

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – December 18, 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, Michael McClintock, Ehren O'Donnell

Members absent:

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. Libak-Fanz, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED

A motion was made by Mr. De Vuyst, seconded by Mr. Galante, 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. O'Donnell, seconded by Ms. Hunter, and carried by unanimous voice consent to return to open session at 7:06 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. Gallante read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION- oral report

B. PERSONNEL- oral report

C. BUSINESS- oral report

III. PRESENTATIONS

A. "Teacher of the Year" for the 2024-2025 School Year- Ms. Karen Litchko- Dr. Michael Nolan

B. Retiree Presentation- Ms. Terri Tait and Ms. Colleen Garretson- Dr. Michael Nolan

C. "Substitute of the Marking Period"- Ms. Julia Franchetti- Dr. Michael Nolan

D. Mr. Lyons – Hammonton Board President

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to open the meeting to the public.

None

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- B. A motion was made by Mr. Galante, seconded by Mr. McClintock, 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. 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. (Ms. Hunter abstained from item A.)

- A. Board Meeting November 12, 2024
- B. Closed Session November 12, 2024
- C. Board Meeting November 20, 2024
- D. Closed Session November 20, 2024

VI. SUPERINTENDENT'S REPORT

A motion was made by Mr. McClintock, seconded by Mr. De Vuyst, 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	79
PK (4 yr. old)	96	72
PK (5 yr. old)	1	1
Sub Total:	149	152
K	109	108
1 st	109	111
2 nd	95	110
3 rd	107	96
4 th	118	108
5 th	112	118
6 th	131	113
Sub Total:	781	764
Total:	930	916

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
1132129907	11/1/24	Outcome of HIB Investigation	WES	Bus	Parent	<ul style="list-style-type: none"> • 1 Day Out of School Suspension • Counseling
3955187948	11/15/24	Verbal, Physical, Written Threat	WES	Other-Text Message Thread	Staff	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
3654787296	11/15/24	Verbal, Physical, Written Threat	WES	Other-Text Message Thread	Staff	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
6658598331	11/24/24	Outcome of HIB Investigation (Racial Slur)	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 7.

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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
1404601036	1132129907	Bus	10/25/24	10/29/24	Yes	<ul style="list-style-type: none"> • 1 Day Out of School Suspension • Counseling
9510854791	3955187948	Cafeteria	10/28/24	10/30/24	No	<ul style="list-style-type: none"> • Separate Seats • Restorative Justice Assignment
3964096714	8966442637	Classroom	10/30/24	11/11/24	No	<ul style="list-style-type: none"> • Monitor Interactions
7206854425	9302058140	Classroom	10/31/24	11/14/24	No	<ul style="list-style-type: none"> • Seat Change • Monitor Interactions
8153453550	6658598331	WES	11/22/24	11/26/24	Yes	<ul style="list-style-type: none"> • 1 Day Out of School Suspension • Seat Changes

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
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

3. HSA Casino Night Fundraiser for the 2024-2025 School Year:

Approve the HSA Casino Night Fundraiser on April 5, 2025 for the 2024-2025 school year.

4. 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-4).

5. Approve the following policy for the first reading:

n/a

6. Approve the following policy for the second reading:

n/a

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7. Acknowledge receipt of the following regulations:

- a. Regulation# 2460.9- Special Education-Transition from Early Intervention Programs

B. PERSONNEL

A motion was made by Mr. McClintock, seconded by Mr. De Vuyst, and carried by a roll call vote to approve item 1, addendum item 2, items 3 through 10, and addendum item 11 as adjusted.

1. 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
HQ Paraprofessional	WES	Abolish	20-50-S6 / BBV	1.0	11-213-100-106-00-00-100
Building Sec / Accts Payable	Atco/Dist	Abolish	22-40-A2 / BBU	.50	11-000-240-105-00-00-040
				.50	11-000-251-105-00-00-000
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
Human Resources Secretary	District	Abolish	22-15-AB / AMH	.60	11-000-251-105-00-00-000
Accounts Payable Secretary	District	Create	22-10-A2 / BCW	.60	11-000-251-105-00-00-000
Human Res/Maintenance Sec	District	Create	22-10-A2 / BCX	.75	11-000-251-105-00-00-000
				.25	11-000-262-105-00-00-000
HQ Paraprofessional	Atco	Create	20-40-EX / BCV	1.0	11-000-217-106-00-00-040
HQ Paraprofessional	WES	Create	20-50-S6 / BCU	.67	11-213-100-106-00-00-100
Perm Tchr Sub / 4 days	District	Create	28-10-S8 / BAG	.80	11-120-100-101-00-00-000

