

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – November 20, 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, Barbara Libak Fanz, Jason Galante, Rosemarie Hunter, Thomas Leach, Michael McClintock, Ehren O'Donnell

Members absent: Benjamin De Vuyst, Daniel Hoover

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. 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. Galante, seconded by Mr. O'Donnell, 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. Libak Fanz, seconded by Mr. Galante, and carried by unanimous voice consent to return to open session at 7:04 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. De Vuyst read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

- A. EDUCATION**
- B. PERSONNEL**
- C. BUSINESS**

III. PRESENTATIONS

A. Students of the 1st Marking Period-

1. **K- Blake Alesiani- Ms. DiPasquale**
2. **1- Theo Davies- Ms. Brown**
3. **2- Asher Davies- Ms. Schafer**
4. **3- Scarlett Durante- Ms. Dimitratos**
5. **4- Alexander Foy- Ms. Kennevan**
6. **5-Aubree Buffington- Mr. Moore**
7. **6- Kylee Brewin- Ms. Johnson/Mr. Vitarelli**

B. NJQSA Results and District Improvement Plan- Dr. Michael Nolan

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IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. O'Donnell, 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. McClintock, and carried by unanimous voice consent to close the meeting to the public.

V. MINUTES

A motion was made by Ms. Hunter, 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. McClintock abstained.)

A. Board Meeting October 16, 2024

B. Closed Session October 16, 2024

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Mr. O'Donnell, and carried by a unanimous roll call vote to approve the following items: (Ms. Hunter abstained from item C.)

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) | 53 | 80 |
| PK (4 yr. old) | 97 | 72 |
| PK (5 yr. old) | 1 | 1 |
| Sub Total: | 151 | 153 |
| K | 107 | 108 |
| 1 st | 109 | 111 |
| 2 nd | 94 | 110 |
| 3 rd | 107 | 97 |
| 4 th | 118 | 108 |
| 5 th | 114 | 117 |
| 6 th | 131 | 115 |
| Sub Total: | 780 | 766 |
| Total: | 931 | 919 |

C. Suspension Report:

| SID# | Date | Incident | School | Location | Reported by | Resolution |
|------------|-----------------------|---|--------|------------------------|----------------------|----------------------------------|
| 3674925756 | 10/15/24 | Confirmed HIB | WES | Bus | Parent | • 1 Day Out of School Suspension |
| 3734207805 | 10/15/24 | Confirmed HIB | WES | Bus | Parent | • 1 Day Out of School Suspension |
| 3616420521 | 10/15/24- 10/27/24 | Weapons, Firearms, Explosives (Possession) | WES | Bus, Classroom | Parent, Principal | • 3 Day Out of School Suspension |
| 9821168146 | 10/25/24 | Confirmed HIB | WES | Off-School Grounds/ | Vice Principal | • 1 Day Out of School Suspension |

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| | | | | | | |
|------------|----------|----------------------------------|-----|---|----------------|--|
| | | | | Impacted School Activities | | |
| 2820294064 | 10/22/24 | Confirmed HIB | WES | Off-School Grounds/ Impacted School Activities | Vice Principal | <ul style="list-style-type: none"> • 1 Day Out of School Suspension |
| 5464727437 | 10/23/24 | HIB Investigation | WES | Playground | Staff | <ul style="list-style-type: none"> • 1 Day Out of School Suspension • Restorative Justice Activity |
| 2332950946 | 11/15/24 | Verbal, Physical, Written Threat | WES | Classroom | Staff | <ul style="list-style-type: none"> • 1 Day Out of School Suspension |
| 4835287862 | 11/15/24 | Verbal, Physical, Written Threat | WES | Classroom | Staff | <ul style="list-style-type: none"> • 1 Day Out of School Suspension |
| 7401105283 | 11/15/24 | Verbal, Physical, Written Threat | WES | Classroom | Staff | <ul style="list-style-type: none"> • 1 Day 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 the items 1 through 12 and addendum items 13 & 14.

