

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – January 17, 2024  
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, Benjamin De Vuyst, Daniel Hoover, Rosemarie Hunter (joined remotely @7:00), Thomas Leach, Barbara Libak Fanz, Michael McClintock, Ehren O'Donnell

Members absent: Jason Galante

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

A motion was made by Ms. Libak Fanz, 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, Ms. Libak Fanz seconded by Mr. O'Donnell, and carried by unanimous voice consent to return to open session at 7:01 p.m.

**E. FLAG SALUTE**

Mr. DeNafo led the Pledge of Allegiance.

**F. MISSION STATEMENT**

Mr. Hoover read the Mission Statement.

**G. STATEMENT TO THE PUBLIC**

Mr. DeNafo read the statement to the public.

**II. COMMITTEE REPORTS**

**A. EDUCATION - none**

**B. PERSONNEL - none**

**C. BUSINESS - none**

**III. PRESENTATIONS - none**

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

**A.** A motion was made by Ms. Libak Fanz. seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.

None

**B.** A motion was made by Mr. McClintock, seconded by Mr. O'Donnell, 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. 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:

- A. Board Meeting December 20, 2023
- B. Closed Session December 20, 2023
- C. Reorganization Meeting January 2, 2024

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, 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	55
PK (4 yr. old)	93	95
PK (5 yr. old)	0	1
K	105	108
1 <sup>st</sup>	96	108
2 <sup>nd</sup>	108	95
3 <sup>rd</sup>	116	107
4 <sup>th</sup>	108	116
5 <sup>th</sup>	131	112
6 <sup>th</sup>	116	130
<b>Total:</b>	<b>950</b>	<b>927</b>

**C. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
6287762153	12/6/23	Sexual Harassment	WES	Playground	Staff	• In-School Suspension
2150505648	12/15/23	Disruptive Behavior	WES	Classroom	Staff	• In-School Suspension
6426020321	12/22/23	Inappropriate Comment to a Student	WES	Classroom	Staff	• 1 Day Out of School Suspension

**VII. SUPERINTENDENT'S RECOMMENDATIONS**

**A. EDUCATION**

Upon the recommendation of the Superintendent, a motion was made by Ms. Libak-Fanz, seconded by Mr. De Vuyst and carried by a roll call vote to approve items 1 through 8.

**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
9629001046	6170599581	WES	12/19/23	12/18/23	No	• Apology Letter
3655423830	6057863060	WES	1/5/24	1/4/24	Yes	• Restorative Justice Assignment

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

**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. 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
Citizen's Bank Park	2/22/24	4	9 Staff Members	20/114	\$8/student \$13/adult	Admission: \$1,325 Transportation: \$945
Hammonton Middle School (Leadership Academy)	2/23/24	6	2 Staff Members	2/40	N/A	Admission: N/A Transportation: \$272.33
Lincoln Financial Field	3/14/24	5	10 Staff Members	24/114	\$7/student \$10/adult	Admission: \$1,038 Transportation: \$1,170
Storybook Land	5/22/24	K	16 Staff Members	43/108	\$20	Admission: \$2,720 Transportation: \$1,480
Six Flags Great Adventure	6/4/24	6	11 Staff Members	36/130	\$64.98	Admission: \$8,639.68 (*paid by HSA) Transportation: \$3,100
Hammonton Middle School (Team Up Day)	6/5/24	6	11 Staff Members	18/130	N/A	Admission: N/A Transportation: \$544.02
Wheaton Arts Center	6/6/24	3	9 Staff Members	23/108	(see total)	Admission: \$1,238 Transportation: \$1,575
Atco School (Orientation)	6/7/24	K	15 Staff Members	15/108	N/A	Admission: N/A Transportation: N/A
Waterford School (Orientation)	6/7/24	2	12 Staff Members	12/94	N/A	Admission: N/A Transportation: N/A

**7. Title I Summer Learning Academy Program 2023-2024:**

Approve Title I Summer Learning Academy Program for the 2023-2024 school year to support students in English Language Arts and Mathematics as follows:

Grades	Dates	Hours	Location
PK	7/1/24-8/1/24 (M,T,W,Th, off 7/4/24)	9:00am-12:00pm	TR
K-5	7/1/24-8/1/24 (M,T,W,Th, off 7/4/24)	9:00am-12:15pm	WES

**8. Special Education Extended School Year 2023-2024:**

Approve Extended School Year for the 2023-2024 school year as follows:

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Grades	Dates	Hours	Location
PK	7/1/24-8/1/24 (M,T,W,Th, off 7/4/24)	9:00am-12:00pm	TR
K-5	7/1/24-8/1/24 (M,T,W,Th, off 7/4/24)	9:00am-12:15pm	WES

**B. PERSONNEL**

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by a roll call vote to approve items 1-12, and addendum item 13.

**1. Resignation of Support Staff Member(s):**

Approve the resignation of the following staff member:

Name	Location	Job Assignment	Effective Date
Capano-Diuiolo, M.	District	Permanent Paraprofessional Substitute	1/05/24
Lippincott, C.	WES	Non-Instructional (Cafeteria Aide)	1/04/24
Mallon, N.	TR	Paraprofessional	1/14/24

**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:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Chew, H.	Human Resources Secretary (PT)	22-15-AB / AMH	Dist	1	18.03	15 hrs * *(per week)	240	.43
Principato, C.	Non-Instructional (Cafeteria) Aide	20-50-NA / AZR	WES	1	15.69	4	185	.67
Rudy, S.	Permanent Paraprofessional Substitute	80-10-L1/APT	Dist	5	17.65	6	185	1.0

**3. Create / Abolish 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	Create/Abolish
Human Resources Secretary (PT)	District	22-15-AB / AMH	.60	11-000-251-105-00-00-000	Abolish
Human Resources Secretary (PT)	District	22-15-AB / AMH	.43	11-000-251-105-00-00-000	Create
Paraprofessional	TR	20-45-P2 / AZW	.58	11-000-217-106-00-00-060	Create

**4. Leave-of-Absence Acknowledgement:**

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

Staff Member	Dates	Classification
4615	3/11/24 – 6/30/24	FMLA / NJFLA

**5. Lateral Move – Certified Staff Members:**

Approve the lateral move requests for the following Certified Staff members on the salary guide effective 2/01/24:

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Fieger, M.	MA + 15	MA + 30	5	5	65,917	66,917
Peterson, S.	BA	BA + 15	3	3	58,915	60,192

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**6. Perfect Attendance Award – December 2023:**

Acknowledge and congratulate the recipient of December's Perfect Attendance Award Shaun Laurito. Shaun works as our Physical Education/Health Teacher at both the Thomas Richards Early Childhood Center and the Atco Elementary School and has been with us since September of 2017. Congratulations Mr. Laurito!

**7. Approve the Revised Employment Contracts for the 2023-2024 School Year:**

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

**a. Certified Staff Contracts:**

Name	Step	Guide	Salary	FTE	Tenure	Assignment	Term
Elliott, D.	1	BA	57,908	1.0	n/a	LT Substitute Kindergarten	10/20/23 – 3/20/24
Hand, A.	2	BA	58,108	1.0	n/a	LT Substitute Grade 4	8/29/23 – 12/13/23
Hand, A.	2	BA	58,108	1.0	n/a	LT Substitute Grade 3	12/14/23 – 4/12/24
Papeika, E.	2	BA	58,108	1.0	1/17/28	Resource Program In-Class	1/16/24 – 6/30/24

**b. WTEA Support Staff Contracts:**

Name	Assignment	Days / Year	Hours / Day	Step	Hourly Rate	Other
Habinowski, P.	Building Secretary	240	7	14	22.27	Longevity: 372. / yr
Walczak, E.	Building Secretary	240	7	23	25.31	Longevity: 372. / yr
Stevens, D.	Custodian	260	8	1	15.49	n/a
Bagnell, D.	HQ Paraprofessional	185	6	11	17.65	n/a
Nielubowicz, E.	Perm. Paraprofessional Substitute	185	6	2	16.44	n/a
Saunders, B.	Perm. Paraprofessional Substitute	185	6	19	16.80	n/a
Thomas, K.	Perm. Paraprofessional Substitute	185	6	OG	18.04	n/a

**8. 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
Frazier, Katherine	Paraprofessional	17.51 / hr. Gr. 1-6 19.26 / hr. Gr. PreK - K
Michelini, JoAnn	Non-Instructional Aide	16.48 / hr. Gr. 1-6 18.13 / hr. Gr. PreK - K
Moran, D.	Custodian	18.54 / hr.
Valentino, R.	Custodian	18.54 / hr.

