

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES- September 21, 2022  
WATERFORD ELEMENTARY SCHOOL**

**I. MEETING CALLED TO ORDER at 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 in the Board Office and on the district website, wtsd.org.

**A. ROLL CALL**

Members Present: Matthew DeNafo, Benjamin De Vuyst, Barbara Libak Fanz, Roe Hunter, Ehren O'Donnell, Michael Vitarelli, William Wilhelm

Members absent: Michael McClintock

Others present: Dr. Brenda Haring, 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. De Vuyst, seconded by Mr. DeNafo, and carried by unanimous voice consent to approve agenda addendum items.

**C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION**

A motion was made by Ms. Hunter, seconded by Mr. DeNafo, 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 Ms. Fanz, seconded by Mr. DeNafo, and carried by unanimous voice consent to return to open session at 7:03 p.m.

**E. FLAG SALUTE**

Mr. Wilhelm led the Pledge of Allegiance.

**F. MISSION STATEMENT**

Ms. Hunter read the mission statement.

**G. STATEMENT TO THE PUBLIC**

Mr. Wilhelm read the statement to the public.

**II. COMMITTEE REPORTS**

**A. EDUCATION** – none

**B. PERSONNEL** - none

**C. BUSINESS** - none

**III. PRESENTATIONS**

- SSDS Report for Period 2 for the 2021-2022 School Year- Heather Kondas
- School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2021-2022 School Year- Heather Kondas
- Waterford Township Civics & Events Association Recognition- Dr. Brenda Haring

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

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.

A member of the public asked about the approval of the Board Member.

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.

**V. MINUTES**

A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, 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 abstained from items A through C, Mr. O'Donnell abstained from items A, and Mr. Vitarelli abstained from items B and C.)

- A. Board Meeting August 10, 2022
- B. Board Meeting August 17, 2022
- C. Closed Session August 17, 2022

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Mr. De Vuyst, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the following:

- A. **Monthly District Reports-**
  - 1. Monthly Wellness Report-N/A
  - 2. Fire/Security Drill Log-N/A
- B. **Curriculum Department Monthly Highlights**
- C. **Technology Report**
- D. **Waterford Township Home & School Association Monthly Highlights-N/A**
- E. **Enrollment:**

Grade	2021-2022 # of Students	2022-2023 # of Students
PK (3 yr. old)	64	71
PK (4 yr. old)	88	93
PK (5 yr. old)	0	0
K	84	106
1 <sup>st</sup>	108	95
2 <sup>nd</sup>	112	109
3 <sup>rd</sup>	98	116
4 <sup>th</sup>	122	106
5 <sup>th</sup>	109	132
6 <sup>th</sup>	122	115
<b>Total:</b>	<b>907</b>	<b>943</b>

F. **Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution

**VII. SUPERINTENDENT'S RECOMMENDATIONS**

**A. EDUCATION**

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

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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						

3. **Preschool Field Trip:**

Approve the following field trip for the 2022-2023 school year:

Location	Date	Grade	Staff	Total Staff/ Students	Cost PP	Total
Indian Acres Tree Farm, Medford	10/14/22	PK	Lindsay Hickman Jen Ervolini Kate Saunders	38/164	\$12 per student \$8 per staff (1 free staff member for every 10 students)	\$2144 (Transportation-TBD)

4. **Waterford Township School District Remote Learning Plan 2022-2023:**

Approve the submission of the Waterford Township School District Remote Learning Plan for the 2022-2023 school year, to the New Jersey Department of Education. (See Attachment A-4).

5. **Special Education & Student Support Services Reference Manual:**

Approve the 2022-2023 Waterford Township Special Education & Student Support Services Reference Manual. (Available upon request).

**B. PERSONNEL**

A motion was made by Mr. De Vuyst, seconded by Mr. DeNafo, and carried by unanimous roll call vote to approve items 1 and 2, addendum item 3, items 4 through 6, addendum item 7 and item 8.

