

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – October 18, 2023
WATERFORD ELEMENTARY SCHOOL**

DRAFT

I. MEETING CALLED TO ORDER 6:33 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, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Barbara Libak Fanz, Michael McClintock, Ehren O'Donnell

Members absent: Jason Galante

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

B. REVISED 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 Ms. Libak Fanz, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, 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 Mr. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:14 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. O'Donnell read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION - No report.

B. PERSONNEL - No report.

C. BUSINESS - No report.

III. PRESENTATIONS

A. NJSLA Test Scores- *Dr. Nolan*

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

Kathy Worrell- PreK Sub Rates

Janice Piantadosi – PreK Sub Rates – Are they trained as well?

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

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

V. MINUTES

A motion was made by Mr. O'Donnell, 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:

- A. Board Meeting September 20, 2023
- B. Closed Session September 20, 2023

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by a unanimous roll call vote to approve the following items.

A. Monthly District Reports-

- 1. Monthly Wellness Report
- 2. Fire/Security Drill Log

B. Enrollment:

Grade	2022-2023 # of Students	2023-2024 # of Students
PK (3 yr. old)	71	52
PK (4 yr. old)	93	98
PK (5 yr. old)	0	2
K	106	108
1 st	97	110
2 nd	108	95
3 rd	117	109
4 th	105	118
5 th	132	114
6 th	114	132
Total:	943	938

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 Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 9.

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						

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						

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

3. **Approve the following policy for the first reading:**
 a. Policy #: 2270- Religion in the Schools
 b. Policy #: 2419- School Threat Assessments Teams
 c. Policy #: 5111 - Eligibility of Resident/Nonresident Students
 d. Policy #: 5116- Education of Homeless Children and Youths

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
 b. Regulation #: 5116- Education of Homeless Children and Youths
 c. Regulation#: 5111- Eligibility of Resident/Nonresident Students

6. **Nurse's Service Plan 2023-2024 School Year:**
 Approve the Nurse's Service Plan for the 2023-2024 school year. (See Attachment A-6).

7. **School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act:**
 Approve the submission of the 2022-2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

8. **Field Trips for the 2023-2024 School Year:**
 Approve the following field trips for the 2023-2024 school year:

Location	Date	Grade	Staff	Total Adults/ Students	Cost PP	Total
Six Flags Great Adventure	6/4/23	6	36 Staff Members	Approx. 45/130	\$64.98 pp	Admission: \$10,300 Transportation: \$3,100

9. Resolution of the Board of Education of Waterford Township School District supporting the Waterford Township safe routes to school project and the application for safe routes to school funding to make infrastructure improvements that will improve the biking environment for students.

10. **Superintendent Evaluation Calendar:**
 Approve the Superintendent Evaluation calendar for the 2023-2024 school year. (See Attachment A-10).

11. **Fieldwork Experience for Fall, 2023:**
 Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Gizelle Annuzzi	CCC	WES	5	Borman/DeNafo	Fall, 2023	15 hrs total (3 hrs/wk)
Julia Simpers	CCC	WES	5	Young	Fall, 2023	15 hrs total (3 hrs/wk)

12. **Fieldwork Experience for Spring, 2024:**
 Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Alisa Johnson	Walden	WES	4	Chance	1/8/23-5/17/24	60 hrs total (2-3 hrs/wk)

B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. McClintock, and carried by roll call vote to approve items 1-13.

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

1. Resignation of Non-Certified Staff Member(s):

Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
Boorse, A.	TR	Paraprofessional	20-45-EX / AQD	10.22.23
Galiano, M.	TR	Paraprofessional	20-45-L1 / AIP	9.20.23

2. Appointment of Certified Staff for the 2023-2024 School Year:

Approve the following staff member for the position below, pending receipt of required documentation:

Name	Assignment	UPC	From	To	Step	Salary	FTE
Hand, A.	Long-Term Substitute (Grade 3)	30-50-G3/AZT	12.14.23	4.12.23	2 BA	\$57,058	1.0
Walker, K.	Long-Term Substitute (Preschool Relief)	30-45-P2 / AKQ	1.02.24	6.30.24	6 MA	\$64,592	1.0

3. 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
Harrold, J.	Paraprofessional	20-45-L1 / AIA	TR	3	\$16.00	6	185	1.0

4. Position Change of Support Staff Members for the 2023-2024 School Year:

Approve the change of position for the following Support Staff members for the 2023-2024 school year:

