

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR BOARD MEETING – June 21, 2023
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- Rosemarie Hunter

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, WTSD.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

- A. EDUCATION**
- B. PERSONNEL**
- C. BUSINESS**

III. PRESENTATIONS

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 May 17, 2024
- B.** Board Meeting May 24, 2023
- C.** Closed Session May 24, 2023

VI. SUPERINTENDENT’S REPORT – Dr. Michael Nolan

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)	76	73
PK (4 yr. old)	86	92
PK (5 yr. old)	0	0
K	91	104
1 st	112	97
2 nd	111	108
3 rd	102	116
4 th	127	109
5 th	111	135
6 th	122	114
Total:	938	948

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
2064069933	5/18/23	Inappropriate comment to Adult/student	WES	Cafeteria	Teacher	Suspension
8308464048	5/19/23	Inappropriate comment to Adult/student	WES	Bus	Counselor	Suspension
9629001046	5/19/23	Inappropriate comment to adult/student	WES	Classroom	Teacher	Suspension
5464727437	6.12.23	Possession of inappropriate materials	WES	Classroom	Teacher	Suspension
5882004973	6.13.23 – 6.16.23	Gross disrespect	WES	School Grounds	Principal	Suspension and Loss of Privileges

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VIII. SUPERINTENDENT'S RECOMMENDATIONS

Upon the recommendation of the Superintendent:

A. EDUCATION – Barbara Libak Fanz /Roe Hunter/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
2930533913	6769755493	Classroom	5/16/23	5/26/23	Yes	<ul style="list-style-type: none"> • 2 Administrative Detentions • Restorative Justice Assignment • No Field Day
2064069933	5695673176	classroom	5/18/23	6/5/23	No	<ul style="list-style-type: none"> • Check-in with LCSW
8525418847	5076205831	Classroom	6/5/23	6/9/23	No	<ul style="list-style-type: none"> • Check-ins

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
8735129744 3168353085	3852418469	Classroom	5/11/23	5/4/23	Yes	<ul style="list-style-type: none"> • Administrative Detention • Restorative Justice Assignment

3. Approve the following policy for the first reading:

n/a

4. Approve the following policy for the second reading:

n/a

5. Acknowledge receipt of the following regulations:

n/a

6. Standing Orders for the 2023-2024 School Year:

Approve the Standing Orders for the 2023-2024 school year. (See Attachment A-6).

7. Fieldwork Experience for Fall, 2023:

Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Alisa Johnson	Walden	TRECC	Kdg	Handzus	8/28/23-11/17/23	45 hrs total (2-3 hrs/wk)
Omayris Ramos	Stockton	Atco	1	Brown	9/5/23-12/15/23	100 hrs
Tara Giandomenico	Stockton	Atco	1	Raso	9/5/23-12/15/23	100 hrs

8. College Clinical Practice Placement for Spring, 2024 Semester:

Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Omayris Ramos	Stockton	Atco	1	Brown	1/2/24-5/3/24	5 days/wk for 15 wks
Tara Giandomenico	Stockton	Atco	1	Raso	1/2/24-5/3/24	5 days/wk for 15 wks

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9. American Rescue Plan Elementary & Secondary School Emergency Relief (ARP ESSER) Safe Return Plan:

Approve the updated Safe Return Plan dated June 21, 2023. Copy attached and the updated plan will be posted on the district website. (See Attachment A-9).

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

Upon the recommendation of the Superintendent:

1. Renewal/Approval of On-Call Staff for the 2023-2024:

Renew and approve recommendations for the 2023-2024 School Year for the On-Call Staff Members:

Name	Renew / Approve	Assignment	Contract	Guide	Step	Hourly Rate
Agoston, D.	Renew	Mechanic (painter)	WTEA Support	Secretary B	8	\$19.85
Agoston, J.	Renew	Mechanic (painter)	WTEA Support	Secretary B	8	19.85
Chance, P.	Renew	Mechanic (painter)	WTEA Support	Secretary B	8	19.85
Schiller, J.	Renew	Mechanic (maintenance)	N/A	Substitute	N/A	19.00
Seth, E.	Renew	Mechanic (tech)	WTEA Support	Secretary B	1	17.61
Tonczyczyn, H.	Renew	Licensed Professional Counselor	WTEA Certified	MA	4	50.12
Walsh, K.	Approve	Mechanic (painter)	WTEA Support	Secretary B	6	19.18

2. Renewal of Non-Union Affiliated Contracts for the 2023-2024 School Year:

Approve renewal recommendations for the 2023-2024 school year for Non-Affiliated Contracted Staff members (See Attachment B-2):

- a. Lisa Koob Rtl / Title I Coordinator
- b. Nancy Gibbins Human Resources Coordinator
- d. Ed Leypoldt Technology Director
- e. Deneen Macauley Transportation Coordinator
- f. Denise Niedoba Accountant
- g. James Weaver Certified Educational Facilities Manager

3. Perfect Attendance Award – April 2023:

Acknowledge and congratulate the recipient of April's Perfect Attendance Award, Marielena DiGianivittorio. Marielena is the Principal's Secretary at Waterford Elementary School and will receive a \$50.00 Amazon Gift Card.

4. Resignation of Certified Staff Member:

Approve the resignation of the following certified staff member:

Name	Location	Position	UPC	Effective Date
Rosado, E.	TR	Preschool Teacher	30-45-P2 / AKP	7/01/23

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5. Resignation of Support Staff Members:

Approve the resignation of the following support staff members:

Name	Location	Position	UPC	Effective Date
Chavez, S.	WES	Paraprofessional	20-50-EX / AKU	7/01/23
Harrold, J.	TR	Paraprofessional	20-45-P2 / ALR	7/01/23
Legatie, H.	WES	Non-Instructional Aide	20-50-NA / APD	7/01/23
Sieben, L.	District	Permanent Teacher Substitute	80-10-SP / ALW	7/01/23
Zuzulock, S.	TR	Paraprofessional	20-45-P2 / AEW	7/01/23

6. Job Description:

Approve the following new job description (See Attachment B-6):

- a. Assistant Principal of Elementary Education / 10-Month

7. Create / Abolish Support Staff Position(s):

Approve the created / abolished position(s) for the 2023-2024 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Permanent Non-Instructions Aide (Cafeteria) Substitute	District	Abolish	80-10-NA / APE	.67	11-000-262-107-00-00-000
Preschool Intervention and Referral Specialist (PIRS)	District	Create	TBD	.60	TBD

8. Appointment of Substitutes for the 2023-2024 School Year:

Approve the following substitutes for the 2023-2024 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Sieben, L.	Teacher	\$133.90 / daily
	Paraprofessional	105.06 / daily
Zuzulock, S.	Teacher	\$133.90 / daily
	Paraprofessional	105.06 / daily

9. Extended School Year (ESY) Learning Program – Summer 2023:

Approve the following support staff members to provide ESY 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:

Name	Position	No. of Days	Rate / Hour	Hours / Day	Total	Account
Mallon, N.	Paraprofessional	19	\$16.00	3.25	\$ 988.00	11-422-100-106-01-03-000
Luvert, W.	Paraprofessional	19	17.00 **	3.25	1049.75	11-422-100-106-01-03-000
Peterson, S.	Paraprofessional	19	17.00	3.25	1049.75	11-422-100-106-01-03-000

**Correction of hourly rate previously approved.

10. Resignation of Support Staff Summer Learning Academy Program – Summer 2023:

Approve the resignation of paraprofessionals Jenna Harrold and Candace McMichael scheduled to provide ESY support for the 2023 ESY Summer Learning Program.

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11. Acknowledgement of Leave-of-Absence(s):

Please acknowledge the submission/notification of staff member(s) Leave-of-Absence:

Staff Member	Dates	Classification
5062	4.13.23 – 6.30.23 (intermittent)	FMLA

12. Reallocation – Position(s) / Account(s):

Approve the reallocation of the following position(s) and account(s):

UPC	Title	Loc.	Account #	Account Description	Current	New
40-45-A5/AWC	Elementary School Principal	TR	11-000-240-103-00-00-060	Principal's Salary	50%	25%
			20-218-200-103-00-00-060	Preschool Prncpl Sal	50%	60%
			20-218-200-102-00-00-000	Preschool Sprvsr Sal		15%

13. Assistant Superintendent for Business 2023-2024 Contract Submission:

Approve the submission of an employment contract for Daniel J. Fox, Assistant Superintendent for Business, to the Department of Education for approval. (See Attachment B-13).

