

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – April 26, 2023
WATERFORD ELEMENTARY SCHOOL**

I. MEETING CALLED TO ORDER 6:31 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, Jason Galante, Thomas Leach (arrived 6:42), Barbara Libak Fanz, Rosemarie Hunter, Michael McClintock Ehren O'Donnell (arrived 6:35).

Members absent: Benjamin De Vuyst, Daniel Hoover

Others present: Dr. Michael Nolan, 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 Ms. Libak Fanz, seconded by Ms. Hunter, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. McClintock, seconded by Mr. Galante, 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. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:01 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. Galante read the Mission Statement.

G. 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. Leach gave an oral report".

III. PRESENTATIONS

A. Employee of the Second Trimester: Donna Hageman

B. Substitute of the Second Trimester: Ruth Caromano

C. Students of the Second Trimester:

1. Kindergarten- Jackson Wister- *Ms. DiPasquale*

2. Grade 1- Ariana Xu- *Ms. Griffin*

3. Grade 2- Emma Warrington- *Ms. Kelley*

4. Grade 3- Nate Branco- *Ms. O'Donnell*

5. Grade 4- Dominick Matteo- *Ms. Oriente*

6. Grade 5- Regan Mackel- *Ms. Iadonisi/ Mr. Diamond*

7. Grade 6- Aze'onna Lancaster- *Ms. Gray*

D. SSDS Period 1 2022/2023 School Year- *Heather Kondas*

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- E. Annual Comprehensive Financial Report- *Scott Barron, Bowman & Co.*
- F. 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. McClintock, seconded by Mr. Hunter, and carried by unanimous voice consent to open the meeting to the public.
None
- B. A motion was made by Mr. Galante, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.

V. MINUTES

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

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

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Mr. McClintock, and carried by unanimous voice consent to approve the following: (Ms. Hunter abstained from item C.)

- 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)	75	73
PK (4 yr. old)	86	92
PK (5 yr. old)	0	0
K	91	104
1 st	114	97
2 nd	111	108
3 rd	102	114
4 th	124	110
5 th	110	132
6 th	122	114
Total:	935	944

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
3435952984	3/13-3/15/2023	Physical Behavior	Atco	Hallway	Teacher	Suspension
4921626586	3/14/23	Endangering the Safety of Others	Atco	Classroom	Teacher	Suspension
3435952984	3/17/23, 3/20/23	Gross Disrespect	Atco	Classroom	Teacher	Suspension
4921626586	3/17/23	Endangering the Safety of Others	Atco	Classroom	Teacher	Suspension
8308464048	3/14/23	Threat	WES	Classroom	Teacher	Suspension
6769755493	3/22/23	Disrespect Towards Peers	WES	Classroom	Teacher	Suspension

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4403126726	3/22/23	Gross Disrespect	WES	Classroom	Teacher	Suspension
4403126726	4/6/23	Inappropriate Comment to Adult or Student	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
5881456644	1792012391 5652809889	Bus	3/23/23	2/13/23	Yes	<ul style="list-style-type: none"> Administrative Detention Restorative Justice
7417097093	1263819905	Off School Grounds	3/23/23	2/9/23	No	<ul style="list-style-type: none"> Distance between students Close monitoring by adults Frequent check-ins Continued self-referring option
5769414095	9916619169	Playground/ Recess	3/27/23	3/28/23	Yes	<ul style="list-style-type: none"> Out of School Suspension
6342603766	4403126726	Playground/ Recess	4/6/23	3/28/23	Yes	<ul style="list-style-type: none"> Out of School Suspension

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
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

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
Waterford Twp. Senior Center	5/26/23	6	R. Ciavaglia, M. Knoll, E. Ravenkamp	3/16	Admission: \$0 Transportation: \$200
Six Flags Great Adventure	5/31/23	6	15 Staff Members	41/116	Admission: \$10,172.03 (paid by HSA) Transportation: \$2,500

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4. **Approve the following policy for the first reading:**
 - a. Policy # 8130- School Organization
 - b. Policy # 5350- Student Suicide Prevention
5. **Approve the following policy for the second reading:**
 - a. Policy # 1140- Affirmative Action Program
6. **Acknowledge receipt of the following regulations:**
 - a. Regulation # 5350- Student Suicide Prevention

B. PERSONNEL

A motion was made by Ms. Fanz, seconded by Mr. O'Donnell, and carried by unanimous roll call vote to approve the Doctrine of Necessity. (attachment B).

A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous roll call vote to approve items 1 through 14.

1. **Appointment of Non-Union Affiliated Contract for the 2023-2024 School Year:**
Approve the recommendation for the 2023-2024 school year for Assistant Transportation Coordinator, Aimee Paris. (See Attachment B-1).

2. **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	Curr Step/ Hrly Rate	New Loc	New Position	New UPC	New Step/ Hrly Rate
Sylvia, B.	District	Permanent HQ Paraprofessional Substitute	80-10-L1/ APT	Step 1 \$17.25	Atco	HQ Paraprofessional	20-40-EX/ ASX	Step 1 \$17.00
Bani, R.	WES	HQ Paraprofessional	20-50-L1 / AOG	Step 1 \$17.00	WES	HQ Paraprofessional	20-50-EX / AKU	Step 1 \$17.00
Chavez, S.	WES	HQ Paraprofessional	20-50-EX / AKU	Step 1 \$17.00	WES	HQ Paraprofessional	20-50-L1 / AOG	Step 1 \$17.00

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

Name	Location	Position	UPC	Effective Date
Rupell, D.	District	On-Call Employee Computer Technician (part-time)	n/a	5/24/23

4. **Leave-of-Absence Acknowledgement:**
Acknowledge the submission/notification of the following staff member's Leave-of Absence:

Staff Member	Dates	Classification
4646	4/28/23 – 6/12/23	FMLA

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
Cormaney, D.	Nurse	\$275.00 / Per Diem
Duffin, D.	Teacher	121.50 / Per Diem

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Harbold-Holland, Nancy	Teacher	130.00 / Per Diem
Hayes, D.	Teacher	121.50 / Per Diem
	Paraprofessional	17.00 / Per hour

6. **Job Descriptions:**
Approve the revised/new of the following job descriptions (See Attachment B-6):
 - Part-Time Computer Technician (revised)
 - Maintenance Mechanic / On-Call Employee (revised)
 - Site Coordinator Job Description for 2023 Summer Learning Academy (new)

7. **Perfect Attendance Award – February 2023:**
Acknowledge and congratulate the recipient of February’s Perfect Attendance Award, Paul Pierce. Paul is a custodian who works at Waterford Elementary and will receive a \$50.00 Amazon gift card.

8. **On-Call Employee Evaluation Rubric:**
Approve the evaluation rubric for the following On-Call Employees (See Attachment B-8):
 - Student Services

9. **Renewal of Certified Staff Members for the 2023-2024 School Year:**
Approve Renewal Recommendations for the 2023-2024 school year of certified staff members. (See Attachment B-9).

10. **Extended School Year (ESY) 2023 Records Review & Instructional Planning:**
Approve the certified staff for records review and instructional planning for the 2023 ESY and Compensatory Education Summer Programs. (See Attachment B-10).

11. **Extended School Year (ESY) Learning Program 2023 – Staff:**
Approve the certified and support staff members to provide ESY and/or Compensatory Education Services to students July 3, 2023 through August 3, 2023 (19 days), Monday through Thursday. No sessions will be held July 4, 2023 in observance of Independence Day.

12. **Summer Learning Academy Program 2023 Records Review:**
Approve the certified staff for records review and instructional planning for the 2023 Summer Learning Academy Program. (See Attachment B-12).

13. **Summer Learning Academy Program 2023 – Staff:**
Approve the certified staff members to provide services for the 2023 Summer Learning Academy Program. (See Attachment B-13).

14. **Summer Learning Academy Program – Substitute Staff:**
Approve the following certified staff to provide services for the 2023 Summer Learning Academy Program as substitute teachers for 3.25 hours per day, \$50.00 per hour on an “as needed” basis: Danielle Elliott, Allison Hand, Lauren Gray, Paige DeMarco, Maggie Johnson, Samantha Peterson, Lindsay Hickman, Trish Chance, Kate Ginzberg, Sally Schaller and Jill O’Donnell.

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.

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1. **Board Secretary's Certifications for the month February 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.

