

September 2023 Attachments

Item #	Description	Status
1-C	Resolution Authorizing Closed Session	Complete
V-A	August 16, 2023 Board Meeting Minutes	Complete
V-B	August, 2023 Closed Session Minutes	Complete
VI-A-2	Fire/Security Drill Log	Complete
A-4-a	Policy # 2419- School Threat Assessment Teams	Complete
A-4-b	Policy # 9202- Civility	Complete
A-6	Kindergarten Entry Assessment	Complete
A-7	2023-2024 Remote Learning Plan	Complete
A-9	2023-2024 Gifted & Talented Service Report	Complete
B-8	Contract for Daniel J. Fox for the 2023-2024 School Year	Complete
B-11-a	Regulation # 1642.01- Sick Leave	Complete
C-1	Board Secretary's Certifications for July 2023	Complete
C-3	Financial Reports for July 2023	Complete
C-4	Bills Lists	Complete
C-5-a	Atlantic Cape Community College-Internship Contract	Complete
C-5-b	Interactive Kids- BCBA Contract	Complete
C-5-c	Township of Waterford- School Resource Officer Contract	Complete
C-6-a to C-6-h	2023-2024 Tuition Contracts (8)	Complete

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – August 16, 2023
WATERFORD ELEMENTARY SCHOOL**

DRAFT

V-A

I. MEETING CALLED TO ORDER 6:36 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, Ehren O'Donnell

Members absent: Matthew DeNafo, Michael McClintock

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. Galante, 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. O'Donnell, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:07 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Ms. Libak Fanz 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 -** Ms. Hunter gave an oral report.
- C. BUSINESS -** Mr. Hoover gave an oral report.

III. PRESENTATIONS

A. Students of the 3rd Trimester:

1. Kindergarten- Chase Wilson- Ms. Allen
2. Grade 1- Gauge Regn- Ms. Weidmann
3. Grade 2- Stella Cicchino- Ms. Schafer
4. Grade 3- Kathleen Caberto- Ms. Downes (Ms. Manna)
5. Grade 4- Jake McGuckin- Ms. Agoston
6. Grade 5- Briella Mangione- Ms. Niedoba
7. Grade 6- Aryanna Doto- Ms. Chance/Ms. Johnson

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

None

B. A motion was made by Mr. O'Donnell, 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 Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary: (Mr. DeNafo and Mr. Galante abstained from item A. Mr. O'Donnell abstained from item B.)

A. Board Meeting July 19, 2023

B. Closed Session (updated) July 19, 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 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
N/A						

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 17 and addendum item 18. (Mr. DeNafo abstained from item 13.)

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
N/A						

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

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
N/A						

3. Approve the following policy for the first reading:

- a. Policy #: 2419- School Threat Assessment Teams
- b. Policy #: 9202- Civility

4. Approve the following policy for the second reading:

n/a

5. Acknowledge receipt of the following regulations:

- a. Regulation #: 2419- School Threat Assessment Teams

6. District Goals for the 2023-2024 School Year:

Approve the District/Board Goals for the 2023-2024 school year:

Goal D1: The superintendent, in cooperation with the administrative team and staff, will implement EnVisions Math with fidelity, to support deep mathematical understanding and increase student achievement.

Goal D2: The superintendent, in cooperation with the administrative team and teaching staff, will evaluate our current curriculum, instruction, and assessment, to recommend and implement evidence-based strategies and make adjustments that address gaps in our ELA curriculum, instruction, and assessments.

Goal D3: The superintendent, in cooperation with the administrative team and teaching staff, will research and develop a plan to address school culture through school-wide systems for positive behavior and/or trauma-informed and healing-centered practices.

7. Student Code of Conduct for the 2023-2024 School Year:

Approve the Student Code of Conduct for the 2023-2024 school year. (See Attachment A7).

8. School Safety and Security Plan for the 2023-2024 School Year:

Approve the School Safety and Security Plan for the 2023-2024 school year.

9. School Improvement Panel (SciP) for the 2023-2024 School Year:

Approve the following staff members for the SciP committee per building:

Thomas Richards Early Childhood Center	Atco Elementary	Waterford Elementary
Michael Nolan Patrick Davidson Candice Michelini Kylie locono	Michael Nolan Heather Kondas Candice Michelini Christina Iadonisi Shaun Kin-Leavey Carla Brown Georgiann Raso	Michael Nolan Christine Manna Candice Michelini Jill O'Donnell Jamie Stephan

10. Waterford Township School District Mentoring Plan 2023-2024:

Approve the Waterford Township School District Mentoring Plan for the 2023-2024 school year. (See Attachment A-10).

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

11. **Waterford Township School District Professional Development Plan (PDP) 2023-2024:**
Approve the Professional Development Plan for the 2023-2024 school year. (See Attachment A-11).

12. **Evaluation Instrument for the 2023-2024 School Year:**
Approve the evaluation instruments for the 2023-2024 school year:
- Danielson Rubric 2013
 - Evaluation Rubrics for:
 - School Nurse
 - School Counselor
 - School Social Worker
 - Learning Disabilities Teacher Consultant
 - School Psychologist
 - Occupational Therapist
 - Speech Language Therapist
 - Instructional Coaches
 - New Jersey Principal Evaluation or Professional Learning Instrument.

13. **Home and School Fundraisers for the 2023-2024 School Year:**
Approve the Home and School fundraisers for the 2023-2024 school year. (See Attachment A-13).

14. **Independent Educational Evaluation Rates for 2023-2024:**
Approve the Independent Education Evaluation rates for the 2023-2024 school year. (See Attachment A-14).

15. **Fieldwork Experience for Fall, 2023:**
Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
DeFazio, A.	Rowan	WES	3-6	Bozzuffi	10/31/23-12/13/23	Tues/Thurs for 8 wks
Johnson, A.	Walden	TRECC	K	Handzus	08/28/23-11/17/23	45 hrs total (2-3 hrs/wk)
Walker, M.	Drexel	WES	5	Zeccardi	Fall 2023	30 hrs total

16. **College Clinical Practice Placement for Spring, 2024 Semester:**
Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
DeFazio, A.	Rowan	WES	3-6	Bozzuffi	01/16/24-03/11/24	5 days/wk for 8 wks

17. **ESEA-ESSA Funding Allocation – Title I Rtl Paraprofessionals/Coordinator:**
Approve the percentage of funding of salaries for Title I Rtl Paraprofessionals and Title I Coordinator for the 2023-2024 school year based on ESEA-ESSA Title IA and local funding as indicated below:

Location	Name	Salary	Local \$	Local %	Title IA \$	Title IA %	FICA %	FICA \$	Total Title IA
TR Para	Galiano, M.	\$18870	\$4151	22%	\$14719	78%	7.65%	\$1126	\$15845
TR Para	Swierczynski, J.	\$18870	\$4151	22%	\$14719	78%	7.65%	\$1126	\$15845
District	DiRenzo, L.	\$59740	\$48811	81.706%	\$10929	18.294%	N/A	N/A	\$10929

18. **Waterford Township School District Staff Handbook for the 2023-2024 School Year:**
Approve the Waterford Township School District Staff Handbook for the 2023-2024 school year. (See Attachment A-18)

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by roll call vote to approve addendum items 1-2, items 3 and 4, addendum item 5, items 6 and 7, addendum item 8 and 9, items 10 through 15, and addendum item 16. (Abstentions: Ms. Libak Fanz, item 10, double check recording, Mr. Leach, item 1 & 10, DeNafo, item ,7, & 10.)

1. **Transfer of Certified Staff Members for the 2023-2024 School Year:**
Approve the transfer of Certified Staff Members for the 2023-2024 school year.
(Updated with Attachment B-1).

2. **Transfer of Non-Certified Staff Members for the 2023-2024 School Year:**
Approve the transfer of Non-Certified Staff Members for the 2023-2024 school year.
(Updated with Attachment B-2).