C. BUSINESS – *Dan Hoover/Tom Leach/Jay Galante*

Upon the recommendation of the Superintendent:

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

In accordance with 18A:17-9 for the month of April 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 March 2023 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 April 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- \$1,044,176.25
- Bills List #2- 29,127.12
- Bills List #3- \$ 7,161.16
- Nutri-Serve- \$ 52,315.62

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5. Contracts:

a. Approve the following contracts for the 2023-2024 school year:

Vendor	Service	From	To	Amount	Attachment
McGraw Hill	Social Studies Series	NA	NA	17,843.82	C-5-a
ACSSSD	ESY Tuition	7/10/23	8/10/23	2,300.00	N/A
Cornerstone Insurance Group	Health Insurance Consultant	7/1/23	6/30/24	Health 3.4% Delta Dental 3%-10% Delta Care 3% Vision 3% - 10%	C-5-c
Hardenbergh Insurance Group	Liability/Property Insurance Consultant	7/1/23	6/30/24	Package – 10% Supplemental Workers Comp – 10% Workers Compensation – 6% Bonds – 30% Student Accident – 10%	C-5-d
SAVVAS	enVision Math Series	7/1/23	6/30/29	\$238,477.56	C-5-e
KS State Bank	Lease Math Series	7/1/23	8/15/27	\$32,918.89	C-5-f
Realtime	Student Information System	7/1/23	6/30/24	23,400	N/A
CCESC	Related Services	7/1/23	6/30/24	146,160	N/A
DLC Technology Solutions	Network Management Solution	7/1/23	6/30/24	34,800	C-5-i
Affordable Paving Contractors	Safety Bollard Installation	NA	NA	\$22,705	C-5-k

b. Approve the annual insurance renewal with NJ Schools Insurance Group:

Coverage	2022/2023	2023/2024	% Change
Workers Compensation	\$121,207	\$135,237	+11.6%
Supplemental Indemnity	4,268	4,557	6.8%
Package	69,119	83,181	+20.3%
School Leaders Liability	28,378	27,092	-4.5%
Total	\$222, 972	\$252,067	13.0%

6. Grants:

To submit and accept the following grants:

Grantor	Amount	Grant
Colossal Sports Academy	IPAD	Student Award

7. FY2024 ESEA-ESSA Consolidated Grant Application & Funding (Allocation Notice):

Approve the submission of the FY2024 ESEA-ESSA Consolidated Grant Application to the New Jersey

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Department of Education, and accept the funding of Title I Part A, Title I SIA Part A, Title II Part A and Title IV Part A for the project period of July 1, 2023 to September 30, 2024 as follows:

TITLE I PART A	\$ 218,576
TITLE II PART A	35,459
TITLE IV PART A	17,158

Reject the funding of Title III only of the FY2024 ESEA-ESSA Consolidated Grant from the New Jersey Department of Education for the project period of July 1, 2023 to September 30, 2023 as follows:

TITLE III	\$ 552
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8. Approve the purchase of the following supplies through the Educational Data Services cooperative purchasing agreement:

Bid#	Category	Amount
11789	General Classroom Supplies	\$29,986.88
11714	Audio Visual Supplies	52.20
12022	Copy Duplicator Supplies	14,342.30
11717	Elementary Science Supplies	8.54
11716	Elementary Science Grade Level Materials	320.95
11707	Fine Art Supplies	2,812.82
11712	Health & Trainer Supplies	2,684.38
11715	Library Supplies	298.90
11705	Math Supplies	167.10
11706	Music Supplies	607.56
11711	Office/Computer Supplies	6,675.14
11708	Physical Education Supplies	1,047.07
11722	Special Need	386.14
11713	Teaching Aids	2,787.96
11749	World Languages	62.08
11725	Custodial Supplies	98.94
Total		\$62,338.96

9. **Enrollment:**

To remove the following students from enrollment because they do not reside in Waterford:

- a. 7737009315
- b. 2398342435
- c. 9171963692
- d. 8271992079

10. **Finance-Related Policies:**

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

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n/a

- b. **Approve the following policies for the second reading:**
 - 1. Policy #: 6112- Reimbursement of Federal and Other Grant Expenditures
 - 2. Policy #: 6115.04- Federal Funds- Duplication of Benefits
 - 3. Policy #: 6311- Contracts for Goods or Services Funded by Federal Grants
- c. **Acknowledge receipt of the following regulations:**
n/a

D. BYLAWS–*Barbara Libak Fanz*

- 1. **Approve the following policy for the first reading:**
n/a
- 2. **Approve the following policy for the second reading:**
 - a. Policy # : 0144- Board Member Orientation and Training
- 3. **Acknowledge receipt of the following regulations:**
n/a

VIII. REPORTS

- a. **Legislation-** Tom Leach/Roe Hunter
- b. **Camden County School Boards Association-** Ehren O'Donnell/ Barbara Libak-Fanz
- c. **New Jersey School Boards Association-** Dan Hoover/Michael McClintock
- d. **Camden County Educational Services Commission-** Ben De Vuyst/Jay Galante
- e. **Hammonton-**Roe Hunter
- f. **Board President's Report-** Matthew DeNafo

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 _____