

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – October 16, 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, Barbara Libak Fanz, Jason Galante, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Ehren O'Donnell

Members absent: Michael McClintock

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. O'Donnell, 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. De Vuyst, seconded by Ms. Libak Fanz, 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, Mr. Galante, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:00 p.m.

**E. FLAG SALUTE**

Ms. Libak Fanz led the Pledge of Allegiance.

**F. MISSION STATEMENT**

Mr. DeNafo 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 -** No report.

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

**III. PRESENTATIONS –**

**A. District NJSLA Presentation- *Dr. Michael Nolan***

**A. HIB Self-Assessment Report for the 2023-2024 School Year- *Ms. Heather Kondas***

**B. SSDS- Report Period 2- January 2023-June 2024- *Ms. Heather Kondas***

**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. Galante, 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 Mr. Galante, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the minutes for the following meetings as submitted by the Assistant Superintendent for Business/Board Secretary and addendum item D:(Ms. Hunter abstained from item A, Mr. Hoover, Mr. O'Donnell and Mr. De Vuyst abstained from items B & C)

- A. Board Meeting August 21, 2024
- B. Board Meeting September 18, 2024
- C. Closed Session September 18, 2024
- D. Closed Session August 21, 2024

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Mr. De Vuyst, 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	2023-2024 # of Students	2024-2025 # of Students
PK (3 yr. old)	52	78
PK (4 yr. old)	98	71
PK (5 yr. old)	2	1
<b>Sub Total:</b>	<b>152</b>	<b>150</b>
K	108	108
1 <sup>st</sup>	110	112
2 <sup>nd</sup>	95	110
3 <sup>rd</sup>	109	97
4 <sup>th</sup>	118	108
5 <sup>th</sup>	114	117
6 <sup>th</sup>	132	115
<b>Sub Total:</b>	<b>786</b>	<b>767</b>
<b>Total:</b>	<b>938</b>	<b>917</b>

**C. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
6287762153	9/19/24	Inappropriate Comment (Racial Slur)	WES	Playground	Staff	• 1 Day Out of School Suspension
7401105283	9/23/24	Fighting	WES	Playground	Assistant Principal	• 2 Day Out of School Suspension
5796831405	9/23/24	Fighting	WES	Playground	Assistant Principal	• 2 Day Out of School Suspension
1716511218	9/23/24	Fighting	WES	Playground	Assistant Principal	• 2 Day Out of School Suspension
3788284252	9/27/24	HIB Confirmed	WES	Classroom	Principal	• 1 Day Out of School Suspension
6516329620	9/30/24	Inciting or Participating in a Disturbance	WES	Playground	Staff	• 1 Day Out of School Suspension

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1132129907	9/30/24	Inciting or Participating in a Disturbance	WES	Playground	Assistant Principal	<ul style="list-style-type: none"> <li>1 Day Out of School Suspension</li> </ul>
1251154551	10/1/24	HIB Confirmed	WES	Classroom	Principal	<ul style="list-style-type: none"> <li>1 Day Out of School Suspension</li> </ul>
5459327107	10/1/24	HIB Confirmed	WES	Classroom	Principal	<ul style="list-style-type: none"> <li>1 Day Out of School Suspension</li> </ul>
7976768673	10/1/24	HIB Confirmed	WES	Classroom	Principal	<ul style="list-style-type: none"> <li>1 Day Out of School Suspension</li> </ul>

**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
9510854791	2109432075	WES	9/16/24	9/25/24	No	<ul style="list-style-type: none"> <li>Restorative Circle Activity</li> </ul>
6769755493	3788274252	WES	9/19/24	9/26/24	Yes	<ul style="list-style-type: none"> <li>1 Day Out of School Suspension</li> </ul>
6769755493	1251154551 5459327107 7976768673	WES	9/30/24	9/27/24	Yes	<ul style="list-style-type: none"> <li>1 Day Out of School Suspension for 3 Aggressors</li> </ul>
1342376972	6769755493	WES	10/2/24	10/7/24	No	<ul style="list-style-type: none"> <li>Restorative Circle Activity</li> </ul>

**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						<ul style="list-style-type: none"> <li></li> </ul>

**3. School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act:**  
Approve the submission of the 2023-2024 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

**4. Superintendent Evaluation Calendar:**  
Approve the Superintendent Evaluation calendar for the 2024-2025 school year.  
(See Attachment A-4).

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

Name	College	Location	Grade	Teacher	Dates	# of Hours
Valeriano, Brianna	Camden County	Atco	2	Iadonisi	Fall, 2024	15 hours

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

n/a

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

a. Policy #5440- Honoring Student Achievement

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

**B. PERSONNEL**

A motion was made by Mr. De Vuyst, seconded by Mr. Galante, and carried by a roll call vote to approve items 1 through 11, and addendum item 12 through 17.

