

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – June 19, 2024  
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, Thomas Leach, Barbara Libak Fanz, Ehren O'Donnell, Michael McClintock

Members absent: Rosemarie Hunter

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. De Vuyst, seconded by Ms. Libak Fanz 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 Mr. Galante, seconded by Mr. Leach and carried by unanimous voice consent to approve the amendment to the agenda.

**D. MOTION TO APPROVE THE RETURN TO OPEN SESSION**

A motion was made by, Mr. De Vuyst, seconded by Mr. Galante, and carried by unanimous voice consent to return to open session at 6:56 p.m.

**E. FLAG SALUTE**

Mr. DeNafo led the Pledge of Allegiance.

**F. MISSION STATEMENT**

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

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

**III. PRESENTATIONS**

**A. Present and Review District-Wide HIB Grade Report- Heather Kondas**

**B. 2023/2024 Atco School Behavioral Incentives- Heather Kondas**

**C. Annual School Wellness Progress Report-Heather Kondas**

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

**A.** A motion was made by Mr. O'Donnell. 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 Ms. Libak Fanz, seconded by Mr. McClintock, 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. De Vuyst, seconded by Mr. Galante, 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. O'Donnell abstained):

- A. Board Meeting May 22, 2024
- B. Closed Session May 22, 2024

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Ms. Libak-Fanz, seconded by Mr. Leach, 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<br># of Students | 2023-2024<br># of Students |
|-----------------|----------------------------|----------------------------|
| PK (3 yr. old)  | 73                         | 57                         |
| PK (4 yr. old)  | 92                         | 91                         |
| PK (5 yr. old)  | 0                          | 1                          |
| K               | 104                        | 105                        |
| 1 <sup>st</sup> | 97                         | 109                        |
| 2 <sup>nd</sup> | 108                        | 94                         |
| 3 <sup>rd</sup> | 116                        | 106                        |
| 4 <sup>th</sup> | 109                        | 114                        |
| 5 <sup>th</sup> | 135                        | 113                        |
| 6 <sup>th</sup> | 114                        | 133                        |
| <b>Total:</b>   | <b>948</b>                 | <b>923</b>                 |

| Grade           | 2022/2023<br>Title I/ESY | 2023/2024<br>Title I/ESY |
|-----------------|--------------------------|--------------------------|
| PK              | 18                       | 22                       |
| K               | 22                       | 20                       |
| 1 <sup>st</sup> | 34                       | 25                       |
| 2 <sup>nd</sup> | 25                       | 22                       |
| 3 <sup>rd</sup> | 16                       | 11                       |
| 4 <sup>th</sup> | 22                       | 16                       |
| 5 <sup>th</sup> | 21                       | 20                       |
| 6 <sup>th</sup> | 5                        | 0                        |
| <b>Total:</b>   | <b>163</b>               | <b>136</b>               |

**C. Suspension Report:**

| SID#       | Date    | Incident                               | School | Location   | Reported by | Resolution                       |
|------------|---------|--|--------|------------|-------------|----------------------------------|
| 8013574628 | 5/22/24 | Inappropriate Comment to Adult/Student | WES    | WES        | Staff       | • 1 Day Out of School Suspension |
| 5134224110 | 5/23/24 | Physical Behavior                      | Atco   | Classroom  | Staff       | • 1 Day Out of School Suspension |
| 9680518838 | 5/29/24 | Fighting                               | WES    | Playground | Staff       | • 2 Day Out of School Suspension |
| 5390752765 | 5/29/24 | Fighting                               | WES    | Playground | Staff       | • 2 Day Out of School Suspension |
| 7721202725 | 6/3/24  | Fighting                               | WES    | Classroom  | Staff       | • 2 Day Out of School Suspension |
| 3353554286 | 6/3/24  | Fighting                               | WES    | Classroom  | Staff       | • 2 Day Out of School Suspension |

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**VIII. 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 the items 1 through 8 only.

**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   |
|-------------------|----------------------|----------|----------------------|------------------------------|----------------------------------|--|
| 3935904413        | 8612179538           | WES      | 4/12/24              | 4/19/24                      | No                               | • N/A  |
| 1792012391        | 6678700991           | WES      | 4/12/24              | 4/25/24                      | No                               | • Administrative Detention<br>• Restorative Justice Assignment |
| 6678700991        | 5769414095           | WES      | 4/17/24              | 4/29/24                      | No                               | • Recess Detention<br>• Restorative Justice Circle             |
| 5769414095        | 6678700991           | WES      | 4/17/24              | 4/29/24                      | No                               | • Recess Detention<br>• Restorative Justice Circle             |

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

Approve the attached updated Safe Return Plan dated June 21, 2024. The updated plan will be posted on the district website.

**4. 2024-2027 Language Instruction Educational Program (LIEP) Three-Year Plan:**

Approve the 2024-2027 Language Instruction Educational Program Three-Year Plan for submission to the NJ Department of Education in NJDOE Homeroom. (Available upon request).

**5. Fieldwork Experience for Fall 2024:**

Approve the following student placements:

| Name      | College  | Location | Grade | Teacher | Dates           | # of Hours |
|-----------|----------|----------|-------|---------|-----------------|------------|
| Sorce, A. | Stockton | WES      | 3     | Stephan | 9/9/24-12/17/24 | 100 hrs    |

**6. College Clinical Practice Placement for Fall, 2024/Spring, 2025 Semesters:**

Approve the following student placements:

| Name         | College  | Location | Grade | Teacher  | Dates            | # of Hours              |
|--------------|----------|----------|-------|----------|------------------|-------------------------|
| DeSilvio, A. | Rowan    | WES      | 4     | Kennevan | 9/3/24-12/11/24  | 2 days/wk for 14 weeks  |
| DeSilvio, A. | Rowan    | WES      | 4     | Kennevan | 1/21/25-5/9/25   | 5 days/wk for 15-16 wks |
| Sorce, A.    | Stockton | WES      | 3     | Stephan  | 1/2/25-5/9/25    | 5 days/wk               |
| Johnson, A.  | Walden   | Atco     | 2     | Ercol    | 8/26/24-11/27/24 | 5 days/wk for 12 weeks  |

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7. **Standing Orders for the 2024-2025 School Year:**  
Approve the Standing Orders for the 2024-2025 school year. (See Attachment A-7).
8. **School Security Statement of Assurance for 2023-2024:**  
Approve the submission of the School Security Statement of Assurance for the 2023-2024 school year.
9. **Superintendent Contract Submission for 2024-2025:**  
Approve the submission of an employment contract for Dr. Michael A. Nolan, Superintendent, to the Department of Education for approval. (Available upon request).
10. **Approve the following policy for the first reading:**  
n/a
11. **Approve the following policy for the second reading:**  
n/a
12. **Acknowledge receipt of the following regulations:**  
n/a

**B. PERSONNEL**

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. Leach and carried by a roll call vote to approve items 1 through 8 and addendum item 9.

1. **Approve On-Call Staff for the 2024-2025:**  
Approve the recommendations for the 2024-2025 School Year for the following On-Call Staff Members:

| NAME                    | ASSIGNMENT                               | CONTRACT       | HOURLY RATE |
|-------------------------|--|----------------|-------------|
| Bronsky, Jordyn         | School Social Worker                     | WTEA Certified | \$55.00     |
| Dey, Jeff               | School Social Worker                     | WTEA Certified | \$55.00     |
| Miles, Leslie           | School Psychologist                      | WTEA Certified | \$55.00     |
| Vegas-Carvalho, Katrina | Learning Disabilities Teacher Consultant | WTEA Certified | \$55.00     |

2. **Special Education Extended School Year (ESY) 2024-2025 Staff:**  
Approve the following staff members to provide ESY services to students:

| Name                | Position         | # of days | Rate/Hour | Hours/Day | Total      | Account                  |
|---------------------|------------------|-----------|-----------|-----------|------------|--------------------------|
| Bozzuffi, Christine | Paraprofessional | 19        | \$18.15   | 3.25      | \$1,120.76 | 11-422-200-104-01-03-000 |
| McGowan, Jessica    | Paraprofessional | 19        | 18.15     | 3.25      | 1,120.76   | 11-422-200-104-01-03-000 |
| Renzulli, Angelina  | Paraprofessional | 19        | 16.85     | 3.25      | 1,040.49   | 11-422-200-104-01-03-000 |
| Papeika, Erin       | Tutor            | 19        | 55.00     | 1.0       | 1,045.00   | 11-422-100-101-01-03-000 |

3. **Approve Extended School Year(ESY) Substitute Staff for the 2024 Summer ESY Program:**  
Approve the following staff members and respective substitute positions/rates for the 2024 ESY Program:

| NAME               | ASSIGNMENT       | HOURLY RATE (WES) | HOURLY RATE (TR) |
|--------------------|------------------|-------------------|------------------|
| Atkins, Linda      | Paraprofessional | \$18.12           | \$19.93          |
| Davis, Nicole      | Paraprofessional | 18.12             | 19.93            |
| Komis, Danielle    | Teacher          | 55.00             | 55.00            |
| Peterson, Shannon  | Paraprofessional | 18.12             | 19.93            |
| Piantadosi, Janice | Paraprofessional | 18.12             | 19.93            |
| Worrell, Kathleen  | Paraprofessional | 18.12             | 19.93            |

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

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

| Staff Member | Dates               | Classification             |
|--------------|---------------------|----------------------------|
| 4554         | 09.03.24 – 12.13.24 | FMLA / NJFLA (acknowledge) |
| 5027         | 10.07.24 – 03.04.25 | FMLA / NJFLA (acknowledge) |

**5. District 2024-2025 Curriculum Revisions:**

Approve the following certified staff to write revisions for the curriculum content areas necessary to meet New Jersey Student Learning Standards for the 2024-2025 school year:

| Name        | Content Area | Hourly Rate | Total # of Hours | Total    | Account Number           |
|-------------|--------------|-------------|------------------|----------|--------------------------|
| Handzus, A. | Math         | \$41.00     | Up to 15         | \$615.00 | 11-000-221-104-01-05-000 |

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

n/a

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

n/a

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

- a. Regulation #3413- Overtime Compensation- Teaching Staff
- b. Regulation #4413- Overtime Compensation- Support Staff

**9. Appointment of Certified Staff for the 2024-2025 School Year:**

| Name          | Assignment                    | UPC            | From    | To      | Step | Salary   | FTE |
|---------------|-------------------------------|----------------|---------|---------|------|----------|-----|
| Anders, Emily | Teacher<br>(LLD Grades 3 / 4) | 30-50-S3 / AOK | 8.27.29 | 6.30.25 | 7 BA | \$63,750 | 1.0 |

**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 9 and addendum items 10-11. (Ms. Libak Fanz & Mr. O'Donnell abstained from item 4.)

**1. Board Secretary's Certifications for the month April 2024 (See Attachment C-1):**

In accordance with 18A:17-9 for the month of April 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of April 2024, 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 April 2024 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 April 2024 (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

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

Approve the payment of bills and claims:

- Bills List #1- \$ 1,758,353.11
- Bills List #2- \$ 138,937.20
- Bills List #3- \$ 32,028.66

**5. Grants:**

| Grantor           | School | Amount  | Purpose          | Attachment |
|-------------------|--------|---------|------------------|------------|
| Adopt a Classroom | WES    | \$1,000 | PBSIS Incentives | N/A        |

**6. Contracts:**

a.

