

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – February 21, 2024  
WATERFORD ELEMENTARY SCHOOL**

**DRAFT**

**I. MEETING CALLED TO ORDER 6:32 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 Mr. McClintock, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the amendment to the agenda.

**C. MOTION TO APPROVE THE 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, Ms. Hunter, seconded by Mr. O'Donnell, and carried by unanimous voice consent to return to open session at 7:14 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 -** Mr. O'Donnell gave an oral report.

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

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

**III. PRESENTATIONS**

**A.** Annual Consolidated Financial Report- *Scott Baron-Bowman & Company*

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

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

John Lyons- President Hammonton

**B.** A motion was made by Mr. O'Donnell, seconded by Ms. Libak-Fanz, 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. McClintock, seconded by Mr. Leach, 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 January 17, 2024
- B. Closed Session January 17, 2024

**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 Log

**B. Enrollment:**

Grade	2022-2023 # of Students	2023-2024 # of Students
PK (3 yr. old)	72	54
PK (4 yr. old)	93	94
PK (5 yr. old)	0	1
K	104	107
1 <sup>st</sup>	97	107
2 <sup>nd</sup>	108	95
3 <sup>rd</sup>	116	106
4 <sup>th</sup>	111	115
5 <sup>th</sup>	133	112
6 <sup>th</sup>	116	132
<b>Total:</b>	<b>952</b>	<b>923</b>

**C. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
9071574126	1/5/24	Disruptive Behavior	Atco	Classroom	Staff	• Out of School Suspension
8013574628	2/8/24	Fighting	WES	School Grounds	Staff	• Out of School Suspension
8461107294	2/8/24	Fighting	WES	School Grounds	Staff	• 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 Ms. Hunter and carried by a roll call vote to approve items 1 through 11 and addendum item 12.

**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
3105265661	4812841097	WES	1/25/24	1/18/24	No	• After School Detention
5248263218	3353554286	WES	2/16/24	2/8/24	No	• Restorative Circle 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
9629001046	6170599581	WES	12/19/23	12/18/23	No	<ul style="list-style-type: none"> <li>• Apology Letter</li> </ul>
3655423830	6057863060	WES	1/5/24	1/4/24	Yes	<ul style="list-style-type: none"> <li>• Restorative Justice Assignment</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
Cedar Run Wildlife Refuge	5/13/24	PK	18	32/77	\$8 pp (staff free)	Admission: \$728 Transportation: \$600
Cedar Run Wildlife Refuge	5/20/24	PK	20	34/73	\$8 pp (staff free)	Admission: \$696 Transportation: \$600

**7. Memorandum of Agreement for 2023-2024:**

Approve the Memorandum of Agreement between the Waterford Township Police Department and the Waterford Township Board of Education for the 2023-2024 school year.

**8. Revised School Calendar 2023-2024:**

Approve the revised school calendar for the 2023-2024 school year. (See Attachment A-8).

**9. School Calendar 2024-2025:**

Approve the school calendar for the 2024-2025 school year. (See Attachment A-9).

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

Approve the revised 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-12:00pm	WES

**11. Revised Special Education Extended School Year 2023-2024:**

Approve the revised Extended School Year for the 2023-2024 school year 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-12:00pm	WES

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**12. 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
5248263218	7723609916	WES	2/16/24	2/8/24	No	• Restorative Circle Assignment
3655423830	9916619169	WES	2/9/24	2/15/24	No	• Restorative Circle Assignment
8915519389	9612447172	WES	2/9/24	2/14/24	No	• Restorative Circle Assignment

**The board solicitor explained the need to invoke the doctrine of necessity and all conflicted board members could vote.**

**B. PERSONNEL**

Upon the recommendation of the Superintendent, a motion was made by Mr. Galante, seconded by Mr. O'Donnell, and carried by a roll call vote to approve items 1-15.

**1. Wellness Coordinator:**

Approve the appointment of the following staff member as the district's Wellness Coordinator for the 2023-2024 school year:

Name	Stipend Amount	Account Number
Laurito, S.	\$1,200	20-016-200-100-00-00-000

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

Approve the resignation of the following staff member:

Name	Location	Job Assignment	Effective Date
Luvert, W.	TR	HQ Paraprofessional	2/18/24
Rudy, S.	District	Permanent Paraprofessional	2/01/24

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

Approve the following staff member for the position below, pending receipt of required documentation:

Name	Assignment	UPC	From	To	Step	Salary	FTE
Komis, D.	Teacher LLD	30-50-S3 /AAX	4/22/24	6/30/24	11 MA	\$76,042	1.0
Christensen, L.	School Counselor Long-Term Substitute	30-10-67 / BAW	4/16/24	6/30/24	1 MA	\$61,735	1.0