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

n/a

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

- a. Policy #: 3285- Cooperation with Investigations- Teaching Staff Members
- b. Policy #: 4285- Cooperation with Investigations- Support Staff Members

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

n/a

**12. Transfer of Support Staff for the 2023-2024 School Year:**

Approve the transfer of the following Support Staff member for the 2023-2024 school year:

Name	Current Assignment	Curr Loc	Current UPC / Account Number	New Assignment	New Loc	New UPC / Account Number	Effective Date
Iulucci, C.	HQ Para	WES	20-50-EX / AQN 11-000-217-106-00-00-100	HQ Para	WES	20-50-L1 / APA 11-204-100-106-00-00-100	1/01/24

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

Name	Assignment	UPC	From	To	Step	Salary	FTE
Magenta, A.	Assistant Principal Elem. Ed. (12 mos)	40-20-A7 / AYJ	3/01/24	6/30/24	NA	\$102,500	1.0

**C. BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by a roll call vote to approve items 1 through 8.

**1. Approval of Expenditures (as per attached):**

Approve the payment of bills and claims:

- Bills List #1- \$ 991,941.61
- Bills List #2- \$ 23,774.73
- Bills List #3- \$ 14,548.11

**2. Contracts:**

- a. Approve a contract with New Jersey Tutoring Corps Inc. to provide tutors, site coordinator and instructional coach for the Title I Summer Learning Academy Program for grades K-5 in the amount of \$48,524.48.
- b. Approve a contract with DocuSign for renewal of subscription beginning February 15, 2024 and ending February 14, 2025 in the amount of \$8,970.00.

**3. Grants:**

Grantor	School	Amount	Purpose
H&SA	WES	\$1,575	Transportation Cost for Grade 3 Field Trip to Wheaton Arts Center
H&SA	WES	\$1,170	Transportation Cost for Grade 5 Field Trip to Lincoln Financial Center
H&SA	WES	\$ 3,100	Transportation Cost for Grade 6 Field Trip to Six Flags Great Adventure
H&SA	WES	\$ 544.02	Transportation Cost for Grade 6 "Team Up Day" to Hammonton Middle School
H&SA	WES	\$272.33	Transportation Cost for Grade 6 "Leadership Team" trip to Hammonton Middle School
H&SA	WES	\$945	Transportation Cost for Grade 4 Field Trip to Citizen's Bank Park

**4. 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 #
Gibbins, E.	12/19/2023	02/22/2024 02/23/2024	Atlantic City, NJ	2024 NJMEA State Conference	\$195.00	11-000-223-580-58-06-100
Nolan, M.	01/05/2023	01/25/2024	Atlantic City, NJ	NJASA TECHSPO® '24	\$345.00	11-000-230-580-58-23-000

**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
4845572669	Union Township	9/25/23	1/5/24	4,105.20	Receive	C-5-a
4845572669	Hammonton	9/25/23	1/5/24	4,105.20	Send	NA

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- 6. **Budget:**
- 7. **Facilities:**
- 8. **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

- 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 gave an oral report.
- C. **New Jersey School Boards Association-** Mr. Hoover – meeting scheduled for February 8<sup>th</sup>.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst – meeting scheduled for February 7<sup>th</sup>.
- 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 Mr. McClintock, seconded by Mr. Leach, and carried by unanimous voice consent to open the meeting to the public.  
  
Amanda Magenta – Thank you to the BOE.
- B. A motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by unanimous voice consent to close the meeting to the public.

**XI. MEETING ADJOURNMENT at 7:17 p.m.**

A motion was made by Ms. Libak Fanz, seconded by Mr. Hoover and carried by unanimous voice consent to adjourn the meeting.

**Respectfully Submitted,**



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