

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – May 24, 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, Rosemarie Hunter, Ehren O'Donnell.

Members absent: Daniel Hoover, Michael McClintock

Others present: Dr. Michael A. Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Chris Long, Solicitor.

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

N/A

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, 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. Hunter, seconded by Mr. Galante, and carried by unanimous voice consent to return to open session at 7:00 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. De Vuyst gave an oral report

C. BUSINESS - Ms. Libak Fanz gave an oral report".

III. PRESENTATIONS

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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 Ms. Hunter, seconded by Mr. De Vuyst, 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. Galante, and carried by unanimous voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary: (Mr. De Vuyst abstained.)

- A. Board Meeting April 26, 2023
- B. Closed Session April 26, 2023

VI. SUPERINTENDENT'S REPORT

A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, and carried by a roll call vote to approve items VI and VII.

- 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	112	97
2 nd	111	108
3 rd	102	114
4 th	125	110
5 th	111	132
6 th	122	114
Total:	936	944

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
3358632163	5/3/23	Inappropriate Comment to Adult/Student	WES	Classroom	Teacher	Suspension
1667820846	5/8/23	Inappropriate Comment to Adult/Student	WES	Classroom	Teacher	Suspension
7554403933	5/10/23	Inappropriate Comment to Adult/Student	WES	Classroom	Teacher	Suspension

VII. REORGANIZATION

A. Professional Appointments for 2023/2024:

Name	Specialization	Cost	Basis	Resolution #
Garrison Architects	Architect of Record	Various	Hourly & %	VII-A-1
CCECSC	General Services Contract	NA	NA	VII-A-2
GCSSSD	General Services Contract	NA	NA	VII-A-3
Preferred Home Health Care	LPN services RN Services	59.00 62.00	Hourly	VII-A-4
Bowman & Company	Audit	30,500	annual	VII-A-5
Bowman & Company	Federal Single Audit	4,875	annual	VII-A-6

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Wade, Long, Wood & Long, LLC	Solicitor	\$150	Hourly	VII-A-7
Wade, Long, Wood & Long, LLC	Negotiator	\$150	Hourly	VII-A-8

B. Petty Cash Funds:

Approve the following petty cash funds for the 2022-2023 school year:

Name	Authorized Amount	Maximum Expenditure
Daniel J. Fox*	\$1,500.00*	\$500.00
Michael A. Nolan (Superintendent)	\$125.00	75.00
Nancy Gibbins	\$125.00*	75.00
Christine Manna	\$250.00	75.00
Heather Kondas	\$125.00	75.00
Patrick Davidson	\$125.00	75.00
Ashley Power	\$150.00	75.00
James Weaver	\$1,500.00*	\$500.00
Mick Bodine	\$1,000.00*	\$500.00

(* Checking Account)

C. Authorized Depositories:

Approve the following as authorized depositories for the 2023-2024 school year:

1. Republic Bank
2. NJ Cash Management Fund
3. Other banks as needed for CDs to be given to the highest bidder

D. Bid and Quote Threshold:

Resolve to establish the bid and quote threshold as attached. (See Attachment VII-D).

E. Authorize the superintendent to approve the payment of the bills between board meetings:

Any bills paid in this manner shall be presented to the board for ratification at its next regular board meeting.

F. Tax Requisition:

Approve the Tax Requisition pursuant to R.S. 54:4-75 as attached (See Attachment VII-F).

G. Annual Tuition Rates for 2023-2024 School Year:

Approve the annual tuition rates for the 2023-2024 school year as follows:

Preschool	\$14,395
Kindergarten	14,311
Grades 1-5	16,135
Grade 6	15,236
LLD	45,321
Emotionally Impaired	57,876
Preschool Disabilities	41,628

H. Substitutes Rates for 2023-2024:

Approve the substitute rates for the 2023-2024 school year as listed:

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Certified Positions:

# of Consecutive Days	Sub Nurse	County Sub Cert	TOSD	CE/CEAS/Standard (within subject)
1-20	\$283.25	\$125.15	NA	\$133.90
21-40	\$309.00	\$133.9	180.25	\$149.35
41-60	\$334.75	N/A	206.00	\$180.25

Non-certified Positions:

Type	Hourly Rate
Non-Instructional Aides	\$16.48
Instructional Paraprofessionals	\$17.51
Mechanics	\$19.57
Secretarial	\$17.51
Custodians	\$18.54