1. **Retirement of Certified Staff Member:**  
Approve the retirement of Colleen Garretson, Elementary Special Education Teacher, with gratitude and appreciation for 37 years of service, effective January 1, 2025.  
(UPC: #30-50-S2 /AQU)

2. **Perfect Attendance Award -- September 2024:**  
Acknowledge and congratulate the recipient of September's Perfect Attendance Award, Nicole Davis. She currently works at our Atco Elementary School working with students in her role as a Paraprofessional. Ms. Davis will be receiving a \$50.00 Amazon gift card as this month's winner!!

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

Staff Member	Dates	Classification
4739	10.30.24 – 11.17.24	FMLA (acknowledge)

4. **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 9.19.24:

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

5. **Appointment of Substitutes for the 2024-2025 School Year:**  
Approve the following substitutes for the remainder of the 2024-2025 school year, pending receipt of the required documents:

Name	Substitute Position	Rate (Gr. 1-6)	Rate (Gr. PreK - K)
Sylvia, Brandi	Paraprofessional	\$18.12	\$19.93
	Non-Instructional (Cafeteria) Aide	17.06	18.76

6. **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	12.13.24	3	\$59,850	1.0

7. **Create/Abolish Support Staff Positions:**  
Approve the following created/abolished Support Staff positions for the 2024-2025 school year:

Position	Loc.	Create/Abolish	UPC	FTE	Account Number
Paraprofessional	Atco	Create	20-50-EX/ BBX	1	11-000-217-106-00-00-040

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8. **Appointment of Homebound Instructors for the 2024-2025 School Year:**  
Approve the following Certified Staff members to provide home instruction to students on an as-needed basis for the 2024-2025 school year:

Name	Hourly Rate	Number of Hours
Bromley, Casey	\$55.00	Based on student need
Fieger, Megan	55.00	Based on student need
Komis, Danielle	55.00	Based on student need
O'Donnell, Jill	55.00	Based on student need
Oleson, Elaine	55.00	Based on student need
Peterson, Samantha	55.00	Based on student need

9. **Approve the following policy for the first reading:**  
 a. Policy #3160- Physical Examination-Teacher Staff Members  
 b. Policy #4160- Physical Examination-Support Staff Members

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

11. **Acknowledge receipt of the following regulations:**  
 a. Regulation #3160- Physical Examination- Teaching Staff Members  
 b. Regulation #4160- Physical Examination- Support Staff Members

12. **Retirement of Assistant Superintendent of Business/Board of Education Secretary:**  
Approve the retirement of Daniel J. Fox, Assistant Superintendent of Business / Board of Education Secretary, with gratitude and appreciation for his 19 years of service, effective September 1, 2025.

13. **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
Baron, Stephanie	Permanent Paraprofessional Substitute	23-80-PP / BAP	District	1	\$18.15	6	185	1.0
Buonadonna, Gina	Permanent Paraprofessional Substitute	23-80-PP / BAQ	District	6	18.15	6	185	1.0
DeWitt, Tierra	Non-Instructional Aide (Cafeteria)	20-50-NA / ATA	WES	1	16.12	4	185	.67
Harty, Elizabeth	Non-Instructional Aide (Cafeteria)	20-45-NA / AHD	TR	1	16.12	3.5	185	.58
McDonald, Cara	Non-Instructional Aide (Cafeteria)	20-40-NA / AZK	Atco	1	16.12	2.5	185	.42
Raco, Melissa	Permanent Paraprofessional Substitute	23-80-PP / BAO	District	1	16.85	6	185	1.0

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- 14. 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:

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	Eff Date
Fischer, J.	Non-Instr. Aide (Cafeteria)	20-40-NA / AZK	Atco	2	16.12	2.5	185	Para	20-40-EX/BBX	Atco	2	16.95	6	185	10.21.24
Parker, D.	Perm Para Sub	23-80-PP / BAQ	Distr.	9	18.25	6	185	Para (HQ)	20-50-S6/BBV	WES	9	18.25	6	185	10.22.24

- 15. Appointment of Substitutes for the 2024-2025 School Year:**  
Approve the following Substitutes for the remainder of the 2024-2025 school year, pending receipt of the required documents:

Name	Substitute Position	Rate (Gr. 1-6)	Rate (Gr. PreK - K)
McGrath, Susan	Teacher	<b>\$138.59 / day</b>	<b>\$152.45 / day</b>
Major, Lauren	Custodian	19.19 / hourly	19.19 / hourly
Saunders, Belinda	Paraprofessional Non-Instr. Aide (Café)	18.12 / hourly 17.06 / hourly	19.93 / hourly 18.76 / hourly
Smith, Timothy	Paraprofessional Non-Instr. Aide (Café)	18.12 / hourly 17.06 / hourly	19.93 / hourly 18.76 / hourly

- 16. Appointment of Certified Staff for the 2023-2024 School Year:**  
Please approve the following staff member for the position listed below pending receipt of the required documents:

Name	Assignment	Location	From	To	Step	Salary	FTE
DeAntonellis, Judith	Long-Term Substitute (Grades K – 2)	Atco	10.21.24	6.30.25	1 MA	\$63,277	1.0
Walker, Kierra	Teacher Coach (Preschool)	TRECC	12.16.24	6.30.25	9 MA	69,977	1.0

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

Staff Member	Dates	Classification
4739	10.30.24 – 11.17.24	<b>FMLA (acknowledge)</b>

**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 9 and addendum item 10. (Mr. DeNafo abstained from item 1)

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

Approve the payment of bills and claims:

- Bills List #1- \$1,482,660.20
- Bills List #2- \$ 32,152.24

- 2. Grants:**

- a. Accept the submission of the Women's Club Grant Applications for the 2024-2025 school year.

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b.

Grantor	School	Amount	Purpose	Attachment
Reflex	WES	40 seats	Student progress report and data	No
Reflex	Atco	20 seats	Student progress report and data	No
WTHSA	WES	\$544.00	Team up day transportation	No
Petsintheclassroom.org	TR	Pet fish	Make students feel at ease	No

**3. Contracts:**

**4. Tuition Contracts:**

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

SID #	School	From	To	Amount	Send/Receive	Attachment
1242928340	East Mountain School	9/5/24	6/30/24	\$90,000	Send	N/A
8013216123	Burlington Twp.	10/10/24	6/30/24	\$12,510.81	Receive	N/A
2342579291	Burlington Twp.	10/10/24	6/30/24	\$12,946.86	Receive	N/A

Vendor	Purpose	From	To	Amount	Attachment
CC Technical Schools	Vocational Education	9/1/24	6/30/25	\$47,318	No
Lindenwold Board of Education	Jointure Contract	9/9/24	6/18/25	\$23,389.20	No

**5. Budget:**

Approve the Budget Calendar for the 2025-2026 school year. (See Attachment C-5).

**6. 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 #
Knoll, M.	09/16/2024	02/24/2025 02/25/2025	Princeton, NJ	2025 NJAHPERD Annual Convention	\$350.00	11-000-223-580-58-06-100
Knoll, M.	09/16/2024	11/11/2024	Somerset, NJ	2024 NJAHPERD Health Education Conference	\$125.00	11-000-223-580-58-06-100
Magenta, A.	09/19/2024	11/14/2024	Galloway, NJ	504 Plans Compliance	\$106.00	11-000-219-580-58-03-000
Bowman, A.	09/27/2024	01/15/2025 01/16/2025 01/17/2025	Orlando, FL	Conference for Educators in Technology and Steam	\$399.00	11-000-223-580-58-06-100

**7. Facilities:**

- a. Approve the Comprehensive Maintenance Plan and Annual Maintenance Budget Amount Worksheet. (See Attachment C-7-a).
- b. Approve a New Jersey Department of Education Waiver Application for preschool classroom square foot requirements. (See Attachment C-7-b).
- c. Approve the Application for Dual Use of Educational Space. (See Attachment C-7-c).
- d. Approve the Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms. (See Attachment C-7-d).
- e. Change of Use. (See Attachment C-7-e).

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**8. Transportation:**

**9. 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

**10. Tuition Contracts:**

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

SID #	School	From	To	Amount	Send/Receive	Attachment
6546263294	Y.A.L.E. School West II, Inc	7/8/24	6/30/24	\$77,914.20	Send	N/A

**D. BYLAWS–Barbara Libak Fanz**

- 1. Approve the following policy for the first reading:
  - a. Policy #0164.6- Remote Public Board Meetings During a Declared Emergency (Abolish)
  - b. Policy #0141- Board Member Number and Term (Abolish)
  - c. Policy #0141.1- Board Member Number and Term-Sending District
- 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 nothing to report.
- C. **New Jersey School Boards Association-** Mr. Hoover gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst said nothing to 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 Ms. Hunter, and carried by unanimous voice consent to open the meeting to the public.  
  
none
- B. A motion was made by Mr. Galante, seconded by Mr. De Vuyst, and carried by unanimous voice consent to close the meeting to the public.



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**XI. MEETING ADJOURNMENT at 7:41p.m.**

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

**Respectfully Submitted,**

A handwritten signature in black ink, appearing to read 'D. J. Fox', written in a cursive style.

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