

**WATERFORD TOWNSHIP BOARD OF EDUCATION
SPECIAL MEETING MINUTES – June 30, 2025
WATERFORD ELEMENTARY SCHOOL**

I. MEETING CALLED TO ORDER 6:00 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, Jason Galante, Barbara Libak Fanz, Rosemarie Hunter, Thomas Leach, Michael McClintock.

Members absent: Benjamin De Vuyst, Daniel Hoover, Ehren O'Donnell

Others present: Daniel J. Fox, Assistant Superintendent for Business, Dan Long, Solicitor

B. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Ms. 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. Galante, seconded by Mr. Leach and carried by unanimous voice consent to return to open session at 6:18 p.m.

II. COMMENTS FROM THE PUBLIC ON AGENDA ITEM TOPICS

A. MOTION TO OPEN THE MEETING TO THE PUBLIC

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. MOTION TO CLOSE THE MEETING TO THE PUBLIC

A motion was made by Mr. McClintock, seconded by Mr. Galante, and carried by unanimous voice consent to close the meeting to the public.

III. ACTION ITEMS

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 5.

1. Appointment of Support Staff for the 2025-2026 School Year

Approve the following Support Staff members for the 2025-2026 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Stevens, Danielle	Custodian, Full-Time	21-50-C3/AHM	WES	2	\$16.12	8	260	1.0

2. Termination of Certified Staff Member:

Approve the termination of employee #5242, effective May 31, 2025.

3. Resignation of Staff Member – 2025 Extended School Year (ESY) Program

Approve the resignation of the following staff member for the 2025 Extended School Year Program:

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Name	Position	Number of Days	Rate/ Hour	Hours/ Day	Total	Account Number
Biggs, Michelle	Site Coordinator	19	55.00	3.25	\$3396.25	11-422-240-104-01-03-000

4. Position Change:

Approve the position change for the following staff member effective 7/01/25

Name	Current Assignment	Current Salary	Current UPC	New Assignment	New Salary	%	New UPC
Biggs, M.	PreK Tchr Coach	\$70,827.	30-45-P2/ADR	Supervisor of Early Childhood Education	\$59,869	60%	40-45-P2/BBQ
Biggs, M.				Supervisor of Elementary Education	\$39,912	40%	40-10-80/BDF

5. Approve the On-Call Staff Member for the 2025-2026 School Year

Approve the following On-Call staff member for the 2025-2026 school year, pending receipt of required documentation:

Name	Assignment	Contract	Guide	Step	Hourly Rate
Seth, Tristan	Mechanic- Technology	WTEA Support	Secretary B	1	\$18.90

IV. COMMENTS FROM THE PUBLIC ON GENERAL TOPICS

- A. A motion was made by Mr. Galante, seconded by Ms. Leach, and carried by unanimous voice consent to open the meeting to the public.

None

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

V. MEETING ADJOURNMENT at 6:21 p.m.

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary