

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- June 15, 2022
WATERFORD ELEMENTARY SCHOOL**

I. MEETING CALLED TO ORDER at 6:32 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, Michael McClintock, Ehren O'Donnell, Al Pangia, William Wilhelm

Members absent: Michael Vitarelli

Others present: Dr. Brenda Harring, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Dan Long, Solicitor.

B. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. De Vuyst, seconded by Mr. Pangia, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

C. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Mr. Pangia, seconded by Mr. De Vuyst, and carried by unanimous voice consent to return to open session at 7:20 p.m.

D. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Mr. DeNafo, seconded by Mr. McClintock, and carried by unanimous voice consent to approve agenda addendum items.

E. FLAG SALUTE

Mr. Wilhelm led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. Pangia 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

1. Recognition of Board Member, Al Pangia

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

- A.** A motion was made by Ms. Libak-Fanz, 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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V. MINUTES

A motion was made by Mr. O'Donnell, seconded by Mr. DeNafo, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary. (Mr. McClintock abstained from items C, D, and E, Mr. De Vuyst abstained from items C and D, and Mr. Pangia abstained from items A through E.

- A. Board Meeting May 18, 2022
- B. Closed Session May 18, 2022
- C. Board Meeting May 25, 2022
- D. Closed Session May 25, 2022
- E. Board Meeting June 1, 2022

VI. SUPERINTENDENT'S REPORT

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

- 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 # of Students	2021/2022 # of Students
PK (3 yr. old)	41	76
PK (4 yr. old)	61	86
PK (5 yr. old)	1	0
K	98	91
1 st	114	112
2 nd	94	111
3 rd	123	102
4 th	113	127
5 th	124	111
6 th	110	122
TOTAL	879	938

F. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution

VIII. 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 4.

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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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

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
8137494015	5975600258	Off School Grounds	4/28/22	4/13/22	Yes	<ul style="list-style-type: none"> • In-School Suspension • Out of School Suspension

3. College Clinical Practice Placement for Fall 2022 Semester:

Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates
Bober, Edward	Concord	WES	3-6	Knoll	9/6/22-12/9/22

4. Observance of Juneteenth as Federal/ State Holiday:

Approve Juneteenth as a Federal/State holiday to be observed on June 20, 2022. The district will be closed in recognition of this holiday.

B. PERSONNEL

A motion was made by Mr. De Vuyst, seconded by Mr. Pangia, and carried by unanimous roll call vote to approve items 1 and 2, addendum item 3, items 4 through 11 and addendum items 12 and 13. (Mr. DeNafo abstained from item 10, Ms. Libak Fanz abstained from items 8 through 10, Mr. O'Donnell abstained from item 5 and Mr. Wilhelm abstained from item 10)

1. Appointment of Certified Staff:

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

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Glatz, P.	Elem. K-8	30-40-S2 / AQT	Kdg – 6 TOSD	Atco	9.01.22	6.30.23	6	\$60,765	1.0
Oleson, E.	Elem. K-8 (Developmental Kdg.)	30-45-K1/ AQX	PreK – Gr. 3	TR	9.01.22	6.30.23	2	57,058	1.0

2. Create / Abolish Certified and Non-Certified Staff Positions:

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

Position	Certified/ Non-Certified	Location	Create/Abolish	UPC	FTE	Account Number
Clerical	Non-Certified	Atco	Abolish	20-40-A2 / AHW	(1.0)	11-000-240-105-00-00-040
Clerical / Secretary B	Non-Certified	Atco	Create	22-40-AA / AQV	1.0	11-000-240-105-00-00-040

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3. Renewal of WTEA 10—Month Support Staff Members for the 2022-2023 School Year:

Approve the renewal recommendations for the 2022-2023 school year for the WTEA Support Staff Members (See attachment B-3).