3. **Lateral Moves – Certified Staff Members:**
Approve the lateral move requests for the following Certified Staff members on the salary guide effective 8/29/23:

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Borda, C.	BA + 30	MA	5	5	\$62317.	\$63592.
Scotti, M.	BA	MA	9	9	64165.	67992.
Weidmann, C.	BA + 30	MA	13	13	90682.	91957.

4. **Resignation of Support Staff Members:**
Approve the resignation of the following Support Staff members:

Name	Location	Assignment	UPC	Effective Date
Barilotti, V.	WES	Paraprofessional	20-50-EX / ASY	8/01/23
Johnson, A.	District	Paraprofessional	20-45-P2 / ALR	7/24/23
Wyld, M.	Atco	Paraprofessional	20-40-EX / ATC	7/21/23

5. **Appointment of Support Staff for the 2023-2024 School Year:**
Approve the following Support Staff members for the 2023-2024 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Abbott, Rebecca	Non-Instructional Aide (Cafeteria)	20-40-NA/AXY	Atco	1	15.00	2.5	185	.42
Morales, Jackeline	Non-Instructional Aide (Cafeteria)	20-40-NA/AZK	Atco	1	15.00	2.5	185	.42
Ramirez, Maria	Non-Instructional Aide (Cafeteria)	20-40-NA/AZL	Atco	1	15.00	2.5	185	.42
Venters, Rebecca	Perm. Para Substitute	80-10-L1/ AIE	District	1	16.64	6	185	1.0
Wallack, Nicole	Part-Time Secretary (Human Resources)	22-15-AB / AMH	District	1	17.61	21 hours per week	240	.60

6. **Position Change of Support Staff Member for the 2023-2024 School Year:**
Approve the change of position for the following Support Staff member for the 2023-2024 school year:

Name	Curr Pos.	Curr UPC	Curr Loc	Curr Step	Curr Rate/ Hr	Curr Hrs/ Day	Curr Days /Yr	New Pos.	New UPC	New Loc	New Step	New Rate/Hr	New Hrs/ Day	New Days /Yr	Eff Date
Hoescht, B.	Perm. Parapro Substitute	80-10-L1 / AIE	Dist	1	16.64	6	185	Para pro.	20-45-L1 / AIC	TR	1	16.00	6	185	8/29/23

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

7. Annual Stipend Positions for the 2023-2024 School Year:

Approve the following annual stipend positions for the 2023-2024 school year:

Position	Atco	TR	WES	Enrichment (District)
Team Leader	Carla Brown- Gr.1 Alison Schafer-Gr.2	Michelle Biggs-PK Rachel Intessimoni-PK Alex Handzus-K	Gabrielle Magner-Gr.3 Dawn Agoston- Gr.4 Jamie Stephan- Gr.5 Dana King- Gr.6	Andrea Bowman
Head Teacher	Shaun Kin-Leavey	Alex Handzus	TBD	n/a
I & RS	Megan Fieger	Anna Russomanno	Heather DeNafo Candice Michelini	n/a

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

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

Name	Substitute Position	Rate
Capano-Diulio, Marianna	Paraprofessional Non-Instructional Aide (Cafeteria)	\$17.51 / hourly rate 16.48 / hourly rate
Caterina, Nicole	Secretarial	17.51 / hourly rate
Chew, Heather	Paraprofessional Secretarial	17.51 / hourly rate 17.51 / hourly rate

9. Create/Abolish Positions for the 2023-2024 School Year:

Approve the created and abolished positions for the 2023-2024 school year. (Attachment B-9 to be distributed).

10. Waterford Township Education Association:

Approve the Memorandum of Agreement between Waterford Township Board of Education and Waterford Township Education Association. (See Attachment B-10).

11. Approve the following policy for the first reading:

a. Policy #: 1642.01- Sick Leave

12. Approve the following policy for the second reading:

n/a

13. Acknowledge receipt of the following regulations:

a. Regulation #: 1642.01- Sick Leave

14. Special Education Summer Evaluations:

Approve the following CST members to complete evaluations as follows:

Name	Position	Rate	Hours	Total	Account
Kelly Herman	School Psychologist	\$50.00	Up to 15 Hours	750.00	11-000-219-104-01-43-000
Elizabeth Friedman	LDT-C	\$50.00	Up to 15 Hours	750.00	11-000-219-104-01-03-000
Amelia Suriano	Social Worker	\$50.00	Up to 15 Hours	750.00	11-000-211-104-01-13-000

15. Leave of Absence Acknowledgement:

Acknowledge the submission/notification of the following staff member's leave of absence:

Staff Member	Dates	Classification
4672	10/19/23-3/19/23	FMLA

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

16. **Appointment of Certified Staff for the 2023-2024 School Year:**
Please approve the following staff member for the position listed below:

Name	Assignment	UPC	From	To	Step	Salary	FTE
Hand, A.	Elem. K-8 (Grade 1) Long-Term Substitute	30-50-S2 / ADO	8.29.23	12.13.23	2	\$57,058	1.0

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by a roll call vote to approve items 1 through 3, addendum item 4, items 5 through 7, addendum item 8, item 9, and addendum item 10. (Ms Libak Fanz abstained from item 5B and 8.)

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

In accordance with 18A:17-9 for the month of June 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 June 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. (To be distributed.)

3. **Financial Reports for the month June 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- \$511,739.34
- Bills List #2- \$24,647.66
- Bills List #3- \$7,008.57

5. **Contracts:**

a.

Vendor	Service	From	To	Amount	Attachment
Insight Health, Inc.	Mental Health Software	9/1/2023	8/31/2024	\$20,000	C-5-a-1
Rowan University	Internships	9/1/2023	8/31/2024	None	C-5-a-2

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

Northeast Plumbing	Plumbing/HVAC	7/1/2023	6/30/2024	\$123,933.77	C-5-a-3
Professional Medical Staffing	Nursing	7/1/2023	6/30/2024	\$57.00 per hour	C-5-a-4
Hammonton Board of Education	Joint Transportation Agreement	7/10/2023	8/18/2023	\$5,669.04	C-5-a-5

- b. **Reading Recovery Ongoing Professional Development:**
Approve a contract between Waterford Township Board of Education and Evesham Township School District Board of Education for Reading Recovery and Literacy Lessons Ongoing Professional Development in the total amount of \$5,500 (includes \$2500 cost listed in Out of District PD Section) for the following trained teachers: Caitlin Fanz, Tracey Bober, Casey Bromley, Jaclyn McGovern, and Donna Wallen. Costs budgeted for and provided by ESEA/ESSA FY2024 Title IIA Funds. (See Attachment C-5-b).
- c. Approve the purchase of playground equipment for Thomas Richards Early Childhood Center from Miracle Recreation Equipment Company in the amount of \$78,244.65. (See Attachment C-5-c).

6. **Insurance Coverage:**
To purchase optional Pollution Liability Insurance policy with added terrorism coverage as recommended by Hardenbergh Insurance Group. Package policy no longer has this coverage.
- Limit of liability \$1,000,000 per claim/\$2,000,000 annual aggregate
 - Deductible \$25,000 per pollution condition
 - Premium \$6,960

7. **Facilities:**
- a. Approve the 2023-2024 Integrated Pest Management Plans for each school. (Available upon request.)
- b. Approve the 2023-2024 Blood borne Pathogens Exposure Control Plan. (Available upon request.)

8. **Out of District Professional Development for the 2023-2024 School Year:**
Approve the Out of District Professional Development for the 2023-2024 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Bober, T. Bromley, C. Fanz, C. McGovern, J. Wallen, D.	07/27/2023	09/12/2023 10/20/2023 12/08/2023 01/26/2024 03/15/2024 05/21/2024	Evesham Township, NJ	Reading Recovery/Literacy Lessons Ongoing Professional Development	\$2500.00	20-275-200-580-58-04-040
Peterson, S.	08/07/2023	09/21/2023	Clementon, NJ	Introduction to Creative Curriculum	\$199.00	20-218-200-580-58-02-060
Massaro, A.	08/07/2023	09/21/2023	Clementon, NJ	Introduction to Creative Curriculum	\$199.00	20-218-200-580-58-02-060
Oleson, E.	08/07/2023	09/21/2023	Clementon, NJ	Introduction to Creative Curriculum	\$199.00	20-218-200-580-58-02-060
Antolik, D.	08/07/2023	09/21/2023	Clementon, NJ	Introduction to Creative Curriculum	\$199.00	20-218-200-580-58-02-060
Steffey, R.	08/07/2023	09/21/2023	Clementon, NJ	Introduction to Creative Curriculum	\$199.00	20-218-200-580-58-02-060

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

Nolan, M.	08/09/23	08/28/23	Mt. Laurel, NJ	Administrative Retreat	\$150	11-000-230-580-58-23-000
Power, A.	08/09/23	08/28/23	Mt. Laurel, NJ	Administrative Retreat	\$150	11-000-219-580-58-03-000
Kondas, H.	08/09/23	08/28/23	Mt. Laurel, NJ	Administrative Retreat	\$150	11-000-240-580-58-01-040
Davidson, P.	08/09/23	08/28/23	Mt. Laurel, NJ	Administrative Retreat	\$150	11-000-240-580-58-02-060
Manna, C.	08/09/23	08/28/23	Mt. Laurel, NJ	Administrative Retreat	\$150	11-000-240-580-58-06-100

9. Finance-Related Policies:

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

10. Grants

- a. Approval of submission of NJ Learning Acceleration Program: High-Impact Tutoring Grant, up to the amount of \$97,000.

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-** 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-** Mr. Hoover gave an oral 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

A motion was made by Mr. Hoover, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the Superintendents recommendation to allow 12 month staff to have Friday's off through September 1, 2023, for the current year only. Summer hours will follow the WTEA contract starting in the summer of 2024.

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

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- August 16, 2023**

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

XI. MEETING ADJOURNMENT at 7:46 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**

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved	Brief Summary of Drill:
WES	8/1/23	9:20 AM	Sunny, 72 degrees	Fire	107	63	Duration of drill: 1 minute, 45 seconds. No issues reported.
WES	8/2/23	9:33 AM	N/A	Shelter in Place	108	58	Duration of drill: 5 minutes, 19 seconds. No issues reported.

POLICY GUIDE

PROGRAM
2419/page 1 of 3
School Threat Assessment Teams
Jun 23
M

[See POLICY ALERT No. 231]

2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a. and this Policy shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A school Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



POLICY GUIDE

PROGRAM
2419/page 2 of 3
School Threat Assessment Teams

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6 and shall include, but need not be limited to:

1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;
2. The designation of members of the school community to whom threatening behavior shall be reported;
3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;
4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and
5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.



POLICY GUIDE

PROGRAM
2419/page 3 of 3
School Threat Assessment Teams

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Adopted:



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMUNITY
9202/ Page 1 of 5
Civility

9202 CIVILITY

The Waterford Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes, in keeping schools and administrative offices free from disruption and preventing unauthorized persons from entering school/district grounds.

- A. Expected level of behavior
1. School and district personnel will treat each other, volunteers, parents and other members of the public with courtesy and respect.
 2. Parents and visitors will treat teachers, volunteers, administrators and other district employees with courtesy and respect.
- B. Unacceptable Behavior
1. Disorderly conduct. Disorderly conduct includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and the general public.
 2. Disorderly conduct is a public disturbance intentionally caused by any person who:
 - Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
 - Makes or uses an utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
 - Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the Chief Administrative Officer of the institution, or his authorized representative; or
 - Refuses to vacate any Board owned building or facility of in obedience to an administrator, school Principal, or an Assistant Principal,



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMUNITY
9202/ Page 2 of 5
Civility

- Engages in sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any Board owned building or facility in its normal and intended use; or
- Congregates, assembles, form groups or formations (whether organized or not), blocks, or in any manner otherwise interferes with the operation or functioning of any Board owned building or facility so as to interfere with the customary or normal use of the building or facility; or
- Disrupts, disturbs or interferes with the teaching of students on school property or engages in conduct which disturbs the peace, order or discipline at any Waterford Township School or on the grounds adjacent thereto.
- Enters school property under the influence of alcohol, drugs and/or other substances which cause a disruption or danger to the school environment.

3. Disorderly/Disrespectful Language

Using lewd, vulgar, or indecent language; shouting, swearing, cursing or display of temper.

4. Assaults/Threats

Assaulting or threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation. It is a Class A1 misdemeanor to assault a school employee or school volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this law and this policy, the following definitions shall apply:



“Duties” means:

- All activities on school property;
- All activities, wherever occurring, during a school authorized event or the accompanying of students to or from that event; and
- All activities relating to the operation of school transportation

“Employee” or “volunteer” means:

- An employee of the Waterford Township Board of Education;
- An independent contractor or an employee of an independent contractor of Waterford Township Board of Education, if the contractor performs duties customarily performed by employees of the school; and
- An adult who volunteers his or her services or presence at any school activity and is under the supervision of a school administrator.

5. Vandalism

Damaging or destroying school or school Board property.

6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school Board facility.

7. Abusive, threatening or obscene e-mail or voice mail messages.

C. Parent Recourse

Any parent who believes he/she was subject to behavior in violation of this policy on the part of any staff member or volunteer should bring such behavior to the attention of the Principal, the staff member’s immediate supervisor, or the appropriate administrator.



D. Authority of School Personnel

1. Termination of meeting or telephone conversation. If any employee, volunteer, or member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If they verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.
2. Removal from school premises. Any individual who engages in "unacceptable behavior" as defined by this Policy may be directed to leave the school or school Board premises by a school's Principal, Assistant Principal, any administrator, the Superintendent of Schools, or a School Resource Officer. If the person refuses to leave the premises, as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.
3. Limitations on access to school premises. Any non-employee who engages in "unacceptable behavior" as defined in this policy may be prohibited by a Principal, and administrator, or the Superintendent from coming on school premises unless the individual calls in advance and makes an appointment to meet with a staff member in the presence of a school administrator. If the individual does not act civilly, as defined in this policy, during meetings or telephone conferences with staff members, the individual's access may be further limited by the Principal, administrators, or Superintendent to telephone, e-mail, or written communications with staff members.

E. Employee Procedures

Any employee who is engaged in a situation with a non-school employee who is in violation of this policy will use the following procedure:

1. Calmly and politely warn the speaker to communicate civilly.
2. If the verbal abuse continues, the employee, after giving appropriate notice to the speaker, terminates the meeting, conference, or telephone conversation.

COMMUNITY



3. Report the incident verbally to the Principal and follow up with a written report.
4. The Principal will investigate the situation and take appropriate action if the non-school employee is in the building. In the event the non-school employee refuses to leave the building the Principal will contact the Waterford Township Police Department to have the individual removed. In the event the non-school employee refuses to leave the building the Principal will contact the Waterford Township Police Department to have the individual removed.
5. The building Principal will report the incident to the Superintendent of Schools immediately after the incident has been addressed.

F. Athletic Event-Conduct of Spectators

1. Spectators at athletic events are required to adhere to the existing conference code of conduct, a copy of which is present and visible in the gym of every league member. Any student that is asked to leave or is ejected from an athletic contest may be subject to disciplinary action to be carried out by the administration.
2. In an especially serious offense (which will be defined by the administration; Athletic Director and Principal), it is up to the discretion of the administration to immediately ban a fan or student for the remainder of the season, and in the case of a student, the administration may also exercise its authority under district policy to apply further penalties within the school discipline program.
3. The following State of New Jersey Statute also applies in cases of spectator misbehavior:

“In the event that any student, coach, official, parent, or other person subject to the terms and conditions of an athletic code of conduct is banned from attendance, that person may petition the school Board for permission to resume attendance. Prior to being permitted to resume attendance, the school Board shall require the individual to present proof of completion of sports violence counseling through a public or private source”.

Adopted: 16 August 2023



Kindergarten Entry Assessment (KEA)

District: _____

Child's Name: _____ Date: _____

D.O.B _____ Age: Years _____ Months _____

Home Language: _____ I.E.P.? Yes _____ No _____

Teacher's Name _____

Area 1: Social-Emotional Development

	Method	Response
1. Displays emotions in an appropriate manner most of the time	Observation	Yes _____ No _____
2 Follows classroom rules, routines and transitions with occasional reminders	Observation	Yes _____ No _____

Area 2 : Gross Motor Skills

	Method Observation	Response Yes ___ No ___
<p>1. Moves purposefully from place to place with control (walking, running, etc.)</p>	<p>Observation: Walks across balance beam, moves smoothly through obstacle course</p>	<p>Yes ___ No ___ Sometimes ___</p>
<p>2. Sustains balance during simple movement activities (balance beam, obstacle course, etc.)</p>	<p>Observation : Throws, catches and kicks playground balls, throws bean bags at targets, etc.</p>	<p>Yes ___ No ___ Sometimes ___</p>
<p>3. Manipulates balls or similar objects with flexible body movements</p>		

Area 3: Fine Motor/ Pre-Writing Skills

<p>1. Uses a pincer grasp to hold writing tools</p>	<p>Method Observation</p>	<p>Response Yes ___ No ___</p>
<p>2. Copies age-appropriate pre-writing forms</p>	<p>Work Sample Refer to age appropriate expectations chart</p>	<p>Yes ___ No ___</p>
<p>3. Draws a self-portrait with at least five recognizable body parts</p>	<p>Work Sample</p>	<p>Yes ___ No ___</p>
<p>4. Writes first name</p>	<p>Work Sample</p>	<p>Yes ___ No ___ Some letters ___</p>

Area 4 : Language and Listening Skills

	Method	Response
1. Responds to simple statements and questions	Observations in multiple settings	Yes___ No___
2. Uses at least 4-6 word sentences when speaking	Language Sample	Yes___ No___
3. Names and describes familiar objects	Language Sample: Choose five familiar picture cards or objects	Yes___ No___

Area 5 : Cognitive

	<p>Method</p> <p>Observe while playing with interesting objects, painting and drawing. etc.</p>	<p>Response</p> <p>Yes___ No___</p>
<p>1. Sustains attention and engagement on age appropriate tasks</p>	<p>Observation: Sorts sets of objects by size, shape, color, etc.</p>	<p>Yes___ No___</p>
<p>2. Classifies objects according to two or more attributes</p>	<p>Observation: Puts a challenging puzzle together, builds a structure with table top blocks, etc.</p>	<p>Yes___ No___</p>

Area 6 : Literacy

	Method	Response
1. Recognizes rhyming words	Checklist using objects, familiar pictures, fingerplays and rhymes	Yes ___ No ___
2. Discriminates some beginning sounds	Checklist using name tags, familiar objects or pictures	Yes ___ No ___
3. Identifies letters	Checklist using alphabet games, magnetic letters etc. for observations	Some ___ Many ___ All ___ Upper case ___ Lower Case ___
4. Uses emergent reading skills	Observational Checklist (included)	Yes ___ No ___

Area 7 : Mathematics

	Method	Response
1. Counts objects	Checklist using real objects, large dot cards, etc.	Yes ___ No ___
2. Quantifies	Checklist Same as above	Yes ___ No ___
3. Identifies numerals	Checklist Manipulatives with numerals Large numeral cards	Yes ___ No ___
4. Identifies basic shapes	Checklist Attribute blocks, picture chart, etc.	Yes ___ No ___

Area 8 : Science

	Method	Response
1. Describes the physical properties of objects and materials	Language Sample Collection of natural objects	Yes ____ No ____
2. Uses tools and technology (balance, scale, measuring tape, magnifying glass, etc.)	Observation	Yes ____ No ____

**Waterford Township School District
Emergency Virtual / Remote Instruction Plan
2023-2024**

Equitable Access and Opportunity to Instruction

1. *Is the LEA ensuring equitable access and opportunity to instruction for all students?*
 - WTSD will provide virtual or remote instruction to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction, in the following way:
 - Parents completed technology information surveys via the Realtime Parent portal to assess needs with respect to devices and internet access.
 - The district will follow up with families who do not have necessary access to ensure they can still access the instructional program in an equitable manner. This may result in taking actions such as lending devices for students to borrow so students have what they need.

2. *Does the program ensure that all students' varied and age-appropriate needs are addressed?*
 - Teachers will continue to deliver the District curriculum during virtual instruction. Waterford Township's curriculum is a differentiated model of instruction that uses data to monitor student strengths for the purpose of providing enrichment as well as identifies gaps in instruction for the purpose of providing intervention.

3. *Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.*
 - Students will zoom in (or use Google Meet) for instruction, **following the in-person building schedule.**
 - To prepare students for remote instruction, staff will:
 - Follow all technology protocols, so that students have access to a device.
 - Ensure that all students' families in your classroom have the **in-person building schedule and zoom (or Google Meet) link(s)** to log in, as well as usernames/passwords to access Google Classroom, SeeSaw, Reflex, etc. (anything they need to be able to access virtually on a regular basis).
 - Provide links for Tier III interventions, special education/related services, and enrichments. (Note. ICR teachers will collaborate with the classroom teacher to send out links; self-contained and POR classrooms will send out all links to their families).
 - **POS & Tier III services/minutes will be maintained synchronous instruction.**
 - Breaks:
 - Teachers will provide zoom breaks throughout the day; while students cannot maintain engagement on zoom (or Google Meet) for a complete school day, they will receive synchronous instruction for at least 2 hours daily and will receive a minimum of 2 hours of asynchronous work each day. For most students, they will receive more than the minimum 2 hours of synchronous instruction.
 - Asynchronous work will be assigned that students can complete during breaks.
 - For example, students may be asked to sign in for ELA and the teacher will teach a reading or math mini-lesson; at that point, they may give students a 15-minute break to read independently/begin math practice problems, so that they may practice applying the reading/math skill, strategy, etc. from the mini-lesson.
 - Staff will document student concerns (not logging in, technology issues, family schedule conflicts, etc.) and share with their building principals regularly.

4. *Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?*
 - Student growth and learning is measured through on-going formative/summative alternate and benchmark assessments. In addition, anecdotal notes are taken to monitor student understanding with concepts being taught daily. This on-going collection of data drives instruction daily. Student groups are flexible in nature to provide students with immediate intervention after delivery of instruction.
 - The District uses LinkIt to warehouse district and state assessments. This has become a source of data to drive curriculum decisions for the district.

5. *Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?*
 - Grades K-6 are currently 1:1, so all students will be able to take a device home in the event of virtual/remote learning.
 - For preschool, iPads will be sent home with students who need one.
 - For families without internet service, the district would provide hotspots.

Special Needs

1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?
 - Teachers and related service providers have digital access to student IEPs
 - Multisensory, physical materials will be provided to students via a coordinated parent supply pick up or a district supply delivery.
 - In order to accommodate various needs, The Google Suite provides a variety of accessibility features and additional add-ons for their digital platform. Additional platforms and/or online resources, such as StoryBoard, will be incorporated on an as needed basis.

2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?
 - Teachers and related service providers will utilize Google Sheets to track supplemental instruction, the accommodations/modifications utilized, as well as student outcomes.
 - Staff will use Real Time to update student progress reports.
 - Related services staff will input appropriate student contact hours into the SEMI system.

3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?
 - Case managers will perform typical duties by keeping updated and accurate teacher consult records. They will also have access to the instructional Google Sheet as well as the Linkit Information in order to keep track of student IEP implementation and progress. The case manager will set up a calendar to ensure regular parent communication.

4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?
 - Case managers utilize Google Meet in order to host virtual IEP meetings.

- Excluding social history information, evaluations must be conducted in person. Safety protocols are established for in person student evaluations.
- Teachers can enter student information digitally through Real Time surveys. These surveys are then combined to create the necessary components of the student IEP.

English Language Learners

1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?
 - Yes, the district has a DOE-approved ELS plan that provides services for ELLs, including administration of the Home Language Survey, following the identification process, having a process for entry & exit, and a plan to deliver services to identified students.
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?
 - Yes, the district provides materials and appropriate information that our families need (including translation materials, interpretive services, etc.).
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?
 - Yes, identified students receive differentiated services/instruction to meet their individual needs.
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylum)?
 - Yes, we provide staff training (recently, a large portion of our training has focused on SEL and trauma-informed teaching)

Attendance

1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?
 - Attendance will be taken daily. If a student is absent the global system will contact the parent to inform them of the child's absence. In addition, the district has resumed its attendance committee to review chronic absenteeism monthly. Action plans will be developed for students that struggle with attending school.
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?
 - The teacher will communicate with the parents regularly to inform them of missed assignments, poor test results, and general behavior. In addition, parents may access the Parent Portal to review student progress as they deem necessary.

Safe Delivery of Meals Plan

1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?

- WTSD's plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs in the following way:
 - The district provides a week's worth of breakfast and lunches to eligible families.
 - Parents pick up the meals each Wednesday afternoon.
 - The district will coordinate delivery, in the event that an eligible family cannot pick up the meals.

Facilities

1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?
 - The Supervisor of Facilities and Maintenance has updated the Cleaning/Disinfectant Manual. All custodial staff will be trained on the procedures and expectations for maintaining the facilities during a shift to virtual instruction. High-touch surface areas will be cleaned throughout the day through scheduled cleaning. Bathrooms will be cleaned after each scheduled hygiene class has used them. A schedule of these times will be provided to each building custodian. The use of water fountains will be prohibited unless filling a water bottle.
 - Hand sanitizer will be provided to each classroom. The custodian will routinely check hand sanitizer stations for refill. All staff members will be provided hand sanitizer and wipes at the start of the school year. Refills will be available upon request.

Other Considerations

- Accelerated learning opportunities
 - Students will be offered virtual options for accelerated and extended learning opportunities in grades PK-6.
 - Extended learning opportunities will be provided through Google classroom or Zoom after school hours for students that are identified at-risk. The district has a differentiated approach in which we use flexible grouping to frequently assess student needs to provide an individualized approach to instruction. Title I students will receive Tier II or III instruction upon need.
- Social and emotional health of staff and students
 - The district has adopted Sanford Harmony for social emotional learning. The teachers have a morning meeting to provide the students with a safe space to convey current mental health status. In addition, the K-2 schools have an SEL enrichment period for additional social emotional education.
- Other extended student learning opportunities/ Title I Extended Learning Programs
 - The district offers Title I summer school and ESY for five weeks in the summer. The program facilitates a project based approach to engage students in the learning process with a hands-on approach.
- Transportation
 - Transportation will not occur during remote instruction, however if needed transportation may be used to deliver meals when appropriate.
- Extra-curricular programs N/A
- Childcare
 - The district is contracted with Just Kids of Archway Schools for before and after care. Before and after care will be provided to allow parents to continue to work as needed.
- Community programming

- The district is exploring options to partner with mental health facilities to assist with needs that arise due to an unforeseen shift to remote.

APSSD

- Was your plan shared with all sending districts? N/A

Board of Education Approval

Plan Posted on LEA Website

- The plan was posted on the district website on 8-17-23, following Board of Education approval on 8-16-23.

Essential Employees

1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.
 - Essential employees include administrative, secretarial, and lead custodial staff.
 - Superintendent: Michael Nolan, mnolan@wtsd.org
 - Asst. Superintendent of Business: Dan J. Fox, dfox@wtsd.org
 - Payroll: Emily Walker ewalker@wtsd.org
 - District Technology Coordinator: Ed Leypoldt eleypoldt@wtsd.org
 - Supervisor of Facilities: James Weaver jweaver@wtsd.org
 - Transportation Coordinator: Deneen Macauley dmacauley@tsd.org
 - Supervisor of Food Services: Christine Storey cstroey@wtsd.org



Local Education Agency Guidance for Virtual or Remote Instruction Plan for the 2023-2024 School Year

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year’s plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark “yes,” confirming that the information is in the Plan and list the corresponding Plan page number, or mark “no” if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked “no.”

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA’s website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the County Office of Education.

Contact Information

County: Camden

Name of District, Charter School, APSSD or Renaissance School Project:

Waterford Township

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Michael A. Nolan, Ed.D

Phone Number of Contact: (856) 767-8293

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes <input type="checkbox"/>



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	1	Yes <input type="checkbox"/>	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	1	Yes <input type="checkbox"/>	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	2	Yes <input type="checkbox"/>	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	2	Yes <input type="checkbox"/>	

Notes on Equitable Access to Instruction

See attached plan



Addressing Special Education Needs			
Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	2	Yes <input type="checkbox"/>	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	2	Yes <input type="checkbox"/>	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	3	Yes <input type="checkbox"/>	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	3	Yes <input type="checkbox"/>	

Notes on Special Education Needs

See attached plan



Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	3	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	3	Yes <input type="checkbox"/>	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	3	Yes <input type="checkbox"/>	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	3	Yes <input type="checkbox"/>	

Notes on Supporting ELL Educational Needs

See attached plan



Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	3	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	4	Yes <input type="checkbox"/>	

Notes on Attendance Plan

See attached plan

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	4	Yes <input type="checkbox"/>	

Notes on Safe Delivery of Meals

See attached plan



Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	4	Yes <input type="checkbox"/>	

Notes on the Facilities Plan Other

See attached plan

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	4	Yes <input type="checkbox"/>	
b. Social and emotional health of staff and students	4-5	Yes <input type="checkbox"/>	
c. Title I Extended Learning Programs	5	Yes <input type="checkbox"/>	
d. 21 st Century Community Learning Center Programs	N/A	No <input type="checkbox"/>	
e. Credit recovery	N/A	No <input type="checkbox"/>	
f. Other extended student learning opportunities	5	Yes <input type="checkbox"/>	
g. Transportation	5	Yes <input type="checkbox"/>	
h. Extra-curricular programs	N/A	No <input type="checkbox"/>	
i. Childcare	5	Yes <input type="checkbox"/>	
j. Community programming	5	Yes <input type="checkbox"/>	

Notes on Other Considerations

See attached plan



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes No

Notes on APSSD Sharing Plans

See attached plan

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	5	Yes <input type="checkbox"/>	<input type="checkbox"/>

Notes on Essential Employees

See attached plan

Board Approval

Date of board approval (mm/dd/yyyy): 08/16/2023

Notes on Board Approval

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes No

2. Link to website: www.wtsd.org

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

[See POLICY ALERT No.225]

The Board of Education is committed to providing a high-quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021, and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede, or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.

2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted: 15 December 2021



Gifted and Talented Education Plan



Waterford Township
School District

2023-2024

Gifted and Talented Education Plan Table of Contents

Item	Page
How is Giftedness Defined?	3
How to Support Giftedness	3
Gifted Education Overview	4
Gifted and Talented in WTSD	4
Services	4
Selection Process	4
Process for Appealing a Non-Admission	5
Links to Professional Development and PD Resources	5
Links to BOE Gifted & Talented Policy & Regulation	6
WTSD Gifted & Talented Committee Members	6
Appendix A: Copy of Appeals Process for Parents	8
Appendix B: Copy of Level Two Appeals Form	10

Waterford Township School District 2023-2024 School Year

How is Giftedness Defined?

Children are gifted when their ability is significantly above the norm for their age.

Giftedness may manifest in one or more domains such as; intellectual, creative, artistic, leadership, or in a specific academic field such as language arts, mathematics or science.

It is difficult to estimate the absolute number of gifted children in the U.S. and world because the calculation is dependent on the number of areas, or domains, being measured and the method used to identify gifted children. However, many consider children in the top 10th percentile in relation to a national and/or local norm to be a good guide for identification and services.

It is important to note that not all gifted children look or act alike. Giftedness exists in every demographic group and personality type. It is important that adults look hard to discover potential and support gifted children as they reach for their personal best.

How to Support Giftedness

Educators play a privileged role in the lives of gifted children and their families. Their primary job is to help gifted children develop their intellectual and academic potential in collaboration with the child's parents.

Teaching gifted children is both exciting and challenging. Research shows that teachers encounter wide ranges of knowledge, skills, and abilities within their classrooms. Teachers must have the skills to differentiate their instruction to help children across the achievement spectrum to learn and grow every day.

Teaching gifted children may require special strategies like acceleration, flexible ability grouping, and even specialized pull-out programming. Pre-service training and professional learning will help ensure that students have teachers ready to help them.

Gifted Education Overview

Gifted education varies widely across the United States. While Federal law acknowledges that children with gifts and talents have unique needs that are not traditionally offered in regular school settings, it offers no specific provisions, mandates, or requirements for serving these children. Gifted education is a purely local endeavor and is dependent on local leadership. Unfortunately, leaving gifted education up to chance increases variability in the quality of services and creates inequities of access for students in poverty, from racial and ethnic minority groups, English Language Learners, and those with disabilities.

Gifted and Talented in Waterford Township School District

The Waterford Township School District Gifted and Talented Committee was assembled during the 2016-2017 school year. The primary purpose of the committee was to revise current practices and assess the level of need within the district. Since that time, the committee continues to meet at a minimum of twice per year (September/October and January/February) to review service delivery, curriculum development, and selection criteria.

Services

In Grades K-2, students will receive global services provided within the classroom, by the classroom teacher. Students will receive additional challenges, differentiated instruction, and differentiated activities that not only align with the NJSLs but also are customized to meet their individual needs. Adjustments and modifications to content, products, processes, and learning environments will be considered and utilized to best meet students' needs.

In Grades 3-6, students will be pulled for services multiple times each week. Classroom teachers will continue to differentiate instruction to meet individual needs as well.

Gifted and Talented Selection Process & Criteria

Students who are recommended or identified for Gifted and Talented services will be screened annually using multiple measures of assessment. Typical measures utilized include: NJSLA scores for both ELA and Math, Writing Benchmark averages, Otis Lennon Aptitude Test scores, Spelling Stage and

Instructional Feature data, Math Benchmark scores, LinkIt benchmark data, the STAR Test for math, and teacher recommendation (when needed, in addition to the aforementioned multiple measures). GT acceptance is for one year, and all students will be reevaluated at the beginning of the following school year. Students who are "on watch" (ex - new students and those who may be on the cusp for qualifying) will be revisited in January.

The committee reviews the data and determines which students demonstrated the highest levels of ability when compared with their chronological peers (approximately the top 5-10% of students in the district). The district also analyzes its data to ensure that the district is taking the appropriate measures to reduce and/or prevent underrepresentation by any particular demographic of the population (ex - gender, race, etc.).

Process for Appealing a Non-Admission

The Waterford Township School District recognizes that not all children are able to be placed in our Gifted and Talented Program. However, we also recognize that not every process is flawless.

Parents will have the opportunity to appeal a student's non-admission into the Gifted and Talented Program. We will have two levels of appeal, the first being to contact the homeroom teacher directly to gain an understanding of why a student was not selected. Our level two appeal is a formal appeal which requires a parent to complete a form and submit it to the building principal for review. The form can be found on the district website (wtsd.org) under the Curriculum tab.

The building principal will then review the criteria used during the selection process and make a final decision about student entry into the program. Each building principal will have ten business days to respond to an appeal, but the principal's decision is final and the student in question will have to wait until the following year to begin the process over again.

Link to Professional Development & PD Resources:

Certificated Staff and Administrators may access and use the following professional development and resources:

National and Regional Conferences

- [Gifted and Talented Best Practices Regional Networking Meetings](#)
- [National Association for Gifted and Talented](#)
- [Supporting Emotional Needs of the Gifted \(SENG\)](#)
- [World Council for Gifted and Talented Children](#)

Educators

Connecting for High Potential

Written by and for teachers and parents, *Connecting for High Potential* from the National Association for Gifted Children provides practical advice for parents, teachers, and community members to work together to support high-ability students.

Parents

- [Resources for Parents](#)
- [Educational Programs](#)

Gifted and Talented BOE Policy & Regulation

[Link to WTSD Gifted & Talented BOE Policy #2464](#)

[Link to WTSD Gifted & Talented BOE Regulation #2464](#)

Waterford Township Gifted and Talented Committee 2023-2024

Note: Committee membership was temporarily reduced this year due to inability to address teacher coverages to attend the October meeting

Mr. Michael A. Nolan, Superintendent of Schools

Mrs. Christine Manna, Principal Waterford Elementary School and Supervisor of Gifted and Talented

Mrs. Heather Kondas, Principal Atco Elementary School

Mr. Patrick Davidson, Principal Thomas Richards Early Childhood Center

Mrs. Elizabeth Scola, Technology Integration and Data Consultant

Mrs. Deb Parker, GT teacher

Waterford Township Gifted and Talented Committee 2022-2023

Note: Committee membership was temporarily reduced this year due to inability to address teacher coverages to attend the October meeting

Mrs. Julie Lyons, Supervisor of Gifted and Talented
Mrs. Heather Kondas, Principal Atco Elementary School
Mr. Patrick Davidson, Principal Thomas Richards Early Childhood Center
Mrs. Christine Manna, Principal Waterford Elementary School
Mrs. Elizabeth Scola, Technology Integration and Data Consultant
Mrs. Deb Parker, GT teacher

Waterford Township Gifted and Talented Committee 2021-2022

Note: Committee membership was temporarily reduced this year due to inability to address teacher coverages to attend the September meeting

Mrs. Julie Lyons, Supervisor of Gifted and Talented
Dr. Brenda Haring, Superintendent/Principal, Atco Elementary
Mrs. Heather Kondas, Principal Waterford Elementary School
Mrs. Ashley Power, Assistant Principal
Mr. Patrick Davidson, Principal Thomas Richards Early Childhood Center
Mrs. Elizabeth Scola, Technology Integration and Data Coordinator
Mrs. Deb Parker, GT teacher

Waterford Township Gifted and Talented Committee 2020-2021

Note: Committee membership was temporarily reduced this year due to inability to address teacher coverages to attend the September meeting

Mrs. Julie Lyons, Supervisor of Gifted and Talented
Dr. Brenda Haring, Superintendent/Principal, Atco Elementary
Mrs. Heather Kondas, Principal Waterford Elementary School
Mrs. Ashley Power, Assistant Principal
Mr. Patrick Davidson, Principal Thomas Richards Early Childhood Center
Mrs. Elizabeth Scola, Technology Integration and Data Coordinator

Waterford Township Gifted and Talented Committee 2019-2020

Mrs. Deb Parker, Gifted and Talented Teacher
Mrs. Julie Lyons, Supervisor of Gifted and Talented
Dr. Brenda Haring, Superintendent/Principal, Atco Elementary
Mrs. Heather Kondas, Principal Waterford Elementary School
Mrs. Casey Bromley, Interventionist
Mrs. Alison Dimitratos, 3rd Grade Teacher
Mrs. Christine Manna, Math Coach
Ms. Andrea Palumbo, STEAM Teacher

Mrs. Elizabeth Scola, Technology Integration and Data Coordinator
 Mrs. Meredith Vitarelli, Media Specialist/STEAM, Atco Elementary
 Mrs. Carol Young, 5th Grade Teacher
 Mr. William Wilhelm, Board of Education
 Mrs. Maria Yeatman, Board of Education

Note: The number of students receiving G&T services in each grade level (disaggregated by race, gender, special education designation, and English Language learner designation), as well as the number of staff employed by the school district (whose job responsibilities include identification of and providing services to gifted and talented students) are provided annually to the NJ Department Of Education via NJ SMART.

Appendix A

Waterford Township School District Gifted and Talented Appeals Process

If a parent or guardian feels the need to appeal the GT placement decision of the GT selection and Placement Committee, or if a parent, guardian, or staff member believes a student has been denied access to or removed from the program unfairly, the following steps may be taken:

Informal Formal	<p>Level One: School Level, Classroom Teacher Level Two: School Level, Administrative</p> <p>The Waterford Township School District recognizes that not all children are able to be placed in our Gifted and Talented Program. However, we also recognize that not every process is flawless.</p> <p>Parents have the opportunity to appeal a student's non-admission into the Gifted and Talented Program. There are two levels of appeal, the first being to contact the classroom teacher directly to gain an understanding of why a student was not selected. A level two appeal is a formal appeal which requires a parent to complete a form and submit it to the building principal for review. The form can be found on the district website under the Curriculum tab.</p> <p>The building principal will then review the criteria used during the selection process and make a final decision about student entry into the program. Each building principal will have up to ten</p>
--------------------	---

	<p>business days to respond to an appeal, but the principal's decision is final, and the student in question will have to wait until the following year to begin the process over.</p>
<p>Level One</p>	<p>If you feel your child was excluded from Gifted and Talented and have reasonable evidence to suggest that he/she deserves to be identified and/or serviced, the first step in the process is to contact the classroom teacher. Upon contacting the classroom teacher, you will be provided with an explanation of the criteria and process used to determine eligibility for the program. In addition, you may request a meeting to sit down and discuss your child's criteria and scores. If you are not satisfied with the outcome of the meeting, you will then be required to complete the level two appeals process.</p>
<p>Level Two</p>	<p>Once a family has gone through the level one appeals process and has additional questions, they are required to complete the level two appeal form found online. The building principal will review the student's criteria, set up a meeting with the family, and make a final determination as to whether or not the child should gain entry into the program and/or be identified as Gifted and Talented. The building principal's decision is final and the appeals process ends once a decision has been made. The building principal has ten business days to review the documents, set up a meeting, and make a final decision.</p> <p>Principal, Atco Elementary School - Ms. Heather Kondas Principal, Thomas Richards Early Childhood Center - Mr. Patrick Davidson Principal, Waterford Elementary School - Ms. Christine Manna</p>

Appendix B
Waterford Township School District
Gifted and Talented Program
Level Two Appeal Form

Directions: This form is to be completed and submitted to the building principal after the parent/guardian of a child has already reached out to and/or met with the teacher at the school. If the teacher has not been contacted prior to this form being completed, the building principal will require that you do so. Once you have completed the form, please either email it to the building principal or print it out and deliver it to the main office of the school.

Date: _____ Student Name: _____

Date of Birth: _____ Current Grade Level: _____

School: _____

Name of Parent/Guardian Filing The Appeal: _____

Email: _____ Phone: _____

Explain the issue being appealed:

Explain the reason(s) for filing the appeal:

Gifted & Talented

Receipt of Document	
Filename	Received
WTSD_2023-24_ NJDOE_GiftedServiceReport (1).xlsx	09/13/2023 12:24 PM
GT service report WTSD 075560 October 2022.xlsx	10/28/2022 12:03 PM
NJDOE_GiftedServiceReport WTSD 075560 9.25.20.xlsx	09/25/2020 03:41 PM
2020 & 2020.pdf	09/25/2020 03:31 PM
Introduction to Gifted and Talented Education - WTSD COVID 9.25.20.pdf	09/25/2020 03:30 PM

WATERFORD TOWNSHIP BOARD OF EDUCATION
EMPLOYMENT CONTRACT

The Board of Education of the Waterford Township School District in the County of Camden (hereinafter “Board”) and Daniel J. Fox (hereinafter “Assistant Superintendent for Business/Board Secretary”), who resides at 120 Newport Road, Sicklerville, NJ 08081, hereby enter into this Employment Contract for the school year effective July 1, 2023.

1. COMPENSATION

The Board of Education shall pay the Assistant Superintendent for Business/Board Secretary a yearly salary of \$164,678. Said salary shall be for the time period commencing on July 1, 2023, and ending on June 30, 2024.

2. SALARY DEDUCTIONS

Salary deductions will be made from the Assistant Superintendent for Business/Board Secretary’s paycheck in a manner consistent with other employees of the Board.

3. WORK DAY

The workday for the Assistant Superintendent for Business/Board Secretary shall be similar to other administrative personnel except it is understood that the Assistant Superintendent for Business/Board Secretary is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

4. PERFORMANCE

The Assistant Superintendent for Business/Board Secretary agrees to faithfully perform the duties of the position as set forth in the job description for the position and in accordance

with all applicable laws, regulations, policies and directives. The Assistant Superintendent for Business/Board Secretary shall maintain his license as a certified public accountant.

In the event that the Assistant Superintendent for Business/Board Secretary shall lose his certification as a school administrator, then this contract shall become null and void.

5. VACATION

A. The Assistant Superintendent for Business/Board Secretary shall be entitled to twenty (20) vacation days per school year.

B. Any vacation days remaining on June 30 shall be lost. The Superintendent may grant permission to carry over up to five (5) days which must be used in the next year or those days will be forfeited.

C. In figuring vacations, Saturdays, Sundays and legal holidays shall not be counted.

D. In case of any year in which the Assistant Superintendent for Business/Board Secretary retires or resigns, vacation days earned shall be prorated for that year. Upon separation the Assistant Superintendent for Business/Board Secretary shall be paid for all accrued and unused vacation days at a daily rate calculated by dividing the annual salary by 260.

6. HOLIDAYS

A. The Assistant Superintendent for Business/Board Secretary shall be entitled to be off with pay on the following holidays:

Independence Day

Labor Day

Columbus Day

General Election Day

NJEA Convention

Veterans Day
Thanksgiving
Friday after Thanksgiving
Winter Recess
Martin Luther King's Birthday
Presidents Day
Lincoln's Birthday*
Spring Recess
Memorial Day

* May be celebrated as part of Spring Recess.

Exceptions: If a holiday falls on a Saturday, it shall be celebrated on a Friday; if it falls on a Sunday, it shall be celebrated on a Monday. The School Business Administrator may convert holidays to Floating Holidays if not taken.

7. PERSONAL LEAVE

The Assistant Superintendent for Business/Board Secretary shall be entitled to four (4) personal days with pay. Unused personal days shall be converted to sick days except, pursuant to NJSA 18A:30-7, no person shall be allowed to increase her total sick day accumulation by more than 15 days in any one year.

8. SICK LEAVE

A. Sick leave is hereby defined to mean absence from the Assistant Superintendent for Business/Board Secretary's post of duty because of personal or family member's disability due to illness, injury or because the Assistant Superintendent for Business/Board Secretary has

been excluded from school by the school's medical authorities on account of a contagious disease or of being quarantined for such a disease.

B. The Assistant Superintendent for Business/Board Secretary shall be entitled to twelve (12) sick days per year with pay.

C. Unused sick days and personal days converted to sick shall be carried forward, and pursuant to NJSA 18A:30-7, no person shall be allowed to increase their total sick day accumulation by more than 15 days in any one year. Unused sick days shall be accumulative to a maximum of two hundred (200) days.

D. Upon retirement, the Assistant Superintendent for Business/Board Secretary shall be paid for any unused sick days calculated by multiplying the annual salary divided by 260 times the number of unused sick days to a maximum of \$15,000.00.

9. INSURANCE

The Assistant Superintendent for Business/Board Secretary shall be entitled to the following benefits:

A. Enrollment in a health plan with family coverage which shall include the prescription insurance equal to or better than the Direct 10 plan offered by New Jersey State Health Benefits Plan, full family dental insurance coverage through Delta Dental and enrollment in the VSP vision plan.

