

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

**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: Matthew DeNafo, Benjamin De Vuyst, Barbara Libak Fanz, Jason Galante, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Ehren O'Donnell

Members absent: 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 3<sup>rd</sup> 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

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**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 <sup>st</sup>	34	19
2 <sup>nd</sup>	25	27
3 <sup>rd</sup>	16	27
4 <sup>th</sup>	22	17
5 <sup>th</sup>	21	13
6 <sup>th</sup>	5	20
<b>Total:</b>	<b>163</b>	<b>144</b>

**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						

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**2. Harassment, Intimidation and Bullying (HIB) Report:**

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
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 Iocono	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

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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).
  
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 Rti Paraprofessionals/Coordinator:**  
Approve the percentage of funding of salaries for Title I Rti 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

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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)

**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

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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

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	\$17.51 / hourly rate
	Non-Instructional Aide (Cafeteria)	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

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**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

**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.)

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**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
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.)



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**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
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

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**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

- 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**