2. 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
Bigwood, Marilyn	Non-Instructional Aide (Cafeteria)	20-50-NA / APD	WES	2	16.12	4	185	.67
Borger, Christelle	Paraprofessional Part-Time	20-50-S6 / BCU	WES	1	18.15	4	185	.67
Domm, Sarah	Permanent Teacher Substitute	28-10-S8 / BAG	District	5	20.37	6.75	185	.80
Hoffman, Laura	Accounts Payable Part-Time	22-10-A2 / BCW	District	6	20.02	21 hrs / week	240	.60
Odegaard, Carly	Non-Instructional Aide (Cafeteria)	20-45-NA / AOF	TR	1	16.12	3.50	185	.58
Patane, Jocelyn	Permanent Parapro Substitute	23-80-PP / BAM	District	1	16.85	6	185	1
Rhody, Jenna	Non-Instructional Aide (Cafeteria)	20-40-NA / AXY	Atco	1	16.12	2.5	185	.42
Valentino, Ryan	Permanent Custodian Substitute	21-10-C3 / BCS	District	1	15.71 and .37 / hr night shift	8	260	1.0

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3. 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)
Slater, Warren John	Non-Instructional (café) Aide	17.06 / hr.	18.76 / hr.
Agoston, Dawn	Custodian	19.19 / hr.	19.19 / hr.
Agoston, John	Custodian	19.19 / hr.	19.19 / hr.
Ambroselli, Frank	Custodian	19.19 / hr.	19.19 / hr.
Campione, Alicia	Custodian	19.19 / hr.	19.19 / hr.
Chance, Patricia	Custodian	19.19 / hr.	19.19 / hr.
Griffin, Jeffrey Jr.	Custodian	19.19 / hr.	19.19 / hr.
Jackson, Dante	Custodian	19.19 / hr.	19.19 / hr.
Moore, Skylar	Custodian	19.19 / hr.	19.19 / hr.
Morales, Jackeline	Custodian	19.19 / hr.	19.19 / hr.
Renzulli, Lisa	Paraprofessional Non-Instructional (café) Aide	18.12 / hr. 17.06 / hr.	19.93 / hr. 18.76 / hr.
Storey, Christine	Custodian	19.19 / hr.	19.19 / hr.
Thomas, Ja’Kai	Custodian	19.19 / hr.	19.19 / hr.
Walsh, Kelly	Custodian	19.19 / hr.	19.19 / hr.

4. Appointment of Homebound Instructors for the remainder of 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	Effective Date
Ercol, Jennifer	\$55.00	Based on student need	12.02.24

5. Perfect Attendance Awards—October 2024:

Acknowledge and congratulate the recipient of October’s Perfect Attendance Award, Pat Habinowski. Pat has been an employee with our district for more than 21 years. She has served in many capacities and is currently the Secretary at Waterford Elementary and will receive a \$50.00 Amazon gift card. Congratulations Pat!

6. Perfect Attendance Awards—November 2024:

Acknowledge and congratulate JoAnn Michelini who will receive a \$50.00 Amazon gift card for her Perfect Attendance record during the month of November. In February 2024, Ms. Michelini was a per diem cafeteria substitute for the district, however joined the

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Waterford Elementary cafeteria staff at the start of the 2024-2025 school year.
Congratulations JoAnn!

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

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

Name	Location	Position	Effective Date
Raco, Melissa	District	Permanent Paraprofessional Substitute	12.06.24

8. Extension of Certified Contract:

Approve the extension of the following certified contract:

Name	Assignment	From	Current End Date	New End Date	Step	Salary	FTE
Hand, A.	Long-Term Substitute (Elem. K-6: Grade 6)	8.27.24	12.13.24	12.20.24	3	\$59,850	1.0

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

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)	12.21.24	6.30.24	3	\$59,850	1.0

10. Transfer of Support Staff Members:

Approve the transfer of the following Support Staff member:

Name	Current Location	Current Assignment	Current UPC	New Location	New Assignment	New UPC	Effective Date
Parker, Destini	WES	Paraprofessional (LLD)	20-50-S6 / BBV	Atco	Paraprofessional (POR)	20-40-EX / BCV	12.19.24

11. Position Change of Support Staff Members for the 2024-2025 School Year:

Approve the change of position for the following Support Staff members for the 2023-2024 school year:

