

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- July 20, 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, Ehren O'Donnell, Michael Vitarelli, William Wilhelm

Members absent: Roe Hunter, 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 Mr. Vitarelli, 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 Mr. DeNafo, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:06 p.m.

E. FLAG SALUTE

Mr. Wilhelm led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. Vitarelli 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

- None

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

- 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 Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by unanimous voice consent to close the meeting to the public.

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V. MINUTES

A motion was made by Mr. DeNafo, 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. Vitarelli abstained)

- A. Board Meeting June 8, 2022
- B. Board Meeting June 15, 2022
- C. Closed Session June 15, 2022

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Mr. DeNafo, and carried by unanimous roll call vote to approve items.

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

Grade	2020/2021 Title I/ESY	Title I/ESY
PK	11	18
K	5	22
1 st	5	34
2 nd	5	25
3 rd	11	16
4 th	6	22
5 th	5	21
6 th	8	5
TOTAL	56	163

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. DeNafo, and carried by unanimous roll call vote to approve items 1 through 7 and addendum items 8 and 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

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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
7023657628	1731800189 7176124561 3734207805 6670393842 3353554286	WES	5/24/22	5/26/22	No	-Conflict resolution activity and think sheet followed by debrief by Principal
3701914359	1731800189 7176124561 3734207805	WES	5/24/22	5/26/22	No	-Conflict resolution activity and think sheet followed by debrief by Principal

3. **School Security Statement of Assurance for 2022:**

Approve the submission of the School Security Statement of Assurance for the 2021-2022 school year.

4. **College Clinical Practice Placement for Fall, 2022 and Spring, 2023 Semesters:**

Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	Hours
Reynolds, C.	Rowan	District	K-6	Herman	9/2022-6/2023	2 hrs/wk
Italiano, G.	Rowan	WES	5-6	Borman	9/6/22-12/14/22 1/17/23-5/5/23	
Green, R.	Rowan	WES	3-4	Kennevan	9/6/22-12/14/22 1/17/23-5/5/23	
Rinaldi, C.	Rowan	WES	K-6	Johnson	9/6/22-12/14/22	
Sharpe, M.	Rowan	Atco	K-2	Kelley	9/6/22-12/14/22	

5. **Standing Orders for the 2022-2023 School Year:**

Approve the Standing Orders for the 2022-2023 school year. (See Attachment A-5).

6. **Independent Educational Evaluation Rates for 2022-2023:**

Approve the Independent Education Evaluation Rates for the 2022-2023 school year. (See Attachment A-6).

7. **Residency:**

a. To exclude student #5774832882 due to residency issues.

8. **Waterford Township School District Safe Return Plan 2022-2023:**

Approve the Waterford Township School District Safe Return Plan for the 2022-2023 school year. (See Attachment A-8).

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9. **Revised School Calendar 2022-2023:**
 Approve the revised school calendar for the 2022-2023 school year.
 (See Attachment A-9).

B. PERSONNEL

A motion was made by Mr. De Vuyst, seconded by Mr. DeNafo, and carried by unanimous roll call vote to approve addendum items 1 and 2, items 3 through 9, and addendum items 10 through 17.

1. **Appointment of Certified Staff for the 2022-2023 School Year:**
 Approve the following staff member for the following position, pending receipt of required documents:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Brutus, A.	Music	30-50-M3 / ADB	Music Comprehensive	WES	9/01/22	6/30/23	1 MA	\$60,085	1.0
Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Leach, C.	Elem. K-8 Grade 1-ICR	30-40-S2 / ANJ	Tchr of Hndcp	Atco	9.01.22	6.30.23	6	\$66,867	1.0

2. **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
Boorse, A.	Paraprofessional (PreK Disabilities)	20-45-EX / AQD	TR	1	17.00	6	185	1.0
Jackson, T.	Custodian	21-10-C3 / AHG	TBD	6	17.03	8	260	1.0
Mascola, J.	Custodian	21-50-C3 / AHO	TBD	1	15.24 (+ .38 pm)	8	260	1.0
Michaelis, F.	Paraprofessional (PreK Disabilities)	20-45-EX / AOD	TR	1	16.00	6	185	1.0
Middleman, M.	Paraprofessional	20-45-P2 / ALS	TR	1	16.00	6	185	1.0
Nielubowicz, E.	Paraprofessional	20-45- P2 / AES	TR	1	16.00	6	185	1.0
Oehler, N.	Paraprofessional	20-45-EX / ARC	TR	1	16.00	6	185	1.0
DeAntonellis, J.	Permanent Para Substitute	80-10-11 / AIJ	Dist.	1	\$17.00	6	185	1.0
Wressig-Tindall, P.	Custodian	21-10-C3 / AQC	Dist.	6	17.03	8	260	1.0