- I. **Official Newspapers for the Waterford Township School District:**
Approve the Courier Post and Central Record as the official newspapers for the district.
- J. **Professional Roles for the 2023-2024 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	Michael A. Nolan
Educational Stability Coordinator	Michael A. Nolan
Integrated Pest Management Coordinator – District	James Weaver
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
Asbestos Designated Person	James Weaver
Affirmative Action Officer	Daniel J. Fox
School Safety Specialist	Michael A. Nolan
Anti-Bullying Specialist	Gabrielle Holwell Ryan Ciavaglia Amelia Wise
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

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K. Authorize private schools for the disabled not to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the N.J. Department of Agriculture's Child Nutrition Program Regulations. This shall be in effect from July 1, 2023 through June 30, 2024.

L. Approve the following Board of Education meeting dates for the 2023-2024 school year:

2023 Meeting Dates	2024 Meeting Dates
July 19, 2023**	January 17, 2024
August 16, 2023	February 21, 2024
September 20, 2023	March 20, 2024
October 18, 2023	April 24, 2024*
November 15, 2023	May 22, 2024
December 20, 2023	June 19, 2024

(* Public Hearing on Budget)

(** If necessary)

M. Pursuant to PL 2015, Chapter 47, the Waterford Township Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et...seq., NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. seq. (See Attachment VII-M).

N. Approve the charges for the Use of Facilities for the 2023/2024 school year:

Room Type	Rate
Gymnasium - WES	\$75 per hour
Cafeteria - WES	\$50 per hour
Kitchen	\$25.00 per hour
Media Center	\$50 per hour
Classroom	\$10 per hour
Custodial /Food Service Worker Time	\$150 up to 4 hours
Custodial /Food Service Worker Time	\$37.50 per hour

O. **Approve the following cooperative purchasing agreements:**

1. Camden County Educational Services Commission
2. Hunterdon County Educational Services Commission
3. Educational Services Commission of NJ
4. Educational Services Commission of Morris County (Educational Data Services)

P. Approve the Organizational Chart for the 2023-2024 School Year. (See Attachment VII-P).

VII. SUPERINTENDENT'S RECOMMENDATIONS

Upon the recommendation of the Superintendent, a motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by unanimous roll call vote to approve items A, B, C, & D.

A. EDUCATION

1. **Harassment, Intimidation and Bullying (HIB) Report:**
Acknowledge Receipt of HIB Investigations as follows:

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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

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
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

3. Approve the following policy for the first reading:

4. Approve the following policy for the second reading:

- a. Policy # 8130- School Organization
- b. Policy # 5350- Student Suicide Prevention

5. Acknowledge receipt of the following regulations:

6. Title I School Parent Compact and District-Wide Parental Involvement Policy:

Approve the Title I School Parent Compact 2023-2024 and re-approve the District-Wide Parental Involvement Policy for the purpose of submitting the FY2024 ESEA-ESSA Consolidated Grant Application. (See Attachment A-6).

B. PERSONNEL

1. Resignation of Director of Elementary Education:

Approve the resignation of Julie Lyons, Director of Elementary Education, effective July 4, 2023.

2. Renewal of WTEA 12-Month Support Staff Members for the 2023-2024 School Year:

Approve renewal recommendations for the 2023-2024 school year for WTEA 12—Month Support Staff Members. (See Attachment B-2)

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3. Renewal of Non-Affiliated, 12-Month Support Staff Members for the 2023-2024

School Year:

Approve renewal recommendations for the 2023-2024 school year for Non-Affiliated, 12-Month Support Staff Members:

Last Name	First Name	Assignment	Days/Year	Hours/Day	Hourly Rate
Bodine	Michael	Computer Technician	240	7	39.44
Cicchino	Diane	Secretary to the Superintendent	240	7	28.67
Tait	Terri	Curriculum Secretary	240	7	39.72

4. Summer 2023 Screening for New Registrations:

Approve the following staff members to complete summer screening for new Kindergarten and Grades 1-3 students:

Name	Rate	Account Number
Biggs, M.	18 hrs. @ \$50.00 = \$900	11-000-218-104-01-02-000
Bromley, C.	18 hrs. @ \$50.00 = \$900	11-000-218-104-01-02-000
Brown, C.	18 hrs. @ \$50.00 = \$900	11-000-218-104-01-02-000
Campanella, M.	18 hrs. @ \$50.00 = \$900	11-000-218-104-01-02-000

5. Substitute List 2023-2024:

Approve the renewal of substitutes for the 2023-2024 school year. (See Attachment B-5).

