

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – November 15, 2023
WATERFORD ELEMENTARY SCHOOL**

DRAFT

I. MEETING CALLED TO ORDER 6:31 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 on the district website, wtsd.org.

A. ROLL CALL OF ATTENDANCE

Members Present: Matthew DeNafo, Benjamin De Vuyst, Jason Galante, Daniel Hoover, Rosemarie Hunter, Barbara Libak Fanz, Michael McClintock, Ehren O'Donnell

Members absent: Thomas Leach

Others present: Dr. Michael A. Nolan, 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 Ms. Libak-Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED SESSION

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

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. DeNafo read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION - No report.

B. PERSONNEL - No report.

C. BUSINESS - No report.

III. PRESENTATIONS

None

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, 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 Ms. Libak-Fanz, seconded by Mr. McClintock, and carried by unanimous voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary:

- A. Board Meeting October 18, 2023
- B. Closed Session October 18, 2023

VI. SUPERINTENDENT’S REPORT

A motion was made by Ms. Hunter, seconded by Mr. O’Donnell, and carried by a unanimous roll call vote to approve the following items.

- A. **Monthly District Reports-**
 - 1. Monthly Wellness Report
 - 2. Fire/Security Drill Log

B. Enrollment:

Grade	2022-2023 # of Students	2023-2024 # of Students
PK (3 yr. old)	72	53
PK (4 yr. old)	93	97
PK (5 yr. old)	0	1
K	103	107
1 st	94	109
2 nd	107	94
3 rd	117	107
4 th	104	118
5 th	130	114
6 th	115	131
Total:	935	931

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
4761843348	10/26/23	Physical Behavior	Atco	Classroom	Teacher	Out of School Suspension

VII. SUPERINTENDENT’S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 8 and addendum item 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
6678700991	9629001046 1792012391	WES	10/24/23	10/19/23	No	• Mediation

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. **Approve the following policy for the first reading:**
n/a
4. **Approve the following policy for the second reading:**
 - a. Policy #: 2270- Religion in the Schools
 - b. Policy #: 2419- School Threat Assessments Teams
 - c. Policy #: 5111 - Eligibility of Resident/Nonresident Students
 - d. Policy #: 5116- Education of Homeless Children and Youths
5. **Acknowledge receipt of the following regulations:**
 - a. Regulation #: 5116- Education of Homeless Children and Youths
6. **Field Trips for the 2023-2024 School Year:**
Approve the following field trips for the 2023-2024 school year:

Location	Date	Grade	Staff	Total Adults/ Students	Cost PP	Total
Adventure Aquarium	3/27/24	1	17 Staff Members	112/41	\$12 pp	Admission: \$2,116 Transportation: \$1,400
Cape May County Zoo	5/16/24	2	12 Staff Members	93/32	\$0	Admission: \$0 Transportation: \$1443

7. **Fieldwork Experience for Fall, 2023:**
Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Hannigan, J.	Rowan	Atco	Nurse	Hall, K.	Fall 2023	8 hours total

8. **CP I/Introductory Fieldwork Placement for Spring, 2024:**
Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Sorce, A.	Stockton	WES	5	Stephan, J.	1/16/24-5/3/24	80 ours total

9. **Revised Annual Preschool Plan Operation Update and Enrollment Projection for the 2024-2025 School Year:**
Approve the attached revised Annual Preschool Plan Operational Update and Enrollment projection for the 2024-2025 school year to be submitted to the NJ Department of Education. (See Attachment A-9.)

B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. Galante, and carried by unanimous voice consent to approve items 1- 8, and addendum items 9 and 10.

1. **Resignation of Certified Staff Member(s):**
Approve the resignation of the following staff member:

Name	Location	Job Assignment	Effective Date
Vitagliano, S.	TR	Pull-Out Resource Teacher	11/15/23
Walker, E.	District	Payroll / Accounts Payable Secretary	11/16/23
Walker, K.	TR	Long-Term Substitute (Preschool)	10/23/23

2. **Appointment of Support Staff for the 2023-2024 School Year:**
Approve the following Support Staff members for the 2023-2024 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Albright, J.	Non-Instructional Aide (Cafeteria)	20-40-NA / AZK	Atco	1	\$15.00	2.5	185	.42

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3. Certified Staff - Salary Adjustment:

Approve the following staff member's step and salary adjustment effective October 5, 2023 through June 30, 2023:

Name	Assignment	Current Step	Current Salary	New Step	New Salary
Caputi, M.	Elementary K-6 (Grade 6)	1 BA+30	\$58,810	1 BA	\$56,258

4. Position Change of Support Staff Members for the 2023-2024 School Year:

Approve the change of position for the following Support Staff members for the 2023-2024 school year:

Name	Curr Loc	Curr Position	Curr UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	New Loc	New Position	New UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	Effective Date
Caruso, H.	TR	HQ Parapro	20-45-L1 / AIP	18.89	6.0 185	TR	HQ Parapro	20-45-L1 / AIA	18.89	6.0 185	11.01.23
Harrold, J.	TR	Parapro	20-45-L1 / AIA	16.00	6.0 185	TR	HQ Parapro	20-45-L1 / AIP	17.00	6.0 185	11.13.23

5. Create Non-Certified Staff Positions:

Approve the created non-certified staff positions for the remainder of the 2023-2024 school year:

Position	Location	UPC	FTE	Account Number
Paraprofessional	TR	20-45-P2 / AZU	1.0	11-000-217-106-00-00-060
Paraprofessional (Highly-Qualified)	WES	20-50-L1 / APA	1.0	11-204-100-106-00-00-100

