

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – September 18, 2024  
WATERFORD ELEMENTARY SCHOOL**

**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, Barbara Libak Fanz, Jason Galante, Rosemarie Hunter, Thomas Leach, Michael McClintock

Members absent: Benjamin De Vuyst, Daniel Hoover, Ehren O'Donnell

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. Galante, 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. Leach, 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. Galante, and carried by unanimous voice consent to return to open session at 7:03 p.m.

**E. FLAG SALUTE**

Ms. Libak Fanz led the Pledge of Allegiance.

**F. MISSION STATEMENT**

Ms. Libak Fanz read the Mission Statement.

**G. STATEMENT TO THE PUBLIC**

Mr. McClintock read the statement to the public.

**II. COMMITTEE REPORTS**

**A. EDUCATION -** Ms. Libak Fanz gave an oral report.

**B. PERSONNEL -** Mr. Mc Clintock gave an oral report.

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

**III. PRESENTATIONS – “Welcome Back”-Ms. Manna**

**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 Ms. Hunter, 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 Ms. Libak-Fanz, 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: (Mr. DeNafe and Ms. Hunter abstained from item A)

A motion was made by Ms. Libak Fanz, seconded by Mr. Leach, and carried by unanimous voice consent to table this item until the October 16<sup>th</sup>, 2024 BOE meeting.

A. ~~Board Meeting~~ ~~August 21, 2024~~

B. ~~Closed Session~~ ~~August 21, 2024~~

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Ms. Hunter, seconded by Mr. Galante, and carried by a unanimous roll call vote to approve the following items.

**A. Monthly District Reports-**

1. Monthly Wellness Report N/A
2. Fire/Security Drill Log

**B. Enrollment:**

Grade	2023-2024 # of Students	2024-2025 # of Students
PK (3 yr. old)	52	76
PK (4 yr. old)	97	71
PK (5 yr. old)	2	1
K	107	108
1 <sup>st</sup>	110	110
2 <sup>nd</sup>	95	110
3 <sup>rd</sup>	109	95
4 <sup>th</sup>	118	107
5 <sup>th</sup>	113	114
6 <sup>th</sup>	132	115
<b>Total:</b>	<b>935</b>	<b>907</b>

**C. Suspension Report:**

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

**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 the 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
N/A						•

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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. Waterford Township School District Student Services Handbook for the 2024-2025**

**School Year:**

Approve the Waterford Township School District Student Services Handbook for the 2024-2025 school year. (Available upon request).

**4. Field Trips for the 2024-2025 School Year:**

Approve the following field trips for the 2024-2025 school year:

Location	Date	Grade	Staff	Total Adults/Student	Cost PP	Total
Russo's Farm	10/17/24	PK	14 Teachers, 18 Paras, V. Meslin, J. Ervolini, M. Biggs, E. Ravenkamp	36/150	\$15-Students \$5 Adults	Admission: \$2480 Transportation: TBD

**5. Waterford Township School District Gifted and Talented Education Plan for the 2024-2025 School Year:**

Approve the Waterford Township School District Gifted and Talented Education Plan for the 2024-2025 school year. (See Attachment A-5).

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

a. Policy #5440- Honoring Student Achievement.

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

a. Policy #5112- Entrance Age

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

Regulation #5440- Honoring Student Achievement

**B. PERSONNEL**

A motion was made by Mr. Galante, seconded by Mr. McClintock, and carried by a roll call vote to approve items 1 through 8, and addendum item 9 through 16.

**1. Annual Stipend Positions for the 2024-2025 School Year:**

Approve the following annual stipend positions for the 2024-2025 school year:

Position	TR
Team Leader	PreK -- Rachel Intessimoni Kdg. -- Liz DiPasquale
Head Teacher	PreK -- Jenn Ervolini Kdg. -- Alex Handzus

**2. Resignation of Non-Certified Staff Member(s):**

Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
Martucci, Marie	District	Paraprofessional Permanent Paraprofessional Substitute (HQ)	23-80-PP / BAQ	8.22.24
Saunders, Belinda	District	Paraprofessional Permanent Paraprofessional Substitute	23-80-PP / BAM	10.16.24

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

Please approve the following staff member for the position listed below:

Name	Assignment	From	To	Step	Salary	FTE
Hand, A.	Long-Term Substitute (Elem. K-6: Grade 6)	8.27.24	9.13.24	3	\$59,850	1.0

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

Approve / Acknowledge the request for a leave-of-absence for the following staff member:

Staff Member	Dates	Classification	Approve/Decline or Acknowledge
4189	9.25.24 – 10.04.24	Unpaid LOA	Approve / Decline

**5. Retirement of Certified Staff Member:**

Approve the retirement of Tracey Bober, Elementary Education Teacher, with gratitude and appreciation for 18 years of service, effective February 1, 2025. (UPC #30-40-BS / AMO).

**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:**

n/a

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

Approve the following Support Staff members for the 2024-2025 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Dobbins, Maxine	Paraprofessional HQ (Preschool)	20-45-P2 / ALT	TR	1	18.15	6	185	1
Parker, Destini	Permanent Paraprofessional Substitute	23-80-PP / BAQ	District	9	18.25	6	185	1

**10. Position Change of Support Staff Member for the 2024-2025 School Year:**

Approve the change of position for the following Support Staff member for the 2024-2025 school year effective 8.27.24:

Name	Curr Pos.	Curr UPC	Curr Loc	Curr Step	Curr Rate/Hr	Curr Hrs/Day	Curr Days /Yr	New Pos.	New UPC	New Loc	New Step	New Rate/Hr	New Hrs/Day	New Days/ Yr
Campione, Alicia	Permanent Para Substitute	23-80-PP / BAP	Dist	1	16.85	6	185	Para HQ (PreK)	20-45-P2 / ARI	TR	1	18.15	6	185
Small, Stephanie	Permanent Para Substitute	23-80-PP / BAO	Dist	1	16.85	6	185	Para (PreK-Dis)	20-45-EX / ARC	TR	1	16.85	6	185

