

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – March 23, 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, Michael Vitarelli, William Wilhelm

Members absent: Michael McClintock, Ehren O'Donnell, Al Pangia

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. Vitarelli, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the addendum to the agenda.

**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 Mr. DeNafo, seconded by Ms. Hunter and carried by unanimous voice consent to return to open session at 7:00 p.m.

**E. FLAG SALUTE**

Mr. Wilhelm led the Pledge of Allegiance.

**II. PRESENTATIONS**

Annual Comprehensive Financial Report, Scott Barron Bowman & Company (See Attachment III-1)

**III. MOTION TO APPROVE AGENDA BY CONSENT**

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

**IV. MOTION TO APPROVE THE FOLLOWING ITEMS BY CONSENT**

A motion was made by Mr. DeNafo, seconded by Ms. Hunter, and carried by unanimous voice consent to approve the Minutes, Superintendent Report, Education, Personnel, Business items and addendum items. (Mr. DeNafo abstained from item #4 of the Education Portion.)

**ROLL CALL**

A roll call was made as follows:

DeNafo  
De Vuyst  
Libak Fanz  
Vitarelli  
Wilhelm  
Hunter

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**V. MINUTES**

- A. Closed Session February 16, 2022
- B. Board Meeting February 16, 2022

**VI. SUPERINTENDENT'S REPORT**

- 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)	35	73
PK (4 yr. old)	60	86
PK (5 yr. old)	1	0
K	95	90
1 <sup>st</sup>	118	113
2 <sup>nd</sup>	93	110
3 <sup>rd</sup>	123	103
4 <sup>th</sup>	115	124
5 <sup>th</sup>	124	110
6 <sup>th</sup>	110	120
<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**

**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						

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3. **School Calendar 2022-2023:**  
Approve the school calendar for the 2022-2023 school year (See Attachment A-3).
  
4. **Home and School Association Fundraisers:**  
Approve the following HSA Fundraisers:
  - Easter Candy Sale for March/April
  - Clothing Donation Drive in April
  - Town Spring Yard Sale in April
  - Color Run in May
  
5. **Sixth Grade Field Trip:**  
Approve the 6<sup>th</sup> Grade Field trip to Great Adventure on June 2, 2022.
  
6. **Read Across America Book Donation from Camden County Education Association:**  
Accept the generous donation of books to Atco Elementary School students from the Camden County Education Association.

**B. PERSONNEL**

1. **Appointment of Support Staff for the 2021-2022 School Year**

Approve the following staff member(s) pending receipt of required documents:

Name	Position	UPC	Account	Loc.	Step	Hourly Rate	Hours / Day	Day / Year	FTE
Conner, Patricia	Paraprofessional (HQ) Preschool	20-45-P2 / AOZ	20-218-100-106-00-00-060	TR	1	17.00	6.0	185	1.0
Bogelista, Jacquelyn	Non-Instructional Aide (cafeteria)	20-50-NA / APD	11-000-262-107-00-00-100	WES	1	15.00	4.0	185	.67
Saunders, Belinda	Permanent Paraprof. Substitute	80-10-11 / All	11-190-100-106-00-00-000	DIST	1	16.00	6.0	185	1.0
Sieben, Lorraine	Permanent Teacher Substitute	80-10-SP / ALW	11-120-100-101-00-09-000	DIST	1	17.00	6.75	185	1.0

2. **Resignation of Support Staff Member**

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

Name	Location	Position	Effective Date
Farlow, Heidi	TR	Paraprofessional (Preschool)	3.04.22
Fiamingo, Caitlin	TR	Paraprofessional (Preschool)	3.23.22
Jackson, Tiffany	Atco	Paraprofessional (LLD)	3.15.22

3. **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
Atkins, L.	Paraprofessional (general)	Atco	20-40-11/AGI	Paraprofessional (LLD)	Atco	20-40-11/AIL	3/14/22
Cicchino, L.	Paraprofessional (Extraordinary)	Atco	20-40-EX/AOB	Paraprofessional	Atco	20-40-EX/AQG	3/15/22
Marzili, C.	Paraprofessional (Extraordinary & General)	Atco	20-40-EX/AQG	Paraprofessional (Extraordinary)	Atco	20-40-EX/AOB	3/15/22
Stetser, T.	Paraprofessional (Preschool)	TR	20-45-P2-ALS	Paraprofessional (Extraordinary)	TR	20-45-EX/AQM	1/27/22

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**4. Create/Abolish Certified/ Non-Certified Staff Position:**

Approve the following created/abolished positions for the 2021-2022 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Paraprofessional (Extraordinary)	TR	Create	20-45-EX/AGM	1.0	11-000-217-106-00-00-060
Paraprofessional (Extraordinary)	WES	Create	20-50-EX/AQN	1.0	11-000-217-106-00-00-100
Paraprofessional (General)	Atco	Abolish	20-40-L1/AQJ	1.0	11-190-100-106-00-00-040
Teacher (LLD)	WES	Abolish	30-50-PO/ABC	1.0	11-204-100-101-00-00-100
Teacher (3 <sup>rd</sup> ICR)	WES	Create	30-50-F2/AQO	1.0	11-213-100-101-00-00-100

**5. Job Descriptions:**

Approve the following new and revised job descriptions:

- a. Certified Educational Facilities Manager, Revised – (See Attachment B-5-a).
- b. Lead Custodian, Revised – (See Attachment B-5-b).
- c. Maintenance Mechanic, On-Call Employee, Revised – (See Attachment B-5-c).

**6. Substitutes for the 2021-2022 School Year**

Approve the following substitutes pending receipt of required documents:

Name	Position	Rate
Ginzberg, Kate	Substitute Custodian	\$16.00 / hourly

**C. POLICY**

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

- a. Policy #3340- Grievance-Teaching Staff Members
- b. Policy #4340- Grievance-Support Staff

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

- a. Policy #8561- Procurement Procedures for School Nutrition Programs

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

**D. BUSINESS**

**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 December 30, 2021/January 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 December 2021/ January 2022 (to be distributed):**

- 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.

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- 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- \$ 1,257,477.93
- Bills List #2- \$ 30,373.29
- Bills List #3- \$ 2,815.89
- Nutri-Serve- \$ 48,437.30

**4. Contracts**

- a. Approve a CSI Software Support Renewal Agreement for the 2022/2023 school year at a cost of \$18,096.
- b. A Tuition Contract Agreement with Hammonton Board of Education for educational services for grades 7 & 8 for the 2022/2023 school year at a net cost of \$2,542,054.
- c. A Tuition Contract Agreement with Hammonton Board of Education for educational services for grades 9-12 for the 2022/2023 school year at a net cost of \$5,156,943.
- d. A Special Education Tuition Contract Agreement with Hammonton Board of Education for educational services for educationally handicapped students for the 2022/2023 school year at a net cost of \$976,120.
- e. A Contract with Archway Programs to operate a school-age childcare summer program at Waterford Elementary School.
- f. A CSI Software Support Renewal Agreement from 7/1/2022-6/30/2023 at an annual cost of \$18,096.
- g. A Tuition Contract Agreement with Gloucester County Vocational Technical School District from February 1, 2022, through June 30, 2022, for \$2,547.
- h. Approve a contract with Preferred Home Health and Nursing Services to provide 1:1 services to out of district student from March 22, 2022- June 30, 2022, in the amount of \$19,140.

**5. Grants:**

- a. Submit and accept a grant from the Waterford Township Home & School Association to pay for the 6<sup>th</sup> grade class trip to Six Flags Great Adventure for \$11,150.85.
- b. Submit and accept a grant from the Waterford Township Home & School Association to pay for the 5<sup>th</sup> grade history project for \$165.

**6. Out of District Professional Development:**

Approve the Out of District Professional Development for the 2021-2022 School Year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Fox, D.	02/24/2022	6/07/22-6/10/22	Atlantic City	NJ Association of School Business Administrators Annual Conference	\$275.00	11-000-251-592-58-00-000

**7. Annual Comprehensive Financial Report:**

Resolution Accepting Annual Comprehensive Financial Report (See Attachment D-7).

**8. Tentative Budget for the 2022-2023 School Year:**

Resolution to tentatively approve the 2022-2023 school district budget for submission to the Executive County Superintendent of Schools (See Attachment D-8).

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

A. A motion was made by M. DeNafo, seconded by Ms. Libak-Fanz, and carried by unanimous voice consent to open the meeting to the public.

None

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.

**VIII. BOARD OF EDUCATION BUSINESS**

A. **OLD BUSINESS**

None

B. **NEW BUSINESS**

None

**IX. MEETING ADJOURNMENT at 7:09 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**