

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – January 19, 2022  
WATERFORD ELEMENTARY SCHOOL**

**I. MEETING CALLED TO ORDER at 6:34 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: Benjamin De Vuyst, Barbara Libak Fanz, Rosemarie Hunter, Michael McClintock, Ehren O'Donnell, Al Pangia, Michael Vitarelli, William Wilhelm

Members absent: Matthew DeNafo

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. Pangia, seconded by Ms. Hunter, and carried by unanimous voice consent to approve addendum to the agenda.

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

A motion was made by Mr. De Vuyst and seconded by Mr. Pangia 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. Pangia, seconded by Ms. Hunter, and carried by unanimous voice consent to return to open session at 7:01 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 a statement to the public.

**II. COMMITTEE REPORTS**

**A. EDUCATION** – Ms. Hunter gave an oral report.

**B. PERSONNEL** - Mr. McClintock gave an oral report.

**C. BUSINESS** - Mr. Wilhelm gave an oral report.

**III. PRESENTATIONS**

1. Start Strong Presentation, Julie Lyons & Betty Scola

2. Waterford Twp School District's S.S.D.S. (Period 1 for the 21/22 School Year), Heather Kondas

3. H.I.B. Self-Assessment Submission of Scores for 20/21 School Year, Heather Kondas

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

**A.** A motion was made by Mr. Pangia, seconded by Ms. Hunter, and carried by unanimous voice consent to open the meeting to the public.

**B.** A motion was made by Mr. McClintock, seconded by Mr. Pangia, 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. De Vuyst, seconded by Ms. Hunter, and carried by voice consent to approve the minutes for the following meetings as submitted by the Assistant Superintendent for Business/Board Secretary. Mr. McClintock, Mr. Pangia, and Mr. O'Donnell abstained:

- A. Closed Session                      December 15, 2021
- B. Board Meeting                        December 15, 2021

**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
  - 2. Fire/Security Drill Log
- B. Curriculum Department Monthly Highlights
- 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)	36	67
PK (4 yr. old)	60	91
PK (5 yr. old)	1	0
K	95	88
1 <sup>st</sup>	118	114
2 <sup>nd</sup>	93	112
3 <sup>rd</sup>	123	102
4 <sup>th</sup>	115	124
5 <sup>th</sup>	124	111
6 <sup>th</sup>	109	121
<b>TOTAL</b>	<b>874</b>	<b>930</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. Pangia, and carried by unanimous roll call vote to approve items 1 through 3 and addendum item #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
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
6521084264	2215064487	WES	11/21/21	11/24/21	No	Detention (1 Recess and 2 SEL)

3. **Revised Early Dismissal Times for the 2021-2022 School Year:**  
Approve the revised early dismissal times for the 2021-2022 school year.
- Waterford- 8:40am-12:40 pm
  - Atco/TR- 9:20am-1:20pm

4. **Out-of-District Professional Development:**  
Approve the following professional development opportunities:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Gibbins, E.	11/22/2021	02/24/2022 02/25/2022	Atlantic City, NJ	NJMEA Conference	\$180.00	11-000-223-580-58-01-040
Davidson, P.	01/13/2022	03/24/2022 03/25/2022	Atlantic City, NJ	2022 NJPSA/FEA/ASCD Conference	\$320.00	11-000-240-580-58-02-060

**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 through 12.

1. **Abolish Certified Staff Positions:**  
Approve the following abolished positions for the 2021-2022 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Teacher, PreK Floater	TR	Abolish	30-45-P2 / ahy	1.0	20-218-100-101-00-99-060
Dean of Students	WES	Abolish	30-50-88 / aqb	1.0	11-000-240-104-00-00-100

2. **Create/Abolish Non-Certified Staff Positions:**  
Approve the following created/abolished positions for the 2021-2022 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Childcare Worker	District	Abolish	20-10-S8 / agw	1.0	11-000-262-107-00-00-000
Paraprofessional	WES	Abolish	20-50-PO / afi	1.0	11-213-100-106-00-00-100
Paraprofessional (PreK Dis. Extraordinary Aide)	TR	Create	20-45-EX / aqe	1.0	11-000-217-106-00-00-060
Paraprofessional (Extraordinary Aide)	WES	Create	20-50-EX / aqf	1.0	11-000-217-106-00-00-100

3. **Substitutes for the 2021-2022 School Year:**  
Approve the following substitutes pending receipt of required documents:

Name	Position	Rate
Achey, M.	Teacher Paraprofessional	\$114.75 / daily 96.00 / daily
Armstrong, J.	Paraprofessional	96.00 / daily
Bailey, C.	Teacher Paraprofessional	114.75 / daily 96.00 / daily

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**4. Retirement of Certified Staff Member:**

Approve the retirement of Christine Harris, Teacher, with gratitude and appreciation for her 25 years of Service, effective July 1, 2022.

