

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – July 19, 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: Benjamin De Vuyst, Barbara Libak Fanz, Jason Galante, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Michael McClintock (remote), Ehren O'Donnell (arrived remote 7:00),

Members absent: Matthew DeNafo

Others present: Dr. Michael A. 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. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED SESSION

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.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Mr. De Vuyst, seconded by Ms. Hunter, and carried by unanimous voice consent to return to open session at 7:02 p.m.

E. FLAG SALUTE

Ms. Libak Fanz led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. Leach read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Ms. Libak Fanz 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. Leach gave an oral report.

III. PRESENTATIONS

A. ACCESS for ELLs Spring 2023 Results

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. De Vuyst, seconded by Mr. McClintock, and carried by unanimous voice consent to open the meeting to the public.

None

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- 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.

V. MINUTES

A motion was made by Mr. De Vuyst, seconded by Mr. Leach, 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 June 21, 2023
B. Closed Session June 21, 2023

VI. SUPERINTENDENT'S REPORT

A motion was made by Mr. Hunter, seconded by Mr. Leach, and carried by a roll call vote to approve the following items.

- 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/K	40	21
1 st	34	19
2 nd	25	27
3 rd	16	27
4 th	22	17
5 th	21	13
6 th	5	20
Total:	163	144

C. **Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution

VII. SUPERINTENDENT'S RECOMMENDATIONS

A. **EDUCATION**

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. De Vuyst, 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

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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"> • 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

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

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Ms. Hunter, and carried by unanimous roll call vote to approve items 1 through 5, and addendum item 6.

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)

6. **Appointment of Certified Staff for the 2023-2024 School Year:**
Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Meslin, V.	Preschool Intervention and Referral Specialist (PIRS)	30-45-P2/AYY	School Counselor	TR	8/29/23	6/30/24	6 MA + 30	\$40,120	.60

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 12.

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.

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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

5. **Contracts:**

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

Vendor	Service	From	To	Amount	Attachment
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:

Vendor	Student Identification Number	Tuition per diem	Aide per diem	# of Days	Total
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 Neuro Health	4356214621	414.84	220	210	\$133,316.40
Bancroft Neuro Health	3310476652	414.84	220	210	\$133,316.40
Bancroft Neuro Health	5769510018	414.84	0	210	\$87,116.40
Bancroft Neuro Health	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

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7. **School Nutrition:**
To cancel outstanding School Nutrition balances for outgoing 6th grade students.
(See Attachment C-7).

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

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, no meeting until October.
- C. **New Jersey School Boards Association-** No report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst, nothing to report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** No 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. De Vuyst, seconded by Ms. Hunter, and carried by unanimous voice consent to open the meeting to the public.

None

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

XI. MEETING ADJOURNMENT at 7:20 p.m.

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary