

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING – February 19, 2025
WATERFORD ELEMENTARY SCHOOL**

DRAFT

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, Benjamin De Vuyst (arrived at 6:35), Barbara Libak Fanz, Jason Galante, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Michael McClintock, Ehren O'Donnell (arrived at 6:35).

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. Galante, seconded by Ms. Hunter, and carried by unanimous voice consent to approve business not anticipated at the time of the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. Libak Fanz, seconded by Ms. Hunter, 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. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:23 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Ms. Hunter read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

- A. EDUCATION-** Ms. Libak Fanz gave an oral report.
- B. PERSONNEL-** Mr. McClintock gave an oral report.
- C. BUSINESS-** no report

III. PRESENTATIONS

- A. Students of the 2nd Marking Period-**
 - 1. K- Avery Shropshire- *Ms. DiPasquale*
 - 2. 1st- Giana Guzman- *Ms. Campanella*
 - 3. 2nd- Ashton Clark- *Ms. Weidmann*
 - 4. 3rd- Scarlett Goldberg- *Ms. Stephan*
 - 5. 4th- Dominique Brown- *Ms. Oriente*
 - 6. 5th- Mackenzie Wister- *Mr. Moore*
 - 7. 6th- Ryan Ely- *Mr. Ambroselli/Ms. Gray*

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- B. Substitute of the 2nd Marking Period-**
 - 1. Rosemarie Bieniakowski- *Dr. Nolan*
- C. Annual Consolidated Financial Report- *Scott Barron***
 - 1. There were no recommendations.
 - 2. A summary was made available for public distribution.
- D. SSDS Report-Period One-2024/2025 School Year- *Heather Kondas***
- E. District-Wide Wellness Week- *Heather Kondas***

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

- A.** A motion was made by Mr. De Vuyst, seconded by Mr. Hoover, and carried by unanimous voice consent to open the meeting to the public.

None

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

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. McClintock abstained from item C.)

- A.** Board Meeting January 15, 2025
- B.** Closed Session January 15, 2025

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Hunter, seconded by Mr. McClintock, and carried by a unanimous roll call vote to approve items 1 through 9:

A. Monthly District Reports-

- 1. Monthly Wellness Report (See Attachment)
- 2. Fire/Security Drill Log

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved
Atco	1/24/2025	9:45 AM	26 degrees and sunny	Fire Drill	201	50
Atco	1/29/2025	10:40 AM	47 degrees and sunny	Bomb Treat	200	45
TR	1/13/2025	10:04 AM	36 degrees cloudy	Fire Drill	247	65
TR	1/14/2025	10:03 AM	N/A	Active Shooter	237	66
WES	1/2/2025	9:20 AM	35 degrees /sunny	Fire drill	393	74
WES	1/3/2025	2:00 PM	N/A	Lock down	394	80

B. Enrollment:

Grade	2023-2024 # of Students	2024-2025 # of Students
PK (3 yr. old)	54	80
PK (4 yr. old)	94	71
PK (5 yr. old)	1	1
Sub Total:	148	152
K	107	110
1 st	107	109
2 nd	95	108

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3 rd	106	97
4 th	115	109
5 th	112	116
6 th	132	113
Sub Total:	774	762
Total:	922	914

C. Suspension Report:

Suspension:	TR	Atco	WES
In School Suspension	0	0	2
Out of School Suspension	0	0	9

VIII. 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 9.

1. Harassment, Intimidation and Bullying (HIB) Report:

Acknowledge receipt/affirm HIB Investigations. (See Attachment A-1).

2. Waterford Elementary School Fundraisers for the 2024-2025 School Year:

Approve the Waterford Elementary School fundraisers for the 2024-2025 school year.

- a. Alex's Lemonade Stand
- b. Can Tab Drive for Ronald McDonald House Charities
- c. Wish List Pantry Drive for Ronald McDonald House Charities

3. Memorandum of Agreement for 2024-2025:

Approve the Memorandum of Agreement between the Waterford Township Police Department and the Waterford Township Board of Education for the 2024-2025 school year.

4. Revised Calendar for the 2024-2025 School Year:

Approve the revised calendar for the 2024-2025 school year. (See Attachment A-4).