6. Approve the following policy for the first reading:

n/a

7. Approve the following policy for the second reading:

- a. Policy #: 3161- Examination for Cause-Teaching Staff Members
- b. Policy #: 3212- Attendance-Teaching Staff Members
- c. Policy#: 3432- Sick Leave- Teaching Staff Members- Abolished
- d. Policy#: 4161- Examination for Cause- Support Staff Members
- e. Policy#: 4212- Attendance- Support Staff Members
- f. Policy#: 4432- Sick Leave- Support Staff Members- Abolished

8. Acknowledge receipt of the following regulations:

n/a

9. Appointment of Certified Staff for the 2023-2024 School Year:

Please approve the following staff member for the position listed below:

Name	Assignment	UPC	From	To	Step	Salary	FTE
Papeika, Erin	POR - Kindergarten	30-45-S2 / ASS	1.02.24	6.30.24	2	\$57,058	1.0

10. Appointment of Support Staff for the 2023-2024 School Year:

Approve the following Support Staff members for the 2023-2024 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Capano-Diuiolo, Marianna	Permanent Paraprofessional Substitute	80-10-L1 / AIJ	District	1	\$16.64	6	185	1.0
Stevens, Danielle	Custodian	21-50-C3 / AHM	WES	1	\$15.24	8	260	1.0

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C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Galante, seconded by Mr. McClintock, and carried by unanimous voice consent to approve items 1 through 11 and addendum item 12.

**1. Board Secretary's Certifications for the month September 2023
(See Attachment C-1):**

In accordance with 18A:17-9 for the month of September 2023, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of September 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies that the following changes in anticipated revenue amounts and revenue sources.

2. 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 August 2023 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.

3. Financial Reports for the month September 2023 (as per attached):

- a. Investment report.
- b. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
- c. Student Activity Fund General Ledger.
- d. Nutri-Serve Food Management/Waterford Township School District Financial Statement. (N/A)

4. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$ 1,703,823.33
- Bills List #2- \$ 12,161.21

5. Tuition Contracts for the 2023-2024 School Year:

Approve the tuition contracts for the 2023-2024 school year:

SID #	School	From	To	Amount	Send/Receive	Attachment
8572572909	Hammonton	10/6/2023	6/30/2024	\$10,605.10	Send	C-5-a
8572572909	Plainfield	10/6/2023	6/30/2024	10,605.10	Receive	C-5-b
4845572669	Hammonton	9/25/2023	6/30/2024	11,220.88	Send	C-5-c
4845572669	Union Township	9/25/2023	6/30/2024	11,220.88	receive	C-5-d

6. Contracts:

- a. An Agreement for Student Interns between Rowan University and Waterford Township Public Schools (See Attachment C-6-a).
- b. A Student Transportation Contract with First Student for \$24,505 for after school programs (See Attachment C-6-b).

7. Grants:

- a. **FY2024 ESEA-ESSA Consolidated Grant Application Amendment:**
Approve an amendment to the FY2024 ESEA-ESSA Consolidated Grant Application to budget FY2023 carryover funds as follows:

Title IA	-	\$8,623
Title IIA	-	\$3,879

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8. **Out of District Professional Development for the 2023-2024 School Year:**
Approve the Out of District Professional Development for the 2023-2024 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Nolan, M.	10/25/2023	04/12/2024	West Windsor, NJ	NJAGC Conference 2024	\$234.00	11-000-230-580-58-23-000
Herman, K.	10/26/2023	12/08/2023	East Windsor, NJ	NJASP Winter Conference	\$225.00	11-000-219-580-58-43-000

9. **Budget:**
a. Approve the Statement of Priorities and NJ Student Learning Standards. (See Attachment C-9-a).
10. **Facilities:**
a. Approve the Indoor Air Quality Program 2023-2024. (See Attachment C-10-a).
11. **Finance-Related Policies:**
a. **Approve the following policies for the first reading:**
n/a
b. **Approve the following policies for the second reading:**
1. Policy #: 8500- Food Services
2. Policy #: 8540- School Nutrition Programs- Abolished
3. Policy #: 8550- Meal Charges/Outstanding Food Service Bill-Abolished
c. **Acknowledge receipt of the following regulations:**
n/a
12. **Tuition Contracts for the 2023-2024 School Year:**
Approve the tuition contracts for the 2023-2024 school year:

SID #	School	From	To	Amount	Send/Receive	Attachment
42321572742	BCSSSD	9/7/23	6/17/24	46,675.00	Send	C-12-a

- D. **BYLAWS–Barbara Libak Fanz**
1. **Approve the following policy for the first reading:**
n/a
2. **Approve the following policy for the second reading :**
n/a
3. **Acknowledge receipt of the following regulations:**
n/a

VIII. REPORTS

- a. **Legislation-** No Report
b. **Camden County School Boards Association-** Ehren O'Donnell-no meeting occurred.
c. **New Jersey School Boards Association-** Dan Hoover gave an oral report.
d. **Camden County Educational Services Commission-** Ben De Vuyst- next meeting 12/6/23
e. **Hammonton-Roe Hunter** gave an oral report.
f. **Board President's Report-** Matthew DeNafo gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

A motion was made by Mr. O'Donnell, seconded by Mr. Hoover, and carried by unanimous voice consent to dismiss employee 5162, effective 12/15/23.

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X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- A. A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.
- Dan Ryall- Bus #17- Not happy with the issue.
- B. A motion was made by Ms. Libak Fanz, seconded by Mr. McClintock, and carried by unanimous voice consent to close the meeting to the public.

XI. MEETING ADJOURNMENT at 7:18 p.m.

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

Respectfully Submitted,



Daniel J. Fox

Assistant Superintendent for Business/Board Secretary