Name	Curr Loc	Curr Position	Curr UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	New Loc	New Position	New UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	Effective Date
Caruso, H.	TR	HQ Parapro	20-45-L1 / AIA	18.89	6.0 185	TR	HQ Parapro	20-45-L1 / AIP	18.89	6.0 185	11.01.23
DeMato, B	TR	Parapro	20-45-EX / AQM	16.00	6.0 185	TR	HQ Parapro	20-45-P2 / ALR	17.00	6.0 185	10.23.23
Morales, R.	Atco	Non-Instr. (Café) Aide	20-40-NA / AZK	15.00	2.5 185	TR	Parapro	20-45-EX / AQM	16.00	6.0 185	10.23.23
Nielubowicz, E.	District	Perm. Parapro Substitute	80-10-L1 / AIJ	16.00	6.0 185	TR	Non-Instr. (Café) Aide	20-45-NA / AZJ	15.00	3.5	10.23.23

5. Revised Certified Substitute Rates for the 2023-2024 School Year:

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

Number of Consecutive Days	Substitute Gr. 1-6 County Certificate	Substitute Gr. PreK-Kdg County Certificate	Substitute Gr. 1-6 CE/CEAS/Standard Certificate	Substitute Gr. PreK-Kdg CE/CEAS/Standard Certificate	Substitute Nurse	Substitute Requiring TOSD Certificate
1-20	\$125.15	\$137.67	\$133.90	\$147.29	\$283.25	n/a
21-40	133.90	147.29	149.35	164.29	309.00	\$180.25
41-60	n/a	n/a	180.25	198.28	334.75	206.00

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

6. Revised Non-Certified Substitute Rates for the 2023-2024 School Year:

Approve the revised non-certified substitute rates for the 2023-2024 school year as listed below:

Position	Substitute Gr. 1-6	Substitute Gr. PreK-Kdg
Non-Instructional Aide (Cafeteria)	\$16.48	\$18.13
Paraprofessional	17.51	19.26
Mechanic	19.57	19.57
Secretarial	17.51	17.51
Custodian	18.54	18.54

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

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

Name	Substitute Position	Rate
Cormaney, D.	Teacher	\$125.15 / hr.
	Paraprofessional	17.51 / hr.
Franchetti, J.	Paraprofessional	17.51 / hr.
	Non-Instructional (Cafeteria Aide)	16.48 / hr.
Stanton, M.	Teacher	125.15 / hr.
	Paraprofessional	17.51 / hr.

8. Leave-of-Absence Acknowledgement:

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

Staff Member	Dates	Classification
5164	12.11.23 – 4.30.24	FMLA / NJFLA

9. Perfect Attendance Award – September 2023:

Acknowledge and congratulate the recipient of September's Perfect Attendance Award, Michelle Biggs. Michelle has been with the district since December 2018, has served the district as a preschool teacher at Thomas Richards for most of her time with us. Just recently Michelle was selected as our Preschool Teacher Coach and will receive a \$50.00 Amazon gift card.

10. Approve the following policy for the first reading:

- a. Policy #: 3161- Examination for Cause-Teaching Staff Members
- b. Policy #: 3212- Attendance-Teaching Staff Members
- c. Policy#: 3432- Sick Leave- Teaching Staff Members- Abolished
- d. Policy#: 4161- Examination for Cause- Support Staff Members
- e. Policy#: 4212- Attendance- Support Staff Members
- f. Policy#: 4432- Sick Leave- Support Staff Members- Abolished

11. Approve the following policy for the second reading:

n/a

12. Acknowledge receipt of the following regulations:

- a. Regulation #: 3212- Professional Staff Attendance
- b. Regulation #: 3432- Sick Leave- Teaching Staff Members-Abolished
- c. Regulation #: 4212- Support Staff Attendance
- d. Regulation #: 4432- Sick Leave- Support Staff-Abolished

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

13. **Retirement of Support Staff Member(s):**
Approve the retirement of Patricia Wressing, Custodian, with gratitude and appreciation for 1.5 years of service, effective January 1, 2024. (UPC 21-50-C3 / AHM).

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Ms. Hunter, and carried by a roll call vote to approve items 1 through 12 and addendum item 7b.

1. **Board Secretary's Certifications for the month August 2023 (See Attachment C-1):**
In accordance with 18A:17-9 for the month of August 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 August 2023 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. **Financial Reports for the month August 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. (N/A)

4. **Approval of Expenditures (as per attached):**
Approve the payment of bills and claims:
- Bills List #1- \$ 1,329.50
 - Bills List #2- \$ 34,887.06
 - Bills List #3- \$ 1,410,410.09

5. **Tuition Contracts for the 2023-2024 School Year:**
Approve the tuition contracts for the 2023-2024 school year:

SID #	School	From	To	Amount	Send/Receive	Attachment
5301637342	Yale School, Inc.	8/29/23	6/30/24	\$63,399.60	Send	C-5-a
2467104348	Brookfield Schools	9/8/23	6/30/24	\$81,293.40	Send	C-5-b
4232157242	Burlington County Special Services School District	9/7/23	6/17/24	\$57,010	Send	C-5-c
9145157534	YALE School	9/11/23	6/30/24	112,899.60	Send	C-5-d
9937488584	YALE School	9/11/23	6/30/24	112,899.60	Send	C-5-e
4232157242	BCSSSD	7/5/23	8/1/23	\$4,263.00	Send	C-5-f

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

6. Contracts:

Approve the contracts for the 2023-2024 school year:

Vendor	Service	From	To	Amount	Attachment
Empower AAC	Speech Evaluations	9/1/23	6/30/24	\$120/hour	C-6-a

7. Grants:

a. Approve the grant applications for the 2023-2024 school year:

Grantor	School	Amount	Purpose
WT Home & School Association	Thomas Richards	\$150	Clothes & Health Supplies
WT Home & School Association	Atco	\$150	Clothes
WT Home & School Association	WES	\$150	Clothes

b. Approve the Resolution of the Board of Education of Waterford Township School District Supporting the Waterford Township Safe Routes to School Project and the Application for Safe Routes to School Funding. (See Attachment C-7-b)

8. ESEA-ESSA Funding Allocation – Title I Rtl Paraprofessionals:

a. Approve a change to the percentage of funding of salary for Title I Rtl Paraprofessional as indicated below, retroactive to September 1, 2023 through the last day of employment, September 19, 2023:

Location	Name	Salary	Local %	Title IA %
TR Para	Galiano, M.	\$18,870	100%	0%

b. Approve a change to the percentage of funding of prorated salary for Title I Rtl Paraprofessional as indicated below, effective November 1, 2023 through the end of the 2023-2024 school year, based on ESEA-ESSA Title IA and local funding as indicated below:

Location	Name	Pro-Rated Salary	Local \$	Local %	Title IA \$	Title IA %	FICA %	FICA \$	Total Title IA
TR Para	Caruso, H.	\$17,072	\$3,756	22%	\$13,316	78%	7.65%	\$1,019	\$14,335

9. 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 #
Knoll, M.	9/20/23	11/13/2023	Somerset, N.J.	NJASPERD Adapted PE Conference	\$99.00	11-000-223-580-58-06-100
Knoll, M.	9/20/2023	02/26/2024 02/27/2024	Princeton, NJ	NJASPERD Annual Convention	\$275.00	11-000-223-580-58-06-100

10. Budget:

a. Approve the budget calendar for the 2024-2025 school year. (See Attachment C-10).

11. Facilities:

a. Approve the Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet. (See Attachment C-11).

12. Finance-Related Policies:

a. Approve the following policies for the first reading:

1. Policy #: 8500- Food Services
2. Policy #: 8540- School Nutrition Programs- Abolished
3. Policy #: 8550- Meal Charges/Outstanding Food Service Bill-Abolished

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

- b. Approve the following policies for the second reading:
n/a
- c. Acknowledge receipt of the following regulations:
n/a

D. BYLAWS

- 1. Approve the following policy for the first reading:
n/a
- 2. Approve the following policy for the second reading :
n/a
- 3. Acknowledge receipt of the following regulations:
n/a

VIII. REPORTS

- A. Legislation- None
- 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 Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve item 1.

1. To approve the following board goals:

- a. Continue to support our Superintendent, administration and staff in their efforts to improve student achievement for all students.
- b. Increase communication within the board on budget development, presentation and communication to the public. (Action plan may include NJSBA workshop on Board's Role in Budget and Finance, etc.)
- c. Continue to enhance communication and public relation efforts to strengthen our relationship with: our send/receive school district of Hammonton, Township of Waterford, Waterford Township Library, WTH&S, etc.

A motion was made by Ms. Libak Fanz, seconded by Mr. Leach, and carried by unanimous voice consent to approve addendum item 2.

- 2. To sustain the administrations recommendation to exclude students 50349, 50350, 50474, and 49990 from district enrollment due to residency status.

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

None

- B. A motion was made by Mr. McClintock, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES October 18, 2023**

XI. MEETING ADJOURNMENT at 7:50 p.m.

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Daniel J. Fox".

Daniel J. Fox

Assistant Superintendent for Business/Board Secretary