6. Perfect Attendance Award – March 2023:

Acknowledge and congratulate the recipient of March's Perfect Attendance Award, Amelia Wise. Amelia is a member of our Child Study Team, serves as a School Social Worker for the district and will receive a \$50.00 Amazon gift card.

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

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

Staff Member	Dates	Classification
4798	9/06/23 – 12/13/23	FMLA / NJFLA
4835	5/02/23 – 6/27/23	FMLA

8. 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
Stewart, Nicole	Paraprofessional	\$17.00 / hourly

9. Create / Abolish Certified Staff Positions:

Approve the created and abolished positions for the 2023-2024 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Director of Elementary Education	District	Abolish	40-25-A3 / AYI	1.0	11-000-221-102-00-00-000
Assistant Principal Elementary Education – 10 Months	WES	Create	40-50-A7 / AYX	1.0	11-000-240-103-00-00-100

10. Appointment Interim Principal:

Please approve the following staff member to assume the Principal's responsibilities:

Name	Location	Effective Dates	Number of Days	Payment
Hickman, L.	TR	5.15.23 – 6.15.23 (approx.)	23	\$100.00 / per day

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C. BUSINESS

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

In accordance with 18A:17-9 for the month of March 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 March 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- \$ 1,480,679.23
- Bills List #2- \$ 26,352.66
- Bills List #3- \$ 7,583.05
- Nutri-Serve- \$ 22,830.79

5. Contracts:

a. Approve the following contracts:

Vendor	Service	From	To	Amount	Attachment
First Student	Student Transportation	7/1/23	6/30/24	2,217,960	C-5-a-1
Hammonton BOE	Joint Transportation Agreement Orientation	6/1/23	6/1/23	408.09	C-5-a-2
Nutri-Serve	Food Service	7/1/22	6/30/23	\$41,535	C-5-a-3
Hamilton (Atlantic) BOE	Tuition Received	10/20/22	4/14/2023	10,422.30	C-5-a-4
Hammonton BOE	Tuition received	4/17/2023	5/2/2023	1,191.12	C-5-a-5

- b. Contract with Archway Services for Before and Aftercare Program for the 2023-2024 School Year. (See Attachment C-5-b).
- c. Approve purchase from CDW-G for chrome books in the amount of \$46,071.20, pursuant to Cooperative Purchasing Agreement USC-NJ.

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d. **Camden County Educational Services Commission Preschool Collaborative 2023-2024:**

Approve a contract with Camden County Educational Services Commission for Preschool Collaborative Membership and Preschool Consultation for the 2023-2024 school year, the amount of \$22,050.

e. To authorize the superintendent and business administrator to authorize necessary documents to lease purchase the following instructional materials over 5 years:

Envision Math	\$238,477.56
StudySync	\$18,370.95
	\$256,848.51

6. **Grants:**

a. To submit and accept the following grants:

Grantor	Amount	Grant
WT Home & School Association	\$410.00	Obstacle Course TR
WT Home & School Association	410.00	Obstacle Course Atco
Jacqueline Mauriello	Clarinet	Music Program
NJDOE	Professional Development	NJPBSIS Atco
NJDOE	Professional Development	NJPBSIS TR

b. **Bipartisan Safer Communities Act Stronger Connections Grant (BSCA-SCG) Program:**

Approve the submission of the competitive grant application for the Bipartisan Safer Communities Act Stronger Connections Grant (BSCA-SCG) Program to the New Jersey Department of Education, and if approved accept funding, for the project period of September 1, 2023 to September 30, 2025.

7. **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 #
Borda, C.	04/27/2023	06/09/2023	Montclair, NJ	NJCIE Inclusion Leadership Summer Conference 2023	\$175.00	20-218-200-580-58-02-060

8. **Finance-Related Policies:**

a. **Approve the following policies for the first 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

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

n/a

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- c. **Acknowledge receipt of the following regulations:**
 - 1. Regulation #: 6115.01- Federal Awards/Funds Internal Controls-Allowability of Costs.

D. BYLAWS

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

VIII. 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-** No 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.

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 Ms. Libak Fanz, 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. Hunter, seconded by Mr. Galante, and carried by unanimous voice consent to close the meeting to the public.

XI. MEETING ADJOURNMENT at 7:14 p.m.

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

Respectfully Submitted,



Daniel J. Fox

Assistant Superintendent for Business/Board Secretary