The Assistant Superintendent for Business/Board Secretary shall contribute toward the cost of his health care in accordance with N.J.A.C. 6A:23A-3.1(e)4. In no case shall the Assistant Superintendent for Business/Board Secretary pay less than 1.5% of base salary in accordance with N.J.S.A. 18A:16-17 (P.L. 1979, c. 391)."

The Assistant Superintendent for Business/Board Secretary otherwise entitled to insurance coverage shall have the option to withdraw from any such coverage and to be paid in accordance with the district's IRS Section 125 plan. All withdrawals from insurance coverage shall be for a minimum of one (1) year. The cash payment shall be in the form of a stipend payable semi-annually on December 15 and June 15.

B. Enrollment in a disability insurance policy that will provide a monthly benefit not to exceed 66 2/3% of the salary after 30 days of disability of the School Business Administrator/Board Secretary. The Assistant Superintendent for Business/Board Secretary otherwise entitled to disability insurance coverage shall have the option to withdraw from any such coverage and to be paid a sum equal to 50% of the board share of the premium. This Disability Insurance benefit is not a duplication of benefits and is not otherwise provided to the employee pursuant to law or contract.

10. TRAVEL

The Board shall reimburse the Assistant Superintendent for Business/Board Secretary for use of his personal automobile for school business at the rate in accordance with board policy and pursuant to applicable law and regulation and is reimbursed at a rate of \$.31 per mile and/or "in accordance with OMB-Circular 16-11 plus the cost of parking and tolls."

11. TERMINATION

This Employment Contract may be terminated by:

- A. Mutual agreement by the parties
- B. Unilateral termination by the Assistant Superintendent for Business/Board Secretary upon 60 days' written notice to the Board; or

- C. Termination by the Board for inefficiency, incapacity, misbehavior, conduct unbecoming an Assistant Superintendent for Business/Board Secretary or other just cause and only the manner mandated by New Jersey Tenure Hearing Law.

12. PROFESSIONAL ASSOCIATIONS

The Board agrees to pay full dues and fees of the Assistant Superintendent for Business/Board Secretary to the CCASBO, NJASBO and ASBO International.

13. PROFESSIONAL DEVELOPMENT

A. The Assistant Superintendent for Business/Board Secretary shall be entitled to attend the annual workshop of the NJASBO, one other in-state conference of his choice and one out-of-state conference of his choice. Registration, travel, lodging and meal expenses shall be paid by the Board in accordance with Board policy, NJAC 6A:23A-3.1 (e) 3, NJSA 18A:11-12 and applicable OMB Circulars.

B. The Board agrees to pay the full cost of registration and other reasonable expenses incurred in order for the Assistant Superintendent for Business/Board Secretary to attend educational conferences, seminars, workshops and other professional meetings, visit other school systems and use other means to keep abreast of modern educational thoughts and practices in accordance with Board policy, NJAC 6A:23A-3.1 (e) 3, NJSA 18A:11-12 and applicable OMB Circulars. Prior Board approval is needed for any sum over Fifty Dollars (\$50.00). Mileage allowance shall be as specified by the Board.

C. Graduate Courses

(1) The Board agrees to pay the cost of two graduate courses per calendar year for the Assistant Superintendent for Business/Board Secretary. No tuition aid will be provided unless it culminates in acquisition of a graduate degree from an accredited institution.

Receipts and satisfactory completion of the course are required (grade report or transcript if requested).

(2) Approval for courses shall be by the Superintendent.

D. Continuing Education

In lieu of graduate courses, the Assistant Superintendent for Business/Board Secretary may substitute educational conferences, seminars, workshops and other professional meetings needed to maintain his license as a certified public accountant. In no case shall the cost of the graduate courses plus the Continuing Professional Education (CPE) courses exceed the cost of two graduate courses at State of New Jersey rates. Workshops in sections A and B of Section 13 shall not be included in this cap.

14. PROFESSIONAL LIABILITY

A. The Board agrees that it shall defend, hold harmless and indemnify the Assistant Superintendent for Business/Board Secretary from any and all demands, claims, suits, actions and legal proceedings brought against the School Business Administrator/Board Secretary in his individual capacity or in his official capacity as agent and/or employee of the Board provided the incident arose while the Assistant Superintendent for Business/Board Secretary was acting within the scope of his employment and as such, liability coverage is within the authority of the Board to provide under state law.

B. The Board will provide the Assistant Superintendent for Business/Board Secretary with professional liability insurance in an amount equal to that provided to Board members. The premium is to be paid by the Board.

15. PROVISIONS

The provisions of this contract shall continue in effect beyond the termination date as the

policy of the Board, unless and until any provisions are modified by formal action of the Board.

16. COMPLETE AGREEMENT

This Employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

17. CONFLICTS

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

18. SAVINGS CLAUSE

If, during the term of the Employment Contract, it is found that a specific clause of the Employment Contract is illegal in federal or state law, the remainder of the Employment Contract not affected by such a ruling shall remain in force.

19. INCORPORATION BY REFERENCE

To the extent not in direct conflict with the express provisions set forth herein, this Employment Contract incorporates by reference all terms, duties, benefits, emoluments and other provisions as set forth in the Agreement between the Waterford Township Board of Education and Waterford Township Education Association Support Staff Contract effective from 2020 through 2023 as if fully set forth herein.

WATERFORD TOWNSHIP
BOARD OF EDUCATION

Matthew DeNafo
Board President

Date

Daniel J. Fox
Assistant Superintendent for Business/
Board Secretary

Date

REGULATION GUIDE

ADMINISTRATION

R 1642.01/page 1 of 8

Sick Leave

Aug 23

[See POLICY ALERT No. 231]

R 1642.01 SICK LEAVE

- A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.
1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
 2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
 3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
 4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
 5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
 6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



REGULATION GUIDE

ADMINISTRATION

R 1642.01/page 2 of 8

Sick Leave

7. "Supervisor" means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

- a. The employee is personally ill or injured;
- b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



REGULATION GUIDE

ADMINISTRATION
R 1642.01/page 4 of 8
Sick Leave

Option – Must Select One Option Below

2. ~~_____ [Option 1 – If an employee’s need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]~~

~~OR~~

2. ~~_____ [Option 2 – If an employee’s need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]~~

~~OR~~

2. X [Option 3 - If an employee’s need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Superintendent Board requires advance notice of seven (7) calendar days, (~~not to exceed seven calendar days~~) prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

Option – Must Select One Option Below

3. ~~_____ [Option 1 – If the reason for the leave is not foreseeable, the Board of Education may require an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.]~~



REGULATION GUIDE

OR

ADMINISTRATION
R 1642.01/page 5 of 8
Sick Leave

3. X ~~[Option 2~~ - If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.]
4. The ~~Board Superintendent~~ may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the ~~Board Superintendent~~ ~~may~~ requires reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A.18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;
 - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;



REGULATION GUIDE

- e. ~~Certification from a certified Domestic Violence Specialist~~ or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.
- D. Sick Leave Charges
- 1. An employee who is absent for **51** percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
 - 2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
 - 3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
 - 4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.
- E. Readmission After Disability
- 1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
 - 2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.



REGULATION GUIDE

ADMINISTRATION
R 1642.01/page 7 of 8
Sick Leave

- a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.
- F. Accumulation of Sick Leave
1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.
- G. Exhaustion of Sick Leave
1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.
- H. Records
1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.



REGULATION GUIDE

ADMINISTRATION
R 1642.01/page 8 of 8
Sick Leave

- a. The Superintendent or designee will maintain the employee's record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued:



**BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF JULY 2023**

In accordance with 18A:17-9 for the month of July, 2023, the Cash reconciliation report and the Board Secretary's report are in agreement.

In accordance with 18A:17-9 for the month of July 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10c.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-16.10.2 certifies that the following changes in anticipated revenue amounts and revenue sources:

Code	Source	Amount
	None	
Total		



Daniel J. Fox, Board Secretary