

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – November 20, 2024  
WATERFORD ELEMENTARY SCHOOL**

**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 1<sup>st</sup> 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
<b>Sub Total:</b>	<b>151</b>	<b>153</b>
K	107	108
1 <sup>st</sup>	109	111
2 <sup>nd</sup>	94	110
3 <sup>rd</sup>	107	97
4 <sup>th</sup>	118	108
5 <sup>th</sup>	114	117
6 <sup>th</sup>	131	115
<b>Sub Total:</b>	<b>780</b>	<b>766</b>
<b>Total:</b>	<b>931</b>	<b>919</b>

**C. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
3674925756	10/15/24	Confirmed HIB	WES	Bus	Parent	<ul style="list-style-type: none"> <li>● 1 Day Out of School Suspension</li> </ul>
3734207805	10/15/24	Confirmed HIB	WES	Bus	Parent	<ul style="list-style-type: none"> <li>● 1 Day Out of School Suspension</li> </ul>
3616420521	10/15/24- 10/27/24	Weapons, Firearms, Explosives (Possession)	WES	Bus, Classroom	Parent, Principal	<ul style="list-style-type: none"> <li>● 3 Day Out of School Suspension</li> </ul>
9821168146	10/25/24	Confirmed HIB	WES	Off-School Grounds/	Vice Principal	<ul style="list-style-type: none"> <li>● 1 Day Out of School Suspension</li> </ul>

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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"> <li>• 1 Day Out of School Suspension</li> </ul>
5464727437	10/23/24	HIB Investigation	WES	Playground	Staff	<ul style="list-style-type: none"> <li>• 1 Day Out of School Suspension</li> <li>• Restorative Justice Activity</li> </ul>
2332950946	11/15/24	Verbal, Physical, Written Threat	WES	Classroom	Staff	<ul style="list-style-type: none"> <li>• 1 Day Out of School Suspension</li> </ul>
4835287862	11/15/24	Verbal, Physical, Written Threat	WES	Classroom	Staff	<ul style="list-style-type: none"> <li>• 1 Day Out of School Suspension</li> </ul>
7401105283	11/15/24	Verbal, Physical, Written Threat	WES	Classroom	Staff	<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 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"> <li>• 1 Day Out of School Suspension for Each Offender</li> </ul>
9409961345	9510854791	Playground	10/8/24	10/15/24	No	<ul style="list-style-type: none"> <li>• Restorative Justice Activity</li> </ul>
5664574523	9821168146 2820294064	WES	10/9/24	10/17/24	Yes	<ul style="list-style-type: none"> <li>• 1 Day Out of School Suspension for Each Offender</li> </ul>
7023657628	3734207805 5076205831 3353554286	WES	10/10/24	10/21/24	No	<ul style="list-style-type: none"> <li>• Restorative Practice Activity</li> <li>• Review HIB Contract</li> <li>• Review Recess Expectations</li> </ul>
3964096714	3543899355	Bus	10/17/24	10/23/24	No	<ul style="list-style-type: none"> <li>• Restorative Practice Activity</li> <li>• Review HIB Contract</li> <li>• Review Recess Expectations</li> </ul>
354899355	2896740446 3145609632 7155206449 8925991413	Cafeteria	10/18/24	10/22/24	No	<ul style="list-style-type: none"> <li>• Restorative Practice Activity</li> <li>• Review HIB Contract</li> <li>• Review Recess Expectations</li> </ul>
1838789303	5464727437	Playground	10/18/24	10/18/24	Yes	<ul style="list-style-type: none"> <li>• 1 Day Out of School Suspension</li> <li>• Restorative Justice Activity</li> </ul>

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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.

<b>Grantor</b>	<b>School</b>	<b>Amount</b>	<b>Purpose</b>	<b>Attachment</b>
WTHSA	WES	\$1,275	3 <sup>rd</sup> Grade Field Trip Transportation	No

**7. Contracts:**

<b>Vendor</b>	<b>Purpose</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>Attachment</b>
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:**

<b>SID #</b>	<b>School</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>Send/Receive</b>	<b>Attachment</b>
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:

<b>Name</b>	<b>Date Submitted</b>	<b>Date of Workshop</b>	<b>Location</b>	<b>Topic</b>	<b>Cost</b>	<b>Account #</b>
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**