

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – July 17, 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, Rosemarie Hunter, Thomas Leach, Barbara Libak Fanz, Ehren O'Donnell

Members absent: Benjamin De Vuyst, Jason Galante, Daniel Hoover, Michael McClintock

Others present: Dr. Michael A. Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Chris 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 Ms. Hunter 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. Leach, seconded by Mr. O'Donnell, 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. O'Donnell, seconded by Ms. Libak-Fanz, 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. O'Donnell 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**

**A. ACCESS for ELLs Spring 2024 Results- Dr. Michael Nolan**

**B. Students of the 3<sup>rd</sup> Trimester:**

1. Kindergarten- *Penelope McNeill-Beck – Ms. Allen  
Carter Silvestro- Ms. Weidmann*
2. Grade 1- *Emmanuel Kenner- Ms. Fieger*
3. Grade 2- *Scarlett Goldberg- Ms. Gallagher/Ms. Wallen*
4. Grade 3- *Carter Wakeley- Ms. O'Donnell*
5. Grade 4- *Patrick Dougherty- Ms. Agoston*
6. Grade 5- *Olivia Umosella- Ms. Stephan*
7. Grade 6- *Jason DuVilla- Ms. Gray/Ms. Catania*

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

- A. A motion was made by Ms. Hunter, 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. O'Donnell, seconded by Mr. Leach, and carried by unanimous voice consent to close the meeting to the public.

**V. MINUTES**

A motion was made by Mr. Leach, 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 June 19, 2024
- B. Closed Session (Revised) June 19, 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 Title I/ESY	2023/2024 Title I/ESY
PK	14	18
K	5	17
1 <sup>st</sup>	10	27
2 <sup>nd</sup>	9	18
3 <sup>rd</sup>	12	12
4 <sup>th</sup>	9	15
5 <sup>th</sup>	6	22
6 <sup>th</sup>	12	0
<b>Total:</b>	<b>77</b>	<b>129</b>

**C. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
N/A						

**VIII. 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 the items 1 through 7.

**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	9116925998	Bus	6/14/24	6/18/24	No	• Seat Change/Communication w/Driver

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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
N/A						

3. **Comprehensive Equity Plan State of Assurance for 2024-2025:**  
Approve the submission of the Comprehensive Equity Plan Statement of Assurance for the 2024-2025 school year.
4. **Waterford Township School District Remote Learning Plan 2024-2025 School Year:**  
Approve the submission of the Waterford Township School District Remote Learning Plan for the 2024-2025 school year. (See Attachment A-4).
5. **Approve the following policy for the first reading:**
- a. Policy #9323- Notification of Juvenile Offender Case Disposition
  - b. Policy #5337- Service Animals
  - c. Policy #2200- Curriculum Content
  - d. Policy #5350- Student Suicide Prevention
  - e. Policy #2423- Bilingual and ESL Education
6. **Approve the following policy for the second reading:**  
n/a
7. **Acknowledge receipt of the following regulations:**
- a. Regulation #2624- Grading System
  - b. Regulation #5200- Attendance

**B. PERSONNEL**

A motion was made by Ms. Libak Fanz, seconded by Mr. O'Donnell, and carried by a roll call vote to ratify the Resolution on invoking the Doctrine of Necessity for item 1 through 12.

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. O'Donnell and carried by a roll call vote to approve items 1 through 10 and addendum items 11&12.

1. **Transfer / Assignment Change of Certified Staff Members for the 2024-2025 School Year:**  
Approve the transfer of Certified Staff Members for the 2024-2025 school year.  
(See Attachment B-1).
2. **Appointment of Support Staff for the 2024-2025 School Year:**  
Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Acevedo-Stinger, Angelique	Paraprofessional	TBD	Atco	1	\$16.85	6	185	1.0
Garvin, Taylin	Paraprofessional (Highly Qualified)	TBD	Atco	2	18.25	6	185	1.0

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Michelini, JoAnn	Non-Instructional Paraprofessional	20-50-NA / AZQ	WES	2	16.12	4	185	.67
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3. **Resignation of Certified Staff Member(s):**  
Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
Ginzberg, Kate	WES	Teacher -- SPED	30-50-S2 / AQO	8.26.24

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

Name	Location	Position	UPC	Effective Date
Kelly, Sarah	WES	Non-Instructional Paraprofessional	20-50-NA / APD	6.30.24
Major, Lauren	WES	Non-Instructional Paraprofessional	20-50-NA / AZQ	6.30.24
Wade, Trisha	WES	Non-Instructional Paraprofessional	20-50-NA / ATA	6.30.24

5. **Create / Abolish Staff Positions:**  
Approve the created and abolished positions for the 2024-2025 school year. (See Attachment B-5).