**11. Create/Abolish Support Staff Positions:**

Approve the created Support Staff positions for the 2024-2025 school year:

Position	Loc.	Create/ Abolish	UPC	FTE	Account Number
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Curriculum Secretary	District	Abolish	60-25-C4 / AMB		.25	11-000-221-105-00-00-000
					.15	11-000-211-105-00-00-000
					.10	11-000-223-105-00-00-000
					.50	11-000-251-105-00-00-000
Building Secretary / Accounts Payable	Atco / District	Create	22-40-A2 / BBU		.5	11-000-240-105-00-00-040
					.5	11-000-251-105-00-00-000
Paraprofessional	WES	Create	20-50-S6 / BBV		1	11-213-100-106-00-00-100

12. **Job Description:**  
Approve the job description for newly created position Building Secretary / Accounts Payable. (See Attachment B-12).

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

Name	Location	Position	UPC	Effective Date
Hoechst, Brittany	TR	Paraprofessional (PreK Disabilities)	20-45-EX / ARC	8.26.24

14. **Lateral Moves – Certified Staff Member:**  
Approve the lateral move requests for the following Certified Staff members on the salary guide effective 8.27.24:

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Bromley, Casey	BA	BA +15	13	13	\$90,115	\$91,392

15. **Bereavement Leave Request:**  
Approve / Acknowledge the request for a bereavement leave for the following staff member:

Staff Member	Dates	Classification	Approve/Acknowledge
5188	3 days – late November	Delayed Bereavement	Approve

16. **Resolution authorizing settlement with SS.**

**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 11 and addendum item 12. (Ms. Libak Fanz abstained from item 4.)

1. **Board Secretary’s Certifications for the month July 2024 (See Attachment C-1):**  
In accordance with 18A:17-9 for the month of July 2024, the Cash Reconciliation Report and the Board Secretary’s report are in agreement. In accordance with 18A:17-9 for the month of July 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 July 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.

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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 July 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. Transfers by transfer number

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

Approve the payment of bills and claims:

- Bills List #1- \$1,566,621.32
- Bills List #2- \$ 44,510.31

**5. Grants:**

Grantor	School	Amount	Purpose	Attachment
WTH&SA	WES	\$3,100	Grade 6 Class Trip	N/A
WTH&SA	WES	\$544	Grade 6 "Team Up Day" w/ HMS	N/A

**6. Contracts:**

- a. Approve a Memorandum of Agreement with New Jersey Tutoring Corps Inc. to provide Title I After School Tutoring for the 2024-2025 school year at Atco Elementary School in the amount of \$54,584, and Waterford Elementary School in the amount of \$74,384. Program is funded by ESEA Title IA and Title IIA funds, and High Impact Tutoring funds.
- b. Approve a contract with First Student for Title I After School Tutoring Program Transportation for the 2024-2025 school year at Atco Elementary School in the amount of \$11,814, and Waterford Elementary School in the amount of \$15,215. Transportation is funded by ESEA Title IA funds.
- c. Approve a license renewal with DLC Technology Solutions, Inc., for the 2024-2025 school year, for Meraki access points and networks switches in the amount of \$24,692.10.

**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
4414266068	Pennsville	9/5/24	6/30/25	31,100.	Send	No
9145157534	YALE	9/9/24	6/30/25	119,989.80	Send	No
6627119110	YALE	7/8/24	6/30/25	79,088.10	Send	No
5301637342	YALE	7/8/24	6/30/25	79,088.1	Send	No
4356214621	Bancroft	7/8/24	6/30/25	155,355.90	Send	No
8682489479	YALE	9/9/24	6/30/25	67,789.80	Send	No
8145990782	ACSSSD	9/1/24	6/30/25	48,000	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:

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Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Fox, D.	09/05/2024	10/10/2024	Mt. Laurel, NJ	NJASBO DOL & DOT Refresher & Updates	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	11/19/2024	Mt. Laurel, NJ	NJASBO Green Purchasing	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	12/17/2024	Mt. Laurel, NJ	NJASBO Ethics and the BA	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	01/21/2025	Mt. Laurel, NJ	NJASBO A.I.	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	02/18/2025	Mt. Laurel, NJ	NJASBO TBD	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	03/25/2025	Mt. Laurel, NJ	NJASBO Purchasing	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	04/15/2025	Mt. Laurel, NJ	NJASBO Audit Review	\$145.00	11-000-251-592-58-25-000
Fox, D.	09/05/2024	05/13/2025	Mt. Laurel, NJ	NJASBO Accounts Payable	\$145.00	11-000-251-592-58-25-000
All Administrators & Board Members	09/05/2024	10/21/2024 10/22/2024 10/23/2024 10/24/2024	Atlantic City, NJ	NJ School Boards Association Workshop 2024	\$2200.00	11-000-230-585-58-23-000
Friedman, E.	09/09/24	10/25/2024	East Windsor, NJ	NJALC Fall Symposium 2024	\$165.00	11-000-219-580-58-03-000

9. **Facilities:**

10. **Transportation:**

11. **Business-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. **Grants:**

Grantor	School	Amount	Purpose	Attachment
USAC	District	15,000 annually for 3 years	Cyber security	No

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-** No report.
- C. **New Jersey School Boards Association-** No report.

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- 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.

none

- B. A motion was made by Mr. McClintock, seconded by Mr. Leach, and carried by unanimous voice consent to close the meeting to the public.

**XI. MEETING ADJOURNMENT at 7:38p.m.**

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

**Respectfully Submitted,**



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