4. Renewal of 10-Month Non-Affiliated Support Staff Members for the 2022-2023 School Year:

Approve the renewal recommendations for the 2022-2023 school year for the Non-Affiliated Support Staff Members:

Last Name	First Name	Assignment	Days/Yr	Hrs/Day	Hrly Rate	Step	Certification
Crittenden	Karen	Permanent Teacher Sub	185	6.75	\$19.08	OG	County
Hand	Allison	Permanent Teacher Sub	185	6.75	\$18.93	3	CEAS
McMichael	Candace	Permanent Teacher Sub	185	6.75	\$17.53	2	County
Sieben	Lorraine	Permanent Teacher Sub	185	6.75	\$17.34	1	Standard
Nicholson	Carol	Permanent Parapro Sub	185	6.00	\$16.50	2	n/a
Peterson	Shannon	Permanent Parapro Sub	185	6.00	\$16.32	1	n/a
Saunders	Belinda	Permanent Parapro Sub	185	6.00	\$16.32	1	n/a
Carulli	Marisa	Permanent Non-Instr. Sub	185	4.00	\$15.47	2	n/a

5. Substitute List 2022-2023:

Approve the renewal of substitutes for the 2022-2023 school year. (See Attachment B-5).

6. Acknowledgement of Leave-of-Absence(s):

Please acknowledge the submission/notification of staff member(s) Leave-of-Absence:

Staff Member	Dates	Classification
#4334	5/19/22–5/19/23 (intermittent)	FMLA / NJFLA
#4823	6/01/22–6/20/22 (extension) 5/02/22–5/31/22 (original dates)	FMLA
#4554	9/06/22–12/07/22	FMLA / NJFLA

7. Summer Screening for New Registrations:

Approve the following staff members to complete summer screening for new Kindergarten and Grades 1-3 students:

Name	Rate	Account Number
Brown, C.	24 hrs. @ \$50 = \$1200	11-000-218-104-01-02-000
Campanella, M.	24 hrs. @ \$50 = \$1200	11-000-218-104-01-02-000
Romsteadt, S.	24 hrs. @ \$50 = \$1200	11-000-218-104-01-02-000

8. Renewal of Non-Union Affiliated Contracts for the 2022-2023 School Year:

Approve the renewal recommendations for the 2022-2023 school year for Non-Affiliated Contracted Staff members:

- a. Lisa Koob Rtl / Title I Coordinator
- b. Nancy Gibbins Human Resources Coordinator
- c. Deneen Macauley Transportation Coordinator

9. ESY Summer Learning Program 2022 – On Call Paraprofessional:

Approve the following paraprofessional as an on-call employee for the 2022 ESY Summer Learning Program:

Name	# of Days	Rate Per Hour	Hours Per Day	Account #
Thomas, K.	1-19	\$16.00	3.25	11-422-100-106-01-03-000

10. Staff Placements for the 2022-2023 School Year:

Approve the staff placements for 2022-2023 school year. (See Attachment B-10).

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11. **Superintendent 2022-2023 Amended Contract Submission:**
 Approve the submission of an amended employment contract for Brenda Harring, Superintendent to the Department of Education for approval. (Available upon request).

12. **ESY Summer Learning Program 2022 – Teachers:**
 Approve the following paraprofessionals for the 2022 ESY Summer Learning Program:

Name	# of Days	Rate/Hour	Hours/Day	Total	Account #
Clee, L.	5	\$50.00	3.5	\$812.50	11-422-200-104-01-03-000

13. **Appointment of Certified Staff:**
 Approve the following staff member pending receipt of required documents:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Borda, C.	PreK – 3 PreK Disab	30-45-S3/AAO	PreK – 3 / TOSD	TR	9.01.22	6.30.23	5 BA+15	\$61,042	1.0

C. POLICY

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

1. **Approve the following policy for the first reading:**
2. **Approve the following policy for the second reading:**
 - a. Policy #7410- Maintenance & Repair
 - b. Policy #1571- Use of Signature Mechanisms
 - c. Policy #2415.50- Title I- School Parent and Family Engagement
 - d. Policy #2415.04- Title I- District-Wide Parent and Family Engagement
 - e. Policy #9320- Cooperation with Law Enforcement Agencies
 - f. Policy #8420- Emergency and Crisis Situations
 - g. Policy #2417- Student Intervention and Referral Services
 - h. Policy #1648.15- Recordkeeping for Healthcare Settings In School Buildings- COVID 19
 - i. Policy# 5512- Harassment, Intimidation, and Bullying
 - j. Policy #2461- Special Education/Receiving Schools
3. **Acknowledge receipt of the following regulations:**

D. BUSINESS

A motion was made by Mr. Pangia, seconded by Mr. DeNafo, and carried by unanimous roll call vote to approve items 1 through 8.