Name	Current Position / Location	Curr UPC	Curr Rate/Hr Step	Curr Hr/Day Curr Day/Yr	Curr FTE	New Position / Location	New UPC	New Rate/Hr Step	New Hr/Day New Day/Yr	New FTE	Effect Date
Buonadonna, G.	Perm Para Sub / District	23-80-PP / BAQ	18.25 / 6	6 / 185	1.0	Parapro Atco	20-40-EX/ ASX	18.25 / 6	6 / 185	1.0	1.01.25
Chew, H.	HR Secr / District	22-15-AB / AMH	18.45 / 1	21 hrs / wk / 185 / yr	.60	HR Secr / District	22-10-A2 / BCX	18.45 / 1	7 hrs / day / 240 / yr	1.0	1.01.25
Fischer, J.	Parapro Atco	20-40-EX / BBX	16.95 / 2	6 / 185	1.0	Non-Instr (café aide) Atco	20-40-NA/ AZL	16.12 / 2	2.5 / 185	.42	1.01.25
Morelli, T.	Parapro Atco	20-40-EX / ASX	16.85 / 1	6 / 185	1.0	Parapro Atco	20-40-EX/ BBX	16.85 / 1	6 / 185	1.0	1.01.25
Ramirez	Non-Instr (café aide) Atco	20-40-NA / AZL	16.12 / 2	2.5 / 185	.42	Per Diem Substitute	70-10-S8/ AVF	Sub rate / n/a	n/a / n/a	n/a	1.01.25

12. Approve the following policy for the first reading:

n/a

13. Approve the following policy for the second reading:

a. Policy #4140- Termination- Support Staff

14. Acknowledge receipt of the following regulations:

n/a

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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, addendum item 9d, items 10 and 11, and addendum item 12. (Mr. O'Donnell abstained from item 4.)

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

In accordance with 18A:17-9 for the month of October 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of October 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 October 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 October 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- \$2,428,114.29
- Bills List #2- \$ 51,441.08
- Bills List #3- \$ 36,750.16

5. Grants:

6. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
2750542866	BCIT	9/1/24	6/30/25	\$11,559	Send	No
7167941699	BCIT	9/1/24	6/30/25	11,559	Send	No

7. Budget:

- a. To approve the Statement of Priorities and New Jersey Student Learning Standards for the 2024/2025 budget. (See Attachment C-7-a).

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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 #
Fieger, M.	11/15/2024	01/07/2025 01/08/2025 01/09/2025	Philadelphia, PA	Nonviolent Crisis Intervention Instructor Training	\$4,599.00	20-275-200-580-58-04-000
Borda, C.	11/13/2024	01/22/2025 01/23/2025 01/24/2025	Clearwater Beach, FL	26 th International Conference-Autism, Intellectual Disability & Developmental Delays	\$425.00	11-000-223-580-58-02-060
Holwell, G.	11/20/2024	01/10/2025	Glassboro, NJ	Working on Educator SEL as Tier 1 Response	\$45.00	11-000-223-580-58-01-040
Ciavaglia, R.	11/20/2024	01/10/2025	Glassboro, NJ	Working on Educator SEL as Tier 1 Response	\$45.00	11-000-223-580-58-06-100
Niedoba, D.	11/20/2024	02/18/2025	Mt. Laurel, NJ	Pension Review & Updates	\$145.00	11-000-251-592-58-25-000
Kin-Leavey, S.	12/02/2024	02/20/2025 02/21/2025	Atlantic City, NJ	2025 NJMEA State Conference	\$390.00	11-000-223-580-58-01-040
Gibbins, E.	12/04/2024	02/20/2025 02/21/2025	Atlantic City, NJ	2025 NJMEA State Conference	No Fee	N/A
Poris, A.	12/05/2024	03/26/2025 03/27/2025 03/28/2025	Atlantic City, NJ	55 th Annual NJ Pupil Transportation Conference	\$500.00	11-000-270-593-58-14-000
Weidmann, C.	12/06/2024	01/23/2025	Atlantic City, NJ	Nonviolent Crisis Intervention Certification Renewal Program	\$2,049.00	11-000-223-580-58-03-000

9. Facilities:

- a. To withdraw \$10,000 from the Maintenance Reserve account and to appropriate it for the purpose of heat exchanger repairs at Atco School.
- b. To approve the Long Range Facilities Plan. (See Attachment C-9-b).
- c. To approve the Hazard Communication Written Program for the 2024-2025 school year. (See Attachment C-9-c).
- d. To withdraw \$12,500 from the Maintenance Reserve account and to appropriate it for the purpose of RTU exhaust fan at Thomas Richards Early Childhood Center.

10. Transportation:

SID #	School	From	To	Amount	Send/Receive	Attachment
8154925167	Winslow	9/15/24	6/30/25	4,333.14	Send	No
3676973409	Winslow	9/15/24	6/30/25	4,333.14	Send	No
7896869533	State of NJ	8/27/24	6/30/25	858.60	Receive	No
4414266068	Pennsville	9/1/24	6/30/25	1032.50	Send	No

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

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12. 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.	12/12/2024	1/30/2025	Atlantic City, NJ	TECHSPO '25	\$365.00	11-000-230-580-58-23-000

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 :
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- no report.
- C. **New Jersey School Boards Association-** Mr. Hoover- no report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst 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.
Mr. O'Donnell – Great concert Performance
Ms. Manna- Invite to concert.
- 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 7:34 p.m.

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

Respectfully Submitted,

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