6. **Job Description:**  
Approve the revised/new of the following job descriptions (to be distributed):  
-- Supervisor of Preschool (new)

7. **Perfect Attendance Award – May 2024:**  
Acknowledge and congratulate the recipient of May's Perfect Attendance Award, Holly Lucas. Holly is a Highly-Qualified Paraprofessional at our Atco Elementary School and will receive a \$50.00 Amazon gift card.

8. **Approve the following policy for the first reading:**  
a. Policy #1140- Affirmative Action Program  
b. Policy #1530- Equal Employment Opportunities  
c. Policy #1550- Equal Employment Anti-Discrimination  
d. Policy #1523- Comprehensive Equity Plan

9. **Approve the following policy for the second reading:**  
n/a

10. **Acknowledge receipt of the following regulations:**  
n/a

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

Name	Location	Position	UPC	Effective Date
Selby, Jessica	TR	Teacher -- Kindergarten	30-45-K1 / ABU	7.16.24

12. **Contract Agreements for 2024-2027 School Years:**  
Please approve the following contracts for the 2024-2027 school years:
- The Board of Education of Waterford Township and the Waterford Township Education Association Certified Staff Contract
  - The Board of Education of Waterford Township and the Waterford Township Education Association Support Staff Contract

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- The Board of Education of Waterford Township and the Waterford Township Principals and Supervisors Association

**C. BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Mr. O'Donnell, seconded by Mr. Hunter, and carried by a roll call vote to approve items 1 through 11.

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

In accordance with 18A:17-9 for the month of May 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of May 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 May 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 May 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
- e. Transfer by transfer number

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

- Approve the payment of bills and claims:
- Bills List #1- \$ 377,525.88
  - Bills List #2- \$ 47,175.50

**5. Grants:**

Grantor	School	Amount	Purpose	Attachment
WTH&SA	WES	\$2,310	Pay 6 <sup>th</sup> grade teachers extra time for 6 <sup>th</sup> grade class trip	No
IDEA Basic	District	255,917	Out of District Tuition	No
IDEA Preschool	TR	17,097	Salaries & Benefits	No

**6. Contracts:**

a.

Vendor	Purpose	From	To	Amount	Attachment
Comcast	Internet	7/1/2024	6/30/2025	\$43,800	No

- b. To approve a contract with First Student for Summer Transportation in the amount of \$33,231.

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7. **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
3435952984	Archway	7/8/24	6/30/25	\$99,176.70	Send	No
4951490958	Archway	7/8/24	6/30/25	99,176.70	Send	No
9697520564	Kingsway	7/8/24	6/30/25	115,865.40	Send	No
2546985197	Kingsway	7/8/24	6/30/25	115,865.40	Send	No
4796827764	Kingsway	7/8/24	6/30/25	78,065.40	Send	No
8255330387	Kingsway	7/8/24	6/30/25	115,865.40	Send	No
4232157242	Kingsway	7/8/24	6/30/25	115,865.40	Send	No
2297423588	Kingsway	7/8/24	6/30/25	115,865.40	Send	No
9814852611	Kingsway	7/8/24	6/30/25	78,065.40	Send	No

8. **Out of District Professional Development for the 2024-2025 School Year:**  
Approve the Out of District Professional Development for the 2024-2025 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Nolan, M.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000
Fox, D.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000
Magenta, A.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000
Davidson, P.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000
Kondas, H.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000
Manna, C.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000
Richardson, C.	07/09/2024	08/15/2024	NJ	2024 Annual Administrator Workshop	250.00	20-277-200-580-58-04-000

9. **Facilities:**

10. **Transportation:**

11. **Business-Related Policies:**

- a. **Approve the following policies for the first reading:**

1. Policy #6660- Student Activity Fund
2. Policy #6620- Petty Cash
3. Policy #8467- Weapons
4. Policy #8420- Emergency and Crisis Situations

- b. **Approve the following policies for the second reading:**

n/a

- c. **Acknowledge receipt of the following regulations:**

1. Regulation #7650- School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting
2. Regulation #6620- Petty Cash

**D. BYLAWS—Barbara Libak Fanz**

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

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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-** no report.
- C. **New Jersey School Boards Association-** no report.
- D. **Camden County Educational Services Commission-** no 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. Hunter, seconded by Mr. Leach, 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. Libak-Fanz, and carried by unanimous voice consent to close the meeting to the public.

**XI. MEETING ADJOURNMENT at 7:36 p.m.**

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

**Respectfully Submitted,**



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