

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – September 20, 2023  
WATERFORD ELEMENTARY SCHOOL**

**I. MEETING CALLED TO ORDER 6:30 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, Jason Galante, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Michael McClintock, Ehren O'Donnell

Members absent: Barbara Libak Fanz

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 Mr. O'Donnell, 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 Ms. Hunter, seconded by Mr. McClintock, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

**D. MOTION TO APPROVE THE RETURN TO OPEN SESSION**

A motion was made by Mr. De Vuyst, seconded by Mr. Galante, 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**

Mr. McClintock 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.** Retirees of the 2022-2023 School Year:

1. Donna Hagemann- 28 years

2. Mary (Jenn) Laute- 25 years

3. Maureen Pedersen- 26 years

**B.** 2022-2023 Annual District Summary Wellness Report and 2023-2024 Action Plan- *Heather Kondas*

**C.** School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2022-2023 School Year- *Heather Kondas*

**D.** Safety School Data System Report for Period 2 for the 2022-2023 School Year- *Heather Kondas*

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**IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY**

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

Ms. Manna, "Thank you to the retirees."

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

**V. MINUTES**

A motion was made by Mr. Galante, seconded by Mr. Hoover, 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 August 16, 2023
- B. Closed Session August 16, 2023

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Mr. De Vuyst, seconded by Mr. McClintock, 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	97
PK (5 yr. old)	0	2
K	106	107
1 <sup>st</sup>	95	110
2 <sup>nd</sup>	109	95
3 <sup>rd</sup>	116	109
4 <sup>th</sup>	106	118
5 <sup>th</sup>	132	113
6 <sup>th</sup>	115	132
<b>Total:</b>	<b>943</b>	<b>935</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 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						

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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:**

n/a

**4. Approve the following policy for the second reading:**

a. Policy #: 2419- School Threat Assessment Teams

b. Policy #: 9202- Civility

**5. Acknowledge receipt of the following regulations:**

n/a

**6. Kindergarten Entry Assessment Tool for the 2023-2024 School Year:**

Approve the Kindergarten Entry Assessment Tool for the 2023-2024 school year. (See Attachment A-6).

**7. Waterford Township School District Remote Learning Plan 2023-2024 School Year:**

Approve the submission of the Waterford Township School District Remote Learning Plan for the 2023-2024 school year. (See Attachment A-7).

**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
Russo's Farm	10/19/2023	PK/PSD	PK/PSD Teachers, Paras, J. Ervolini, E. Ravenkamp	38/151	\$14-Students \$5 Adults (non-pickers)	Admission: \$2342.00 Transportation: \$1100.00 (4buses)

**9. Gifted & Talented Service Report for the 2023-2024 School Year:**

Approve the submission of the Gifted Service Report and Complaint Process for the 2023-2024 School Year to be submitted to the NJ Department of Education via the NJDOE Homeroom website. (See Attachment A-9).

**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 1-11, and addendum item 12.

**1. Resignation of Certified Staff Member(s):**

Approve the resignation of the following staff member:

Name	Location	Job Assignment	Effective Date
Fuller, P.	WES	Teacher	8/18/23
Wickman, L.	TR	Preschool Instructional Coach	8/25/23

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

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

Name	Location	Position	Effective Date
Venters, R.	District	Permanent Paraprofessional Substitute	8/31/23

**3. Leave-of-Absence Acknowledgement:**

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

Staff Member	Dates	Classification
4687	11/23/23-4/12/24	FMLA

**4. Lateral Move Request:**

Please approve the following Lateral Move request for the 2023-2024 school year:

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Steffey, R.	BA +30	MA	1	1	\$58,810	\$60,085

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

Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Caputi, M.	Elementary K-6 (Grade 6)	30-50-G6 / AHP	Elem. K-6 (1001)	WES	9.21.23	6.30.24	BA+30	\$58,810	1.0
Elliott, D.	Long-Term Sub Kindergarten	30-45-K1/ ABI	Elem. K-6 (1000)	TR	10.20.23	3.20.24	1 BA	56,258	1.0
Steffey, R.	Preschool	30-45-P2 / AAJ	PreK – Gr 3 (1013)	TR	9.21.23	6.30.24	MA	\$60,085	1.0

**6. Position Change of Certified Staff Member for the 2023-2024 School Year:**

Approve the change of position for the following Certified Staff member for the 2023-2024 school year:

Name	Curr Pos.	Curr UPC	Curr Loc	Curr Step	Curr Salary	Curr FTE	New Pos.	New UPC	New Loc	New Step	New Salary	New FTE	Eff Date
Biggs, M.	Teacher (Preschool)	30-45- P2 / AAJ	TR	5 MA+15	\$64,867	1.0	Teacher Coach (Preschool)	30-45-P2 / ADR	TR	5 MA+15	\$64,867	1.0	9.21.23

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

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

Position	TR	WES
Head Teacher(s)	Biggs, M.- \$2,165 Handzus, A.- \$2,165	Ambroselli, F.- \$2,165 Scotti, M.- \$2,165

8. Approve the contract of Daniel J. Fox for the 2023/2024 year as submitted and approved by the NJ Department of Education. (See Attachment B-8).

9. Approve the following policy for the first reading:  
n/a

10. Approve the following policy for the second reading:  
n/a

11. Acknowledge receipt of the following regulations:  
a. Regulation#: 1642.01- Sick Leave

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**12. After-School Music Programs:**

Approve the following staff member to provide instruction for the 2023-2024 After-School Music Programs:

Name	Program	Location	Date	Rate
Gibbins, E.	Instrumental (Band)	WES	October-May (4) One-hour sessions per week	96 hours @ \$55* = \$ 5,280
Gibbins, E .	Vocal (Chorus)	WES	October-May (1) One-hour session per week	22 hours @ \$55* = \$1,210

\* New Contract

**C. BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach and carried by a roll call vote to approve items 1 through 8, and addendum item 9.

**1. Board Secretary's Certifications for the month July 2023 (See Attachment C-1):**

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 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 July 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 July 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- \$1,557,589.86
- Bills List #2- \$29,881.59
- Bills List #3- \$16,878.57

**5. Contracts:**

Vendor	Service	From	To	Amount	Attachment
Atlantic Cape Community College	Internship	9/20/23	6/30/24	---	C-5-a
Interactive Kids	BCBA	7/1/23	6/30/24	\$130.00 per hour	C-5-b
Township of Waterford	School Resource Officer	7/1/23	6/30/24	\$146,103.75	C-5-c

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**6. 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
4232157242	BCSSSD	7/5/2023	8/1/2023	\$6,144.00	Send	C-6-a
3857203221	Hammonton	8/31/23	6/30/24	12,316.00	Send	N/A
3857203221	Middle			12,316.00	Receive	C-6-b
Various	CC Technical Schools	9/1/23	6/30/24	66,431.00	Send	C-6-c
7726077844	Hammonton	8/31/23	6/30/24	12,316.00	Send	C-6-d
7726077844	Pemberton	8/31/23	6/30/24	12,316.00	Receive	C-6-e
9830697265	Hammonton	8/31/23	6/30/24	16,870.00	Send	C-6-f
9830697265	Greater Oaks	8/31/23	6/30/24	16,870.00	Receive	C-6-g
5398557697	Archbishop Damiano	9/7/23	6/30/23	59,459.40	Send	C-6-h

**7. 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 #
Fox, D.	08/25/2023	09/26/2023	Mt. Laurel, NJ	School Security	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	10/31/2023	Mt. Laurel, NJ	NJASBO Policy Review & Updates	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	11/16/2023	Mt. Laurel, NJ	NJASBO Food Service	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	12/19/2023	Mt. Laurel, NJ	NJASBO Pension Update	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	01/23/2024	Mt. Laurel, NJ	NJASBO Preschool Overview	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	02/20/2024	Mt. Laurel, NJ	NJASBO Facilities	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	03/26/2024	Mt. Laurel, NJ	NJASBO Purchasing Update	\$225.00	11-000-251-592-58-25-000
Fox, D.	08/25/2023	04/16/2024	Mt. Laurel, NJ	NJASBO Audit Review	\$225.00	11-000-251-592-58-25-000
Meslin, V.	08/24/2023	10/03/2023 03/14/2024	Montclair State Univ.	Seminar in PIRS Practices 2023-2024	\$54.00	20-218-200-580-58-02-060
All Administrators & Board Members	09/07/2023	10/23/2023 10/24/2023 10/25/2023 10/26/2023	Atlantic City, NJ	NJ School Boards Association Annual Workshop	\$2200.00	11-000-230-585-58-23-000
Friedman, E.	09/08/2023	10/20/2023	Metuchen, NJ	NJALC Fall Symposium 2023	\$165.00	11-000-219-580-58-03-000

**8. Finance-Related Policies:**

a. Approve the following policies for the first reading:

n/a

b. Approve the following policies for the second reading:

n/a

c. Acknowledge receipt of the following regulations:

n/a

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**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:

me	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Richardson, C.	9/15/23	10/4/23	Toms River, NJ	Strauss Esmay Fall 2023 HIB Training Program	\$145	11-000-240-580-58-06-100
Niedoba, D.	9/18/23	12/19/23	Mt. Laurel, NJ	NJASBO Pension Update	\$175	11-000-251-592-58-25-000

**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-** 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. McClintock, seconded by Mr. Hoover, and carried by unanimous voice consent to terminate employee 4198, effective immediately.

**X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS**

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

**XI. MEETING ADJOURNMENT at 7:33 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,

Daniel J. Fox

Assistant Superintendent for Business/Board Secretary