3. **Financial Reports for the month February 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- \$ 1,789,784.09
 - Bills List #2- \$ 31,876.53
 - Bills List #3- \$ 12,491.03
 - Nutri-Serve- \$ 65,064.91

5. **Contracts:**
 - a. Tuition Contract with Archway Programs for student #3435952984 from March 27, 2023 through June 30, 2023 at a cost of \$24,037.32.
 - b. A Software Support Contract with Computer Solutions, Inc. for Budget and Human Resources Software in the amount of \$19,080.00.
 - c. Contract with Archway Programs to conduct a Summer Childcare Program (See Attachment C-5-c).
 - d. Approve a contract with Camden County Educational Services Commission for Preschool Collaborative Membership and Preschool Consultation for the 2023-2024 school year at a cost of \$22,050.
 - e. Approve the purchase of 8 interior classroom doors at Atco Elementary School from Jersey Architectural Door & Supply at a cost of \$22,288. This is funded through a grant from the State of New Jersey.
 - f. Approve the Settlement Agreement and General Release. (See Attachment C-5-f).

6. **Grants:**
 - a. To submit and accept the following grants:

Grantor	Amount	Grant
NJ Schools Insurance Group	2,721.00	Safety Grant
WT Home & School Association	200.00	Transportation for Community Involvement
WT Police Department	450.00	Preschool Bounce House

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WT Home & School Association	3,000.00	Teacher Extra Time for 6 th grade class trip
WT Home & School Association	2,500.00	Transportation for 6 th grade class trip
WT Home & School Association	318.00	Grade 6 Team Up Day Transportation
WT Home & School Association	1,000.00	Therapy Dog Supplies

7. Budget:

- a. Resolution to amend the 2023-2024 School District Budget (See Attachment C-7-a).
- b. Resolution to approve the 2023-2024 School District Budget (See Attachment C-7-b).
- c. Resolution to amend the 2023-2024 Preschool Education Aid Budget (See Attachment C-7-c).
- d. Approve the revised 2023-2024 Preschool Expansion Aid District Planning and Enrollment Workbook and Budget Narrative (See Attachment C-7-d).

8. Annual Comprehensive Financial Report:

Resolution Accepting Annual Comprehensive Financial Report (See Attachment C-8).

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 #
Herman, K.	4/3/23	5/5/23	Newark, NJ	NJASP 2023 Spring Conference	\$275	11-000-219-580-58-43-000
Nolan, M.	4/17/23	5/18/23	Atlantic City, NJ	NJASA 2023 Spring Leadership Conference	\$250	11-000-230-580-58-23-000
Manna, C.	04/26/23	05/25/23	New Brunswick, NJ	Principal PD/NJ Positive Behavior Support in Schools	\$34.50	111-000-240-580-58-06-100
DeMarco, P.	04/26/23	05/25/23	New Brunswick, NJ	Principal PD/NJ Positive Behavior Support in Schools	\$34.50	111-000-240-580-58-06-100
Johnson, M.	04/26/23	05/25/23	New Brunswick, NJ	Principal PD/NJ Positive Behavior Support in Schools	\$34.50	111-000-240-580-58-06-100

10. Finance-Related Policies:

- a. Approve the following policies for the first reading:

n/a

- b. Approve the following policies for the second reading:

n/a

- c. Acknowledge receipt of the following regulations:

1. Regulation #: 6160- Grants from Private Sources Including Crowdfunding

D. BYLAWS

A motion was not applicable at this time.

1. Approve the following policy for the first reading :

n/a

2. Approve the following policy for the second reading:

n/a

3. Acknowledge receipt of the following regulations:

n/a

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VIII. REPORTS

- A. **Legislation-** Mr. Leach gave an oral report.
- B. **Camden County School Boards Association-** Mr. O'Donnell – meeting 5/23/23.
- C. **New Jersey School Boards Association-** No report.
- D. **Camden County Educational Services Commission-** No report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. DeNafo 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. O'Donnell, seconded by Mr. Galante, and carried by unanimous voice consent to open the meeting to the public.

None

- B. A motion was made by Ms. Libak Fanz, seconded by Mr. O'Donnell, and carried by unanimous voice consent to close the meeting to the public.

XI. MEETING ADJOURNMENT at 7:52 p.m.

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

Respectfully Submitted,



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