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 |
|-------------------|--|------------|----------------------|------------------------------|----------------------------------|--|
| 8660718282 | 3674925756 3734207805 | Bus | 10/11/24 | 10/11/24 | Yes | <ul style="list-style-type: none"> • 1 Day Out of School Suspension for Each Offender |
| 9409961345 | 9510854791 | Playground | 10/8/24 | 10/15/24 | No | <ul style="list-style-type: none"> • Restorative Justice Activity |
| 5664574523 | 9821168146 2820294064 | WES | 10/9/24 | 10/17/24 | Yes | <ul style="list-style-type: none"> • 1 Day Out of School Suspension for Each Offender |
| 7023657628 | 3734207805 5076205831 3353554286 | WES | 10/10/24 | 10/21/24 | No | <ul style="list-style-type: none"> • Restorative Practice Activity • Review HIB Contract • Review Recess Expectations |
| 3964096714 | 3543899355 | Bus | 10/17/24 | 10/23/24 | No | <ul style="list-style-type: none"> • Restorative Practice Activity • Review HIB Contract • Review Recess Expectations |
| 354899355 | 2896740446 3145609632 7155206449 8925991413 | Cafeteria | 10/18/24 | 10/22/24 | No | <ul style="list-style-type: none"> • Restorative Practice Activity • Review HIB Contract • Review Recess Expectations |
| 1838789303 | 5464727437 | Playground | 10/18/24 | 10/18/24 | Yes | <ul style="list-style-type: none"> • 1 Day Out of School Suspension • Restorative Justice Activity |

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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 |
|-------------------|--|----------|----------------------|------------------------------|----------------------------------|---|
| 9510854791 | 2109432075 | WES | 9/16/24 | 9/25/24 | No | • Restorative Circle Activity |
| 6769755493 | 3788274252 | WES | 9/19/24 | 9/26/24 | Yes | • 1 Day Out of School Suspension |
| 6769755493 | 1251154551 5459327107 7976768673 | WES | 9/30/24 | 9/27/24 | Yes | • 1 Day Out of School Suspension for 3 Aggressors |
| 1342376972 | 6769755493 | WES | 10/2/24 | 10/7/24 | No | • Restorative Circle Activity |

3. 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/Students | Cost PP | Total |
|-----------------|---------|-------|------------------|-----------------------|--------------------------------|---|
| Wheaton Village | 5/30/25 | 3 | Grade 3 Teachers | 21/100 | Students-\$6 pp Adults-\$10 | Admission: \$1070 Transportation: \$1275 |

4. Nurse's Service Plan for the 2024-2025 School Year:

Approve the Nurse's Service Plan for the 2024-2025 school year. (See Attachment A-4).

5. Fieldwork Experience for the 2024-2025 School Year:

| Name | College | Location | Grade | Teacher | Dates | # of Hours |
|---------------|----------|----------|-------|---------|----------------|------------|
| Jodi Hannigan | Rowan | Atco | 1-2 | Laurito | 1/21/25-5/9/25 | 50 |
| Skyler Skare | Stockton | WES | 4 | Chance | 1/27/25-5/9/25 | 80 |

6. PEA Early Childhood District Contact Chart for the 2025-2026 School Year:

Approve the PEA Early Childhood District Contact Chart for the 2025-2026 school year. (Available upon request).

7. Statement of Assurance –Preschool Plan and Updates for the 2025-2026 School Year:

Approve the Statement of Assurance-Preschool Plan and Updates for the 2025-2026 school year. (Available upon request).

8. Three-Year Preschool Program Plan and Annual Update-Camden County for the 2025-2026 School Year:

Approve the Three-Year Preschool Program Plan and Annual Update-Camden County for the 2025-2026 school year. (Available upon request).

9. Canned Good Drive Fundraiser for the 2024-2025 School Year:

Approved the canned good drive fundraiser for the Ronald McDonald House for the 2024-2025 school year.