5. 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
Leadership Academy to HMS	2/26/25	6	2	2/32	N/A	Admission: N/A Transportation: \$300
Camden Aquarium	3/6/25	1	8	52/115	Student: \$12.99 Adult: \$22.99	Admission: \$2,826.64 Transportation: \$1,800
Leadership Academy to Atco School	3/14/25	6	3	3/32	N/A	Admission: N/A Transportation: \$75
Johnson's Farm	5/22/25	PK	14	37/152	\$16/pp	Admission: \$3504 Transportation: \$1,000
Storybook Land	5/24/25 (rain date 5/29/25)	K	19	45/106	\$20.99/pp	Admission: \$3,169.49 Transportation: \$1,540
Cape May Zoo	5/29/25	2	8	45/117	N/A	Admission: N/A Transportation: \$1,660

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Six Flags Great Adventure	6/3/25	6	8	113/36	\$84.59/pp	Admission: \$8,638.50 Transportation: \$2,220
Team Up Day-HMS	6/4/25	6	9	18-20/114	N/A	Admission: N/A Transportation: \$544
K Orientation to Atco School	6/5/25	K	17	17/106	N/A	N/A
Gr.2 Orientation to WES	6/5/25	2	12	12/112	N/A	N/A

6. School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act:

Approve the submission of the 2024-2025 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

7. Approve the following policy for the first reading:

n/a

8. Approve the following policy for the second reading:

n/a

9. Acknowledge receipt of the following regulations:

n/a

B. PERSONNEL

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by a roll call vote to approve items 1 through 17 and addendum items 18, 19, 20 and 21. (Mr. Leach abstained from item 20.)

1. Retirement of Certified Staff Member:

Approve the retirement of Alma York-Zaleski, Art Education Teacher, with gratitude and appreciation for her 14 years of service to our district, effective July 1, 2025. (UPCs: 30-40-E1 / ACK and 30-45-E1 / ACJ)

2. 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)
Cocco, Nicholas	Teacher	\$138.59 / day	\$152.45 / day
Eccles, James	Non-Instructional Aide (Cafeteria)	17.06 / hr	18.76 / hr
Johnson, Alisa	Teacher Paraprofessional	129.53 / day 18.12 / hr	142.49 / day 19.93 / hr
Santo, Jamie	Paraprofessional Non-Instructional Aide (Cafeteria)	18.12 / hr 17.06 / hr	19.93 / hr 18.76 / hr
Sorce, Alyssa	Teacher Paraprofessional	129.53 / day 18.12 / hr	142.49 / day 19.93 / hr

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Sowinski-Dunn, Zachary	Non-Instructional Aide (Cafeteria)	17.06 / hr	18.76 / hr
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3. Leave-of-Absence Request:

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

Staff Member	Dates	Classification
4607	5.31.25 – 6.30.25 9.02.25 – 12.10.25	FMLA / NJFLA

4. 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
Erasmus, Sarah	Non-Instructional Aide (Cafeteria)	20-40-NA / AXY	Atco	1	\$16.12	2.5	185	.42
Tartaglia, Joan	Permanent Parapro Substitute	23-80-PP / BAO	District	1	16.85	6.0	185	1.0

5. Resignation of Certified Staff Member(s):

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

Name	Location	Position	UPC	Effective Date
Zeccardi, Denise	WES	Teacher – Res. Prgm	30-50-PO / ASK	3.16.25

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

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

Name	Location	Position	UPC	Effective Date
Rhody, Jenna	Atco	Non-Instructional (Cafeteria Aide)	20-40-NA / AXY	1.16.25
Swierczynski, Jessica	TR	HQ Paraprofessional	20-45-L1 / AEU	2.04.25

7. Perfect Attendance Awards—January 2025:

Acknowledge and congratulate Jess Shropshire, who will receive a \$50.00 Amazon gift card for her perfect attendance record during the month of January. Mrs. Shropshire joined our district in November 2004, and is currently teaching Math to students at Waterford Elementary. Congratulations Mrs. Shropshire!!!

8. 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 2024-2025 school year:

Name	Curr Loc	Curr Position	Curr UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	New Loc	New Position	New UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	Effective Date
Baron, Stephanie	Distr	Perm. Para Substitute	23-80-PP / BAP	18.15	6 hrs / day 185 / year	TR	Para	20-45-L1 / AEU	18.15	6 hrs / day 185 / year	2.20.25

9. Job Description:

Approve the revision of the job description for Lead Custodian. (See Attachment B-9).

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10. Approval to submit a contract with Christopher Eberly as Business Administrator/Board Secretary to the Department of Education. (See Attachment B-10).
11. **ESY Summer Learning Program 2024-2025 - Certified & Support Staff, and Records Review:**
Approved certified and support staff members to provide services for the ESY Summer Learning Program, and certified staff members for records review and instructional planning as outlined on the attached list. (See Attachment B-11).
12. **Title I Summer Learning Academy Program 2024-2025 - Certified & Support Staff, and Training:**
Approve certified and support staff members to provide tutoring services for the Title I Summer Learning Academy and i-Ready Training (if needed) as outlined on the attached list. (See Attachment B-12).
13. **Title I & ESY Summer Learning Academy Program 2024-2025 - Substitute Certified Staff:**
Approve certified staff to provided services for the 2024-2025 Title I and ESY Summer Learning Programs as substitute teachers for 3.25 hours per day, \$55.00 per hour on an "as needed" basis per the attached list. (See Attachment B-13).
14. **ESY Summer Learning Program 2024-2025 - Substitute Support Staff:**
Approve support staff members to provide substitute services for the ESY Summer Learning Program as substitute paraprofessionals for 3.25 hours per day, \$18.75 per hour for grades 1-6, and \$20.63 per hour for grades PK and K on an "as needed" basis per the attached list. (See Attachment B-14).
15. **Approve the following policy for the first reading:**
a. Policy # 3160- Physical Examination-Teaching Staff
b. Policy # 4160- Physical Examination- Support Staff
16. **Approve the following policy for the second reading:**
n/a
17. **Acknowledge receipt of the following regulations:**
a. Regulation # 3160- Physical Examination- Teaching Staff
b. Regulation # 4160- Physical Examination- Support Staff
18. **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)
Amato, Tami	Teacher	\$138.59 / day	\$152.45 / day

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

Name	Location	Position	UPC	Effective Date
Odegaard,	TR	Non-Instructional (Cafeteria Aide)	20-45-NA / AOF	2.04.25

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

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Name	Hourly Rate	Number of Hours	Effective Date
Leach, Christina	\$55.00	Based on student need	2.11.25

21. **Acknowledge receipt of the following regulation:**
a. Regulation# 2425- Emergency Virtual or Remote Instruction Program (See Attachment).

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 11.

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

In accordance with 18A:17-9 for the month of December 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of December 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 December 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 December 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- \$ 3,046,456.10
- Bills List #2- \$ 86,617.97
- Bills List #3- \$ 60,927.86
- Bills List #4- \$ 42,965.72

5. **Grants:**

Grantor	School	Amount	Purpose	Attachment
WTHSA	Atco	\$1,800	Grade 1 field trip transportation	N/A
WTHSA	Atco	\$1,600	Grade 2 field trip transportation	N/A
WTHSA	WES	\$1,050	Grade 4 field trip transportation	N/A
WTHSA	WES	\$1,200	Grade 5 field trip transportation	N/A

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6. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
3524820925	Hammonton High School	2/5/25	6/30/25	\$7,156.06	Send	N/A
3524820925	Brick Township	2/5/25	6/30/25	\$7,156.06	Receive	N/A
5770303351	Hampton Academy	2/11/25	6/30/25	\$ 32,642.56	Send	N/A

7. Contracts:

Vendor	Purpose	From	To	Amount	Attachment
Corporate Source	Cafeteria Tables – WES	2/19/25	Conclusion	\$82,913.40	N/A

8. Out of District Professional Development for the 2024-2025 School Year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Kin-Leavey, S.	01/17/2025	03/27/2025	West Windsor Township, NJ	NJPBSIS 2025 Leadership Forum	No Fee	N/A
Kondas, H.	01/24/2025	03/27/2025	West Windsor Township, NJ	NJPBSIS 2025 Leadership Forum	No Fee	N/A
Biggs, M.	01/24/2025	04/11/2025	Monroe Township, NJ	Pre-K Legal Requirements & Best Practices in Special Ed	\$150.00	20-218-200-580-58-02-060

9. Facilities:

- a. Resolution Accepting the Annual Consolidated Financial Report. (See Attachment C-9).

10. Transportation:

SID #	School	From	To	Amount	Send/Receive	Attachment
3524820925	Brick Township	2/5/25	6/30/25	\$382.50	Receive	N/A

11. Business-Related Policies:

- a. Approve the following policies for the first reading:
1. Policy #8500- Food Services
- b. Approve the following policies for the second reading:
n/a
- c. Acknowledge receipt of the following regulations:
n/a

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-** Ms. Libak Fanz gave an oral report".
- c. **New Jersey School Boards Association-** no report.
- d. **Camden County Educational Services Commission-** Mr. De Vuyst gave an oral report
- e. **Hammonton-Roe Hunter** gave an oral report
- f. **Board President's Report-** no report.

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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 Mr. De Vuyst seconded by Ms. Libak Fanz and carried by unanimous voice consent to open the meeting to the public.

Chris Eberly – New Business Administrator introduced himself.

XI. A. MOTION TO APPROVE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to go into closed session.

B. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by, Mr. Hoover, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to return to open session.

XII. MEETING ADJOURNMENT at 8:36

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary