat	WES	Classroom	Teacher	Suspension

**VII. SUPERINTENDENT'S RECOMMENDATIONS
A. EDUCATION**

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous roll call vote to approve items 1 through 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
3358632163	6769755493	Bus	2/24/23	3/2/23	Yes	<ul style="list-style-type: none"> • Administrative Detention • Restorative Justice • Possible Bus Re-assignment • Separation

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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. **Orientations for the 2022-2023 School Year:**
Approve the following Orientations for the 2022-2023 school year:

Location	Date	Grade	# of Buses	Cost
Hammonton Middle School	6/1/23	Grade 6	3	\$317.25
WES	6/6/23	Grade 2	3	\$328.50
Atco	6/6/23	Kindergarten	3	\$328.50

4. **Approve the following policy for the first reading:**
a. Policy # 1140- Affirmative Action Program
5. **Approve the following policy for the second reading:**
N/A
6. Approve partnership with InSite Health Services to provide psychiatric services.

B. PERSONNEL

A motion was made by Mr. De Vuyst, seconded by Mr. McClintock, and carried by unanimous roll call vote to approve items 1 through 8. (Ms. Libak Fanz abstained from item 7.)

1. **Retirement of Support Staff Member(s):**
Approve the retirement of Maureen Pedersen, Highly-Qualified Paraprofessional, with gratitude and appreciation for her 26 years of service, effective July 1, 2023. (UPC #20-40-EX/ASW).

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

3. **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.	WES	Paraprofessional	20-50-EX/AXV	Atco	Paraprofessional	20-40-EX/ASX

4. **Resignation of Non-Certified Staff Member(s):**
Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
McCullough, C.	Atco	Paraprofessional	20-40-EX/ASX	3/17/23

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5. Leave-of-Absence Acknowledgement:

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

Staff Member	Dates	Classification
4775	2/14/23 – 6/30/23 (Intermittent)	FMLA
4778	2/22/23 – 3/14/23	FMLA

6. 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
McDaniel, K.	Paraprofessional	\$17.00 / hr.
	Non-Instructional Aide (Café)	16.00/ hr.

7. Revised Job Descriptions:

Approve the revisions of the following job descriptions (See Attachment B-7):

- Affirmative Action Officer
- Remedial Elementary Math Teacher
- Reading/Development/Remedial Elementary Teacher
- School Counselor
- Lead Custodian

8. Perfect Attendance Award – January 2023:

Acknowledge and congratulate the recipient of January's Perfect Attendance Award, Kate Saunders. Kate is the School Nurse at Thomas Richards and will receive a \$50.00 Amazon gift card.

C. BUSINESS

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

1. Board Secretary's Certifications for the month January 2023 (as attached):

In accordance with 18A:17-9 for the month of January 2023, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of January 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies that the following changes in anticipated revenue amounts and revenue sources.

2. 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.

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3. **Financial Reports for the month January 2023 (as per attached):**
- a. Investment report.
 - b. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
 - c. Student Activity Fund General Ledger.
 - d. Nutri-Serve Food Management/Waterford Township School District Financial Statement.

4. **Approval of Expenditures (as per attached):**
Approve the payment of bills and claims:

- Bills List #1- \$ 1,276,378.99
- Bills List #2- \$ 17,452.86
- Bills List #3- \$ 8,155.48
- Nutri-Serve- \$ 44,760.81

5. **Contracts:**

- a. Amend a 2022-2023 Joint Transportation Agreement with the Hammonton Board of Education down to \$617.20 due to the student no longer needing transportation.
- b. A Special Education Tuition Contract Agreement with Folsom Board of Education for educational services for an educationally handicapped student for the 2023/2024 school year at a net cost of \$45,321.
- c. An amended 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 \$889,347.

6. **Grants:**

- a. Amend the Preschool Expansion Grant as follows:
Carry-Over (\$40,000)
Transportation (\$40,000)

7. **Budget:**

- a. Resolution to tentatively approve the 2023-2024 school district budget for submission to the Executive County Superintendent of Schools. See Attachment C-7-a.
- b. Approve the 2023-2024 Preschool Expansion Aid District Planning and Enrollment Workbook and Budget Narrative. See Attachment C-7-b.

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 #
Bozzuffi, C.	02/20/23	03/18/2023	Glassboro, NJ	2023 Spring AENJ Symposium	\$180.00	11-000-223-580-58-06-100

9. **Finance-Related Policies:**

- a. **Approve the following policies for the first reading**
n/a
- b. **Approve the following policies for the second reading:**
 - 1. Policy #6160- Grants from Private Sources

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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:

n/a

2. Approve the following policy for the second reading:

- a. Policy # 0162- Notice of Board Meetings
- b. Policy # 0152- Board Officers

VII. REPORTS

- A. **Legislation-** Mr. Leach gave an oral report.
- B. **Camden County School Boards Association-** Mr. O'Donnell 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.

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 Mr. Galante, seconded by Mr. McClintock, and carried by unanimous voice consent to close the meeting to the public.

X. MEETING ADJOURNMENT at 8:07 p.m.

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

Respectfully Submitted,



Daniel J. Fox

Assistant Superintendent for Business/Board Secretary