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

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13. **Revised Waterford Township District Staff Handbook for the 2024-2025 School Year:**
Approve the revisions of the Waterford Township District Staff Handbook for the 2024-2025 school year. (See Attachment A-12).
14. **Pre-Kindergarten Enrollment Projection for the 2025-2026 School Year:**
Approve the Pre-Kindergarten Enrollment Projection for the 2025-2026 school Year. (See Attachment A-13).

B. PERSONNEL

A motion was made by Mr. Galante, seconded by Mr. McClintock, and carried by a roll call vote to approve items 3 through 7, and addendum items 1,2 and 8.

1. **Leave-of-Absence Request (replaces #1 on agenda):**
Approve / Acknowledge the request for a leave-of-absence for the following staff member, which replaces #1 on the agenda:

| Staff Member | Dates | Classification | Approve/Decline or Acknowledge |
|--------------|---------------------------------|----------------|--------------------------------|
| 4617 | 11.15.24 11.21.24 – 11.27.24 | Unpaid LOA | Approve / Decline |
| 4740 | 10.07.24-11.10.24 | FMLA | Acknowledge |

2. **Assignment of UPC Numbers for the 2024-2025 School Year (replaces #2 on agenda):**
Approve the assignment of UPC numbers for the following staff member for the 2024-2025 school year, which replaces #2 on the agenda:

| Name | Assignment | Location | UPC | FTE | Account Number | Effective Date |
|----------------------|--|----------|----------------|-----|--------------------------|----------------|
| DeAntonellis, Judith | Long-Term Substitute (Grades K – 2) | Atco | 30-40-E1 / ABS | .50 | 11-120-100-101-00-99-040 | 10.21.24 |
| | | | 30-40-E1 / ABT | .25 | 11-110-100-101-00-99-060 | |
| | | | 30-45-E1 / ASE | .25 | 11-000-222-104-00-00-040 | |

3. **Stipend Position/Translation Services for the 2024-2025 School Year:**
Approve the stipend position for translation services provided by the following staff member:

| Name | Amount | Start Date | End Date |
|--------------------|------------------------|------------|----------|
| Coulter, Christina | \$500.00 (prorated) | 9.20.24 | TBA |

4. **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 |
|--------------------------------|----------|--------------------|----------------|-----|--------------------------|
| Permanent Custodian Substitute | District | Create | 21-10-C3 / BCS | 1.0 | 11-000-262-110-00-00-000 |

5. **Approve the following policy for the first reading:**
a. Policy #4140- Termination- Support Staff
6. **Approve the following policy for the second reading:**
a. Policy #3160- Physical Examination-Teacher Staff Members
b. Policy #4160- Physical Examination-Support Staff Members
7. **Acknowledge receipt of the following regulations:**
n/a

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8. Appointment of Certified Staff / Change of Start Date

Please approve the request of start date change for the position listed below pending receipt of the required documents:

| Name | Assignment | Location | From (old) | From (new) | To | Step | Salary | FTE |
|----------------|---------------------------|----------|------------|------------|---------|------|--------|-----|
| Walker, Kierra | Teacher Coach (Preschool) | TRECC | 12.16.24 | 1.02.25 | 6.30.25 | 9 MA | 69,977 | 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 14 and addendum item 15.

1. Board Secretary's Certifications for the months August and September (See Attachment C-1):

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

5. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$1,668,928.09
- Bills List #2- \$ 44,832.43
- Bills List #3- \$ 37,022.38

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6. Grants:

a. **New Jersey Learning Acceleration Program - High Impact Tutoring Competitive Grant:**

Accept additional funding from the NJ Department of Education for the New Jersey Learning Acceleration Program -High Impact Tutoring Competitive Grant in the amount of \$7,882.00 for the program period beginning July 1, 2024 and ending December 31, 2025, per the attached Fiscal Year 2025 Notification of Grant Award. (Available upon request).

b. **FY2025 ESEA-ESSA Consolidated Grant Application Amendment:**

Approve an amendment to the FY2025 ESEA-ESSA Consolidated Grant Application to budget FY2024 carryover funds as follows:

Title IA - \$8,893

Title IIA - \$2,981

c. Approve an Amendment to the Preschool IDEA grant.

d.

| Grantor | School | Amount | Purpose | Attachment |
|---------|--------|---------|---|------------|
| WTHSA | WES | \$1,275 | 3 rd Grade Field Trip Transportation | No |

7. Contracts:

| Vendor | Purpose | From | To | Amount | Attachment |
|------------------|----------------|---------|---------|----------------|------------|
| First Student | Transportation | 7/1/24 | 6/30/25 | \$2,299,195.80 | No |
| Winslow Township | Transportation | 11/1/24 | 6/30/25 | \$6,950 | No |

8. Tuition Contracts:

| SID # | School | From | To | Amount | Send/Receive | Attachment |
|------------|--------------------|----------|----------|-------------|--------------|------------|
| 8154925167 | Winslow | 9/15/24 | 6/30/25 | \$21,051.81 | Send | No |
| 3676973409 | Winslow | 9/15/24 | 6/30/25 | 21,051.81 | Send | No |
| 7896869533 | State of NJ | 8/27/24 | 6/30/25 | 14,977.80 | Receive | No |
| 7896869533 | Hammonton | 8/27/24 | 6/30/25 | 14,977.80 | Send | No |
| 3676707168 | Archway/Cumberland | 10/15/24 | 6/30/25 | 56,610.00 | Send | No |
| 4178734680 | Hammonton | 8/29/24 | 10/28/24 | 3,142.24 | Send | No |
| 4178734680 | Union Township | 8/29/24 | 10/28/24 | 3,142.21 | Receive | No |
| 3842531178 | Lindenwold | 9/7/24 | 6/30/25 | 15,249.00 | Send | No |
| 5837053448 | Lindenwold | 9/7/24 | 6/30/25 | 15,249.00 | Send | No |

9. Budget:

10. 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 # |
|------------|----------------|------------------|--------------|--|----------|--------------------------|
| Borda, C. | 10/04/2024 | 01/10/2025 | Galloway, NJ | NJCIE Winter Inclusion Leadership Conference | \$125.00 | 11-000-223-580-58-02-060 |
| Herman, K. | 10/23/2024 | 12/13/2024 | Union, NJ | NJASP Winter Conference | \$215.00 | 11-000-219-580-58-43-000 |

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11. Facilities:

- a. To withdraw \$25,000 from the Maintenance Reserve account and to appropriate it for the purpose of sewer pump repairs at WES and heat exchanger repairs at Atco School.

12. Transportation:

| SID # | School | From | To | Amount | Send/Receive | Attachment |
|------------|-------------|---------|---------|----------|--------------|------------|
| 8154925167 | Winslow | 9/15/24 | 6/30/25 | 4,333.14 | Send | |
| 3676973409 | Winslow | 9/15/24 | 6/30/25 | 4,333.14 | Send | |
| 7896869533 | State of NJ | 8/27/24 | 6/30/25 | 858.60 | Receive | |

- 13. To revise the establishment of petty cash funds. (See Attachment C-13).

14. 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

15. Contracts:

Approve the contracts for the 2024-2025 school year:

| Vendor | Service | From | To | Amount | Attachment |
|---|----------------------|----------|---------|---------------|------------|
| Brookfield Educational Services Program | Educational Services | 11/20/24 | 6/30/24 | \$55 per hour | C-15 |

D. BYLAWS

A motion was made by Ms. Libak Fanz, seconded by Mr. Hunter, and carried by a roll call vote to approve items 1 through 3.

- 1. Approve the following policy for the first reading:
n/a
- 2. Approve the following policy for the second 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
- 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- no report.
- C. **New Jersey School Boards Association-** Mr. Hoover- no report.
- D. **Camden County Educational Services Commission-** Mr. Galante – 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

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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. 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 7:45 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**