

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – December 20, 2023
WATERFORD ELEMENTARY SCHOOL**

DRAFT

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

A. ROLL CALL OF ATTENDANCE

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

Members absent: Benjamin De Vuyst

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. Hunter, seconded by Mr. McClintock, and carried by unanimous voice consent to approve the amendment to the agenda.

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

A motion was made by Mr. Galante, seconded by Mr. Hoover, 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. Galante, seconded by Mr. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:04 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Ms. Libak Fanz read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

- A. EDUCATION -** Ms. Libak-Fanz gave an oral report.
- B. PERSONNEL -** Ms. Hunter gave an oral report.
- C. BUSINESS -** Mr. Hoover gave an oral report.

III. PRESENTATIONS

A. Students of the 1st Trimester:

- 1. Kindergarten- Theo Davies – Ms. Bowden/Ms. Elliott
- 2. Grade 1- Chase Wilson- Ms. Brown
- 3. Grade 2- Mason Foley- Ms. Crone
- 4. Grade 3- Dominique Brown- Ms. Kelly
- 5. Grade 4- Charlotte Better- Ms. Oriente
- 6. Grade 5- Nevaeh Farmer- Ms. DeNafo/Ms. Borman
- 7. Grade 6- Caden Mann- Ms. Poulton/Mr. Vitarelli

B. Employee/Substitute of the 1st Trimester:

- 1. Employee- Nicole Davis, Paraprofessional/Atco
- 2. Substitute- Becky Fishman, Teacher Substitute/District

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IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Ms. Libak Fanz, seconded by Mr. O'Donnell, and carried by unanimous voice consent to open the meeting to the public.

None

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

V. MINUTES

A motion was made by Mr. McClintock, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary (Mr. Leach abstained):

A. Board Meeting November 15, 2023

B. Closed Session November 15, 2023

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak-Fanz, seconded by Ms. Hunter, 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 Lo

B. Enrollment:

Grade	2022-2023 # of Students	2023-2024 # of Students
PK (3 yr. old)	72	52
PK (4 yr. old)	93	96
PK (5 yr. old)	0	1
K	106	109
1 st	96	109
2 nd	109	95
3 rd	118	107
4 th	107	118
5 th	132	112
6 th	116	131
Total:	950	930

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
5134225110	11/13/23	Assault	Atco	Gym	Teacher	● Out of School Suspension
4761843348	11/15/23	Assault	Atco	Classroom	Teacher	● Out of School Suspension
1132129907	11/15/23	Fight	WES	Cafeteria/Hallway	Teachers	● Out of School Suspension
1604520676	11/15/23	Fight	WES	Cafeteria/Hallway	Teachers	● Out of School Suspension
9071574126	12/11/23	Threat	Atco	Classroom	Teacher	● Out of School Suspension

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- D. QSAC Mandated District Performance Review for the 2022-2023 School Year:**
Approve the District Performance Review for the 2022-2023 school year, submitted to the NJ DOE on December 15, 2023. (See Attachment VI-D).

VII. SUPERINTENDENT’S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. Libak-Fanz, and carried by unanimous roll call vote to approve items 1 through 6.

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
6572068237	8691911633	WES	11/15/23	10/30/23	Yes	<ul style="list-style-type: none"> After-School Administrative Detention

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
6678700991	9629001046 1792012391	WES	10/24/23	10/19/23	No	<ul style="list-style-type: none"> Mediation

3. Approve the following policy for the first reading:

n/a

4. Approve the following policy for the second reading:

n/a

5. Acknowledge receipt of the following regulations:

n/a

6. American Rescue Plan Elementary & Secondary School Emergency Relief (ARP ESSER) Safe Return Plan:

Approve the updated Safe Return Plan dated December 20, 2023. The updated plan will be posted on the district website. (See Attachment A-6).

B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. McClintock, seconded by Ms. Hunter, and carried by a roll call vote to approve items 1- 9, 12-16, excluding item 6, 9 and 10.

1. Resignation of Certified Staff Member:

- a. Approve the resignation of Ashley Power, Assistant Principal of Elementary Education. Ms. Power has served the district for more than 19 years and her resignation will take effect February 3, 2024.
- b. Approve the resignation of Annalisa Hargrave, Special Education Teacher. Her resignation will take effect February 11, 2024.

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2. Resignation of Support Staff Member(s):

Approve the resignation of the following staff member:

Name	Location	Job Assignment	Effective Date
Thomas, K.	District	Permanent Paraprofessional Substitute	12/31/23
Celli, G.	WES	Non-Instructional (Cafeteria Aide)	1/12/24

3. Appointment of Substitutes for the 2023-2024 School Year:

Approve the following substitutes for the 2023-2024 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Thomas, K.	Paraprofessional Non-Instructional (Cafeteria Aide)	2023-2024 Substitute Guide
Walker, E.	Secretary Paraprofessional	2023-2024 Substitute Guide
Celli, G.	Paraprofessional Non-Instructional (Cafeteria Aide)	2023-2024 Substitute Guide

4. 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:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Renzulli, A.	Permanent Paraprofessional Substitute	80-10-L1/AIJ	District	1	\$16.44	6.0	185	1.0

5. Change of Certified Staff Member's Contracted Hours for the 2023-2024 School Year:

Approve the change of hours for the following Certified Staff member for the 2023-2024 school year effective 11/13/23:

Name	Assignment	UPC	Loc	Curr FTE	New FTE	Step	Salary
Meslin, V.	Preschool Intervention and Referral Specialist (PIRS)	30-45-P2 / AYY	TR	.6	.5185	6 MA + 30	\$40,120.

~~6. Termination of Support Staff Member:~~

~~Approve the termination of support staff member # 5162 effective 12/13/23.~~

7. Perfect Attendance Awards—October and November 2023:

Acknowledge and congratulate the recipient of October's Perfect Attendance Award, Janice Quirk. Janice is currently a Non-Instructional Aide at Waterford Elementary, but has served as a paraprofessional for many years as well as a per diem substitute. We have welcomed her back as a part-time employee and Janice will receive a \$50.00 Amazon gift card. We would also like to congratulate our November Perfect Attendance recipient, Allison Schafer. Allison is a second grade teacher at our Atco Elementary School and she too is the winner of a \$50.00 Amazon gift card. Congratulations to Janice and Allison!

8. Leave-of-Absence Acknowledgement:

Acknowledge the submission/notification of the following staff member's Leave-of-Absence:

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Staff Member	Dates	Classification
5029	10/ 7/23 – 11/17/23	FMLA
4449	12/01/23 – 3/01/24	FMLA

9. ESEA-ESSA Funding Allocation - Title I Rtl Paraprofessionals:

- a. Approve a change to the percentage of funding of salary for Paraprofessional, retroactive to November 1, 2023 through the end of the 2023-2024 school year as indicated below:

Location	Name	Pro-Rated Salary	Local \$	Local %	Title IA \$	Title IA %
TR	Caruso, H.	\$17,072	17,072	100%	\$0.00	0%

- b. Approve a change to the percentage of funding of prorated salary for Title I Rtl Paraprofessional (based on 2023-2024 HQ Paraprofessional Salary Guide) effective January 1, 2024 through the end of the 2023-2024 school year as indicated below:

Location	Name	Pro-Rated Salary	Local \$	Local %	Title IA \$	Title IA %	FICA %	FICA \$	Total Title IA
TR	Harrold, J.	\$11,649	\$2,330	20%	\$9,319	80%	7.65%	\$713	\$10,032

- c. Approve a change to the percentage of funding of salary for Title I Rtl Paraprofessional based on 2023-2024 HQ Paraprofessional Salary Guide, effective September 1, 2023 through the end of the 2023-2024 school year as indicated below:

Location	Name	Salary	Local \$	Local %	Title IA \$	Title IA %	FICA %	FICA \$	Total Title IA
TR	Swerczynski, J.	\$19,592	\$3,919	20%	\$15,673	80%	7.65%	\$1,199	\$16,872

A motion was made by Ms. Libak-Fanz, seconded by Ms. Hunter, to approved the Resolution on Invoking the Doctrine of Necessity as attached.

A motion was made by M. McClintock, seconded by Mr. Galante, and carried by roll call vote to approve items 10 and 11.

- 10.** Resolution of the Waterford Township Board of education Authorizing the Ratification of a Memorandum of Agreement between the Waterford Township Board of Education and the Waterford Township Education Association (See Attachment B-10).

11. Approved the revised Employment Contracts for the 2023/2024 Year:

- a. Approve the Certified Staff contracts. (See Attachment B-11-a).
 b. Approve the WTEA Support Staff contracts. (See Attachment B-11-b).
 c. Approve the non-affiliated contracts. (See Attachment B-11-c).
 d. Approve the on call staff contracts. (See Attachment B-11-d).