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

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

Name	Location	Position	Effective Date
Cicchino, L.	Atco	Paraprofessional	9/12/22
Ortiz, V.	WES	Non-Instructional Aide (Cafeteria)	8/22/22
Pavoni, D.	TR	HQ Paraprofessional	8/26/22

2. **Resignation of Certified Staff Member:**

Approve the resignation of the following staff member:

Name	Location	Job Assignment	Effective Date
Arechavala, M.	TR	Long-Term Substitute (Preschool)	8/18/22

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**3. Appointment of Support Staff for the 2022-2023 School Year:**

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

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Toussaint, J.	Non-Instructional Aide (Cafeteria)	20-45-NA / AOF	TR	1	15.00	3.5	185	1.0
Legatie, H.	Non-Instructional Aide (Cafeteria)	20-50-NA / APD	WES	1	15.00	4	185	1.0
Grochal, L.	Paraprofessional	20-40-EX / AQG	Atco	1	17.00	6	185	1.0

**4. Appointment of Substitutes for the 2022-2023 School Year:**

Approve the following substitutes for the 2022-2023 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Mallon, N.	Secretary	17.00 / per hour
Cicchino, L.	Paraprofessional	102.00 / daily

**5. Permanent Substitute Guide for the 2022-2023 School Year:**

Approve the Permanent Substitute Guide for the 2022-2023 school year including the addition of a Highly-Qualified Paraprofessional Salary Guide (See Attachment B-5).

**6. Create / Abolish Non-Certified Staff Positions:**

Approve the created and abolished positions for the 2022-2023 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
General Para	WES	Abolish	20-50-L1/AQK	(1.0)	11-190-100-106-00-00-100
Extraordinary Para	WES	Create	20-50-EX/AFS	1.0	11-000-217-106-00-00-100
Classroom Para	TR	Abolish	20-45-S3/AFI	(1.0)	11-000-217-106-00-00-060
Extraordinary Para	TR	Create	20-45-EX/ASI	1.0	11-000-217-106-00-00-060
BD Teacher	WES	Abolish	30-50-S3-AAW	(1.0)	11-209-100-101-00-00-100
LLD Teacher	WES	Create	30-50-S3/ASJ	1.0	11-204-100-101-00-00-100

**7. Transfer of Certified/Non-Certified Staff Positions:**

Approve the following transfers for the 2022-2023 school year:

Name	Curr Pos	Curr UPC	Curr Loc	Curr Step	Curr Hrs/ Curr Rate	New Pos	New UPC	New Loc	New Step	New Hrs / New Rate	Effective Date
Legatie, H.	PerNon-Instr Substitute (café)	80-10-NA / APE	Dist.	1	4 15.30 hr	Non-Instructional (café aide)	20-50-NA / APD	WES	1	4 15.00 hr	9.26.22
Thomas, M.	Perm. Para Substitute	80-10-L1/ All	Dist.	4	6 17.17 hr	Para	20-45-P2 / ALT	TR	4	6 17.00 hr	9.26.22
Franchetti, L.	General Para	20-50-11/AQK	WES	5	6 17.00 hr	Extraordinary Para	20-50-EX/AFS	WES			8.30.22
Bundick, S.	General Para	20-45-S3/AFI	TR	4	6 17.00 hr	Extraordinary Para	20-45-EX/ASI	TR			8.30.22
Glatz, P.	BD Teacher	30-50-S3/AAW	WES	6BA	\$60,765	LLD Teacher	30-50-S3/ASJ	WES			8.30.22

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**8. Authorize Summer Work:**

Approve the authorization an additional 5.5 hours of summer work for Christine Manna at \$36 per hour.

Recess : 7 :26 pm – 7 :31 pm

**C. POLICY**

A motion was made by Mr. DeNafo, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve the following items:

**1. Approve the following policy for the first reading:**

a. Policy #8505- Wellness Policy/Nutrient Standards for Meals and Other Foods

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

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

**D. BUSINESS**

A motion was made by Mr. Vitarelli, seconded by Ms. Libak-Fanz, and carried by unanimous roll call vote to approve items 1 through 7. Mr. Vitarelli abstained from item 5.

**1. 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 31, 2022 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.

**2. Financial Reports for the month of July 2022 (as per attached):**

- a. Investment report.
- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
- c. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
- d. Student Activity Fund General Ledger.
- e. Nutri-Serve Food Management/Waterford Township School District Financial Statement- *N/A*.

**3. Approval of Expenditures (as per attached):**

Approve the payment of bills and claims:

- Bills List #1- \$ 1,283,046.19
- Bills List #2- \$ 52,781.74
- Bills List #3- \$ 44,665.20

**4. Contracts:**

- a. A 2021-2022 Joint Transportation Agreement with Hammonton Board of Education to transport a Waterford student for the Extended School Year at a cost of \$273.83.
- b. A contract with Educational Data Consultants, LLC to provide data analysis and consulting services at \$95 per hour not to exceed \$45,125 (475 hours).
- c. A shared services agreement with Camden County Educational Services Commission to join the Southern Regional Early Childhood Collaborative and receive 22 days of consulting services at a total cost of \$23,850.
- d. A 2022-2023 Joint Transportation Agreement with Folsom Board of Education to transport a Folsom student for the school year with a revenue of \$1,040.40.
- e. Approve a 403(b) Retirement Plan Adoption Agreement to allow for interagency transfers. (Available upon request).

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**5. Professional Development:**

a. Approve the Out of District Professional Development for the 2022-2023 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Board & Admin	9/13/22	10/24/22-10/26/22	Atlantic City	NJSBA Conference	\$2,200	11-000-230-580-58-00-000
Vitarelli, M.	9/8/22	12/5/22	Atlantic City	NJASL Annual Conference: Unleash your School Librarian Super Powers	\$300	11-000-222-580-58-04-040
Fox, D.	9/13/22	9/22/22	Mt. Laurel	Preparing for Negotiations	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	10/18/22	Mt. Laurel	School Security	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	11/15/22	Mt. Laurel	Fiscal Procurement	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	12/14/22	Mt. Laurel	Pension Update	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	1/24/23	Mt. Laurel	Employment Issues	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	2/21/23	Mt. Laurel	TBD	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	3/23/23	Mt. Laurel	Purchasing	\$125	11-000-251-580-58-00-000
Fox, D.	9/13/22	4/20/23	Mt. Laurel	Audit review	\$125	11-000-251-580-58-00-000

**6. Out of District Placements:**

Approve the Out of District Placements for the 2022-2023 school year:

Student ID #	School	Tuition Rate	Aide	# of Days	Tuition Cost
8266506068	Burlington County	\$310.51		180	\$55,892.00
4232157242	Burlington County	310.51		180	\$55,892.00
5398557697	Archbishop Damiano	271.94		180	\$48,949.20
9985892250	YALE School West	375.18		210	\$78,787.80

**7. Grants:**

Approve the grant application for The DREAMS Project (Nurtured Heart) for the 2022-2023 school year.

**VIII. REPORTS**

- A. **Legislation-** Ms. Hunter gave an oral report.
- B. **Camden County School Boards Association-** Ms. Libak Fanz – Meeting Oct. 18th.
- C. **New Jersey School Boards Association-** Mr. De Vuyst gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. DeNafo nothing to report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. Wilhelm gave an oral report.

**IX. BOARD OF EDUCATION BUSINESS**

- A. **OLD BUSINESS**  
Mr. Fox gave an update on the Transportation Contract/Budget.
- B. **NEW BUSINESS**  
None

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

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

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**XI. MEETING ADJOURNMENT at 7:44 p.m.**

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

**Respectfully Submitted,**



**Daniel J. Fox**  
**Assistant Superintendent for Business/Board Secretary**