3. **Resignation of Certified Staff Member:**
 Approve the resignation of Data Integration Specialist / School Librarian/Media, Elizabeth Scola, effective July 1, 2022. (UPC #50-10-C4 / AEK and UPC #50-50-C4 / AEL).
4. **Resignation of Support Staff Member:**
 Approve the resignation of Permanent Paraprofessional Substitute, Carol Nicholson, effective July 1, 2022. (UPC # 80-10-L1 / AIJ).
5. **Permanent Substitute Salary Guide for the 2022-2023 School Year:**
 Approve the Permanent Substitute Salary Guide. (See Attachment B-5).

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6. **Revision of Support Staff Contract(s) for the 2022-2023 School Year:**
 Approve the revision of the following staff member(s) 2022-2023 school year:

Name	Position	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Baker, D.	Custodian	TR	22	28.44	8	260	1.0
Chavez, S.	Paraprofessional	WES	1	17.00	6	185	1.0

7. **Leave of-Absence Acknowledgement:**
 Acknowledge the submission/notification of staff member's Leave-of-Absence:

Staff Member	Dates	Classification
5028	6.13.22 – 6.30.22	FMLA

8. **Amendment to Superintendent Contract:**
 Approve the amendment to the employment contract of Dr. Brenda Haring, Superintendent. (Available upon request).

9. **CST Extra Time for Evaluations:**
 Approve the following CST Members to complete evaluations for the month of August as follows:

Name	Position	Rate	Hours	Total	Account
Friedman, E.	LDT-C	\$50.00	Up to 10 Hours	500.00	11-000-219-104-01-03-000
Suriano, A.	Social Worker	\$50.00	Up to 10 Hours	500.00	11-000-211-104-01-13-000

10. **Dean of Students:**
 Approve Candice Michelini for Dean of Students at a salary of \$71,292 plus a differential of \$4,277.52 (6%) included in her salary.

11. **WTEA Contracts:**
 Approve the Sidebar Agreement to the Collective Bargaining Agreement between WTBOE and WTEA to include a 6% differential for the Dean of Students position. (See Attachment B-11)

12. **Job Description(s):**
 Approve the following new/revised job descriptions (See Attachment B-12):
- a. Licensed Professional Counselor (LPC)/Licensed Clinical Social Worker (LCSW) – New
 - b. Custodial Supervisor - New
 - c. Superintendent Secretary – Revised
 - d. Licensed Professional Counselor – Revised

13. **Position Change of Certified Staff Members for the 2022-2023 School Year:**
 Approve the change of position(s) for the following Certified Staff member:

Name	Current Position	Curr. Loc.	Current UPC	Current Salary	New Position	New Loc	New UPC	New Salary	Effective Date
Michelini, C.	Teacher-Gr 3 / Teacher Coach	WES	30-50-C4/ ADT	71,292	Dean of Students / Teacher Coach	WES	30-50-88 / AQB 30-50-C4 / APR	75,570	9.01.22

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14. **Position Change of Support Staff Members for the 2022-2023 School Year:**
 Approve the change of position(s) for the following Support Staff members:

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
Cicchino, D.	Superint. Sec / Atco Sec A	60-40-A2 / AGK	Atco	n/a	28.67	7	240	Superint. Sec	22-10-AA / ARX	Distr.	n/a	28.67	7	240	9.1.22
Kowalski, A.	Media Clerk	20-40-A2 / AHW	Atco	19	21.49	6	185	Sec. B	22-40-AA / AQV	Atco	7	19.52	7	185	9.1.22
Stetser, T.	Parapro	20-45-EX / AQM	TR	2	16.00	6	185	Custodian	21-40-C3 / AHI	TBD	4	16.09	8	260	8.1.22

15. **Create / Abolish Certified and Non-Certified Staff Positions:**
 Approve the created and abolished positions for the 2022-2023 school year (See Attachment B-15).
16. **Transfer of Certified Staff Members for the 2022-2023 School Year**
 Approve the transfer of Certified Staff Members for the 2022-2023 school year. (See Attachment B-16).
17. **Transfer of Non- Staff Members for the 2022-2023 School Year**
 Approve the transfer of Non-Certified Staff Members for the 2022-2023 school year. (See Attachment B-17).

