

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – July 19, 2023  
WATERFORD ELEMENTARY SCHOOL**

**V-A**

**DRAFT**

**I. MEETING CALLED TO ORDER 6:31 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](http://wtsd.org).

**A. ROLL CALL OF ATTENDANCE**

Members Present: Benjamin De Vuyst, Barbara Libak Fanz, Jason Galante, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Michael McClintock (remote), Ehren O'Donnell (arrived remote 7:00),

Members absent: Matthew DeNafo

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 Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the amendment to the agenda.

**C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED SESSION**

A motion was made by Mr. De Vuyst, 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. De Vuyst, seconded by Ms. Hunter, and carried by unanimous voice consent to return to open session at 7:02 p.m.

**E. FLAG SALUTE**

Ms. Libak Fanz led the Pledge of Allegiance.

**F. MISSION STATEMENT**

Mr. Leach read the Mission Statement.

**G. STATEMENT TO THE PUBLIC**

Ms. Libak Fanz read the statement to the public.

**II. COMMITTEE REPORTS**

- A. EDUCATION -** Ms. Libak Fanz gave an oral report.
- B. PERSONNEL -** Mr. De Vuyst gave an oral report.
- C. BUSINESS -** Ms. Leach gave an oral report.

**III. PRESENTATIONS**

- A. ACCESS for ELLs Spring 2023 Results**

**IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY**

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

None

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

**V. MINUTES**

A motion was made by Mr. De Vuyst, 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:

- A. Board Meeting June 21, 2023  
B. Closed Session June 21, 2023

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Mr. Hunter, seconded by Mr. Leach, and carried by a roll call vote to approve the following items.

- A. **Monthly District Reports-**  
1. Monthly Wellness Report  
2. Fire/Security Drill Log

B. **Enrollment:**

Grade	2021/2022 Title I/ESY	Title I/ESY
PK/K	40	21
1 <sup>st</sup>	34	19
2 <sup>nd</sup>	25	27
3 <sup>rd</sup>	16	27
4 <sup>th</sup>	22	17
5 <sup>th</sup>	21	13
6 <sup>th</sup>	5	20
<b>Total:</b>	<b>163</b>	<b>144</b>

C. **Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution

**VII. SUPERINTENDENT'S RECOMMENDATIONS**

A. **EDUCATION**

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 6.

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

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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
2930533913	6769755493	Classroom	5/16/23	5/26/23	Yes	<ul style="list-style-type: none"> <li>• 2 Administrative Detentions</li> <li>• Restorative Justice Assignment</li> <li>• No Field Day</li> </ul>
2064069933	5695673176	classroom	5/18/23	6/5/23	No	<ul style="list-style-type: none"> <li>• Check-in with LCSW</li> </ul>
8525418847	5076205831	Classroom	6/5/23	6/9/23	No	<ul style="list-style-type: none"> <li>• Check-ins</li> </ul>

**3. Approve the following policy for the first reading:**

n/a

**4. Approve the following policy for the second reading:**

n/a

**5. Acknowledge receipt of the following regulations:**

a. Regulation #: 5200- Attendance

**6. Revised Early Dismissal Times for the 2023-2024 School Year:**

Approved the revised early dismissal times for the 2023-2024 school year:

- Thomas Richards 9:20am-1:50pm
- Atco Elementary 9:20am- 1:50pm
- Waterford Elementary 8:40am- 1:10pm

**B. PERSONNEL**

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Ms. Hunter, and carried by unanimous roll call vote to approve items 1 through 5, and addendum item 6.

**1. Assistant Superintendent for Business 2023-2024 Contract Submission:**

Approve the submission of an employment contract for Daniel J. Fox, Assistant Superintendent for Business, to the Department of Education for approval. (See Attachment B-1).

**2. Appointment of Support Staff for the 2023-2024 School Year:**

Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Celli, G.	Non-Instructional Aide (Cafeteria)	TBD	WES	1	\$15.00	4.0	185	.67
Lippincott, C.	Non-Instructional Aide (Cafeteria)	TBD	WES	1	\$15.00	4.0	185	.67
Quirk, J.	Non-Instructional Aide (Cafeteria)	TBD	WES	6	\$15.00	4.0	185	.67
Thomas, K.	Permanent Paraprofessional Substitute	80-10-L1/APT	District	6	\$18.04	6.0	185	1.0
Hoescht, B.	Permanent Paraprofessional Substitute	80-10-L1/AIE	District	1	\$16.64	6.0	185	1.0

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3. **Appointment of Substitutes for the 2023-2024 School Year:**  
Approve the following substitutes for the 2023-2024 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Harrold, J.	Paraprofessional	\$17.51 / hr

4. **Perfect Attendance Award – May 2023:**  
Acknowledge and congratulate the recipient of May's Perfect Attendance Award, Sally Schaeffer. Sally is the Cafeteria Aide at Atco Elementary School and will receive a \$50.00 Amazon Gift Card.

5. **Job Descriptions:**  
Approve the revised/new of the following job descriptions (See Attachments B-5):

- Preschool Intervention & Referral Specialist (PIRS) (new)
- Teacher Coach- Preschool (revised)
- Intervention and Referral Specialist (I & RS) Team Leader (revised)

6. **Appointment of Certified Staff for the 2023-2024 School Year:**  
Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Meslin, V.	Preschool Intervention and Referral Specialist (PIRS)	30-45-P2/AYY	School Counselor	TR	8/29/23	6/30/24	6 MA + 30	\$40,120	.60

**C. BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 12.

1. **Board Secretary's Certifications for the month May 2023 (as attached):**

In accordance with 18A:17-9 for the month of May 2023, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of January 2023, 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 May 2023 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.

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3. **Financial Reports for the month May 2023 (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.

4. **Approval of Expenditures (as per attached):**  
Approve the payment of bills and claims:

- Year End Bills List- \$643,711.57
- Year End Nutri-Serve Bills List- \$16,167.43
- Bills List #1- \$118,158.09
- Bills List #2- \$3,264.00
- Nutri-Serve- \$ 3,880.71

5. **Contracts:**

Approve the following contracts for the 2023-2024 school year:

Vendor	Service	From	To	Amount	Attachment
Educational Data Consultants	Database Services	7/1/23	6/30/24	\$95 per hour up to \$44,000	C-5-a
Xerox Financial Services	Copier renewal	8/1/23	7/30/28	\$2,687.06 monthly	N/A
NJ Tutoring Corps, Inc.	After-School Tutoring Program-Atco Elementary	TBD	TBD	\$19,872 (12 week program)	C-5-c
NJ Tutoring Corps, Inc.	After-School Tutoring Program-Waterford Elementary	TBD	TBD	\$65,577.60 (24 week program)	C-5-d

6. **Tuition Contracts:**

Approve the 2023/2024 tuition contracts:

Vendor	Student Identification Number	Tuition per diem	Aide per diem	# of Days	Total
Archbishop Damiano	7749374914	283.14		210	\$59,459.40
Archway Programs	3435952984	260.66	180	213	\$93,860.58
Archway Programs	4951490958	260.66	180	213	\$93,860.58
Bancroft Neuro Health	4356214621	414.84	220	210	\$133,316.40
Bancroft Neuro Health	3310476652	414.84	220	210	\$133,316.40
Bancroft Neuro Health	5769510018	414.84	0	210	\$87,116.40
Bancroft Neuro Health	3310883659	414.84	220	210	\$133,316.40
Kingsway Learning Center	9697520564	327.28	180	210	\$106,528.80
Kingsway Learning Center	2546985197	327.28	180	210	\$106,528.80
Kingsway Learning Center	4796827764	327.28		210	\$68,728.80
Kingsway Learning Center	8255330387	327.28	180	210	\$106,528.80
Kingsway Learning Center	2297423588	327.28	180	210	\$106,528.80
Kingsway Learning Center	9814852611	327.58		210	\$68,728.80
Pinelands Learning Centers	5780562110	326.56		180	\$58,780.80
Y.A.L.E. School, Inc.	6627119110	352.22		210	\$73,966.20

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7. **School Nutrition:**  
To cancel outstanding School Nutrition balances for outgoing 6<sup>th</sup> grade students.  
(See Attachment C-7).

8. **Grants:**  
To approve the submission and acceptance of the following grants:

Grantor	Amount	Grant
IDEA – Basic	\$257,177	Special Ed Tuition
IDEA – Preschool	\$17,400	Special Ed Paraprofessional

9. **Petty Cash Funds:**  
Approve the following petty cash fund for the 2023-2024 school year:

Name	Authorized Amount	Maximum Expenditure
Ashley Power	\$500*	\$150.00

\*Checking Account

10. **Facilities:**  
Approve the following facilities applications (See Attachment C-10):

- Renewal Applications for Temporary Instructional Space
- Application for Dual Use of Educational Space
- Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classrooms

11. **Out of District Professional Development:**  
Approve the Out of District Professional Development for the 2023-2024 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Manna, C.	06/29/2023	10/11/2023 10/12/2023	Atlantic City, NJ	NJPSA Fall Conference – Making Excellence Happen	\$347.00	11-000-240-580-58-06-100

12. **Finance-Related Policies:**
- a. **Approve the following policies for the first reading:**
    1. Policy #: 8480- Contracted Service Providers
  - b. **Approve the following policies for the second reading:**  
n/a
  - c. **Acknowledge receipt of the following regulations:**
    1. Regulation #: 8480- Outside Services Providers

**D. BYLAWS**

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

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**VIII. REPORTS**

- A. Legislation-** Mr. Leach gave an oral report.
- B. Camden County School Boards Association-** Mr. O'Donnell, no meeting until October.
- C. New Jersey School Boards Association-** No report.
- D. Camden County Educational Services Commission-** Mr. De Vuyst, nothing to report.
- E. Hammonton-** Ms. Hunter gave an oral report.
- F. Board President's Report-** No 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 Mr. De Vuyst, seconded by Ms. Hunter, and carried by unanimous voice consent to open the meeting to the public.  
None
- B.** A motion was made by Mr. Leach, seconded by Mr. O'Donnell, and carried by unanimous voice consent to close the meeting to the public.

**XI. MEETING ADJOURNMENT at 7:20 p.m.**

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

Respectfully Submitted,



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

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved	Brief Summary of Drill:
WES	7/5/23	10:40 AM	Sunny, 87 degrees	Fire	88	68	Duration of drill: 2 minutes, 27 seconds. No issues reported.
WES	7/6/23	9:55 AM	Sunny, 84 degrees	Non-Fire Evac	127	64	Duration of drill: 1 minute, 37 seconds. No issues reported.



# POLICY GUIDE

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School Threat Assessment Teams  
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[See POLICY ALERT No. 231]

## 2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a. and this Policy shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A school Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



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School Threat Assessment Teams

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6 and shall include, but need not be limited to:

1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;
2. The designation of members of the school community to whom threatening behavior shall be reported;
3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;
4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and
5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.



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School Threat Assessment Teams

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Adopted:



# DISTRICT POLICY

## WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMUNITY  
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Civility

### 9202 CIVILITY

The Waterford Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes, in keeping schools and administrative offices free from disruption and preventing unauthorized persons from entering school/district grounds.

#### A. Expected level of behavior

1. School and district personnel will treat each other, volunteers, parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, volunteers, administrators and other district employees with courtesy and respect.

#### B. Unacceptable Behavior

1. Disorderly conduct. Disorderly conduct includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and the general public.
2. Disorderly conduct is a public disturbance intentionally caused by any person who:
  - Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
  - Makes or uses an utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
  - Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the Chief Administrative Officer of the institution, or his authorized representative; or
  - Refuses to vacate any Board owned building or facility of in obedience to an administrator, school Principal, or an Assistant Principal,



- Engages in sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any Board owned building or facility in its normal and intended use; or
- Congregates, assembles, form groups or formations (whether organized or not), blocks, or in any manner otherwise interferes with the operation or functioning of any Board owned building or facility so as to interfere with the customary or normal use of the building or facility; or
- Disrupts, disturbs or interferes with the teaching of students on school property or engages in conduct which disturbs the peace, order or discipline at any Waterford Township School or on the grounds adjacent thereto.
- Enters school property under the influence of alcohol, drugs and/or other substances which cause a disruption or danger to the school environment.

3. Disorderly/Disrespectful Language

Using lewd, vulgar, or indecent language; shouting, swearing, cursing or display of temper.

4. Assaults/Threats

Assaulting or threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation. It is a Class A1 misdemeanor to assault a school employee or school volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this law and this policy, the following definitions shall apply:



# DISTRICT POLICY

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Civility

“Duties” means:

- All activities on school property;
- All activities, wherever occurring, during a school authorized event or the accompanying of students to or from that event; and
- All activities relating to the operation of school transportation

“Employee” or “volunteer” means:

- An employee of the Waterford Township Board of Education;
- An independent contractor or an employee of an independent contractor of Waterford Township Board of Education, if the contractor performs duties customarily performed by employees of the school; and
- An adult who volunteers his or her services or presence at any school activity and is under the supervision of a school administrator.

5. Vandalism

Damaging or destroying school or school Board property.

6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school Board facility.

7. Abusive, threatening or obscene e-mail or voice mail messages.

C. Parent Recourse

Any parent who believes he/she was subject to behavior in violation of this policy on the part of any staff member or volunteer should bring such behavior to the attention of the Principal, the staff member's immediate supervisor, or the appropriate administrator.

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### D. Authority of School Personnel

1. Termination of meeting or telephone conversation. If any employee, volunteer, or member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If they verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.
2. Removal from school premises. Any individual who engages in "unacceptable behavior" as defined by this Policy may be directed to leave the school or school Board premises by a school's Principal, Assistant Principal, any administrator, the Superintendent of Schools, or a School Resource Officer. If the person refuses to leave the premises, as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.
3. Limitations on access to school premises. Any non-employee who engages in "unacceptable behavior" as defined in this policy may be prohibited by a Principal, and administrator, or the Superintendent from coming on school premises unless the individual calls in advance and makes an appointment to meet with a staff member in the presence of a school administrator. If the individual does not act civilly, as defined in this policy, during meetings or telephone conferences with staff members, the individual's access may be further limited by the Principal, administrators, or Superintendent to telephone, e-mail, or written communications with staff members.

### E. Employee Procedures

Any employee who is engaged in a situation with a non-school employee who is in violation of this policy will use the following procedure:

1. Calmly and politely warn the speaker to communicate civilly.
2. If the verbal abuse continues, the employee, after giving appropriate notice to the speaker, terminates the meeting, conference, or telephone conversation.

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3. Report the incident verbally to the Principal and follow up with a written report.
4. The Principal will investigate the situation and take appropriate action if the non-school employee is in the building. In the event the non-school employee refuses to leave the building the Principal will contact the Waterford Township Police Department to have the individual removed. In the event the non-school employee refuses to leave the building the Principal will contact the Waterford Township Police Department to have the individual removed.
5. The building Principal will report the incident to the Superintendent of Schools immediately after the incident has been addressed.

F. Athletic Event-Conduct of Spectators

1. Spectators at athletic events are required to adhere to the existing conference code of conduct, a copy of which is present and visible in the gym of every league member. Any student that is asked to leave or is ejected from an athletic contest may be subject to disciplinary action to be carried out by the administration.
2. In an especially serious offense (which will be defined by the administration; Athletic Director and Principal), it is up to the discretion of the administration to immediately ban a fan or student for the remainder of the season, and in the case of a student, the administration may also exercise its authority under district policy to apply further penalties within the school discipline program.
3. The following State of New Jersey Statute also applies in cases of spectator misbehavior:

*"In the event that any student, coach, official, parent, or other person subject to the terms and conditions of an athletic code of conduct is banned from attendance, that person may petition the school Board for permission to resume attendance. Prior to being permitted to resume attendance, the school Board shall require the individual to present proof of completion of sports violence counseling through a public or private source".*

**Adopted: 16 August 2023**





# REGULATION GUIDE

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Aug 23  
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[See POLICY ALERT No. 231]

## R 2419 SCHOOL THREAT ASSESSMENT TEAMS

### A. Definitions

1. "Aberrant behavior" means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. "Behavioral Threat Assessment and Management (BTAM)" means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. "Concerning behavior" means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

## B. Multidisciplinary Threat Assessment Team

### 1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

(1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
    - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
    - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
    - (5) A teaching staff member.
  - b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
  - c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
    - (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

## C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
  - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
  - b. Designate a team leader.
  - c. Establish team procedures and protocols.
  - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
  - a. Establish policy defining prohibited behaviors
    - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
  - b. Identify other behaviors for screening or intervention.
  - c. Define threshold for intervention.
    - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
  - a. Establish one or more anonymous reporting mechanisms.
    - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
  - b. Provide training and guidance to encourage reporting.
    - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
  - c. Ensure availability to respond.
  - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
  - a. Most reports can be handled by the School-Based Team.



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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
- 5. Step 5: Establish Threat Assessment Procedures
  - a. Decide how to document cases.
  - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
  - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
- 6. Step 6: Develop Risk Management Options
  - a. Identify all available resources for creating individualized management plans.
    - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
    - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
    - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
- 7. Step 7: Create and Promote Safe School Climates
  - a. Assess current school climate.
    - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.
  - b. Enhance current school climate.
  - c. Strengthen students' connectedness.
    - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
  - d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.
  - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
- 8. Step 8: Conduct Training for all Stakeholders
  - a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
  - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

## D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

- 1. Step 1: Receive a Report of Concern
  - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.





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## 2. Step 2: Screen the Case

- a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
  - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
- b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
- c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

## 3. Step 3: Gather Information from Multiple Sources

- a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
  - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at [www.secretservice.gov/nod/2559](http://www.secretservice.gov/nod/2559).
5. Step 5: Make the Assessment
  - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
  - a. Develop and implement a case management plan to reduce risk.
  - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
  - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
  - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
  - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

## 8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

## E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
  - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
  - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
  - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.
- 3. Awareness Training for Other School Community Stakeholders
  - a. Request for awareness training for school staff members should be directed to the OSPEP email at [school.security@doe.nj.gov](mailto:school.security@doe.nj.gov), which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

## F. Other Considerations

- 1. Individualized Education Program (IEP) or 504 Plans
  - a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
  - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
  - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.



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## 3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

## 4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

## 5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records



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- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
  - (1) Ask permission from the student and parent to disclose medical records;
  - (2) Provide information to health and mental professionals; and
  - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
  - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
  - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

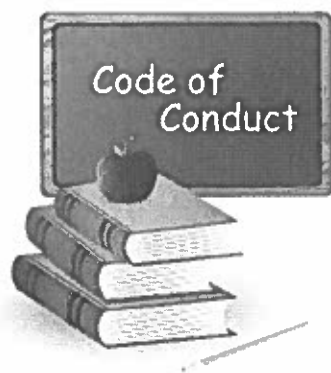
## 6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:



# **Waterford Township School District**



## **Student Code of Conduct September 2023**



## **INTRODUCTION**

The Waterford Township School District recognizes the importance of establishing clear and consistent disciplinary consequences for violations of district rules. Students are expected to demonstrate maturity, responsibility, consideration, as well as treating each other with dignity and respect.

Pursuant to School Board Policy #5600- PUPIL DISCIPLINE/CODE OF CONDUCT, the Board finds that student conduct is closely related to learning and an effective educational program requires a safe and orderly school environment. The Board adopted a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.

The Code of Conduct 2023-24 is based on five principles that articulate our expectations for student behavior while at school or school-related activities:

1. My words, actions, and attitudes demonstrate respect for myself and others at all times.
2. I demonstrate pride in myself, in my future, and in my school by arriving on time, dressed appropriately and prepared to focus on my studies.
3. I always seek the most peaceful means of resolving conflict and I obtain the assistance of teachers, administrators, or school staff when I am unable to resolve conflicts on my own.
4. I take pride in promoting a safe and clean learning environment at my school.
5. I seek positive relationships with all members of the school community and I help restore relationships with school community members that are affected by my conduct.

If students abide by these principles, the learning environment in all schools will be strengthened. The elementary student Code of Conduct is designed with enough flexibility so that teachers can exercise judgment which is within the scope of the Code, their classroom behavior management system, the student's personal behavior monitoring system, or any behaviors in relation to off-campus activities.

### **Student Wholeness:**

*In 2018, Waterford Township School District implemented two programs that focus on Social-Emotional Learning and Wellness: Sanford Harmony and Healthy U.* With these programs and resources, our schools are able to provide engaging, safe, and supportive environments that foster well-being and meet students' academic, social, emotional, and physical needs. Motivation increases and achievement improves when students feel safe/supported and learning is interesting, engaging, and purposeful. Successful schools provide opportunities for students to explore their interests, with enriching activities both in and out of the classroom. They also create positive cultures where students have the confidence to explore those opportunities. Schools with positive cultures also have the following characteristics:

- Effective leadership that creates and communicates clear expectations, communicates openly and honestly, is accessible and supportive of school staff and professional learning, and supports students in developing self-awareness, responsible decision-making, relationship building, social awareness skills, and self-management skills
- Positive relationships with all stakeholders — students, parents, teachers/staff, school police, and community partners
- Training and resources that provide social, emotional, and academic support, and positive interventions designed to help students problem solve, develop appropriate school and

classroom behaviors, and reduce the need for classroom removal or school police intervention

- Professional supports for students who are experiencing emotional crisis, trauma, or serious challenges in their homes or communities
- Engaging academic and extracurricular activities for students that meet behavioral, developmental, and academic needs
- Effective and responsive communication among schools, parents, and communities. Clean, well-maintained, and welcoming environments that clearly demonstrate school pride and a love of learning
- A learning environment where students and staff feel physically and emotionally safe

One key focus in Waterford Township School District is the cultivation of social and emotional learning (SEL). Schools will support students in developing the core SEL competencies of self-awareness, responsible decision-making, relationship-building, social awareness, and self-management. The cultivation of student wholeness also includes the adoption of trauma-sensitive and restorative practices, which build positive communities based on the premise that open, respectful communication helps to reduce conflict. When conflict does occur, restorative practices encourage students to focus not on punishment, but on the harm caused and the need to repair relationships. An integration of social/emotional learning and restorative practice will help to cultivate a safe and positive educational environment that fosters student learning and well-being, while reducing the incidence of negative behaviors.

#### **Application of the Code of Conduct:**

The Code of Conduct applies to students at all times while they are on school property, at any school-sponsored activity, including field trips, and while traveling to and from school or any school-sponsored activity. Other incidents that occur off school grounds are generally not addressed by the district or its Code of Conduct. However, there are times when incidents occur outside of the Code of Conduct's jurisdiction that undermine relationships at school or otherwise threaten school safety and climate. In those instances, the district may utilize interventions and responses to improve school climate, including but not limited to restorative practice methods, mediation, and mindfulness.

#### **Behavioral Foundations for Early Learners:**

Waterford Township School District's early learning programs are the first step on the path towards school success, providing the necessary foundation for a solid start in school and life. The district is committed to ensuring that all children receive the unique supports needed to be successful learners by creating healthy and safe school environments, by providing supporting and guiding educators, by addressing social-emotional competencies, and by providing targeted help to students in need. In supporting the developmental needs of early learners, Waterford Township School District follows N.J.S.A. 18A:36A-9 which places limits on suspensions/expulsions for students enrolled in preschool through second grade in a school district or charter school. Under the law, students in kindergarten through second grade may not be expelled or suspended from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.). The law also prohibits out-of-school suspensions for students in kindergarten through second grade, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others.

## **RIGHTS & RESPONSIBILITIES**

### **Students have the right and responsibility to:**

- Be respected as an individual and treated courteously, fairly and respectfully by other students and school staff
- Treat teachers, staff, other students, themselves and property with respect
- Take part in all school activities on an equal basis regardless of race, religion, religious practices, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability
- Attend school daily, be prepared for class and complete assignments to the best of their ability

### **Parents have the right and responsibility to:**

- Be informed of their child's attendance, performance and behavior concerns
- Receive information and prompt notification of inappropriate or disruptive behaviors by their child and any disciplinary actions taken by principals or school staff
- Assure their child brings to school only those things that are appropriate in a school setting
- Participate in decision-making processes affecting school policies and procedures

### **Teachers, principals and school staff have the right and responsibility to:**

- Establish a sense of community in the classroom, including opportunities for members of the school community, to learn about and be respectful of each other's cultures
- Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities
- Enforce the policies, rules, and regulations of the district, school, classroom and code of conduct, including preventive and positive disciplinary policies in cooperation with students, parents/guardians, and administrators
- Communicate policies, expectations, and concerns to students and parents/ guardians, and respond to complaints or concerns from students and parents/ guardians in a timely manner and in a language they understand
- Engage parents when their child is subject to disciplinary action
- Protect all discipline records under FERPA

### **District administrators have the responsibility to:**

- Provide support and professional development training to principals and school staff to help them support students, including students with disabilities and other special needs
- Ensure discipline policies are in compliance with civil rights laws
- Monitor discipline data to identify, investigate and address any disparities between students on the basis of disability, race, gender, or other student characteristics
- Protect all discipline records under FERPA

### **Community-based/local organizations and agencies should:**

- Share ideas and strategies for improving school climate and discipline practices

- Make reasonable efforts to confer, consult, and collaborate with school staff and/or parents/guardians on student misconduct and potential responses

#### **Collecting and Monitoring Discipline Data:**

- As part of the Waterford Township Comprehensive Equity Plan, the Affirmative Action Committee reviews discipline data on an annual basis. The committee looks at the number of infractions for the district, looking for disparities based on race, religion, gender, socio-economic status, disability, and ethnicity. The committee identifies the disparities and makes suggestions for interventions
- Periodically throughout the school year, school principals run discipline reports using Realtime to identify areas of need and work closely with school counselors to put supports in place to mitigate problematic areas

#### **Student Attendance:**

- Please refer to Attendance Policy #5200 and view our attendance pamphlet on [wtsd.org](http://wtsd.org) for additional information regarding attendance

### **INTERVENTION AND DISCIPLINARY RESPONSES**

#### **Description of Levels:**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b><i>Classroom interventions &amp; responses</i></b>	<b><i>Intensive support staff and administrative interventions and responses</i></b>	<b><i>Short-term suspensions and referral responses</i></b>	<b><i>Long-term suspension and referral responses</i></b>	<b><i>Extended suspension, expulsion, and referral responses</i></b>
May be appropriate when the behavior is a minor infraction, the student has had no prior incidents and/or interventions have not been put in place.	May be appropriate when supports have been put in place in the classroom and/or school community to address behavior, but the behavior has continued to negatively influence the learning of the student and others.	May be appropriate given the seriousness of the offense and impact on the school community and/or documented interventions and support have been put in place but the behavior is escalating.	May be appropriate given the seriousness of the offense and impact of the offense and impact on the school community and/or when documented interventions have been put in place but the behavior continues to escalate and disrupt the	May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for the

			educational process.	other students across the day.
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### **Levels of Intervention and Disciplinary Response:**

Waterford Township recognizes the effectiveness of restorative practice methods and other progressive disciplinary measures that build positive relationships. These interventions are a shift away from overly harsh and punitive disciplinary responses. Instead, they educate students about the harm caused by their actions while seeking to reunite them with the school community. The categories shown are designed to guide teachers and administrators in using progressive interventions and responses at all grade levels to teach and motivate students to exhibit positive behaviors.

### **LEVEL 1 Classroom interventions and responses:**

**Defined:** Refer to minor misbehavior on the part of the student that impedes or disrupts the orderly classroom procedures or school operations. These infractions will be addressed by the appropriate school personnel as well as contacting parents/guardians. Administrative action will typically not occur with these misbehaviors.

#### **Examples But Not Limited To:**

- Disruptive Classroom/School Behavior
- Unauthorized presence in the building
- Failure to complete or carry out directions
- Possession of non-instructional items such as but not limited to: cell phones, iPod's, laser pointers, gaming devices, cameras, video cameras
- Failure to return required forms, books, and other school materials
- Verbal conflict between students
- Running or shouting in the halls
- Dishonesty
- Inappropriate language
- Field Trip/assembly misbehavior

### **Disciplinary Options:**

These interventions aim to correct behavior so students can learn and demonstrate safe and respectful actions. **Teachers are encouraged to implement a variety of teaching and classroom management strategies.**

- Teacher contacts a parent via telephone, email, or (if permission to do so has been secured) text message
- Verbal correction
- Reminders and redirection (e.g., role-play)
- Written reflection or apology
- Seat change
- Parent or guardian conference
- Daily progress sheet on behavior
- Establish buddy teacher system
- Classroom system of positive reinforcement
- Teacher or student conference
- Detention assigned by teacher(after school) with parent or guardian consent given to the teacher
- De-escalation strategies (i.e., mindfulness, reflection break)
- Restorative practice methods and/or mindfulness by a trained adult

## **LEVEL 2 Intensive support staff, student support teams, and administrative interventions and responses:**

**Defined:** Misbehavior that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level One incidents, require the intervention of administrative personnel because the prior consequences have failed to modify the behavior. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences once again require a corrective action on the part of administrative personnel.

### **Examples But NOT Limited to:**

- Continuation of Level One misconduct
- Abusive, obscene, or disrespectful language, writings, drawings, or gestures
- Fighting
- Forgery of any kind
- Bullying/Cyber Bullying
- Harassment
- Theft
- Vandalism
- Verbal/Physical Threats
- Plagiarism/Cheating
- Hands-off violation
- Defiance of authority, disrespectful behavior to staff
- Inappropriate use of technology
- Throwing food/objects
- Bus misconduct

### **Disciplinary Options:**

**These interventions can involve the school administrators who aim to correct behavior by stressing the negative impact of the behavior, while keeping the student in school.**

- Principal contacts parent or guardian
- Change in schedule or class
- Restorative practice methods and/or mindfulness by a trained adult
- Loss of privileges
- Restitution (monetary or service-based)
- Detention
- Conflict resolution by a trained adult
- Peer mediation
- Discussion with appropriate administrator
- Referral to IEP or 504 team
- In-school suspension
- Assignment of work projects
- Mentoring
- Referral to substance abuse counseling
- Referral to student support team (see below)

### **Student support team interventions and responses:**

These interventions often involve staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

- Parent or guardian conference with principal and relevant staff
- Restorative practice methods including mediation led by or under the supervision of a trained adult
- Mindfulness exercises led by or under the supervision of a trained adult
- Mentoring
- Peer mediation
- Referral to IEP or 504 team for evaluation
- IEP or 504 team meeting
- Teacher submits Behavioral Consultation Request form to Principal
- Referral to school-based health or mental health clinic
- Referral to an appropriate after-school program
- Restitution (monetary or service-based)
- Conflict resolution led by or under the supervision of a trained adult
- Community mediation led by or under the supervision of a trained adult
- Short-term behavioral progress reports linked to positive reinforcement
- Referral to an appropriate community organization
- Develop student support team plan

### **LEVEL 3 Short-term suspension and referral responses:**

**Defined:** Acts that are frequent or serious in nature that disrupts the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from the school and possible intervention of law enforcement authorities.

#### **Examples But Not Limited To:**

- Continuation of or extreme Level II misconduct
- Assault
- Ethnic or racial slurs
- Sexual harassment
- Leaving school without permission
- Vandalism
- Indecent exposure
- Destruction of property
- Possession of a weapon/replicas
- Possession of drugs or alcohol
- Other violation of federal, state, or local laws

#### **Disciplinary Options:**

These interventions may involve the removal of a student from the school environment for up to three days because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.

- Parent or guardian notification by principal
- Short-term suspension (1 to 3 days)
- Restorative practice methods including formal conferencing with parent, student, and relevant staff
- Development of or revision to student support team plan
- Follow up meeting with Behavior Consultant to revise behavior plan
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 plan as needed for students with disabilities
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Referral to substance abuse counseling
- Referral to an appropriate community organization (e.g., mentoring programs)

#### **LEVEL 4 Long-term suspension and referral responses:**

These interventions involve the removal of a student from the school environment for a period ranging between 4 and 10 school days because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as possible while adequately addressing the behavior.

- Parent or guardian notification  
Long-term suspension (4 to 10 days)
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Development of or revision to student support team plan
- Restorative practice methods including formal conferencing/ community conferencing by trained adult
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 plan as needed for students with disabilities
- Referral to twilight and credit recovery program
- Referral to substance abuse counseling
- Referral to appropriate community organization (e.g., mentoring programs)

#### **LEVEL 5 Extended suspension, expulsion, and referral responses:**

These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative environment that provides additional structure to address the behavior. These interventions focus on maintaining the safety of the school community and ending behavior that is harmful to the student or others. The duration of an extended suspension, expulsion, or alternative placement will be limited to the least amount of time necessary to adequately address the behavior.

- Parent or guardian notification
- Extended suspension (11 to 44 days)



- Expulsion (serious behavioral infractions; 44 days or longer)
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Follow up meeting with Behavior Consultant to revise behavior plan
- Restorative practice methods including formal conferencing with parent, student and relevant staff
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 plan as needed for students with disabilities
- Alternative educational placement or alternative educational setting determined by CST evaluation
- Referral to substance abuse counseling
- Permanent expulsion for certain offenses, as specified in Board policy.

## LEVELS of RESPONSE

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Absences							
Unexcused absence from school	*						
Persistent or excessive absence from school	*	*					
Habitual truancy (i.e., unlawfully absent from school for a number of days in excess of 8 days in any quarter, 15 days in any semester, or 20 days in a school year)	*	*					
Academic Dishonesty							
Cheating, plagiarizing, etc.	*	*					Students may receive a failing grade for <b>that</b> assignment.
Alcohol							
Under the influence		*					School staff is required to refer students to appropriate substance abuse counseling services.
Using or possessing		*	*				
Distributing or selling		*	*	*	*		

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Bullying, including Cyberbullying and Gang-Related Incidents							
Gang-related incidents typically refer to a group of three or more individuals that associate periodically as an ongoing criminal group, with an overt or covert command structure, to regularly conspire and/or commit illegal and disruptive acts within the school community		*	*	*	*	*	Incidents should be reported by submitting the respective forms (included in this booklet to the school principal; schools are required to report and investigate all incidents and parents/ students can expect a response within two days of submitting a report; students should also be referred to appropriate counseling services.
Bullying (including cyberbullying) involves repeatedly using power in an intentional manner, including verbal, physical, or written conduct or electronic communication, to inflict psychological distress or physical harm towards one or more students that adversely affects their ability to participate in or benefit from a school's education or extracurricular programs		*	*	*	*	*	
Bus Violations							
Minor disruption on the bus (e.g., eating, drinking, being too loud, standing	*	*					Applies to students traveling to and from school or any school-sponsored activity, including field trips.
Serious disruption on the bus (e.g., fighting another passenger, attacking driver)		*	*			*	

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Class Cutting							
Failure to attend a scheduled class or leaving school premises without permission during the school day	*	*					
Classroom Disruption							
Talking out in class or talking out of turn, picking on or teasing other students, and other behavior that detracts from student learning	*	*					Restorative practice methods should be used as appropriate.
Serious classroom disruption that directly affects the safety of others(e.g., throwing harmful items, turning over tables, or disrupting a fire or safety drill)	*	*	*				
Defiance of Authority and /or Insubordination							
Failure to follow directions	*	*					Nonviolent/nonphysical; state guidelines prohibit students from school for insubordinate or disrespectful behavior. Restorative practice methods should be used appropriately.
Failure to respond to school staff questions or requests	*	*					

Making inappropriate gestures, symbols, or comments, or using profane or offensive language	*	*					State guidelines prohibit students being excluded from school for insubordinate or disrespectful behavior. Restorative practice methods should be used as appropriate.
Using verbal insults or put-downs or lying to, misleading, or giving false information to school staff	*	*					

[illegible]

Pre-k to grade 2	*	*					For example, taking or attempting to take from another (e.g., money or property) by threat of harm, express or implied; school staff should conduct a threat assessment.
Grade 3 to 6		*	*				

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
False Activation of a Fire Alarm							
Pre-k to grade 2	*	*					Students are referred to Waterford Township Fire Department to complete the Youth Fire & Life Safety Program; schools should contact the Office of the Fire Marshall.
Grades 3 to 6		*	*				
Fighting							
Physical aggression with another student (e.g., shoving or pushing)	*	*					
Fighting (may include incidents resulting in minor injuries)		*	*				

Fire Setting/Arson							
Attempting to set, aiding in setting, or setting a fire	*	*	*	*	*	*	Students are referred to Waterford Township Fire Department to complete the Youth Fire & Life Safety Program; schools should contact the Office of the Fire Marshall.
Gambling							
Requires the use of money or exchangeable goods	*	*	*				
Hallway Misbehavior							
Running, making excessive noise, loitering, or persistent hall-walking	*	*					

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Harassment Based on Race, Ethnicity, Gender, Sexual Orientation, Disability, or Religion, Including Cyber harassment, against Members of the School Community							
Minor harassment (e.g., verbal discriminatory actions) includes actual or perceived conduct to offend, ridicule, or demean others	*	*	*				Incidents should be reported by submitting the form (included in this booklet) to the school principal; schools are required to report and investigate all incidents and parents/students can expect a response within two days submitting a report; students should also be referred to appropriate counseling services. The
Serious harassment included intentional, persistent actions that threaten or seriously intimidate another student, or adversely affect another student's ability to participate		*	*	*	*	*	

in or benefit from a school's educational or extracurricular program. Often regards race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability							Bullying, Harassment, or Intimidation Reporting for can also be completed.
<b>Inciting or Participating in Disturbance</b>							
Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others		*	*			*	Students maintain the right to peacefully invoke their right of free expression.
Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance		*	*			*	

<b>Inappropriate or Disruptive Behavior</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>School Resource Officer</b>	<b>Notes</b>
<b>Inhalants</b>							
Under the influence	*	*					Applicable at school, school-sponsored activities, or when involved in incidents affecting the safety or welfare of the school community, medical personnel should be
Using or possessing		*	*				



Distributing or selling		*	*	*	*	*	notified when appropriate; school staff is required to refer students to appropriate substance abuse counselling services.
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**Physical Contact with School Personnel or Other Adult**

Unintentional physical contact with school personnel or other adult	*	*					
Unintentionally striking a staff member who is intervening in a fight or other disruptive activity		*	*			*	
Attack against school personnel or other adult: physically attacking an employee of Schools or other adult, including intentionally striking a staff member who is intervening in a fight or other disruptive activity (pre-k to grade 2)	*	*	*			*	
Attack against school personnel or other adult: physically attacking an employee of Schools or other adult, including intentionally striking a staff member who is intervening in a fight or other disruptive activity (grades 3 to 6)		*	*	*	*	*	

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Portable Electronic Communications Device Policy Violation							

Use of portable electronic communication devices, electronic game devices, and other similar items, at unauthorized times	*	*					On the first infraction, students must only be given a warning; only after the first infraction can the student be subject to Level 1 responses; on the second infraction, parent notification must occur.
Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages		*	*				
Using portable electronic communication devices to take, share, film, and/or publish inappropriate pictures, videos, or recordings, including fights or other disturbances	*	*	*				
<b>Property Damage, Including Graffiti</b>							
Minor (Under \$50) or accidental damage	*	*					Restitution is permitted in lieu of suspension; restitution may be in the form of monetary restitution or the student's assignment to a school service project. Schools should contact the Legal Office of additional guidance.
Intentional damage to another person's or school property (\$50 to \$1000)		*	*				
Intentional damage to another person's or school property (over \$1000)		*	*			*	

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Robbery (406.2)							
Taking money or property from another by force or intimidation (pre-k to grade 2)		*	*				
Taking money or property from another by force or intimidation (grades 3 to 6)		*	*				
School Equipment Use without Permission (802.2)							
Use of computers, fax machines, phones, etc.	*	*					
Serious Bodily Injury (408.1)							
Causing substantial risk of death or causing permanent or serious disfigurement, loss of function of any part of the body, or impairment of the function of any part of the body					*	*	
Sexual Assault or Offense (601.1)							
Forced Sexual act					*	*	School staff is required to refer students to appropriate counseling and contact Child Protective Services as appropriate.

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Sexually-Based Infraction							
Sexual harassment (602.1) E.g., unwelcome sexual advances; inappropriate touching, request for sexual favors; other inappropriate verbal, electronic, written, or physical conduct of a sexual nature)		*	*	*			School staff is required refer students to appropriate counseling and contact Child Protective Services and School Police as appropriate.
Sexual activity or sexual misconduct (603.1) (e.g., indecent exposure, engaging in sexual activity, etc.) pre-k to grade 6		*	*				
Tardiness (102.1)							
Persistent or excessive tardiness to class or school	*	*					
Theft (803.1)							
Less than \$1000		*	*				
Greater than \$1000 (it is recommended that police not be contacted for students in grades pre-k through 2)		*	*			*	
Tobacco Possession or Use (204.1)							
Possession, use, sale, or distribution of tobacco products or e-cigarettes	*	*					School staff is required t refer students to appropriate substance abuse counseling servic

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
Trespassing							
Being on school property without permission and without intent to participate in a fight or other serious disturbance, including while suspended or expelled	*	*					An initial exception to trespassing restrictions can be made in instances where older family members are picking up young family members at school; the older family member should then seek written permission from the younger family member's parent/guardian and submit it to the school.
Being on school property without permission in order to participate in a fight or other serious disturbance		*	*			*	
Breaking and entering		*	*			*	
Verbal, Physical, or Written Threat to Adult							
Threatening or aggressive language or gestures directed toward staff or another adult	*	*	*				School staff should conduct a threat assessment.
Persistent threatening or aggressive language or gestures directed toward staff or another adult (Grade 6 )			*	*	*	*	
Verbal, Physical, or Written Threat to Student							
Threatening or aggressive language or gestures directed toward staff or another adult	*	*	*				School staff should conduct a threat assessment.

Persistent threatening or aggressive language or gestures directed toward another student (Grade 6)			*	*		*	
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Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	School Resource Officer	Notes
<b>Weapons, Firearm &amp; Explosives</b>							
Explosives (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares or any combustible or explosive substances or combination of substances or articles, other than a firearm)		*	*	*	*	*	Applicable at school, school-sponsored activities or when involved in incidents affecting the safety or welfare of the school community; expulsion for no less than one calendar year is mandated.
Firearms (possession of a firearm as defined in 18 USC921 of the federal code - e.g., handguns, rifles, shotguns, and bombs)					*	*	
Other guns (possession of any gun, of any kind, loaded or unloaded operable or inoperable - e.g., BB guns, pellet guns, etc.)				*	*	*	
Other weapons (possession of any implement that could compromise wellness/ safety or cause bodily harm other than a firearm or other gun including, but not limited to, biochemical substances such as bodily fluids or poisons; chemical or electrical devices such as electroshock devices, chemical sprays, or laser pointers; metallic knuckles; knives)		*	*	*	*	*	

Use of any other weapon of any kind in the commission of an aggressive act toward another person			*	*	*	*	
Possession of a toy gun, water gun, or look-alike gun that is not used in the commission of an aggressive act toward another person	*	*					
Use of toy gun, water gun, or look-alike gun in the commission of an aggressive act toward another person (302.3, 893.7)			*	*	*	*	

### **Harassment, Intimidation and Bullying (HIB):**

This means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as **race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic**, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students;
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Infractions	1 <sup>st</sup> Offense	Subsequent Offense
<b>Harassment, Intimidation and Bullying</b> (meets one of the protected classes listed above)	<p>Consequences will vary dependent upon the severity of the action; hence a comprehensive list of consequences</p> <ul style="list-style-type: none"> <li>• COUNSELING REFERRAL</li> <li>• PARENT CONFERENCE</li> <li>• ADMINISTRATIVE DETENTION</li> </ul>	<ul style="list-style-type: none"> <li>• PARENT CONFERENCE</li> <li>• SUSPENSION UP TO 2 DAYS</li> </ul>

**Cyber Bullying:**

This includes but is not limited to the following issues of technology: harassing, teasing, intimidating, threatening, or terrorizing a student or staff member. Specific incidents will be handled as per the school's disciplinary code regarding Harassment, Intimidation, and Bullying.

**Note:** *Any infraction occurring outside of school, by law, may be subject to school discipline if it impacts on students or staff during school hours.*

**PREVENTION**

The Waterford Township School District believes that an effective learning environment includes creating an improved school climate that fosters positive choices, increased learning time, and positive social skills. PBIS is a team based, systematic approach to teaching behavioral expectations for all students throughout the school. It is based on a proactive model which teaches the behaviors, reinforces, and recognizes students who are able to model these behaviors. The Waterford Township School District is determined to provide this atmosphere by using a tiered framework that is focused on delivering effective interventions and supports for students driven by data to cultivate social, emotional, and academic excellence. These interventions include the use of The Sanford Harmony Program, which is a social emotional learning program which helps children acquire and effectively apply the knowledge, attitudes, and skills necessary for being a healthy adult. This includes problem-solving skills, as well as teaching kids to embrace diversity and build healthy relationships that will last well into adulthood.

Our intent for character education is to eliminate bullying, teach tolerance, embrace diversity, and provide the tools and resources to be upstanding students and citizens. School-wide Positive Behavior Support is a nationally recognized, evidence-based three-tiered approach to building a positive school climate that builds a continuum of supports for students to promote positive social behaviors.

**Due Process:**

All students will be afforded "Student Due Process." This means that students who violate school rules will be told what they did, what rule was violated, and be given a chance to respond to the allegations being made. The student shall be apprised of the nature and facts of the alleged misconduct.

1. The student shall be apprised of the nature and facts of the alleged misconduct.
2. The student shall be given an opportunity to explain the circumstances of the alleged misconduct and to present witnesses on his/her behalf.
3. The student shall be informed of the conditions of the disciplinary action.
4. The parents or guardian of a detained and suspended student or the student, if he/she is eighteen years or older, may appeal the decision as provided by School Board policy.



**Discipline of Children with Disabilities.** Recent legislation adds substantial provisions that address the discipline of children with disabilities. Provisions allow school personnel to order a change in the placement of a child with a disability to an appropriate interim alternative education setting (IAES), another setting, or suspension, for not more than 10 school days.

**Weapons and Drugs.** A disabled child that carries a weapon to school or to a school function, or who possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function can be placed in an IAES for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days.

**Behavior Intervention Plan.** The legislation requires that either before or not later than 10 days after taking the disciplinary action, the Local Education Agency (LEA) convene an Individualized Educational Program (IEP) meeting to develop an assessment plan to address the problem behavior (If the LEA did not conduct a functional behavior assessment and implement a behavior intervention plan for the child before the problem behavior), or if the child already has a behavior intervention plan, the IEP team will review the plan and modify it, as necessary, to address the behavior.

**Behavioral Threat Assessment Team** - The purpose of a threat assessment team is to provide teachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk. Teams must include an Administrator, school employed mental health specialist, Law Enforcement Representative (SRO), Teacher, School Safety Specialist. Optional members of the team are as follows: Behavior management employee, Special Education teacher (must be included if the student is SPE), Technology/social media specialist, Community mental health employee. Each building will have a team and meet regularly.

**Manifestation Determination Review (Causal Hearing).** If a disciplinary action is contemplated as a result of drugs, alcohol, or injury to self or others, or if a disciplinary action involving a change of placement for more than 10 days is contemplated for a child with a disability who had engaged in other behavior that violated any rule or code of conduct: (1) not later than the date on which the decision to take action is made, parents must be notified of the decision and of all procedural safeguards; and (2) immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, a review must be conducted of the relationship between the child's disability and the behavior subject to disciplinary action. The review is to be conducted by the IEP team and other qualified personnel.

**Requirements for Finding that Behavior is not a Manifestation of the Disability.** In order to find that the behavior was not a manifestation of the disability, the team must determine: (1) that the child's IEP and placement were appropriate and that special education services, supplementary aids and services and behavior intervention strategies were provided consistently with the IEP and placement; (2) the child's disability did not impair the ability of the child to understand the impact and consequences of the behavior; and (3) the child's disability did not impair the ability of the child to control the behavior.

**Implications of Manifestation Review.** If it is determined that the behavior of the child with a disability was not a manifestation of the child's disability, the relevant disciplinary procedure applicable to children without disabilities may be applied to the child in the same manner in which that would be applied to children without disabilities, except that they will continue to receive a free appropriate public education.

# WATERFORD TOWNSHIP SCHOOLS

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## New Teacher Induction Program & Local Mentoring Plan August 2023



Waterford Township  
School District

### District Mentoring Support Team

Superintendent of Schools

Director of Student Services

Principal, Atco Elementary

Principal, Thomas Richards Elementary

Principal, Waterford Elementary

Michael A. Nolan, Ed. D

Ashley Power

Heather Kondas

Patrick Davidson

Christine Manna

District ScIP Committee

District Evaluation Advisory Committee

District Instructional Coaches

**District Mentoring Plan**

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*Note: The district's mentoring plan will continue to evolve and adjust according to any current and evolving NJDOE guidance in light of COVID-19.*

## **District Mentoring Plan Introduction**

The Waterford Township School District, located in Camden County between Atlantic City and Philadelphia, serves students in grades Preschool to 6. Our mission is the following:

***Waterford Township School District, through our progressive, student-centered curriculum and comprehensive system of supports, provides all students with a safe, equitable learning environment that fosters the development of the whole child - academically, socially, and emotionally.***

***We encourage the development of personal strengths, a positive self-image, and an appreciation for the uniqueness of individuals. Through community partnerships and engagement, the district provides a strong foundation for students to reach their full potential as they continue their educational journey.***

This mentoring plan aims to contribute to Waterford Township School District's vision and mission through the implementation of a thorough and effective teacher induction program.

## **District Mentoring Plan Needs Assessment**

Waterford Township School District's Mentoring Process's goal is to comprehensively and systematically support both novice teachers and those who are new to the district.

Data from the 2021-22 mentoring program indicated that novice teachers and their mentors were, overall, satisfied with the mentoring process; however, mentors and mentees expressed an interest in more time with mentors and other teachers to ask questions, discuss concerns, etc. The mentors also expressed an interest in having time to support their mentee more through peer observations and time to talk/share with other mentors. Mentees requested more support in creating their SGO's and PDP's.

This year, the average teacher practice rating for a teacher in the district was 3.45; this is almost identical to the previous reported average (3.44).

The district's human relations department continues to implement a process to ensure efficient, bi-annual payment to mentors. The Administration provides mentors and novice teachers with a mentoring handbook to use for mentor/mentee training, and the Supervisor of Curriculum and Instruction coordinates new teacher induction meetings throughout the year. The handbook is revised annually in order to make improvements and changes that will better support the novice teacher. Many of the changes stem from feedback from the mentors/mentees both formal and informal.

Taking this feedback into account, the district is planning the following supports in 2023-2024:

- New Teacher Orientation, with Danielson Training, a curriculum overview, and PD on our SIS, RealTime
- Additional district and building-based information during New Employee Orientation (to review crisis information, reporting an absence, using LinkIt for data warehousing, etc.)
- Mentor Training, to review mentoring requirements and the Mentoring Handbook.
- New Teacher Meetings throughout the school year (provided in-house by district administration); differentiated by grade level and/or teaching area

- Grade-level meetings, Building meetings, and PLC's, with time devoted to learning more about the Danielson framework, through article reading, small group discussion, and Q&A with administrators
  - Job-embedded instructional coaching for preschool, math & ELA
-

## **District Mentoring Plan Vision and Goals**

### *Vision:*

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Waterford Township School District's plan reflects the Eight Key Elements of High Quality Professional Development for Teachers. To that end, it is imperative for the district to be responsive to the challenges and demands of the teaching profession, including but not limited to: data-driven decision making, effective formative and summative assessment techniques, supporting a student-centered classroom, providing appropriate interventions for all students, establishing a well-organized classroom in which students not only take responsibility for their learning but also operate in a spirit of collaboration and pro-social behaviors, and a thorough understanding of the New Jersey Student Learning Standards.

By providing a supportive teacher induction program, it is our vision that teachers new to Waterford Township will become confident, effective, and highly effective educators who help students reach their full potential, as well as grow professionally and personally.



Goals:

- To provide novice teachers and those who are new to the district through a mentor teacher (or "buddy," in the case of a teacher who is new to Waterford) that will support and guide them as they make the transition to teaching in Waterford Township Schools.
- To provide training to mentor teachers so that they can fully and effectively support the novice teacher
- To provide ongoing training opportunities to the novice teacher via district in-services, optional professional development opportunities, and sessions that are specific to the needs of new teachers
- To encourage peer coaching at the school level
- To continually revise and improve the teacher induction program in response to program feedback and survey results from mentors and novice teachers

## **District Mentoring Plan**

### **Mentor Selection**

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In Spring of the preceding year, teachers who are interested in mentoring may submit the Teacher Mentor Application Form (See Appendix A). Mentors must be appropriately New Jersey certified with a demonstrated record of success in the classroom and a summative rating of Effective or Highly Effective. The mentor must have been teaching for at least 3 years, with at least 2 years completed in the previous 5 years. Mentors must possess knowledge of district resources and opportunities, serve as a referral source, maintain appropriate confidentiality in the mentor/mentee relationship, and understand social and workplace norms of the district and community. When possible, mentors will teach the same subject area and/or grade level as the novice teacher.

Administrative staff will review applications and select mentors (and teacher buddies, in the case of teachers who are new to the district but are not novice teachers). Mentors must be Mentors and mentees will sign the Mentoring Contract (See Appendix B). Mentors who have not been previously trained must attend Mentor Training, offered through the Curriculum Department.

## **District Mentoring Plan Roles and Responsibilities**

### The Mentor will . . .

- Develop a professional and collegial working relationship through discussion of each other's roles and by arriving at a mutual understanding about how to work together effectively.
- Keep all shared information and discussions confidential.
- Schedule a meeting date convenient to both parties (meeting at least once/week for the first 4 weeks and 8 weeks for teachers with a CEAS and CE, respectively).
- Act as a resource for the novice teacher's professional needs.
- Observe the novice teacher's classes and provide relevant and timely feedback, coaching and support.
- Be available for informal support and consultation.
- Keep observations non-evaluative in nature.
- Allow the novice teacher to observe him/her in the classroom and/or demonstrate lessons in the novice teacher's classroom.
- Follow all New Jersey regulations for mentoring aligned with the NJ professional Standards for Teachers, as outlined in the District Mentoring for Quality Induction Program.

### The Building Principal will . . .

- Recommend mentors (and "buddies") for each novice teacher and teachers who are new to the district.
- Observe and evaluate the novice teacher according to state requirements.
- Provide support to both the mentor and novice teacher.
- Honor the confidentiality between the mentor and mentee by not soliciting evaluative comments from mentors regarding the novice teacher.
- Allow and encourage the mentor to observe the novice, and vice-versa.
- Contribute to new teacher induction meetings throughout the school year.
- Follow all New Jersey regulations for mentoring aligned with the NJ professional Standards for Teachers, as outlined in the District Mentoring for Quality Induction Program.

The District Administration will . . .

- Develop the district mentoring plan.
- Plan and facilitate the New Teacher Orientation and new teacher meetings.
- Provide training for mentors.
- Serve as a resource to mentors, mentees, and building principals.
- Maintain appropriate logs, feedback, and related paperwork.
- Follow all New Jersey regulations for mentoring aligned with the NJ professional Standards for Teachers, as outlined in the District Mentoring for Quality Induction Program.

The Novice Teacher will . . .

- Develop a professional and collegial working relationship through discussion of each other's roles and by arriving at a mutual understanding about how to work together effectively.
- Keep all shared information and discussions confidential.
- Observe the mentor teacher's teaching as well as the teaching of other experienced professionals.
- Work on following the suggestions offered by the mentor.
- Keep regularly scheduled meetings with the mentor, in addition to seeing out the mentor when questions arise.
- Work with other administrators and instructional coaches to continual professional growth and development.
- Follow all New Jersey regulations for mentoring aligned with the NJ professional Standards for Teachers, as outlined in the District Mentoring for Quality Induction Program.
- Submit required paperwork, forms, and surveys as required by the Curriculum Department, State of New Jersey, and Human Resources.

The Board of Education will . . .

- Provide support for the District Mentoring Plan.
- Be responsible for budgeting any State funds appropriately for novice teacher mentoring programs.

## **District Mentoring Plan**

### **Professional Learning Components for Mentors**

The district will provide ongoing training and support through mentor training, as well as individual support to mentors through building principals and district supervisors. Mentor training is aligned with the New Jersey Professional Standards for Teachers and the TEACHNJ Act of 2012. Information will include such topics as:

- Components of novice teacher training
- Phases of first-year teacher's attitudes
- 21st Century educator responsibilities
- Qualities of effective mentors
- Ideas to support novice teachers
- Overview of the InTASC Model Core Teaching Standards
- Overview of the New Jersey Professional Standards for Teachers
- Required and optional mentor activities
- Techniques for handling new teacher concerns
- Roles and responsibilities of mentors and mentees
- Required paperwork and forms
- Communication techniques
- Providing effective feedback
- Traits of highly effective teaching
- Mentoring through questioning

Mentors will work with novice teachers to maintain a log of activities (See Appendix C) that must be submitted to the Curriculum Department at two points during the school year (January and June). To ensure continual effectiveness and improvement of the Mentoring Program, mentors will complete feedback forms and surveys to provide information and feedback in June of each year (See Appendix D).

## **District Mentoring Plan**

### **Professional Learning Components for Novice Teachers**

Mentor training is aligned with the NJ Professional Standards for Teachers and the TEACHNJ Act of 2012. In August, new teachers will attend orientation to introduce them to the district, the evaluation model, and other appropriate curriculum training / instruction. Mentors and mentees will have the opportunity to meet and collaborate during a portion of the orientation time as well.

Mentors will meet with novice teachers (with a CEAS) weekly for the first 4 weeks (8 weeks, for teachers with a CE), and then regularly throughout the remainder of the year. District administrators will provide new teacher meetings periodically throughout the school year to provide additional support / training. District in-service days, instructional coaching and optional professional development opportunities will also support novice teachers professionally. (See Appendix E for a list of mentoring topics/activities.)

Novice teachers will maintain a log of activities (See Appendix C) that must be submitted to the Curriculum Department at two points during the school year (January and June). To ensure continual effectiveness and improvement of the Mentoring Program, mentees will complete feedback forms and surveys to provide information and feedback in June of each year (See Appendix D).

## District Mentoring Plan

### Action Plan for Implementation

Activity	Person(s) Responsible	Timeline
New Teacher Orientation Workshop	Curriculum Department	August
Mentor Training Workshop	Curriculum Department	August
Preparing for opening week	Mentor Building Principal Curriculum Supervisor Teachers' Association	August/September
Mentoring Activities	Mentor	September 1 - June 15
Completion of paperwork, surveys, and forms (ex: mentoring contract, log, mentoring application, feedback and surveys)	Mentor Mentee Building Principal Curriculum Supervisor HR Department	September 1 - June 15
New Teacher Meetings (topics aligned with district curriculum & goals, New Jersey Professional Standards for Teachers, and TEACHNJ)	District administrators	Fall / Winter / Spring
Preparing for school closing	Mentor Building Principal Curriculum Supervisor Teachers' Association	May/June
Revise Mentoring Plan	Director of Elementary Education	July/August
Share Mentoring Plan with SCIP committee	CSA	September/October



## **District Mentoring Plan Resource Options Used**

Boreen, Johnson, Niday, & Potts. *Mentoring Beginning Teachers*, Stenhouse Publishers, Portland, ME, 2000.

Long, Kimberly. *Eight Qualities of a Great Teacher Mentor*, Education Week, 2014.

Moir, Ellen, *Phases of First Year Teacher's Attitudes*, New Teacher Center, University of Santa Cruz.

NJ Department of Education, *New Jersey Mentoring for Quality Induction Toolkit*.

NJ Department of Education, *Professional Development Standards for NJ Educators*.

Sweeney, Barry W. *A New Teacher Mentoring Knowledge Base of Best Practices*, Corwin Press, 2007.

Waterford Township School District, *Mentor Handbook*, 2016 (revised, 2019).

## **District Mentoring Plan Funding Resources**

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According to the New Jersey Department of Education, as of May 5, 2014, novice teachers are no longer permitted to pay his or her mentor directly. Mentor stipends will be collected each pay period from the novice teacher and then issued to the mentor each pay period.

Training and workshops will be funded through the local district budget. Specifically, the Office of Curriculum and Instruction is the initial professional development funding source to provide new teacher orientation training, in-service days, etc. Out-of-district seminars, conferences, or workshops with registration fees that mentors or novice teachers attend are paid at the provider's rate from the Purchased Professional Services account in the Office of Curriculum and Instruction budget, Title IIA, Title I, Special Education department, and School Accounts, as applicable. All workshops, seminars or conferences must be approved by the teacher's direct supervisor and the district Board of Education before registering.

## **District Mentoring Plan Program Evaluation**

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The mentoring program will be evaluated and analyzed annually through formal surveys, SCIP data, and informal feedback from mentors and novice teachers.

By evaluating the effectiveness of the new teacher induction program, the district will be able to make necessary revisions and changes to continually enhance the program and ultimately support greater educator effectiveness.

## Appendix A

### Teacher Mentor Application

I am interested in being considered for a position of mentor. I understand that the role of the mentor is a critical factor in the success of a beginning teacher.

*Directions: Answer the following questions and forward the completed form to the Office of Curriculum & Instruction, no later than May 30th.*

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_  
Current Degree Status: \_\_\_\_\_ Certification: \_\_\_\_\_  
Years of Classroom Experience \_\_\_\_\_ Year you received mentor training  
\_\_\_\_\_

1. What abilities and experiences do you possess that would make you an effective mentor for a beginning teacher?
2. Have you ever been a mentor in the past? If so, reflect on the impact you had on the beginning teacher and an overview of your interactions with that teacher.
3. List professional development activities you have completed within the last two years (committee, work, workshops attended or presented, college coursework, student teacher, practicum teacher, etc.):
4. List professional publications (other than NEA, NJA publications) and professional books read within the last two years:

## Appendix B

# Waterford Township Public Schools Mentoring Contract

*The mentor and the novice teacher hereby agree:*

- To develop a professional and collegial working relationship through discussion of each other's roles and by arriving at a mutual understanding about how to work together effectively.
- To keep all shared information and discussions confidential.

*The mentor hereby agrees:*

- To schedule a meeting date convenient to both parties. These meetings should be at least once a week, as well as touching base daily during the first month of school.
- To observe the novice teacher's classes and provide feedback, coaching, and support.
- To be available for informal support and consultation.
- To keep all observations confidential and non-evaluative.

*The novice teacher hereby agrees:*

- To observe the mentor teacher's teaching as well as the teaching of other experienced professionals.
- To work on following the suggestions offered by the mentor.
- To keep regularly scheduled meetings with the mentor, in addition to seeking out the mentor when questions arise.

*The building principal hereby agrees:*

- To observe and evaluate the novice teacher.
- To provide support to both the mentor and the novice teacher.
- Not to solicit evaluative comments from the mentor regarding the novice teacher.
- To allow and encourage the mentor to observe the novice, and vice-versa.

*All signers agree:*

- To follow all New Jersey regulations for mentoring aligned with the NJ Professional Standards for Teachers, as outlined in the district mentoring for quality induction program.

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Novice Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

## Appendix C

# Mentoring Activities Checklist

Mentor: \_\_\_\_\_ Signature: \_\_\_\_\_

New Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

MENTORING PERIOD: 30 weeks

During first 4 weeks (CEAS) or 8 weeks (CE) meet at least 1x/week!

**1st/2nd Marking Period Log due: January 31st**

**3rd/4th Marking Period Log due: May 31st\***

**\*Mentors: Please also complete and submit Mentor Teacher Summative Survey (Google form)**

**\*Mentees: Please also complete and submit Mentoring Program Feedback (Google form)**

**VISIT = Visitation to classroom for observation; DEMO = Demonstration lesson provided; CONF = Conference**

<u>Schedule</u>		<u>Type of Contact Check One</u>			<u>Summary / Comments / Descriptions</u>
<u>Date</u>	<u>Time # of minutes</u>	<u>VISIT</u>	<u>DEMO</u>	<u>CONF</u>	

**Principal's Signature: \_\_\_\_\_**

## Appendix D

### **Mentoring Program Feedback**

**Novice Teacher** \_\_\_\_\_ **School** \_\_\_\_\_ **Grade** \_\_\_\_\_

As your first year in Waterford Township draws to a close, we would appreciate your feedback regarding the District's Mentoring Activities (New Teacher Orientation; mentor support; supervisor support; school personnel support; administrative support; workshops).

\*PLEASE SUBMIT TO CURRICULUM OFFICE WITH MENTORING ACTIVITIES CHECKLIST (PG. 74) BY MAY 31st

**Part A. Please respond Y (yes) or N (no) to each of the following statements:**

- \_\_\_\_\_ 1. I understood what was expected of me as a novice teacher in Waterford Township as far as teaching skills, time management, performance of duties, and adjustment of challenges.
- \_\_\_\_\_ 2. I communicated regularly with my mentor.
- \_\_\_\_\_ 3. My mentor observed lessons and provided feedback on my teaching.
- \_\_\_\_\_ 4. My mentor enhanced my familiarity of and teaching strategies related to the New Jersey Student Learning Standards.
- \_\_\_\_\_ 5. Induction activities helped me to become a part of the school culture.
- \_\_\_\_\_ 6. Induction activities, supervision and my mentor helped me to improve my classroom management skills.
- \_\_\_\_\_ 7. My principal and district administrators enhanced my awareness of effective instructional strategies.
- \_\_\_\_\_ 8. Collegial support was available throughout the school year.

**Part B. Please choose the response for each item that most closely indicates your level of agreement with the following statements. Possible responses are indicated below:**

**A. Strongly Agree B. Agree C. Somewhat Agree D. Disagree E. Strongly Disagree**

\_\_\_\_ 9. My mentor was helpful in identifying and modeling exemplary teaching strategies and educational practices.

\_\_\_\_ 10. I felt personally supported by my mentor.

\_\_\_\_ 11. I felt prepared to work with colleagues and parents.

\_\_\_\_ 12. I received adequate assistance in securing needed resources.

\_\_\_\_ 13. My mentor and I had ample time together.

\_\_\_\_ 14. The mentoring and induction process was positive and successful.

**Part C. Please respond to the following items:**

15. As a novice teacher, what needs (if any) did you have that were not addressed by the induction program?

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16. What types of additional support should the school district provide to novice teachers?

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**Part D. Please indicate how the District's Induction Activities impacted your first year adjustment to your teaching assignment. Possible responses are indicated below:**

<b>A. Positive Impact</b>	<b>B. Satisfactory Impact</b>	<b>C. Little Impact</b>	<b>D. Not Applicable</b>
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\_\_\_\_ 17. New Teacher Orientation

\_\_\_\_ 18. Grade Level/Department Meetings

\_\_\_\_ 19. Professional Development Workshops (In District Workshops, PLC, Out of District Workshops, etc.)

\_\_\_\_ 20. Teachers' Association New Member Activities

\_\_\_\_ 21. Building Level Support from Administrators and Colleagues

\_\_\_\_ 22. District Level Support from Administration



## **MENTOR TEACHER SUMMATIVE SURVEY**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Novice Teacher:** \_\_\_\_\_ **School:** \_\_\_\_\_

*PLEASE SUBMIT TO CURRICULUM OFFICE WITH MENTORING ACTIVITIES CHECKLIST (PG. 74) BY MAY 31st
--

1. Describe how you supported the novice teacher's professional learning. Was it effective? What demonstrates that it was effective?

2. Was there an adequate number of observations completed and why?

3. How did the mentoring experience contribute to the recognition of you as a veteran teacher?

4. How did the mentoring experience provide an opportunity for you to develop positive teacher leadership?

5. What evidence student performance can you say or indicate was a result of the development of the novice teacher through mentoring?

6. What individuals, activities, or readings were most helpful in enabling you to understand your role as a mentor?

7. What other activities might assist you in gaining this understanding?

8. What kinds of administrative support were most valuable in helping you to fulfill your role?

9. Which types of administrative support were not as valuable?

10. Please describe any strategies you believe the district should employ to facilitate finding time with your novice teacher?

### **Open-ended Questions**

1. One real benefit of being a mentor was...

2. The biggest challenge that I had this year as a mentor was...

3. As a mentor, I wish I had known...

4. If I was to give advice to a new mentor, it would be...

5. The most important thing I learned from my novice teacher was...

6. One problem that my novice teacher had that I could not handle was...

7. If I was to design a mentor training program, I would emphasize...

**Rate your impact on the following:**

<b>AREA</b>	<b>Not at All</b>	<b>Somewhat</b>	<b>Much</b>
<b>Orient the novice teacher to the district, school, policies, values and traditions.</b>			
<b>Reduce the novice teacher's stress and concerns.</b>			
<b>Develop the novice teacher's professional knowledge, skills and attitudes.</b>			
<b>Improve the novice teacher's instructional performance.</b>			
<b>Provide opportunities to analyze and reflect on the novice teacher's practice.</b>			
<b>Orient the novice teacher to the curriculum, NJSLS.</b>			
<b>Improve instructional performance of the novice teacher through modeling and coaching.</b>			
<b>Instill a climate for collegiality and experimentation.</b>			

## Appendix E

# Mentoring Activities Checklist

Here is a checklist to share and review with your mentee during the first six weeks of school:

**\*Please note:** MENTORING PERIOD: 30 weeks

During first 4 weeks (CEAS) or 8 weeks (CE) meet at least 1x/week!

### PRE-PLANNING

<b>Instructional Planning</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>Review curriculum guides and general course syllabi.</li> </ul>	
	<ul style="list-style-type: none"> <li>Obtain teacher's editions of textbooks and login codes for teacher resources and student accounts.</li> </ul>	
	<ul style="list-style-type: none"> <li>Identify the major areas to teach for the first four to six weeks.</li> </ul>	
	<ul style="list-style-type: none"> <li>Look at the school calendar for the first six weeks. Develop a timeline of topics and skills for the time frame. Match your outline to the mandated allotment of time required for each subject.</li> </ul>	
	<ul style="list-style-type: none"> <li>Create a Professional Development Plan (PDP) and submit to the building administrator for approval within the first 30 days of employment.</li> </ul>	
<b>Organizational Policies and Procedures</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>Review school policies and student handbooks. Specifically check:               <ul style="list-style-type: none"> <li>Bus Duty</li> <li>Homework and Grading policies</li> <li>Field Trips</li> <li>Dress Code</li> <li>Emergency Procedures and Crisis Procedures</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Review school district policies/staff handbook. Specifically check:               <ul style="list-style-type: none"> <li>Sick/personal leave procedures</li> <li>Conduct Code</li> <li>Crisis Plan</li> <li>Attendance</li> <li>Substitute Procedures</li> <li>Grading Procedures</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Review the school goals and/or school improvement plans, including SGO's.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Find out about the school culture as it relates to:               <ul style="list-style-type: none"> <li>◦ Induction orientation activities</li> <li>◦ Staff development programs</li> <li>◦ Teacher mentoring options</li> <li>◦ Emphasis on professional development</li> <li>◦ Reassignment and transfer procedures</li> <li>◦ Supervision and evaluation</li> <li>◦ Contracts, regulations and waivers</li> </ul> </li> </ul>	
<b>Classroom Organization</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>• Think about the first week of school and design the physical layout:               <ul style="list-style-type: none"> <li>◦ Large group arrangement</li> <li>◦ Small group areas</li> <li>◦ Bulletin boards</li> <li>◦ Arrangement of technology</li> <li>◦ Position of your desk</li> <li>◦ Organization of materials and supplies</li> <li>◦ Filing system</li> <li>◦ Traffic flow</li> <li>◦ Seating arrangement and seating charts</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Plan how to handle/record daily routines and student interactions:               <ul style="list-style-type: none"> <li>◦ Entering the room</li> <li>◦ Assigning seats</li> <li>◦ Lunch money</li> <li>◦ Receipt books</li> <li>◦ Grade books</li> <li>◦ Attendance</li> <li>◦ Absentees' excuses</li> <li>◦ Plan book</li> <li>◦ Textbook distribution and login codes</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Plan how to manage student behavior:               <ul style="list-style-type: none"> <li>◦ Establishing class rules and procedures</li> <li>◦ Teaching class rules and procedures</li> <li>◦ Helping students monitor and self-correct their own behavior</li> <li>◦ Minimizing transitions between learning tasks</li> <li>◦ Establishing a positive, purposeful learning environment</li> <li>◦ Setting reasonable expectations</li> </ul> </li> </ul>	

<b>Instructional Preparation</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>Assess lesson plans:               <ul style="list-style-type: none"> <li>Engaging, motivating, and differentiated for all students</li> <li>Directions are easy to follow and not overly complicated</li> <li>Plans follow approved district templates</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Size up activities, projects, groups and learning centers:               <ul style="list-style-type: none"> <li>Planned in advance and match learning objectives</li> <li>Procedures and sequence of events are clearly described</li> <li>Resources and materials ordered/prepared well ahead</li> <li>Provides differentiation and allows for flexible grouping</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Develop substitute teacher plans:               <ul style="list-style-type: none"> <li>Includes the daily schedule for each class</li> <li>Includes the seating roster for each class</li> <li>Lesson plans are detailed and all materials are prepared, ready for distribution, and easily found in your room</li> <li>Classroom rules and procedures are outlined</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Think about supervision and evaluation:               <ul style="list-style-type: none"> <li>Review Danielson Framework</li> <li>Ask for preliminary evaluation before the first official observation</li> </ul> </li> </ul>	
<b>Managing Individual Preferences</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>Identify student needs and interests:               <ul style="list-style-type: none"> <li>As a class</li> <li>As individuals</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Assess and evaluate students by:               <ul style="list-style-type: none"> <li>Observing students</li> <li>Varying the type of assessment (hands-on, performance-based, pencil/paper, observational, etc.)</li> <li>Placement of students</li> <li>Utilize formative and summative assessments</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Assign students to groups:               <ul style="list-style-type: none"> <li>Devising procedures for group work</li> <li>Communicating expectations to group members, including roles and assignments</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Develop modified education plans for special needs students</li> <li>• Monitor student progress to keep groups flexible</li> </ul>	
	<ul style="list-style-type: none"> <li>• Design alternative lessons and activities for students with special needs</li> </ul>	
	<ul style="list-style-type: none"> <li>• Formulate homework policy:             <ul style="list-style-type: none"> <li>◦ Amount and frequency</li> <li>◦ Weight and impact on course grades (see homework &amp; grading policies)</li> <li>◦ Coordination with team or department</li> </ul> </li> </ul>	
<b>Classroom Management</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>• Establish rules and procedures and post</li> </ul>	
	<ul style="list-style-type: none"> <li>• Reinforce positive behavior routinely</li> </ul>	
	<ul style="list-style-type: none"> <li>• Enforce rules and procedures consistently</li> </ul>	
	<ul style="list-style-type: none"> <li>• Document student behavior systematically</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ensure plan is aligned with district philosophy (ex - PBIS); share plan with peers and administrative team</li> </ul>	
<b>Home - School Communications</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>• Orient parents at night meeting:             <ul style="list-style-type: none"> <li>◦ Review grade level/subject area content expectations and procedures</li> <li>◦ Student expectations</li> <li>◦ How parents can help</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Develop personal communication skills:             <ul style="list-style-type: none"> <li>◦ Oral expression                 <ul style="list-style-type: none"> <li>■ Voice tone and modulation</li> <li>■ Proper grammar and mechanics</li> <li>■ Clear directions</li> </ul> </li> <li>◦ Written Expression                 <ul style="list-style-type: none"> <li>■ Proper grammar and mechanics</li> <li>■ Clear and concise writing</li> <li>■ Professional yet inviting tone</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Develop a system for home-school communications, sending work home, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Develop an objective and descriptive (rather than a judgemental) communication style when communicating</li> </ul>	

	with students, parents and peers.	
	<ul style="list-style-type: none"> <li>• Prepare report cards/evaluation for students:               <ul style="list-style-type: none"> <li>◦ Filling in information accurately</li> <li>◦ Marking attendance</li> <li>◦ Determining grades</li> <li>◦ Reporting student conduct</li> <li>◦ Checking for signatures and conference requests</li> </ul> </li> </ul>	
<b>Professional Development</b>		<b>Month</b>
	<ul style="list-style-type: none"> <li>• Monitoring professional development by:               <ul style="list-style-type: none"> <li>◦ Observing/modeling good practices of/for a colleague</li> <li>◦ Recording your lessons and assessing your performance</li> <li>◦ Attending staff-development workshops</li> <li>◦ Seeking feedback from a colleague</li> <li>◦ Preparing for your first official evaluation</li> <li>◦ Revisiting your PDP mid-year and end of year (update with evidence of success)</li> <li>◦ Creating high-quality SGO's and monitor your progress with respect to goal attainment</li> </ul> </li> </ul>	



# = Waterford Township School District Professional Development Plan 2023-2024 School Year

District Name	Superintendent Name	Plan Begin/End Dates
Waterford Township School District	Michael A. Nolan, Ed. D	2023-2024 School Year

## 1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	The superintendent, in cooperation with the administrative team and staff, will implement EnVisions Math with fidelity, to support deep mathematical understanding and increase student achievement.	Superintendent Administrators Director of Special Education Teachers	<ul style="list-style-type: none"> <li>District students have not met state assessment performance targets in Math for the past few years.</li> <li>Student performance on the NJSLA indicated significant discrepancies in Math scores in comparison to other like students and like schools throughout the state.</li> <li>NJSLA and Linkit data</li> </ul>
2	The superintendent, in cooperation with the administrative team and teaching staff, will evaluate our current curriculum, instruction, and assessment, to recommend and	Superintendent Administrators Director of Special Education Teachers	<ul style="list-style-type: none"> <li>District students have not met state assessment performance targets in ELA for the past few years.</li> <li>Student performance on the NJSLA indicated significant discrepancies in ELA scores in</li> </ul>

	implement evidence-based strategies and make adjustments that address gaps in our ELA curriculum, instruction, and assessment.		<p>comparison to other like students and like schools throughout the state.</p> <ul style="list-style-type: none"> <li>• NJSLA and Linkit data</li> </ul>
3	The superintendent, in cooperation with the administrative team and teaching staff, will research and develop a plan to address school culture through school-wide systems for positive behavior and/or trauma-informed and healing-centered practices.	<p>Superintendent Administrators Director of Special Education Teachers Staff</p>	<ul style="list-style-type: none"> <li>• Discipline infractions and incidents have increased over the last few years district wide. This has significantly affected school culture and climate.</li> <li>• Implementing research based strategies in the classrooms and in common areas will target discipline, climate, and culture.</li> <li>• Discipline Data</li> </ul>

## 2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities
1	<ul style="list-style-type: none"> <li>• Provide professional development training on EnVisions implementation</li> <li>• Analyze 2023 NJSLA assessment data (as well as other district assessments) to identify trends and patterns to analyze curriculum, program, and instructional delivery. Meet with staff members individually and in teams to share outcomes and reflect on adjustments that staff members could make in teaching practices.</li> <li>• Revise curriculum accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Continue department meetings to regularly review and address staff and student needs.</li> <li>• Continue with additional professional development and training, as needed.</li> <li>• Conduct walk-throughs &amp; observations to monitor progress.</li> <li>• Provide grade-level/department/PLC articulation and follow-up.</li> <li>• Provide opportunities to share instructional strategies during grade-level/department meetings or within professional learning communities.</li> <li>• Provide opportunities to peer observe implementation.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Create building committees to evaluate and make recommendations for improvement for our ELA curriculum.</li> <li>• Continue to make curriculum revisions in ELA to reflect new curriculum materials (Writing MiniLessons in Grades K-3, Foundations, Reading MiniLessons, Interactive Readaloud, Everyday Editing lessons, etc.).</li> <li>• Committee members will turnkey curriculum revisions to other staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue meetings of the curriculum committees to plan next steps and continue making curriculum adjustments.</li> <li>• Conduct staff articulations through committees and PLC's.</li> <li>• Conduct walk-throughs &amp; observations to monitor progress.</li> <li>• Provide grade-level/department/PLC articulation and follow-up.</li> </ul>

	<ul style="list-style-type: none"> <li>Analyze assessment data to identify trends and patterns to analyze curriculum, program, and instructional delivery.</li> <li>Implement P-3 action plan, with a continued focus on PK/K during 22-23</li> </ul>	<ul style="list-style-type: none"> <li>Provide opportunities to share instructional strategies during grade-level/department meetings or within professional learning communities.</li> <li>Provide opportunities to peer observe implementation.</li> <li>Continue implementing the P-3 action plan; focus on PK/K during 22-23.</li> </ul>
3	<ul style="list-style-type: none"> <li>Plan for keynote speaker on opening day.</li> <li>Establish building committees in each building and begin planning our NJPBSIS or trauma informed practices.</li> <li>Begin working to implement more developmentally-appropriate practices in early childhood classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Create building committees for training, planning, and implementation on school culture plans.</li> <li>Provide PLC time to plan and implement.</li> <li>Evaluate data throughout the year to measure effectiveness.</li> <li>Continue implementing the P-3 action plan; focus on PK/K during 22-23.</li> </ul>

### 3: PD Required by Statute or Regulation

State-mandated PD Activities
See attached (below).

### 4: Resources and Justification

Resources
To meet the professional needs of the district's schools as related to this plan, the initial recommendation is that principals and supervisors allocate funds that support these goals. State and federal funds will be used as allowed and will be adjusted if

<p>necessary, pending BOE approval. Budget items will cover costs such as: trainers, staff stipends, materials, technology resources, and expenses for attendance at workshops and conferences. WTSD teacher contracts allow for two meetings/month, and these meetings will be dedicated to professional learning activities. Additionally, teachers will attend scheduled PLC and in-service sessions for further professional development.</p>	<p><b>Justification</b></p> <p>Ongoing curriculum revisions that reflect the NJSLs will undergird the ability of teachers to instruct students with a focus on rigorous standards in all subject areas that prepare students for standardized assessments as well. Administrative support of trauma-sensitive practices will provide teachers with the time and resources they need to meet the needs of the whole child, resulting in well-adjusted students who develop appropriate skills to effectively deal with the social and emotional demands of life, home and school. By collaborating with all stakeholders, it is possible to elevate the effectiveness of the entire educational program.</p>
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**Signature:**

***Michael A Nolan***

**Superintendent Signature**

**8-8-23**

**Date**

**Mandated Professional Development  
Waterford Township School District  
2023-24 School Year**

Type of Training	Policy	Time Required	Recipients	Where / When / How to deliver	Person(s) responsible
<b>READING DISABILITIES</b>					
<b>Reading Disabilities:</b> Instruction on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia, for certain teaching staff members	5339	2 hours annually	Gen Ed teachers, K-3 Special Ed/Basic Skills teachers ESL teachers Reading Specialists LDT's Speech-Language specialists	September In-Service  See <u>Decoding Dyslexia</u>	Candice Michelini, Ashley Power
<b>Epilepsy and Seizure Disorders (Paul's Law)4:</b> <b>Training of all staff in the care of students with epilepsy and seizure disorders, including staff working with school sponsored programs outside of the regular school day.</b>  As per 3/3/21 DOE memo: . In order to further prioritize the safety of children with epilepsy and seizure disorders in New Jersey schools, the State Legislature passed and Governor Murphy signed Paul's Law (N.J.S.A. 18A:40-12.34 through 12.38). Paul's Law requires training for <b>all</b> current and new school staff on epilepsy and seizure disorders and the inclusion of epilepsy and seizure disorders in individualized health care plans for students.	5330.05	All staff • Training must include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization  School district staff must complete one of the following New Jersey Department of Health approved training courses: • Seizure Training for School Personnel offered by the Epilepsy Foundation; or • T.R.U.S.T. Seizure	Pursuant to N.J.S.A. 18A:40-12.35(d)1 and 2, district boards of education shall coordinate the provision of epilepsy and seizure disorder care within district schools and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.	<a href="https://epilepsyserver.vicesni.org/pauls-la-w/">https://epilepsyserver.vicesni.org/pauls-la-w/</a>  Staff received training during Spring in-service 2021  New staff will receive information to access training during New Employee Orientation in August	Dan Ashley Candice Christine

		Recognition and First Aid offered by the Epilepsy Alliance of America.  <a href="#">Click here for additional information re: Seizure Action Plans</a>				
<b>PREVENTION: SUICIDE, SUBSTANCE ABUSE, HARASSMENT, INTIMIDATION &amp; BULLYING</b>						
<b>Suicide Prevention:</b> All teaching staff members must attend instruction in suicide prevention as part of an individual's PD requirement. While this is not an annual requirement for all teaching staff members, the district must ensure that it is made available annually to those who have not completed the requirement (e.g., new staff, absent staff during last session)	5350	2 hours per five years  Will need to reup in 2021-2022; 2026-2027	Teaching staff members (similar to "School staff," a member of the professional staff of any BOE who holds a valid and effective standard, provisional or emergency certificate, including teachers, administrators, school nurse)	George Scott November 2021  Note: will be adding to safe schools for new teachers to complete	Dan (added to Safe Schools: "Youth Suicide: Awareness & Prevention")  Mike handles in-person presenter every 5 years	
<b>HIB:</b> The district BOE is required to review the training needs of district staff for the effective implementation of the HIB policies, procedures, programs, and initiatives and to implement locally determined staff training programs.	5512	Training on District Policy: Annually; Training on prevention: 2 hours per 5 years	Public School Teachers School Employees Volunteers with student contact Contracted service providers	First Day Faculty meetings in August - Principals  New employees: add to Safe Schools  See <a href="#">Keeping Our Kids Safe - HIB</a>	Heather Dan Christine	

<b>Recognition of Substance Abuse</b>	5530	No minimum req.; training must be reviewed/updated annually	Public School Instructional Teachers	New Employees -Safe Schools (30 mins.) Repeating Training Set	Dan
<b>SCHOOL SAFETY, SECURITY &amp; CODE OF STUDENT CONDUCT</b>					
<b>School Safety:</b> In-service training program to enable employees to recognize and appropriately respond to Safety and Security concerns, including emergencies and crises, consistent with the District Board of Education plans, procedures, and mechanisms for School Safety and Security.	7430	Within 60 days of employment; must be reviewed and updated annually	District employees	Crisis team training in August (part of School Safety)	Kondas
<b>Law Enforcement Operations:</b> In-service training must be provided on policies and procedures established in the subchapter on law enforcement operations for substances, weapons, and safety and the exchange of information regarding the practices of the education and law enforcement agencies.	9320	Not specified	School Staff	Crisis team training in August (part of School Safety)	Nolan
<b>Mandatory Gang Awareness Training for School Administrators:</b> Administrators in their initial year of employment must attend a seminar developed by the Office of the Attorney General and provided annually in each County on the topic of how to recognize signs of gang involvement or activity	5615	During first year of employment as an administrator	School administrators	Safe Schools for New Employees See <u>Keeping Our Kids Safe - Gangs</u>	Nolan
<b>Recognition of Substance Abuse:</b> In-service training program instruction for the identification and symptoms of behavioral patterns; appropriate intervention strategies; and the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms	5530	Public school instructional teachers	School Staff	Crisis team training in August (part of School Safety)	Nolan



of substance abuse.						
<b>Code of Student Conduct:</b> The District Board of Education must provide all employees training on the code of student conduct, including training on the prevention, intervention, and Remediation of student conduct in violation of the board of education's code of student conduct.	5600	Annually	District employees	Dan will add our Student Code of Conduct into Safe Schools - review & signoff  See <u>Programs to Support Student Growth and Development</u>	Principals	
<b>Potentially Missing / Abused Children Reporting:</b> Training on procedures for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities..	8462	New employees as part of their orientation. Otherwise as determined by the district BOE.	Employees Volunteers Interns	New Employee training (Safe Schools)  In School Safety & Security Plan  See <u>Keeping Our Kids Safe Missing and Abused Children</u>	Dan  Nolan Part of opening day presentation	
<b>School Safety Teams:</b> At least one PD opportunity and effective School climate Improvement, practices, programs, or approaches. <b>Include Behavioral Threat Assessment Team as of 7-1-2023.</b>	5512	N/A	School Safety Team members (school safety team: school principal or designee, a teacher, an anti-bullying specialist, a parent of a current student, and any other discretionary members.)	Building Level: School Safety meeting in August, followed by follow-up building level meetings in September	Christine, Heather, Patrick & School Safety Team	

<b>School Safety Specialist:</b> The superintendent in each school district must designate a school safety specialist. The school safety specialist must acquire certification by participating in the New Jersey School Safety Specialist Academy.	policy?	Every School Safety Specialist must attain certification once appointed	The school administrator designated as the School Safety Specialist. Every school district must have a designated School Safety Specialist.	Michael Nolan is the School Safety Specialist	Nolan
<b>Incident reporting of Violence, Vandalism and Substance and other Drug Abuse:</b> The CSA must provide for the annual training of Staff prepare them to fulfill the reporting of weapons possession, violence, vandalism, alcohol, and drug abuse.	8461	Annually	School Staff	August opening day presentation See School Reporting on <u>NJ HOMEROOM</u>	Heather does reporting Patrick presents on opening day
<b>HEALTH</b>					
<b>Communicable Diseases:</b> Medical inspector or nurse must lecture teachers concerning the methods employed to detect the first signs of communicable disease and the recognized measures for the promotion of health and the prevention of disease.	8451	N/A	Teachers See <u>Keeping our Kids Safe:</u> <u>Communicable Diseases</u>	Everyone received in Safe Schools in 2016-17; In Safe Schools for new employees for 2017-18 ("Common Illness Prevention")	Dan
<b>Use of Nebulizer:</b> Certified School nurses or other persons authorized to administer asthma medication are required to receive training in Airway management and on the use of nebulizers and inhalers consistent with nationally recognized standards.	5330	Not specified	School Nurse See <u>Programs to Support Student Development</u>	As needed	Special Ed. Director Nurse Nurse and teachers of student(s) who need nebulizer

<p><b>Asthma:</b> The commissioner must assure that annual asthma education opportunities are made available for school positions and all teaching staff. The NJ Pediatric and Adult Asthma Coalition produce education videos which support this requirement.</p>	5335	Education opportunities available annually	Teaching Staff Medical Inspectors School Physicians	Safe Schools (Under "extra training" - added for new employees as "Health Emergencies: Asthma Awareness" - 14 min.)  NOTE: STUDENT CONFIDENTIALITY MUST BE MAINTAINED	Special Ed. Director Nurse Dan
<p><b>Diabetic Student Health Plan:</b> Training by the school nurse in the care of students with diabetes.</p>	5338	N/A	Appropriate staff members including staff working with school sponsored programs outside of the regular school day, as provided in the individual healthcare plan and the individualized emergency health care plan.	As needed See <u>Diabetes Care in NJ Public Schools</u>	Special Ed. Director Nurse Nurse and teachers of student(s) who are diabetic
<p><b>School Nurse Delegate for Glucagon:</b> School nurse or other qualified Healthcare professional must train School District employees who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present.</p>	5305	N/A	Appropriate staff - volunteers designated by the school's assigned nurse to administer glucagon when that nurse is not physically present.	As needed	Special Ed. Director Nurse

<b>Training of Delegates for Epinephrine Administration:</b> The certified school nurse, in consultation with the Board of Education, or the chief School administrator of a non-public school, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building.	5331	N/A	Appropriate staff	As needed See <u>Epinephrine Training Protocols</u>	Special Ed. Director Nurse
<b>General Student Needs Recognition:</b> Training in human growth and development; substance abuse and dependency; and human and intercultural relations; and formal inclusion into each endorsement holder's PD plans.		20 hours during the initial 3 years	School nurse endorsement holders	The PD requirements should be incorporated into each endorsement holder's professional development plan.	Special Ed. Director Nurse
<b>Bloodborne Pathogens:</b> Staff designated as at risk of exposure under the district's Exposure Control Plan require training and schools must also identify students at risk of exposure due to occupational training programs and provide equivalent training.	7420	Annually	"School Staff" (WTSD: Nurses, Teachers, Aides, Cafeteria Aides)	Safe Schools in Repeating Training Plan	Dan
<b>Alcohol, Tobacco, and Other Drug Prevention and Intervention:</b> District Board of Education must ensure all education staff members receive in-service training in Alcohol, Tobacco, and other drug abuse prevention and intervention.	5530	Annually	Educational Staff Members	For educational staff members: Safe Schools ("Recognition of Substance Abuse," 30 mins.) Doubles with "Recognition of Substance Abuse" category	Dan
<b>Career &amp; Technical Education</b>		N/A	N/A	N/A	N/A
<b>CPR/AED Training Required:</b> All public schools must have individuals trained in CPR and AED	5300	N/A	Every school must have at least 5	CPR Training date (in-service)	Special Ed. Director

use.				school employees certified in CPR/AED as part of their action plan for responding to a cardiac arrest event  See <a href="#">Janet's Law FAQ</a>	August 23rd & 30th  Ongoing as needed	
<b>Lyme Disease:</b> Training of all teachers to instruct students with Lyme disease which emphasizes the special needs and problems of students with the disease, in order to provide information about how best to teach those students.	2422	Annually	Teachers of students with Lyme disease	As needed	Special Ed. Director  Nurse	
<b>Hazardous Communication</b>	7433	Initial and Bi-Annual	All Staff	Safe Schools Repeating Training Plan	Dan James	
<b>Personal Protective Equipment</b>		Once	Maintenance		Dan James	
<b>Asbestos Awareness</b>		Annual	Custodial/Maintenance		James	
<b>Indoor Air Quality</b>	7421	Designated Person			James	
<b>Interscholastic Athletic Head Injury Safety Training Program</b>		N/A	N/A	N/A	N/A	
<b>Cardiac Screening</b>		N/A	N/A	N/A	N/A	
<b>Athletic Screening</b>		N/A	N/A	N/A	N/A	
<b>ADDITIONAL PROFESSIONAL DEVELOPMENT TOPICS</b>						

<p><b>Educator Evaluation:</b> Training on the district's evaluation rubrics, policy, and procedures and any relevant educator practice instrument. Teachers new to the district require more thorough training.</p>	3221	Annually	Teaching Staff Members	<p>New Teacher Training (TBD if needed - currently no new teachers)</p> <p>Grade level or Faculty Meetings</p> <p>Danielson Training</p> <ul style="list-style-type: none"> <li>• Article reading</li> <li>• Small-group s discuss</li> <li>• Debrief/feedback w/admin</li> </ul>	<p>Nolan</p> <p>Manna Heather Patrick</p>
<p><b>Educator Evaluation (for supervisors/principals):</b> Training on the teacher and principal practice instruments for any supervisor who will conduct observations for the purpose of evaluation of teachers, principals, assistant principals, or vice principals.</p>		Before conducting any observations; refreshed annually	Supervisors who conduct observations of teachers, principals, assistant principals or vice principals for the purpose of evaluation	Administrative Meeting (TBD)	Nolan
<p><b>Ethics, Law, Governance, HIB:</b> A school leader shall complete training on issues of school at ethics, School law, and school governance as part of the professional development for school leaders required pursuant to State Board of Education regulations. Information on the prevention of harassment, intimidation, and bullying shall also be included in the training .</p>		Specific training needs of each school leader are to be reviewed annually	Active School leader serving on a permanent or interim basis whose position require possession of the supervisor, principal, or Chief School Administrator endorsement	Met through the individual professional development planning process to ensure School leaders' knowledge of these topics remains up-to-date	<p>In administrators PDP's</p> <p>Nolan</p>

<p><b>Bilingual Education Inservice Training:</b> District Boards of Education must develop a plan for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual and ESL programs, and administrators and any personnel who observe and evaluate teachers of all ELLs. The plan must include instructional strategies to help ELLs meet the NJSL and the WIDA English language development standards. All bilingual and ESL teachers must receive training in the use of the ESL curriculum.</p>		Not specified	<p>Bilingual and ESL teachers Mainstream teachers who supervise ESL/bilingual programs Administrators and any personnel who observe and evaluate teachers of ELLs</p>	<p>Office of Title I's annual Bilingual/ESL Supervisor's Training helps districts fulfill this requirement.</p>	Candice
<p><b>Equity &amp; Affirmative Action:</b> District Board of Education must provide training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.</p>	1140	<p>New Staff within 1st year.  All staff on a continuing basis (as determined by the district)</p>	<p>Certificated/Non-certificated staff  <u>See Equity and Equity in Education</u></p>	<p>New Employee (Safe Schools: "Diversity, Equity &amp; Inclusion" and "Cultural Competency" modules)  In 2023, all staff were assigned this to complete on 2/7/23 during PLC time, but moving forward will be included in new employee assignments.  Cultural Competency Committee training w/Dr. Josue Falaise; August 2021</p>	Dan

<b>Integrated Pest Management (IPM)</b> - The IPM coordinator must train school staff involved with the implementation of the school's IPM Policy and Plan on the components pertaining to their school environment.	7422	Not specified	School Staff involved with implementation of IPM plan	New Employee (Safe schools)	Dan Manna Heather Patrick
<b>Integrated Pest Management:</b> The school and the Integrated Pest Management coordinator are responsible for educating the school community about potential pest problems and methods used to manage them.		Not specified	Teachers Staff Students Parents/Guardians	IPM letter sent home to parents in Fall	Building secretaries send out annually
<b>Special Education Training:</b> A district receiving IDEA assistance must identify in its special education plans the in-service training needs for professional and paraprofessional staff who provide special education, general education, or related Services; ensure that the in-service training is integrated to the maximum extent possible with other professional development activities and provide for joint training activities of parents and special education, related services, and general education personnel.	2460	In accordance with approved special education plan	Professional and paraprofessional staff who provide special education, general education or related services	Provided through district professional development opportunities (developed in response to staff priorities via survey, SCIP feedback, etc.)	Special Ed. Director
<b>Preschool Training:</b> A district receiving Early Childhood Program Aid shall provide professional development and training specific to preschool education for all early childhood education administrators, teachers and teacher assistants.		In accordance with approved preschool education plan	Early childhood education administrators, teachers and teacher assistants	Ongoing (see district PD calendar)	Preschool staff and administrators
<b>Teacher Mentor Training:</b> Mentors working with novice provisional teachers as part of the district mentoring program must complete a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for teachers, NJSL, classroom observation skills,	3126	Before serving as a mentor	Mentors assigned to work 1-1 with novice provisional teachers	Week of August 23 and follow-up mentor/mentee meetings	Nolan



facilitating adult learning, and leading reflective conversations about teaching practice.								
<b>I &amp; RS Referral:</b> The function of the system of intervention and referral services in each school building shall be to provide support, guidance and professional development to school staff who identify learning, behavior and health difficulties.	2417	N/A	Staff members who identify learning, behavior & health difficulties through the I&RS process	Ongoing: CST (each CST member will sit in on I&RS)	Special Ed. Director I&RS team Principals			
<b>Attendance:</b> The Principal shall meet with the teaching staff members and paraprofessionals assigned to his/her building at the beginning of each school year to inform employees of Board policy and district regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to acquaint employees with the degree to which attendance will affect evaluation reports.	3212 4212	Annually	All Staff	August PD Days	Principals			
<b>NJ SMART:</b> The school district shall ensure that teachers, school administrators and central office supervisors receive training in NJ SMART and its query resources.	2428.1	Not specified	Teachers School administrators Central office supervisors		Diane Lisa			
<b>Technology Training</b>					Dan Ed			

## 2023/2024 WTHSA Events (subject to change)

- \*There will be 1 dine/play & donate per month
- \*Pretzel sales will be on each half day, forms to go home 1 week prior
- \*Dates/times/locations may change but will be submitted with as much notice as possible

**SEPTEMBER**

- 9/5 Room Parent forms go home (submitted back by 9/15)
- 9/5 Mum forms go home
- 9/6 Dine & Donate at Rita's
- 9/17 First Public HSA Meeting @ Atco School 7:00-7:30
- 9/18 Spirit Wear shop opens online for 1 week
- 9/25-10/11 Kastle Fall Paper Sales
- 9/30 Mum pick up @ WES @ 9:00-11:00 (outside)

**OCTOBER**

- 10/2-10/6 Scholastic Bookfair at WES and Atco only (daytime event)
- 10/10-10/13 Scholastic Bookfair at TR only (daytime event)
- 10/11 Kastle Fall Paper Sales forms due
- 10/25 Trunk or Treat @ WES 5:30 setup, event starts at 6:30-8:00

**NOVEMBER**

- 11/2 Kastle pickup at Atco 5:00-7:00
- 11/14 Public HSA Meeting @Atco School 7:00-7:30
- 11/17 Candy Bar Bingo @ WES 6:30-8:00
- 11/22 Pretzel Sale all 3 schools (forms to go home 11/13-11/17)

**DECEMBER**

- 12/5 Holiday shop delivery and setup all 3 schools (library)
- 12/6 Pretzel Sale all 3 schools
- 12/7 Pretzel Sale all 3 schools
- 12/11-12/15 Holiday shop at all 3 schools (no preview days, parents can browse during conferences)
- 12/22 Pretzel Sale all 3 schools

**JANUARY**

- 1/8 Spirit Wear shop opens online for 1 week
- 1/9 Public HSA Meeting @Atco School 7:00-7:30
- 1/16-1/23 Krispie Kreme fundraiser
- 1/19 Ladies Night (location TBD)
- 1/26 Krispie Kreme pickup @ Atco 4:30-6:30
- 1/31-2/15 Kastle Spring Paper Sales

**FEBRUARY**

- 2/15 Kastle fundraiser forms due
- 2/23 Daddy/Daughter Dance @WES 6:00-8:00 (Atco, WES students only)
- 2/26-3/1 Scholastic Bookfair (coordinate to permit grandparents at all 3 schools)

**MARCH**

3/11 Kastle pickup sometime this week, not confirmed yet

3/19 Public HSA Meeting @ Atco 7:00-7:30

3/22 Mother/Son Night @WES 6:00-8:00

3/28 Half Day Pretzel Sales all 3 schools

**APRIL**

4/8 Color Run Kickoff at all 3 schools (time varies per school)

4/8-4/25 Color Run fundraiser

4/19 TR Fun Night with parents @ TRECC 6:00-7:30

4/19 Spirit Wear shop opens online for 1 week

**MAY**

5/7 Public HSA Meeting @ Atco 7:00-7:30

5/17 Color Run @ WES 6:00-8:00

**JUNE**

6th grade step up ceremony, dance, team up day and field trip (not sure of those dates)

WATERFORD TOWNSHIP PUBLIC SCHOOLS  
STUDENT PERSONNEL SERVICES

Approval of Independent Educational Evaluation Rates for the 23-24 School Year	
Evaluation Component	Rates
Assistive Technology	\$350 - \$2200
Audiological	\$250 - \$650
Dyslexia / Reading Evaluation	\$2000
Dyscalculia / Math Evaluation	\$2000
Functional Behavior Assessment (FBA)	\$500 - \$1500
Learning/Educational	\$350 - \$3500
Neurological Evaluation	\$500 - \$850
Neuropsychological	\$1750 - \$3700
Occupational Therapy	\$350 - \$2000
Physical Therapy	\$350 - \$500
Psychiatric	\$500 - \$1000
Psychological	\$350 - \$650
Social Assessment	\$350 - \$650
Speech Evaluation	\$350 - \$1500
Translation Services	\$72 - \$1200

**MEMORANDUM OF AGREEMENT****Between****Waterford Township Board of Education****And****Waterford Township Education Association**

The following represents the Memorandum of Agreement ("MOA") between the Waterford Township Board of Education ("WTBOE" and/or "Board") and the Waterford Township Education Association ("WTEA"), collectively called "the Parties", for a new collective bargaining agreement:

**Certified Staff:**

1. **Preamble:** The term of the new collective bargaining agreement shall be July 1, 2023 through June 30, 2026.
2. **Salary Increase:** The Parties agree to an increase in salary as follows  
     Certified Staff:
  - 2023-24: 3.5%
  - 2024-25: 3.4%
  - 2025-26: 3.4%

All compensation shall be retroactive to July 1, 2023.

3. **Recognition:** Parties agree that speech and language specialist and occupational therapist will be added to the Child Study Team Section and in Years 2 and 3 of the contract, Speech and language specialists will be added to the 1.1FTE. Following Year 3 of the contract, both parties will need to agree to maintain speech and language specialist and occupational therapist to the Child Study Team Section.
4. **Sick Leave:** Upon retirement, pursuant to TPAF definition, after at least fifteen (15) years of service in the school district, the teacher shall be reimbursed no more than one hundred sixty (160) days at \$90 per day. If notice of retirement is provided prior to April 15, the payment will be made by July 15. If notice of retirement is provided after April 15, the payment will be made ninety (90) days after retirement date.
5. **Sick Leave:** Parties agreed to add language that it is understood by the parties that sick leave time is not to be utilized to extend vacation or holiday periods.
6. **Sick Leave:** Parties agree that members shall be entitled to eleven (11) sick days each

school year. The member shall present, at the request of the superintendent's office, a doctor's note for the use of sick time in excess of three (3) consecutive school days or upon request from the superintendent upon suspected abuse of sick leave. Sick days utilized with the presentation of a doctor's note shall not constitute suspected abuse of sick leave. In the event of an injury or illness of an Association Member's spouse, child, parent, father-in-law, mother-in-law, and any other co-habitor of the immediate household, the Association Member shall be permitted to utilize sick time. The "family sick days" allotment shall be eliminated.

7. **Temporary Leaves of Absence:** Parties agree that members will be excused from duty with pay for a maximum of five (5) days in the event of death of husband, wife, domestic partner, civil union partner child, stepchild, parent or stepparent, father in law, mother in law, brother or sister by blood relationship.

Parties agree that members will be excused from duty with pay for a maximum of three (3) days in the event of death of a grandparent, an aunt or uncle, brother-in-law, sister-in-law, cousin, niece, or nephew.

Said days to be used within fifteen (15) days of death.

8. **Extended Leaves of Absence:** Parties agree to change "may" to "shall" in Article IX(F)(2)(a) and agree that Article IX(F)(2)(b) be amended to read, "Unless a medical certificate is provided to the contrary, it shall be presumed that the pregnant unit member's period of disability shall commence four (4) weeks prior to the delivery date of her child(ren) and terminate six or eight weeks subsequent to the delivery of said child(ren)."
9. **Extended Leaves of Absence:** Parties agree to change "or accrue" to "health" benefits in Article IX(G)(4) and amend Article IX(G)(5) to read, "A unit member on an unpaid leave of absence must notify the Superintendent by March 1st of his/her intention to return to work or extend his/her leave for the upcoming school year..."
10. **Non-Teaching Duties:** Parties agree that Teachers shall be required to supervise playground or lunches on a rotating basis as assigned by their respective Building Principals, one (1) day per week for twenty (20) minutes.
11. **Professional Development:** Parties agree that The Board agrees to pay up to the equivalent of three (3) graduate courses (at Rowan University's rate) per teacher with a CEAS or Standard Certificate for graduate courses, related to the teachers current assignment or advancement in the field of education, undertaken by a teacher during this agreement with a \$25,000 total cap for the entire district on course reimbursement over the course of all three years of this agreement to be divided between the Summer, Fall and Spring Semesters.
12. **Miscellaneous Provisions:** Parties agree that ESY/Title 1 certified and non-certified staff will be provided with at least one (1) paid set up and prep day. In addition, each ESY/Title 1 certified shall be entitled to one (1) sick day per five (5) week program. If any additional weeks are added for ESY, an additional paid sick day will be provided.

13. **Contractual Rates:** Parties agree to increase the contractual rates as follows:

Non-Pupil Contact Rate: \$41 per hour.

Pupil Contact Rate: \$55 per hour.

Team Leaders: 2023-24: \$850; 2024-25: \$950; 2025-26: \$1000.

Head Teacher Stipend: \$4500 if one; \$2250 if two.

I&RS Coordinator: \$800.

Unit members approved to by administration to provide translator services shall receive \$500 per year.

Stipends shall be paid annually on June 30 of the contract year.

14. **Movement Across the Guide:** For teachers only with a CEAS, credits above BA must be graduate level and credits above MA must be Doctoral level.

Application of time-sheet payment when school safe training is not provided during the regular school day.

15. **Sick Bank:** Parties agree to establish a sick bank.

16. **Permanent Substitutes:** Permanent Substitutes shall be added to the recognition for the Association and shall be placed on the current guides that exist for the positions.

**Support Staff:**

1. **Preamble:** The term of the new collective bargaining agreement shall be July 1, 2023 through June 30, 2026.

2. **Salary Increase:** The Parties agree to an increase in salary as follows:

Support Staff:

2023-24: 3.6%

2024-25: 3.5%

2025-26: 3.5%

All compensation shall be retroactive to July 1, 2023.

3. **Sick Leave:** Parties agreed to add language that it is understood by the parties that sick leave time is not to be utilized to extend vacation or holiday periods.

4. **Sick Leave:** Parties agree that tenth month employees shall be entitled to eleven (11) sick days each school year and twelve month employees shall be entitled to thirteen (13) sick

days each year. The member shall present, at the request of the superintendent's office, a doctor's note for the use of sick time in excess of three (3) consecutive school days or upon request from the superintendent upon suspected abuse of sick leave. Sick days utilized with the presentation of a doctor's note shall not constitute suspected abuse of sick leave. In the event of an injury or illness of an Association Member's spouse, child, parent, father-in-law, mother-in-law, and any other co-habitor of the immediate household, the Association Member shall be permitted to utilize sick time. The "family sick days" allotment shall be eliminated.

5. **Temporary Leaves of Absence:** Parties agree that members will be excused from duty with pay for a maximum of five (5) days in the event of death of husband, wife, domestic partner, civil union partner child, stepchild, parent or stepparent, father in law, mother in law, brother or sister by blood relationship.

Parties agree that members will be excused from duty with pay for a maximum of three (3) days in the event of death of a grandparent, an aunt or uncle, brother-in-law, sister-in-law, cousin, niece, or nephew.

Said days to be used within fifteen (15) days of death.

6. **Extended Leaves of Absence:** Parties agree to change "or accrue" to "health" benefits in Article 10(D) and amend Article 10(E) to read, "A unit member on an unpaid leave of absence must notify the Superintendent by March 1st of his/her intention to return to work or extend his/her leave for the upcoming school year...".
7. **Miscellaneous Provisions:** Parties agree that ESY/Title 1 certified and non-certified staff will be provided with at least one (1) paid set up and prep day. In addition, each ESY/Title 1 non-certified staff shall be entitled to one (1) sick day per five (5) week program. If any additional weeks are added for ESY, an additional paid sick day will be provided.
8. **Contractual Rates:** Parties agree to increase the contractual rates as follows:

Unit members employed at year-end who routinely assist student(s) with maintaining personal hygiene (wiping, changing diapers, toilet training, etc...) while using the toilet shall receive: 2023-24: \$600; 2024-25: \$700; 2025-26: \$750.

Unit members approved to by administration to provide translator services shall receive \$500 per year.

Stipends shall be paid annually on June 30 of the contract year.

9. **Staff Development:** Parties agree to insert language that paraprofessionals are encouraged to take the Para-Pro assessment exam. Employees shall be reimbursed the cost of taking the exam upon submission of proof of successful completion and proof of payment.
10. **Sick Leave:** Parties agree for Support Staff Contract that employees shall be given a



written accounting of accumulate sick leave days no later than September 30<sup>th</sup> of each school year.

11. **Sick Leave**: Parties agree for Support Staff Contract to delete that sick leave may be used only for illness of the employee and not for the illness of any member of the employee's family or for other purposes.
12. **Sick Leave**: Parties agree for Support Staff Contract that employees shall present, at the request of the superintendent's office, a doctor's note for the use of sick time in excess of three (3) consecutive school days or upon request from the superintendent upon suspected abuse of sick leave. Sick days utilized with the presentation of a doctor's note shall not constitute suspected abuse of sick leave.
13. **Extended Sick Leave**: Parties agree for Support Staff contract Article 9(B) to read "The employee may continue any eligible benefits during the extended sick leave period by paying the full monthly premium share of the member contribution of such benefits".
14. **Holidays**: Parties agree for Support Staff contract to add Juneteenth to the list of twelve (12) month employees' paid holidays and remove New Years Eve, except for Custodians. Parties agree except for Christmas Eve and New Years Eve, holidays falling on Saturday shall be celebrated on Friday and those falling on Sunday shall be celebrated on Monday. In the event Christmas Eve or New Years Eve (for custodians only) falls on a Saturday or Sunday, employees will be provided a floating holiday.
15. **Salary Guides**: Parties agree to delete shift differential language for third shift. Parties agree in support staff contract that any unit member doing work in more than one job category shall be paid on the higher salary guide, with the exception for summer work.
16. **Work Year/Day/Hours**: Parties agree in the support staff contract that references to "teacher's" calendar be amended to read "school" calendar. Parties agree in Article 16(D) and (E) to delete "scheduled between September 1 and the following June 30" and replace with "and is based upon the school calendar". Parties agree to delete Article 16(H)(2).
17. **Work Year/Day/Hours**: Parties agree in the support staff contract that paraprofessionals shall have a staff meeting every other month. If meeting occurs outside of working hours, paraprofessionals shall be paid at their contractual hourly rate.
18. **Sick Bank**: Parties agree to establish a sick bank.
19. **Permanent Substitutes**: Permanent Substitutes shall be added to the recognition for the Association and shall be placed on the current guides that exist for the positions.

This agreement is subject to the formal ratification by the membership of Waterford Township Education Association as well as the full membership of the Waterford Township Board of Education.

**Waterford Township  
Education Association**

DocuSigned by:  
  
9A902DB21E684FC...

Candice Weidmann

\_\_\_\_\_

Date: 7/31/2023 | 5:14 PM EDT

**Waterford Township  
Board of Education**

DocuSigned by:  
  
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Michael McClintock

\_\_\_\_\_

Date: 8/1/2023 | 11:54 AM EDT

# POLICY GUIDE

ADMINISTRATION

1642.01/page 1 of 3

Sick Leave

Aug 23

[See POLICY ALERT No. 231]

## 1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
  - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
  - b. Services from a designated domestic violence agency or other victim services organization;



# POLICY GUIDE

ADMINISTRATION  
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Sick Leave

- c. Psychological or other counseling;
  - d. Relocation; or
  - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- 5. The death of a family member for up to seven days;
  - 6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
  - 7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
  - 8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.



# POLICY GUIDE

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Sick Leave

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.  
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted:



# REGULATION GUIDE

ADMINISTRATION  
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Sick Leave  
Aug 23

[See **POLICY ALERT No. 231**]

## R 1642.01 SICK LEAVE

### A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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Sick Leave

7. "Supervisor" means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
  - a. The employee is personally ill or injured;
  - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
  - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
  - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
    - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
    - (2) Services from a designated domestic violence agency or other victim services organization;
    - (3) Psychological or other counseling;
    - (4) Relocation; or



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Sick Leave

- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
  - e. The death of a family member for up to seven days;
  - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
  - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
  - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
- 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.





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## Option – Must Select One Option Below

2. \_\_\_\_\_ [Option 1 - If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

OR

2. \_\_\_\_\_ [Option 2 - If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

OR

2. \_\_\_\_\_ [Option 3 - If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice of \_\_\_\_\_ calendar days, (not to exceed seven calendar days) prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

## Option – Must Select One Option Below

3. \_\_\_\_\_ [Option 1 - If the reason for the leave is not foreseeable, the Board of Education may require an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.]

OR



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3.        **[Option 2 - If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.]**
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
  - a. Medical documentation;
  - b. A law enforcement agency record or report;
  - c. A court order;
  - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
  - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or



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- f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

## D. Sick Leave Charges

1. An employee who is absent for \_\_\_\_\_ percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

## E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.



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- a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

## F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

## G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
  - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

## H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.



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- a. The Superintendent or designee will maintain the employees record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued:



**WATERFORD TOWNSHIP BOARD OF EDUCATION  
INVESTMENT REPORT  
June 2023**

**INVESTMENTS PRESENTLY IN EFFECT - N.J.S.A. 40A-5.2**

General Account .....	\$1,454,557.06
NJ Cash Management Fund ~ Current ACC.....	\$3,728,490.03
NJ Cash Management Fund ~ Capital Reserve.....	\$1,620,784.90
NJ Cash Management Fund ~ Maintenance .....	\$352,573.30
Payroll.....	\$3,700.00
Agency .....	\$183,643.98
Flexible Spending Account.....	\$4,062.35
UCC Trust.....	\$75,616.92
<b>TOTAL</b>	<b><u>\$7,423,428.54</u></b>

**INTEREST EARNED FROM INVESTMENTS**

**AVERAGE  
INTEREST RATE**

General Account .....	\$1,554.73	1.36%
NJ Cash Management Fund ~ Current ACC.....	\$20,159.44	6.58%
NJ Cash Management Fund ~ Capital Reserve.....	\$6,589.21	4.95%
NJ Cash Management Fund ~ Maintenance .....	\$1,433.37	4.95%
Payroll.....	\$32.49	1.36%
Agency.....	\$146.52	1.36%
Flexible Spending Account.....	\$3.75	1.36%
UCC Trust.....	\$83.81	1.36%
<b>TOTAL INTEREST FOR June 2023</b>	<b>\$30,003.32</b>	
<b>Amount Previously Reported</b>	<b>\$151,810.60</b>	
<b>TOTAL JULY 1ST TO DATE</b>	<b><u>\$181,813.92</u></b>	

**DETAILED BREAKDOWN NJSA 40A:5-15.2**

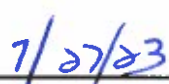
**Certificates of Deposit:**

<u>Date Invested</u>	<u>Bank</u>	<u>Term</u>	<u>Number</u>	<u>Amount</u>	<u>Rate</u>	<u>Matures</u>
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**CERTIFICATION**

I, Daniel J. Fox, Investment Officer of the Waterford Township Board of Education, hereby certify that the above is a true and correct report of the status of investments of the monies held by the Waterford Township Board of Education.

  
\_\_\_\_\_  
Signature Business Administrator

  
\_\_\_\_\_  
Date

**CASH RECEIPTS AND DISBURSEMENTS REPORT**  
**WATERFORD TOWNSHIP BOARD OF EDUCATION**  
**ALL FUNDS**  
**Jun-23**

FUNDS	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCES
<b>GOVERNMENT FUNDS</b>				
1 General Fund [Fund 10]	\$ 2,308,947.06	\$ 1,363,177.39	\$ 3,022,712.53	\$ 649,411.92
1b Capital Reserve [10-116]	\$ 1,614,195.69	\$ 6,589.21	\$ -	\$ 1,620,784.90
1b Maintenance Reserve [10-117]	\$ 351,139.93	\$ 1,433.37	\$ -	\$ 352,573.30
2 Special Revenue [Fund 20]	\$ 230,636.98	\$ 5,507.00	\$ 395,625.63	\$ (159,481.65)
3 Capital Projects [Fund 30]	\$ 3,163,854.31	\$ -	\$ -	\$ 3,163,854.31
1b Internal Services [Fund 71]	\$ 38,201.72	\$ 9,370.93	\$ 46,701.14	\$ 871.51
<b>Total Government Funds [General Acct+CMF+Cap Res+Wells Fargo Accts]</b>	<b>\$ 7,706,975.69</b>	<b>\$ 1,386,077.90</b>	<b>\$ 3,465,039.30</b>	<b>\$ 5,628,014.29</b>
5 Cafeteria Account [Fund 61]	\$ 93,783.88	\$ 88,852.80	\$ 136,695.19	\$ 45,941.49
<b>Total Enterprise Funds [61-64]</b>	<b>\$ 93,783.88</b>	<b>\$ 88,852.80</b>	<b>\$ 136,695.19</b>	<b>\$ 45,941.49</b>
<b>TOTAL GOVERNMENT &amp; ENTERPRISE</b>	<b>\$ 7,800,759.57</b>	<b>\$ 1,474,930.70</b>	<b>\$ 3,601,734.49</b>	<b>\$ 5,673,955.78</b>
<b>TRUST &amp; AGENCY FUNDS</b>				
6a Agency [Fund 90]	\$ 58,783.17	\$ 767,566.53	\$ 673,287.82	\$ 153,061.88
7 Payroll [Fund 91]	\$ 3,500.00		\$ -	\$ 3,500.00
8 Unemployment Trust [Fund 92]	\$ 75,533.11	\$ 83.81	\$ -	\$ 75,616.92
6b Flexible Spending Acct [Fund 93]	\$ 3,470.77	\$ 904.26	\$ 328.90	\$ 4,046.13
9 Student Activity Fund [Fund 95]	\$ 2,685.96	\$ 47.00	\$ 185.54	\$ 2,547.42
<b>Total Trust &amp; Agency Funds</b>	<b>\$ 143,973.01</b>	<b>\$ 768,601.60</b>	<b>\$ 673,802.26</b>	<b>\$ 238,772.35</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 7,944,732.58</b>	<b>\$ 2,243,532.30</b>	<b>\$ 4,275,536.75</b>	<b>\$ 5,912,728.13</b>

Denise Niedoba  
Denise Niedoba, Accountant

7-19-23  
Date

## Transfers by Transfer Number

Waterford BOE

Start date 6/1/2023

End date 6/30/2023

TR#	Transfer Description	Amount	To Account	From Account
2034	06/28/23 :PRINWES >2023-06-28.	599.97	11-000-213-610-00-06-100	11-000-223-580-58-06-100 PD TRAVEL WES
2042	06/29/23 :MNTSECT >2023-06-29.	2,000.00	12-000-400-450-00-28-100	11-000-261-420-00-20-040 REQUIRED MAINTENANCE
2071	06/30/23 :Reallocate substitutes	2,950.00	11-000-213-104-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
		3,662.22	11-000-217-106-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
		80.00	11-000-262-107-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
		11,625.00	11-190-100-106-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
		1,300.00	11-204-100-106-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
		3,275.00	11-212-100-101-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
		1,475.00	11-213-100-101-01-09-000	11-120-100-101-00-09-000 PERMANENT TEACHER SUBS
2103	06/30/23 :Move funds from capital.	2,000.00	11-000-251-610-00-25-000	12-000-400-450-00-28-060 CONSTRUCTION TR
		28,967.19	Report Total	



Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$649,411.92
102-106	Cash Equivalents		\$4,375.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$1,620,784.90
117	Maintenance Reserve Account		\$352,573.30
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$1,746,085.93	
141	Intergovernmental - State	\$1,293,654.19	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____ )	\$0.00	\$3,039,740.12
Loans Receivable:			
131	Interfund	\$22,542.22	
151, 152	Other (Net of estimated uncollectable of \$ _____ )	\$0.00	\$22,542.22
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$27,507,982.00	
302	Less Revenues	(\$27,775,763.05)	(\$267,781.05)
<b>Total assets and resources</b>			<b><u>\$5,421,646.41</u></b>

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$220,566.73
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$8,748.05
<b>Total liabilities</b>		<b>\$229,314.78</b>

Report of the Secretary to the Board of Education  
Waterford BOE

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Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$62,903.90

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$1,585,406.84	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	(\$360,000.00)	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$1,225,406.84
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$756,019.91	
606	Add: Increase in Maintenance Reserve	\$200,250.00	
310	Less: Bud. w/d from Maintenance Reserve	(\$420,000.00)	\$536,269.91
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$30,486,455.83	
602	Less: Expenditures	(\$28,436,636.40)	
	Less: Encumbrances	(\$62,903.90)	(\$28,499,540.30)
	Total appropriated		\$3,811,496.18
	Unappropriated:		
770	Fund balance, July 1		\$1,380,835.45
771	Designated fund balance		\$2,317,764.00
303	Budgeted fund balance		(\$2,317,764.00)
	Total fund balance		\$5,192,331.63
	Total liabilities and fund equity		<u>\$5,421,646.41</u>

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,486,455.83	\$28,499,540.30	\$1,986,915.53
Revenues	(\$27,507,982.00)	(\$27,775,763.05)	\$267,781.05
Subtotal	<u>\$2,978,473.83</u>	<u>\$723,777.25</u>	<u>\$2,254,696.58</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$35,378.06	(\$35,378.06)
Less - Withdrawal from reserve	(\$360,000.00)	(\$360,000.00)	\$0.00
Subtotal	<u>\$2,618,473.83</u>	<u>\$399,155.31</u>	<u>\$2,219,318.52</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,618,473.83</u>	<u>\$399,155.31</u>	<u>\$2,219,318.52</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$200,250.00	(\$403,446.61)	\$603,696.61
Less - Withdrawal from reserve	(\$420,000.00)	(\$420,000.00)	\$0.00
Subtotal	<u>\$2,398,723.83</u>	<u>(\$424,291.30)</u>	<u>\$2,823,015.13</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,398,723.83</u>	<u>(\$424,291.30)</u>	<u>\$2,823,015.13</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,398,723.83</u>	<u>(\$424,291.30)</u>	<u>\$2,823,015.13</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,398,723.83</u>	<u>(\$424,291.30)</u>	<u>\$2,823,015.13</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,398,723.83</u>	<u>(\$424,291.30)</u>	<u>\$2,823,015.13</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,398,723.83</u>	<u>(\$424,291.30)</u>	<u>\$2,823,015.13</u>
Less: Adjustment for prior year	(\$80,959.83)	(\$80,959.83)	\$0.00
Budgeted fund balance	<u>\$2,317,764.00</u>	<u>(\$505,251.13)</u>	<u>\$2,823,015.13</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	15,037,825	0	15,037,825	15,479,067		(441,242)
00520	SUBTOTAL – Revenues from State Sources	12,417,933	0	12,417,933	12,217,933	Under	200,000
00570	SUBTOTAL – Revenues from Federal Sources	52,224	0	52,224	78,763		(26,539)
	Total	27,507,982	0	27,507,982	27,775,763		(267,781)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	5,261	5,261	5,261	0	0
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	4,428,977	(136,642)	4,292,335	4,056,501	0	235,835
10300	Total Special Education - Instruction	1,776,295	87,008	1,863,303	1,739,086	0	124,217
11160	Total Basic Skills/Remedial – Instruct.	832,496	(95,059)	737,437	723,732	0	13,705
17100	Total School-Sponsored Co/Extra Curricul	18,000	(7,000)	11,000	18	0	10,982
20620	Total Summer School	51,525	28,588	80,113	1,840	0	78,273
29180	Total Undistributed Expenditures - Instr	10,936,196	(195,253)	10,740,943	10,521,942	0	219,001
29680	Total Undistributed Expenditures – Atten	116,871	0	116,871	113,902	0	2,969
30620	Total Undistributed Expenditures – Healt	185,738	4,250	189,988	182,373	0	7,615
40580	Total Undistributed Expend – Speech, OT,	366,570	(17,865)	348,705	339,426	0	9,279
41080	Total Undist. Expend. – Other Supp. Serv	421,544	171,477	593,021	529,478	665	62,879
41660	Total Undist. Expend. – Guidance	156,825	1,000	157,825	150,218	0	7,607
42200	Total Undist. Expend. – Child Study Team	415,638	(7,155)	408,483	392,593	0	15,890
43200	Total Undist. Expend. – Improvement of I	399,863	(26,515)	373,348	216,933	0	156,415
43620	Total Undist. Expend. – Edu. Media Serv.	506,495	20,361	526,856	465,042	0	61,814
44180	Total Undist. Expend. – Instructional St	157,105	(19,714)	137,391	62,289	0	75,102
45300	Support Serv. - General Admin	438,688	43,868	482,556	447,893	0	34,663
46160	Support Serv. - School Admin	500,986	49,957	550,943	509,552	0	41,391
47200	Total Undist. Expend. – Central Services	492,825	40,510	533,335	462,039	5,416	65,881
51120	Total Undist. Expend. – Oper. & Maint. O	1,784,422	(7,372)	1,777,050	1,633,842	2,508	140,700
52480	Total Undist. Expend. – Student Transpor	2,076,485	589,745	2,666,230	2,412,303	0	253,927
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,306,428	(37,669)	3,268,759	3,230,512	0	38,247
75880	TOTAL EQUIPMENT	97,900	9,180	107,080	37,843	54,316	14,921
76260	Total Facilities Acquisition and Constr	502,903	0	502,903	187,800	0	315,103
76320	Capital Reserve – Transfer to Capital Pr	500	0	500	0	0	500
84000	Transfer of Funds to Charter Schools	14,221	0	14,221	14,221	0	0
	Total	29,985,496	500,960	30,486,456	28,436,636	62,904	1,986,916

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		14,628,565	0	14,628,565	14,628,565		0
00150	10-1320	Tuition from LEAs Within State		43,510	0	43,510	83,735		(40,225)
00220	10-13[2-4]0	Other Tuition		0	0	0	0		0
00250	10-14[2-4]0	Transportation Fees from Other LEAs		15,000	0	15,000	20,477		(5,477)
00300	10-1__	Unrestricted Miscellaneous Revenues		350,000	0	350,000	694,359		(344,359)
00330	10-1__	Interest Earned on Maintenance Reserve		250	0	250	16,553		(16,303)
00340	10-1__	Interest Earned on Capital Reserve Funds		500	0	500	35,378		(34,878)
00410	10-3116	School Choice Aid		357,072	0	357,072	357,072	Under	0
00420	10-3121	Categorical Transportation Aid		632,435	0	632,435	632,435		0
00430	10-3131	Extraordinary Aid		200,000	0	200,000	0	Under	200,000
00440	10-3132	Categorical Special Education Aid		1,058,579	0	1,058,579	1,058,579	Under	0
00460	10-3176	Equalization Aid		9,969,582	0	9,969,582	9,969,582		(0)
00470	10-3177	Categorical Security Aid		200,265	0	200,265	200,265		0
00500	10-3__	Other State Aids		0	0	0	0		0
00540	10-4200	Medicaid Reimbursement		52,224	0	52,224	78,763		(26,539)
Total				27,507,982	0	27,507,982	27,775,763		(267,781)

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				0	5,261	5,261	5,261	0	0
02060	11-105-100-936	Local Contribution – Transfer to Special		135,980	81,588	217,568	217,568	0	0
02080	11-110-__-101	Kindergarten – Salaries of Teachers		444,823	23,328	468,151	466,347	0	1,804
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		2,592,271	(184,433)	2,407,838	2,360,184	0	47,654
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		537,237	(11,838)	525,399	522,849	0	2,550
02500	11-150-100-101	Salaries of Teachers		1,750	3,950	5,700	5,063	0	638
02540	11-150-100-320	Purchased Professional – Educational Ser		3,500	6,550	10,050	10,050	0	0
03000	11-190-1__-106	Other Salaries for Instruction		385,185	(57,204)	327,981	263,722	0	64,259
03020	11-190-1__-320	Purchased Professional – Educational Ser		44,070	(13,139)	30,931	22,530	0	8,401
03040	11-190-1__-340	Purchased Technical Services		8,000	12,000	20,000	18,933	0	1,067
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		21,000	(269)	20,731	20,258	0	472
03080	11-190-1__-610	General Supplies		239,311	4,266	243,577	144,089	0	99,487
03100	11-190-1__-640	Textbooks		1,000	0	1,000	0	0	1,000
03120	11-190-1__-8__	Other Objects		14,850	(1,440)	13,410	4,908	0	8,502
04500	11-204-100-101	Salaries of Teachers		261,443	16,347	277,790	256,832	0	20,958
04520	11-204-100-106	Other Salaries for Instruction		61,826	(6,142)	55,684	3,061	0	52,623
04600	11-204-100-610	General Supplies		1,050	1,550	2,600	1,877	0	723
06000	11-209-100-101	Salaries of Teachers		184,739	(184,739)	0	0	0	0
06020	11-209-100-106	Other Salaries for Instruction		600	(600)	0	0	0	0
06100	11-209-100-610	General Supplies		2,500	(2,500)	0	0	0	0
06500	11-212-100-101	Salaries of Teachers		0	100,277	100,277	96,913	0	3,364
06520	11-212-100-106	Other Salaries for Instruction		0	600	600	0	0	600
06600	11-212-100-610	General Supplies		0	212	212	0	0	212
07000	11-213-100-101	Salaries of Teachers		1,086,362	229,705	1,316,067	1,280,042	0	36,025

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
07020	11-213-100-106	Other Salaries for Instruction	53,490	(44,465)	9,025	3,348	0	5,677
07100	11-213-100-610	General Supplies	22,300	(167)	22,133	20,607	0	1,526
08500	11-216-100-101	Salaries of Teachers	61,315	2,567	63,882	62,343	0	1,539
08520	11-216-100-106	Other Salaries for Instruction	19,170	(18,870)	300	0	0	300
08600	11-216-100-6__	General Supplies	2,500	(700)	1,800	1,131	0	669
09260	11-219-100-101	Salaries of Teachers	4,000	2,413	6,413	6,413	0	0
09300	11-219-100-320	Purchased Professional-Educational Servi	15,000	(8,481)	6,519	6,519	0	0
11000	11-230-100-101	Salaries of Teachers	810,096	(93,557)	716,539	713,329	0	3,210
11060	11-230-100-340	Purchased Technical Services	15,600	0	15,600	8,970	0	6,630
11100	11-230-100-610	General Supplies	6,800	(1,502)	5,298	1,433	0	3,865
17000	11-401-100-1__	Salaries	18,000	(7,000)	11,000	18	0	10,982
20000	11-422-100-101	Salaries of Teachers	23,625	1,500	25,125	1,071	0	24,054
20020	11-422-100-106	Other Salaries of Instruction	11,125	0	11,125	0	0	11,125
20080	11-422-100-3__	Purchased Professional & Technical Servi	0	800	800	0	0	800
20500	11-422-200-1__	Salaries	10,425	0	10,425	675	0	9,750
20520	11-422-200-3__	Purchased Professional and Technical Ser	5,850	(5,000)	850	0	0	850
20540	11-422-200-[4-5]	Purchased Services (400-500 series)	0	31,588	31,588	0	0	31,588
20560	11-422-200-6__	Supplies and Materials	500	(300)	200	94	0	106
29000	11-000-100-561	Tuition to Other LEAs within the State -	7,698,997	0	7,698,997	7,698,997	0	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	996,120	(19,900)	976,220	976,179	0	41
29040	11-000-100-563	Tuition to County Voc. School District-R	117,029	0	117,029	117,029	0	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	162,770	101,333	264,103	195,646	0	68,457
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,961,280	(276,686)	1,684,594	1,534,091	0	150,503
29500	11-000-211-1__	Salaries	92,871	0	92,871	91,545	0	1,326
29600	11-000-211-3__	Purchased Professional and Technical Ser	23,000	0	23,000	22,237	0	763
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	500	0	500	71	0	429
29640	11-000-211-6__	Supplies and Materials	500	0	500	50	0	450
30500	11-000-213-1__	Salaries	165,038	3,950	168,988	167,579	0	1,409
30540	11-000-213-3__	Purchased Professional and Technical Ser	17,850	(1,500)	16,350	11,549	0	4,801
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series	250	0	250	0	0	250
30580	11-000-213-6__	Supplies and Materials	2,600	1,800	4,400	3,245	0	1,155
40500	11-000-216-1__	Salaries	195,840	2,135	197,975	197,880	0	94
40520	11-000-216-320	Purchased Professional - Educational Ser	168,830	(20,600)	148,230	139,748	0	8,483
40540	11-000-216-6__	Supplies and Materials	1,500	0	1,500	1,240	0	260
40560	11-000-216-8__	Other Objects	400	600	1,000	558	0	442
41000	11-000-217-1__	Salaries	336,544	123,857	460,401	433,303	0	27,099
41020	11-000-217-320	Purchased Professional - Educational Ser	83,000	48,500	131,500	95,734	0	35,766
41040	11-000-217-6__	Supplies and Materials	2,000	(880)	1,120	441	665	14
41500	11-000-218-104	Salaries of Other Professional Staff	147,475	3,000	150,475	146,389	0	4,086
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	2,500	(2,000)	500	316	0	184
41580	11-000-218-390	Other Purchased Professional & Technical	3,000	0	3,000	1,465	0	1,535

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	50	0	50	0	0	50
41620	11-000-218-6__	Supplies and Materials	3,800	0	3,800	2,048	0	1,752
42000	11-000-219-104	Salaries of Other Professional Staff	326,215	1,195	327,410	321,433	0	5,977
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	46,673	0	46,673	46,673	0	0
42080	11-000-219-390	Other Purchased Professional & Technical	30,000	(5,950)	24,050	16,305	0	7,745
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	6,920	(2,000)	4,920	3,658	0	1,262
42160	11-000-219-6__	Supplies and Materials	4,830	(450)	4,380	3,483	0	897
42180	11-000-219-8__	Other Objects	1,000	50	1,050	1,040	0	10
43000	11-000-221-102	Salaries of Supervisor of Instruction	107,040	0	107,040	107,040	0	0
43020	11-000-221-104	Salaries of Other Professional Staff	74,328	7,525	81,853	12,362	0	69,491
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	74,805	5,310	80,115	69,868	0	10,247
43080	11-000-221-176	Salaries of Facilitators, Math & Literac	82,625	(40,000)	42,625	0	0	42,625
43100	11-000-221-320	Purchased Prof. – Educational Services	31,900	0	31,900	19,730	0	12,170
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	18,900	0	18,900	0	0	18,900
43160	11-000-221-6__	Supplies and Materials	6,100	300	6,400	4,988	0	1,412
43180	11-000-221-8__	Other Objects	4,165	350	4,515	2,945	0	1,570
43500	11-000-222-1__	Salaries	176,404	18,511	194,915	146,783	0	48,132
43520	11-000-222-177	Salaries of Technology Coordinators	108,461	1	108,462	108,461	0	1
43540	11-000-222-3__	Purchased Professional and Technical Ser	169,680	(7,146)	162,534	161,515	0	1,019
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	1,000	300	1,300	300	0	1,000
43580	11-000-222-6__	Supplies and Materials	50,950	8,695	59,645	47,982	0	11,663
44020	11-000-223-104	Salaries of Other Professional Staff	15,950	3,750	19,700	3,072	0	16,628
44040	11-000-223-105	Salaries of Secretarial & Clerical Assis	23,205	1,741	24,946	24,946	0	0
44060	11-000-223-110	Other Salaries	25,950	(750)	25,200	6,900	0	18,300
44080	11-000-223-320	Purchased Professional – Educational Ser	68,800	(26,350)	42,450	21,768	0	20,682
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	21,450	1,995	23,445	5,603	0	17,842
44140	11-000-223-6__	Supplies and Materials	1,650	(100)	1,550	0	0	1,550
44160	11-000-223-8__	Other Objects	100	0	100	0	0	100
45000	11-000-230-1__	Salaries	223,438	(2,651)	220,787	197,381	0	23,406
45035	11-000-230-199	Unused Vac Pay to Term/Retired Staff	0	18,565	18,565	18,563	0	2
45040	11-000-230-331	Legal Services	60,500	(10,991)	49,509	39,170	0	10,339
45060	11-000-230-332	Audit Fees	29,000	5,375	34,375	34,375	0	0
45080	11-000-230-334	Architectural/Engineering Services	15,000	(1,395)	13,605	13,600	0	5
45100	11-000-230-339	Other Purchased Professional Services	15,175	854	16,029	16,029	0	0
45120	11-000-230-340	Purchased Technical Services	2,000	1,250	3,250	3,120	0	131
45140	11-000-230-530	Communications/Telephone	36,400	21,042	57,442	57,404	0	38
45160	11-000-230-585	BOE Other Purchased Services	900	1,300	2,200	2,200	0	0
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	37,550	2,472	40,022	39,451	0	571
45200	11-000-230-610	General Supplies	2,500	5,445	7,945	7,824	0	121
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	2,500	(625)	1,875	1,842	0	33
45260	11-000-230-890	Miscellaneous Expenditures	1,000	3,922	4,922	4,907	0	15



Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45280	11-000-230-895	BOE Membership Dues and Fees	12,725	(695)	12,030	12,026	0	4
46000	11-000-240-103	Salaries of Principals/Assistant Princip	280,519	(12,126)	268,393	263,603	0	4,790
46020	11-000-240-104	Salaries of Other Professional Staff	12,600	46,001	58,601	58,518	0	82
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	179,172	16,872	196,044	164,392	0	31,652
46080	11-000-240-3__	Purchased Professional and Technical Ser	200	0	200	0	0	200
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	16,600	(240)	16,360	14,715	0	1,645
46120	11-000-240-6__	Supplies and Materials	7,265	(250)	7,015	5,216	0	1,799
46140	11-000-240-8__	Other Objects	4,630	(300)	4,330	3,107	0	1,223
47000	11-000-251-1__	Salaries	381,762	9,320	391,082	373,602	0	17,480
47040	11-000-251-340	Purchased Technical Services	54,250	43,340	97,590	49,881	4,000	43,709
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	26,225	(1,050)	25,175	23,180	0	1,995
47100	11-000-251-6__	Supplies and Materials	4,025	4,500	8,525	4,542	1,416	2,567
47140	11-000-251-832	Interest on Lease Purchase Agreements	24,463	(16,100)	8,363	8,281	0	83
47180	11-000-251-890	Other Objects	2,100	500	2,600	2,554	0	46
48500	11-000-261-1__	Salaries	73,368	5,504	78,872	78,871	0	1
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	331,028	7,638	338,666	240,124	2,165	96,377
48540	11-000-261-610	General Supplies	15,912	(15,000)	912	0	0	912
49000	11-000-262-1__	Salaries	407,822	(25,541)	382,281	377,789	0	4,492
49020	11-000-262-107	Salaries of Non-Instructional Aides	95,091	32,102	127,193	124,126	0	3,067
49040	11-000-262-3__	Purchased Professional and Technical Ser	28,640	(23,290)	5,350	5,348	0	2
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	70,988	(1,879)	69,109	64,769	0	4,340
49080	11-000-262-441	Rental of Land & Bldg. Oth. Than Lease P	7,883	1,940	9,823	9,654	0	169
49120	11-000-262-490	Other Purchased Property Services	21,846	0	21,846	18,197	0	3,649
49140	11-000-262-520	Insurance	67,500	1,588	69,088	68,545	0	543
49160	11-000-262-590	Miscellaneous Purchased Services	3,182	761	3,943	3,943	0	0
49180	11-000-262-610	General Supplies	80,355	13,210	93,565	91,315	343	1,907
49200	11-000-262-621	Energy (Natural Gas)	68,848	26,100	94,948	93,000	0	1,948
49220	11-000-262-622	Energy (Electricity)	295,344	27,935	323,279	323,207	0	72
49260	11-000-262-626	Energy (Gasoline)	2,904	0	2,904	330	0	2,574
49280	11-000-262-8__	Other Objects	1,590	(1,180)	410	410	0	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	44,552	(27,935)	16,617	7,975	0	8,642
50060	11-000-263-610	General Supplies	2,225	(1,000)	1,225	0	0	1,225
51020	11-000-266-3__	Purchased Professional and Technical Ser	137,250	(20,000)	117,250	109,890	0	7,360
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	15,912	(15,825)	87	0	0	87
51060	11-000-266-610	General Supplies	12,182	7,500	19,682	16,348	0	3,334
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -	96,810	21,280	118,090	87,061	0	31,029
52085	11-000-270-199	Unused Vac Pay to Term/Retired Staff	0	4,416	4,416	4,416	0	0
52100	11-000-270-350	Management Fee - ESC & CTSA Trans. Prog	45,000	0	45,000	32,572	0	12,428
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	6,000	0	6,000	5,500	0	500
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	175	0	175	96	0	79
52200	11-000-270-503	Contract Serv.-Aid in Lieu Pymts-Non-Pub	80,000	(4,130)	75,870	62,398	0	13,472

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52220	11-000-270-504	Contract Serv--Aid in Lieu Pymts--Charter	1,200	0	1,200	1,022	0	178
52240	11-000-270-505	Contract Serv--Aid in Lieu Pymts--Choice S	7,625	4,130	11,755	11,753	0	2
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	850,000	572,579	1,422,579	1,382,103	0	40,476
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	33,400	997	34,397	28,367	0	6,030
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	9,500	(8,880)	620	0	0	620
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	224,750	202,344	427,094	293,158	0	133,936
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	5,000	62,575	67,575	65,050	0	2,525
52360	11-000-270-517	Contract Serv. (Reg. Students) - ESCs &	91,000	(49,810)	41,190	38,419	0	2,771
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) - ESC	620,000	(215,756)	404,244	397,437	0	6,807
52400	11-000-270-593	Misc. Purchased Services - Transportatio	4,100	0	4,100	1,774	0	2,326
52420	11-000-270-610	General Supplies	1,750	(125)	1,625	1,176	0	449
52460	11-000-270-8__	Other objects	175	125	300	0	0	300
53020	11-1__-100-220	Social Security Contribution	28,575	10,185	38,760	36,484	0	2,277
53060	11-1__-100-241	Other Retirement Contributions - PERS	29,900	(4,729)	25,171	25,171	0	0
53120	11-1__-100-249	Other Retirement Contribution - Regular	6,760	4,006	10,766	10,766	0	0
53180	11-1__-100-270	Health Benefits	1,240,483	(238,872)	1,001,611	998,898	0	2,713
53200	11-1__-100-280	Tuition Reimbursement	20,000	(5,000)	15,000	10,039	0	4,961
53220	11-1__-100-290	Other Employee Benefits	0	66,510	66,510	66,506	0	4
54020	11-2__-100-220	Social Security Contributions	12,503	(6,742)	5,761	5,761	0	0
54120	11-2__-100-249	Other Retirement Contribution - Regular	2,180	(657)	1,523	1,523	0	0
54180	11-2__-100-270	Health Benefits	643,481	(27,232)	616,249	614,076	0	2,174
54220	11-2__-100-290	Other Employee Benefits	0	34,529	34,529	34,525	0	4
54225	11-2__-100-299	Unused Sick Pay to Term/Retired Staff	15,000	(15,000)	0	0	0	0
56020	11-4__-100-220	Social Security Contributions	6,197	(4,676)	1,521	1,521	0	0
59020	11-000-211-220	Social Security Contributions	1,462	946	2,408	2,408	0	0
59180	11-000-211-270	Health Benefits	11,091	(10,184)	907	906	0	0
59220	11-000-211-290	Other Employee Benefits	0	5,341	5,341	5,335	0	6
59520	11-000-213-220	Social Security Contributions	574	18	592	592	0	0
59680	11-000-213-270	Health Benefits	85,879	1,601	87,480	86,955	0	525
60020	11-000-216-220	Social Security Contributions	2,806	260	3,066	3,064	0	2
60120	11-000-216-249	Other Retirement Contributions - Regular	2,600	(214)	2,386	2,057	0	329
60180	11-000-216-270	Health Benefits	32,330	(360)	31,970	31,970	0	0
60520	11-000-217-220	Social Security Contributions	20,477	15,654	36,131	36,131	0	0
60560	11-000-217-241	Other Retirement Contributions - PERS	3,800	8,707	12,507	12,507	0	0
60620	11-000-217-249	Other Retirement Contributions - Regular	6,240	5,202	11,442	11,404	0	37
60668	11-000-217-270	Health Benefits	46,684	(21,767)	24,917	24,906	0	11
60720	11-000-217-290	Other Employee Benefits	0	40,365	40,365	40,363	0	2
60725	11-000-217-299	Unused Sick Pay to Term/Retired Staff	0	260	260	260	0	0
61020	11-000-218-220	Social Security Contributions	206	48	254	254	0	0
61180	11-000-218-270	Health Benefits	40,588	(149)	40,439	40,439	0	0
61500	11-000-219-210	Group Insurance	2,000	0	2,000	1,716	0	284

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
61520	11-000-219-220	Social Security Contributions	4,657	(81)	4,576	4,576	0	0
61560	11-000-219-241	Other Retirement Contributions - PERS	7,020	684	7,704	7,704	0	0
61680	11-000-219-270	Health Benefits	64,865	(6,300)	58,565	58,565	0	0
61720	11-000-219-290	Other Employee Benefits	0	5,675	5,675	5,084	0	591
62500	11-000-221-210	Group Insurance	2,000	0	2,000	1,647	0	353
62520	11-000-221-220	Social Security Contributions	10,024	(3,124)	6,900	6,900	0	0
62560	11-000-221-241	Other Retirement Contributions - PERS	17,375	3,212	20,587	20,587	0	0
62680	11-000-221-270	Health Benefits	31,820	(8,233)	23,587	23,587	0	0
62700	11-000-221-280	Tuition Reimbursement	4,000	(4,000)	0	0	0	0
62720	11-000-221-290	Other Employee Benefits	0	4,250	4,250	4,250	0	0
63020	11-000-222-220	Social Security Contributions	17,723	1,900	19,623	19,623	0	0
63060	11-000-222-241	Other Retirement Contributions - PERS	36,353	3,696	40,049	40,049	0	0
63120	11-000-222-249	Other Retirement Contributions - Regular	1,248	(1,248)	0	0	0	0
63180	11-000-222-270	Health Benefits	30,910	(11,003)	19,907	19,907	0	0
63220	11-000-222-290	Other Employee Benefits	0	10,130	10,130	10,127	0	3
63225	11-000-222-299	Unused Sick Pay to Term/Retired Staff	0	9,946	9,946	9,946	0	0
63520	11-000-223-220	Social Security Contributions	6,339	(3,626)	2,713	2,713	0	0
63680	11-000-223-270	Health Benefits	7,920	(1,587)	6,333	6,299	0	34
64500	11-000-230-210	Group Insurance	1,500	0	1,500	1,078	0	422
64520	11-000-230-220	Social Security Contributions	1,109	5,471	6,580	5,475	0	1,105
64680	11-000-230-270	Health Benefits	14,905	35,638	50,543	50,543	0	0
64720	11-000-230-290	Other Employee Benefits	0	4,610	4,610	4,607	0	4
64725	11-000-230-299	Unused Sick Pay to Term/Retired Staff	0	12,615	12,615	12,614	0	1
65500	11-000-240-210	Group Insurance	4,650	(264)	4,386	2,142	0	2,244
65520	11-000-240-220	Social Security Contributions	11,514	5,264	16,778	15,128	0	1,650
65560	11-000-240-241	Other Retirement Contributions - PERS	32,077	5,108	37,185	37,185	0	0
65620	11-000-240-249	Other Retirement Contributions - Regular	894	(590)	304	115	0	189
65680	11-000-240-270	Health Benefits	138,513	(15,353)	123,160	123,160	0	0
65720	11-000-240-290	Other Employee Benefits	0	14,766	14,766	14,765	0	1
66500	11-000-251-210	Group Insurance	1,750	0	1,750	0	0	1,750
66520	11-000-251-220	Social Security Contributions	8,588	16,254	24,842	16,894	0	7,948
66560	11-000-251-241	Other Retirement Contributions - PERS	28,135	4,322	32,457	32,457	0	0
66620	11-000-251-249	Other Retirement Contributions - Regular	3,800	(3,281)	519	519	0	0
66680	11-000-251-270	Health Benefits	150,096	(6,683)	143,413	143,413	0	0
66720	11-000-251-290	Other Employee Benefits	0	7,720	7,720	7,681	0	39
68305	11-000-261-220	Social Security Contributions	4,911	1,794	6,705	6,305	0	400
68345	11-000-261-270	Health Benefits	7,091	678	7,769	7,741	0	29
68405	11-000-262-220	Social Security Contributions	37,694	1,113	38,807	38,807	0	0
68415	11-000-262-241	Other Retirement Contributions - PERS	68,250	4,498	72,748	72,748	0	0
68430	11-000-262-249	Other Retirement Contributions - Regular	1,040	2,735	3,775	3,711	0	64
68445	11-000-262-270	Health Benefits	99,700	(38,127)	61,573	61,573	0	0

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
68455	11-000-262-290	Other Employee Benefits		0	13,476	13,476	13,476	0	0
69020	11-000-270-220	Social Security Contributions		5,475	2,990	8,465	7,834	0	631
69060	11-000-270-241	Other Retirement Contributions - PERS		13,900	2,884	16,784	16,784	0	0
69180	11-000-270-270	Health Benefits		40,526	(6,381)	34,145	27,279	0	6,866
69220	11-000-270-290	Other Employee Benefits		0	5,675	5,675	5,661	0	14
71020	11-000-291-220	Social Security Contributions		0	2,568	2,568	2,568	0	0
71140	11-000-291-250	Unemployment Compensation		5,000	(4,300)	700	283	0	417
71160	11-000-291-260	Workmen's Compensation		115,000	6,208	121,208	121,207	0	1
71220	11-000-291-290	Other Employee Benefits		6,240	12,231	18,471	18,309	0	162
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff		0	10,352	10,352	10,352	0	0
73020	12-110-100-73_	Kindergarten		0	6,275	6,275	6,270	0	5
73040	12-120-100-73_	Grades 1-5		52,000	(6,275)	45,725	31,429	0	14,296
75560	12-000-21_-73_	Undist. Expend. - Supp Serv. - Related &		5,900	(5,820)	80	0	0	80
75700	12-000-261-73_	Undist. Expend. -Required Maint. For Sch		40,000	15,000	55,000	145	54,316	540
76080	12-000-400-450	Construction Services		360,000	0	360,000	119,898	0	240,102
76140	12-000-400-721	Lease Purchase Agreements - Principal		139,572	0	139,572	64,571	0	75,001
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi		3,331	0	3,331	3,331	0	0
76320	12-000-400-931	Capital Reserve - Transfer to Capital Pr		500	0	500	0	0	500
84000	10-000-100-56_	Transfer of Funds to Charter Schools		14,221	0	14,221	14,221	0	0
Total				29,985,496	500,960	30,486,456	28,436,636	62,904	1,986,916

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Assets and Resources

**Assets:**

101	Cash in bank		(\$159,481.65) /
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax Levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$223,409.40	
142	Intergovernmental - Federal	\$49,402.73	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$4,350.00	\$277,162.13
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$5,310,538.86	
302	Less Revenues	(\$4,282,602.16)	\$1,027,936.70

**Total assets and resources**

**\$1,145,617.18**

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash Overdraft	(\$159,481.65)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$17,113.11
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$90,454.54
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$107,567.65</b>

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$278,605.39
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$5,310,538.86
602	Less: Expenditures (\$4,272,489.33)	
	Less: Encumbrances (\$278,605.39)	(\$4,551,094.72)
	Total appropriated	\$1,038,049.53
Unappropriated:		
770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$1,038,049.53
	Total liabilities and fund equity	<u>\$1,145,617.18</u>

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$5,310,538.86	\$4,551,094.72	\$759,444.14
Revenues	(\$5,310,538.86)	(\$4,282,602.16)	(\$1,027,936.70)
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$268,492.56</u>	<u>(\$268,492.56)</u>

Prepared and submitted by :

  
Board Secretary

7/27/23  
Date



Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	28,296	1,342	29,638	24,346	Under	5,292
00770	Total Revenues from State Sources	2,269,883	(40,000)	2,229,883	2,308,455		(78,572)
00830	Total Revenues from Federal Sources	2,166,438	700,427	2,866,864	1,727,830	Under	1,139,034
0083A	Other	135,980	0	135,980	217,568		(81,588)
88740	Total Federal Projects	48,174	0	48,174	0	Under	48,174
Total		4,648,771	661,768	5,310,539	4,278,199		1,032,340
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
00745	Total Revenues from Local Sources	5,000	(200)	4,800	3,966	0	834
84100	Local Projects	22,488	1,542	24,030	20,886	0	3,143
84200	Student Activity Fund	1,000	0	1,000	0	0	1,000
85120	Total Instruction	1,166,153	50,586	1,216,739	1,081,324	38,017	97,398
86380	Total Support Services	1,201,735	(90,586)	1,111,149	1,024,318	0	86,831
88136	SDA Emergent Needs & Capital Maint.	37,783	0	37,783	16,591	21,192	0
88740	Total Federal Projects	2,214,611	700,427	2,915,038	2,125,404	219,397	570,237
Total		4,648,771	661,768	5,310,539	4,272,489	278,605	759,444

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue		1,000	0	1,000	0	Under	1,000
00740	20-1	Other Revenue from Local Sources		27,296	1,342	28,638	24,346	Under	4,292
00755	20-3218	Preschool Education Aid – Prior Year Car		219,404	(40,000)	179,404	235,817		(56,413)
00760	20-3218	Preschool Education Aid		2,012,504	0	2,012,504	2,012,504		(0)
00761	20-3257	SDA Emergent Needs & Capital Maint.		37,783	0	37,783	21,192	Under	16,591
00765	20-32	Other Restricted Entitlements		192	0	192	38,942		(38,750)
00775	20-441[1-6]	Title I		245,851	64,338	310,189	138,453	Under	171,736
00780	20-445[1-5]	Title II		47,918	0	47,918	39,329	Under	8,589
00790	20-447[1-4]	Title IV		15,444	0	15,444	15,444		0
00803	20-4409	ARP - IDEA Preschool		383	0	383	383		0
00804	20-4419	ARP - IDEA Basic		8,559	0	8,559	8,559		0
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		258,457	0	258,457	233,531	Under	24,926
00806	20-4541	ARP ESSER Accel. Learning Coaching Supt		127,654	0	127,654	73,329	Under	54,325
00807	20-4542	ARP ESSER Evidence Based Summer Enrich		38,887	0	38,887	28,083	Under	10,804
00808	20-4543	ARP ESSER Evidence Based Bynd Sch Day		40,000	0	40,000	0	Under	40,000
00809	20-4544	ARP ESSER NJTSS Mental Health Support		43,027	0	43,027	39,638	Under	3,389
00814	20-4540	ARP - ESSER		1,126,513	442,088	1,568,600	773,984	Under	794,616
00816	20-4530	CARES Act Education Stabilization Fund		0	0	0	6,980		(6,980)
00823	20-4534	CRRSA Act - ESSER II		33,797	194,001	227,798	269,440		(41,643)
00824	20-4535	CRRSA Act - Learning Acceleration Grant		34,448	0	34,448	32,793	Under	1,655
00827	20-4537	ACSERS - Special Education		145,500	0	145,500	67,884	Under	77,616
00835	20-5200	Transfers from Operating Budget – Presch		135,980	0	135,980	217,568		(81,588)
88700	20- - - -	Other		48,174	0	48,174	0	Under	48,174
Total				4,648,771	661,768	5,310,539	4,278,199		1,032,340

Expenditures:

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
00740	20-1	Other Revenue from Local Sources		5,000	(200)	4,800	3,966	0	834
84100	20- - - -	Local Projects		22,488	1,542	24,030	20,886	0	3,143
84200	20-475- - - -	Student Activity Fund		1,000	0	1,000	0	0	1,000
85000	20-218-100-101	Salaries of Teachers		761,868	11,027	772,895	722,134	0	50,761
85020	20-218-100-106	Other Salaries for Instruction		356,285	(1,602)	354,683	328,936	0	25,747
85030	20-218-100-321	Purch Prof-Ed Services		13,000	0	13,000	6,632	0	6,368
85080	20-218-100-6	General Supplies		20,000	41,161	61,161	20,439	38,017	2,706
85100	20-218-100-8	Other Objects		15,000	0	15,000	3,184	0	11,816
86000	20-218-200-102	Salaries of Supervisors of Instruction		18,890	0	18,890	18,889	0	1
86020	20-218-200-103	Salaries of Program Directors		61,472	0	61,472	61,472	0	0
86040	20-218-200-104	Salaries of Other Professional Staff		163,136	(58,500)	104,636	102,649	0	1,987
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant		40,270	500	40,770	40,743	0	27
86080	20-218-200-110	Other Salaries		9,400	2,500	11,900	11,120	0	780
86100	20-218-200-173	Salaries of Community Parent Involvement		30,346	0	30,346	30,346	0	0
86120	20-218-200-176	Salaries of Master Teachers		94,257	0	94,257	92,005	0	2,252
86140	20-218-200-200	Personnel Services – Employee Benefits		426,243	14,225	440,468	405,251	0	35,217

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
86200	20-218-200-329	Purchased Professional – Educational Ser	15,000	18,500	33,500	28,910	0	4,590
86280	20-218-200-511	Contr. Trans. Serv. (Bet. Home & Sch)	17,867	59,300	77,167	77,142	0	25
86300	20-218-200-516	Contr. Trans. Serv. (Field Trips)	2,517	0	2,517	2,100	0	417
86320	20-218-200-580	Travel	500	0	500	350	0	150
86340	20-218-200-6__	Supplies and Materials	25,500	(8,500)	17,000	6,731	0	10,269
86360	20-218-200-8__	Other Objects	296,337	(118,611)	177,726	146,609	0	31,117
88136	20-492-__-__	SDA Emergent Needs & Capital Maint.	37,783	0	37,783	16,591	21,192	0
88500	20-__-__-__	Title I	245,851	64,338	310,189	222,809	68,296	19,084
88520	20-__-__-__	Title II	47,918	0	47,918	41,426	0	6,492
88560	20-__-__-__	Title IV	15,444	0	15,444	15,444	0	0
88620	20-__-__-__	I.D.E.A. Part B (Handicapped)	258,457	0	258,457	258,457	0	0
88641	20-223-__-__	ARP-IDEA Basic Grant Program	8,559	0	8,559	8,559	0	0
88642	20-224-__-__	ARP-IDEA Preschool Grant Program	383	0	383	383	0	0
88700	20-__-__-__	Other	48,174	0	48,174	48,174	0	0
88709	20-483-__-__	CRRSA Act - ESSER II Grant Program	33,797	194,001	227,798	227,798	0	0
88710	20-484-__-__	CRRSA Act - Learning Acceleration Grant	34,448	0	34,448	32,793	0	1,655
88712	20-486-__-__	ACSERS - Special Education	145,500	0	145,500	141,772	0	3,728
88713	20-487-__-__	ARP-ESSER Grant Program	1,126,513	442,088	1,568,600	940,288	132,355	495,958
88714	20-488-__-__	ARP ESSER Accel. Learning Coaching Supt	127,654	0	127,654	99,963	18,746	8,945
88715	20-489-__-__	ARP ESSER Evidence Based Summer Enric	38,887	0	38,887	31,473	0	7,414
88716	20-490-__-__	ARP ESSER Evidence Based Bynd Sch Day	40,000	0	40,000	13,439	0	26,561
88717	20-491-__-__	ARP ESSER NJTSS Mental Health Support	43,027	0	43,027	42,626	0	400
Total			4,648,771	661,768	5,310,539	4,272,489	278,605	759,444

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$3,163,854.31
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
<b>Total assets and resources</b>			<b><u>\$3,163,854.31</u></b>

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$1,746,085.93
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$1,746,085.93

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$28,053.38

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$1,417,768.38	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$1,417,768.38
	Total appropriated		\$1,445,821.76
	Unappropriated:		
770	Fund balance, July 1		\$1,389,715.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,417,768.38)
	Total fund balance		\$1,417,768.38
	Total liabilities and fund equity		<u>\$3,163,854.31</u>

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,417,768.38	\$0.00	\$1,417,768.38
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,417,768.38</u>	<u>\$0.00</u>	<u>\$1,417,768.38</u>

Prepared and submitted by :

  
Board Secretary

7/27/23  
Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	1,389,715	28,053	1,417,768	0	0	1,417,768
Total		1,389,715	28,053	1,417,768	0	0	1,417,768



Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	23,825	28,053	51,878	0	0	51,878
89080	30-000-4__-45_ Construction Services	1,365,890	0	1,365,890	0	0	1,365,890
Total		1,389,715	28,053	1,417,768	0	0	1,417,768

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# STUDENT ACTIVITY REPORT as of June 30, 2023

Account #	Account Description	Advisor Name	Opening Balance 7/1/2022	Deposits	Withdrawals	Ending Balance 6/30/2023
95-499-BA	Book Fines ~ Atco	Meredith Vitarelli	\$167.62	\$319.56	\$167.62	\$319.56
95-499-FA	School Fund Rasiers ~ Atco	Gabrielle Holwell	\$12.93	\$0.00	\$0.00	\$12.93
95-499-AT	Field Day ~ Atco	Shaun Laurito	\$78.00	\$0.00	\$0.00	\$78.00
95-499-BT	Book Fines ~ TR	Meredith Vitarelli	\$86.05	\$67.65	\$0.00	\$153.70
95-499-FT	School Fund Rasiers ~ TR	Gabrielle Holwell	\$128.33	\$0.00	\$0.00	\$128.33
95-499-TR	Field Day ~ TR	Shaun Laurito	\$0.00	\$0.00	\$0.00	\$0.00
95-499-6	6th Grade Projects	Meaghan Knoll	\$0.00	\$0.00	\$0.00	\$0.00
95-499-SC	WES Student Council	Meaghan Knoll	\$143.30	\$0.00	\$47.94	\$95.36
95-499-WE	Field Day ~ WES	Meaghan Knoll	\$500.60	\$0.00	\$489.00	\$11.60
95-499-BW	Book Fines ~ WES	Liz Seth	\$82.00	\$50.00	\$0.00	\$132.00
95-499-C	Community Relief Fund	Erica Ravenkamp	\$302.65	\$0.00	\$0.00	\$302.65
95-499-FW	School Fund Raisers ~ WES	Ryan Ciavaglia	\$80.82	\$0.00	\$50.00	\$30.82
95-499-WM	Wildcat Mentor Program	Ryan Ciavaglia	\$78.97	\$0.00	\$50.00	\$28.97
95-499-FD	Funds Raised to be Donated	Carley Marsh	\$0.00	\$0.00	\$0.00	\$0.00
95-499-HS	Home & School	Christina Leach	\$0.00	\$37.60	\$37.60	\$0.00
95-499-B	WES Beautification	Kate Ginzberg	\$198.00	\$0.00	\$198.00	\$0.00
95-499-TH	Theater Arts		\$818.50	\$0.00	\$0.00	\$818.50
95-499-ST	Staff Activity Account	Mike Nolan	\$0.00	\$435.00	\$0.00	\$435.00
95-101	Cash ~ Student Activity Account		\$2,677.77	\$909.81	\$1,040.16	\$2,547.42

## Financial Statement for: ALL SCHOOLS

FOR PERIOD: 06/01/23 THRU 06/30/23

FOR PERIOD: 06/26/22 THRU 06/30/23

## INCOME - LUNCH

MONTH  
Serving Days: 12YEAR  
Serving Days: 181

INCOME CATEGORY	TOTAL DOLLAR SALES	NUMBER OF MEALS	TOTAL DOLLAR SALES	NUMBER OF MEALS
Paid Daily Lunch	0.00	0	19.50	6
Paid POS Used	4377.85	1298	97446.64	29149
Paid Chg Lunch	0.00	480	0.00	9109
Paid Chg \$ Collected	365.31	0	7508.38	0
Red POS Used	0.00	171	0.80	3466
Red Chg Lunch	0.00	0	0.00	9
Reduce Chg \$ Collected	29.30	0	247.26	0
Free Lunch	0.00	869	0.00	19578
Adult Lunches/Alac	13.00		592.91	
Adult Chg Collected	0.00		8.60	
Adult POS Used	6.90		399.90	
Alac Cash Daily	0.00		364.45	
Alac POS Used	2174.53		53308.61	
Special Function Invoices	98.00		3265.97	
SUBTOT REIMB	4772.46		105222.58	
SUBTOT NON-REIMB	2292.43		57940.44	
SUBTOTALS	7064.89	2818	163163.02	61317

## INCOME - BREAKFAST

INCOME CATEGORY	TOTAL DOLLAR SALES	NUMBER OF MEALS	TOTAL DOLLAR SALES	NUMBER OF MEALS
Paid POS Used	913.61	650	13233.70	9591
Paid Chg Breakfast	0.00	386	0.00	4068
Paid Chg \$ Collected	153.74	0	252.26	0
Red POS Used	0.00	235	0.00	2337
Red Chg Breakfast	0.00	0	0.00	5
Reduce Chg \$ Collected	10.86	0	10.86	0
Free Breakfast	0.00	1199	0.00	13228
Adult POS Used	0.00		3.25	
Alac Cash Daily	0.00		1.00	
Alac POS Used	14.35		226.35	
SUBTOT REIMB	1078.21		13496.82	
SUBTOT NON-REIMB	14.35		230.60	
SUBTOTALS	1092.56	2470	13727.42	29229

**INCOME - OTHER**

INCOME CATEGORY	TOTAL DOLLAR SALES	NUMBER OF MEALS	TOTAL DOLLAR SALES	NUMBER OF MEALS
Rebate	360.00		360.00	
Over/short	0.00		-1.65	
E-Funds Chgs Collected	931.67		16335.62	
SUBTOT REIMB	0.00		0.00	
SUBTOT NON-REIMB	1291.67		16693.97	
SUBTOTALS	1291.67	0	16693.97	0

SUBTOT REIMB SALES \$\$:	5850.670
SUBTOT NON-REIMB SALES \$\$:	3598.450
SUBTOT SALES \$\$ (B, L&M):	9449.120
SUBTOT REIMB. (B, L&M):	0.000
COVID-19 REIMB.:	10870.960
TOT REIMBURSEMENT:	10870.960

SUBTOT COMMODITIES:	677.280
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SUB-TOTAL INCOME	20997.360
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TOTAL INCOME	20997.360
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SUBTOT REIMB SALES \$\$:	118719.400
SUBTOT NON-REIMB SALES \$\$:	74865.010
SUBTOT SALES \$\$ (B, L&M):	193584.410
SUBTOT REIMB. (B, L&M):	0.000
COVID-19 REIMB.:	189421.980
SUBTOT REIMB. (B, L&M):	189421.980

SUBTOT COMMODITIES:	34967.920
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SUB-TOTAL INCOME	417974.310
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TOTAL INCOME	417974.310
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SUBTOT SPEC FUNC. RECEIVABLE:	98.00
SUBTOT SPEC FUNC. PAID:	933.50
SPEC FUNC. BALANCE OWED:	-835.50

SUBTOT SPEC FUNC. RECEIV:	3265.97
SUBTOT SPEC FUNC. PAID:	3265.97
SPEC FUNC. BALANCE OWED:	0.00

**DEPOSIT MEMOS**

MEMO: TOTAL CASH	1030.21
MEMO: TOTAL PRE-PAY	1297.87
MEMO: TOTAL WEB PAYMENTS	4007.05
MEMO: TOT WEB PAYMENT CHARGES COLLECTED	-931.67
MEMO: TOT WEB PAYMENT RETURNS	0.00
MEMO: NET WEB PAYMENT	3075.38
MEMO: TOTAL DEPOSIT	5403.46

EXPENSE CATEGORY	MONTH			YEAR		
	TOTAL DOLLARS	% OF INCOME	COST /MEAL	TOTAL DOLLARS	% OF INCOME	COST /MEAL
<b>FOOD</b>						
OPENING INVENTORY	8061.14			OPENING INVENTORY	5375.89	
PURCHASES	4451.74			PURCHASES	144034.42	
NOI DISCOUNT	-36.94			NOI DISCOUNT	-4405.57	
CLOSING INVENTORY	4368.49			CLOSING INVENTORY	4368.49	
NET COST	8107.45	38.612	1.374	NET COST	140636.25	33.647
						1.325
<b>SUPPLIES &amp; CLEANING</b>						
OPENING INVENTORY	7105.93			OPENING INVENTORY	8849.87	
PURCHASES	300.25			PURCHASES	13128.15	
CLOSING INVENTORY	6623.96			CLOSING INVENTORY	6623.96	
NET COST	782.22	3.725	0.133	NET COST	15354.06	3.673
						0.145
<b>USDA COMMODITIES</b>						
OPENING INVENTORY	16279.50			OPENING INVENTORY	12788.53	
WAREHOUSE	1897.49			WAREHOUSE	35310.47	
NOI VALUE	36.94			NOI VALUE	4405.57	
CLOSING INVENTORY	17536.65			CLOSING INVENTORY	17536.65	
TOT VALUE USED	677.28	3.226	0.115	TOT VALUE USED	34967.92	8.366
						0.330
Misc Expense	0.00	0.000	0.000		2442.00	0.584
POS Investment	0.00	0.000	0.000		3005.00	0.719
Nutrislice	24.78	0.118	0.004		991.20	0.237
Commodity Delivery Fee	0.00	0.000	0.000		2700.45	0.646
SUBTOTAL	24.78	0.118	0.004		9138.65	2.186
						0.086
Salaries	11468.76	54.620	1.944		155604.91	37.228
Taxes	1731.79	8.248	0.294		23207.40	5.552
Workman's Compensation	458.75	2.185	0.078		6224.19	1.489
SUBTOTAL	13659.30	65.052	2.315		185036.50	44.270
						1.744
Management Fee	1001.38	4.769	0.170		39053.82	9.344
SUBTOTAL	1001.38	4.769	0.170		39053.82	9.344
						0.368
Liability Insurance	419.07	1.996	0.071		5685.80	1.360
Office Supplies	80.00	0.381	0.014		1449.36	0.347
Promotions	0.00	0.000	0.000		446.46	0.107
Open Bank/ Petty Cash	0.00	0.000	0.000		360.00	0.086
Software Maintenance	35.06	0.167	0.006		1402.40	0.336
Equipment	0.00	0.000	0.000		876.50	0.210
SUBTOTAL	534.13	2.544	0.091		10220.52	2.445
						0.10
<b>TOTAL EXPENSES</b>	<b>24786.54</b>	<b>118.046</b>	<b>4.201</b>	<b>TOTAL EXPENSES</b>	<b>434407.72</b>	<b>103.932</b>
						<b>4.093</b>
<b>NET INCOME OR (LOSS)</b>	<b>-3789.180</b>		<b>-0.642</b>	<b>NET INCOME OR (LOSS)</b>	<b>-16433.410</b>	<b>-0.155</b>
<b>MEMO: PRE-PAID BAL ON ACCT</b>	<b>7860.54</b>			<b>MEMO: PRE-PAID BAL</b>		<b>7860.54</b>
<b>MEMO: UNCOLLECTED CHARGES</b>	<b>6914.93</b>			<b>MEMO: UNCOLLECT CHGES</b>		<b>6914.93</b>

## Nutri -Serve Food Management Certification

I declare that all meal costs, approve costs and commodity credits on this invoice are accurate  
I further state that the appropriate support documentation and statement of the cost and  
credits are maintained on file with the SFA. Please note: All costs included are allowable costs.

Name:

Title:

Signature:

NUTRI-SERVE FOOD MGT/ Waterford School District  
 Financial Statement for: ALL SCHOOLS  
**STATISTICAL DATA AND ANALYSIS**

FOR PERIOD: 06/01/23 THRU 06/30/23  
**MONTH**

FOR PERIOD: 06/26/22 THRU 06/30/23  
**YEAR**

Number of Serving Days	12
ADA	878.00
Total Student Breakfast	2470
Total Student Lunch	2818
ALA Carte (Meal) Equivalents	612
Total Snacks	0
Total Meals for Participation	5900
Total Meals for Cost Statistics	5900

Number of Serving Days	181
ADA	861.00
Total Student Breakfast	29281
Total Student Lunch	61412
ALA Carte (Meal) Equivalents	15430
Total Snacks	0
Total Meals for Participation	106123
Total Meals for Cost Statistics	106123

Average per Day Student Breakfast Served	205.83
Average per Day Student Lunch Served	234.83
Average per Day Total Meals	491.67

Average per Day Student Breakfast Served	161.77
Average per Day Student Lunch Served	339.29
Average per Day Total Meals	586.31

Student Breakfast Participation(%)	0.23
Student Lunch Participation(%)	0.27
Total Participation(%)	0.56

Student Breakfast Participation(%)	0.19
Student Lunch Participation(%)	0.39
Total Participation(%)	0.68

Total Labor Hours	453.50
Average Labor Hours per Day	37.79
Student Lunches Served per Labor Hour	6.21
Total Meals Served per Labor Hour	13.01

Total Labor Hours	7549.25
Average Labor Hours per Day	41.71
Student Lunches Served per Labor Hour	8.13
Total Meals Served per Labor Hour	14.06

Cash Income per Meal	1.60
Reimbursement per Meal	1.84
Other / Receivables	0.00
Commodity Income per Meal	0.11
Total Income per Meal	3.56

Cash Income per Meal	1.82
Reimbursement per Meal	1.78
Other / Receivables	0.00
Commodity Income per Meal	0.33
Total Income per Meal	3.94

Ala Carte \$ per Student per Day	0.21
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Ala Carte \$ per Student per Day	0.35
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Commodities Used per Student Lunch	0.24
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Commodities Used per Student Lunch	0.57
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Batch Count = 1

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>X848</b>	<b>ACTIVE INTERNET TECHNOLOGIES, LLC.</b>				<b>\$4,686.00 Vend Total</b>
P.O. #	401022	Blackboard renewal		\$1,386.00	<b>PO Total</b>
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$1,386.00	
Inv#	INV050176	\$1,386.00	08/02/23		
P.O. #	401028	Website software renewal		\$3,300.00	<b>PO Total</b>
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$3,300.00	
Inv#	INV053348	\$3,300.00	07/31/23		
<b>3996</b>	<b>AMERICAN KITCHEN MACHINERY &amp; REPAIR CO</b>				<b>\$962.00 Vend Total</b>
P.O. #	300911	Blodgett oven repair - WES		\$962.00	<b>PO Total</b>
11-000-261-420-00-20-100	REQUIRED MAINTENANCE			\$962.00	
Inv#	0221363	\$962.00	06/30/23		
<b>1153</b>	<b>ARCHWAY PROGRAMS, INC</b>				<b>\$17,497.72 Vend Total</b>
P.O. #	300280	2022/23 tuition PS		\$294.16 P	<b>PO Total</b>
11-000-100-566-30-15-000	Private School Secondary			\$294.16	
Inv#	CRD-000020387	(\$3,369.52) P	06/30/23		
Inv#	INV-000079309	\$3,663.68	06/30/23		
P.O. #	401094	Tuition BC		\$8,601.78 P	<b>PO Total</b>
11-000-100-566-00-15-000	S.E. TUITIONS - PRIVATE			\$8,601.78 P	
Inv#	INV-000079027	\$4,952.54 P	07/13/23		
Inv#	INV-000079406	\$3,649.24 P	08/02/23		
P.O. #	401095	Tuition RC		\$8,601.78 P	<b>PO Total</b>
11-000-100-566-00-15-000	S.E. TUITIONS - PRIVATE			\$8,601.78 P	
Inv#	INV-000079023	\$4,952.54 P	07/13/23		
Inv#	INV-000079402	\$3,649.24 P	08/02/23		
<b>3895</b>	<b>BANCROFT NEUROHEALTH 068379 (MT. LAUREL)</b>				<b>\$25,260.32 Vend Total</b>
P.O. #	300080	TUITION 22/23 MC		\$7,115.08	<b>PO Total</b>
11-000-100-566-30-15-000	Private School Secondary			\$7,115.08	
Inv#	MC JUNE	\$4,915.08 P	06/29/23		
Inv#	MC JUNE AIDE	\$2,200.00 P	06/29/23		
P.O. #	300081	TUITION CC		\$4,915.08 P	<b>PO Total</b>
11-000-100-566-30-15-000	Private School Secondary			\$4,915.08	
Inv#	CC JUNE	\$4,915.08	06/29/23		
P.O. #	300082	TUITION HL		\$7,015.08 P	<b>PO Total</b>
11-000-100-566-30-15-000	Private School Secondary			\$7,015.08	
Inv#	HL JUNE	\$4,915.08 P	06/29/23		
Inv#	HL JUNE AIDE	\$2,100.00 P	06/29/23		
P.O. #	300083	TUITION ST		\$6,215.08 P	<b>PO Total</b>
11-000-100-566-30-15-000	Private School Secondary			\$6,215.08	
Inv#	ST JUNE	\$4,915.08 P	06/29/23		
Inv#	ST JUNE AIDE	\$1,300.00 P	06/29/23		

Batch Number	3	Batch 3	\$511,739.34	Batch Total
<b>4306</b>	<b>BODINE; MICHAEL</b>		<b>\$53.31</b>	<b>Vend Total</b>
P.O. #	300902	zoom large meeting	\$53.31	<b>PO Total</b>
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST		\$53.31	
Inv# INV204837362	\$53.31	06/30/23		
<b>Y370</b>	<b>BURN-IN</b>		<b>\$4,000.00</b>	<b>Vend Total</b>
P.O. #	300813	Consulting Services	\$4,000.00	<b>PO Total</b>
20-275-200-300-00-04-060	PURCHASED PROFESSIONAL A		\$4,000.00	
Inv# 1292	\$4,000.00	06/30/23		
<b>4050</b>	<b>C. STEVENSON &amp; SON, INC.</b>		<b>\$460.00</b>	<b>Vend Total</b>
P.O. #	401133	Pump #1 controls	\$460.00	<b>PO Total</b>
11-000-261-420-00-20-100	REQUIRED MAINTENANCE		\$460.00	
Inv# 17612	\$460.00	07/27/23		
<b>W069</b>	<b>CAMPANELLA; MARY</b>		<b>\$44.00</b>	<b>Vend Total</b>
P.O. #	300898	Milage reimbursement	\$44.00	<b>PO Total</b>
11-190-100-580-58-01-040	MILEAGE INSTRUCTION STAF		\$44.00	
Inv# June Mileage	\$13.54 P	06/30/23		
Inv# May Mileage	\$30.46 P	06/30/23		
<b>4269</b>	<b>CAMPBELL LOCK &amp; SAFE, INC.</b>		<b>\$200.00</b>	<b>Vend Total</b>
P.O. #	401185	Chg keys on storage Space WES	\$200.00	<b>PO Total</b>
11-000-261-420-00-20-100	REQUIRED MAINTENANCE		\$200.00	
Inv# 33293	\$200.00	08/02/23		
<b>4386</b>	<b>CAPSTONE/CAPSTONE CLASSROOM</b>		<b>\$1,399.00</b>	<b>Vend Total</b>
P.O. #	401057	Pebble Go Software sub.	\$1,399.00	<b>PO Total</b>
11-000-222-340-00-01-040	SOFTWARE SUBSCRPTNS ATCO		\$1,399.00	
Inv# 326654	\$1,399.00	07/27/23		
<b>2136</b>	<b>CC EDUCATIONAL SERVICES COMMISSION</b>		<b>\$15,330.00</b>	<b>Vend Total</b>
P.O. #	300024	PT; Ashley Power	\$5,292.00 P	<b>PO Total</b>
11-000-216-320-00-93-000	PHYSICAL THERAPY SERVICE		\$5,292.00	
Inv# 3V1852	\$5,292.00	06/30/23		
P.O. #	300025	Speech; Ashley Power	\$2,646.00 P	<b>PO Total</b>
11-000-216-320-00-53-000	SPEECH SERVICES		\$2,646.00	
Inv# 3V1852	\$2,646.00	06/30/23		
P.O. #	300053	OT; Ashley Power	\$5,292.00 P	<b>PO Total</b>
11-000-216-320-00-83-000	OT SERVICES		\$5,292.00	
Inv# 3V1852	\$5,292.00	06/30/23		
P.O. #	300376	22/23 PreK Collaborative	\$2,100.00 P	<b>PO Total</b>
20-218-200-329-00-05-000	PURCHASED PROF. EDUC SER		\$2,100.00	
Inv# 3V1851	\$2,100.00	06/30/23		



Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>3155</b>	<b>CDW-GOVERNMENT, LLC</b>			<b>\$46,068.40</b>	<b>Vend Total</b>
P.O. #	401019	Chromebooks		\$46,068.40 P	PO Total
11-190-100-610-00-19-100	INSTR SUPPLIES WES			\$46,068.40 P	
Inv# KJ62344	\$40,276.60	P	07/01/23		
Inv# KK76359	\$5,791.80	P	07/01/23		
<b>3941</b>	<b>CIAVAGLIA; RYAN</b>			<b>\$170.76</b>	<b>Vend Total</b>
P.O. #	300805	Reimburse Costs for Therapy Do		\$170.76	PO Total
20-031-200-600-00-00-000	HSA THERAPY DOG EXPENSES			\$170.76	
Inv# Concord 59082	\$58.82	P	06/30/23		
Inv# Concord 59802	\$51.17	P	06/30/23		
Inv# PetSmart 092756	\$60.77	P	06/30/23		
<b>4669</b>	<b>COMPUTER SOLUTIONS, INC.</b>			<b>\$23,080.00</b>	<b>Vend Total</b>
P.O. #	300893	Time and Attendance		\$4,000.00	PO Total
11-000-251-340-00-25-000	BUSINESS SERVICES			\$4,000.00	
Inv# 148232	\$4,000.00		08/04/23		
P.O. #	401092	Annual Support		\$19,080.00	PO Total
11-000-251-340-00-25-000	BUSINESS SERVICES			\$19,080.00	
Inv# 148156	\$4,200.00	P	07/18/23		
Inv# 148157	\$14,880.00	P	07/18/23		
<b>4521</b>	<b>CRITICAL RESPONSE GROUP, INC.</b>			<b>\$1,170.00</b>	<b>Vend Total</b>
P.O. #	300622	Maintenance of Graphical Site		\$1,170.00	PO Total
11-000-266-300-00-23-000	SECURITY SERVICES			\$1,170.00	
Inv# WSD71823	\$1,170.00		06/30/23		
<b>J880</b>	<b>DATA MAKES THE DIFFERENCE, LLC</b>			<b>\$203.88</b>	<b>Vend Total</b>
P.O. #	401114	VB-Map; Ashley Power		\$203.88	PO Total
11-216-100-610-00-03-000	PSD SUPPLIES			\$203.88	
Inv# Quote 81685	\$203.88		07/31/23		
<b>2524</b>	<b>DATA MANAGEMENT INC.</b>			<b>\$341.50</b>	<b>Vend Total</b>
P.O. #	401159	Security Visitor Passes;Mrs.D.		\$341.50	PO Total
11-000-240-610-00-06-100	SCHOOL ADMIN SUPPLIES			\$341.50	
Inv# I446951	\$341.50		08/03/23		
<b>2729</b>	<b>DECKER EQUIPMENT</b>			<b>\$46.15</b>	<b>Vend Total</b>
P.O. #	401129	Replace on cart;Mrs.D.		\$46.15	PO Total
11-000-240-610-00-06-100	SCHOOL ADMIN SUPPLIES			\$46.15	
Inv# 539349A	\$46.15		08/02/23		
<b>2289</b>	<b>DELL COMPUTERS</b>			<b>\$8,915.56</b>	<b>Vend Total</b>
P.O. #	300882	Laptop		\$1,415.56 P	PO Total
11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV			\$1,415.56	
Inv# 10684325872	\$1,415.56		07/11/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>2289</b>	<b>DELL COMPUTERS</b>			<b>\$8,915.56</b>	<b>Vend Total</b>
P.O. #	401051	Replacement computers		\$7,500.00 P	PO Total
11-000-222-610-00-19-000	TECH SUPPLIES DIST			\$7,500.00	
Inv# 10688538618		\$7,500.00	08/03/23		
<b>4523</b>	<b>DLC TECHNOLOGY SOLUTIONS, INC.</b>			<b>\$47,922.46</b>	<b>Vend Total</b>
P.O. #	401023	Network support renewal		\$34,800.00	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$34,800.00	
Inv# 9707		\$34,800.00	08/02/23		
P.O. #	401034	datto Backup services		\$7,549.00 P	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$7,549.00	
Inv# 9708		\$7,549.00	08/02/23		
P.O. #	401035	Firewall renewal		\$5,573.46 P	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$5,573.46	
Inv# 9658		\$5,573.46	08/02/23		
<b>3726</b>	<b>DON J. URIE ASSOCIATES, INC.</b>			<b>\$14,040.00</b>	<b>Vend Total</b>
P.O. #	300599	kitchen equipment		\$14,040.00	PO Total
61-241-X - - - -	PAYMENT FROM 61-241			\$14,040.00	
Inv# 39693		\$14,040.00	07/11/23		
<b>3961</b>	<b>EDMENTUM, INC.</b>			<b>\$1,000.00</b>	<b>Vend Total</b>
P.O. #	401056	Reading Eggs - SubScripns -		\$1,000.00	PO Total
11-000-222-340-00-01-040	SOFTWARE SUBSCRPTNS ATCO			\$1,000.00	
Inv# #INV312891		\$1,000.00	07/27/23		
<b>3118</b>	<b>EDUCATIONAL DATA SERVICES, INC.</b>			<b>\$670.00</b>	<b>Vend Total</b>
P.O. #	401001	Licensing & Maintenance		\$670.00 P	PO Total
11-000-251-340-00-25-000	BUSINESS SERVICES			\$670.00 P	
Inv# 2307-00569		\$670.00 P	07/13/23		
<b>4454</b>	<b>ELECTRONIC VERIFICATION SYSTEMS, LLC</b>			<b>\$115.94</b>	<b>Vend Total</b>
P.O. #	300260	Residency Information		\$115.94	PO Total
11-000-230-340-00-23-000	PURCHASED TECHNICAL SERV			\$115.94	
Inv# 330021832		\$115.94	06/30/23		
<b>3495</b>	<b>EMMONS; JILL</b>			<b>\$30.39</b>	<b>Vend Total</b>
P.O. #	401209	Data Confidentiality		\$30.39	PO Total
11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV			\$30.39	
Inv# Amazon 1144225947294		\$30.39	07/26/23		
<b>3474</b>	<b>ENVIRONMENTAL RESOLUTIONS, INC.</b>			<b>\$3,300.00</b>	<b>Vend Total</b>
P.O. #	300040	Sewer Pump Operator		\$1,700.00	PO Total
11-000-261-420-00-20-100	REQUIRED MAINTENANCE			\$1,700.00	
Inv# 95997		\$1,700.00	06/30/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>3474</b>	<b>ENVIRONMENTAL RESOLUTIONS, INC.</b>			<b>\$3,300.00</b>	<b>Vend Total</b>
P.O. #	300041	Licensed Water Operator		\$1,600.00 P	<b>PO Total</b>
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$1,600.00	
Inv# 95998		\$1,600.00	06/30/23		
<b>R761</b>	<b>FARM FRIENDS, LLC</b>			<b>\$350.00</b>	<b>Vend Total</b>
P.O. #	300860	Title I Summ Pgm		\$350.00	<b>PO Total</b>
20-235-100-300-00-04-100		Title I Ed Consultants		\$350.00	
Inv# 2023-61		\$350.00	06/12/23		
<b>4359</b>	<b>FIRST CHILDREN SERVICES</b>			<b>\$2,473.60</b>	<b>Vend Total</b>
P.O. #	300410	LCSW; Ashley Power		\$2,473.60	<b>PO Total</b>
20-487-211-329-00-03-000		LCSW		\$2,473.60	
Inv# 13040		\$2,473.60	06/30/23		
<b>3922</b>	<b>FOLLETT SCHOOL SOLUTIONS, INC.</b>			<b>\$3,507.15</b>	<b>Vend Total</b>
P.O. #	401036	Library Software renewal		\$3,507.15	<b>PO Total</b>
11-000-222-340-01-19-000		TECHNICAL SERVICES -DIST		\$3,507.15	
Inv# 1513813		\$3,507.15	07/31/23		
<b>4592</b>	<b>FOX, DANIEL J. - PETTY CASH</b>			<b>\$1,029.00</b>	<b>Vend Total</b>
P.O. #	300907	Board Meeting Food		\$29.00 P	<b>PO Total</b>
11-000-230-630-00-23-000		BOARD SUPPLIES		\$29.00	
Inv# Sweet Eats 1014-1584		\$29.00	06/30/23		
P.O. #	401121	Gift Cards for rewards		\$1,000.00 P	<b>PO Total</b>
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV		\$1,000.00	
Inv# Amazon 1110996666231		\$1,000.00	07/20/23		
<b>4580</b>	<b>FRONTLINE TECHNOLOGIES GROUP, LLC</b>			<b>\$16,222.13</b>	<b>Vend Total</b>
P.O. #	401147	Absence Mgmt / Applicant Track		\$16,222.13	<b>PO Total</b>
11-000-251-340-00-25-000		BUSINESS SERVICES		\$16,222.13	
Inv# #INVUS185232		\$16,222.13	08/07/23		
<b>K904</b>	<b>FURFARI, DANIELLE</b>			<b>\$511.00</b>	<b>Vend Total</b>
P.O. #	300910	AIL Spring 2023		\$511.00	<b>PO Total</b>
11-000-270-503-00-14-000		AID IN LIEU - NON-PUBLIC		\$511.00	
Inv# AIL Spring Payment		\$511.00	06/30/23		
<b>3835</b>	<b>GARRISON; JASON</b>			<b>\$100.00</b>	<b>Vend Total</b>
P.O. #	401189	Board meeting audio/video		\$100.00 P	<b>PO Total</b>
11-000-230-339-00-23-000		OTHER PURC PROF SERV		\$100.00 P	
Inv# 654		\$100.00 P	08/02/23		
<b>2621</b>	<b>GLOUCESTER COUNTY SPECIAL SERVICES SCHL</b>			<b>\$355.00</b>	<b>Vend Total</b>
P.O. #	300088	TOD; Ashley Power		\$355.00	<b>PO Total</b>
11-000-217-320-00-03-000		EXTRAORDNRY		\$355.00	
Inv# 3V5607		\$355.00	06/30/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>3852</b>	<b>HARDENBERGH INSURANCE GROUP</b>			<b>\$5,680.00</b>	<b>Vend Total</b>
P.O. #	401088	Student Accident Insurance		\$5,680.00	<b>PO Total</b>
11-000-230-520-00-23-000	INSURANCE			\$5,680.00	
Inv# 13838		\$5,680.00	07/20/23		
<b>H267</b>	<b>HD SUPPLY FACILITIES MAINTENANCE LT</b>			<b>\$5,194.49</b>	<b>Vend Total</b>
P.O. #	300723	Dock Bumpers		\$114.23 P	<b>PO Total</b>
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$114.23 P	
Inv# 753927441		\$114.23 P	07/10/23		
P.O. #	401084	Floor stripper/finish for WES		\$2,596.60	<b>PO Total</b>
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$2,596.60	
Inv# 752821603		\$2,596.60	07/01/23		
P.O. #	401085	Floor Stripper/Finish for Atco		\$1,267.88	<b>PO Total</b>
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$1,267.88	
Inv# 753026350		\$1,267.88	07/03/23		
P.O. #	401170	Vacuums for TRECC		\$1,215.78	<b>PO Total</b>
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$1,215.78	
Inv# 756571253		\$1,215.78	08/07/23		
<b>3515</b>	<b>HEINEMANN PUBLISHING</b>			<b>\$138.26</b>	<b>Vend Total</b>
P.O. #	401053	My writting books/closet RTI		\$138.26	<b>PO Total</b>
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES			\$138.26	
Inv# 9315806		\$138.26	07/27/23		
<b>O849</b>	<b>HOWARD; ALICIA</b>			<b>\$1,533.00</b>	<b>Vend Total</b>
P.O. #	300913	AIL Spring 2023		\$1,533.00	<b>PO Total</b>
11-000-270-503-00-14-000	AID IN LIEU - NON-PUBLIC			\$1,533.00	
Inv# Spring 23 AIL Paymen		\$1,533.00	06/30/23		
<b>M007</b>	<b>INSITE MEDICAL NJ PA</b>			<b>\$500.00</b>	<b>Vend Total</b>
P.O. #	300771	Psych; Ashley Power		\$500.00	<b>PO Total</b>
11-000-213-330-00-03-000	HEALTH PROF SERV			\$500.00	
Inv# 1032		\$500.00	06/30/23		
<b>3857</b>	<b>INTERNATIONAL FIRE-SHIELD, INC.</b>			<b>\$1,069.00</b>	<b>Vend Total</b>
P.O. #	300711	Fire-retarding for 5 years		\$1,069.00	<b>PO Total</b>
11-000-261-420-00-20-060	REQUIRED MAINTENANCE			\$569.00	
Inv# 8728		\$569.00	07/20/23		
11-000-261-420-00-20-100	REQUIRED MAINTENANCE			\$500.00	
Inv# 8728		\$500.00	07/20/23		
<b>F049</b>	<b>JACKSON; TIFFANY</b>			<b>\$250.80</b>	<b>Vend Total</b>
P.O. #	300392	Mileage reimbursement		\$250.80	<b>PO Total</b>
11-000-262-590-58-20-000	MAINTENANCE TRAVEL			\$250.80	
Inv# 5/22-5/31 Mileage		\$76.14 P	06/30/23		
Inv# 6/1-6/16 Mileage		\$118.68 P	06/30/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>F049 JACKSON; TIFFANY</b>				<b>\$250.80</b>	<b>Vend Total</b>
P.O. # 300392	Mileage reimbursement			\$250.80	<b>PO Total</b>
11-000-262-590-58-20-000	MAINTENANCE TRAVEL			\$250.80	
Inv# 6/19--6/30 Mileage	\$55.98 P	06/30/23			
<b>F189 JERSEY MAIL SYSTEMS, LLC</b>				<b>\$178.95</b>	<b>Vend Total</b>
P.O. # 401128	Jill Emmons			\$178.95	<b>PO Total</b>
11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV			\$178.95	
Inv# 2023-673	\$178.95	07/20/23			
<b>E686 KEAN UNIVERSITY DIVERSITY COUNCIL</b>				<b>\$300.00</b>	<b>Vend Total</b>
P.O. # 401131				\$300.00	<b>PO Total</b>
11-000-221-890-00-05-000	CURR DUES			\$300.00	
Inv# 23-24 Member Dues	\$300.00	07/20/23			
<b>3767 KENNEVAN; CHRISTINE</b>				<b>\$274.22</b>	<b>Vend Total</b>
P.O. # 401222	Summer Students			\$274.22	<b>PO Total</b>
20-489-100-600-88-04-000	ARP - EBSL SUPPLIES			\$274.22	
Inv# Acme 8852	\$11.98 P	08/07/23			
Inv# Dollar General 08068	\$9.46 P	08/07/23			
Inv# Dominos 8/3	\$252.78 P	08/07/23			
<b>3318 KINGSWAY LEARNING CENTER / KINGSWAY SVCS</b>				<b>\$126,132.96</b>	<b>Vend Total</b>
P.O. # 401097	Tuition JB			\$23,842.16 P	<b>PO Total</b>
20-250-100-500-00-15-000	OTHER PURCHASED SERVICES			\$23,842.16 P	
Inv# 1003530 JB	\$9,818.40 P	08/01/23			
Inv# 1003570 JB	\$5,400.00 P	08/01/23			
Inv# 1003626 JB	\$5,563.76 P	08/07/23			
Inv# 1003667 JB	\$3,060.00 P	08/07/23			
P.O. # 401098	Tuition RH			\$15,382.16 P	<b>PO Total</b>
11-000-100-566-30-15-000	Private School Secondary			\$15,382.16 P	
Inv# 1003530 RH	\$9,818.40 P	08/01/23			
Inv# 1003626 RH	\$5,563.76 P	08/07/23			
P.O. # 401099	Tuition JI			\$23,842.16 P	<b>PO Total</b>
20-250-100-500-00-15-000	OTHER PURCHASED SERVICES			\$23,842.16 P	
Inv# 1003530 JI	\$9,818.40 P	08/01/23			
Inv# 1003570 JI	\$5,400.00 P	08/01/23			
Inv# 1003626 JI	\$5,563.76 P	08/07/23			
Inv# 1003667 JI	\$3,060.00 P	08/07/23			
P.O. # 401100	Tuition MB			\$23,842.16 P	<b>PO Total</b>
20-250-100-500-00-15-000	OTHER PURCHASED SERVICES			\$23,842.16 P	
Inv# 1003530 MB	\$9,818.40 P	08/01/23			
Inv# 1003570 MB	\$5,400.00 P	08/01/23			
Inv# 1003626 MB	\$5,563.76 P	08/07/23			
Inv# 1003667 MB	\$3,060.00 P	08/07/23			

Batch Count = 1

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Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>3318</b>	<b>KINGSWAY LEARNING CENTER / KINGSWAY SVCS</b>			<b>\$126,132.96</b>	<b>Vend Total</b>
P.O. #	401101	Tuition QW		\$15,382.16 P	PO Total
11-000-100-566-00-15-000	S.E. TUITIONS - PRIVATE			\$15,382.16 P	
Inv# 1003530 QW		\$9,818.40 P	08/01/23		
Inv# 1003626 QW		\$5,563.76 P	08/07/23		
P.O. #	401105	Tuition BL		\$23,842.16 P	PO Total
11-000-100-566-30-15-000	Private School Secondary			\$23,842.16 P	
Inv# 1003530 BL		\$9,818.40 P	07/25/23		
Inv# 1003570 BL		\$5,400.00 P	07/25/23		
Inv# 1003626 BL		\$5,563.76 P	08/07/23		
Inv# 1003667 BL		\$3,060.00 P	08/07/23		
<b>4308</b>	<b>KS STATEBANK</b>			<b>\$6,070.96</b>	<b>Vend Total</b>
P.O. #	401014	Lease on Atco TCU		\$6,070.96 P	PO Total
11-000-251-832-00-23-000	INTEREST ON LEASE PURCHASE			\$575.21 P	
Inv# Payment No. 21		\$575.21 P	07/18/23		
12-000-400-721-00-23-040	LEASE PURCHASE PRIN ATCO			\$5,495.75 P	
Inv# Payment No. 21		\$5,495.75 P	07/18/23		
<b>3172</b>	<b>LEARNING A-Z</b>			<b>\$2,019.00</b>	<b>Vend Total</b>
P.O. #	401089	Renewal Reading A-Z		\$1,200.00 P	PO Total
11-190-100-320-05-05-000	EDUCATIONAL SERVICE ELA			\$1,200.00	
Inv# 6872378		\$1,200.00	08/02/23		
P.O. #	401112	A-Z Renewal; Ashley Power		\$819.00 P	PO Total
11-213-100-610-00-03-000	GENERAL SUPPLIES - RP			\$819.00	
Inv# 6923763		\$819.00	08/02/23		
<b>1440</b>	<b>MGL PRINTING SOLUTIONS</b>			<b>\$397.50</b>	<b>Vend Total</b>
P.O. #	401160			\$397.50	PO Total
11-000-251-610-00-00-000	SUPPLIES & MATERIALS			\$397.50	
Inv# 193877		\$397.50	08/02/23		
<b>T164</b>	<b>MOBYMAX EDUCATION, LLC</b>			<b>\$3,795.00</b>	<b>Vend Total</b>
P.O. #	401037	MobyMax renewal for 2023/2024		\$3,795.00	PO Total
11-190-100-340-00-05-000	INSTRUCT SERVICES			\$3,795.00	
Inv# Waterford Twp MobyMa		\$3,795.00	08/07/23		
<b>3180</b>	<b>NETWORKS &amp; MORE, INC</b>			<b>\$1,082.00</b>	<b>Vend Total</b>
P.O. #	401016	K12 email archiver renewal		\$1,082.00	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$1,082.00	
Inv# 75190009981		\$1,082.00	07/20/23		
<b>1008</b>	<b>NJ PRINCIPALS &amp; SUPERVISOR</b>			<b>\$860.00</b>	<b>Vend Total</b>
P.O. #	401058	H. Kondas		\$860.00	PO Total
11-000-240-890-00-01-040	OTHER OBJECTS/DUES			\$860.00	
Inv# NJPSA ID 72014 Dues		\$860.00	07/27/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>4088</b>	<b>NJ SCHOOL JOBS</b>			<b>\$200.00</b>	<b>Vend Total</b>
P.O. #	300452	Job Postings for 22-23		\$200.00	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE		\$200.00	
Inv# 16882		\$200.00	06/30/23		
<b>2236</b>	<b>NJSBA - TRENTON</b>			<b>\$12,300.96</b>	<b>Vend Total</b>
P.O. #	401002	Annual Dues		\$12,300.96	PO Total
11-000-230-895-00-23-000		BOARD MISCELLANEOUS		\$12,300.96	
Inv# INV-18069-Z2X4N3		\$12,300.96	07/13/23		
<b>3805</b>	<b>NJSBGA</b>			<b>\$435.00</b>	<b>Vend Total</b>
P.O. #	401116	Dues for 2023/2024		\$435.00	PO Total
11-000-262-800-00-20-000		MISCELLANEOUS		\$435.00	
Inv# 4962		\$435.00	07/24/23		
<b>A932</b>	<b>NOLAN; MICHAEL A.</b>			<b>\$52.58</b>	<b>Vend Total</b>
P.O. #	401210			\$52.58	PO Total
11-000-230-610-00-23-000		SUPERINTENDENT SUPPLIES		\$52.58	
Inv# VistaPrint VP_XH76CX		\$52.58	08/07/23		
<b>3678</b>	<b>NORTHEAST ELECTRICAL SERVICES</b>			<b>\$218.57</b>	<b>Vend Total</b>
P.O. #	300168	Repairs to all buildings		\$218.57	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$218.57	
Inv# 8428		\$218.67	06/30/23		
Inv# Clerical Error 8428		(\$0.10) P	08/02/23		
<b>3678</b>	<b>NORTHEAST ELECTRICAL SERVICES, LLC</b>			<b>\$1,132.99</b>	<b>Vend Total</b>
P.O. #	401176	Electrical repairs for 23/24		\$1,132.99 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$1,132.99 P	
Inv# 8463		\$1,132.99 P	08/02/23		
<b>3841</b>	<b>NORTHEAST PLUMBING</b>			<b>\$464.50</b>	<b>Vend Total</b>
P.O. #	300268	Maint/Repairs - Atco		\$464.50 P	PO Total
11-000-261-420-00-20-040		REQUIRED MAINTENANCE		\$464.50 P	
Inv# 12742		\$464.50 P	06/30/23		
<b>3841</b>	<b>NORTHEAST PLUMBING SERVICES, LLC</b>			<b>\$15,150.31</b>	<b>Vend Total</b>
P.O. #	300795	Replace ERU#4 Motor-WES		\$6,956.06 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$6,956.06	
Inv# 12561		\$6,956.06	06/30/23		
P.O. #	300802	Replace cooling tower bearings		\$3,478.92 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$3,478.92	
Inv# 12788		\$3,478.92	06/30/23		
P.O. #	300804	Replace Cooling Tower Float		\$1,572.17 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$1,572.17	
Inv# 12417		\$1,572.17	06/30/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>3841</b>	<b>NORTHEAST PLUMBING SERVICES, LLC</b>				<b>\$15,150.31 Vend Total</b>
P.O. #	300906	Bottle filler at WES		\$3,143.16 P	<b>PO Total</b>
12-000-400-450-00-28-100		CONSTRUCTION SERVICES		\$3,143.16	
Inv# 12343		\$3,143.16	06/30/23		
<b>2026</b>	<b>OFFICE BASICS, INC.</b>				<b>\$12.60 Vend Total</b>
P.O. #	401126	Jill Emmons		\$12.60	<b>PO Total</b>
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV		\$12.60	
Inv# I-2319907		\$12.60	07/24/23		
<b>2188</b>	<b>OMNI FINANCIAL GROUP INC.</b>				<b>\$1,536.00 Vend Total</b>
P.O. #	401025	403B Compliance services		\$1,536.00	<b>PO Total</b>
11-000-251-340-00-25-000		BUSINESS SERVICES		\$1,536.00	
Inv# 24213		\$1,536.00	07/13/23		
<b>3944</b>	<b>ON TIME SUPPLIES</b>				<b>\$29.93 Vend Total</b>
P.O. #	401132	Calendar; T. Tait		\$29.93	<b>PO Total</b>
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES		\$29.93	
Inv# 175724		\$29.93	08/07/23		
<b>3733</b>	<b>PEARSON CLINICAL ASSESSMENT</b>				<b>\$738.06 Vend Total</b>
P.O. #	401027	PK ESI-R assessments		\$738.06	<b>PO Total</b>
20-218-200-600-00-02-060		PSK SUPPORT SUPPLIES TR		\$738.06	
Inv# 22182903		\$738.06	07/20/23		
<b>S113</b>	<b>PENN POWER GROUP, LLC.</b>				<b>\$1,189.73 Vend Total</b>
P.O. #	401177	Battery issue TRECC		\$1,189.73	<b>PO Total</b>
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$1,189.73	
Inv# 4506133		\$1,189.73	08/02/23		
<b>2379</b>	<b>REALLY GOOD STUFF, LLC</b>				<b>\$714.96 Vend Total</b>
P.O. #	400299	Teaching Aids		\$714.96	<b>PO Total</b>
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$714.96	
Inv# 8255448		\$714.96	07/27/23		
<b>2983</b>	<b>REALTIME INFORMATION TECHNOLOGY</b>				<b>\$23,400.00 Vend Total</b>
P.O. #	401071	renewal for Realtime SIS		\$23,400.00	<b>PO Total</b>
11-000-211-300-00-19-000		Student Information System		\$23,400.00	
Inv# RITMN0001070		\$23,400.00	07/25/23		
<b>3104</b>	<b>REESE INVESTIGATIONS, LLC</b>				<b>\$1,427.44 Vend Total</b>
P.O. #	401149	RESIDENCE INVESTIGATIONS		\$1,427.44 P	<b>PO Total</b>
11-000-251-340-00-25-000		BUSINESS SERVICES		\$1,427.44 P	
Inv# 2023-1027		\$561.79 P	07/24/23		
Inv# 2023-1016		\$865.65 P	07/25/23		



Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>0743</b>	<b>RUTGERS CENTER FOR GOVERNMENT SERVICES</b>				<b>\$668.00 Vend Total</b>
P.O. #	401015	Transportation Services		\$668.00	<b>PO Total</b>
11-000-270-390-00-14-000	TECHNICAL SERVICES			\$668.00	
Inv# 73561		\$668.00	07/13/23		
<b>F079</b>	<b>SAVVAS LEARNING COMPANY, LLC</b>				<b>\$2,600.00 Vend Total</b>
P.O. #	401006	SuccessMaker enVisionMATH		\$2,600.00	<b>PO Total</b>
11-000-223-320-00-05-000	CURR PD SERV			\$2,600.00	
Inv# 7028383531		\$2,600.00	07/01/23		
<b>3072</b>	<b>SCHAFER; ALLISON</b>				<b>\$21.76 Vend Total</b>
P.O. #	401214	Summer Supplies		\$21.76	<b>PO Total</b>
20-237-100-600-00-04-100	TITLE I INST SUPPLIES WES			\$21.76	
Inv# Walmart 684046956005		\$21.76	08/07/23		
<b>2608</b>	<b>SCHOLASTIC INC.</b>				<b>\$658.92 Vend Total</b>
P.O. #	401054	2nd grade Magazines		\$658.92	<b>PO Total</b>
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES			\$658.92	
Inv# M7399308		\$658.92	07/27/23		
<b>4313</b>	<b>SHERWIN WILLIAMS</b>				<b>\$682.75 Vend Total</b>
P.O. #	401119	Paint supplies for district		\$682.75	<b>PO Total</b>
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$682.75	
Inv# 7433-0		\$682.75	07/24/23		
<b>2303</b>	<b>SPRINT/NEXTEL ACCT 999832216</b>				<b>\$197.11 Vend Total</b>
P.O. #	401183	Service for 2023/2024		\$197.11 P	<b>PO Total</b>
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN			\$197.11 P	
Inv# 999832216-263		\$197.11 P	08/02/23		
<b>4082</b>	<b>STAFFORD; DAWN</b>				<b>\$91.67 Vend Total</b>
P.O. #	401153	PK/K Bus tags / K pouches		\$91.67	<b>PO Total</b>
11-190-100-610-00-02-060	REG PRGM - INST SUPPLIES			\$50.74	
Inv# Amazon 1131150892949		\$50.74	08/02/23		
20-218-100-600-00-02-060	PEA IN SUPPLS TR			\$40.93	
Inv# Amazon 1131150892949		\$40.93	08/02/23		
<b>1846</b>	<b>STAPLES ADVANTAGE</b>				<b>\$1,945.94 Vend Total</b>
P.O. #	400246	Office/Computer Supplies		\$631.31 P	<b>PO Total</b>
11-000-240-610-00-01-040	SCHOOL ADMIN SUPPLIES			\$631.31	
Inv# 3542946024		\$600.72 P	08/02/23		
Inv# 3542946025		\$3.96 P	08/02/23		
Inv# 3543284377		\$16.62 P	08/02/23		
Inv# 3543284378		\$10.01 P	08/02/23		
P.O. #	400252	Office/Computer Supplies		\$94.34 P	<b>PO Total</b>
11-000-240-610-00-02-060	SCHOOL ADMIN SUPPLIES			\$94.34	
Inv# 3542946028		\$94.34	07/27/23		

Batch Count = 1

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Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>1846</b>	<b>STAPLES ADVANTAGE</b>				
P.O. #	400253	Office/Computer Supplies		\$1,945.94	Vend Total
				\$260.24	P PO Total
11-190-100-610-00-02-060	REG PRGM - INST SUPPLIES			\$260.24	
Inv# 3542871410	\$62.40	P	07/27/23		
Inv# 3542946029	\$123.06	P	07/27/23		
Inv# 3542946030	\$74.78	P	07/27/23		
P.O. #	400254	Office/Computer Supplies		\$453.20	P PO Total
11-000-240-610-00-02-060	SCHOOL ADMIN SUPPLIES			\$453.20	
Inv# 3542946031	\$360.30	P	07/27/23		
Inv# 3542946032	\$32.93	P	07/27/23		
Inv# 3542946033	\$40.03	P	07/27/23		
Inv# 3543284381	\$4.27	P	07/27/23		
Inv# 3543352222	\$15.67	P	07/27/23		
P.O. #	400261	Office/Computer Supplies		\$347.11	P PO Total
11-000-221-610-00-05-000	CURRICULUM SUPPLIES			\$347.11	
Inv# 3542946039	\$313.50	P	08/07/23		
Inv# 3543503775	\$31.36	P	08/07/23		
Inv# 3544196174	\$2.25	P	08/07/23		
P.O. #	400264	Office/Computer Supplies		\$24.68	P PO Total
11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV			\$24.68	
Inv# 3543503776	\$9.01	P	08/02/23		
Inv# 3543503777	\$15.67	P	08/02/23		
P.O. #	401123	Attn: Jill Emmons		\$135.06	P PO Total
11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV			\$135.06	
Inv# 3543156266	\$135.06		07/27/23		
<b>3951</b>	<b>STARFALL EDUCATION</b>				
P.O. #	401013	MEREDITH VITARELLI		\$355.00	Vend Total
				\$355.00	PO Total
11-000-222-340-00-01-040	SOFTWARE SUBSCRIPTNS ATCO			\$355.00	
Inv# 3461-7104-5494	\$355.00		07/27/23		
<b>3834</b>	<b>STRAUSS ESMAY ASSOCIATES, LLP</b>				
P.O. #	401017	Policy Services		\$4,965.00	Vend Total
				\$4,965.00	PO Total
11-000-230-339-00-23-000	OTHER PURC PROF SERV			\$4,965.00	
Inv# 2324-555	\$4,965.00		07/13/23		
<b>2326</b>	<b>STS OF NJ. INC.</b>				
P.O. #	401052	Transportation membership		\$75.00	Vend Total
				\$75.00	PO Total
11-000-251-890-00-25-000	MISC CENTRAL SERV			\$75.00	
Inv# 00- 2023-2024 Dues	\$75.00		07/13/23		
<b>4670</b>	<b>SUNTEX INTERNATIONAL, INC.</b>				
P.O. #	401038	Renewal First in Math 23/24		\$6,168.00	Vend Total
				\$6,168.00	PO Total
11-190-100-320-11-65-040	ED SERVICES - MATH ATCO			\$1,780.00	
Inv# 264274	\$1,780.00		08/02/23		

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>4670</b>	<b>SUNTEX INTERNATIONAL, INC.</b>			<b>\$6,168.00</b>	<b>Vend Total</b>
P.O. #	401038	Renewal First in Math 23/24		\$6,168.00	<b>PO Total</b>
11-190-100-320-11-65-060	ED SERV MATH TR		\$890.00		
Inv# 264274	\$890.00	08/02/23			
11-190-100-320-11-65-100	ED SERV MATH WES		\$3,498.00		
Inv# 264274	\$3,498.00	08/02/23			
<b>J924</b>	<b>TILGHMAN; ERIN</b>			<b>\$1,022.00</b>	<b>Vend Total</b>
P.O. #	300909	AIL Private Spring 2023		\$1,022.00	<b>PO Total</b>
11-000-270-503-00-14-000	AID IN LIEU - NON-PUBLIC		\$1,022.00		
Inv# AIL Spring Payment	\$1,022.00	06/30/23			
<b>4000</b>	<b>TRANSFINDER</b>			<b>\$5,500.00</b>	<b>Vend Total</b>
P.O. #	401107	Annual Tech Support & Upgrade		\$5,500.00	<b>PO Total</b>
11-000-270-390-00-14-000	TECHNICAL SERVICES		\$5,500.00		
Inv# 51960	\$5,500.00	07/24/23			
<b>V982</b>	<b>UGI ENERGY SERVICES, LLC</b>			<b>\$269.74</b>	<b>Vend Total</b>
P.O. #	300518	NATURAL GAS		\$176.26 P	<b>PO Total</b>
11-000-262-621-00-20-100	NATURAL GAS WES		\$176.26		
Inv# G5748538	\$176.26	06/30/23			
P.O. #	401179	Energy services for Waterford		\$34.38 P	<b>PO Total</b>
11-000-262-621-00-20-100	NATURAL GAS WES		\$34.38 P		
Inv# G5787855	\$34.38 P	08/03/23			
P.O. #	401182	Energy service for TRECC		\$59.10 P	<b>PO Total</b>
11-000-262-621-00-20-060	NATURAL GAS TR		\$59.10 P		
Inv# G5785593	\$59.10 P	08/02/23			
<b>3705</b>	<b>V.J.D. LANDSCAPING AND PROPERTY MAINT</b>			<b>\$1,025.00</b>	<b>Vend Total</b>
P.O. #	300421	Lawn maintenance 4/23-6/23		\$1,025.00 P	<b>PO Total</b>
11-000-263-420-00-20-000	GROUNDS - MAINTENENCE		\$1,025.00 P		
Inv# 8154	\$1,025.00 P	06/23/23			
<b>2015</b>	<b>WADE, LONG &amp; WOOD, LLC</b>			<b>\$6,985.82</b>	<b>Vend Total</b>
P.O. #	300036	Professional Legal Fees		\$3,565.82 P	<b>PO Total</b>
11-000-230-331-00-23-000	LEGAL SERVICES		\$3,565.82		
Inv# 31707	\$1,291.66 P	06/30/23			
Inv# 31708	\$2,274.16 P	06/30/23			
P.O. #	300037	Negotiator Fees		\$3,420.00 P	<b>PO Total</b>
11-000-230-339-00-23-000	OTHER PURC PROF SERV		\$3,420.00		
Inv# 31705	\$1,155.00 P	06/30/23			
Inv# 31706	\$2,265.00 P	06/30/23			

Batch Number	3	Batch 3		\$511,739.34	Batch Total
<b>3780</b>	<b>WAGEWORKS, INC.</b>				
P.O. #	401192	Wageworks		\$100.00	Vend Total
				\$100.00 P	PO Total
11-000-251-340-00-25-000	BUSINESS SERVICES			\$100.00	P
Inv# INV5449506		\$100.00 P	08/02/23		
<b>1928</b>	<b>WASTE MANAGEMENT CAMDEN</b>				
P.O. #	401090	Trash removal svcs 2023/2024		\$568.29	Vend Total
				\$568.29 P	PO Total
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN			\$568.29	P
Inv# 3287244-2498-6		\$568.29 P	07/20/23		
<b>4668</b>	<b>WEAVER, JAMES - PETTY CASH</b>				
P.O. #	300904	Petty cash reimbursement		\$981.25	Vend Total
				\$740.60 P	PO Total
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$695.60	
Inv# Just4WheelsBER-40572		\$393.83 P	06/30/23		
Inv# The Home Depot 00112		\$115.56 P	06/30/23		
Inv# The Home Depot 00122		\$81.00 P	06/30/23		
Inv# The Home Depot 00281		\$94.80 P	06/30/23		
Inv# Walmart 236323		\$10.41 P	06/30/23		
11-000-262-626-01-20-000	GASOLINE			\$45.00	
Inv# Wawa 396360		\$20.00 P	06/30/23		
Inv# Wawa 409525		\$25.00 P	06/30/23		
P.O. #	401173	Postage for OLSAT tests		\$61.50 P	PO Total
11-000-218-390-00-05-000	TEST SCORING			\$61.50	
Inv# USPS 910		\$61.50	08/02/23		
P.O. #	401197	Petty cash reimbursement		\$179.15 P	PO Total
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES			\$179.15	
Inv# Appliance Werks 5721		\$89.00 P	08/02/23		
Inv# The Home Depot 00059		\$19.65 P	08/02/23		
Inv# The Home Depot 00145		\$70.50 P	08/02/23		
<b>4247</b>	<b>WEAVER; JAMES</b>				
P.O. #	300912	Mileage for June, 2023		\$204.45	Vend Total
				\$204.45	PO Total
11-000-262-590-58-20-000	MAINTENANCE TRAVEL			\$204.45	
Inv# June Mileage		\$204.45	06/30/23		
<b>3675</b>	<b>WILLIAMS SCOTSMAN, INC</b>				
P.O. #	401174	Mobile office rental - Atco		\$818.44	Vend Total
				\$818.44 P	PO Total
11-000-262-441-00-20-040	Rental of Land & Buildings			\$818.44	P
Inv# 9018269979		\$818.44 P	08/02/23		
<b>3211</b>	<b>WILSON LANGUAGE TRAINING CORP.</b>				
P.O. #	401060	Atco Fundation Materials		\$5,279.04	Vend Total
				\$5,279.04	PO Total
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES			\$5,279.04	
Inv# #INV20893		\$5,279.04	07/27/23		

Batch Count = 1

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Batch Number	3	Batch 3	\$511,739.34	Batch Total
4568	Y.A.L.E. SCHOOL, NORTH MEDFORD MEMORIAL		\$10,566.60	Vend Total
P.O. #	401103	Tuition CL	\$10,566.60 P	PO Total
11-000-100-566-30-15-000	Private School Secondary		\$10,566.60 P	
Inv# CH/ESY2370		\$10,566.60 P	08/01/23	
4616	ZOOM IMAGING SOLUTIONS, INC.		\$3,994.52	Vend Total
P.O. #	300488	Zoom renewal	\$3,994.52	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST		\$3,994.52	
Inv# INV164846081		\$3,994.52	06/30/23	
Total for Report =			\$511,739.34	

Batch Number	2	Batch 2		\$24,647.66	Batch Total
<b>4411</b>	<b>ATLANTIC CITY ELECTRIC 5500 2154 379</b>				<b>\$340.02 Vend Total</b>
P.O. #	401157	TR Street Lights		\$340.02 P	<b>PO Total</b>
11-000-262-622-01-20-060		ELECTRIC STREET LIGHTS		\$340.02 P	
Inv#	200372048925		\$340.02 P	07/31/23	
<b>4409</b>	<b>ATLANTIC CITY ELECTRIC 5500 3210 584</b>				<b>\$14,521.31 Vend Total</b>
P.O. #	401162			\$14,521.31 P	<b>PO Total</b>
11-000-262-622-00-20-100		ELECTRICITY WES		\$14,521.31 P	
Inv#	200811920588		\$14,521.31 P	08/02/23	
<b>4412</b>	<b>ATLANTIC CITY ELECTRIC 5500 9692 629</b>				<b>\$156.28 Vend Total</b>
P.O. #	401163	Electric Bill - Atco		\$156.28 P	<b>PO Total</b>
11-000-262-622-03-20-040		ELECTRICITY ATCO		\$156.28 P	
Inv#	200881866273		\$156.28 P	08/02/23	
<b>4407</b>	<b>ATLANTIC CITY ELECTRIC 5500 9762 406</b>				<b>\$22.05 Vend Total</b>
P.O. #	401158	Street lights- Atco		\$22.05 P	<b>PO Total</b>
11-000-262-622-02-20-040		ELECTRIC - STREET LIGHTS		\$22.05 P	
Inv#	200492025381		\$22.05 P	08/02/23	
<b>4413</b>	<b>ATLANTIC CITY ELECTRIC 5500 9762 737</b>				<b>\$8,902.12 Vend Total</b>
P.O. #	401161	Electric Bill - Atco School		\$8,902.12 P	<b>PO Total</b>
11-000-262-622-00-20-040		ELECTRICITY ATCO		\$8,902.12 P	
Inv#	200781934246		\$8,902.12 P	08/02/23	
<b>4408</b>	<b>ATLANTIC CITY ELECTRIC 5501 2617 118</b>				<b>\$34.89 Vend Total</b>
P.O. #	401155	Electric - Garage - TRECC		\$34.89 P	<b>PO Total</b>
11-000-262-622-02-20-060		ELECTRIC - GARAGE		\$34.89 P	
Inv#	200112103833		\$34.89 P	07/26/23	
<b>4576</b>	<b>QUADIENT FINANCE USA, INC.</b>				<b>\$439.00 Vend Total</b>
P.O. #	401223	Postage		\$439.00 P	<b>PO Total</b>
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE		\$439.00 P	
Inv#	INV 7/24/23		\$439.00 P	08/07/23	
<b>4084</b>	<b>READYREFRESH BY NESTLE</b>				<b>\$112.96 Vend Total</b>
P.O. #	401175	Deliveries/rental for 23/24		\$112.96 P	<b>PO Total</b>
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES		\$112.96 P	
Inv#	13G0439300559		\$112.96 P	08/02/23	
<b>1121</b>	<b>SOUTH JERSEY GAS CO.</b>				<b>\$119.03 Vend Total</b>
P.O. #	401180	Natural Gas Commodity - WES		\$119.03 P	<b>PO Total</b>
11-000-262-621-00-20-100		NATURAL GAS WES		\$119.03 P	
Inv#	Acct 4487620000		\$119.03 P	08/02/23	

Total for Report =

\$24,647.66

Batch Number	5	Batch 5	\$7,008.57	Batch Total
<b>4296</b>	<b>COMCAST</b>		<b>\$3,205.53</b>	<b>Vend Total</b>
P.O. #	401122	Internet and metro ethernet	\$3,205.53 P	<b>PO Total</b>
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST		\$3,205.53 P	
Inv# 176949536	\$3,205.53 P	07/11/23		
<b>4347</b>	<b>XEROX CORPORATION</b>		<b>\$3,803.04</b>	<b>Vend Total</b>
P.O. #	300113	COPIER LEASE	\$336.22 P	<b>PO Total</b>
11-000-240-420-44-01-040	COPIER MAINT ATC		\$213.01 P	
Inv# 019137351	\$213.01 P	06/30/23		
11-000-240-440-44-01-040	COPIER RENTAL ATC OFFICE		\$123.21 P	
Inv# 019137351	\$123.21 P	06/30/23		
P.O. #	300115	COPIER LEASE	\$171.72 P	<b>PO Total</b>
11-000-219-420-44-03-000	COPIER MAINTENANCE SPS		\$23.85 P	
Inv# 019137348	\$23.85 P	06/30/23		
11-000-219-440-44-03-000	COPIER RENTAL SPS		\$147.87 P	
Inv# 019137348	\$147.87 P	06/30/23		
P.O. #	300129	COPIER LEASE	\$513.51 P	<b>PO Total</b>
11-000-240-420-44-02-060	COPIER MAINT TR		\$406.86 P	
Inv# 019137350	\$406.86 P	06/30/23		
11-000-240-440-44-02-060	OFFICE COPIER RENTAL		\$106.65 P	
Inv# 019137350	\$106.65 P	06/30/23		
P.O. #	300130	COPIER LEASE	\$316.43 P	<b>PO Total</b>
11-190-100-420-44-23-060	COPIER MAINT TR INSTR		\$68.33 P	
Inv# 019253978	\$68.33 P	06/30/23		
11-190-100-440-44-23-060	COPIER RENTAL tr		\$248.10 P	
Inv# 019253978	\$248.10 P	06/30/23		
P.O. #	300131	COPIER LEASE	\$542.48 P	<b>PO Total</b>
11-190-100-420-44-23-100	COPIER MAINT WES INSTR		\$294.38 P	
Inv# 019253976	\$294.38 P	06/30/23		
11-190-100-440-44-23-100	COPIER RENTAL WES		\$248.10 P	
Inv# 019253976	\$248.10 P	06/30/23		
P.O. #	300132	COPIER LEASE	\$177.64 P	<b>PO Total</b>
11-000-251-420-44-25-000	COPIER MAINT CENTRAL SERV		\$29.77 P	
Inv# 019137346	\$29.77 P	06/30/23		
11-000-251-440-44-25-000	COPIER RENTAL CENTRAL SERV		\$147.87 P	
Inv# 019137346	\$147.87 P	06/30/23		
P.O. #	300133	COPIER LEASE	\$357.14 P	<b>PO Total</b>
11-190-100-420-44-23-100	COPIER MAINT WES INSTR		\$109.04 P	
Inv# 019253977	\$109.04 P	06/30/23		
11-190-100-440-44-23-100	COPIER RENTAL WES		\$248.10 P	
Inv# 019253977	\$248.10 P	06/30/23		

Batch Count = 1

07/31/23 13:26

Batch Number	5	Batch 5		\$7,008.57	Batch Total
4347	XEROX CORPORATION			\$3,803.04	Vend Total
P.O. #	300134	COPIER LEASE		\$159.11 P	PO Total
11-000-270-420-44-14-000	COPIER MAINT TRANSP			\$11.24 P	
Inv# 019137347		\$11.24 P	06/30/23		
11-000-270-593-44-14-000	COPIER RENTAL TRANSP			\$147.87 P	
Inv# 019137347		\$147.87 P	06/30/23		
P.O. #	300135	COPIER LEASE		\$542.31 P	PO Total
11-190-100-420-44-23-040	COPIER MAINT ATCO INSTR			\$185.43 P	
Inv# 019253979		\$185.43 P	06/30/23		
11-190-100-440-44-23-040	COPIER RENTAL INSTR ATCO			\$356.88 P	
Inv# 019253979		\$356.88 P	06/30/23		
P.O. #	300146	COPIER LEASE		\$686.48 P	PO Total
11-000-240-420-44-06-100	COPIER MAINT WES OFFICE			\$563.27 P	
Inv# 019137349		\$563.27 P	06/30/23		
11-000-240-440-44-06-100	COPIER RENTAL ~ OFFICE WES			\$123.21 P	
Inv# 019137349		\$123.21 P	06/30/23		
Total for Report =				\$7,008.57	



## SAAS AGREEMENT

This SaaS Agreement (the “*Agreement*”) dated the 1st of September, 2023 (the “*Effective Date*”) between Waterford Township School District having its principal place of business at 1106 Old White Horse Pike Waterford, NJ 08089 (the “*School District*”), and InSite Health, Inc., a Delaware corporation having its principal place of business at 525 State Route 73, Marlton, NJ 08053 (“*InSite*”). School District and InSite may be referred to individually as a “Party,” or collectively as “Parties.”

### RECITALS

**WHEREAS**, InSite provides access to the Software Services and provides the Coordination Services to its customers; and

**WHEREAS**, School District desires to access the Software Services and Coordination Services.

**NOW, THEREFORE**, intending to be legally bound and in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

#### 1. DEFINITIONS.

(a) “*Aggregated Statistics*” means data and information related to any Party’s use of the Software Services that is used by InSite in an aggregate and anonymized manner, including to compile statistical and performance information related to the provision and operation of the Software Services. Any such Aggregated Statistics shall be de-identified in accordance with 45 CFR § 164.514.

(b) “*Coordination Services*” means the services described in *Exhibit A*.

(c) “*Authorized User*” means School District’s employees and contractors who are authorized by the School District to access and use the Software Services under the rights granted to the School District pursuant to this Agreement.

(d) “*Customer Data*” means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of the School District or an Authorized User through the Software Services.

(e) “*Documentation*” means InSite’s user manuals, handbooks, and guides relating to the Software Services provided by InSite to the School District either electronically or in hard copy form.

(f) “*InSite IP*” means the Software Services, the Documentation, and any and all intellectual property provided to the School District or any Authorized User in connection with the foregoing, including without limitation any background intellectual property and know-how. For the avoidance of doubt, InSite IP includes Aggregated Statistics and any information, data, or other content derived from InSite’s monitoring of the School District’s access to or use of the Software Services, but does not include Customer Data.

(g) “**Software Services**” means the software-as-a-service offering described in Exhibit A.

**2. ACCESS AND USE.**

(a) **Provision of Access.** Upon full payment of the Fees, InSite shall deploy the Software Services to the School District within 14 days. Subject to and conditioned on the School District’s payment of Fees and compliance with all other terms and conditions of this Agreement, InSite hereby grants the School District a non-exclusive, non-transferable right to access and use the Software Services during the Term, solely for use by Authorized Users in accordance with the terms and conditions herein. InSite shall provide to the School District the necessary passwords and network links or connections to allow the School District to access the Software Services. InSite shall make reasonable efforts to make the Software Services available pursuant to the SLA attached hereto in Exhibit B.

(b) **Documentation License.** Subject to the terms and conditions contained in this Agreement, InSite hereby grants to the School District a non-exclusive, non-sublicensable, non transferable license to use the Documentation during the Term solely for the School District’s use of the Software Services for internal business purposes.

(c) **Use Restrictions.** The School District shall not use, or permit any Authorized User to use, the Software Services for any purposes beyond the scope of the access granted in this Agreement. The School District shall not at any time, directly or indirectly, and shall not permit any third party (including any Authorized Users) to: (i) copy, modify, or create derivative works of the Software Services or Documentation, in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Software Services or Documentation; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Software Services, in whole or in part; (iv) remove any proprietary notices from the Software Services or Documentation; or (v) use the Software Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law. The School District’s and any Authorized User’s use of the Software Services and Documentation shall at all times be subject to InSite’s Terms of Service available at [www.insitehealth.net](http://www.insitehealth.net).

(d) **Reservation of Rights.** InSite reserves all rights not expressly granted to the School District in this Agreement. Except for the limited rights expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to the School District or any third party any intellectual property rights or other right, title, or interest in or to the InSite IP.

(e) **Suspension.** Notwithstanding anything to the contrary in this Agreement, InSite may temporarily suspend the School District’s and any Authorized User’s access to any portion or all of the Software Services if: (i) InSite reasonably determines that (A) there is a threat or attack on any of the InSite IP; (B) the School District’s or any Authorized User’s use of the InSite IP disrupts or poses a security risk to the InSite IP or to any other customer or vendor of InSite; (C) the School District, or any Authorized User, is using the InSite IP for fraudulent or illegal activities; (D) subject to applicable law, the School District has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its

assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; or (E) InSite's provision of the Software Services to the School District or any Authorized User is prohibited by applicable law; (ii) any vendor of InSite has suspended or terminated InSite's access to or use of any third-party services or products required to enable the School District to access the

Software Services; or (iii) in accordance with Section 5(a)(iii) (any such suspension described in subclause (i), (ii), or (iii), a "***Service Suspension***"). InSite shall use commercially reasonable efforts to provide written notice of any Service Suspension to the School District and to provide updates regarding resumption of access to the Software Services following any Service Suspension. InSite

shall use commercially reasonable efforts to resume providing access to the Software Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. InSite will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that the School District or any Authorized User may incur as a result of a Service Suspension.

(f) **Aggregated Statistics.** Notwithstanding anything to the contrary in this Agreement, InSite may monitor the School District's use of the Software Services and collect and compile Aggregated Statistics. As between InSite and the School District, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by InSite. The School District acknowledges that InSite may compile Aggregated Statistics based on Customer Data input into the Software Services. The School District agrees that InSite may (i) make Aggregated Statistics publicly available in compliance with applicable law, and (ii) use Aggregated Statistics to the extent and in the manner permitted under applicable law; provided that such Aggregated Statistics do not identify the School District or the School District's Confidential Information.

(g) **Coordinated Transition.** InSite shall facilitate a "Coordinated Transition," whereby School District staff or third-party contractors, consultants, or other parties to whom School District has outsourced institutional services who have been designated as school officials pursuant to 34 CFR § 99.31(a)(1)(i)(B) provide InSite with contact information of a student or family in need of mental health treatment providers (the "***Treatment Providers***"). The contact shall be a parent, legal guardian, or other adult primary contact as directed by School District. InSite will then work directly with the contact to connect the student to Treatment Providers.

(h) **Treatment Providers.** InSite allows Authorized Users to request and, as applicable, schedule, appointments with Treatment Providers based on criteria such as geographic proximity, whether the provider accepts the Authorized User's insurance, and whether the Treatment Provider is accepting new patients. InSite is not a mental health Treatment Provider or a provider network. InSite does not provide mental health treatment or other health care treatment. InSite makes not represent or warrant or guarantee that Treatment Providers are of a particular quality.

(i) **Coordination Services.** InSite shall provide Authorized Users with the Coordination Services as described in **Exhibit A**.

(j) **Additional Services.** In addition to the Coordination and Software Services, School District may request the additional services described on **Exhibit C** of this Agreement (the

“*Additional Services*,” as defined therein). These Additional Services shall be provided to School District directly, for the fees set forth in *Exhibit C*. Any fees set forth on *Exhibit C* shall, to the best of the Parties’ knowledge, reflect that fair market value, negotiated at arm’s length, for the additional services. The Additional Services shall be offered under the applicable terms and conditions of this Agreement.

### 3. INSITE IMPLEMENTATION PROCESS.

(a) **Walk-Through.** InSite will provide an onsite or virtual walk-through of the Software Services to School District representatives designated by School District in order to demonstrate the features and functionality of the Software Services.

(b) **On-Boarding.** InSite will conduct initial on-boarding training sessions with School District staff designated by School District in order to explain and demonstrate the Software Services.

(c) **Support.** InSite will provide training and on-going support concerning the use and functionality of the Software Services pursuant to the SLA attached hereto as *Exhibit B*.

(d) **Principal Contact.** School District shall designate one of its employees as its principal contact for communicating with InSite regarding technical issues in the provision of the Software Services and shall notify InSite of such designation in writing within fifteen (15) days of the execution of this Agreement. School District may change its principal contact from time to time by providing written notice.

### 4. TERM AND TERMINATION.

(a) **Term.** This Agreement shall commence on the Effective Date and continue for a period of one year (the “*Initial Term*”). The Agreement may be renewed for one-year terms (the “*Renewal Term*” and collectively with the Initial Term, the “*Term*”) on the anniversary of the Effective Date following the Initial Term (the “*Renewal Date*”), provided that each Party provides the other Party written notice of renewal within 60 days before the Renewal Date.

(b) **Termination.** In addition to any other express termination right set forth in this Agreement:

(i) InSite may terminate this Agreement, effective on written notice to School District, if School District fails to pay any amount when due hereunder, and such failure continues more than fifteen (15) days after InSite’s delivery of written notice thereof;

(ii) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured thirty (30) days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(iii) either Party may terminate this Agreement, effective immediately upon

written notice to the other Party, if the other Party: (A) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (B) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (C) makes or seeks to make a general assignment for the benefit of its creditors; or (D) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

(c) In the event that InSite determines, in its sole and absolute discretion, to cease to offer the Software Services to new clients and to discontinue support of the Software Services for existing clients, InSite may terminate this Agreement by providing School District with sixty (60) days written notice. In the event of termination of an Initial Term or a Renewal Term by InSite pursuant to this Section, the fees paid by School District shall be subject to a prorated refund based on the applicable Term.

(d) **Effect of Expiration or Termination.** Upon expiration or earlier termination of this Agreement, School District shall immediately discontinue use of the InSite IP and, without limiting School District's confidentiality obligations, School District shall delete, destroy, or return all copies of the InSite IP and certify in writing to InSite that the InSite IP has been deleted or destroyed. No expiration or termination will affect School District's obligation to pay all Fees that may have become due before such expiration or termination, or entitle School District to any refund.

The Parties shall cooperate to ensure the smooth transition of Coordination Services.

(e) **Survival.** This Section 4(e) and Sections 1, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

## **5. FEES.**

(a) **Fees.** School District shall pay InSite the fees ("**Fees**") as set forth in **Exhibit A** without offset or deduction. School District shall make all payments hereunder in US dollars on or before the due date set forth in **Exhibit A**. If School District fails to make any payment when due, without limiting InSite's other rights and remedies: (i) InSite may charge interest on the past due amount at the rate of 1.5% per month calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) School District shall reimburse InSite for all reasonable costs incurred by InSite in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for 45 days or more, InSite may suspend School District and its Authorized Users' access to any portion or all of the Software Services until such amounts are paid in full.

(b) **Taxes.** All Fees and other amounts payable by School District under this Agreement are exclusive of taxes and similar assessments. School District is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by School District hereunder, other than any taxes imposed on InSite's income.

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## 6. DATA AND INFORMATION PRIVACY.

(a) InSite and School District each agree to comply with all data privacy laws and requirements applicable to the Software Services and Coordination Services provided pursuant to this Agreement, and to which they are each subject, which may include, without limitation, the Children's Online Privacy Protection Act ("**COPPA**"), the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**"), and the Family Educational Rights and Privacy Act ("**FERPA**").

(b) The Software Services will include links to a Privacy Policy and Terms of Use.

(c) School District designates InSite as a school official pursuant to 34 CFR § 99.31(a)(1)(i)(B) for the limited purposes of providing the Software and Coordination Services.

(d) The Parties expressly understand and agree that: (1) the Software and Coordination Services are an institutional service or function that would otherwise be performed by employees of School District, such as counselors or principals; (2) InSite is under the direct control of School District with respect to the use and maintenance of any "education records," as that term is defined at 34 CFR § 99.3; (3) InSite shall comply with the obligations imposed by 34 CFR § 99.33(a) regarding the redisclosure of any information relating to students and families obtained in providing the Software Services; (4) School District has determined that InSite has legitimate educational interests in any education records provided to it; and (5) School District has provided parents and eligible students with the annual notice required by 34 C.F.R. §99.7(a)(3)(iii) regarding its criteria for determining who is a school official and what constitutes a legitimate educational interest in education records.

(e) School District represents and warrants that any independent contractor that is provided with access to the "warm hand-off" or is otherwise responsible for transmitting directory information or education records to InSite has also been designated as a school official pursuant to 34 CFR § 99.31(a)(1)(i)(B) and that School District has provided parents and eligible students with the annual notice required by 34 C.F.R. §99.7(a)(3)(iii).

(f) InSite reserves the right to internally monitor School District's and Authorized Users' usage of the Software Services.

(g) InSite will only use or disclose protected health information (as that term is defined under HIPAA) ("PHI") of a student with a student's or the student's parent or personal representative's consent, authorization or opportunity to object unless permitted or required by law. Except as permitted by Section 6(h), InSite will not share PHI with the School District unless the School District obtains and delivers to InSite a duly executed written authorization from the Authorized User, or his or her legal guardian if applicable, in a form that complies with applicable law.

(h) Notwithstanding any other provision in this Agreement, InSite may use or disclose PHI of a student in the following situations without the consent of the student or the student's parent or personal representative: as required by law; for public health purposes; for health care

oversight purposes; for abuse or neglect reporting; pursuant to Food and Drug Administration requirements; in connection with legal proceedings; for law enforcement purposes; to coroners, funeral directors and organ donation agencies; for certain research purposes; for certain criminal activities; for certain military activity and national security purposes; for workers' compensation reporting; relating to certain inmate reporting; and other required uses and disclosures.

(i) Notwithstanding any other provision in this Agreement, InSite will make available to the School District information that has been aggregated, anonymized, or de-identified in accordance with the standards for and implementation of de-identification under Section 164.514(a)-(b) of HIPAA and its implementing regulations and guidance issued by the Secretary of the U.S. Department of Health and Human Services ("De-identified Data") without the consent of the student or the student's parent or personal representative for any purpose allowed by law. The De-identified Data that InSite will make available to the school will include, to the extent permissible by law, number of visitors, care matches, appointments, and demographic summary data.

7. **CONFIDENTIAL INFORMATION.** From time to time during the Term, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media whether or not marked, designated or otherwise identified as "confidential" (collectively, "*Confidential Information*"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without reference to the Confidential Information. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

## 8. INTELLECTUAL PROPERTY OWNERSHIP; FEEDBACK.

(a) **InSite IP.** School District acknowledges that, as between School District and InSite, InSite owns all right, title, and interest, including all intellectual property rights, in and to the InSite IP.

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(b) **Customer Data.** InSite acknowledges that, as between InSite and School District, School District owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. School District hereby grants to InSite a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for InSite to provide the Software Services to School District, and a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to reproduce, distribute, modify, and otherwise use and display Customer Data incorporated within the Aggregated Statistics.

(c) **Feedback.** If School District or any of its employees or contractors sends or transmits any communications or materials to InSite by mail, email, telephone, or otherwise, suggesting or recommending changes to the InSite IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("**Feedback**"), InSite is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback. School District hereby assigns to InSite on School District's behalf, and on behalf of its employees, contractors and/or agents, all right, title, and interest in, and InSite is free to use, without any attribution or compensation to any party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever, although InSite is not required to use any Feedback.

(d) **Publicity and Branding.** School District agrees that InSite may (a) publicize School District's name and the fact that the School District uses the Software Services.

## **9. SCHOOL DISTRICT RESPONSIBILITIES.**

(a) **General.** School District is responsible and liable for complying with InSite's Privacy Policy and Terms of Service (each of which are available at [www.insitehealth.net](http://www.insitehealth.net) and all uses of the Software Services and Documentation resulting from access provided by School District, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, School District is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement or InSite's Privacy Policy or Terms of Service if taken by School District will be deemed a breach of this Agreement by School District. School District shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Software Services, and shall cause Authorized Users to comply with such provisions.

(b) **Consent Forms.** School District shall be responsible for obtaining and providing to InSite executed copies of any required consents or authorizations necessary to provide information to InSite in connection with the Software Services, and to receive information from treatment providers through the Software Services.

(c) **Compliance with Law; Publicity Authorizations.** School District is responsible and liable for complying with all applicable laws related to the collection and dissemination of Customer Data. School District is also responsible for obtaining all required publicity consent



forms and authorizations to use the Customer Data in connection with the Software Services.

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## **10. REPRESENTATIONS AND WARRANTIES**

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(a) School District represents and warrants that: (1) School District is duly organized, validly existing and in good standing under the laws of the State of New Jersey; (2) the execution and delivery of this Agreement by School District and the performance of its duties hereunder (i) have been duly authorized by all necessary corporate action, and this Agreement constitutes the valid and binding obligation of School District, enforceable against School District in accordance with its terms; and (ii) will not violate or conflict with the governing organizational documents of School District and will not result in a breach of or constitute a default under any agreement or instrument to which School District or any of its officers, directors or owners may be a party or by which any of them may be bound or affected; (3) School District, its employees and subcontractors, if any, shall, at all times during the Term of this Agreement, be duly licensed as required by, and comply with, all applicable laws, ordinances, codes and regulations of federal, state and local governments, relating to the operation of School District; (4) any information it provides to InSite does not and will not infringe, misappropriate, or otherwise violate any intellectual property right or right of privacy or publicity of any third party; (5) School District has provided parents or other appropriate guardians with the notice required by 34 CFR § 99.7(a)(3)(iii) regarding the criteria used to determine who constitutes a school official and what constitutes a legitimate educational interest; and (6) the performance of its obligations as set forth in this Agreement and the use of the

Software Services by School District and its Authorized Users will not (i) violate any applicable laws or regulations, or (ii) cause a breach of any agreements with any third parties. In the event of any breach by School District of any of the foregoing representations and warranties set forth in this Section, in addition to any other remedies available at law or in equity, InSite will have the right to suspend immediately any Software Services if deemed reasonably necessary by InSite to prevent any harm to InSite and its business. InSite will provide written notice of any breach of the foregoing representations and warranties that it becomes aware of to School District and a reasonable time period to cure, if practicable, depending on the nature of the breach.

(b) InSite represents and warrants that it will comply with all applicable state and federal healthcare referral and anti-kickback statutes, in all material respects. In the event of any breach by InSite of the foregoing representations and warranties set forth in this Section, School District will provide written notice of the breach to InSite and a reasonable time period to cure, if practicable, depending on the nature of the breach.

(c) **DEBARMENT OR EXCLUSION.** Neither Party nor any of its owners, directors, managers, officers, employees or contractors has been, is or shall be (i) debarred, suspended, excluded or otherwise ineligible to participate in any federal or state health care program; (ii) convicted of a criminal offense related to the provision of health care items or services or otherwise; (iii) subjected to any type of criminal or civil sanction, fine, or civil monetary penalty in connection with any federal or state health care program, or otherwise; (iv) under investigation which may result in it/he/she being excluded from participation in any state or federal health care program; (v) the subject of an investigation by any regulatory agency or professional oversight board concerning the provision of care; or (vi) the subject of a credible allegation of fraud, abuse or similar activities that are criminally or civilly proscribed, or of a consent decree or other

judicial order or administrative settlement with respect to fraud, abuse or similar activities that are criminally or civilly proscribed.

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(d) **WARRANTY DISCLAIMER.** THE INSITE IP, SOFTWARE SERVICES, AND COORDINATION SERVICES ARE PROVIDED "AS IS" AND INSITE HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. INSITE SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. INSITE MAKES NO WARRANTY OF ANY KIND THAT THE INSITE IP, SOFTWARE SERVICES, AND COORDINATION SERVICES, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET SCHOOL DISTRICT'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

## **11. INDEMNIFICATION.**

### **(a) InSite Indemnification.**

(i) InSite shall indemnify, defend, and hold harmless School District from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("**Losses**") incurred by School District resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") that the Software Services, or any use of the Software Services in accordance with this Agreement, infringes or misappropriates such third party's U.S. intellectual property rights, provided that School District promptly notifies InSite in writing of the claim, cooperates with InSite, and allows InSite sole authority to control the defense and settlement of such claim.

(ii) If such a claim is made or appears possible, School District agrees to permit InSite, at InSite's sole discretion, to (A) modify or replace the Software Services, or component or part thereof, to make it non-infringing, or (B) obtain the right for School District to continue use. If InSite determines that neither alternative is reasonably available, InSite may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to School District.

(iii) This Section 11(a) will not apply to the extent that the alleged infringement arises from: (A) use of the Software Services in combination with data, software, hardware, equipment, or technology not provided by InSite or authorized by InSite in writing; (B) modifications to the Software Services not made by InSite; (C) Customer Data; or (D) third party products.

(b) **School District Indemnification.** School District shall indemnify, hold harmless, and, at InSite's option, defend InSite from and against any Losses resulting from any Third-Party

Claim that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's U.S. intellectual property rights and any Third-Party Claims based on School District's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Software Services in a manner not authorized by this Agreement; (iii) use of the Software Services in combination with data, software, hardware, equipment or technology not provided by InSite or authorized by InSite in writing; or (iv) modifications to the Software Services not made by InSite, provided that School District may not settle any Third-Party Claim against InSite unless InSite consents to such settlement, and further provided that InSite will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

(c) **Sole Remedy.** THIS SECTION 11 SETS FORTH SCHOOL DISTRICT'S SOLE REMEDIES AND INSITE'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SOFTWARE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY. IN NO EVENT WILL INSITE'S LIABILITY UNDER THIS SECTION 11 EXCEED THE TOTAL AMOUNTS PAID TO INSITE UNDER THIS AGREEMENT IN THE TWELVE MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

12. **LIMITATIONS OF LIABILITY.** IN NO EVENT WILL INSITE BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (a) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (b) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (c) LOSS OF GOODWILL OR REPUTATION; (d) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (e) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER INSITE WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL INSITE'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS ACTUALLY PAID TO INSITE UNDER THIS AGREEMENT IN THE TWELVE MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

### 13. MISCELLANEOUS.

(a) **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of New Jersey without giving effect to any choice or conflict of law provision or rule that would cause the application of laws of any jurisdiction other than those of the Delaware. Any legal suit, action, or proceeding arising out of or related to this Agreement will be instituted exclusively in the federal courts of the United States or the courts of the State of New Jersey located in Camden County, New Jersey, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

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(b) Dispute Resolution. In the event of a dispute, controversy or claim arising out of or relating in any way to the Agreement, the complaining Party shall notify the other Party in writing thereof. Within thirty (30) consecutive days from receipt of notice, management level representatives of both Parties shall meet at an agreed location to attempt to resolve the dispute in good faith. Should the dispute not be fully resolved within thirty (30) consecutive days after receipt of notice, the Parties, by mutual agreement, may submit the dispute to binding arbitration. The request for mutual arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after one (1) year from when the aggrieved party knew or should have known of the controversy, claim, dispute or breach. The arbitration shall be conducted in accordance with the then existing Commercial Rules of the American Arbitration Association. The arbitration shall be conducted in Camden County, New Jersey.

(c) Notices. All notices, requests, demands or other communications required by this Agreement between InSite and School District shall be in writing and shall be deemed given and served upon delivery, if delivered personally or by email, or three (3) days after mailing by U.S. mail as follows:

If to School District:

If to InSite: InSite Health

Attn: Chris Gaeta  
5 Greentree Center, Route 73,  
Marlton New Jersey 08052  
chris@insitehealth.net

School District Dept: Student Support Services  
Accounts Payable Contact: Name: Ashley Power

Email: apower@wtsd.org  
Phone: 856-767-8293 Ext: 5419

Any Party may change the address or persons to which notice is to be provided by giving written notice of the change of address or persons to the other Party in the manner provided for giving notice in this Section.

(d) Waiver. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party shall not be construed as a waiver of any subsequent breach of the same or any other provision of this Agreement.

(e) Changes in Law. This Agreement is intended to comply with applicable federal and New Jersey laws and regulations. In the event that there are subsequent changes to or clarifications of laws or regulations that may render any term or condition of this Agreement noncompliant, or either Party determines in good faith that this Agreement is not in compliance with applicable laws or regulations, then the Parties shall negotiate in good faith to modify the terms and conditions of this Agreement to achieve compliance and remedy any prior noncompliance; but, if compliance cannot be achieved reasonably within thirty (30) days, then this Agreement shall terminate at the

election of either Party, and neither Party shall have any obligations hereunder, except for obligations that accrued prior to the termination.

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(f) Force Majeure. Neither Party shall be liable for damages for any delay or failure to perform any obligation imposed by this Agreement if such delay or failure arises out of causes beyond the Party's reasonable control and without their fault or negligence, including, but not limited to, acts of God, acts of civil or military authority, fires, riots, wars, national or regional emergencies, pandemics, embargoes, Internet disruptions, hacker attacks, any action taken by a governmental authority, or telecommunications failures, or government responses thereto, (a "**Force Majeure Event**"). A Party whose performance is affected by any of the foregoing shall give written notice to the other Party stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such delay. Notwithstanding anything to the contrary contained herein, if either Party is unable to perform hereunder for a period of thirty (30) consecutive days, then the other Party may terminate this Agreement immediately by providing ten (10) days written notice.

(g) Modification of Agreement. Any amendment or modification of this Agreement will only be binding if evidenced in writing and signed by each Party or an authorized representative of each Party with authority to bind the Party.

(h) Assignment. This Agreement nor any of the rights or duties under this Agreement may not be assigned or delegated by School District without the written consent of InSite. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns.

(i) Entire Agreement. This Agreement contains the entire agreement with respect to the subject matter hereof and supersedes all prior negotiations, understandings, or agreements, written or oral.

(j) Titles/Headings. Titles and headings are utilized in this Agreement for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

(k) Severability. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

(l) Referrals. This Agreement is not intended to influence the judgment of any physician or provider in choosing medical equipment, drugs, devices, specialists or medical facilities appropriate for the proper care and treatment of patients. Nothing in this Agreement shall impact any individuals right to choose a healthcare provider. Neither Party shall be obligated to encourage or in any way influence patients to utilize the services of any healthcare provider.

(m) Anti-Kickback Statute. Neither Party shall engage in any activity prohibited by 42 U.S.C. § 1395nn (42 Code of Federal Regulations, Part 411 (411.1 to 411.361)), 42 U.S.C. § 1320a 7a and 42 U.S.C. § 1320a-7b (42 Code of Federal Regulations, Part 1001 (1001.952(a) to

1001.1001)) or any other federal state or local law or regulation relating to the referral of patients, including, without limitation, anti-kickback and self-referral prohibitions and limitations, as those laws or regulations now exist or as subsequently revised. School District acknowledges that no part of this Agreement is intended to induce School District to refer any patients or business to InSite. The Parties agree that no Party is required to make any referrals or otherwise generate any business for any other Party as a condition of this Agreement or any other express, implied, or other agreement. The Parties expressly acknowledge that this Agreement: (i) is the result of arm's length negotiations between InSite and School District; (ii) has not been determined in a manner that takes into account the volume or value of any referrals or business otherwise generated between InSite and School District; and (iii) it is the intention of InSite and School District that the consideration under this Agreement for the Software Services and the Coordination Services provided by InSite is consistent with fair market value.

(n) Export Regulation. School District shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), that prohibit or restrict the export or re-export of the Software Services or any Customer Data outside the US.

(o) Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 7 or, in the case of School District, Section 2(c), would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.

(p) Counterparts. This Agreement may be executed in counterparts which, taken together, shall constitute one original document.

(q) Authority to Execute Agreement. Each individual signing this Agreement warrants and represents that he or she has been authorized to enter into this Agreement on behalf of the Party.

*[Signature Page to Follow]*

**IN WITNESS WHEREOF**, intending to be legally bound, the Parties hereto have executed this Agreement as of the date first set forth above.

**INSITE SCHOOL DISTRICT**

By: \_\_\_\_\_

\_\_\_\_ Name:

Title:

By: \_\_\_\_\_

Name:

Title:

**Exhibit A**

Capitalized terms used but not defined in this Exhibit A have the meaning given to those terms in the Agreement.

A. **SOFTWARE SERVICES:** the InSite Wellness Platform Application, an online platform for InSite's Wellness Program, in which Authorized Users will have access to data reporting, key performance indicators, appointment scheduling details, paperwork, cost saving metrics, preventive education, and insight into student's treatment lifecycle (e.g., clearance letters, psychiatric reports, school-based paperwork, real time scheduling and prevention resources). Note that the foregoing may not be available for all students, as authorization by a student or their parent or guardian will be required to share some of this information.

B. **COORDINATION SERVICES:** InSite shall provide telephone and email access to the InSite Concierge team. The InSite Concierge team are care coordinators with experience in customer service, trained to navigate the mental health system and health insurance. The InSite Concierge team are not licensed mental health professionals and do not provide mental health services or health care services. No provider-patient relationship is formed by provision of services by an InSite Concierge team member to an Authorized User. The InSite Concierge team are not a crisis response team. The InSite Concierge team are available to work directly with students and families to connect them with Treatment Providers.

C. **FEES:** The fee schedule is set forth below. All implementation fees are one-time fees due within 30 days after the Effective Date. All service fees are annual subscription fees due within 30 days after the commencement of the Initial Term or applicable Renewal Term. InSite may increase the service fee for an upcoming Renewal Term by providing written notice to the School District at least 90 days prior to the commencement of any Renewal Term.

- Gold Package: \$1,000 implementation fee and \$19,000 service fee

**Exhibit B**  
**SLA**

Capitalized terms used but not defined in this Exhibit A have the meaning given to those terms in the Agreement.

**A. MONTHLY UPTIME**

InSite shall use reasonable efforts to ensure that Monthly Uptime does not fall below 95.0% of the total minutes in any calendar month.

If InSite fails to achieve the Monthly Uptime target set forth below, School District may claim the Service Credit based on a monthly pro-rated amount of the Fee.

School District will not be entitled to a credit if it is in breach of this Agreement, including its payment obligations. To receive a credit, a School District must file a claim for such credit within 5 days following the end of the month in which the target was not met by contacting the InSite Customer Service Desk with a complete description of the Downtime, how School District was adversely affected, and for how long.

The credit remedy set forth in this Exhibit is School District's sole and exclusive remedy for the unavailability of the Software Services.

Monthly Uptime	Service Credit
----------------	----------------

95.0%-100.0%	0%
92.0%-94.9%	6%
90.0%-91.9%	10%
Below 90%	50%

As used above:

**“Downtime”** means any period during which School District cannot use the Software Services pursuant to the Agreement, other than because of errors of School District or its agents or failures of software or equipment operated by School District or under its control. Notwithstanding the foregoing, Downtime does not include: (a) Scheduled Maintenance; (b) emergency maintenance periods during which InSite applies critical security patches, or (c) failures due to a Force Majeure Event. Downtime begins when School District submits a Trouble Ticket.

**“Monthly Uptime”** means the total minutes in the month minus the minutes of Downtime suffered during such month; provided Downtime of less than 10 minutes does not count for such purposes, in the aggregate or otherwise.

**“Scheduled Maintenance”** means any period of maintenance on the Software Services, provided InSite has given School District 5 days’ notice of such maintenance. However, the Parties acknowledge that emergency maintenance will be required.

**“Trouble Ticket”** means a written trouble ticket properly submitted to the InSite Customer Service Desk. **B. INSITE CUSTOMER SERVICE DESK**

The InSite Support Team will be supported during business hours from 8:00am-4:00pm ET during the school year, excluding all holidays in the United States.

The School District or Authorized Users may contact the InSite Support Team by phone ([856-552-0721]) or email james@insitehealth.net.

### **Exhibit C** **Additional Services**

School District may request, and InSite may, in its sole discretion, arrange for additional services, including but not limited to the following, (collectively the **“Additional Services”**) as mutually agreed upon from time-to-time by the Parties:

Service	Fee per Instance
Psychiatric evaluations	May be billed through health insurance, or, if a student's insurance is not in-network, evaluations may be invoiced to the district at [\$200.00] per 60-minute evaluation. InSite will notify School District in advance if a student's insurance is not in-network. The school may decline services at its option.



Suicide Prevention training (per group of 10)	\$1,500.00 (per group of 10)
Child Study Team psychiatric evaluations	\$200.00 per 60–90-minute evaluation
Risk/Threat Assessment	\$500.00 per 60-minute evaluation
Individualized Educational Plan (IEP)	\$650.00 per 90–120-minute evaluation

### **Payment Terms**

As sole and complete compensation for the Additional Services, School District shall pay InSite the fees listed above. InSite shall submit to School District a monthly invoice detailing the Additional Services provided, which School District shall pay or dispute within thirty (30) days of receipt.

# AGREEMENT FOR STUDENT INTERNSHIPS BETWEEN ROWAN UNIVERSITY

AND

## Waterford Township Public Schools

**THIS STUDENT INTERNSHIP AGREEMENT** (this "Agreement") is made and entered into as of July 31, 2023 by and between **Rowan University**, a public research university within the system of Higher Education in the State of New Jersey, having its principal administrative offices located at 201 Mullica Hill Road, Glassboro, New Jersey 08028 (hereinafter referred to as "University") and **Waterford Township Public Schools, 1106 Old White Horse Pike, Atco, NJ 08089** (hereinafter referred to as "Facility").

The University offers instruction in selected disciplines. As part of each program, University seeks relevant, supervised experiences in both clinical and non-clinical practice settings. The purpose of this Agreement is to identify the mutual responsibilities and expectations of the University and the Facility, in connection with paid or unpaid internships for students in University's Educator Preparation Programs (hereinafter referred to as the "Program"). The University and the Facility shall be referred to as a "Party" or collectively as the "Parties" herein.

**WHEREAS**, the University maintains educational programs and is seeking training opportunities for its student interns at the Facility; and

**WHEREAS**, the Facility provides quality experiential training opportunities for student interns; and

**WHEREAS**, Student interns will receive University academic credit for their educational internship at the Facility; and

**NOW THEREFORE**, in consideration of the mutual covenants contained in this Agreement and intending to be legally bound hereby, it is agreed by both Parties as follows:

### A. RESPONSIBILITIES OF THE UNIVERSITY

1. The University shall provide the basic academic preparation of the student interns through classroom instruction and laboratory practice and will assign to the Facility only those student interns who possess a satisfactory record of completing prerequisite portion of the curriculum and who have met the minimum requirements established by Facility for the Program.
2. The University will maintain general responsibility for didactic instruction, academic evaluation and related academic matters concerning student participation in the educational internship program at the Facility, including evaluation and grading of student interns.
3. The University is an agency of the State of New Jersey. Any agreement signed on behalf of the State of New Jersey by a State official shall be subject to all of the provisions of the New Jersey Tort Claims Act (*N.J.S.A. 59:1-1 et seq.*), the New Jersey Contractual Liability Act (*N.J.S.A. 59:13-1 et seq.*), and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligation of the State to be responsible for tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act.
4. If required, the University will provide its student interns participating in unpaid internships with professional liability and general liability coverage with independent policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate per year. Coverage will extend to activities performed under this Agreement. Evidence of insurance will be provided upon request.

**C. RESPONSIBILITIES OF THE FACILITY**

1. If the student interns will be participating in paid training experiences, they shall be considered W2 employees of the Facility, entitled to all of the protections of the Facility's other employees, and shall be covered under the Facility's Workers' Compensation and Liability Insurance.
2. Each Party agrees that the student interns will be participating in a learning situation and that the primary purpose of the placement is for the student interns' learning. It is further understood that the student interns shall perform duties as part of their training under the direct supervision of the Facility.
3. The Facility will inform the University and student interns in advance of any eligibility requirements for participation in the internship, including medical screening and/or criminal background requirements.
4. The Facility will notify the University immediately of any situation or problem which threatens a student intern's successful completion of the educational internship program at the Facility.
5. When required for accreditation and/or upon the University's request, the Facility will provide the University with its internship training program information, reports or other data.
6. The Facility shall maintain the confidentiality of all student intern records produced by it or furnished to it by the University, and will not disclose information except as the University may request for its own use or as the student intern may direct or as required by law.
7. The Facility shall indemnify and hold harmless the University, including, without limitation, the University's agents, directors, officers, and employees from and against all claims, losses, costs, damages and expenses (including reasonable attorneys' fees) relating to injury to or death of any person or damage to real or personal property in connection with (i) any breach by Facility of any provision hereof, or (ii) an act of negligence by Facility.
8. The Facility will assist any student intern requiring emergency medical care in the case of injury or illness during the affiliation. Student interns are required carry their own medical insurance, proof of which shall be furnished to the Facility upon request.
9. **The Facility will maintain insurance coverage as outlined below:**
  - (a) The Facility shall carry professional liability insurance covering its professionals with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate per year.
  - (b) The Facility shall also carry Comprehensive General Liability Insurance to include coverage for claims of bodily injury and property damage, personal and advertising injury, products and completed operations, and contractual liability with minimum limits of \$1,000,000 each occurrence/\$3,000,000 general aggregate; and
  - (c) The Facility shall also carry Workers' Compensation Insurance in statutory amounts applicable to the laws of the State of New Jersey and any other State or Federal jurisdiction required to protect the Facility and its employees.

**D. MUTUAL RESPONSIBILITIES/GENERAL PROVISIONS**

1. Both of the Parties to this Agreement are independent contractors. It is not intended that an employment, joint venture, or partnership agreement be established by this Agreement.
2. The Facility is in compliance with applicable local state and federal laws and regulations, will not discriminate on the basis of race, religion, color, sex, age, national origin, handicap, sexual preference,

disabled or Vietnam era veteran status or financial status in admission or access to, or treatment or employment in, its programs and activities.

3. The University in its programs and services adheres to the State's non-discrimination policy for Affirmative Action and Equal Employment Opportunity. In accordance with that policy, discrimination based upon race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability will not be tolerated. Sexual harassment, which is a form of unlawful gender discrimination, likewise will not be tolerated. While in performance of this Agreement, Facility certifies that it does not discriminate on these grounds either.
4. The term of this Agreement shall be for a one (1) year period, from September 1, 2023 through August 31, 2024 and shall automatically renew for additional one (1) year terms, unless either Party to this Agreement notifies the other, in writing, of its intention not to renew this Agreement.
5. This Agreement may be terminated by either Party giving written notice to the other Party at least thirty (30) days prior to the effective date of such termination.
6. Notwithstanding any termination under this Agreement, once a student has been accepted by the Facility for the Program, and as long as the student remains in good standing at the University and within the Facility's performance standards, and the student's training has not otherwise ended, the student shall be permitted to complete the internship at the Facility.
7. This Agreement may be revised or modified by a written amendment signed by authorized representatives of both Parties.
8. This Agreement shall be construed in accordance with the laws of the State of New Jersey.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized representatives, as of the day and year above first written.

**Waterford Township Public Schools**

**ROWAN UNIVERSITY**

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
Anthony Lowman, Ph.D.  
Provost & Senior VP for Academic Affairs

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**“Resolution Awarding a Contract for Plumbing and Heating/  
Ventilation and Air Conditioning Services to Northeast Plumbing  
Services”**

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Whereas, the Waterford Board of Education, pursuant to N.J.S.A. 18A:18A may by resolution and without advertising for bids, purchase goods or through a cooperative purchasing agreement; and

Whereas, the services needed are plumbing and HVAC maintenance services for the 2014/2015 year; and

Whereas, the costs for this contract are as follows:

Hourly Rate	\$104.25
% markup on supplies	30%

Resolved, the Waterford Board of Education authorizes the Purchasing Agent to procure Plumbing and HVAC maintenance and repair services from Northeast Plumbing and, be it further resolved that the duration of the contract be from July 1, 2023 through June 30, 2024.

## **Professional Medical Staffing, LLC Staffing Agreement**

This Agreement entered this June 13, 2023, by and between Professional Medical Staffing, herein after called "**Agency**", doing business as Professional Medical Staffing, and Waterford Township School District

### **BACKGROUND**

Whereas **Client** has recognized a need for temporary personnel on an as needed basis.

Whereas, **Agency** is in the staffing business, placing temporary personnel as needed by **Client**, and is willing and able to provide such services to **Client**,

Whereas **Client** desires to engage **Agency** and, **Agency** desires to provide such services to **Client**, in accordance with the terms and conditions set forth herein,

In exchange for the mutual promises set forth herein, the parties agree as follows:

### **I. AGREEMENT TERM AND TERMINATION**

**Initial Term.** This Agreement shall commence on July 1, 2023, and shall continue in effect until June 30, 2024.

### **II. DESCRIPTION OF SERVICES**

Upon **Client** request, on an as needed basis, **Client** may request **Agency** staffing services and understands **Agency** capability to fulfill service requests is subject to the availability of qualified staff who meets the service request job requirements. **Agency** shall identify and select personnel who possess the skills and experience described at time-of-service request. To aid the **Agency** in maintaining an adequate supply of qualified personnel to meet the **Client** demands for frequent job service requests **Client** shall provide **Agency** notice. **Agency** will make every effort to identify and place personnel timely including last minute service requests and replacement personnel.

The **Client** shall communicate the details of the assignment such as start date, duration, location, job description/duties and primary point of contact names. Each party will maintain ongoing communication regarding status of service request, order fulfillment, performance feedback and any other pertinent data. **Client** understands that **Agency** establishes each bill rate per job description and assignment duties and establishes the pay rates for each employee assigned based on job description, work experience, competency, and skills. **Client** agrees not to change and/or reassign personnel without prior consent of **Agency**. The **client** acknowledges that the **Agency** reserves the right to adjust the bill rates in accordance with the change in service request and job requirements.

**Agency** will promptly notify **Client** of any change to assigned personnel's work schedule caused by callouts, cancellations and/or unforeseen emergencies and will act on identifying replacement personnel timely. In the event assigned personnel fail to report to work and **Agency** does not inform **Client** of changes to work assignment, **Client** will promptly notify **Agency**.

### **III. AGENCY SCREENING AND HIRING STANDARDS**

The **Agency** sources, screens and evaluates its applicant's level of competency per job description to meet the job duties and hiring requirements of the **Agency**, & **Client**, per State & Federal conditions of employment including:

- Verification of employment history, professional references and re-hire status
- Proof of clearance to work in the United States
- State and/or FBI criminal clearance
- Proof of negative Drug Screen
- Sexual Abuse/Child Abuse Disclosure

Clinical Personnel must additionally show proof of the following.

- Proof of completion of mandatory in-service training for:  
*Infection Control, Abuse, Age Specific Competency, & National Patient Safety Goals*

- Proof of Physical Exam within one ( 1 ) year of hire date
- Proof of PPD
- Hep B Series and/or signed declination
- Primary source verification of ~~training~~ education, professional license
- If applicable: proof of current CPR Certification

The Agency may contract with an outside firm to perform screening services.

#### **IV. NON-DISCRIMINATION**

Agency conforms to equal employment opportunity standards and practices and does not discriminate against an applicant because of race, creed, color, religion, natural origin, age, sex, sexual preference, or handicap. Neither party shall practice unlawful discrimination against personnel, patients, and other persons during the performance of the Agreement.

#### **V. AGENCY RESPONSIBILITIES**

Agency instructs its personnel to wear an Agency Identification Badge and evidence of current Nursing License and/or CPR card.

Agency shall assume sole and exclusive responsibility for the payment of wages to personnel, for services performed by them at Client and be responsible for withholding Federal and State Income Taxes and paying Federal Social Security Taxes, Unemployment Insurance, and maintaining Workers' Compensation coverage in an amount and under such terms as required by the State Labor Code.

Agency does not utilize subcontractors as its usual course of business unless Agency and Client mutually agree to use of subcontractors. In such a case, the Agency shall hold the subcontractor accountable for meeting all standards outlined in this agreement.

In the event a previously scheduled employee cancels his/her assignment for any reason the Agency will promptly notify the Client. The Agency will immediately search for replacement personnel who possess the qualifications to match the original service request. The Agency shall timely communicate its progress to identify and assign replacement personnel.

The Agency maintains a system of documenting, tracking, and reporting unexpected incidents, including errors, unanticipated deaths and other events, injuries, and safety hazards relating to the care and services provided.

#### **VI. QUALITY ASSURANCE AND REPORTING PROCESSES**

The Agency and Client shall consult to establish mutually acceptable procedures and provide adequate communication to ensure overall service satisfaction.

Client shall report to Agency any unexpected incident, safety and/or occupational hazards, medication errors, sentinel events and/or any concern that affects the quality of care and level of service provided. Agency shall work cooperatively with Client to respond timely to resolve all service concerns.

#### **VII. RESPONSIBILITY OF CLIENT**

Client shall provide Agency personnel with an orientation that includes an explanation of job responsibilities and the policies and procedures of which supplemental personnel must be aware in order to perform job duties per job standards and any general or specific training.

The Client shall monitor and measure personnel performance, provide ongoing training and direct supervision. Client will evaluate the performance of assigned personnel at the completion of first shift worked and additionally per Client policy. Agency will promptly address any performance issues and concerns and replace personnel upon Client request.

The Client will send the Agency a copy of any incident report involving Agency personnel of any incident, such as errors, unanticipated deaths and other events, injuries and safety hazards relating to the care and services provided.

The client shall recognize Agency policy regarding Personnel Float and Reassignments whereby Agency personnel shall not accept the reassignment if they do not possess the skills, qualifications, and competencies to

perform services.

**Our client** agrees to authorize **Agency** personnel time ticket daily for verification of hours worked.

**Client** retains full responsibility and authority for patient care while using **Agency** services and shall supervise performance of personnel to assure patient care requirements are met.

If personnel fail to report to work, **Client** will promptly notify **Agency**.

#### **VIII. FEES, BILLING AND PAYMENT TERMS**

**Agency** calculates its bill rates per job category and job assignment requirements and will periodically update the bill rate schedule for any additional job categories per service accordingly. Weekly, the **Client** shall be billed for any services rendered within the **Agency** payroll/billing period, beginning on the day shift, Saturday and ending on the night shift Friday. The invoice includes the employee's name(s), job category and bill rate for any work performed. Payments are due within 45 days of the invoice date.

#### **IX. TIME KEEPING**

All assigned personnel will document their time worked according to **Agency** requirements. The timecard shall indicate the Client Name, department, service date, arrival and departure time and total hours worked. A designated department supervisor and/or designee must sign the timecard as verification and authorization for hours stated. In the event a supervisor is not available to sign the timecard, **Agency** personnel may call to verbally authorize hours worked. The supervisor and/or designee constitutes acceptance of hours stated and will be billed accordingly.

#### **X. CANCELLATION POLICY**

In the event **Client** wishes to cancel service, **Agency** requires a two (2) hour cancellation notice. In the event sufficient notice is not provided and **Agency** is unable to contact personnel, **Client** will be subject to a cancellation fee. The cancellation fee is calculated as follows; hourly bill rate times two (2) hours. To offset the loss of wages, **Agency** reimburses its personnel a portion of the cancellation fee.

#### **XI. RECRUITMENT AND HIRING POLICY**

**Client** cannot refer, transfer, recruit or employ **Agency** personnel without the written or verbal consent of **Agency**. If **Client** desires to hire **Agency** personnel, upon notification, **Client** must meet and/or agree to meet one of the following conditions:\*

1. **Agency** employee has met the present assignment conditions and has consecutively worked One Thousand (1000) hours.\*\*
2. **Agency** employee has not worked for **Client** within One Hundred Twenty (120) days of hire notification.
3. **Client** will agree to pay a Direct Hire Placement Fee, for the open position an amount equal to twenty percent (20%) of the annual starting salary if less than One Thousand (1,000) hours.

\*The Client must meet one of the following recruitment & hiring conditions or Client will be invoiced a Direct Hire Placement Fee.

\*\* After One Thousand (1000) hours, the Direct Hire Placement fee is reduced to 10% of the annual Starting Salary.

#### **XII. INDEPENDENT CONTRACTOR RELATIONSHIP**

**Agency** and **Client** hereby agree that the relationship of **Agency** and its personnel is always that of an independent contractor and not that of a partner, agent or joint venture of **Client**. At no time shall **Agency** personnel possess the authority to charge items or incur debts or other financial obligations on behalf of **Client** to any contracts, agreements, covenants or obligations of any kind whatsoever.

**Agency** personnel shall perform the duties required by **Client** in his or her direction consistent with his or her professional obligations. To the extent that any direction or supervision is required, such direction or supervision shall be provided by or on behalf of **Client**.

#### **XIII. CLIENT EQUIPMENT & VALUABLES**

When **Agency** personnel and his/her assigned duties requires operating a motor vehicle and/or handling cash;



mutual consent to entrust **Agency** personnel shall be in writing. If **Client** should allow personnel to operate any motor vehicle and/or handle cash without prior written consent, **Client** shall accept full responsibility for any loss, bodily injury, property damage, fire, theft, collision or public liability damage. The **Client** shall not advance cash or valuables to **Agency** personnel for any reason, and waives any and all rights to the amount or value of any such cash or valuables advanced against monies owed to this **Agency**.

#### **XIV. INDEMNIFICATION**

**Agency** shall indemnify, save and hold harmless **Client** from any judgment for money damages **Client** may suffer from; claims, causes of action and liabilities for bodily injury, sickness, disease or damage to any person, excluding an employee of **Agency**, which injury or damage is caused by the gross negligence of **Agency** personnel while performing within the scope and course of their services to **Client**, except to the extent that such is caused through the negligence of the **Client** or **Client's** agents, servants, officers and personnel, and except to the extent that the personnel furnished by **Agency** acted under the direction of the **Client**, or **Client's** personnel.

#### **XV. INSURANCE**

**Agency** shall maintain in force at its own expense all insurance coverage required by law in connection with provision of services. Certificate of Insurance shall be provided to **Client** which details effective dates and amount for the following coverage as requested:

- Workers Compensation
- State Disability
- General Liability Insurance

#### **XVI. CLIENT CONFIDENTIALITY & HIPAA SECURITY AND PRIVACY**

**Agency** and its personnel shall agree to maintain **Client** confidentiality and conduct themselves accordingly and not disclose to third parties any information related to business practices, programs, financial information or any other confidential information to comply with all Federal and State laws and regulations. **Agency** agrees to fully comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its associated regulations, and more specifically, in 45 C.F.R. §§ 160 and 164, Standards for Privacy of Individually Identifiable Health Information, Final Rule (the, "Final Privacy Rule"), and in 45 C.F.R. §§ 160, 162 and 164, Health Insurance Reform Security Standards, Final Rule (the "Final Security Rule") collectively referred to as ("HIPAA"), as they may be applicable to **Agency**.

#### **XVII. SAFETY IN THE WORKPLACE**

Safety in the workplace is a shared responsibility and we are proactive in controlling costs associated with workplace injuries. To ensure the safety and well-being of workers, the **Agency** reserves the right to perform an on-site safety inspection. **Client** must adhere to OSHA operating standards, to provide personal protective equipment and authorize personnel who has demonstrated competency to perform job duties and utilize equipment. Despite the promotion of safety in the workplace sometimes injuries are unavoidable. In the event an **Agency** employee sustains an injury while performing his/her job duties the **Client** is responsible to notify the **Agency** immediately. An individual who sustains serious injuries requiring emergency treatment should be sent to the nearest hospital, all other injuries should be treated at a designated **Agency** Facility. The injured worker may be released to return to work and assume full duty immediately. When applicable; individuals who are released to work with restrictions may be able to perform modified duties. In the event **Clients** cannot accommodate modified work duties, **Agency** will identify replacement personnel to perform work duties of original service request. The injured worker may be assigned to work at an **Agency** Branch office. The **Agency** will instruct the **Client** to complete a report and provide the names of any witnesses if applicable. An **Agency** representative will contact you to discuss the injury and plan of action for personnel to return to work safely.

#### **XVIII. COMPLIANCE WITH CLIENT POLICIES AND PROCEDURES**

**Agency** personnel shall provide services and cooperate in a professional, ethical and diligent manner consistent and in accordance to any professional standards, any federal, state, local or other public or private body exercising authority with respect to **Client**. To ensure personnel is well informed and he/she can deliver quality patient care, **Client** shall provide **Agency** personnel access to its policies and procedures.

#### **XIX. COMPLIANCE WITH LAWS**

Agency shall comply, at its own cost and expense, with the provisions of all federal, state, county and municipal laws, ordinances, regulations and orders pertaining to the performance and provision of its services under this Agreement. Agency shall take all measures necessary to remedy promptly any violation (s) of any such law ordinance, rule, regulation or order. This Agreement shall be construed and enforced in accordance with the laws of the State of New Jersey.

#### **XX. REMOVAL**

It is the sole discretion of Client, or his/her designee, to determine engagement in misconduct by any Agency personnel. Client may request immediate removal of assigned personnel and shall inform Agency of this action immediately. Agency shall make every reasonable effort to replace personnel.

#### **XXI. ENFORCEMENT OF AGREEMENT**

This Agreement contains the terms and conditions agreed upon by both parties hereto and no oral agreement regarding the subject matter herein shall be binding. This Agreement supersedes all prior contracts, agreements, and or understanding, whether written or oral between the parties, relating to the subject matter hereof.

#### **XXII. AMENDMENTS/WAIVER**

No waiver of any provision of this Agreement may be amended or waived unless such amendment or waiver is in writing and signed by both parties. The waiver by either party of a breach of any provision in this Agreement shall not operate or be construed as a waiver of any subsequent breach.

#### **XXIII. SEVERABILITY**

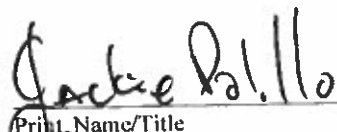
If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be considered severed from the rest of this Agreement, and the remaining provisions shall continue in full force and effect as is the invalid provision had not been included.

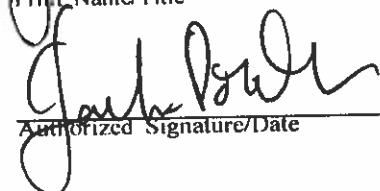
#### **XXIV. ASSIGNMENT/DELEGATION**

This Agreement cannot be assigned or delegated, in whole or in part, by either party without prior written consent of the other party. If a party consents to any such assignment or delegation, such consent is subject to the condition that all terms and conditions of this Agreement are binding on the assignees or delegates.

All notices or other communications required under this Agreement shall be deemed duly given if in writing, delivered personally or sent by registered or certified mail, return receipt requested, first-class postage prepaid.

In Witness Whereof, the Parties Hereto Have Executed This Agreement:

  
\_\_\_\_\_  
Print Name/Title

  
\_\_\_\_\_  
Authorized Signature/Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Authorized Signature/Date

**BILLING RATE SCHEDULE**  
Effective **till** 6/30/2024

Job Category		Weekday
Registered Nurse		\$57.00/HR

# *Hammonton Board of Education*

566 Old Forks Road  
Hammonton, NJ 08037  
Phone 609-567-7000 + Fax 609-561-4420  
Website: [www.hammontonps.org](http://www.hammontonps.org)

**Robin Chieco**  
Superintendent of Schools

**Barbara S. Prettyman**  
Business Administrator

July 14, 2023

## **Resolution No. 23 07 18 R:**

Resolved that the Hammonton Board of Education ratify a jointure between Waterford Township School District and Hammonton Board of Education to transport one student to Bancroft commencing July 10, 2023 through August 18, 2023. Income to the District: \$5,669.04

Upon a motion made by Mr. Lyons, seconded by Mr. Scipione, the foregoing resolution was adopted by all members' present voting "aye" in roll call.

I certify the above to be a true and exact copy of the Minutes of the Regular Meeting of the Hammonton Board of Education held on July 13, 2023.



Barbara S. Prettyman,  
Business Administrator, Board Secretary

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2023-2024 Joint Transportation Agreement

Host District **Hammonton School District** County **Atlantic**

Joiner District **Waterford Township School District** County **Camden**

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

President  Date 7-13-23  
(Signature)

Secretary  Date 7-13-23  
(Signature)

Joiner District Board of Education

President \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Secretary \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

FOR COUNTY USE ONLY - Additional Comments (if necessary):

Host District Executive County Superintendent Approval

Executive County Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

## Office of Student Transportation

[illegible]



Waterford Township  
School District

**PURCHASE ORDER**  
**WATERFORD TOWNSHIP BOARD OF EDUCATION**  
**DISTRICT OFFICES**

1106 Old White Horse Pike • Waterford, NJ 08089  
TEL (856) 767-8293 • FAX (856) 768-8086

THIS NUMBER MUST  
APPEAR ON ALL  
INVOICES, PACKAGES  
& CORRESPONDENCE

**401218**

Page 1 of 1

Copy 3

**Req# R40371**

**Ship to**

Waterford Township School Dist  
1106 Old White Horse Pike  
Waterford, N.J. 08089

**To**

EVESHAM TOWNSHIP BOARD OF ED.  
MELAND ADMINISTRATION BUILDING  
25 SOUTH MAPLE AVENUE  
MARLTON, NJ 08053

3510

Account Code	Amount
20-275-200-300-00-04-040	2,500.00
20-275-200-580-58-04-040	2,500.00

Date: 08/01/23 Dept: BSCRD

Qty	Unit	Description	Unit Price	Amount
5.	EA	Reading Recovery and Literacy Lessons Ongoing Professional Development per attached Invoice and Contract for the 2023-2024 school year: Literacy Lessons: Donna Wallen Reading Recovery: Casey Bromley, Tracey Bober, Jaclyn McGovern, Caitlin Fanz  ESEA-ESSA TITLE IIA FUNDS  <i>Dan,</i> <i>Please have both copies signed &amp; return to me.</i>  <i>Ty</i> <i>Lisa</i>	1000.000	5,000.00

Total for Lines **\$5,000.00**

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered: said certification being based on signed delivery slips or other reasonable procedures.

BOARD SECRETARY

*Daniel J Fox*

EXT. CHECKED

APPROVED

SIGNATURE

DATE

TITLE

RECEIVING COPY



# Evesham Township School District

Meland Administration Building, 25 South Maple Avenue, Marlton, NJ 08053  
[www.evesham.k12.nj.us](http://www.evesham.k12.nj.us) • (856) 983-1800 • Fax # (856) 983-2939

## ON-GOING PROFESSIONAL DEVELOPMENT 2023-2024

This document is a contract between Evesham Township School District, hereafter referred to as ETSD and Waterford Township School District, hereafter referred to as Waterford. ETSD will provide to Waterford Ongoing Professional Development (OPD) for the 2023-2024 school year to include the following services:

- Up to two (2) on-site school visitations per Reading Recovery Teacher\*
- Six (6) technical support sessions at ETSD Training Site to take place from 12:15 p.m. to 2:45 p.m.
- Data collection and associated research costs
- Duplication expenses (reports and resource materials)
- Travel expenses to local school sites

The Professional Development fee for trained Reading Recovery Teachers will be \$1,000.00 per teacher.

For such services Waterford will pay \$5000 for 5 teacher(s) @ \$1,000.00 per teacher to ETSD for the following trained teacher(s):

1. Casey Bromley
2. Tracey Bober
3. Jaclyn McGovern
4. Caitlin Fanz
5. Donna Wallen

\*If a need exists for more than two (2) on-site visits, an additional site visitation fee will be charged at the rate of \$250 per each ½ day or \$400 per day.

The scheduled Behind-the-Glass teaching lessons that are integrated into OPD are a vital part of the training. To this end, districts are responsible for transporting children to and from the site.

In order to maintain standard Reading Recovery certification, it is necessary to attend six OPD sessions annually. If a session is missed, it is the teacher's/district's responsibility to make up the class. No refunds shall be granted for missed sessions or sessions where participants arrive late or leave early.



Waterford understands and agrees that no refunds shall be paid by ETSD in the event of a withdrawal of the designated teacher(s) from the Ongoing Professional Development Program once the contract is signed.

Signature of the Waterford officials authorized to sign for the Board of Education:

\_\_\_\_\_  
Print Name of Board President

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Print Name of Board Secretary

\_\_\_\_\_  
Signature of Board Secretary

Upon receipt, please obtain the necessary signatures, and return **both copies** to **Mindy Kaufer**, Evesham Township School District, 25 South Maple Avenue, Marlton, NJ 08053. A fully executed copy will be mailed to you after it is approved at our Board of Education meeting.

Lea Ryan

ETSD Board of Education President

\_\_\_\_\_  
Signature of ETSD Board of Education President

John Recchinti

ETSD Board Secretary

\_\_\_\_\_  
Signature of ETSD Board Secretary

*Any questions about Reading Recovery or this contract should be directed to Mindy Kaufer, ETSD Reading Recovery Site Coordinator, at 856-983-1800, extension 5052.*



# Evesham Township School District

Meland Administration Building, 25 South Maple Avenue, Marlton, NJ 08053  
[www.evesham.k12.nj.us](http://www.evesham.k12.nj.us) · (856) 983-1800 · Fax # (856) 983-2939

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Miracle Recreation Equip. Co.  
878 E. US Hwy 60  
Monett, MO 65708  
1-888-458-2752

**C-5-c**

QUOTE: R0094230096

Project: R0094\_43392318873\_01

**Prepared For:**

James Weaver  
Waterford Twp Richards ES  
934 Lincoln Avenue  
Atco, NJ 08004  
856-768-1473 (phone)

**Project Name & Location:**

Attn: Waterford Twp - Thomas  
Richards ES  
Sourcewell ID: #010521-LTS-3

**Prepared by:**

Liberty Parks & Playgrounds

P O Box 216  
Clayton, DE 19938  
8773767823 (phone)  
3026595084 (fax)  
ed@libertyparks.com

**Ship To Address:**

Dan Farren  
Byler Builders  
6157 Millington Road  
Clayton, DE 19938  
302-653-0300 (phone)  
dan@bylerbuilders.com

**End User:**

Daniel Fox  
Waterford Township Board of  
Education  
Thomas Richards Elementary  
School  
934 Lincoln Avenue  
Atco, NJ 08004  
856-768-1473 (phone)  
dfox@wtsd.org

Quote Number: R0094230096  
Quote Date: 8/2/2023  
Valid For: 30 Days From Quote Date

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**PlayArea\_1**

Product line: KidsChoice  
Age group: 5-12

**Components**

Part Number	Description	Qty	Weight	Unit Price	Total
733001PI	TODDLERS CHOICE MODEL 1 PRIMARY INGROUND	1	1,610.00	13,222.00	13,222.00
961	BUZZY THE BUMBLEBEE "C" SPRING RIDER	1	340.00	1,823.00	1,823.00

**RiskSign\_Included**

Product line: Freestanding  
Age group:

## Components

Part Number	Description	Qty	Weight	Unit Price	Total
787Z	RISK MANAGEMENT SIGN - ENGLISH (NO PRICE)	1	0.00	0.00	0.00

## Additional Items

Part Number	Description	Qty	Weight	Unit Price	Total
925961	THUMB DRIVE 2GB - MREC	1	0.00	0.00	0.00
926021	MREC CARD F/THUMB DRIVE	1	0.00	0.00	0.00
INSTALL BOOK	INSTALL BOOK FOR PP ORDERS	1	0.00	0.00	0.00

## Parts By Other

Part Number	Description	Qty	Weight	Unit Price	Total
Byler Builders	Installation Installation of Miracle equipment. Also includes site preparation for surfacing as per vendor requirements. Price presumes level grassy surface over undisturbed soil; utility locations are the responsibility of the site owner. Truck access required.	1	0.00	15,697.50	15,697.50
No Fault	Poured-In-Place Safety Surfacing Provide & install 2800 sf at 1.75" depth, 50/50 std. color/black mix.	1	0.00	48,076.00	48,076.00

## Totals:

Equipment Weight:	1,950.00 lbs
Equipment List:	\$15,045.00
Discount Amount:	-\$1,955.85
Equipment Price:	\$13,089.15
Freight:	\$1,382.00
Products by Other:	\$63,773.50
SubTotal:	\$78,244.65
Grand Total:	\$78,244.65

This Quote shall not become a binding contract until signed and delivered by both Customer and Miracle Recreation Equipment Company ("Miracle"). Sales Representative is not authorized to sign this Quote on behalf of Miracle or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "Miracle Sales Administration" via fax (417) 235-3551 or email: orders@miraclerec.com. Upon acceptance, Miracle will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or email.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Miracle objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes Miracle to ship the Equipment and agrees to pay Miracle the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by Miracle. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 734154, Dallas, TX 75373-4154, unless notified otherwise by Miracle in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to Miracle, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense. Purchase orders and payments should be made to the order of Miracle Recreation Equipment Company.

Quote Number: R0094230096      Quote Date: 8/2/2023      Equipment: \$15,045.00      Grand Total: \$78,244.65

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY MIRACLE.

Submitted By	Printed Name and Title	Date
THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY MIRACLE RECREATION EQUIPMENT		
By:		
	Date:	

**ADDITIONAL TERMS & CONDITIONS OF SALE**

1. Use & Maintenance. Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under and around the Equipment, in accordance with Miracle's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. Default, Remedies & Delinquency Charges. Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, Miracle shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with Miracle to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by Miracle of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys fees plus any costs of collection incurred by Miracle in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to Miracle as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by Miracle within ten (10) days after the date on which due.

3. Limitation of Warranty/ Indemnity. MIRACLE MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. MIRACLE SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE MIRACLE HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMERS ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH MIRACLES INSTALLATION AND OWNERS MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

4. Restrictions. Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. Purchase Money Security Interest. Customer hereby grants, pledges and assigns to Miracle, and Miracle hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that Miracle may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

6. Choice of Law and Jurisdiction. All agreements between Customer and Miracle shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.

7. Title; Risk of Loss; Insurance. Miracle Retains full title to all Equipment until full payment is received by Miracle. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, and the occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

8. Waiver; Invalidity. Miracle may waive a default hereunder, or under any invoice or other agreement between Customer and Miracle, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by Miracle. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to Miracle hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

9. Entire Agreement; Amendment; Binding Nature. This fully-executed Quote, as supplemented by Change Orders and invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and Miracle stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns.

10. Counterparts; Electronic Transmission. This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document and

8/2/2023

QUOTE: R0094230096

Page 3 of 4

retransmission of any signed facsimile or other electronic transmission shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document.

Rev E 021815

**Notes:**

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# POLICY

## WATERFORD TOWNSHIP BOARD OF EDUCATION

Operations  
8480/Page 1 of 1

### CONTRACTED SERVICE PROVIDER 8480 CONTRACTED SERVICE PROVIDERS

The Board believes that in some situations, it would be beneficial to the school district to purchase services from Outside Service Providers (OSP) instead of hiring staff to do the work. The Board directs the Superintendent to establish regulations to ensure that the safety and security of the district is maintained. At a minimum, the regulations should address the following:

Policy Number	Policy Title
3321	Acceptable Use of Computer Networks
1613	Disclosure and Review of Applicant's Employment History
3125	Employment of Teaching Staff Members
4125	Employment of Support Staff Members Criminal History Background Checks (N.J.S.A.8A:6-7.1)
5512	Harassment, Intimidation and Bullying Training (N.J.S. A. 18A:37)
8330	Student Records (N.J.S.A. 18A:36-19, 18A:40-4, 18A:40-19)
8462	Training on Reporting Potentially Missing or Abused Children (N.J.S.A. 18A:33-28; 18A:39-24; 18A36-25 et seq.

Adopted: 16 August 2023