**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 documents:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Frazier, K.	Paraprofessional	20-45-P2 / AZW	TR	1	\$17.65	3.5	185	.58

**5. Create / Abolish Non-Certified Staff Positions:**

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

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Position	Location	UPC	FTE	Account Number	Create/Abolish
Paraprofessional	Atco	20-40-EX / AQG	1.0	11-000-217-106-00-00-040	Abolish
Paraprofessional	TR	20-45-P2 / AZW	.58	11-000-217-106-00-00-060	Create

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

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

Staff Member	Dates	Classification
4067	1/22/24-4/30/24	FMLA
4574	4/8/24-6/7/24	FMLA
4087	2/1/24-2/29/24	Extended Leave

**7. Perfect Attendance Award – January 2024:**

Acknowledge and congratulate the recipient of January's Perfect Attendance Award, Dana King. Ms. King currently teaches our 6<sup>th</sup>-grade students at Waterford Elementary and has been with the district since 2012 and will be receiving a \$50.00 Amazon gift card as this month's winner!!

**8. Salary Adjustment:**

Approve the salary adjustment for the following employee(s):

Name	Position	Curr Loc	Curr Step	Current Salary	New Loc	New Step	New Salary	Effective Date
Steffey, R.	Teacher Preschool	TR	1 MA	61,735	TR	2 MA	61,935	9/01/23

**9. 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	Cur Loc	Current UPC / Account Number	New Assignment	New Loc	New UPC / Account Number	Effective Date
Grochal, L.	Paraprofessional	Atco	20-40-EX / AQG 11-000-217-106-00-00-040	Paraprofessional	TR	20-45-EX / ARF 11-000-217-106-00-00-060	1/29/24
Peterson, S.	Paraprofessional	TR	20-45-EX / ARF 11-000-217-106-00-00-060	Paraprofessional	TR	20-45-L1 / AIC 11-190-100-106-00-00-060	1.29.24
Hoechst, B	Paraprofessional	TR	20-45-L1 / AIC 11-190-100-106-00-00-060	Paraprofessional	TR	20-45-EX / AOD 11-000-217-106-00-00-060	1.29.24

**10.** Approve a Sidebar Agreement with the Waterford Township Education Association. (See Attachment B-10).

**11.** Approve March 18, 2024, as the effective starting date for Amanda Magenta, Assistant Principal of Elementary Education.

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

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

Name	Substitute Position	Rate (Gr. 1-6)	Rate (Gr. PreK - K)
Bigwood, M.	Paraprofessional	\$17.51	\$19.26
	Non-Instructional (Cafeteria) Aide	16.48	18.13

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- 13. **Approve the following policy for the first reading:**  
n/a
- 14. **Approve the following policy for the second reading:**  
n/a
- 15. **Acknowledge receipt of the following regulations:**  
n/a

**C. BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. McClintock, and carried by a roll call vote to approve items 1 through 11 and addendum item 12. (Mr. Galante abstained from items 1 through 12.)

- 1. **Board Secretary’s Certifications for the month November 2023 (See Attachment C1):**  
In accordance with 18A:17-9 for the month of November 2023, the Cash Reconciliation Report and the Board Secretary’s report are in agreement. In accordance with 18A:17-9 for the month of November 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 November 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 November 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- \$ 1,059,728.71
  - Bills List #2- \$ 180,222.48
  - Bills List #3- \$ 52,110.75
- 5. **Grants:**

Grantor	School	Amount	Purpose
H&SA	All	\$1,230	Inflatables for Field Days
H&SA	Atco	\$2,843	Field Trip Transportation
H&SA	WES	\$945	Field Trip Transportation
Donors Choose	WES/PBSIS	N/A	PBSIS rewards and initiatives

- 6. **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
4178734680	Union Township	2/5/24	6/30/24	\$12,661.11	Receive	C-6-a

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7. **Contracts:**  
To approve a Memorandum of Understanding with Archway Programs to provide adequate space in case of evacuation from current space due to local emergency/crisis (ie., no heat, smell gas, active shooter). (See Attachment C-7).
8. **Budget:**
9. **Facilities:**
10. **Transportation:**
  - a. Approve a 2023-2024 Joint Transportation Agreement with Hammonton Board of Education from 2/23/24 and 6/5/24 Field Trips at a cost of \$816.35. (See Attachment C-10-a).
  - b. Resolution Accepting the Annual Consolidated Financial Report. (See Attachment C-10-b).
11. **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
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
6897437232	Hammonton	2/5/24	6/30/24	5,884.12	Send	C-12-a
6897437232	Elizabeth	2/5/24	6/30/24	5,884.12	Receive	C-12-b

- 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 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

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

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

-Stephanie Jones-Fritag  
Attendance Policy  
Legislation

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

**XI. MEETING ADJOURNMENT at 7:55 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**