| Vendor                 | Purpose              | From   | To         | Amount   | Attachment |
|------------------------|----------------------|--------|------------|----------|------------|
| Bowman & Company       | Audit                | 7/1/24 | Completion | \$45,000 | C-6-a-1    |
| Gloucester County SSSD | Special Ed. Services | 7/1/24 | 6/30/25    | Various  | C-6-a-2    |

b. **Approve the Annual Insurance Renewal:**

Approve the Annual Insurance Renewals for the 2024-2025 school year:

| Coverage                 | Carrier | 2023/2024 | 2024/2025 | % Change |
|--------------------------|---------|-----------|-----------|----------|
| Workers Compensation     | NJSIG   | \$135,237 | \$144,364 | 6.7%     |
| Supplemental Indemnity   | NJSIG   | 4,557     | 3,815     | (16.3%)  |
| Package                  | NJSIG   | 83,181    | 93,841    | 12.8%    |
| School Leaders Liability | NJSIG   | 27,092    | 27,762    | 2.5%     |
| Pollution Policy         | UCPM    | 6,960     | 6,960     | 0%       |

c. **Tuition Contracts for the 2024-2025 School Year:**

Approve the tuition contracts for the 2024-2025 school year:

| SID #      | School             | From   | To      | Amount      | Send/Receive | Attachment |
|------------|--------------------|--------|---------|-------------|--------------|------------|
| 6646697815 | Brookfield Academy | 9/5/24 | 6/30/25 | \$81,570.60 | Send         | N/A        |

d. **Supply Vendors per Cooperative Purchasing Agreement with Ed-Data Services:**

To approve the following Supply Vendors per Cooperative Purchasing Agreement with Ed-Data Services. (See Attachment C-6-d).

**7. Facilities:**

- a. Application for Dual use of Educational Space
- b. Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classrooms
- c. Change of Use

**8. Transportation:**

- a. Approve a revised Joint Transportation Agreement with Hammonton Board of Education to transport a Waterford student to Hammonton Middle School at the total cost of \$73.27.

**9. 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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10. **Contracts:**  
a. **Tuition Contracts for the 2024-2025 School Year:**

Approve the tuition contracts for the 2024-2025 school year:

| SID #      | School     | From    | To      | Amount     | Send/Receive | Attachment |
|------------|------------|---------|---------|------------|--------------|------------|
| 5837053448 | Lindenwold | 4/30/24 | 6/30/24 | \$2,846.58 | Send         | 10-a-1     |
| 3842531178 | Lindenwold | 4/30/24 | 6/30/24 | \$2,846.58 | Send         | 10-a-2     |

11. **Grants:**  
a. **FY2025 ESEA-ESSA Consolidated Grant Application & Funding:**  
Approve the submission of the FY2025 ESEA-ESSA Consolidated Grant Application to the New Jersey Department of Education and accept the funding of Title I Part A, Title II Part A and Title IV Part A for the project period of July 1, 2024 to September 30, 2025 as follows:

|                 |           |
|-----------------|-----------|
| TITLE I PART A  | \$274,414 |
| TITLE II PART A | \$ 43,604 |
| TITLE IV PART A | \$ 16,159 |

Reject the funding of Title III only of the FY2025 ESEA-ESSA Consolidated Grant from the New Jersey Department of Education for the project period July 1, 2024 to September 30, 2025 as follows:

|           |        |
|-----------|--------|
| TITLE III | \$ 853 |
|-----------|--------|

- 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 said "no meeting".
- C. **New Jersey School Boards Association-** Dan Hoover said nothing to report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst said nothing to report.
- E. **Hammonton-** No 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. De Vuyst, 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. Leach, seconded by Mr. McClintock, and carried by unanimous voice consent to close the meeting to the public.

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**XI. MEETING ADJOURNMENT at 7:32 p.m.**

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

**Respectfully Submitted,**



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