12. Approve the revised funding for the following positions:

Name	UPC	Account	Account Name	Old	New	Effective
Tait, T.	60-25-C4/AMB	11-000-211-105-00-00-000	Attendance Salaries	30%	15%	1/1/2024
		11-000-221-105-00-00-000	Curriculum Salaries	50%	25%	1/1/2024
		11-000-223-105-00-00-000	Prof Dev Salaries	20%	10%	1/1/2024
		11-000-251-105-00-00-000	Business Office Salaries		50%	1/1/2024
Walczak, B.	20-45-A2/AGN	11-000-240-105-00-00-060	School Admin Sal TR	50%	20%	7/1/23
		20-218-200-105-00-00-060	PEA Support Salaries	50%	30%	7/1/23
		11-000-240-105-00-00-040	School Admin Sal Atco		50%	7/1/23

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Robinson, S.	20-45-EX/AGE	11-000-217-106-00-00-060	Extra Para TR	15%	20%	7/1/23
	20-45-EX/AGE	20-252-100-100-00-00-060	IDEA Grant Preschool	85%	80%	7/1/23
Stafford, D.	20-45-AA/AQQ	11-000-240-105-00-00-060	School Admin Sal TR	50%	40%	7/1/23
		20-218-200-105-00-00-060	PEA Support	50%	60%	7/1/23
Saunders, K.	30-45-N3/AEB	11-000-213-104-00-00-060	Health Salaries	50%	40%	7/1/23
Saunders, K.	30-45-N3/AEB	20-218-200-104-00-00-060	PEA Support Sal	50%	60%	7/1/23

13. **Approve the following policy for the first reading:**
 - a. Policy #: 3285- Cooperation with Investigations- Teaching Staff Members
 - b. Policy #: 4285- Cooperation with Investigations- Support Staff Members
14. **Approve the following policy for the second reading:**
n/a
15. **Acknowledge receipt of the following regulations:**
n/a
16. **Retirement of Support Staff Member:**
Approve the retirement of Joan Mascola, Custodian, with gratitude and appreciation for 1.5 plus years of service, effective May 1, 2024. (UPC 21-50-C3 / AHO).

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. Galante, and carried by a roll call vote to approve items 1 through 12 and addendum item 13 & 14.

1. Board Secretary’s Certifications for the month October 2023 (See Attachment C-1):

In accordance with 18A:17-9 for the month of October 2023, the Cash Reconciliation Report and the Board Secretary’s report are in agreement. In accordance with 18A:17-9 for the month of October 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 October 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 October 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- \$ 1,913,264.47
- Bills List #2- \$ 69,497.78
- Bills List #3- \$23,774.73

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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
8275457547	ACSSSD	91/23	6/30/24	\$52,830.00	Send	C-5

6. Contracts:

Approve a contract with New Jersey Tutoring Corp to provide embedded services for \$96,747.20, pending approval of the High Impact Tutoring Grant. NJTC is awarded based on a Request for Proposal.

7. Grants:

Grantor	School	Amount	Purpose
WTH&SA	WES	373.75	Eclipse Sunglasses

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 #
Bowman, A.	11/03/2023	01/24/2024 01/25/2024 01/26/2024	Orlando, FL	Future Education Technology Conference	No Fee	N/A
Paris, A.	12/08/2023	03/20/2024 03/21/2024 03/22/2024	Atlantic City, NJ	STS of NJ Pupil Transportation Conference	\$475.00	11-000-270-593-58-14-000

9. Budget:

10. Facilities:

- a. Approve the Hazard Communication Written Program 2023-2024. (See Attachment C-10-a).
- b. Approve the Long Range Facility Plan for the 2024-2025 Budget. (See Attachment C-10-b).
- c. Award a contract for Snow Removal services to VJD Landscaping and Property maintenance for a three-year period at an estimated cost of \$20,250. VJD was the only bidder.

11. Transportation:

Approve a Joint Transportation Agreement for the 2023-2024 school year with Hammonton Board of Education. (See Attachment C-11).

12. Finance-Related Policies:

- a. Approve the following policies for the first reading:
n/a
- b. Approve the following policies for the second reading:
n/a
- c. Acknowledge receipt of the following regulations:
n/a

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13. Grants:

<u>Grantor</u>	<u>School</u>	<u>Amount</u>	<u>Purpose</u>	<u>Attachments</u>
State of New Jersey	District	Hardware software and services	Cybersecurity	C-13-a
NJ Department of Education	District	\$97,000	High Impact Tutoring	C-13-b

14. Contracts:

Approve a contract with Delta-T Group to provide paraprofessionals pending approval by the solicitor. (See Attachment C-14).

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-** Mr. Leach gave an oral report.
- B. **Camden County School Boards Association-** Mr. O'Donnell- no report.
- C. **New Jersey School Boards Association-** Mr. Hoover gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. Galante gave an oral report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. DeNafo gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

None

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

XI. MEETING ADJOURNMENT at 7:41 p.m.

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

Respectfully Submitted,



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