

**WATERFORD TOWNSHIP BOARD OF EDUCATION**

**NOTICE OF MEETING:                   REGULAR BOARD MEETING – July 19, 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- Thomas Leach**

**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**

- A. ACCESS for ELLs Spring 2023 Results- *Dr. Michael Nolan***

**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                      June 21, 2023**
- B. Closed Session                      June 21, 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 Title I/ESY	Title I/ESY
PK	18	14
K	22	5
1 <sup>st</sup>	34	10
2 <sup>nd</sup>	25	9
3 <sup>rd</sup>	16	12
4 <sup>th</sup>	22	9
5 <sup>th</sup>	21	6
6 <sup>th</sup>	5	12
<b>Total:</b>	<b>163</b>	<b>77</b>

**C. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution

**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

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

**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:**

- a. Regulation #: 5200- Attendance

**6. Revised Early Dismissal Times for the 2023-2024 School Year:**

Approved the revised early dismissal times for the 2023-2024 school year:

- Thomas Richards 9:20am-1:50pm
- Atco Elementary 9:20am- 1:50pm
- Waterford Elementary 8:40am- 1:10pm

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

*Upon the recommendation of the Superintendent:*

**1. 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-1).

**2. Appointment of Support Staff for the 2023-2024 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
Celli, G.	Non-Instructional Aide (Cafeteria)	TBD	WES	1	\$15.00	4.0	185	.67
Lippincott, C.	Non-Instructional Aide (Cafeteria)	TBD	WES	1	\$15.00	4.0	185	.67
Quirk, J.	Non-Instructional Aide (Cafeteria)	TBD	WES	6	\$15.00	4.0	185	.67
Thomas, K.	Permanent Paraprofessional Substitute	80-10-L1/APT	District	6	\$18.04	6.0	185	1.0
Hoescht, B.	Permanent Paraprofessional Substitute	80-10-L1/AIE	District	1	\$16.64	6.0	185	1.0

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**3. 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
Harrold, J.	Paraprofessional	\$17.51 / hr

**4. Perfect Attendance Award – May 2023:**

Acknowledge and congratulate the recipient of May's Perfect Attendance Award, Sally Schaeffer. Sally is the Cafeteria Aide at Atco Elementary School and will receive a \$50.00 Amazon Gift Card.

**5. Job Descriptions:**

Approve the revised/new of the following job descriptions (See Attachments B-5):

- Preschool Intervention & Referral Specialist (PIRS) (new)
- Teacher Coach- Preschool (revised)
- Intervention and Referral Specialist (I & RS) Team Leader (revised)

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

*Upon the recommendation of the Superintendent:*

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

In accordance with 18A:17-9 for the month of May 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 May 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 May 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:

- Year End Bills List- \$643,711.57
- Year End Nutri-Serve Bills List- \$16,167.43
- Bills List #1- \$118,158.09
- Bills List #2- \$3,264.00
- Nutri-Serve- \$ 3,880.71

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**5. Contracts:**

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

<b>Vendor</b>	<b>Service</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>Attachment</b>
Educational Data Consultants	Database Services	7/1/23	6/30/24	\$95 per hour up to \$44,000	C-5-a
Xerox Financial Services	Copier renewal	8/1/23	7/30/28	\$2,687.06 monthly	N/A
NJ Tutoring Corps, Inc.	After-School Tutoring Program-Atco Elementary	TBD	TBD	\$19,872 (12 week program)	C-5-c
NJ Tutoring Corps, Inc.	After-School Tutoring Program-Waterford Elementary	TBD	TBD	\$65,577.60 (24 week program)	C-5-d

**6. Tuition Contracts:**

Approve the 2023/2024 tuition contracts:

<b>Vendor</b>	<b>Student Identification Number</b>	<b>Tuition per diem</b>	<b>Aide per diem</b>	<b># of Days</b>	<b>Total</b>
Archbishop Damiano	7749374914	283.14		210	\$59,459.40
Archway Programs	3435952984	260.66	180	213	\$93,860.58
Archway Programs	4951490958	260.66	180	213	\$93,860.58
Bancroft Neurohealth	4356214621	414.84	220	210	\$133,316.40
Bancroft Neurohealth	3310476652	414.84	220	210	\$133,316.40
Bancroft Neurohealth	5769510018	414.84	0	210	\$87,116.40
Bancroft Neurohealth	3310883659	414.84	220	210	\$133,316.40
Kingsway Learning Center	9697520564	327.28	180	210	\$106,528.80
Kingsway Learning Center	2546985197	327.28	180	210	\$106,528.80
Kingsway Learning Center	4796827764	327.28		210	\$68,728.80
Kingsway Learning Center	8255330387	327.28	180	210	\$106,528.80
Kingsway Learning Center	2297423588	327.28	180	210	\$106,528.80
Kingsway Learning Center	9814852611	327.58		210	\$68,728.80
Pinelands Learning Centers	5780562110	326.56		180	\$58,780.80
Y.A.L.E. School, Inc.	6627119110	352.22		210	\$73,966.20

**7. School Nutrition:**

To cancel outstanding School Nutrition balances for outgoing 6<sup>th</sup> grade students. (See Attachment C-7).

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**8. Grants:**

To approve the submission and acceptance of the following grants:

Grantor	Amount	Grant
IDEA – Basic	\$257,177	Special Ed Tuition
IDEA – Preschool	\$17,400	Special Ed Paraprofessional

**9. Petty Cash Funds:**

Approve the following petty cash fund for the 2023-2024 school year:

Name	Authorized Amount	Maximum Expenditure
Ashley Power	\$500*	\$150.00

\*Checking Account

**10. Facilities:**

Approve the following facilities applications (See Attachment C-10):

- Renewal Applications for Temporary Instructional Space
- Application for Dual Use of Educational Space
- Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classrooms

**11. Out of District Professional Development:**

Approve the Out of District Professional Development for the 2023-2024 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Manna, C.	06/29/2023	10/11/2023 10/12/2023	Atlantic City, NJ	NJPSA Fall Conference – Making Excellence Happen	\$347.00	11-000-240-580-58-06-100

**12. Finance-Related Policies:**

- a. **Approve the following policies for the first reading:**
  1. Policy #: 8480- Contracted Service Providers
- b. **Approve the following policies for the second reading:**  
n/a
- c. **Acknowledge receipt of the following regulations:**
  1. Regulation #: 8480- Outside Services Providers

**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 :**  
n/a
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**

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**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 \_\_\_\_\_**