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. 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 April 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.

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- 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- \$ 1,251,765.23
- Bills List #2- \$ 13,764.40
- Bills List #3- \$ 1,751.56
- Nutri-Serve- \$ 40,983.16

4. Contracts:

- a. Approve the purchase of 125 Chromebooks at \$385.39 for a total cost of \$48,173.75 under the Educational services Commission of New Jersey contract #ESCNJ18/19-03. 40% of the cost will be reimbursed under the federal E-Rate program.

- b. Approve the Property and Casualty Renewal:

Coverage	Carrier	21/22 Premium	22/23 Premium	% Change
Workers Compensation	NJSIG	\$102,318	\$121,207	18.5%
Supplemental Indemnity	NJSIG	3,740	4,268	14.1%
Package	NJSIG	57,560	69,119	20.1%
School Leader Liability	NJSIG	25,723	28,378	10.3%
TOTAL		\$189,341	\$222,972	17.8%

5. Accounts:

- a. Approve the creation of a Staff Activity Account to process funds for various staff activities.
- b. Approve the Corporate Authorization Resolution to open a Elementary Education Petty Cash Account (See Attachment D-5-b).
- c. Approve the Corporate Authorization Resolution to open a Human Resources Petty Cash Account (See Attachment D-5-c).

6. Grants:

Approve the submission and acceptance of the following grants:

Grantor	School	Purpose	Amount
WT Home & School Association	District	Staff Luncheon	\$2,500

7. Out of District Professional Development:

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

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Davidson, P.	05/17/2022	10/13/2022 10/14/2022	Atlantic City, NJ	2022 NJPSA Fall Conference: Honoring Courageous Leadership	\$320.00	11-000-240-580-58-02-060
Manna, C.	06/01/2022	08/02/2022 08/03/2022	Westhampton, NJ	LinkIt! Data Summer Forward Institute	\$200.00	11-000-221-580-58-05-000
Scola, B.	06/01/2022	08/02/2022 08/03/2022	Westhampton, NJ	LinkIt! Data Summer Forward Institute	\$200.00	11-000-221-580-58-05-000

8. Out of District Placements 2022-2023:

Approve the out-of-district placements for 2022-2023 School Year (See Attachment D-8).

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VIII. REPORTS

- A. **Legislation-** Ms. Hunter gave an oral report.
- B. **Camden County School Boards Association-** Ms. Libak Fanz gave an oral report.
- C. **New Jersey School Boards Association-** Mr. De Vuyst gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. DeNafo gave an oral report.
- E. **Hammonton-** Mr. Pangia gave an oral report.
- F. **Board President's Report-** Mr. Wilhelm gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

A motion was made by Ms. Libak Fanz, seconded by Mr. Pangia, and carried by unanimous voice consent to appoint Ms. Hunter as the Hammonton BOE Representative.

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- 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.

- Louann Derkin—Waterford
 - Asked for curriculum, Health & PE standards
- Sarah Freed—Waterford
 - Health & PE
 - Cross curriculum
- John Ravenstahl—Waterford
 - Sex should not be discussed
- Stephanie Jones—Frietag
 - When is curriculum approved
 - opt out procedures
- Erin Tilman
 - Health & PE
- Stephanie Jones—Freitag
 - Pronouns
- Tyson Gringold
 - Opt out

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

XI. MEETING ADJOURNMENT at 8:21 p.m.

A motion was made by Mr. Pangia, 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