**5. Resignation of Support Staff Member:**

Approve the resignation of the following support staff member:

Name	Location	Position	Effective Date
Armstrong, J.	District	Permanent Paraprofessional Substitute	1/03/22

**6. Support Staff Position/Salary Change:**

Approve the position and salary change for the following staff member:

Employee	Current Assign	Curr Step	Hrly Rate	Hrs Day	Days Year	FTE	New Assign	New Step	Hrly Rate	Hrs Day	Days Year	FTE	Effective Date
Pavoni, D.	Perm Para Substitute 80-10-11/a11	1	\$16.00	6	185	1.0	HQ Para 20-45P2/alt	1	\$17.00	6	185	1.0	1/03/22
DeMato, B.	Non-Instr Aide (Cafeteria) 20-45-NA/aof	1	\$15.00	3.5	185	.58	Para 20-45- /aox	1	\$16.00	6	185	1.0	1/24/22

**7. Leave of Absence Extension:**

Approve a leave of absence extension for the following staff member:

Staff Member	Location	Position	Original Request	New Dates
4189	District	Permanent Tchr Substitute	10/13/21-1/02/22	10/13/21-1/30/22

**8. Leave of Absence:**

Approve a leave of absence for the following staff member:

Staff Member	Location	Position	Dates
4605	Atco	Custodian	1/03/22-2/11/22

**9. Transfer of Certified Staff Member:**

Approve the transfer of the following staff member:

Name	Current Position	Current Loc	Current UPC	New Position	New Loc	New UPC	Effective Date
O'Donnell, J.	Dean of Students	WES	30-50-88 / aqb	Teacher (Grade 3)	WES	30-50-G3/ acd	1/03/22

**10. Transfer of Support Staff Member(s):**

Approve the transfer of the following Support Staff Members:

Name	Current Position	Curr Loc	Current UPC	New Position	New Loc	New UPC	Effective Date
Gaston, K.	Perm. Para Substitute	District	80-10-11 / a11	HQ Paraprofessional	WES	20-50-EX / a1b	1/03/22
McHale, J.	HQ Paraprofessional	WES	20-50-PO / a11	HQ Paraprofessional	WES	20-50-EX / a1f	1/03/22
Marzili, C.	Perm. Para Substitute	District	80-10-11 / a1e	Paraprofessional (Extraordinary Aide)	Atco	20-40-EX a1g	1/03/22
Robinson, S.	HQ Paraprofessional (Classroom Aide)	TR	20-45-PD / a1x	HQ Paraprofessional (Extraordinary Aide)	TR	20-45-EX / a1e	1/03/22

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**11. Stipend Position:**

Approve the following staff members to serve as additional Head Teachers for the Waterford Elementary School for the remainder of the 2021-2022 school year (Prorated):

- Frank Ambroselli
- James Moore

**12. Increase to County-Certificated Substitutes:**

Please approve the per diem rate of \$140.22 for County-Certificated Substitutes when working consecutively (same classroom) beginning with day 41 through and including day 60.

**C. POLICY**

A motion was made by Mr. De Vuyst, 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 #0131- Bylaws, Policies, and Regulations
- b. Policy #6115.01- Federal Awards/Fund Internal Controls, Allowability of Costs
- c. Policy #6115.02- Federal Awards/Fund Internal Controls, Mandatory Disclosures
- d. Policy #6115.03- Federal Awards/Fund Internal Controls-Conflict of Interest
- e. Policy #6311- Contracts for Goods or Services Funded by Federal Grants
- f. Policy #7432- Eye Protection
- g. Policy #8420- Emergency and Crisis Situations
- h. Policy #8540- School Nutrition Programs
- i. Policy #8550- Meal Charges/Outstanding Food Service Bill
- j. Policy #8600- Student Transportation
- k. Policy #8810- Religious Holidays (Abolish)
- l. Policy #6471- School District Travel
- m. Policy #1648.14-Safety Plan for Healthcare Settings in School Buildings Covid-19

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

- a. Regulation #8462- Reporting Potentially Missing or Abused Children

**D. BUSINESS**

A motion was made by Mr. Pangia, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 3 and addendum items 4 and 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 September 31, 2021 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.

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**2. Financial Reports for the month of November 2021 (as per attached):**

- a. Investment report.
- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17The 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- \$ 1,479,170.41
- Bills List #2- \$ 98,755.41
- Bills List #3- \$ 5,012.49
- Nutri-Serve- \$ 43,532.16

**4. Contracts:**

Approval of NJDOE Mandated Tuition Contract for pupils placed by Department of Children and Families Office of Education in an Approved school for students with disabilities and State of New Jersey Standard Terms and Conditions.

**5. Out-of-District Placements for 2021-2022:**

Approve the Out-of-District placements for the 2021-2022 school year:

Student #	Placement	Program	Tuition	Aide Cost	Estimated Transportation	Total Cost	Responsibility
9937488584	YALE CH	Multiple Disabilities	\$70,051.80 (prorated 154 days)	\$43,800	\$13,032	\$126,883.80	Waterford
5780562110	Hampton Academy	Multiple Disabilities	62,083.80	\$38,700	\$18,304	\$119,087.80	Waterford

**VIII. REPORTS**

- A. **Legislation-** Ms. Hunter gave an oral report.
- B. **Camden County School Boards Association-** Ms. Libak Fanz stated meeting was cancelled.
- C. **New Jersey School Boards Association-** Mr. De Vuyst stated meeting scheduled for 2/16/22.
- D. **Camden County Educational Services Commission-** No 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**  
None

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

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

1. Shaun Leavey- Generosity of the Waterford Staff.
2. Vinnie Berelati – Spectators – basketball games

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

**XI. MEETING ADJOURNMENT at 7:49 p.m.**

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

Respectfully Submitted,



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