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 #1511- Board of Education Website Accessibility
 - b. Policy #0163- Quorum
 - c. Policy #2415-Every Student Succeeds Act
 - d. Policy #2432- School Sponsored Publications-Abolish
 - e. Policy #3216- Dress and Grooming-Teaching Staff Members
 - f. Policy #4216- Dress and Grooming- Support Staff Members
 - g. Policy #3270- Professional Responsibilities
 - h. Policy #5513- Care of School Property
2. **Approve the following policy for the second reading:**
3. **Acknowledge receipt of the following regulations:**
 - a. Regulation #5513- Care of School Property
 - b. Regulation #3270- Lesson Plans and Plan Books

D. BUSINESS

A motion was made by Mr. Vitarelli, seconded by Mr. DeNafo, and carried by unanimous roll call vote to approve items 1 through 5a, addendum item 5b, and item 6. (Ms. Libak Fanz abstained from items 4b and 6.)

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 April 27, 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.

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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 May 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.

3. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$ 350,875.49
- Bills List #2- \$ 242,449.39
- Bills List #3- \$ 30,117.84
- Nutri-Serve- \$ 27,686.17

4. Contracts:

- a. A 2022-2023 General Services Contract with Camden County Educational services Commission to provide varied services as requested by individual purchase orders (See Attachment D-4-a).
- b. Approve 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 \$5,000 (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 ESE/ESSA FY2023 Title IIA Funds. (See Attachment D-4-b).

c. Out of District Placements 2022-2023:

Approve the out of district placements for 2022-2023 School Year:

Student ID #	School	Tuition Rate	Aide	# of Days	Tuition Cost
7749374914	Archbishop Damiano	271.94	0	210	\$57,107.40
4332378810	Larc School	283.14	185	210	98,309.40
5400925548	Archway	306.32	165	214	100,862.48
9814852611	Kingsway	324.98		210	68,245.80
2546985197	Kingsway	324.98	180	210	106,045.80
4796827764	Kingsway	324.98		210	68,245.80
8255330387	Kingsway	324.98	180	210	106,045.80
2297423588	Kingsway	324.98	180	210	106,045.80
9697520564	Kingsway	324.98	180	210	106,045.80

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5. Grants:

a. Approve the submission and acceptance of the following grants:

Grantor	School	Purpose	Amount
Department of Agriculture	District	Supply Chain Assistance	\$22,614.07
IDEA Basic	District	Tuition	241,058
IDEA Preschool	District	Paraprofessional	17,399

b. To submit a grant request to the NJ Schools Development Authority to reimburse the district for a Building Automation System for \$16,591.

6. Out of District Professional Development:

Approve the following professional developments for the 2022-2023 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Bober, T. Bromley, C. Fanz, C. McGovern, J. Wallen, D.	6/1/22	09/14/2022 10/20/2022 12/08/2022 01/26/2023 03/16/2023 05/25/2023	Evesham Township, NJ	Reading Recovery/Literacy Lessons Ongoing Professional Development	\$2500.00	20-275-200-580-58-04-040

VIII. REPORTS

- A. **Legislation-** No report.
- B. **Camden County School Boards Association-** No report.
- C. **New Jersey School Boards Association-** Mr. De Vuyst gave an oral report.
- D. **Camden County Educational Services Commission-** No report.
- E. **Hammonton-** No report.
- F. **Board President's Report-** Mr. Wilhelm thank Betty Scola for years of service with WTSD. Applications being accepted for open BOE seat vacated by Mr. Pangia.

IX. BOARD OF EDUCATION BUSINESS

- A. **OLD BUSINESS**
None

B. NEW BUSINESS

- 6th grade Summer Reading.
- Safe Return Plan

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

XI. MEETING ADJOURNMENT at 7:29 p.m.

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary