



Stafford Township School District  
Superintendent's Educational Report  
May 2024

Student Enrollment Report:

May 2023 – 2494

May 2024 – 2606

Choice Students:

May 2024 – 29

Staff Attendance Report:

May 2024

Certificated Staff

97%

Support Staff

98%

**DRILL REPORT:**

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED		DATE	TIME
		Students	Staff		
Oxycocus Elementary	Fire Drill	186	60	5/6/2024	9:35am
Oxycocus Elementary	Non-Fire Evacuation Drill	186	60	5/6/2024	2:00pm
Primary Learning Center	Fire Drill	375	63	May 1	9:45
Primary Learning Center	Evacuation (non-Fire) Drill	378	58	May 2	10:03
Ocean Acres Elementary	Fire Drill	731	106	May 2 <sup>nd</sup>	9:32 a.m.
Ocean Acres Elementary	Evacuation (non-bomb)	731	106	May 14th	1:45 p.m.
McKinley Avenue Elementary	Fire Drill	577	97	5/13/24	1:45PM
McKinley Avenue Elementary	Non-Bomb Threat	577	97	5/13/24	9AM
Intermediate School	Fire Drill	591	58	5/13/24	1:45 pm
Intermediate School	Non Bomb Threat Drill	591	58	5/13/24	9:00am

The Committee of the Whole Meeting of the Stafford Township Board of Education was held on April 25, 2024 at 6:03pm at the Stafford Township Arts Center (STAC).

**CALL TO ORDER**

The Stafford Township Board of Education is called to order in compliance with the Open Public Meeting Act Law - 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the Atlantic City Press. Notice has been posted in the office of the Stafford Township Clerk, all school buildings and the district website.

**ROLL CALL**

Brian Fenlon	Member (Absent)
Gregory Gioe	Member (Arrived 6:40pm)
Robert Morello	Member
Matthew Regulski	Member
Christopher Smith	Member (Arrived 6:40pm)
Bonnie Strouse	Member
Joseph Washco	Member
Kevin Cooney	Vice President
Tammy Wagner	President

**ALSO PRESENT**

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Martin J. Buckley, Esq.	Board of Education Attorney

**FLAG SALUTE**

**A. RECOGNITION/PRESENTATIONS**

None

**B. CLOSED SESSION – Personnel Matters, Contractual Matters & Student Matters, Specifically HIB Related**

Whereas Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting under certain circumstances; and

Whereas, this public body is of the opinion that such circumstances presently exist;

Now, therefore, be it resolved by the Stafford Township Board of Education, County of Ocean, State of New Jersey, as follows:

The public shall be excluded from discussion of and action of the hereinafter specified subject matters.

The general nature of the subject matter to be discussed is as follows:

Personnel Matters, Contractual Matters & Student Matters, Specifically HIB Related

It is anticipated at this time that the above-stated subject matters shall be made public at such time as the reasons for non-disclosure no longer exists.

A motion was made by Mr. Cooney and seconded by Mr. Washco to move on the above Resolution. Voice vote: All members present voted yes (6-0); motion passed.

A motion was made by Mr. Cooney and seconded by Mr. Morello to exit closed session. Voice vote: All members present voted yes (8-0); motion passed.

TIME IN: 6:04pm

TIME AT CONCLUSION OF CLOSED SESSION: 6:57pm

**C. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)**

None

**D. PERSONNEL/POLICY**

Chairperson Tammy Wagner – No Update

1. To discuss the **second reading** of the following **revised** policies and regulations:

- 1140 Educational Equity Policies/Affirmative Action
- 1523 Comprehensive Equity Plan
- 1530 Equal Employment Opportunities
- 1550 Equal Employment/Anti-Discrimination Practices
- 2260 Equity in School and Classroom Practices
- 2312 Class Size
- 2411 Guidance Counseling
- 2423 Bilingual Education
- 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 3211 Code of Ethics
- 5570 Sportsmanship
- 5750 Equitable Educational Opportunity
- 5842 Equal Access of Student Organizations
- 7610 Vandalism
- 8600 Student Transportation
- 9323 Notification of Juvenile Offender Case Disposition
- R1530 Equal Employment Opportunity Complaint Procedure
- R2200 Curriculum Content
- R2260 Equity in School and Classroom Practices Complaint Procedure

- R2330 Homework
- R2423 Bilingual Education
- R2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R5440 Honoring Student Achievement
- R7610 Vandalism

2. To discuss the **first reading** of following **revised** regulation:

- R7510.1 Use of the Stafford Township Arts Center Facility

**E. SPECIAL EDUCATION/CURRICULUM**

Chairperson Matthew Regulski – No Update

**F. FINANCE/BUILDINGS&GROUNDS**

Chairperson Joseph Washco – No Update

**G. CLOSED SESSION**

None

**ADJOURNMENT**

A motion was made by Dr. Regulski and seconded by Mr. Cooney to adjourn the meeting at 6:58pm. Voice vote: All members present voted yes (8-0); motion passed.

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Lourdes LaGuardia  
School Business Administrator/Board Secretary

LL/km/5-2-2024



## **BUSINESS MEETING**

April 25, 2024

The Business Meeting of the Stafford Township Board of Education was held on April 25, 2024 at 7:04pm at the Stafford Township Arts Center (STAC) and was live streamed over the web.

## **CALL TO ORDER**

The Stafford Township Board of Education is called to order in compliance with the Open Public Meeting Act Law - 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the Atlantic City Press. Notice has been posted in the office of the Stafford Township Clerk, all school buildings and on the district website. A mechanical device is being used to video record this meeting.

## **ROLL CALL**

Brian Fenlon	Member (Absent)
Gregory Gioe	Member
Robert Morello	Member (Exit Early)
Matthew Regulski	Member
Christopher Smith	Member (Absent)
Bonnie Strouse	Member
Joseph Washco	Member
Kevin Cooney	Vice President
Tammy Wagner	President

## **ALSO PRESENT**

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Martin J. Buckley, Esq.	Board of Education Attorney

## **FLAG SALUTE**

### **A. RECOGNITION/PRESENTATIONS**

Oxycocus – Mr. Wilkinson presented and/or acknowledged the following staff members with their respective award:

- Joanne Olmedo - Retiree
- Cynthia Stewart - Retiree
- Robin Mignone - Support Staff Recognition
- Ashley DeBella-McNemer - Teacher of the Year
- Tamara Hollenback – Educational Services Professional

PLC – Ms. Reo presented and/or acknowledged the following staff members with their respective award:

- Madelyn Dunn – Retiree
- Carol Boyle - Support Staff Recognition

Karen Hughes - Teacher of the Year

Ocean Acres – Mrs. Lowe presented and/or acknowledged the following staff members with their respective award:

Stacie Capuano - Retiree  
Tracy Osborne-Lomax - Retiree  
Donna-Lynne Navarro - Retiree  
Diane Shattuck - Retiree  
Aimee Buczynski - Support Staff Recognition  
Robyn Watson - Teacher of the Year

McKinley – Mrs. Eberle presented and/or acknowledged the following staff members with their respective award:

Lori Christ - Retiree  
Deborah Guida - Retiree  
Stacy Hegedus - Retiree  
Matthew Sciroto - Support Staff Recognition  
Susan Kilgallon - Teacher of the Year

Intermediate – Mrs. Zaun presented and/or acknowledged the following staff members with their respective award:

Stacey Goddard - Retiree  
Christine Dutka - Retiree  
Dawn Kaltenbach - Retiree  
Laurie Tobia - Retiree  
Christine Dutka - Support Staff Recognition  
Charles Nulty - Teacher of the Year

Transportation – Mr. Press presented and/or acknowledged the following staff members with their respective award:

Debra Hayzler - Retiree  
Justin Wilkins - Retiree  
Richard Leyh - Support Staff Recognition

**PUBLIC BUDGET HEARING**

7:52pm A motion was made by Mr. Morello and seconded by Mr. Washco to open the Public Budget Hearing and discuss the 2024-2025 budget. Roll call vote: seven (7) members present voted yes; motion passed.

**BUDGET PRESENTATION**

~ The 2024-2025 Budget as presented by George Chidiac, Superintendent and Lourdes LaGuardia, School Business Administrator.

A motion was made by Mr. Cooney and seconded by Dr. Regulski to open Communication from the Public for Public Budget Hearing Only. Roll call vote: seven (7) members present voted yes; motion passed.

**COMMUNICATION FROM THE PUBLIC (PUBLIC BUDGET HEARING ONLY)**

None

A motion was made by Mr. Washco and seconded by Mr. Cooney to close the Public Budget Hearing and resume the regular Business Meeting. Roll call vote: seven (7) members present voted yes; motion passed.

**B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment**

Mr. Chidiac conveyed the following:

**STAC Events**

- Grease Musical in Concert performed by Compassion Café Employees and benefiting The Compassion Café – 5/1/2024 @ 5:30pm
- "Absolute Queen" Queen Tribute – 5/2/2024 @ 7:30pm
- Celine Dion Tribute – 6/1/2024 @ 7:30pm

Please go to our website [www.stacnj.com](http://www.stacnj.com) for tickets.

**PTO** – Thank you to the PTO for solar eclipse glasses.

**Oxycocus** - March began with the end of Dr. Seuss Spirit Week, which concluded with Read Across America Day. It was great to have such amazing guest readers ranging from Stafford Township School District retirees, Board of Education members and administrators. Although, we were displaced to Ocean Acres for a week due to the fire, we made the most of it with buddy classes and loving the new experiences. Our PSD classes got to attend the Easter Bunny Breakfast provided by the Ship Bottom Volunteer Fire Department, Kiwanis Club and Southern Regional Key Club. To close out the month, classes had their Spring parties!

**PLC** - Students from Southern Regional High School and past retirees came to visit the PLC on March 1st to read Dr. Seuss books, in honor of his birthday! At least 20 students and retirees read to each of our preschool and K classes. Excellent job! On March 27th the PLC opened its door to all incoming 2024-2025 kindergarteners. We shared a day in the life of a kindergartener and provided time for questions and answers to all our new parents entering the PLC in September! It was a huge success!!!

**Ocean Acres** – March kicked off with celebrations of Read Across America and Dr. Seuss's birthday. Our guest readers took time to read their favorite books to our classes. The students loved having the visiting readers. The entire school

welcomed our Oxycoccus friends as they were displaced by a fire. The hallways were bustling with the added students and staff. Everyone from both schools did a fantastic job. St. Patrick's Day was celebrated with leprechaun visits and a bagpiper. The final total of the American Heart Association fundraiser was calculated. The school raised \$51,824. Students turned administrators and the PE teachers into sticky chickens during the celebration assembly. The entire school continues to work hard as we get closer to spring break. Everyone is looking forward to a much-needed break. Happy Spring!

**McKinley** - March was a busy month at McKinley. It started with Read Across America Day. Students were treated to special guests coming into the classrooms to read a favorite story to them. Guest readers included Township officials, administration members, Board of Education members, and retired staffers. It was great to see our building so alive with books that day! Next came Sportsmanship Day. Sportsmanship Day at McKinley Avenue continues to be a successful collaboration with student-athletes from Southern Regional High School. Twenty-nine Southern students spent the morning sharing their experiences with our students. This is a day our students and staff look forward to each year. It is wonderful to see how successful our former Mustangs have become! A big "Thank You" to the Southern athletes for coming and sharing their experiences and insights with our students. Our Mission Possible Reveal Assembly was a huge success. Mission Possible is a schoolwide kindness initiative where every homeroom is given a top-secret kindness mission to BE REVEALED AT THE Reveal Assembly. Twenty-nine kindness missions were revealed to the student population! MISSION ACCOMPLISHED! The students and staff enjoyed a schoolwide Glow Stick Dance Party to celebrate all of the students' hard work and dedication to spreading kindness throughout the building as well as the community. We're all very proud of our McKinley Mustangs! The month ends with Spring parties and everyone looking forward to Spring break!!

**Intermediate** - March Madness was the theme of the month at Intermediate. The students participated in a competition for the month in each special area. Competitions ranged from which student created rocket flew the farthest to how many points does the musical note equation equaled. The month ended with an assembly to reveal the winning teams- Grade 5: The Dino Nuggies and Grade 6: Iguana Be a Champ! Also this month we loved the In the Spotlight Show that Ms. Rowland and Ms. Paolo's classes performed. For the first time ever, the Southern Regional Class of 2030 came together during the Sportsmanship Assembly on March 21st. Thanks to all the Southern athletes for speaking to the students.

**Special Education** – We had our last Special Ed Parents Meeting at the beginning of April. Our meetings this year were a success. Our presenters at our meetings this year included; Tom Costello and Liz Newman from CST. Sherry Dohn, who is one of our OTs. At April's meeting, we had Taryn Quinn and Megan Ecker discuss Behavior Management. Our speakers this year have all been well received.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

\*NOTE: If a board member was absent (listed below), they are to abstain from the vote on that item/meeting.

To approve the minutes of the following meeting(s):

1. March 11, 2024      Committee of the Whole – No Absences
2. March 11, 2024      Business Meeting – No Absences
3. March 11, 2024      Closed Session – No Absences

A motion was made by Dr. Regulski and seconded by Mr. Washco to approve Approval of Minutes of Previous Meeting(s) #1-3. Roll call vote: six (6) members present voted yes; motion passed.

**D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)**

None

**E. CORRESPONDENCE TO AND FROM THE BOARD**

None

**F. BOARD BUSINESS**

1. There were 4 incidents of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – McKinley #4, Intermediate #4
3. BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes the School Business Administrator to issue a Request for Proposal and/or Request for Bid for the following services for the 2024-2025 school year: Occupational Therapy Services, Physical Therapy Services, Speech Services, Nursing Coverage, 1:1 Nursing, Fit to Return Assessments, Audiologist Services, Behavioral Consultants, Educational Consultants, Neurologist Services, Optometrist Services, Psychiatrist Services, Electrical Services & Repair Services, Trash Removal Services, Roofing, Pest Control, Alarm Systems, HVAC Systems, Fire Services

A motion was made by Dr. Regulski and seconded by Mr. Washco to approve Board Business item(s) #1-3. Roll call vote: six (6) members present voted yes; motion passed.

**NEW BUSINESS**

**G. FINANCE/INSURANCE/TRANSPORTATION**

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

1. To approve for payment of April 2024 bills list totaling \$1,478,804.36 as attached.  
(G-1)

Fund 10 - \$1,112,519.87  
Fund 20 - \$160,556.23  
Fund 30 - \$0  
Fund 40 - \$0  
Fund 60 - \$196,600.83  
Fund 61 - \$9,127.37

\*Note - \$612,345.12 of the amounts listed were made as EFT payments. (G-1a)

\*To approve for payment of March 2024 additional bills list totaling \$197,995.84 as attached. (G-1b)

Fund 10 - \$154,107.97  
  
Fund 20 - \$21,074.25  
Fund 30 - \$0  
Fund 40 - \$0  
Fund 60 - \$0  
Fund 61 - \$22,813.62

\*Note - \$1,202.20 of the amounts listed were made as EFT payments. (G-1c)

\*To approve for payment of February 2024 additional bills list totaling \$2,005.08 as attached. (G-1d)

Fund 10 - \$175  
Fund 20 - \$1,830.08  
Fund 30 - \$0  
Fund 40 - \$0  
Fund 60 - \$0  
Fund 61 - \$0



\*Note - \$0 of the amounts listed were made as EFT payments. (G-1e)

2. To approve for payment of payroll
  - a. dated 2/29/2024 totaling \$1,476,472.18
  - b. dated 3/15/2024 totaling \$1,473,020.87
  - c. dated 3/30/2024 totaling \$1,486,560.77
3. To accept the Treasurer's Report for the month of February 2024.
4. To accept the Secretary's Report for the month of February 2024.
5. Certification of Overexpenditures:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Lourdes LaGuardia, Board of Education Secretary, certify that as of February 2024 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

\_\_\_\_\_  
Board of Education Secretary

\_\_\_\_\_  
Date

Board Resolution:

Through the adoption of this resolution, we, the Stafford Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that as of February 2024 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the business administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. To approve the attached line item transfers.
7. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of April 2024 and to execute mid-cycle contracts such as utilities and out-of-district contracts. Specifics of these transactions, if any, will be provided for ratification at the next regular scheduled board meeting.
8. To approve the attached list of donations.
9. To authorize the Business Administrator to transfer \$200,000 from Maintenance Reserve for emergency invoiced costs as a result of the fire at Oxycocus. Costs are subject to insurance reimbursement, Claim #SAF059586, noting district may

need to absorb costs not covered through insurance. Unspent funds will revert back to the Maintenance Reserve Account.

10. To approve the attached amended Long-Range Facilities Plan, dated February 14, 2024. This plan fulfills reporting for five years and supersedes all other approvals.
11. To approve the attached updated rental pricing for the Building Use Application for STAC, effective July 1, 2024.
12. To approve the attached Agreement from CORE BTS of Bridgewater NJ for new 10G fiber from the core to closets, including new Cisco switches to take advantage of the upgraded speeds at McKinley Avenue Elementary School for the 2024-2025 school year. The total cost of this agreement is \$177,744.28. CORE BTS bid through E-Rate – Category 2 funding.
13. To approve out of district tuition contracts with Manchester Board of Education for students #25289 and #25290 for the 2023-2024 school year, commencing March 12, 2024 in the amount of: student #25289 ENI \$23,296/180 days (prorated 60 days \$7,765) and student #25290 Resource Room \$14,945/180 days (prorated 60 days \$4,981). These are McKinney Vento students and Manchester Board of Education is responsible for the educational payment of these students.
14. To approve Union County Educational Services Commission to provide homebound instruction to student #24748 at a rate of \$72/hour for ten hours weekly while in the hospital for the 2023/2024 school year, commencing March 4, 2024.
15. To approve the following Resolution:

ADOPTION OF THE FINAL BUDGET  
2024-2025

**Adjustment  
Medicaid SEMI Alternate Revenue Projection**

BE IT RESOLVED that the Stafford Township Board of Education includes in the proposed budget the alternate revenue projection for Medicaid Semi in the amount of \$73,263 for the 2024-2025 school year.

**Adjustment  
Emergency Reserve Withdrawal**

BE IT RESOLVED that the Stafford Township Board of Education includes in the proposed budget a withdrawal from the General Fund Reserve Account for Other Projects for the purpose of district security funding in the amount of \$40,000. The unused funds shall revert back to Reserve.



**Adjustment  
Maintenance Reserve Withdrawal**

RESOLVED that the Stafford Township Board of Education includes in the proposed budget a withdrawal from the General Fund Maintenance Reserve Account for the purpose of building maintenance appropriations in the amount of \$200,000.

**Adjustment  
Health Care Costs**

BE IT RESOLVED that the Stafford Township Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$35,005. The additional funds will be used to pay for the additional increases in health benefit premiums.

**Adjustment  
Banked Cap**

BE IT RESOLVED that the Stafford Township Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$77,996 for the purpose of increased cost; state aid loss. The district intends to complete said purposes by June 2025.

**Adjustment for Enrollment**

BE IT RESOLVED that the Stafford Township Board of Education includes in the final budget the adjustment for enrollment in the amount of \$426,851. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

**Travel and Related Expense Reimbursement  
2024-2025**

WHEREAS, the Stafford Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$50,000 for all staff and board members.

**Adoption of Final Budget  
2024-2025**

BE IT RESOLVED that the final budget be approved for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b><u>GENERAL FUND</u></b>	<b><u>SPECIAL REVENUES</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>Total Proposed Budget</b>	45,442,579	7,766,234	677,150	53,885,963
<b>Tax Levy</b>	33,076,010	-	146,919	33,522,929

**Adoption of Final Preschool Budget Workbook  
2024-2025**

BE IT RESOLVED that the final preschool budget workbook in the amount of \$6,487,700 be approved for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit the final preschool budget workbook to the New Jersey Division of Early Childhood Services for approval in accordance with the statutory deadline.

16. To approve the attached tuition rates for the 2024-2025 school year.

17. To approve the attached Shared Services Agreement with Beach Haven Board of Education to provide a certified Guidance Counselor to Beach Haven Elementary School for one full school day per week (Monday) at a cost of \$324.22 per day for the 2024-2025 school year.

A motion was made by Dr. Regulski and seconded by Mr. Gioe to approve Finance/Insurance/Transportation item(s) #1-17. Roll call vote item #1: six (6) members present voted yes; motion passed. Roll call vote item #2: five (5) members present voted yes; motion passed. Mr. Gioe abstained on item #2. Roll call vote items #3-17: six (6) members present voted yes; motion passed.

**H. BUILDINGS/GROUNDS/CAFETERIA**

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals.

1. To approve the attached Shared Services Agreement with Long Beach Island School District to provide food services for the 2024-2025 school year.

2. To approve the submission of Form #72 Consolidation Agreement with Long Beach Island School District to provide food services for the 2024-2025 school year as per the Department of Agriculture regulations.

A motion was made by Mr. Washco and seconded by Mr. Cooney to approve Buildings/Grounds/Cafeteria item(s) #1-2. Roll call vote: six (6) members present voted yes; motion passed.

### **I. CURRICULUM/INSTRUCTION/TECHNOLOGY**

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Student Learning Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

1. To approve the professional development requests shown on the attached listing.
2. To approve the attached revised district calendar for the 2023-2024 school year.
3. To approve the attached district calendar for the 2024-2025 school year

A motion was made by Dr. Regulski and seconded by Mr. Cooney to approve Curriculum/Instruction/Technology item(s) #1-3. Roll call vote: six (6) members present voted yes; motion passed.

### **J. PERSONNEL**

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial

assignments/appointments may be changed as district needs develop unless otherwise stipulated. The Personnel/Policy Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals.

1. To approve the attached list of substitutes for the 2023-2024 school year.
2. To approve the following retirements:
  - a. Stacy Hegedus, Teacher Aide, effective July 1, 2024
  - b. Cynthia Stewart, Teacher Aide, effective July 1, 2024
  - c. Lori Christ, Teacher, effective July 1, 2024
  - d. Deborah Guida, Teacher, effective July 1, 2024
  - e. Diane Shattuck, Teacher Aide, effective July 1, 2024
  - f. Dawn Kaltenbach, Secretary, effective July 1, 2024
3. To approve the following resignations:
  - a. Tammy Anderson, Transportation Dispatcher, effective April 22, 2024
  - b. Alexis Andriani, Speech Teacher, effective July 1, 2024
  - c. Kelly Cantu, Teacher Aide, effective July 1, 2024
  - d. Abigale Vassallo, Teacher Aide, effective May 1, 2024
  - e. Lauren Fluta, Speech Teacher, effective July 1, 2024
4. To approve the following leaves:
  - a. Employee ID #6772, unpaid leave of absence, beginning February 21, 2024 and returning February 26, 2024
  - b. Employee ID #6728, unpaid leave of absence, beginning March 4, 2024 and returning March 5, 2024
  - c. Employee ID #6478, unpaid leave of absence, beginning March 6, 2024 and returning March 7, 2024
  - d. Employee ID #6478, unpaid leave of absence, beginning March 18, 2024 and returning July 1, 2024
  - e. Employee ID #6116, unpaid family leave FMLA, beginning October 1, 2024 and returning January 13, 2025
  - f. Employee ID #6610, unpaid leave of absence, beginning March 8, 2024 and returning March 11, 2024
  - g. Employee ID #6116, unpaid contractual child rearing leave, beginning January 13, 2025 and returning July 1, 2025
  - h. Employee ID #6646, unpaid family leave FMLA, beginning September 9, 2024 and returning December 9, 2024
  - i. Employee ID #6641, unpaid leave of absence, beginning March 11, 2024 and returning March 15, 2024
  - j. Employee ID #6620, unpaid leave of absence, beginning March 11, 2024 and returning March 13, 2024
  - k. Employee ID #6282, unpaid leave of absence, beginning March 21, 2024 and returning March 22, 2024

- l. Employee ID #6641, unpaid leave of absence, beginning January 17, 2024 and returning January 18, 2024
  - m. Employee ID #6641, unpaid leave of absence, beginning February 12, 2024 and returning February 16, 2024
  - n. Employee ID #6728, unpaid leave of absence, beginning March 6, 2024 and returning March 25, 2024
  - o. Employee ID #6532, unpaid leave of absence, beginning March 22, 2024 and returning March 25, 2024
  - p. Employee ID #6532, unpaid leave of absence, beginning March 19, 2024 and returning March 20, 2024
  - q. Employee ID #6118, Bus Attendant and CPA, unpaid leave of absence, beginning March 26, 2024 and returning March 27, 2024
  - r. Employee ID #6282, unpaid leave of absence, beginning March 27, 2024 (half day AM) and returning March 27, 2024 (PM)
  - s. Employee ID #6478, unpaid leave of absence, beginning March 15, 2024 and returning March 18, 2024
5. To approve the attached list of student fieldwork placements for the 2023-2024 school year.

***Employee appointments are provisional pending satisfactory completion of the Criminal History Background Check, Pre-employment P.L. 2018,C.5 Disclosure and Physical Exam Requirements required by the State of New Jersey.***

A motion was made by Dr. Regulski and seconded by Mr. Gioe to approve Personnel item(s) #1-5. Roll call vote item #1: five (5) members present voted yes; motion passed. Mr. Cooney abstained on item #1. Roll call vote items #2-5: six (6) members present voted yes; motion passed.

#### **K. POLICY/LEGISLATIVE**

The Committee of the Whole has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certifies pursuant to N.J.S.A. 18A:11-1, that the attached policies and regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2023-2024 board/district goals.

1. To approve the **second reading** of the following **revised** policies and regulations:

- |          |  |
|----------|--|
| • 1140   | Educational Equity Policies/Affirmative Action             |
| • 1523   | Comprehensive Equity Plan                                  |
| • 1530   | Equal Employment Opportunities                             |
| • 1550   | Equal Employment/Anti-Discrimination Practices             |
| • 2260   | Equity in School and Classroom Practices                   |
| • 2312   | Class Size   |
| • 2411   | Guidance Counseling  |
| • 2423   | Bilingual Education  |
| • 2431.4 | Prevention and Treatment of Sports-Related Concussions and |

- 3211 Head Injuries
- 5570 Code of Ethics
- 5750 Sportsmanship
- 5842 Equitable Educational Opportunity
- 7610 Equal Access of Student Organizations
- 8600 Vandalism
- 9323 Student Transportation
- R1530 Notification of Juvenile Offender Case Disposition
- R2200 Equal Employment Opportunity Complaint Procedure
- R2260 Curriculum Content
- R2330 Equity in School and Classroom Practices Complaint Procedure
- R2423 Homework
- R2431.4 Bilingual Education
- R2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R5440 Honoring Student Achievement
- R7610 Vandalism

2. To approve the **first reading** of following **revised** regulation:

- R7510.1 Use of the Stafford Township Arts Center Facilities

A motion was made by Dr. Regulski and seconded by Mr. Washco to approve Policy/Legislative item(s) #1-2. Roll call vote: six (6) members present voted yes; motion passed.

**L. ADVANCED PLANNING**

None

**M. PUBLIC COMMENT**

None

**N. BOARD INFORMATIONAL ITEMS**

**O. CLOSED SESSION**

None

**ADJOURNMENT**

A motion was made by Dr. Regulski and seconded by Mr. Cooney to adjourn the meeting at 8:30pm. Voice vote: All members present voted yes (6-0); motion passed.

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Lourdes LaGuardia  
School Business Administrator/Board Secretary

LL/km/5-2-2024



The Committee of the Whole Meeting of the Stafford Township Board of Education was held on May 13, 2024 at 6:00pm at the Stafford Township Arts Center (STAC).

**CALL TO ORDER**

The Stafford Township Board of Education is called to order in compliance with the Open Public Meeting Act Law - 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the Atlantic City Press. Notice has been posted in the office of the Stafford Township Clerk, all school buildings and the district website.

**ROLL CALL**

Brian Fenlon	Member
Gregory Gioe	Member
Robert Morello	Member (Late)
Matthew Regulski	Member (Absent)
Christopher Smith	Member
Bonnie Strouse	Member
Joseph Washco	Member
Kevin Cooney	Vice President
Tammy Wagner	President

**ALSO PRESENT**

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Martin J. Buckley, Esq.	Board of Education Attorney

**FLAG SALUTE**

**A. RECOGNITION/PRESENTATIONS**

~2023/2024 District Goals and Board Goals – Final Progress Presentation –  
George J. Chidiac

- Mr. Chidiac reviewed the 2023/2024 District and Board Goals.

~2024/2025 District Goals and Board Goals – Adoption Presentation –  
George J. Chidiac

- Mr. Chidiac discussed the 2024/2025 District and Board Goals.

**B. CLOSED SESSION – Personnel Matters and Board Matters**

Whereas Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting under certain circumstances; and

Whereas, this public body is of the opinion that such circumstances presently exist;

Now, therefore, be it resolved by the Stafford Township Board of Education, County of Ocean, State of New Jersey, as follows:

The public shall be excluded from discussion of and action of the hereinafter specified subject matters.

The general nature of the subject matter to be discussed is as follows:

**Personnel Matters and Board Matters**

It is anticipated at this time that the above-stated subject matters shall be made public at such time as the reasons for non-disclosure no longer exists.

A motion was made by Mr. Gioe and seconded by Mr. Fenlon to move on the above Resolution. Voice vote: All members present voted yes (8-0); motion passed.

A motion was made by Mr. Washco and seconded by Mr. Cooney to exit closed session. Voice vote: All members present voted yes (8-0); motion passed.

TIME IN: 6:05pm

TIME AT CONCLUSION OF CLOSED SESSION: 6:15pm

**C. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)**

None

**D. PERSONNEL/POLICY**

Chairperson Tammy Wagner – Update (Policy Only)

- To discuss the **second reading** of following **revised** regulation:
  - R7510.1 Use of the Stafford Township Arts Center Facility

Mrs. Wagner reported that on tonight's agenda there are 14 district wide substitutes for approval for the 2023/2024 school year. There are transfers/changes of assignment for 2023/2024, as well as for the 2024/2025 school year. There is one regulation on the agenda for a second reading.



**E. SPECIAL EDUCATION/CURRICULUM**

Chairperson Matthew Regulski – Update

Mrs. Bush reviewed the data collection/assessments were done by grade level. She reviewed updates from the county.

Mrs. Bush reported that Mr. Reilly discussed the development of the new autism rooms. He also discussed the return of Friendship Day to the PLC.

**F. FINANCE/BUILDINGS&GROUNDS**

Chairperson Joseph Washco – Update

Mr. Washco reported the updates on the Referendum, the new food service company (Maschio's), payroll and fire adjuster checks.

**G. CLOSED SESSION**

None

**ADJOURNMENT**

A motion was made by Mr. Smith and seconded by Mr. Washco to adjourn the meeting at 6:17pm. Voice vote: All members present voted yes (8-0); motion passed.

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Lourdes LaGuardia  
School Business Administrator/Board Secretary

LL/km/5-23-2024

## **BUSINESS MEETING**

May 13, 2024

The Business Meeting of the Stafford Township Board of Education was held on May 13, 2024 at 7:00pm at the Stafford Township Arts Center (STAC) and was live streamed over the web.

## **CALL TO ORDER**

The Stafford Township Board of Education is called to order in compliance with the Open Public Meeting Act Law - 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the Atlantic City Press. Notice has been posted in the office of the Stafford Township Clerk, all school buildings and on the district website. A mechanical device is being used to video record this meeting.

## **ROLL CALL**

Brian Fenlon	Member
Gregory Gioe	Member
Robert Morello	Member
Matthew Regulski	Member (Absent)
Christopher Smith	Member
Bonnie Strouse	Member
Joseph Washco	Member
Kevin Cooney	Vice President
Tammy Wagner	President

## **ALSO PRESENT**

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Martin J. Buckley, Esq.	Board of Education Attorney

## **FLAG SALUTE**

### **A. RECOGNITION/PRESENTATIONS**

~In the Spotlight Student/Staff Recognition

- Mr. Reilly presented the staff and students that were part of the "In the Spotlight" show. This show was put on by the grades 3-6 MD classes and they are accompanied by general education 6th graders.

~Child Study Team Staff Member Recognition

- Mr. Reilly presented all of CST for their extraordinary performance this year, which included Secretaries, Speech, OT/PT, Case Managers and Behaviorists.

**~McKinley Avenue Elementary School Student Recognition**

- Mrs. Eberle recognized a third-grade student who won first place in the elementary school submission category of the Ocean County Health Department's 2024 Annual Poster Contest. The theme this year was "Protecting, Connecting, and Thriving: We are all public health!" The student's poster showed a turtle under the caption "Eat Healthy" eating fruits and vegetables and saying "It is good for me and you!" The second drawing on the poster under the caption "Exercise" shows the same turtle walking on a treadmill raising the question "Should I run more?!"

**~Intermediate School Student Recognition**

- Mrs. Zaun recognized a student for his participation in the Eagles Huddle Up for Autism. The student had a great time participating in the event. We are proud of him for his accomplishments.

**B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment**

- Mr. Chidiac shared the following events at STAC:
  - Grease Musical in Concert performed by Compassion Cafe Employees and benefiting The Compassion Café – 5/1/2024 @5:30pm
  - "Absolute Queen" Queen Tribute – 5/2/2024 @7:30pm
  - Celine Dion Tribute – 6/1/2024 @7:30pm

Please go to our website [www.stacnj.com](http://www.stacnj.com) for tickets.

- Mr. Chidiac shared the highlights for the month from the PTO and each school:
  - **PTO** – A big thank you to the PTO and administration for providing a wonderful staff appreciation week.
  - **Oxycocus** - April was a short but exciting month at Oxycocus due to spring break. The students honored Autism Awareness Day with wearing blue and blowing bubbles for Autism. Morning enrichment classes are in full swing with Ms. DeBella and Ms. Woram in Playdoh Fun. Classes have begun to utilize the various activities in Hope's Garden to celebrate spring! Additionally, Arbor Day picture contest winners participated in the Arbor Day Celebration of planting a tree with township officials. The month concluded with over 50 of the staff's children coming to Oxycocus for "Take your child to work day."
  - **PLC** - The PLC started April off with Autism Awareness Day; staff and students wore bright colors/blue and shared positive stories of acceptance for all student differences! On April 10th we celebrated Lamar Day- all of our students wore read and learned about good

“leadership” qualities/skills. In the middle of the month, we enjoyed taking our spring pictures on the 15th and 16th – All smiles! And lastly on the 28th we celebrated Arbor Day with a tree planting and a student driven “play” of singing and acting out “tree” stories!

- **Ocean Acres** – Following a well-needed spring break, staff and students were welcomed back with Autism Awareness Day. Students and staff wore blue and participated in a fun bubble parade. The second-grade students at OA took the In-View assessment. This test assesses the students’ cognitive abilities and skills important to future academic success. The second graders took a trip to the Cape May Zoo to explore animals in their natural habitats. The month came to a close with visits from many children of our staff members for the annual Take Your Child to Work Day. It was a great month at Ocean Acres.
- **McKinley** - McKinley staff and students returned from spring break to participate in Career Day. Career Day is a combined effort between McKinley and Intermediate guidance counselors who invited some 70 parents to come in and share their job expertise with the students from both schools. It was a great morning for students and staff from both building who enjoyed being exposed to many job possibilities.
- **Intermediate** - Spring break was a nice start to April. The students came back ready to finish the year with hard work and determination. Intermediate students participated in Career Day where they learned about a ton of different career possibilities. The 6th grade students participated in Project Aware this month; highlighting the importance of staying drug and alcohol free! The Ocean County Math League contest highlights the exemplary math skills of our students.
- **Special Education** – We celebrated Autism Day, Down Syndrome Day and Epilepsy Day by decorating the doors of all the buildings and lighting up the STAC with blue lights, blue and yellow lights and purple lights. Additionally, we had a guest speaker come to the PLC and Ocean Acres to discuss Autism.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

\*NOTE: If a board member was absent (listed below), they are to abstain from the vote on that item/meeting.

NO ACTION ITEMS

**D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)**

None

**E. CORRESPONDENCE TO AND FROM THE BOARD**

None

**F. BOARD BUSINESS**

1. There was one incident of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – McKinley #5, McKinley #6, Intermediate #5, Intermediate #6.
3. To approve the attached Comprehensive Equity Plan for the 2024-2025, 2025-2026, and 2026-2027 school years.
4. To approve the attached Hold Harmless Agreement, whereas the Stafford Township School District wishes to utilize the Ocean Acres Community Center located at 489 Nautilus Drive, Manahawkin, NJ, which is owned by the Township of Stafford for the purpose of students during the 2024-2025 school year, Monday to Friday, 8:00am to 4:00pm.
5. To approve the attached Sidebar Agreement. This addendum shall be effective for the 2024-2027 Collective Bargaining Agreement between Stafford Township Education Association (STEA) and Stafford Township Board of Education with regard to the position of Transportation Dispatcher.

A motion was made by Mr. Smith and seconded by Mr. Cooney to approve Board Business item(s) #1-5. Roll call vote items #1-2: seven (7) members present voted yes; motion passed. Mr. Morello abstained on items #1-2. Roll call vote items #3-4: eight (8) members present voted yes; motion passed. Roll call vote item #5: seven (7) members present voted yes; motion passed. Mr. Gioe abstained on item #5.

**NEW BUSINESS**

**G. FINANCE/INSURANCE/TRANSPORTATION**

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related

expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

1. To approve for payment of May 2024 bills list totaling \$1,120,575.74 as attached. (G-1)

Fund 10 - \$953,167.28

Fund 20 - \$162,662.34

Fund 30 - \$0

Fund 40 - \$0

Fund 60 - \$257.58

Fund 61 - \$4,488.54

\*Note - \$579,646.29 of the amounts listed were made as EFT payments. (G-1a)

\*To approve for payment of April 2024 additional bills list totaling \$243,786.08 as attached. (G-1b)

Fund 10 - \$56,531.76

Fund 20 - \$3,400.18

Fund 30 - \$183,673.54

Fund 40 - \$0

Fund 60 - \$0

Fund 61 - \$180.60

\*Note - \$183,673.54 of the amounts listed were made as EFT payments. (G-1c)

2. To approve for payment of payroll

a. dated April 15, 2024 totaling \$1,473,151.22

b. dated April 30, 2024 totaling \$1,480,862.61

3. To accept the Treasurer's Report for the month of March 2024.

4. To accept the Secretary's Report for the month of March 2024.

5. Certification of Overexpenditures:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Lourdes LaGuardia, Board of Education Secretary, certify that as of March 2024 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

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Board of Education Secretary

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Date

## Board Resolution:

Through the adoption of this resolution, we, the Stafford Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that as of March 2024 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the business administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. To approve the attached line item transfers.
7. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of May 2024 and to execute mid-cycle contracts such as utilities and out-of-district contracts. Specifics of these transactions, if any, will be provided for ratification at the next regular scheduled board meeting.
8. To approve the attached list of donations.
9. To acknowledge the attached Tax Levy Request Schedule for the 2024-2025 school year in the amount of \$33,522,929.
10. To approve the attached extension of contract to Educational Data Services, Inc., Saddle Brook, NJ for the
  - a. cooperative purchase of teaching, office and custodial supplies for the 2024-2025 school year for a fee of \$6,255
  - b. cooperative skilled trades, compliance services and ancillary bids from April 1, 2024 to March 31, 2025 for a fee of \$2,100
11. To acknowledge the attached Shared Services Agreement with Beach Haven Board of Education to provide Child Study Team Services to Beach Haven Elementary School at a cost of \$3,100 per pupil for the 2024-2025 school year. (Year 2 of 2)
12. To approve the attached Shared Services Agreement with Long Beach Island School District to provide a Technology Specialist/Network Administrator to Long Beach Island for two days per week at a cost of \$51,500 for the 2024-2025 school year.
13. To approve the attached NJDOE Preschool Education Program Contracts as private providers for participation in the Preschool Program for the 2024-2025 school year. Compensation in the amount of \$15,843.80 per student will be paid to each preschool.
  - a. Happy Days Preschool I



- b. Happy Days Preschool II
- c. Little Graduates Preschool and Learning Center
- d. The Learning Experience

14. BE IT RESOLVED by the Stafford Township Board of Education to accept and approve the proposal from Johnson Controls in the total amount not to exceed \$1,296,000 for the HVAC Systems Upgrade at Intermediate School (DOE Project 5020-070-23-R501). The proposal pricing is per the Johnson Controls Omnia Partners Co-Op Contract #R200402 and Stafford Township School District Member ID #5301242.

A motion was made by Mr. Washco and seconded by Mr. Fenlon to approve Finance/Insurance/Transportation item(s) #1-14. Roll call vote item #1: eight (8) members present voted yes; motion passed. Roll call vote item #2: seven (7) members present voted yes; motion passed. Mr. Gioe abstained on item #2. Roll call vote items #3-14: eight (8) members present voted yes; motion passed.

#### **H. BUILDINGS/GROUNDS/CAFETERIA**

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals.

1. To approve WHEREAS, the Board has concluded that the proposal submitted by Maschio's Food Services Inc is the most advantageous to the School District, price and other factors considered; NOW, THEREFORE, BE IT RESOLVED that the Stafford Township Board of Education approve and award a contract for School Food Service Management for the 2024-2025 school year, with an option for four (4) one (1) year extensions thereafter at the Board's discretion, to Maschio's Food Services Inc located at 525 East Main Street, Chester, NJ 07930. It is the recommendation of the Business Administrator that the Stafford Township Board of Education award the contract to Maschio's Food Services Inc (hereinafter referred to as the "FSMC"), subject to the following contractual provisions:

The FSMC shall receive, in addition to the costs of operation, a fee of \$0.2150 per reimbursable meal and meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as the cost of operation. The district guarantees the payment of such costs and fee to the FSMC. The 2024-2025 Total Cost of the Contract is projected to be \$765,494.06, as found on the Response and Projected Operating Statement (Form 23).

The number of National School Lunch Program, and if applicable, Breakfast Program, At-Risk Afterschool Meals Program and After School Snacks Programs, meals served to children shall be determined by actual count. A



“Meal Equivalent” provided by the FSMC is determined by dividing the total of cash receipts, other than from sales of National School Lunch Program, and if applicable, Breakfast Program, At-Risk Afterschool Meals Program and After School Snacks Programs, meals, or Cash Equivalents, by the Equivalency Factor. The Equivalency Factor used to determine the number of Meal Equivalents served by the FSMC shall be the amount of \$4.70.

The per meal management fee of \$0.2150 will be multiplied by total meals.

The FSMC guarantees that the return to the District from the Food Service Program for the school year will be \$21,000. If the annual operating statement shows a return of less than \$21,000, Maschio's Food Services, Inc. will pay the difference between the actual and the guaranteed amount. Financial terms of the Contract are based upon the assumptions as stated in Section II A, Paragraph 8, and Section BBB (Guarantee Conditions and Assumptions) in the Contract. If there is a change in conditions, including, without limitation, changes to the preceding assumptions, the parties agree to enter negotiations concerning the impact of such changes, and the financial terms of the Contract, including any guarantee, shall be adjusted accordingly.

A motion was made by Mr. Smith and seconded by Mr. Fenlon to approve Buildings/Grounds/Cafeteria item(s) #1. Roll call vote: seven (7) members present voted yes; motion passed. Mr. Gioe abstained on item #1.

#### **I. CURRICULUM/INSTRUCTION/TECHNOLOGY**

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:14-12), that teaching staff requests are aligned to the New Jersey Student Learning Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

1. To approve the Intermediate and McKinley MD students and staff to participate in a field trip to the Compassion Café located in Beach Haven, NJ on May 21, 2024.

A motion was made by Mr. Washco and seconded by Mr. Smith to approve Curriculum/Instruction/Technology item(s) #1. Roll call vote: eight (8) members present voted yes; motion passed.

#### **J. PERSONNEL**

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial assignments/appointments may be changed as district needs develop unless otherwise stipulated. The Personnel/Policy Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2023-2024 board/district goals.

1. To approve the attached list of substitutes for the 2023-2024 school year.
2. To approve the change of assignment for the attached list of personnel for the 2023-2024 school year.
3. To approve the following resignations:
  - a. Linda Sieczkowski, Bus Driver, effective July 1, 2024
  - b. Ann Delli Sante, Teacher Aide, effective May 3, 2024
  - c. Brenda Burns, Teacher Aide, effective July 1, 2024
  - d. Katrina D'Agosto, Teacher, effective July 1, 2024
  - e. Meghan Castro, Teacher, effective July 1, 2024
  - f. Kelly Zuzic, Teacher, effective July 1, 2024
  - g. Devin Ferrante, Teacher, effective July 1, 2024
  - h. Anita Bagnari, Teacher Aide, effective July 1, 2024
  - i. Rachel Geller, Social Worker, effective July 1, 2024
4. To approve the following leaves:
  - a. Employee ID #5156, unpaid family leave FMLA, beginning May 31, 2024 and returning July 1, 2024
  - b. Employee ID #6480, unpaid leave of absence, beginning April 22, 2024 and returning May 13, 2024
  - c. Employee ID #5828, unpaid family leave FMLA, beginning May 30, 2024 and returning July 1, 2024
  - d. Employee ID #6610, unpaid leave of absence, beginning April 15, 2024 and returning April 16, 2024
  - e. Employee ID #6620, unpaid leave of absence, beginning April 9, 2024 and returning April 10, 2024
  - f. Employee ID #6722, unpaid leave of absence, beginning April 11, 2024 and returning April 12, 2024

- g. Employee ID #6282, unpaid leave of absence, beginning April 15, 2024 and returning April 16, 2024 and beginning April 18, 2024 and returning April 19, 2024
  - h. Employee ID #6532, unpaid leave of absence, beginning April 16, 2024 and returning April 17, 2024
  - i. Employee ID #6532, unpaid leave of absence, beginning March 19, 2024 (1/2 day PM) and returning March 20, 2024
  - j. Employee ID #6728, unpaid leave of absence, beginning April 15, 2024 and returning April 16, 2024
  - k. Employee ID #6174, unpaid family leave FMLA, beginning October 24, 2024 and returning February 3, 2025
  - l. Employee ID #6174, unpaid contractual child rearing leave, beginning February 3, 2025 and returning April 1, 2025
  - m. Employee ID #6118, unpaid leave of absence, beginning April 25, 2024 (1/2 day PM) and returning April 26, 2024
  - n. Employee ID #6470, unpaid family leave FMLA, beginning April 23, 2024 and returning May 8, 2024
  - o. Employee ID #6620, unpaid leave of absence, beginning April 12, 2024 and returning April 15, 2024
  - p. Employee ID #6620, unpaid leave of absence, beginning April 15, 2024 and returning April 22, 2024
5. To approve Roman Isaryk, Custodian, for Boilerman License, beginning March 1, 2024.
  6. To approve the contracts for all tenured and non-tenured administrators as listed on the attachment for the 2024-2025 school year, beginning July 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.
  7. To approve the contracts for all tenured and non-tenured certified staff as listed on the attachment for the 2024-2025 school year, beginning September 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.
  8. To approve the contracts for all non-affiliated staff as listed on the attachment for the 2024-2025 school year, beginning July 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.
  9. To approve the contracts for all tenured and non-tenured affiliated secretaries as listed on the attachment for the 2024-2025 school year, beginning July 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.

10. To approve the contracts for all cafeteria/playground aides as listed on the attachment for the 2024-2025 school year, beginning September 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.
11. To approve the contracts for all bus attendants and tenured and non-tenured bus drivers and bus mechanic as listed on the attachment for the 2024-2025 school year, beginning September 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.
12. To approve the contracts for all custodians, maintenance workers, mechanics, and mail courier as listed on the attachment for the 2024-2025 school year, beginning July 1, 2024 and ending June 30, 2025. Contracts are being approved at this time in order to comply with applicable law or board policy.
13. To approve the attached salary increases for non-affiliated staff.
14. To approve the attached revised job descriptions:
  - a. A-11 Human Resources Coordinator
  - b. A-46 Business Data and Health Benefits Analyst
  - c. C-11 Transportation Dispatcher
15. To approve the attached new job descriptions:
  - a. A-11.1 Assistant Human Resources Coordinator
  - b. B-1.1 10 Month Elementary School Vice Principal
  - c. E-8 Community Parent Involvement Specialist (CPIS)
16. To approve the change of assignment for the attached list of staff for the 2024-2025 school year.
17. To approve the transfer of assignment for the attached list of staff for the 2024-2025 school year.
18. To approve the attached contract between Stafford Township Board of Education and Stephanie Bush, Director of Curriculum, Instruction and Planning, beginning July 1, 2024 and ending June 30, 2025.
19. To approve Molly Spaschak as School Social Worker (PENDING CERTIFICATION), Preschool, Oxycocus Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 5, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
20. To approve Kristen Abbatemarco as School Social worker, preschool, Oxycocus Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 8, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to preschool funded grant.

21. To approve Miguelina Pelenski as Spanish Teacher (PENDING CERTIFICATION), Grades 1&2, Ocean Acres Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 5, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
22. To approve Jillian Frangipani as Speech Language Specialist, Ocean Acres Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 5, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
23. To approve Alexis Popovitch as Speech Language Specialist, Intermediate School, beginning September 1, 2024 and ending June 30, 2025, Step 6, +CCC, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
24. To approve Sara DeNigris as Speech Language Specialist (PENDING CERTIFICATION), Grades 5&6, Intermediate School, beginning September 1, 2024 and ending April 15, 2025, Step 4, +MA, prorated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenured track leave replacement position.
25. To approve Dorena Motta as Elementary School Teacher, Grade 3, McKinley Avenue Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 5, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
26. To approve Casey Jashenkowski as Elementary School Teacher, Kindergarten, Ronald L. Meinders Primary Learning Center, beginning September 1, 2024 and ending June 30, 2025, Step 5, BA+15, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenured track leave replacement position.
27. To approve Jennifer Cooney as Elementary School Teacher, Grade 1, Ocean Acres Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 8, BA+30, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
28. To approve Samantha Palermo as Elementary School Teacher, Grade 6, Intermediate School, beginning September 1, 2024 and ending June 30, 2025, Step 7, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increase class sizes.
29. To approve Jordan Guerrero as Elementary School Teacher, Grade 4, McKinley Avenue Elementary School, beginning September 1, 2024 and ending June 30,



2025, Step 4, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increased class sizes.

30. To approve Amanda Mendes as Elementary School Teacher, Grade 5, Intermediate School, beginning September 1, 2024 and ending June 30, 2025, Step 6, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increased class sizes.
31. To approve Madison Haugh as Elementary School Teacher (PENDING CERTIFICATION), MD Class, Ronald L. Meinders Primary Learning Center, beginning September 1, 2024 and ending June 30, 2025, Step 4, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increased class sizes.
32. To approve Alison Allotta as Long-Term Substitute Floater Nurse, Ocean Acres Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 5, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to the preschool funded grant. This is a non-tenure track position.
33. To approve Ashley Garcia-Romero as Elementary School Teacher (PENDING CERTIFICATION), Grade 2, Ocean Acres Elementary School, beginning September 1, 2024 and ending June 30, 2025, Step 4, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increased class sizes.

***Employee appointments are provisional pending satisfactory completion of the Criminal History Background Check, Pre-employment P.L. 2018,C.5 Disclosure and Physical Exam Requirements required by the State of New Jersey.***

A motion was made by Mr. Smith and seconded by Mr. Washco to approve Personnel item(s) #1-33. Roll call vote items #1-5: eight (8) members present voted yes; motion passed. Roll call vote items #6-7: seven (7) members present voted yes; motion passed. Mr. Gioe abstained on items #6-7. Roll call vote items #8-16: eight (8) members present voted yes; motion passed. Roll call vote items #17-18: seven (7) members present voted yes; motion passed. Mr. Gioe abstained on items #17-18. Roll call vote items #19-26: eight (8) members present voted yes; motion passed. Roll call vote item #27: seven (7) members present voted yes; motion passed. Mr. Cooney abstained on item #27. Roll call vote items #28-33: eight (8) members present voted yes; motion passed.

#### **K. POLICY/LEGISLATIVE**

The Committee of the Whole has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certify, pursuant to N.J.S.A. 18A:11-1, that the attached policies and

regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2023-2024 board/district goals.

1. To approve the **second reading** of following **revised** regulation:
  - R7510.1 Use of the Stafford Township Arts Center Facilities

A motion was made by Mr. Smith and seconded by Mr. Gioe to approve Policy/Legislative item(s) #1. Roll call vote: eight (8) members present voted yes; motion passed.

**L. ADVANCED PLANNING**

None

**M. PUBLIC COMMENT**

None

**N. BOARD INFORMATIONAL ITEMS**

**O. CLOSED SESSION**

None

**ADJOURNMENT**

A motion was made by Mr. Smith and seconded by Mr. Cooney to adjourn the meeting at 7:26pm. Voice vote: All members present voted yes (8-0); motion passed.

---

Lourdes LaGuardia  
School Business Administrator/Board Secretary

LL/m/5-20-2024



## STAFFORD TOWNSHIP SCHOOL DISTRICT

### MISSION STATEMENT

*The mission of the Stafford Township School District, a partnership of schools, parents, and community, shall provide a secure, nurturing environment that fosters a positive self-image through educational achievement and promotes mastery of the New Jersey Student Learning Standards while encouraging students to become life-long learners in a global society.*

*Adopted: August 18, 2016*



**SIDEBAR AGREEMENT**  
**BETWEEN**

**STAFFORD TOWNSHIP BOARD OF EDUCATION**  
**AND**  
**STAFFORD TOWNSHIP ADMINISTRATION ASSOCIATION**

**WHEREAS**, the Stafford Township Board of Education (hereinafter the "Board") has previously entered into a Collective Bargaining Agreement with the Stafford Township Administration Association (hereinafter "STAA"); and

**WHEREAS**, the Superintendent of the Board has identified the need and benefit of a Summer Program Administrator.

**WHEREAS**, it has been identified that this course of action would be in the best interests of the administration members; and

**WHEREAS**, the Superintendent has met and negotiated certain terms and conditions of employment with the STAA, and the STAA acknowledges and agrees with the reasons set forth above; and

**WHEREAS**, the parties desire to document the understanding between the Board and STAA as it pertains to this issue by way of this Side Bar Agreement.

**NOW, THEREFORE, BE IT AGREED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Stafford Township Board of Education and the Stafford Township Administration Association as follows:

1. This Sidebar Agreement is intended by the parties to be an Addendum to the current Collective Bargaining Agreement, shall be subject to all administrative authority expressed in that agreement, and shall remain in full force and effect upon the expiration of that agreement until the parties agree to a successor agreement.
2. This Sidebar Agreement establishes the following terms:
  - a. A Summer School Administrator will be posted to oversee any summer program in the event there are no 12 Month Supervisors or 12 Month Assistant Principals.
  - b. All 10 Month Supervisor or 10 Month Assistant Principal will have opportunity to write a letter of interest for the Summer School Administrator position and if multiple applicants express interest, shall be interviewed.

- c. The Summer School Administrator shall work Monday thru Friday, for 5.5 hours a day for up to 165 hours. (This is maximum based on full 6 week program, as start dates due vary yearly.
- d. There will also be up to 10 hours for set-up/preparation/coordinator. These hours can be utilized prior to the established start date of the summer programs.
- e. The hourly rate will be \$51.44 an hour.
- f. The Summer School Administrator is still required to fulfill the required summer work days as part of the STAA requirement.
3. The parties agree and acknowledge that this Sidebar Agreement shall become effective as of the date of approval and adoption by the Board and the STAA.
4. Unless otherwise stated in this Sidebar Agreement, the terms herein shall have no impact on the terms and conditions set forth in the existing Collective Bargaining Agreement between the parties.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seal the day and year first above written.

ATTEST:

\_\_\_\_\_

**Stafford Township Board of Education**

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_

**Stafford Township Administration Association**

\_\_\_\_\_  
President

# **Stafford Township School District**

## **Custodian, Building Mechanics & Grounds Procedure Manual**

**2024-2025**

*Attachments are subject to change without notice*

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**Attachments are subject to change without notice**

## **CLEANING PROCEDURES MAINTENANCE RESPONSIBILITIES**

### **BATHROOM PROCEDURE**

- Clean toilet bowls, urinals and flush-o-meters with cleaner than disinfectant\*\*
- Clean countertops, sinks and mirrors\*\*
- Wipe down walls, doors and partitions\*\*
- Empty waste receptacles and wipe down any stainless steel\*\*
- Fill towel, soap and toilet paper dispensers\*\*
- Sweep and wet mop floors with cleaner and disinfect as needed\*\*
- Clean any debris off ceiling tiles and light fixtures\*\*
- Report any plumbing problems to your supervisor immediately and enter a work order into School Dude

### **CLASSROOM/STAC/TRANSPORTATION PROCEDURE**

- Empty wastebasket and pencil sharpener\*\*
- Clean sink and countertop with disinfectant\*\*
- Fill towel and soap dispensers\*\*
- Wipe desk tops, chairs, door handles, light switches in all classrooms with sanitizer
- Wipe chalk trays with a damp cloth or sponge
- Wipe all fingerprints from walls, doors and cabinets
- Dust tops of cabinets and air registers with a feather duster
- Vacuum floors, sweep and mop tile\*\*
- Line up all desks and chairs
- Adjust blinds / shades

If a classroom contains a bathroom – Use bathroom procedure

### **ALL OFFICES**

- Empty wastebaskets, pencil sharpeners, paper shredders
- Dust all furniture, ledges and shelves: Disinfect, polish tables
- Please do not turn off any computer equipment
- Clean refrigerator every Friday
- Vacuum all area rugs Wipe desk tops, chairs, door handles, light switches with sanitizer
- Vacuum floors, sweep and mop tile\*\*
- If office contains a bathroom- use bathroom procedure

### **FACULTY ROOM**

- Empty all wastebaskets put in clean liners daily\*\*
- Wipe down all tables, chairs and cabinets with disinfectant
- Clean sinks and countertops\*\*
- Clean stove and any other appliances
- Vacuum rugs and spot clean when necessary
- Clean refrigerator every Friday

### **DRESS CODE**

All Facilities Employees are to wear district provided uniforms while working on school property.

\*\*Even when doubling up – do all items with \*\* above

### **CAFETERIAS/ GYMS**

- Dry mop floor and stage area
- Wet mop floor and clean any scuff marks\*\*
- Secure lights and sound systems\*\*

### **MEDIA CENTERS AND LIBRARIES**

- Dust all shelving
- Clean all tables, chairs and counters
- Empty wastebaskets and pencil sharpeners\*\*
- Vacuum rugs
- Clean bathroom using lavatory procedure\*\*

When doubling up – do only items with a \*\*

### **NURSES OFFICE**

- Empty wastebaskets and replace liner daily\*\*
- Clean and wet mop floor with disinfectant\*\*
- Wipe down all furniture with disinfectant\*\*
- Refill soap dispensers and paper towel holders\*\*
- Wipe down walls where necessary\*\*
- Clean bathroom using the proper procedure\*\*

### **COMMON AREAS**

- Clean floors – vacuum all rugs, lift all mats and mop all tile daily
- Wet mop all tile floors and clean scuff marks
- Vacuum lobby mats daily
- Wipe down water fountains
- Wipe wall where necessary
- Clean entryway glass doors and windows

\*Any other duties/tasks reasonably related to the position as assigned by the Department Supervisor.

\*\*Even when doubling up – do all items with \*\* above

### **\*\*REMEMBER TO\*\***

- Secure all doors, windows and lights
- Change all burned out bulbs
- Check fire door for proper operation

If you find any mechanical problems such as no heat, leaking pipes or other hazards within the building, Notify Supervisor or Director of Facilities immediately and put in a School District work order request.

### **BASKETBALL SET-UP**

#### **INTERMEDIATE/MCKINLEY (8:30am to 4:00pm)**

- Close and lock gates to girls and boys gang BR 300 wing
- Close and lock gates by main office
- Close and lock gate in 300 wing hallway
- Player and audience enter front door only – Doors to remain locked event holder to monitor door
- Open wall 2 panels each side

- Set up 1 table center of bleachers and 12 chairs on either side – set up some chairs by wall opening for guests
- Set out 2 trash cans – 1 on each side
- Clean up and break down for Monday morning (turn off door alarms)
- Close partition wall when done
- Lock up and set building alarm

### **OCEAN ACRES**

- Player and audience enter door in community center foyer
- Close and lock gate in hall by break room, after secure and free of people
- Close and lock all doors going into boiler room and loading dock area from gym
- Lock art room, music room and break room doors
- Turn on scoreboard lights (Breaker box in hall by art room)
- Set up 1 table center interior hallway wall with 12 chairs on each side
- Set out 2 trash cans – 1 on each side
- Clean up and break down for Monday morning
- Open gate in hall
- Close wall (may need help from basketball staff)
- Lock up and set building alarms

### **OXYCOCUS**

- Close the gate in hallway by gym, after secure and free of people
- Set up table and 4 chairs straight ahead by center wall
- On same side as above, you will need 10 chairs on either side of table for the teams
- Place the rest of the chairs evenly on the side where you came into gym
- Set out trash cans
- Clean up and break down for Monday morning

### **DAILY DAY CUSTODIAN RESPONSIBILITIES**

- Unarm school (for Ocean Acres the Community Center also)
- Unlock gates. Take your work phone with you for communication with the Main Offices.
- Setup Cafeteria for morning before care and lunches. Morning care starts at 6:30am and the staff arrives between 6:10am – 6:15am. There are 3 lunch periods. The schedules are posted for your reference. In between lunch periods the trash needs to be taken out.
- Bring in the milk and bread deliveries on Monday and Thursday and put away in designated area. Keys to the kitchen are in your desk.
- Go put the flags up and on your way turn on the copy machines in the work room.
- Check to see if night staff left any notes with unfinished areas in the building.
- Do your perimeter check – walk the school looking for garbage and damage (vandalism).
- Walk the interior of the school looking for any issues (ceiling tiles, heat/air issues).
- Depending on the time of year (winter months) you will need to take a boiler reading. Readings need to be logged every 2 hours in the book which should be on your desk.
- Check in with the Main Office and see if they need anything.
- All playgrounds should be inspected every morning.
- Once your day starts, you will do bathroom checks every hour. Flush toilets, cleanup any paper towels and wipe down handles and faucets.



- Disinfect high touch points
- Make sure the spray bottles used by the lunch aides for cleaning the tables are full. Empty garbage between lunches and sweep floors of scraps under tables as time permits. Assist kitchen staff by removing card board, trash, milk crates and any garbage as it accumulates.
- After lunch is done, all tables need to be moved so you can sweep and run the floor machine making sure you empty dirty water after use.
- If there are any heat/air issues, contact the HVAC technicians and advise them of any issues.
- Any miscellaneous questions, contact the Facilities Secretary x1045.

### **MONTHLY RESPONSIBILITIES**

- Emergency exit light inspections
- Fire extinguisher inspections
- Playground inspections (daily) but are reported monthly

### **NIGHT CUSTODIAN DAILY RESPONSIBILITIES**

#### **2pm – 10pm Shift**

- Check in with the day Custodian and go over the issues of that day before they leave. Take the phone from the day Custodian
- Check in with the Main Office to see if they need anything
- Responsible for ensuring Cafeteria is clean each day, including tables, floors and garbage to be ready for aftercare
- After completing the Cafeteria, do your bathroom checks ensuring floors are clear of trash, wiping handles and flushing toilets
- After school ends you will then report to your assigned area to complete your nightly cleaning

#### **3pm – 11pm Shift**

- All Custodians need to be in the building by 3pm
- All night Custodians are given a designated area to clean and maintain as per checklist and map assignments
- Custodians are responsible to keep a clean and safe environment for the next school day
- Empty trash
- Wipe desks/disinfect all surfaces including light switches
- Clean windows/glass
- Sweep and mop floors
- Clean and disinfect bathrooms
- After the rooms are cleaned, the doors must be shut and locked
- If your building has hallway gates, they should be shut after the teaching staff has left for the day
- At the end of the night it is your responsibility to make sure the school buildings are armed and the security panel is set
- All gates are closed and locked for the night

## **BUILDING MECHANICS DAILY RESPONSIBILITIES**

- Upon arrival, mechanics should walk assigned schools checking for water leaks or any issues that may have arose after hours
- Mechanics responsibilities shall be determined based on severity and priority of building maintenance issues and monthly and weekly issues
- Weekly building checks consists of windows, indoor and outdoor structures, door functions, bathrooms, lighting, ceiling tiles, sinks and cabinets
- Check in with school custodian about any issues the school staff may have
- Check emails/SchoolDude for any work orders assigned to you
- Complete work orders as assigned in a timely manner. Also, you need to close out any work orders on SchoolDude after they are completed
- If there is a day Custodian out of work for the day, you may be asked to open and cover a school
- During winter months you are responsible for helping to maintain safe walkways and parking lots which includes plowing and salting
- Address any roof leaks
- Maintain school equipment that is used to perform maintenance duties
- Inspect all exterior doors at your assigned school weekly
- Do monthly roof checks and be sure to clean all surfaces, clear all drains and check all seems/flashing and follow checklist
- Any other duties assigned by Facilities Supervisor or Director of Facilities

## **WEEKLY GROUNDS MAINTENANCE SCHEDULE**

All scheduled work is subject to change based upon weather and or other related school duties (emergencies, priorities, etc.)

### Cutting Season (April – November)

Monday thru Wednesday - The grounds department will start at the campus. All the grass will be mowed, all areas weed whacked and edged. Flower beds and shrubbery will be maintained and weeded. All sidewalks, bus loops and front entrances to the schools must be cleaned of grass and debris.

Thursday - The grounds department will report to the Ocean Acres School to mow, weed whack and edge the entire property along with maintaining flower beds and shrubbery. All grass and debris will be cleaned off of the sidewalks and bus loop.

Friday - The grounds department will report to the Oxycocus School to mow, weed whack and edge the entire property along with maintaining flower beds and shrubbery. All grass and debris will be cleaned off of the sidewalks and bus loop.

### Early Spring - Late Summer

- Shrub maintenance will start which will include pruning and mulching of the beds district wide.

### Mulch

- All beds will be mulched in the early spring (March-April). This will be coordinated with the shrub pruning. The beds will be mulched again at the end of the summer so everything is ready for the start of school district wide.

### Winter Schedule

- Responsible for clear walkways, entrance ways, parking lots, winter landscaping, snow removal
- Salting of the parking lots as needed
- During down time, all grounds equipment is to be cleaned and maintained, i.e. snow blowers, tractors, weed whackers and mowers
- Any other job requirements not listed may be asked of you in the scope of your work

### **EXPECTATIONS FOR SNOW AND ICE REMOVAL**

Snow and/or ice removal is one of the most important safety functions we perform. All employees are responsible for maintaining safe walkways, stairways, driveways and entry ways for all our students, staff and visitors. *No one is exempt from this responsibility.*

Please be sure that you understand the importance of these procedures. Snow and/or ice conditions are very dangerous and we have the responsibility to aggressively attack any unsafe conditions. You cannot be too careful; check, double check, triple check all walkways, stairs, ramps, and entrances, etc. This procedure also applies to times when students are not present such as holidays or school closings. We can still have teachers, administrators and visitors entering the buildings who can be at risk of slipping and falling. Do not get caught off guard.

### **OPENING OF SCHOOLS WHEN A SNOW AND/OR ICE CONDITION EXISTS**

Whenever a snow and/or ice condition exists, all Custodial, Maintenance and Grounds Personnel are responsible for clearing sidewalks. Afternoon shift may be called in to work the day shift. There will be no exceptions or excuses for not reporting for snow removal.

Custodial/Maintenance/Grounds staff at each of our schools will be directly responsible for the safe conditions of all outside walkways, stairs, and curbs, etc. Curbs must be cleared at least two (2) feet onto the driveways so that the plows can effectively push the snow away from the sidewalks. This is where the snow will typically pile up and this may create a dangerous situation.

Ice Melt will be applied whenever ice is present on walkways, stairs, etc. If an ice patch develops on the driveway, ice melt will be applied. *Remember: Ice Melt is Not Snow Melt.* You are responsible for salting all parking lots and bus loops after plowing takes place.

### **PLOWING OF PARKING LOTS**

The Director of Facilities will contact all Maintenance and Grounds Personnel who are responsible for plowing. This will include the time when notified, either in advance or by telephone when to begin the plowing. This will also include weekends and holidays.

As each plow driver is finished with their prospective location, contact me for the next location. We need to communicate with each other to know where the help is best needed.

Please be aware that vehicles that are equipped with an overdrive transmission, the overdrive *MUST* be turned off every time the vehicle is started. Do not plow with the overdrive on; this will damage the transmission.

Drivers must become familiar with the district parking lots prior to the first snowfall. Snow should not be piled up in front of dumpsters, along sidewalks, fire hydrants or at the top of

any hills where it can melt and run down onto any area that will continually freeze creating another hazardous condition. If only an ice condition exists and/or plowing is not required then all personnel will report when directed to their assigned schools when notified either in advance or by telephone.

### **SIDEWALK, CURBS, AND ENTRANCES**

Maintenance personnel that are not plowing will report to their assigned locations to assist the Custodial staff in clearing sidewalks and entrances around their entire site. Each site has all the tools necessary to perform the task of snow removal.

### **SNOW AND/OR ICE CONDITIONS DEVELOP AFTER SCHOOL HOURS**

The evening custodial staff assigned to each building will be responsible for maintaining safe and clear sidewalks, stairs, etc. The evening Night Custodian at each of our schools will be directly responsible for maintaining safe conditions at their respective buildings throughout the evening hours.

If a snow storm were to occur on a weekend and/or holiday, all facilities staff may be called into work.

There are no excuses for failure to protect the community, staff and visitors from unsafe conditions that we can control. We cannot control the weather; however, we can control how we react to adverse conditions by following this procedure regarding the removal of snow and/or ice.

Make sure that you check your supplies and equipment where necessary. There are no acceptable excuses for allowing an unsafe condition to exist in our district.

### **STATE OF EMERGENCY**

In case of a State of Emergency, the Director of Facilities will advise you what time you can report to work. We are considered essential personnel and it is mandatory to report to work.

If you do not fully understand the procedure as outlined, please contact me immediately for clarification. These procedures will be revised as necessary to meet the needs of the district.

Thank you for your anticipated cooperation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **SNOW REMOVAL PROCEDURES**

- ✓ All the emergency personnel to report at time notified by Director of Facilities
- ✓ Unlock gates a.s.a.p.
- ✓ Assignment (if possibility of snow diminishes, facilities director will give out assignments) – see page 13
- ✓ Report to assigned equipment and location (see attached)
- ✓ Director of Facilities will call Business Administrator at 4:00am
- ✓ Director of Facilities will give final check at 5:00am and 5:30am and make call to Business Administrator
- ✓ Make sure all areas are as safe as possible
- ✓ If there is any threat of snow, the Saturday personnel are to leave the gates open for township trucks
- ✓ Ice melt designed especially for sidewalks is only to be used on sidewalks
- ✓ Salt is only to be used in the truck spreaders
- ✓ All gas cans must be stored outside of the building, transportation garage and sheds. Snow blowers may be stored inside, but the tanks must be emptied

Attachments are subject to change without notice

## **EMERGENCY CLOSINGS, SNOW REMOVAL ASSIGNMENTS & BUILDING/SITE PROCEDURES**

**NOTE: No employee is permitted to drive any district vehicle/equipment without specific permission/assignment from the Department Supervisor.**

### **2019/2020 - F350**

Will first clear Oxycocus bus yard, plow yard and help clear between buses. Next, plow driver parking lot behind Oxycocus School. Salt after snow is removed. Then plow the Administration parking lot and salt it. Oxycocus Custodian will assist with snow removal between buses and salt before cleaning school sidewalks.

### **2020 - F350**

Will then report to Ocean Acres to help with plowing and salting.

### **2019 - F350**

Will then report to McKinley and PLC to plow and salt.

### **Dump Truck**

Will first plow campus bus loops, then proceed to McKinley and PLC parking lots. Salt once each area is cleaned.

### **Kubota Tractor**

Will first plow Intermediate parking lot, then proceed to STAC parking lot.

### **2017 F350**

Will first plow Ocean Acres parking spots, bus loop and receiving areas. Will next report to the campus to assist.

### **Bobcat 1**

Start removing snow from the Intermediate sidewalks, starting at the main entrance and working your way around to the back of Intermediate and finally continuing to the back of McKinley School.

### **Bobcat 2**

Start at PLC, then continue to the main entrance of McKinley School working your way back towards the STAC.

### **Bobcat 3**

Remove snow from Ocean Acres sidewalks. Other staff will be called in if needed.

If school is CLOSED, you may be called in for snow removal. You will be required to report to work at such time as designated by the Facilities Director.

**Saturday Personnel:** If there is any threat of snow please leave the gates open for Township trucks.

The day custodian will be responsible for taking inventory of all snow removal equipment at their building. This includes snow shovels and salt. He/she is also responsible for making sure the snow blower is topped off with gas.

**Building Mechanics:** Will help with the snow blowers in order to keep in good working condition. Will also help with snow removal as needed.

*\*Even if not specifically listed, all tasks/duties include all necessary and related tasks/duties for equipment preparation and return as well as proper clean up.*

**Instructions and responsibilities for other Emergency and/or Weather activity will be assigned by the Facilities Director, Business Administrator or Superintendent.**

**These assignments may change based on district needs.**

**Attachments are subject to change without notice**



**STAFFORD TOWNSHIP SCHOOL DISTRICT  
CELL PHONES**

Director of Facilities – 732-232-9360  
Supervisor of Facilities – 609-713-0476

LOCATION	PHONE
PRIMARY LEARNING CENTER	609-276-5507
OXYCOCUS	609-489-3699
MCKINLEY	609-756-7007
OCEAN ACRES	609-713-5910
INTERMEDIATE	609-489-9409
STAC	609-207-9286

**CUSTODIAL SHIFTS - DAY SHIFT/NIGHT SHIFT**

6:00am – 2:00pm, 7:00am – 3:00pm  
2:00pm – 10:00pm, 3:00pm – 11:00pm

**BUILDING MECHANICS**

6:00am – 2:00pm  
8:00am – 4:00pm

**HVAC & OPENING PERSON**

6:30am – 2:30pm  
8:00am – 4:00pm

**GROUNDS**

7:00am – 3:00pm

Times subject to change due to season

Attachments are subject to change without notice

## **SECURITY DRILLS**

It is required that each month at least one security drill, other than a fire drill, is practiced so students can learn how to respond to various school emergencies.

The following are the state required drills, which must be conducted a minimum of 2 times per year: Active Shooter Drill; Evacuation Drill-for a non-Bomb Threat; Bomb Threat-Evacuation Drill; and Lockdown Drill. The following are suggested additional drills that the district may also do: Shelter in Place; Reverse Evacuation, Evacuation to relocation site, Tabletop Activity, or a Full-Scale Exercise.

Table Top Activity: Discussion between key stakeholders of simulated emergency scenarios in an informal setting to assess plans, policies and procedures

Full Scale Exercise: A multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. Often used to assess plans and procedures under crisis conditions, and assess coordinated response under crisis conditions.

Lockdown Drill (Active shooter or other scenarios): Implemented when a criminal element is believed to be on the premise. Staff, faculty and students remain confined to a room or area within a building with specific procedures to follow, such as: locking doors, closing/opening windows and shades; seeking cover. Lockdowns necessitate a law enforcement response and immediate intervention.  
NO TEACHING or business as usual during a lockdown.

Shelter in Place: Occupants are to remain in the building but may be moved to a different area due to a dangerous event taking place outside of the building.  
Depending on circumstances, teaching may be allowed to continue.

Active Shooter: This situation involves one or more individual's intent on causing physical harm who are believed to be armed, has used, or has threatened to use a weapon in inflict serious bodily injury or death to other person(s) and/or continues to do so while having unrestricted access to additional victims. In response, buildings may be locked down or an evacuation may be ordered. Law enforcement incident commanders will determine the course of action.

Evacuation Drill (Bomb Threat scenarios as well as others): The need for all occupants of a school building to orderly and safely evacuate. The need to evacuate to different locations depending on the situation.  
Emergency responders should be notified so that they are aware of the situation and may take appropriate action.

Reverse Evacuation: Reverse evacuation drills require all staff and students to go to safe places in the building, come inside from outdoor recess or physical education class. Reverse evacuation is used when staff and students are outside the building and a danger is present.

Evacuation to a Relocation Site: After students have been evacuated, they may be moved to a safe environment or location. This may be done by walking or bus transportation. This is done to protect students from harm and outside elements if they cannot immediately return to their own school. On the reverse side of this brochure there is a listing of our district's current relocation sites for each school.

### **FIRE WATCH / POWER FAILURE**

Whenever there is a power failure you will automatically be on *FIRE WATCH* until the power is restored.

If the power failure goes beyond your normal work schedule, you will receive overtime for that time.

Notify your supervisor immediately if a power failure occurs. The emergency lighting within the buildings is only good for up to one half hour. *They are there for safe evacuation only, not to continue activities in the building.*

### **CONTRACTORS AND VENDORS AUTHORIZATION TO WORK IN BUILDINGS**

No outside contractor is authorized to do any work in a building without first getting the authorization from the Director of Facilities, Business Administrator or Superintendent. When arriving on site the contractor will sign in at the greeting desk and proceed to the front office and they will notify the facilities office. If it is after school hours (3:30 pm), the contractor may contact the custodian of that building only upon the express authorization of the Director of Facilities. Please verify with the facilities office before granting access. Valid identification will be required before entering buildings.

### **CALLING OUT SICK/EMERGENCY PROCEDURES**

Day shift: If you need to call out for any reason please make sure that you call The Director of Facilities at ext. 1044 or 1045 or cell 732-212-9360.

In case you cannot reach the Director of Facilities, please call the Facilities Office at 609-978-5700 ext. 1045

Night Shift: If you need to call out due to an emergency or illness, you need to call the Facilities office by 11:00 am or as soon as possible at 978-5700 ext. 1045.

Attachments are subject to change without notice

**Stafford Township School District  
Facilities Forms**

*Attachments are subject to change without notice*

[illegible]

TOWNSHIP OF STAFFORD  
BUREAU OF FIRE PREVENTION  
260 E. BAY AVENUE  
MANAHAWKIN, NJ 08050  
PHONE 609-597-1000 X8527 OR 8577  
FAX 609-978-1841

**EMERGENCY LIGHT AND EXIT SIGN TEST FORM**  
IN ACCORDANCE WITH N.J.A.C. 5:70-3, 604.3.1.1

Required emergency lighting systems, including exit signs, shall be tested for proper operation for a minimum of 30 SECONDS every month on a regular and standby power. An annual test shall be conducted for at least ONE hour on regular and standby power. It is necessary to ensure exit signs are fully illuminated on regular and standby power. Emergency lighting, including discharge lights, outside exit doors, must be examined to ensure bulbs are functional and batteries (if applicable) still are capable of powering the fixture. Equipment shall function properly for the duration of these tests.

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

TESTS FOR THE YEAR \_\_\_\_\_

**MONTHLY TEST RECORD OF ALL EQUIPMENT – 30 SECOND DURATION**

Date of Test:	Who Tested?	Number Needing Repair:	Repairs Made:
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

**ANNUAL TEST RECORD OF ALL EQUIPMENT – 60 MINUTE DURATION**

Date of Test:	Who Tested?	Number Needing Repair:	Repairs Made:



## REQUEST FOR SUPPLIES

Name: \_\_\_\_\_

Building: \_\_\_\_\_

When you need to put in a request for supplies, please submit your request to the Facilities office. When your request is approved, you will receive the items by the following week.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

DATE ORDERED	QUANTITY	ITEM	NOTES
		Paper Towels	
		Toilet Paper	
		Tissues	
		Gloves	
		Soap (Specify Type)	
		Floor Machine Pad Red/White/Black Size	
		Spray Bottle	
		Purell Hand Sanitizer	
		Trash Can Liners (sm or lg) circle	
		Dust Mops	
		Comet	
		Pumice Stones	
		Vacuum Bags (3)	
		Scotch Bright Pads	
		Johnny Mop	
		#19	
		#25	
		#38	
		#10	
		Ecolabs Red/Yellow	
		Bioesque	

Completed: \_\_\_\_\_

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

Stafford Township School District  
Manahawkin, NJ

**SUPPORT STAFF NOTIFICATION OF LEAVE**

When you anticipate being out of the district, this form is to be completed and submitted to your building principal and/or immediate supervisor.

Name:

Position:

Date(s) of Absence:

Substitute Needed: ☐ Yes ☐ No

If "Yes": ☐ Full Day ☐ Half Day (a.m.) ☐ Half Day

(p.m.)

☐ Vacation Day(s)

☐ Out-of-District Meeting

☐ Professional Day(s)

☐ Other:

Professional Development Information:

Location:

Provider:

Topic:

Cost:

Please Select Appropriate QSAC  
Designation(s):

- ☐ Lifelong Learner
- ☐ CCCS
- ☐ Safety & Security
- ☐ Stakeholder Involvement & Participation
- ☐ Technology/Integration
- ☐ Does Not Apply

SIGNED: \_\_\_\_\_

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

\_\_\_\_\_  
Signature – Principal and/or Immediate Supervisor

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

\_\_\_\_\_  
Signature – Director of Personnel

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

\_\_\_\_\_  
Signature – Superintendent of Schools

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

Please enter your absence into AESOP before the date of the event. For each Professional Day request, you must complete a Workshop Report Form and submit the same to the Instructional Services Office within 30 days of the date of the event.

kkk 02/2015

**For Office Use Only**

\_\_\_\_\_  
PO BA Reg. PW IS AC

# **Stafford Township Board of Education**

## **Employee Safety Manual**

**Attachments are subject to change without notice**

## **OPENING STATEMENT**

The Stafford Township Board of Education declares that the safety and health of its employees is of primary concern. The policy of the Board is to ensure that all its employees be provided with safe and healthful work environments, free from recognized hazards, and that its responsibility is to set forth the standards necessary for the protection of the health and safety of its workers.

The Board also recognizes its responsibility to protect the health and safety of the students and general public using its facilities.

The Board shall designate the School Board Administrator to develop and administer, in cooperation with the District Safety Committee, the safety standards and procedures of the school district.

The Board will comply with all federal, state, and local laws and regulations.

## **EMPLOYEE RESPONSIBILITY**

Employees are the foundation of the Board's health and safety policy. Each employee shall conduct his/her work in a safe and healthful manner.

The Board directs the Business Administrator to make certain that all federal; state and local laws and regulations are adhered to in their entirety.

## **SAFETY PROGRAM**

### **Electric**

- The body is a conductor of electricity and could receive a shock. The shock may be a slight tingle, twinge, jolt, bump or SUDDEN DEATH. The following rules must be followed. Unless it is part of your regular duties, do not adjust or repair any electrical equipment
  1. Report all connected injuries immediately to the school nurse. If the nurse is not on duty, report injuries to your immediate Supervisor.
  2. An accident report must be filed immediately
  3. A list of approved medical treatment facilities is on file with all nurses. In an extreme emergency, Southern Ocean County Hospital should be used for treatment.
  4. If the accident/incident results in time lost at work, a Worker's Compensation form must be filed and all claims must be sent to the Business Office.
  5. Before an employee may return to work, the attending physician must give the employee a written statement to that effect.

## **Ladders**

- All portable ladders must be equipped with safety shoes at the base or spikes/spurs where applicable.
- Ladders must not be painted as the paint hides any defects in the construction of the ladder
- All ladders must adhere to ANSI standards.

## **Lifting Procedures**

- If the load is too heavy, get help or use a mechanical device which is used for lifting. The proper equipment will help to avoid possible injury.
- Face the object to be lifted, squarely.
- Have a firm footing.
- Feet should be slightly spread apart.
- Bend at the knees.
- Have a firm grip on the object that is being lifted.
- Keep your back straight and avoid any twisting in the lifting procedure.
- Leg muscles should be used rather than back muscles in any lifting procedure.
- Lift the object slowly and evenly.

## **Machinery**

- If any piece of equipment or tool appears to be unsafe, tag "UNSAFE" and "DO NOT USE" and notify the Director of Facilities.
- All guards and safety devices are there for a purpose and must not be removed.
- After tagging, report any unsafe equipment or tool to your immediate Supervisor.
- Yellow painted lines surrounding most power tools are designed to ensure a safe distance for avoiding injury.
- All machinery and power tools shall have an emergency panic button which will be tested periodically.
- All machinery and power tools must be properly maintained and guarded.
- Goggles must be worn when operating any machinery.
- Ear protection must be worn when decibel level is beyond accepted levels.
- Do not wear loose or dangling clothing when testing or operating a piece of machinery.

## **Safety Equipment**

- Approved safety glasses/goggles must be worn when there is an obvious exposure to eye injury. It is compulsory when you are exposed

## **Safety Regulations and Inspections**

- Copies of the district inspections by insurance carriers, federal, state and local agencies are on file in the office of the School Board Administrator.
- The Director of Facilities is responsible to conduct safety and health inspections of all district buildings and facilities to ensure compliance with applicable safety, health, and environmental regulations and codes. Right-To-Know Training is provided yearly which includes PPE Training.

## **Spills and Leaks of Hazardous and/or Toxic Substances**

- If a spill or leak of a hazardous and/or toxic substance occurs in any classroom, comply with the following emergency procedures:
- Evacuate all students and district personnel from the immediate area.
- Immediately notify the main office as to where the spill occurred, and what substance was spilled.
- Main office is to notify the day custodian who will institute the emergency clean-up procedures.
- If a spill or leak occurs in a non-classroom area (storage rooms, etc.) follow the same procedure.
- Administration building personnel, Facilities personnel, and Transportation personnel, notify your department Supervisor, and he/she will notify the School Business Administrator.
- All chemicals must be labeled in all storage locations. Any unlabeled chemicals shall be removed.
- Cleaning solvents that are in use should not be stored above knee level.
- Storage, lifting and transporting supplies and materials should be carefully managed. The use of hand trucks and/or dollies is recommended when applicable.
- Insect bites can become infected and some people are allergic to certain types of bites. First aid treatment should be obtained for any type of bite.
- Wearing apparel should be appropriate for the job. Uniforms must be worn at all times. Proper shoes must be worn at all times. Gloves and safety glasses must be worn as needed.
- Disposable plastic gloves are to be worn when cleaning up any bodily fluid.



## Fire Safety

- All PMs for fire extinguishers pull boxes, alarms, emergency lights and exit lights are to be kept up to date.
- All PMs for Ansul systems are to be kept up to date
- All PMs for sprinkler systems are to be kept up to date

## Grounds

- All playgrounds, playing fields, and equipment shall be inspected monthly in accordance with procedures.
- All sidewalks, driveways, roads, and railings shall be inspected monthly in accordance with P.M. procedures.

## STAFFORD TOWNSHIP ELEMENTARY SCHOOL DISTRICT INDOOR AIR QUALITY PROCEDURES

Complainant is to contact their immediate Supervisor to request an IAQ questionnaire and return it to the immediate Supervisor after it is completed. The immediate Supervisor will in turn forward the IAQ questionnaire to the buildings and grounds Supervisor.

The Director of Facilities will conduct an investigation that will include:

- Discussion of symptoms with the complainant and immediate Supervisor.
- Perform an "Indoor Air Quality Checklist" that will include observations and written recommendations that will be shared with the complainant and immediate Supervisor
- If it is found that additional testing is required an outside certified industrial hygienist will be contacted to perform the test(s).
- Upon receipt of the testing report all recommendations will be assigned to the appropriate personnel to complete.
- The Director of Facilities will follow up to make sure that all recommendations have been addressed and will complete a "Complaint Closure Form" that is to be shared with the complainant and the immediate Supervisor at a scheduled meeting.
- A follow up questionnaire will then be completed by the complainant to ascertain that all steps have been taken to remediate the problem and the complainant will submit this form to their immediate Supervisor who will forward the same to the Director of Facilities.
- The Director of Facilities will submit a copy of all completed documentation to the Superintendent of Schools, Business Administrator and STEA.
- In order to expedite the IAQ questionnaire the complainant is requested to provide the Director of Facilities with a list of what pollutants they may be allergic to, i.e., mold and bacteria.
- All reports must be dated and each step be followed in a timely and most efficient manner.

Attachments are subject to change without notice

# STAFFORD TOWNSHIP SCHOOL DISTRICT

## Non-Affiliated Employee Handbook

2024-2025

*Attachments are subject to change without notice*

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## INTRODUCTION

On behalf of the Stafford Township Board of Education, we welcome you. Whether you are a returning staff member or new to the district, you are a valued member of our educational team and very important to the educational success of our students. Together we hold the key to improving student achievement. The administration is committed to providing you with support and materials that will enable you to meet the district's educational goals and educational demands of our students.

The purpose of this handbook is to serve as a reliable, informational, and current resource for relevant district-wide information as it pertains to non-affiliated staff\*. This handbook should be used as a reference for procedural information. However, it is not intended to be an all-inclusive guide to the procedures of the district. Your individual assignment will also have procedures for you to follow. You should always be sure to check with your department and immediate supervisor for additional information, procedures and forms.

The handbook is not an employment contract. It contains information and documents that relate to employment within the Stafford Township School District. It does not create any legal rights, nor establish terms and condition of employment.

Throughout this document, you will see references to district policies and regulations which can provide more detailed information. Any information contained herein should always be read in conjunction with district personnel policies, regulations, procedures, forms and any employee's individual employment contract. In the event the information contained herein is in conflict with any information in policy, regulation, procedure, form or any employee's individual employment contract, the information/language of the policy, regulation, procedure, form or individual employment contract shall govern. In addition, policies, regulations, procedures and forms are subject to review and revision by the Board at any time. Employees must always check the district's intranet for the most up-to-date version of the policy, regulation, procedure or form.

No handbook can ever replace cooperation and open communication when it comes to resolving concerns and/or problems. Your immediate supervisor should always be utilized for resolving your concerns. The Human Resources Department is also available to assist you. You may reach that office by calling (609) 978-5700 x1400. Please use this handbook to get answers to questions that may arise during the school year.

As an important member of our school community, you will have many opportunities to contribute thoughts that will further enhance the positive school environment for students in our district. You and what you do are essential to the success of our schools and to the preparation of our students for the future. We look forward to working with you and assisting us in this endeavor.

*\* Affiliated staff have rights established through a collective bargaining agreement and can use that agreement as a reference. However, there is no such document for non-affiliated staff to use as a reference. This document does not create any new rights but merely sets forth current procedure as a usable reference guide.*

## EMPLOYMENT CONTRACTS, ASSIGNMENTS AND EVALUATIONS

### Contracts:

The individual terms and conditions of an employee's individual employment with the District are specifically set forth in the employee's individual employment contract. The individual terms will include the date; the name of the employee; the beginning and ending dates of the contract; the salary to be paid\*; provision for a probationary period, in accordance with the probationary period procedures set forth herein below, and the termination of the contract by either party following the completion of the probationary period on fifteen calendar days notice, and such other terms and conditions appropriate to the employment of that individual employee.

All employees (tenured and non-tenured) who are offered reemployment for the next year will receive employment contracts in via Genesis Schoolfi order to clearly set forth the individual terms. The district recognizes that certain categories of non-affiliated employees\*\* are entitled to the protections of tenure and providing a written employment contract should in no way be interpreted to reduce the tenure protections afforded to those employees by law. The written contract is intended only to outline the terms of the individual's employment for the year covered by that written contract.

Non-tenured employees who will not be offered reemployment for the next year will be notified in writing on or before May 15. For more information regarding non-renewal, employees should see Stafford Township Board of Education Policy and Regulation 4146.

Please be aware that while non-affiliated employees are not covered by the terms and conditions of a collective bargaining agreement, in the years when the district is in negotiations with a collective bargaining unit (years in and around an expiring collective negotiations agreement), the written contract procedures may be slightly modified to reflect that certain terms of employment cannot be determined until after collective negotiations are completed.

As previously stated, in the event the information contained herein is in conflict with any information in policy, regulation, procedure, form or any employee's individual employment contract, the information/language of the policy, regulation, procedure, form or individual employment contract shall govern.

*\*In the event that the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.*

*\*\*Not all non-affiliated employees are in the category of employment entitled to tenure protections granted by applicable law. If you are unsure of whether you are in a category of employment that is entitled to tenure, please check with your immediate supervisor.*

See Stafford Township Board of Education Policy 4124, 4360, 4146 and Regulation 4146 (always check the district website for any revisions that may have been made to these policies.)

### Assignments:

All non-affiliated employees will be notified of their assignments on or before June 30<sup>th</sup> of each year for employment in the next preceding year. However, the district reserves the right to assign and transfer non-affiliated employees at any point during the year to assignments for which the individual is qualified and in which service will best serve the operational needs of the district.



*See Stafford Township Board of Education Policy 4130 (always check the district website for any revisions that may have been made to these policies.)*

### **Probationary Period:**

Certain employees hired by the Board of Education shall serve a probationary period, during which the employee may be summarily dismissed without notice. Employees serving a probationary period are notified at the time of hire. Employees with questions about whether or not they are serving a probationary period should contact their supervisor.

During the probationary period, probationary employees are not eligible for health insurance benefits. However, an employee who completes the probationary period will be entitled to all rights and privileges accorded such employees by the Board of Education.

Any employee who successfully completes a probationary period in one classification of employment who is transferred to another classification of employment must serve a probationary period of six months in the new classification.

*See Stafford Township Board of Education Policy #4123 (always check the district website for any revisions that may have been made to these policies.)*

### **Evaluations:**

The district recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of weaknesses. Probationary employees will receive two form evaluations and non-probationary employees will receive one form evaluation each year. In addition, all employees will regularly be observed and will regularly receive informal evaluations. Observations and evaluations will be conducted by the employee's immediate supervisor. The date of formal evaluations may vary depending upon the department and category of employee. Employees should check with their immediate supervisor for more specific information regarding evaluations.

*See Stafford Township Board of Education Policy 4220 and Regulation 4220 (always check the district website for any revisions that may have been made to these policies)*

### **Recommended Salary Ranges for Hiring New Non-Affiliated Employees:**

**Administrative Assistant:** \$50,000-\$70,000

**Bookkeeper:** \$40,000-\$50,000

**Head Bookkeeper:** \$50,000-\$70,000

**Non-Affiliated Secretary:** \$40,000-\$50,000

**Coordinator:** \$45,000-\$65,000

**System Specialist:** \$40,000-\$50,000

**Information Technology Supervisor:** \$60,000-\$75,000

**Director of Facilities:** \$65,000-\$95,000

**Data Analyst:** \$50,000-\$65,000

**HVAC Technician:** \$40,000-\$65,000

## HEALTH, PENSION AND OTHER BENEFITS

### Employee Health Benefits:

The Stafford Township Board of Education provides medical, dental, vision and prescription benefits coverage through a private carrier. New employees eligible for health benefits shall receive employee only coverage (with the option to purchase family coverage) until tenure or until they complete the first (1<sup>st</sup>) day of the fourth (4<sup>th</sup>) year of employment. When such employee either achieves tenure or completes their first (1<sup>st</sup>) day of their fourth (4<sup>th</sup>) year of employment, the Board will pay the full cost of family coverage if such coverage is appropriate.

Employees choosing to waive health insurance coverage because they are covered under another health insurance policy may receive a waiver/buyback amount determined by the Board of Education in accordance with applicable law. Eligibility is determined in accordance with applicable law and the employee must complete the appropriate form provided by the Human Resources department during open enrollment. The waiver is for the entire year and employees will only be able to obtain health insurance during the year in limited emergency circumstances as set forth in the Stafford Township School District Cafeteria Plan.

Questions about health benefits should be directed to the Human Resources office x1400.

### Disability Insurance:

The Stafford Township Board of Education is not affiliated with the State of New Jersey Disability Plan. However, disability insurance is provided to non-affiliated staff by New York Life administered through Legacy Benefits and you are automatically enrolled when you are hired.

Questions about disability insurance should be directed to the Human Resources office x1400.

### AFLAC:

Aflac is a supplemental disability policy that the employee can purchase at their own expense. There are 5 different Aflac policies available to Employees (below is a brief overview of each plan).

- 1. Personal Disability Income Protector – Short-Term Disability Income Insurance**  
Plan Highlights → Selection of: Monthly benefit amount, Elimination period, Benefit period; Benefits paid regardless of any other insurance; Guaranteed-renewable to age 70
- 2. Personal Accident Indemnity Plan – Accident-Only Insurance**  
Plan Benefits → Emergency Treatment; Follow-Up Treatment; Initial Hospitalization; Hospital Confinement; Physical Therapy; Accidental-Death; Wellness; Plus...much more
- 3. Personal Cancer Indemnity Plan – Cancer Indemnity Insurance Policy**  
Plan Benefits → First-Occurrence; Hospital Confinement; Medical Imaging; Radiation and Chemotherapy; Immunotherapy; Cancer Screening Wellness; Plus...much more
- 4. Life Protector – Life Insurance – Live Well – Live Secure**  
Plan Highlights → 10-, 20-, or 30-Year Term Option; Waiver of Premium Benefit; Accelerated Death Benefit; Plus...more
- 5. Voluntary Indemnity Plan – Hospital Confinement Indemnity Insurance**  
Plan Benefits → Initial Hospitalization; Hospital Confinement; Short-Stay; Rehabilitation Unit; Ambulance

For more information about AFLAC, please contact the Business Office at x1037.

### Pension Benefits:

PERS (Public Employees' Retirement System): The following employees will be eligible for and automatically enrolled in PERS System:

- The employee eligible for Tier 5 membership works at least a minimum of 32 hours per week required for enrollment

\*Note: The wages are subject to Social Security Taxes

Life Insurance: As part of the PERS System, there is a deduction for life insurance. The PERS life insurance benefit is 3 times your salary.

Contributions: PERS employees contribute a percentage of their per pay salary for pension and life insurance. The percentages are set by applicable New Jersey statute. For questions, please contact the Business Office at x1037.

DCRP (Defined Contribution Retirement Program): The DCRP is presently administered for the Division of Pensions and Benefits by the Prudential Financial. A Defined Contribution Retirement Program Board has also been established to oversee the program

- Employees whose service began after May 21, 2010 and who earn a salary of \$5,000 or more but work less than the minimum required hours (32 hours per week), making them ineligible for Tier 4 enrollment in the PERS or TPAF

#### **Longevity:**

Employees will receive an additional annual payment to recognize years of continuous service to the district. Said payments will be made in equal installments with each paycheck. Longevity will be recognized as follows:

- \$600 Service Increment at the end of 11 continuous years of service in district to be paid at the start of the next school year
- \$800 Service Increment at the end of 14 continuous years of service in district to be paid at the start of the next school year
- \$1100 Service Increment at the end of 17 continuous years of service in district to be paid at the start of the next school year
- Total Possible: \$1100
- Note: Part time secretaries will receive ½ of these increments

#### **ABSENCES AND LEAVES**

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. Therefore, attendance will be monitored in accordance with Stafford Township Board of Education Policy and Regulation #4211. *For more information, see Stafford Township Board of Education Policy and Regulation #4211 (always check the district website for any revisions that may have been made to these policies.)*

Each building has a sign-in sheet. Employees must sign in on a daily basis on the designated form before 9:00 a.m. Employees are not permitted to sign multiple days at a time (either in advance of a date or after a date has passed). These sign in sheets will be used to compare to the AESOP daily attendance report (see below).

**Absence Reporting Procedure:**

All absences shall be reported in accordance with the following procedure:

1. A staff member who anticipates absence from work will record the absence (including all necessary reporting information) in Aesop before 7:00 a.m. on the date of the intended absence. If the absence is not reasonably anticipated in advance, and the absence cannot be recorded in Aesop before 7:00 a.m. on the date of the absence, then the staff member shall call his/her immediate supervisor and the AESOP Coordinator.
2. If the absence is not recorded in Aesop before 7:00 a.m. on the date of the absence and a call needs to be made to the supervisor and AESOP Coordinator, the following information must be provided:
  - a. The employee's name, job title, assigned school, and shift (if applicable);
  - b. The day and date of the intended absence; and
  - c. The reason for the absence.
3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the immediate supervisor.

Absences are counted in full or half-days. Any absence commences when the absence is called in pursuant to the procedures above. If an employee leaves school early because of a legitimate absence reason, it will count as either a full or a half-day and will not be prorated in any other portion of the day (i.e., by hour, etc.).

Any employee absent on a day when school is closed *early* for emergency reasons, the employee will be charged with a full leave day. Any employee absent on a day when school does not open because of an emergency (i.e., inclement weather days) will not be charged with a leave day.

**Authorized Attendance Codes:**

The following absence codes are the only acceptable codes to use for recording your attendance:

BV	Buy Back Vacation
DF	Death in Family
DM	District Meeting
DW	In District Workshop
F	Family Illness
I	Illness
JD	Jury Duty
L	Leave of Absence
M	Military Service
NR	No Reason Left
OD	Out of District Meeting
PD	Professional Day
PS	Paid Suspension
R	Personal
S	Sick Bank

V Vacation  
WC Workman's Compensation

#### **Vacation:**

Employees will receive the following amount of vacation, unless the employee's individual employment contract says otherwise (in which case the terms of the contract shall govern): First year of employment – 2 weeks' vacation; Sixth year of employment – 3 weeks' vacation; Eleventh year of employment – 4 weeks' vacation

Vacation days are non-cumulative and given to 12 month employees only. They must be used by June 30<sup>th</sup> unless employee's individual employment contract says otherwise. Employees shall be permitted to carry over up to five (5) unused days oer year. Must be used in the next school year or they will be forfeited.

Employees seeking to utilize vacation days must complete the appropriate (to the position – i.e., administrator/supervisor or support staff) vacation/leave day request form (available on the intranet) and provide same to their immediate supervisor in advance of the vacation. Once approved by the immediate supervisor and the Superintendent, employees should enter the absence in AESOP in accordance with the procedures set forth herein above (page 5-6).

See Stafford Township Board of Education Policy #4435 *(always check the district website for any revisions that may have been made to these policies.)*

#### **Personal Days:**

All employees will receive (2) two non-cumulative personal days per calendar year, unless the employee's individual employment contract says otherwise (in which case the terms of the contract shall govern). Personal days are to be taken for personal business which cannot otherwise be conducted during other than school hours.

Except when a personal day must be taken in an emergency situation or a situation which could not have been reasonably anticipated in advance, employees seeking to utilize personal days must complete the appropriate (to the position – i.e., administrator/supervisor or support staff) personal/leave day request form (available on the intranet) and provide same to their immediate supervisor in advance of the personal day requested. Whether in advance or in an emergency/unanticipated day, employees should enter the absence in AESOP in accordance with the procedures set forth herein above (page 5-6).

See Stafford Township Board of Education Policy #4436 *(Always check the district website for any revisions that may have been made to these policies.)*

#### **Illness Days/Sick Leave:**

10 Month employees will receive (10) ten cumulative illness days per calendar year and 12 month employees will receive (12) twelve cumulative illness days per calendar year, unless the employee's individual employment contract says otherwise (in which case the terms of the contract shall govern).

Illness days are reserved for the following reasons:

1. Personal disability due to the *employee's* illness or injury;
2. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
3. The employee having been quarantined for a contagious disease in his/her immediate household.

Illness days shall not be used for:

1. Any days on which the employee has engaged in or prepared for gainful employment with an employer other than the Board;
2. Any days on which the employee has participated in a concerted work stoppage, or
3. Any days on which the employee has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

Illness days must be entered in AESOP in accordance with the procedures set forth herein above (page 5-6).

Since illness days are cumulative, when an employee takes an illness day, the illness day will be charged, first, to the illness days available in the employee's current contract year and, when those illness days are exhausted, the illness day will be charged to the employee's bank of accumulated illness days. Eligible employees who exhaust all illness days may request days from the Sick Leave Bank, in accordance with the provisions regulating same and by completing the Sick Bank Request Form available on the district website. *See Sick Day Bank provisions of this handbook on page 8 herein.*

The district may verify illness days in accordance with the procedures set forth in Stafford Township Board of Education Regulation 4432.

See Stafford Township Board of Education Policy & Regulation #4432 (*always check the district website for any revisions that may have been made to these policies.*)

#### **Sick Day Bank:**

Each employee may voluntarily contribute one (1) of his/her illness days to the sick day bank annually by selecting the "yes" option on the sick bank donation form. If you choose not to contribute you simply select the "no" option. If neither option is selected, your decision will automatically be "no". Should an employee want to contribute more than 1 sick day, the maximum number of days you can donate is 5.

All days contributed go into a pool of illness days that participating/eligible employees may draw upon when the following stipulations are met and the sick bank committee approves:

- ~The employee must first exhaust his/her illness and personal days due to a protracted and verifiable illness.
- ~The employee must show a record of non-abuse of illness day usage, as determined by the committee.
- ~Maternity related disability will generally not be considered by the Sick Day Bank
- ~The committee may or may not award the days and may do so in not more than twenty-five (25) day increments. The employee must reapply for each twenty-five (25) day increment, with a maximum of fifty (50) allowed per year. If a tie vote occurs, up to twenty-five (25) days will be awarded, but no more, for a single incident or illness. Also, in cases of a tie and following the initial twenty-five (25) day award, if a reapplication follows, and a second tie results, the reapplication will be denied.



Sick Day Bank days may be requested by completing the Sick Bank Request form available on the district website.

If the sick bank pool diminishes to the point where it is less than thirty percent (30%) of whole days in relation to the number of employees that participate at a given moment, an open enrollment period will be declared and all employees covered by this agreement shall have the opportunity to enroll in the Sick Day Bank. Should an employee decide to opt out of contributing during the selection period, it will constitute a withdrawal from membership of the bank and the employee will lose any days that they had contributed thus far.

Upon the termination of the sick day bank, all remaining days shall be divided among all participants on a pro-rated basis.

#### **Family Illness Days:**

All employees will receive (3) three, non-cumulative family illness days per calendar year, unless the employee's individual employment contract says otherwise (in which case the terms of the contract shall govern). Family illness days are for illness in the employee's immediate family, which is defined as child, spouse/civil union partner, or any blood relative living in the employee's household.

Family Illness days must be entered in AESOP in accordance with the procedures set forth herein above (page 5-6).

#### **Family Medical Leave:**

Family and Medical Leave Act (FMLA) and New Jersey Family Leave Act (NJFLA): The Board will provide family leave in accordance with the FMLA and the New Jersey Family Leave Act NJFLA. Please be aware that employees are required to give notice in accordance with specific timeframes depending upon their request. In addition, the district is permitted to request verifying documentation from employees requesting such leave. More detailed information about the legal entitlements under these statutes, including eligibility for leave, permissible leave reasons, notice requirement, duration of leave, and verification procedures, is set forth in Stafford Township School District Policy 4431.1.

New Jersey Family Leave Insurance Program: This program is offered through the New Jersey Department of Labor and Workforce Development and is a program that provides payment to eligible employees for unpaid leave taken through their employer under the New Jersey Family Leave Act. This is not a Stafford Township Board of Education benefit program. However, the Division of Temporary Disability Insurance of the New Jersey Department of Labor and Workforce Development is using employers as a conduit to provide information to potentially eligible individuals so that they may apply to the Division to obtain payments under this program. The Stafford Township Board of Education will provide documentation, verify information, and comply with all requirements of the law. However, all decisions regarding eligibility, payment (amount/duration), appeals, or any other interpretation of this law will be made only by the Division.



**Unused Time:**

Unused cumulative days (illness days/sick leave): At the beginning of each contract year, all unused days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.

Unused non-cumulative days: Any unused, non-cumulative days, except vacation days, shall be credited to an employee's record of accumulated illness days at the conversion of (1) one days accumulative credit for every (2) two non-cumulative days not used. The breakdown is as follows:

- 1 unused non-cumulative day = 0 accumulated illness days
- 2 unused non-cumulative days = 1 accumulated illness days
- 3 unused non-cumulative days = 1 accumulated illness days
- 4 unused non-cumulative days = 2 accumulated illness days
- 5 unused non-cumulative days = 3 accumulated illness days

**Death in Family/Civil Union:**

In the event of death in the immediate family/civil union, an employee will be excused from duty without a loss of pay for a period not to exceed (5) days. Immediate family/civil union shall include: spouse/civil union partner, children, parents, grandparents, grandchildren, brother/sister. Brother/sister spouse/civil union partner, guardian, and any others who are dependent upon or reside with the employee. Parents, grandparents, brother and sisters of spouse/civil union partner are also included. Employee will be excused (1) one day for aunt or uncle for observation of the funeral.

Please note that employees will be asked if they would like the district to notify all staff and department staff of their loss so that others may send their condolences. However, in accordance with district procedures, employees have the absolute right to request the information not be shared.

**Unpaid Leave of Absence:**

The Board of Education may, at its discretion, provide for unpaid leaves of absence, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery. Please be aware that these foreseeable events do not include those covered by applicable federal and state family medical leave laws. Those events/leaves are covered by Board Policy No. 4431.1 and 4431.2. In addition, the Board of Education may also, at its discretion, consider granting unpaid leaves of absence to employees who have exceeded their allotted leave days on an individual (case-by-case) basis upon a showing of good cause.

An employee who anticipates the need for an unpaid leave of absence shall so notify and request leave from the Superintendent as soon possible and in sufficient time for the Superintendent to present the request to the Board of Education at the next scheduled Board of Education meeting and prior to the requested leave. In order to meet this timeframe, requests must be made at least 30 days in advance of the Board meeting preceding the requested leave (however, more than 30 days may be provided and is encouraged, as it may be a consideration of the Superintendent and the Board in using discretion to approve the leave). In the event of an emergency where it is not reasonable or possible to obtain Board approval in advance of the requested leave, the Superintendent may pre-approve the leave upon a showing/justification from the employee of the emergency.

Employees are encouraged to provide as much advance notice of the leave as possible. Even if an employee is not sure of a specific date of the unpaid leave, if the employee is aware of the

circumstances that will/may necessitate the leave in advance (e.g., at the start of the school year), employees are encouraged to contact the Superintendent as soon as possible. When the time comes to then request specific dates, the employee can be sure the applicable timeframes are met and the district can appropriately prepare for their absence. The Superintendent may consider the amount of notice provided in its determination of leave approval).

Employees will be required to use any accrued paid leave days prior to taking an unpaid leave of absence as described herein and as more specifically set forth in Stafford Township Board of Education Policy #4435.

Employees must enter their absence as an "unpaid docked" day in Aesop in accordance with the absence reporting procedures set forth herein. If an employee is denied approval or does not request approval and takes an "unpaid docked" day, the unapproved "unpaid docked" day will be a consideration in the employee's annual attendance review and appropriate action will be taken in accordance with the policies and procedures regarding attendance.

Employees requesting such leave must use the Unpaid Leave of Absence Form (available on the district website).

*See Stafford Township Board of Education Policy 4435 (always check the district website for any revisions that may have been made to these policies.)*

**Holidays:**

The Superintendent will set the district's holiday schedule upon approval of the Stafford Township Board of Education. Different departments and groups of employees may have different holiday schedules. Accordingly, employees should check with their department supervisor for the specific department holiday schedule.

**Jury Duty:**

If an employee is assigned to jury duty, employee will be excused from duty without a loss of pay or a loss of absence/leave days. An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor.

While on jury duty, the employee must report daily to his/her supervisor the schedule for the following day and must report to work when he/she is excused from jury duty for a half day or more or suffer loss of pay.

On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

*See Stafford Township Board of Education Policy #4438 (always check the district website for any revisions that may have been made to these policies.)*

**Military Leave:**

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to applicable state and federal law.

*See Stafford Township Board of Education Policy #4437 (always check the district website for any revisions that may have been made to these policies.)*

## **EMPLOYEE PROFESSIONAL DEVELOPMENT AND TRAVEL**

### **Professional Development:**

Employees may be permitted to attend professional development seminars, workshops, conferences, etc. that are educationally necessary, fiscally prudent, and directly related to and within the scope of the employee's duties. An employee's attendance at any such event is subject to approval by the employee's immediate supervisor, the Superintendent and the Board of Education, in accordance with Stafford Township Board of Education Policy 6471 (available on the district website) and applicable law.

District procedures for professional development are as follows: Employees interested in participating in a professional development event must request permission and approval using the Professional Improvement Workshop/Conference Request Form for Non-Affiliated Staff (available on the district website), and attaching all pertinent information. Please note that forms absolutely must be completed in sufficient time for approval at the next Board of Education meeting. Upon approval, the Instructional Services office will register the individual for the event. Employees should not register themselves for the event (as doing so will make the employee ineligible for reimbursement). Instructional Services will then send the employee a copy of their fully approved Workshop Request form, district travel procedures, registration form, and if applicable, a copy of the purchase order. Staff members are responsible for putting their "professional day" in AESOP in accordance with the procedures set forth on page 5-6 herein. Upon return from the workshop, staff members are instructed to complete the Workshop Report Form and submit same to the Instructional Services Office within 30 calendar days of the workshop. In addition, employees may submit a request for mileage/parking reimbursement upon return from the professional development event using the Mileage Voucher – Out of District reimbursement form (available on the district website) and attaching appropriate documentation.

*For more information as to types of events, costs, entitlement to reimbursement and more detailed travel procedures, please see Stafford Township Board of Education Policy and Regulation 6471 (always check the district website for any revisions that may have been made to these policies.)*

### **Other Travel:**

Due to the nature of their particular duties, certain departments and groups of employees are eligible to receive travel expenses for routine travel between buildings. In those situations, the individual departments have specific procedures to follow for eligibility and reimbursement. Employees should check with their immediate supervisors in order to determine eligibility and specific procedures.

### **College Credit Compensation:**

Employees who have obtained credits towards their BA degree or who have obtained their BA degree, may qualify for a college credit salary adjustment (as set forth below). Only those credits earned from an appropriately accredited institution (see Request for College Credit Reimbursement form on the district's intranet for more information) will qualify. Business courses that relate to a secretary's job function may also qualify for credit; however, all business courses must have prior approval by the superintendent or designee. An employee must obtain a B or above in any course for which they are seeking compensation.

An employee must submit official college transcripts to the Human Resources office in a sealed envelope from the accredited institution and complete the appropriate form (available on the district's intranet). This form and transcripts must be submitted prior to January 31<sup>st</sup> of the calendar year. Salary adjustments will be made on the subsequent contract beginning July 1<sup>st</sup>.

**College Credit Compensation:**

30 credits toward BA.....	\$100 per year**
60 credits toward BA.....	\$250 per year**
90 credits toward BA.....	\$350 per year**
BA Degree.....	\$500 per year**
Total Possible:	\$500

\*\*Part time employees will receive ½ of these increments

**Technology Department Stipends – System Specialist Certification:**

A technology department employee who obtains one of the following System Specialist Certifications may receive a stipend as set forth below, provided the following procedures are followed and the following requirements are met.

*Reimbursement:* Any technology department employee seeking to obtain a stipend for as set forth herein below *MAY NOT* seek to obtain reimbursement for the coursework and testing associated with any of the System Specialist Certifications.

*Stipend:*

A technology department employee who obtains any of the certifications listed below, may receive a stipend for that certification. In order to receive the stipend, the employee must provide the following documents to the Human Resources Department before January 31<sup>st</sup> of *EACH* calendar year in order to receive the stipend beginning with the subsequent contract beginning July 1<sup>st</sup> of that calendar year (note that documents must be provided each year in order to ensure that the Certification is kept up-to-date as the certifications listed below do expire):

1. Results of the certification exam and/or the letter indicating that the employee has met all the requirements for the certification; and
2. A dated copy of the certification itself.

*Certification*

*Stipend*

Any CompTIA Professional Series Certification\*

\$300 per cert.

Microsoft Certifications

Microsoft Certified Technology Specialist (MCTS)\*\*

\$400

Microsoft Certified IP Professional (MCITP)\*\*

\$800

Microsoft Certified Master (MCM)\*\*

\$1,200

Cisco Certifications

Cisco Certified Entry Network Technician (CCENT)\*\*\*

\$400

Cisco Certified Network Associate (CCNA)\*\*\*

\$800

Cisco Certified Network Professional (CCNP)\*\*\*

\$1,200

VMware Certifications

VMware Certified Professional (VCP)

\$600

VMware Certified Advanced Professional (VCAP)

\$1,200

\*The following CompTIA Certs are eligible: A+, CTP+, CTT+, Linux+, Network+, PDI+, Project+, Security+, Server+, Storage+, Cloud Essentials, Green IT, CASP.

\*\*Must be in a technology we employ in district. Exchange Server, Windows Server, System Center, Virtualization or SQL Server.

\*\*\*Must be in Routing and Switching, Security, Wireless or Voice.

Please note that for certifications with different levels of expertise (Microsoft, Cisco and VMware), gaining higher level entitles you to each of the stipends for the levels obtained (i.e., obtaining the MCM Certification will entitle you to the MCTS stipend + MCITP stipend + MCM stipend).

Technology Department employees who receive any of these certifications prior to the effective date of this provision may seek to obtain the stipend going forward (provided the above requirements are met) but may not receive any retroactive payments for possessing the certification prior to the effective date of this provision.

## **AFFIRMATIVE ACTION AND EMPLOYEE GRIEVANCE PROCEDURES**

### **Affirmative Action:**

The Stafford Township Board of Education is committed to providing a safe, healthy environment for all students and staff that promotes respect, dignity, and equality, it is the purpose of the policy to create and preserve an educational environment free from unlawful sexual harassment and discrimination. Accordingly, the Board has adopted a Stafford Township School District Comprehensive Equity Plan as well as policies and procedures consistent with federal and state guidelines for equity and non-discrimination in employment and classroom practices.

Discrimination based upon race, creed, color, religion, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status in any employment or classroom practices is strictly prohibited.

The district has a variety of policies dealing with Affirmative Action as listed below. These policies are all available on the district website or may be obtained by contacting the district's Affirmative Action Officer:

- Policy # 1523 – Comprehensive Equity Plan
- Policy # 1510 – Rights of Persons with Handicaps or Disabilities – Policy on Non-Discrimination
- Policy # 1530 – EEO/Affirmative Action Program for Employment and Contract Practices
- Policy #2260 – EEO/Affirmative Action Program for School and Classroom Practices
- Policy #3362 – Sexual Harassment – Teaching Staff Member
- Policy #4352 – Sexual Harassment – Support Staff Member
- Policy #5751 – Sexual Harassment – Pupils

It is important that every employee is aware of his/her right not to be discriminated against or sexually harassed within the workplace. Further, it is also important for an employee to know that he/she must report a violation using appropriate reporting procedures, specifically noting that any



violations should be reported to the employee's immediate supervisor or to the district Affirmative Action Officer. A form is available for this purpose on the district's intranet. Therefore, in addition to the district policies that provide the information about the applicable laws and district practices, the district has corresponding regulations, as listed below, which guide individuals as to the steps to take if they believe a violation of the policy has occurred. These regulations are all available on the district's intranet website or may be obtained by contacting the district's Affirmative Action Officer.

Regulation 1530 – EEO/Affirmative Action Program For Employment and Contract Practices Plan

Complaint Procedure

Regulation 3362 – Sexual Harassment of Teaching Staff Members Complaint Procedure

Regulation 4352 – Sexual Harassment of Support Staff Members Complaint Procedure

In addition to the complaint procedures for possible violations in employment practices, employees should also be aware that there are regulations that set forth the complaint procedures for parents/guardians to use if they feel their child has been discriminated against or sexually harassed. Please refer to the following regulations listed below in the event such a situation occurs and a parent/guardian starts asking for direction.

Regulation # 1510 – Rights of Persons with Handicaps or Disabilities – Policy on Non-Discrimination

Regulation #2260 – Affirmative Action Program for School and Classroom Practices

Regulation #5750 – Equal Educational Opportunity Complaint Procedure

Regulation #5751 – Sexual Harassment of Pupils

Affirmative Action Officer Contact Information. The district Affirmative Action Officer school is Kristin Ducker. You may contact him via email at [kducker@staffordschools.org](mailto:kducker@staffordschools.org). She, along with the Affirmative Action Team, will follow the complaint and investigation procedures outlined in the regulations.

The school district prohibits reprisal or retaliation against any person who, in good faith, reports instances of alleged sexual harassment and/or discrimination in accordance with the provisions of the policies and regulations set forth herein.

*For additional information on any of these policies and regulations, please see the full version of each, available on the district website (always check the internet for any revisions that may have been made to these policies/regulations).*

### **Grievances**

If an employee grievance alleging that there has been Board or Administrative action constituting a violation of district policy or procedure, the employee(s) must utilize the grievance procedure set forth herein. Please note however, that this procedure shall not be used for the following actions as these actions are not subject to complaint/grievance: (1) disciplinary actions; (2) contract non-renewals; and (3) mid-contract terminations. In addition employees should not utilize these procedures for affirmative action complaints/grievances based upon discrimination or sexual harassment. The grievance procedure to be utilized for those types of allegations is specifically set forth in Regulations 1530; 3362; and 4352.

Any complaint/grievance must be instituted no later than twenty-five (25) working days following notice of the event/circumstances/conditions forming the basis of the complaint/grievance.

#### *Complaint/Grievance Procedure:*

1. Level One: An employee with a grievance shall first discuss it with his/her immediate supervisor, identifying it as a Level One grievance, in an attempt to resolve the matter informally at that level.
2. Level Two: If, within five (5) school days following the Level One discussion, the matter is not resolved to the satisfaction of the employee, he/she may set forth his/her complaint/grievance in writing to the immediate supervisor, identifying it as a Level Two grievance. The written complaint/grievance shall contain a request for a meeting with the immediate supervisor within seven (7) school days after his/her receipt of the grievance. Following the meeting, the immediate supervisor shall communicate his/her decision to the employee, in writing, within five (5) working days.
3. Level Three: The employee may appeal the immediate supervisor's decision to the Superintendent. The appeal to the Superintendent must be made in writing, within seven (7) school days after receiving the immediate supervisor's decision. The appeal must indicate that it is a Level Three grievance and it must set forth the grounds upon which the grievance is based. The Superintendent shall attempt to resolve the matter as quickly as possible. Within a period not to exceed seven (7) school days of receipt of the employee's written appeal, the Superintendent shall communicate his/her decision in writing, along with supporting reasons, to the employee and the immediate supervisor.
4. Level Four: If the grievance is not resolved to the aggrieved person's satisfaction, he/she may request a review by the Board of Education. The request for review shall be submitted in writing through the Superintendent within seven school days after receiving the immediate supervisor's decision. The Superintendent shall forward the request, along with all related documents, to the Board of Education. The Board of Education shall, at the next regular Board meeting, review the grievance, hold a hearing with the aggrieved person, if requested, and render a decision as quickly as possible. At any meeting with the Board, the employee may be represented by any person of his/her choosing. The decision of the Board shall be final.

*For additional information, please see Stafford Township Board of Education Policy 4340 (always check the district website for any revisions that may have been made to these policies/regulations)*

#### **WORKPLACE ACCIDENTS AND INJURIES**

##### **Reporting and Treatment:**

The Board of Education wishes to maintain a safe working environment and requires that any accident that results in an injury to an employee of the Board must be reported immediately, or as reasonably and promptly as possible in the event of an emergency\*, to the school nurse for such medical attention as may be appropriate, in accordance with Board of Education Regulation 4425.1. The school nurse shall provide appropriate medical attention, including sending the employee to the worker's compensation doctor (Manahawkin Urgent Care – 712 East Bay Avenue, Suite 22B, Manahawkin; 609-978-0242) or the hospital emergency room as appropriate\*\*. In addition, the school nurse will complete the accident report form and forward same to Human Resources. If the school nurse is not available, the employee should report to



his/her immediate supervisor. If the employee's immediate supervisor is not available, he/she contact Human Resources at 609-978-5700 x 1400

\*If an emergency is severe enough to require the employee to go to the hospital emergency room, or if the injury occurs after hours, employee should seek immediate and appropriate medical treatment, and should report to the nurse or Human Resources the following day or as soon as practical thereafter.

\*\*If the injury is not an emergency, an appointment will be made for you by QualCare with a district-approved workman's compensation physician. Under no circumstances are you to randomly chose a physician and seek treatment without prior approval from QualCare

*Note: If you report an injury for "reporting purposes only" and it is later determined that medical treatment is needed, contact the school nurse immediately. If you do not, the insurance company may opt to not pay the medical bills.*

#### **Return to Work:**

If you are out of work due to your workman's compensation injury and are under a physician's care, you may not return to work without written orders from the physician. Upon returning to work you must report to your immediate supervisor and fax your written order from the physician to Human Resources 609-597-4335

Absences for any employee on workman's compensation must be entered in AESOP as illness days and will be changed to workman's compensation days after confirmation from QualCare is received by Human Resources. Employees should communicate with their immediate supervisor as to how these absences are entered.

If the physician states the need for modification in your job duties or recommends light duty, the physician's order must define the modification. The physician's order should be faxed to the Human Resources 609-597-4335. A copy should be given to your immediate supervisor. Whether or not light duty or modifications can be accommodated will be determined in accordance with Stafford Township Board of Education Policy 4425 and Regulation 4425.1 and you will be notified accordingly. The physician's orders for any modification in duties will continue until you are cleared to return to full duty, in writing.

*See Stafford Township Board of Education Policy #4425, 4425.1, and Regulation #4425.1 (always check the district website for any revisions that may have been made to these policies.)*

#### **EXPECTATIONS FOR EMPLOYEE CONDUCT**

##### **Dress Code:**

Employees of the Stafford Township School District shall be neatly attired and groomed while discharging their responsibilities to the District. Attire should be clean, pressed and free of rips, tears or fraying. Employees should be dressed and groomed in a way that does not cause a health or safety hazard and that does not disrupt the instructional, learning or workplace environment. This means that clothing should (1) Not contain any obscene language or graphics; (2) Not be excessively tight/form-fitting or revealing. Revealing includes but is not limited to the following: (i) shorts or skirts should not be too high cut on the leg or low cut on the hips; (ii) shirts or tops should not be too low cut on the chest (cleavage should not be visible) or too short at the waist (midriffs should not be visible when bending over or stretching arms above head); (iii) no clothing should be transparent/see-through and undergarments should not be visible.

In addition, the following are not acceptable: (1) Jeans; (2) Sneakers, tennis shoes, slippers, flip flops or other beach shoes; (3) Halter tops, strapless (or tube) tops, or other tops with thin/spaghetti straps; (4) Sweatshirts, sweatpants, sweat suits/jogging suits/track suits.

In addition, there are specific rules for attire to be worn in severe weather conditions; dress-down days that coincide with a school activity; and for employees whose medical/religious needs require an exemption.

Employees should direct questions about dress code, medical/religious exemptions, or prior approval for a specific piece of attire to their immediate supervisor.

*See Stafford Township Board of Education Policy #4216 (always check the district website for any revisions that may have been made to these policies.)*

#### **Physical Examination/Examination for Cause:**

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any employee who shows evidence of deviation from normal physical or mental health in accordance with the procedures set forth in Policy 4161 (Examination For Cause). In addition, the Board of Education may require a physical examination when an employee is suspected of being under the influence of a substance during working hours in accordance with Policy and Regulation 4218 (Substance Abuse).

*See Stafford Township Board of Education Policy 4161 & 4218 and Regulation 4218 (always check the district website for any revisions that may have been made to these policies)*

#### **Consulting, Outside Employment and other Outside Activities:**

Recognizing that the school district will request the expertise from support staff members from other school districts, agencies and other entities, the Superintendent may recommend, upon approval of the Board of Education, the sharing of its support staff members, without remuneration, with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

In addition, support staff members may serve as a paid consultant to other districts or have outside employment to the extent it does not create a conflict of interest, occur at a time when the employee has assigned district duties, or diminish the employee's efficiency in performing assigned district duties. The support staff member is not permitted to use normal work hours for any paid consulting activities or outside employment. The support staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

Employees must obtain approval of any outside employment or consulting in accordance with the procedure set forth in Stafford Township Board of Education Regulation 4211.3.

As to non-employment outside activities employees should not devote time during the working day to an outside activity without valid reason, and they should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the immediate supervisor. The Board will not endorse, support, nor assume liability for any employee who conducts a private activity in which pupils or employees of this district participate.

Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by employees in the performance of their school district duties, on school district time, or using school district resources, reside with and may be claimed by the Board.

*See Stafford Township Board of Education Policy and Regulation 4211.3 and 4230 (always check the district website for any revisions that may have been made to these policies.)*

#### **Political Activities:**

The district recognizes and encourages the right of all citizens, including school employees, to engage in political activity. However, the district prohibits the use of school premises and school time for partisan political purposes, except as expressly set forth in Policy and Regulation 4233. However, this prohibition shall in no way be interpreted to impose a burden on the constitutionally protected speech or conduct of an employee.

*See Stafford Township Board of Education Policy and Regulation 4233 (always check the district website for any revisions that may have been made to these policies).*

#### **Code of Ethics/Model Civility/Conflicts of Interest:**

The district recognizes the individual rights of employees and in no way intends to infringe on the individual expression rights of its employees. However, in the interest in maintaining a safe, ethical, harassment free environment for all of its employees, students, parents/guardians and members of the community, the district expects that its employees will conduct themselves in a civil, ethical and professional manner. These expectations are more specifically set forth in Stafford Township Board of Education Policies 4211.2, 4214 and 4215. Some examples of these expectations include but are not limited to: Represent themselves honestly; Endeavoring to establish good working relationships with other employees, professional as well as non-professional; Treating parents/guardians and other members of the public with courtesy and respect;

Upholding all rules and regulations as set by the Board and the Superintendent; Keeping the trust under which confidential information may be given; Protecting and caring for district property; Refraining from using abusive, threatening or obscene language or display of temper; Refrain from engaging in any activity in which the employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the employee's duties; and Refrain from using or attempting to use the employee's position to secure unwarranted privileges, advantages or gifts.

#### **Use of Cellular Telephones:**

A personal telephone call by an employee on their personal cellular telephone shall not be made while the employee is performing assigned school district responsibilities. Calls should only be made on lunch or break times. In the event the staff member has an emergency requiring immediate attention that requires the personal use of their personal cellular telephone, the employee shall inform their immediate supervisor before making the call or immediately after using the cellular telephone, depending on the nature of the emergency.

#### **Smoking, Alcohol or Controlled Dangerous Substances on School Grounds:**

Employees are not permitted to smoke on school grounds in accordance with Stafford Township Board of Education Policy 7434 and applicable law. In addition, employees are prohibited from having alcohol or controlled dangerous substances on school grounds in accordance with Stafford Township Board of Education Policy 7435 and 7436. Employees who violate these provisions may be subject to discipline, reporting to law enforcement

authorities or physical examination for cause as set forth herein above and as set forth in board policy and applicable law.

### **Energy Conservation:**

The district participates in an energy conservation program. All employees are expected to do what they can as an individual employee to conserve district energy resources. Specifically, employees are expected to follow the requirements applicable to individual employees as set forth in Stafford Township Board of Education Policy and Regulation 7460 and as set forth by their individual supervisor as well as the district's Energy Conservation Manager.

*See Stafford Township Board of Education Policy and Regulation 7460 (always check the district website for any revisions that may have been made to these policies).*

### **News Media Relations:**

The Superintendent is the chief communications representative of the district and Board of Education. Employees should not speak to media representatives within the course of their official duties regarding district business without the advance approval of the Superintendent.

*See Stafford Township Board of Education Policy 9400 (always check the district website for any revisions that may have been made to these policies)*

## **TECHNOLOGY & ACCEPTABLE USE OF COMPUTERS/COMPUTER NETWORKS**

### **Equipment:**

Employees will be provided with access to and use of Stafford Township School District technology and equipment for use relating to their official duties. Such access and use is provided for administrative and educational purposes only. The district reserves the right to monitor such usage to ensure equipment is being used in the proper and permissible manner as set forth in Stafford Township Board of Education Policy and Regulation 4321. Any employee who uses technology/equipment in a manner that is inconsistent with said Policy and Regulation 4321 or applicable law will be subject to discipline and or legal action.

Employees may be permitted to borrow certain district equipment for work-related use outside the district buildings so long as such use does not interfere with the educational program of the school. Employees will be asked to complete the Technology Lending Information Form (available on the district's intranet). If equipment is removed from a district facility by a staff member and it is either lost, stolen or damaged while on loan, that staff member must pay the Stafford Township School District the cost of either the replacement or the repair of the item(s), plus any rental costs incurred by the District that are necessitated by the loss of use of these items. Depreciation costs will be incurred at a rate of 20% per year for a period of five years from the purchase date.

*See Stafford Township Board of Education Policy 7520 (always check the district website for any revisions that may have been made to these policies.)*

### **Software:**

No employee should install, upload, or download software on district equipment without the express consent of the employee's immediate supervisor and the Technology Supervisor. All requests for purchase or installation of software must first be directed to the employee's immediate supervisor and the immediate supervisor will forward the request to the Technology

Supervisor. If this software needs to be purchased, after it is approved by the Technology Department, the employee's immediate supervisor can have a purchase requisition processed with the ship to address as the Technology Department Central Office. Upon receipt, the Technology Department will load the software. Employees seeking to load software that they already personally own must first donate it to the Stafford Township School District. In this case, please contact the Technology Department for the proper procedure.

#### **Security:**

The Stafford Township Board of Education takes careful measures to ensure the security of all technology, equipment, data, etc. One such measure is through the use of individual employee passwords. Employees who have reason to believe their password was lost or stolen, or who have reason to believe that someone has obtained unauthorized access to their district account should *immediately* contact the Technology Department.

*Employees are encouraged to review Stafford Township Board of Education Policy and Regulation #4321 for more details on applicable rights and responsibilities regarding technology usage (always check the district website for any revisions that may have been made to these policies.)*

#### **MISCELLANEOUS**

##### **Paychecks:**

All non-affiliated employees are required to have their paycheck direct deposited into a bank account. They can divide their money into multiple accounts if they so choose. Forms were provided upon employment. Any change to the direct deposit requires completion of a new form. Please allow two pay periods for the changes to take effect. New forms are available through the payroll department. Employees can retrieve their paystubs on their Genesis Employee Portal.

Pay dates are the 15<sup>th</sup> and the 30<sup>th</sup> of each month. If those dates fall on a weekend or a holiday the monies will be deposited on the closest business day preceding those dates.

At least once every three years, the District must conduct payroll verification in accordance with the administrative code regulations. During this verification, employees will be asked to show identification to obtain their direct deposit voucher. *For more information, see Stafford Township Board of Education Policy #6510 (always check the district website for any revisions that may have been made to these policies.)*

Garnishments will be deducted from an employee's paycheck as described in Stafford Township Board of Education Policy 6520 and in accordance with law or employee authorization. *For more information, see Stafford Township Board of Education Policy 6520 (always check the district website for any revisions that may have been made to these policies.)*

For more information, please contact the Payroll Office at x1041.

##### **Personnel Records:**

The district maintains a personnel file for each employee. An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.



See Stafford Township Board of Education Policy and Regulation 8320 (always check the district website for any revisions that may have been made to these policies).

**Procedures for Changing Name/Address/Withholdings:**

For Name Change: Employee should obtain new W-4 form from the main office, payroll office, or the Stafford Township School District website. A copy of employee's marriage license (or appropriate civil union/domestic partnership paperwork), name change on divorce decree (or appropriate civil union/domestic partnership dissolution paperwork), and new driver's license with new name must be brought to the Payroll office with the W-4 form. Payroll will change your name in Systems 3000 and notify all principals, web-master, secretaries, technology, and human resources department.

For Address Change Only: Follow step #1 and send paperwork to the payroll office.

For Changing the Number of Dependents/Withholdings: Follow step #1 and send paperwork to payroll office.

Employees with questions regarding these procedures should contact the Payroll Office at x1041.

**Work Schedule/Summer Hours/Overtime:**

Employees were told of their specific work schedule and hours at the time of hire. Schedule and hours may vary depending upon department and are set by the Superintendent. They are subject to change without notice.

Summer hours are set at the end of each school year and are also subject to change without notice. The summer schedule will be distributed to all departments/employees prior June 30.

The majority of non-affiliated employees will not be subject to or entitled to overtime. If you are entitled to or subject to overtime, your immediate supervisor would have informed you upon employment. If you have any question about whether or not you are eligible, please contact your immediate supervisor.

**Inclement Weather Procedures:**

In the event that weather conditions necessitate school closing, the district will send an automated call to your designated contact telephone number via the rapid call-out system; will make an announcement to the local radio and television stations (WOBM – 92.7 FM News 12-(TV)); will post the announcement on the district's website ([www.staffordschools.org](http://www.staffordschools.org))

In addition, departments may have their own internal telephone chain for informing employees of school closings. As such, employees should check with their immediate supervisors to determine if their department has its own procedures.

**ID Badges:**

At the time of initial employment, all employees are issued a Stafford Township School District ID badge. All employees *must* wear their Stafford Township School District ID badge *when on school property*.

If an employee loses his/her ID badge, it must be immediately reported to the School Business Administrator's office and the employee must obtain a replacement ID badge. ID badges are issued by Pupil Services and are done on Tuesdays and Wednesdays during normal work hours.

*Note: Please do not keep ID badges near or with cell phones as this deactivates the computer chip in the badge.*

**Building/Office Maintenance:**

For safety reasons, employees are not permitted to perform their own maintenance on their office or work area, including routine maintenance. The district uses the School Dude maintenance request system. All maintenance requests should be submitted through this system. Please note that this may be done by one designated individual within each department. As such, employees should check with their immediate supervisor to determine department specific procedures.

**Other Department Specific Procedures:**

In addition to the procedures set forth in this handbook, individual departments may have procedures that provide additional detail and/or cover topics relevant to the individual department. Employees should check with their immediate supervisors for any additional department specific procedures.

*Revised: 06/2010 – t/s  
Revised: 04/2011  
Revised: 04/2012  
Revised: 06/2013  
Revised: 06/2014  
Revised: 06/2016  
Revised: 07/2022  
Revised: 05/2024*

**Attachments are subject to change without notice**

SIGNATURE AND AUTHORIZATION OF RECEIPT

I (Print Name) \_\_\_\_\_ have received a copy of the  
Stafford Township Non-Affiliated Employee Handbook.

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

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

Attachments are subject to change without notice



Stafford Township School District

Purchasing Manual

2024-2025

Attachments are subject to change without notice

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## **❧ INTRODUCTION AND PURPOSE ❧**

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Policy;
- Other federal, state law and code;
- NJQSAC SOA Fiscal Management Item #10; and
- Local Finance Notices – NJ Division of Local Government Services

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow the law and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis?

Through proper planning, we can eliminate much of the frustration that is encountered in all public school purchasing procedures.

This manual should be reviewed with department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 1036.

### **Mandatory Training**

All school personnel involved in the requisition and purchasing process shall attend an annual mandatory training session concerning proper purchasing procedures.

Every governing body, chief executive officer, or chief school administrator shall take reasonable steps to provide training so that all officials and employees responsible for the administration of public contracts are aware of and are able to comply with the requirements of the law and these rules.

## **❧ ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS ❧**

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

### **A. Financial Interest in any Contract with the Board of Education - Prohibited**

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

### **B. Solicitation/Receipt of Gifts from Vendors - Prohibited**

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

### **C. School District Responsibility – Favoritism; Family Members; Businesses**

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

### **D. Vendor Responsibility – Doing Business with the Board of Education**

Any vendor doing business or proposing to do business with the Stafford Township Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Stafford Township Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Stafford Township Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

**E. Vendor Certification**

Vendors will be asked to certify that no official or employee of the Stafford Township Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Stafford Township Board of Education.

**F. Violations of the Policy -Sanctions**

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

**Conflict of Interest Certification—Request for Proposals and Competitive Contracting Proposals**

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

**Possible Conflict of Interest**

Any school employee who feels there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encourage to contact the School Business Administrator for guidance.

**CRIMINAL CODE CITATIONS**

All school employees are reminded of the following New Jersey Criminal Code citations:

**Title 2C -- Criminal Code****2C:27-9 Unlawful Official Business Transaction**

"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest." (N.J.S.A. 2C:27-9)

**2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior**

"A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty." (N.J.S.A. 2C:27-10)

**❧ PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY ❧****Authority to Purchase—School Business Administrator/Board Secretary**

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2(b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education.

The Stafford Township Board of Education by board resolution has authorized Daniel Smith, School Business Administrator/Board Secretary to be the Purchasing Agent for the school district.

### **Authorized Purchases**

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

### **Purchase Order**

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

### **Unauthorized Purchases**

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

**Unauthorized purchases are a violation of State Law and Board Policy.**

Penalties listed below may be assigned by the Superintendent of Schools for unauthorized purchases:

### **Penalties for Unauthorized Purchases**

- |                  |                                   |                  |
|------------------|-----------------------------------|------------------|
| • First Offense  | Letter in Personnel File          | Pay for Purchase |
| • Second Offense | Suspension                        | Pay for Purchase |
| • Third Offense  | Loss of Increment                 | Pay for Purchase |
| • Fourth Offense | Loss of Employment Tenure Charges | Pay for Purchase |

### **Corrective Action for Non-compliance**

#### **1. Memo to Administrator**

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

#### **2. Memo to Superintendent**

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

### 3. Letter to Vendor

The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

At any time, during the Corrective Action Process (CAP), the Superintendent may invoke the penalties for non-compliance.

### District Sanctions to Violations

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

#### 1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4

The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

#### 2. NJQSAC Fiscal Management SOA #10

The school district is subject to losing NJQSAC points by not being in compliance with the Fiscal Management SOA Item #10.

#### 3. Audit Finding and Recommendations

All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

### Purchasing Prohibitions

#### 1. Employees Prohibited from Signing Contracts - Prohibition

Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.

Contracts signed by an employee shall be considered non-binding by the Stafford Township Board of Education with the employee accepting full responsibility for the costs of the contract.

#### 2. Reimbursements; Employee - Prohibition

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee, unless previously approved by the School Business Administrator.

#### 3. Student Activity Accounts - Prohibition

Purchases made through Student Activity Accounts may not be reimbursed with Board funds.



Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases - Prohibited

Goods and services procured by the Stafford Township Board of Education are exclusively for the use of the board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Stafford Township Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the Board of Education.

**Purchasing Guidance**

1. Cancellation of Purchase Orders - Guidance

All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Contracts; Purchase Order Required - Guidance

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

3. Preview of Materials - Guidance

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

**PURCHASE ORDER PROCESS**

**A. Entering Requisitions from the Employee Portal (Appendix A)**

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following is completed utilizing the district's purchasing software:

1. **Requisitions are typed** - All requisitions must be typed and processed through the district's purchasing software program.
2. **Vendor's Name** - All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is selected on the requisition.
3. **Vendor's Complete Address** - The address will automatically be completed once a vendor is selected; be sure you select the correct vendor. Include the vendor's phone number and fax number in the body of the requisition.



4. **Description of Items, Services, Costs and Catalogue Numbers** - Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers and costs.
5. **Shipping Costs** - Shipping and handling costs are to be added to all requisitions. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

If you are unable to ascertain the actual charges, type:

**“10% Estimated Shipping and Handling”**

If there are no shipping and handling charges, select “no shipping costs” on requisition/purchase order.

6. **Delivery Address - Attention of** - The delivery address should include a name of a person or a specific department.
7. Please try to plan and combine all orders to same vendor for multiple registrations or requests.  
Please verify your figures for accuracy. Please note: **The Board of Education is exempt from paying New Jersey Sales Tax.**
8. **Budget Account Number** – Please be sure the correct Budget Account Number is selected on the requisition.
9. **State Contract Orders** – When ordering through State Contract vendors please include on the requisition:
  - a. State Contract Number;
  - b. INJCP must be included on all State Contract requisitions/purchase orders;
  - c. Shipping and Handling Included; and
  - d. Appropriate documentation when required.
10. **Quotations** – If quotations are obtained, please attach to the requisition a copy of each written quotation received. Two quotations **MUST** be provided.
11. **Bids** - If bids are obtained, please include the following on the requisition:
  - a. Bid Date; and
  - b. Bid Number
  - c. BOE Approval Date

**B. Responsibilities of Administrator/Supervisor or Principal – Reviewing a Requisition**

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is sent to the Business Office:

1. **Requisition Completion**  
They must check to determine that items 1-11 previously noted (Responsibilities of the Originator) have been *properly completed*.
2. **Requisitions** are to be approved online by the appropriate administrator.

**C. Responsibilities of the Superintendent**

Upon receipt of the purchase order/requisition, the Superintendent reviews and determines the educational or operational value of each.

The requisition/purchase order is then approved by the Superintendent in the district's purchasing software.

**D. Responsibilities of Business Office**

\*Pursuant to 18A:18A-2b, the district's board appointed Purchasing Agent, Business Administrator and/or Board Secretary has responsibility and accountability for the purchasing activity of the board of education and having the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter.

Special attention is given to the following:

1. **Available Funds** - The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing PO, be sure to check for funds availability.
2. **What is being ordered and the cost**

The Business Office checks the total cost and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the purchase order exceeds:

The Quotation Limit	\$ 6,600.00
The Bid Limit	\$44,000.00

3. **Document Check – State Law**

Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts \$44,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases \$6,600.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)  
Purchases over \$17,500.00 (cumulative)
- Iran Financial Disclosure Form (over \$40,000)
- Russian Belarus Iran Form (over \$1,000)
- IRS W-9 Form

4. **Review of Purchase Order** -- The purchase order is also reviewed for technical aspects such as:
  - a. Account number missing or incorrect;
  - b. Shipping charges added;
  - c. State contract numbers incorrect/missing; and
  - d. Other items as listed in Section A.

Incomplete or improper purchase orders/requisitions will be returned with a memo explaining deficiencies. See copy of memo in Appendix.

**The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.**

5. **Transfer of Funds** -Must be made by the Requester in their Employee Portal. All transfers will be electronically approved by Vanessa Hall or Lourdes LaGuardia and then sent to the Board of Education for approval at a public meeting.

In certain cases some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State.

#### **E. Responsibility of the Vendor**

The Business Office sends to the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

- Signed Voucher
- All Packing Slips
- Invoice
- Electronic Confirmation

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

### **METHODS OF PROCUREMENT**

#### **A. Bids (Purchases that exceed the bid threshold - \$44,000)**

This method is used for procuring goods, materials, services and public work projects that exceed the board of education approved bid threshold of \$44,000.

##### **Examples of Bidding:**

Building Services Department  
Plumbing, Electrical, HVAC work  
Custodial Supplies  
Public Works Project

Food Services Department\*  
Groceries and Canned Goods  
Baking Goods – Roll, Bread

District  
Furniture, AV Equipment

Technology  
Computer Supplies/Equipment  
Printers / Computers  
Interactive Boards

Athletics  
Athletic Supplies/Equipment  
Physical Education Supplies/Equipment

Award of Contract - Lowest Responsible Bidder

The common thread of all these bids is that the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

\*Subject to Federal Guidelines 7 CFR 210.21 and 2 CFR Part 200.

Bids and Purchasing:**1. Bid Limit - \$44,000**

The Stafford Township Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies, and services.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$44,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the aggregate more than \$44,000 for the entire year, must be competitively and advertised for bid. This restriction is for the entire district and not by location or schools.

You cannot circumvent the law by splitting purchases to be under the \$44,000 bid limit.

Administrators that have purchases that may exceed the \$44,000 bid limit, are to contact the School Business Administrator's Office to begin planning the bid process.

**The formal bidding process takes about 6-8 weeks to complete as explained in Appendix C under Bid Process.**

**2. Annual Bids**

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests that central office department administrators and supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

- |                    |  |
|--------------------|--|
| <i>January</i>     | • Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent.                                |
| <i>February</i>    | • Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. |
| <i>March/April</i> | • Annual bids are received, opened and tabulated by Purchasing Agent.  |
| <i>May</i>         | • Bid resolutions are prepared by Purchasing Agent for Board approval.   |
| <i>May/June</i>    | • Purchase orders are generated by Administrators/Supervisors for August/September delivery.                                     |

**3. Exceptions to the Bid Limit**

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go for bid for goods and services. Some of them are:

- a. Purchasing through New Jersey State Contract;
- b. Professional services as outlined by New Jersey law;
- c. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences; and
- e. Contracts with other government entities; county and state colleges.

\* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

The Purchasing Agent should be contacted concerning exceptions to bidding.

#### **B. Quotations (Purchases that fall between \$6,600 and \$43,999)**

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between \$6,600 and \$43,999.

##### **Examples:**

Fax Machines Supplies

Fitness Equipment

Payroll Checks

Maintenance Equipment

Two Way Radios

Tech Services

##### **Award of Contract - Price and Other Factors:**

The Board of Education, is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

*The Purchasing Agent reserves the right to request additional quotes for any and all purchases.*

#### **Quotations and Purchasing**

##### **1. Quotation Limits - \$6,600 through \$43,999**

The quotation limit (threshold) is now \$6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,600 and less than \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

You cannot circumvent the law by splitting purchases to be under the quote threshold.

##### **2. Quotation Process**

All quotations shall be in writing. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Purchasing Office. The Purchasing Agent will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

*Please note: The formal quotation process could take about 2-4 weeks from start to finish.*

*There will be no telephone quotations except in a case of extreme urgency.*

### 3. Receipt of Two (2) Quotations

Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order.

### C. Request for Proposal—RFP -- This method is preferred for the following contracts:

#### Professional Services

Medical  
Auditing; Accounting  
Legal  
Engineering, Architectural

#### Academic/Operational Services

(Contracts less than \$44,000)  
Instructional Improvement  
Educational Consultants  
Professional Development

#### Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller's Office with the

#### **Best Practices in Awarding Service Contracts (2010)**

- Technical
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided
- Management
  - Business organization; staffing
  - Experience; and
  - Knowledge of district
- Cost
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

### D. Competitive Contracting (Certain Contracts over \$44,000)

This procurement method is used for certain contracts over \$44,000.00.

The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are

- Proprietary Computer Software for Board Use
  1. Student Data Warehousing
  2. Student Information System
  3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services



The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and make take 6-8 weeks to complete.

#### **E. State Contract Purchasing**

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey State Contract vendors. If the purchase exceeds the bid threshold the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors.

##### **❶ Office Supplies and School Supplies**

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

##### **❷ Computers**

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

- Contact the Director of Technology Information

Please contact the **Director of Technology Information at Ext. 1055**. He will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

#### **Other State Contract Purchasing**

The School Business Administrator is required to have board of education approval for all NJ State Contract purchases that exceed the bid threshold. All NJ State Contract purchases will be verified by the Purchasing Agent prior to processing.

##### **Purchase Order Requirements -State Contract**

All purchase orders made through State Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—1 NJCP
3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

## **OTHER PURCHASING PROCEDURES**

### **A. Cooperative Purchasing**

The Stafford Township Board of Education may contract with Educational Data Services of Saddle Brook, NJ, or other cooperative purchasing agencies, to purchase items such as:

- |                          |                         |
|--------------------------|-------------------------|
| 1. Office Supplies       | 4. School Supplies      |
| 2. Copy Duplicator Paper | 5. Art Supplies         |
| 3. Science Supplies      | 6. Maintenance Supplies |

The Purchasing Agent shall provide to all administrators, supervisors and principals specialized training on using cooperative purchasing services.

The Board has authorized single purchases up to \$4,000 under approved cooperatives without competitive pricing. The Board requires all other purchases under approved cooperatives to solicit two additional quotes.

### **B. Emergency Contracts**

Emergency contracts are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the Purchasing Agent may award an emergency contract.

### **C. EUS—Extraordinary Unspecifiable Services**

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:64-2.1 et seq.

### **D. Federal Funds—Procuring Goods and Service When Using Federal Funds**

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200 are in conflict or **more restrictive**.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

### **E. Increasing a Purchase Order Amount**

There may be times where a purchase order amount has to be increased (no more than 10%) to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. An appropriate form to request an increase has been prepared and is available from the Business Office.



**F. Purchase Order Requirements**

The Purchasing Agent must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Purchasing Agent:

1. Affirmative Action Evidence—Certificate of Employee Information Report
2. Business Registration Certificate from the State of New Jersey
3. Chapter 271 Political Contribution Disclosure form
4. Iran Financial Disclosure Form
5. Russian Disclosure Form
6. IRS W-9 Form

See the Appendix for the Purchase Order Requirements Chart

**G. Renewal of Contracts—Services**

Any vendor contract for services other than professional services, may be extended or renewed by the board of education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. Renewal contract is awarded by board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Purchasing Agent will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

**H. Student Activity Account Purchases**

Pursuant to State Law N.J.S.A. 18A:18A-5(a) (21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.

Examples of items purchased through Student Activity Funds that may require board approval are:

- Field Trips
- Playground Equipment

**❧ SELECT PURCHASING TOPICS ❧****A. Meals; Refreshments and Catering**

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

**1. Permitted Activities for Meals; Refreshments; Catering**

- ***Student Activities***

Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- ***Parent Activities***

Reasonable costs\* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent. State code.

- ***Dignitaries***

Reasonable costs\* for light meals and refreshments for dignitaries as defined in State code, are permissible.

- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***

Light meals and refreshments\* are permitted for all board members and for employees who are required to attend a board of education meeting.

\*Please note that costs for light meals and refreshments are limited as follows:

Breakfast	\$ 7.00 per person
Lunch	\$ 10.00 per person
Dinner	\$15.00 per person

(NJ OMB Circular 12-14OMB Section XI—Letter J)

**Documentation Required—Light Meals and Refreshments**

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order Rationale Form:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

**2. Prohibited Activities—Meals and Refreshments**

- ***Staff and Employees of the School District***

Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to a *student activity* where light meals or refreshments are being served.

- ***Honoring Employees***

Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

**3. Purchase of Food Supplies – Supermarkets**

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria. Many schools and office have prepared purchase orders to:

ShopRite

Costco

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

**4. Food Supplies**

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are “eaten or drunk.” Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

**B. Miscellaneous Permitted and Non-Permitted Purchases****1. Permitted Purchases**

- Commencement; Convocation Activities

All reasonable costs for commencement, convocation activities are permitted.

- Field Trips / Extracurricular Activities

All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.

- Library Books, Magazines, Videos/DVDs/CDs

All library books, magazines and multi-media presentation materials shall be for educational or operational purposes.

- T-Shirts

The Superintendent will consider, on a case by case basis, requests for the purchase of T-Shirts. It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account.

**2. Non-Essential and Prohibited Purchases**

- Carnivals
- Gifts for Employees
- Teacher appreciation gifts/activities
- Plaques-Local Determination
- Bereavement flowers; baskets
- Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

**C. Textbooks; Approval and Purchase****1. Approval of Textbooks**

In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Director of Curriculum, has set up procedures to have textbooks approved by the Board of Education.

**2. Textbook Approval – Board of Education Resolution**

The procedure for obtaining Board approval is:

- a) Complete the District Textbook Evaluation and Approval form
- b) Submit textbook and form to the Office of Curriculum and Instruction, who will prepare the Board resolution.

**3. Purchase of Textbooks and Curriculum Department Review**

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

- a. The purchase is in accordance with a textbook replacement plan;
- b. Textbooks have been identified as stolen or destroyed; or
- c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review.

**Budget Accounts**

As always, only textbooks and teacher editions of the textbooks may be purchased from the “640” object code. All other books and reading material must be purchased from the “600” or “610” series accounts.

**D. Travel Reimbursement—Purchase Order—Conferences and Workshops**

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

- a. Written Approval of the Superintendent—prior to travel event  
The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement. All workshop/travel requests must be submitted **at least 30 days in advance**.
- b. Board of Education Approval—prior to travel event  
The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.

## c. Reimbursement Procedures

Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Approvals in writing;
2. Travel Report;
3. Receipts for hotel and meals (when applicable);
4. Mileage Travel Form;
5. Driver's License; Insurance Card; and
6. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event.

**Purchase Order Deadline—Annual Notification**

The deadline for submitting purchase orders for the current operating budget is on or about **February 1<sup>st</sup>**, unless on an earlier date set by the Business Administrator (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Business Administrator

**❧ RECEIPT OF GOODS/SERVICES ❧****A. Receipt of Goods and Services (APPENDIX B)****2. Problems Encountered with Receipt of Goods****✚ Problem: Back Orders**

Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

**Process to Follow: Back Orders**

If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

- Mark off received in Genesis and then upload any packing slips.
- Notify the Bookkeeping Office of all back orders.

**✚ Problem: Items Missing from Order**

Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

**Process to Follow: Items Missing**

- Call the company and tell them what was missing.
- Upon receipt of the missing item in the next shipment, check off electronically in Genesis receiving the items and upload the packing slip.
- Keep the Bookkeeping Office apprised (via email) when calling the company.

**✦ Problem: Items Damaged; Wrong Item**

Sometimes you will receive items that are damaged or the wrong item.

**Process to Follow: Items Damaged; Wrong Item**

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- Email Bookkeeping Office that the item(s) were returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Upon receipt of the missing/wrong item in the next shipment, check off in Genesis Receiving and upload the Bill of Lading, showing that the returned item was shipped.

**✦ Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

**Process to Follow: Discontinued Item**

- Email Business Office.
- Do not call the company for a replacement item. You must complete a new purchase order.

❧ APPENDIX ❧

- A. Entering Requisitions from Employee Portal
- B. How to Receive Purchased Items in the Employee Portal
- C. Formal Bid Process
- D. Emergency Purchases/Contracts
- E. Chart – Purchase Order Requirements
- F. Federal Contracts
  - 1. Debarment and Suspension
  - 2. Federal Programs/Targeted Student
  - 3. Compliance with 2 CFR Part 200
- G. Federal Contracts—Chart of Thresholds

Attachments are subject to change without notice



## Entering Requisitions from the Employee Portal

To work with Requisitions, log into your employee portal. The same place you get your pay stub.

Once in your portal, click on the **Budget** tab. The **My Requisitions** tab is where you will enter a new requisition as well as view all previous requisitions entered by you for this school year.

A	Req #	Req Date	Vendor	Req Approval	Req Appr	Status	Description	Req	Submitted	1	2	3	4	5	Total Req Budget	Req Info	Action
1	1122000001	11/15/2021	Lib. material			01	Lib. material								20000		
2	1122000002	11/15/2021	Enrollment			02	Enrollment								50000		
3	1122000003	11/15/2021	Algebra			03	Algebra								100000		

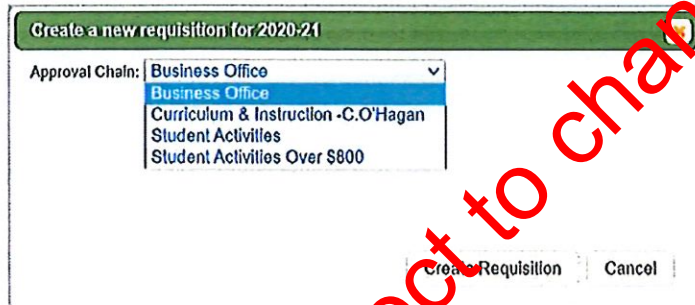
You have the ability to search your list of requisitions by using the fields listed in the search section of this screen.

NOTE: throughout Genesis you will notice when entering new data in a field the data is red. This means the data is not saved. **Be sure to save often.** If you move to another area and do not save the data will be lost and you will have to re-enter.

## Entering a New Requisition

1. Click on the *New Requisition* button.

1. If you are able to enter requisitions for more than one group, you will see more than one option when you use the *Approval Chain* drop-down. Select the group for which this requisition is being entered and then click the *Create Requisition* button.



1. The Requisition Entry screen opens. Everything entered on this screen becomes a purchase order after the approval process is complete. Notice that it has three sections. See below for instructions on entering in each Section.

### Section A – Order specifications



- **Requisition #** - the requisition number is automatically assigned by the system and should not be changed.

- **Description** – this field is what will show on your reports for board approval. Enter a description that will best describe this order so it is understandable to the board members. For example: Office Supplies.
- **Category** – if your district's business office has set up categories, use this drop-down to select the category to which this order applies.
- **Type**–
  1. Regular – most orders fall into this category
  2. State Contracted – if this order is to a vendor your district has a state contract with, select this option. After selecting this option, the State Contract # field opens where you can enter the state contract number for this vendor.  
\*State Contract #:
  3. Cooperative – if your district uses a co-op, such as Ed-Data, for ordering you can indicate that this is a cooperative order by selecting this option. After selecting this option, the Co-op Contract # field opens where you can enter the co-op contract number for this vendor.  
\*Coop Contract #:
- **Default Bid Aggregation Category** – if your district has setup up Bid Aggregation Categories, use this drop-down to select the category to which this ENTIRE order is applied. If there are multiple categories in this order, select nothing here. You will select the individual categories when entering the line items.
- **Board Approval Required** – when you check this box, a field opens where you can enter the date this order was board approved. Use for circumstances where the board had to approve the item or event prior to the PO being entered.

Board Approval Required ☒ Approved Date:



- **Bid Required** – if this order had gone to bid and you are now entering the order to the vendor who won the bid. Check this box and the Bid Number and Bid Date fields open allowing you to enter that pertinent data.

EdFi213 ☐ Create/Edit and Quote Transact ☐

Estimate:

Est Date:

- **Vendor** – in this field, begin typing the vendor's name and the vendors will appear in a drop-down. When you see the vendor you wish to use, click on their name. To see all of your district's vendors, press the space bar in this field.

\*Vendor:

Value Chain:

Id	Name *	Type	Status
50733	Complete Meat		Active
919454	Composite Glass Systems		Active
908125	Composite Glass Systems		Active
501025	Compost		Active
504104	Compost		Active
920208	ComprehendIT		Active
90730	ComprehendIT		Active
90284	CompuBooth		Active
919462	Dot Companion		Active
90045	Dot Competent		Active
919195	The Guy	State Coop	Active
919698	NY Cabbie Company		Active
919998	Vitricomp		Active

Line Item: ☐

After clicking on the desired vendor, you will see their name in the field is red. Click on the **Save** button at the bottom of Section A and the vendor's address and contact information will be populated on the screen.

- **Quote Attached** – if you have a quote for this order, check this box. If the quote has a number, you can enter that in the **Quote #** field.

☐ Quote attached    Quote #:

- **Requisition Date** – this field defaults to today's date (or the first day of next school year if you are pre-entering for next year). If

you need to change the date you can click on the calendar icon and choose another date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY.

- **Approvals** – displays the approval path this requisition will follow.

When you are finished with Section A, click the *Save* button.

### Section B – Line Items

Item #	Item Type	Unit Type	Category	Description	Quantity	Unit Price	Total Price	Actions
1								

Save

- **Item #**- this field defaults to 1, meaning it's your first item on the order.

1. If you would like the first line of the order to be a heading (for example, Software Renewal for the YYYY-YY School Year) you can take the 1 out of the Item # field and take the 1 out of the Quantity field. Key the heading in the Description field and click Add. You will notice that the heading becomes line 0 and you have a new item field with 1 ready to start entering the order items.

- **Item Type** – Click the drop-down and select an item type. This field is not required.

Item Type

- Goods
- Service
- Fixed Asset

1. NOTE: Selecting the Fixed Asset option for an item flags this item as a Fixed Asset for the district. You will be able to run a report showing all of the district's fixed assets.

- **Unit Type** – Click the drop-down and select a unit type. This field is not required.
- **Bid Category** – if you selected a default category in Section A, this will be populated. If not, you can choose the category required for each line item here. Use the drop-down to select the appropriate category.
- **Description** – key in your item description. There's no limit to the number of characters. To expand this field so you can see everything you're typing, drag the field by using the lines in the lower, right corner.
- **Catalog #** - if your item has a number, you can enter that here.
- **Quantity** – enter the number of this item you are ordering.
- **Unit price** – enter the price of the item.

After entering the line-item data, click the **Add** button. This will calculate your Total Price and open a section where you can enter item #2. Always click **Add**, not **Save** when entering line-item data. If you do not click **Add**, your item data will be erased. Repeat until you are finished entering all of your order items.

NOTE: if you go back and make any corrections or changes to a line item after you have clicked the **Add** button, click the **Save** button. Do not click the **Add** button as that will just add another line item.



## Section C – Shipping, Delivery, Misc. and Billing

The screenshot shows a web form titled "Shipping, Delivery, Misc and Billing". It contains several input fields and buttons. The "Shipping Cost Type" field is highlighted with a red box. Below it, there are fields for "Delivery Type", "Needed By", and "Ship To". To the right of these fields is a "Ship To Address" field. Below the address field is a "Ship To Contact" field. At the bottom of the form, there is a "Save" button and a "Cancel" button. The form also includes a "Documents" section with a table for tracking document uploads.

- **Shipping Cost Type** – using the drop-down, select the appropriate Shipping Cost Type. This field is required.

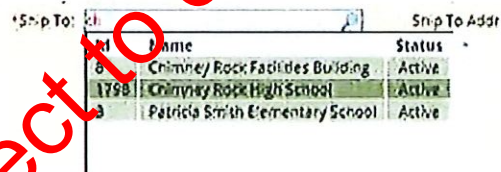
This image shows a close-up of the "Shipping Cost Type" dropdown menu. The menu is open, displaying four options: "10% Estimated Shipping and Handling", "Shipping and Handling Included", "Shipping Cost Known", and "No Shipping Costs". The "Shipping Cost Known" option is currently selected.

- **Shipping Cost** – if there is a known shipping cost, and you have entered "Shipping Cost Known" for the Shipping Cost Type, enter the dollar amount or the percentage in the appropriate field. If any other Shipping Cost Type has been selected, leave these fields blank.
- **Expires After** – if you would like to have a date printed on the requisition and purchase order that shows the date the order expires if not received, use the calendar icon to select the appropriate date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY – and you must key the slashes.
- **Delivery Instructions** – whatever is keyed in this field will appear below the ship-to address on the requisition and purchase order. It can be used to display special instructions for the vendor (such as "Deliver between 8am and 4pm").
- **Needed by** – if you would like to have a "needed by" date printed on the requisition and purchase order, use the calendar icon to



select the appropriate date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY – and you must key the slashes.

- **Ship To Attention** – enter the name of the person to whom this order should be shipped.
- **Notes** – this is for your internal use. Whatever is keyed in this field will not appear on the requisition or purchase order.
- **Ship to** – if your district has just one ship to location, that location automatically is populated in this field. If you have more than one, key the name in the ship to field and the options will appear in a drop-down where you can select the appropriate location by clicking on its name. To see all of your district's ship to addresses, press the space bar in this field.



Ship To	Name	Status
8	Chimney Rock Facilities Building	Active
1798	Chimney Rock High School	Active
3	Patricia Smith Elementary School	Active

After clicking on the desired ship to you will see the name in the field is red. Click on the **Save** button at the bottom of Section C and the ship to address information will be populated on the screen.

- **Charge to budget accounts** – to enter the account number(s) to which this order is to be charged, click on the **Charge To** button. When the Charge To window opens, begin typing in the account number. As you keep keying in each piece of the account number the list will narrow down. When you see the proper account number, click on it. Enter the amount to be charged to this account, if different than what is shown. Then click on the **Charge To** button. If you need to add more account numbers, repeat this process.

Charge To...				
*Account:	11			
Amount:	Number (2021-22)	Description	Current	Available
	11-000-100-561-00-01	Tuition to Other LEAs within the State - Regu...	28,850.00	
	11-000-100-561-00-02	Tuition to Other LEAs within the State - Regu...	13,337.00	1,333.70
	11-000-100-562-00-01	Tuition to Other LEAs within the State - Spec...	474,353.00	66,332.28
<input checked="" type="checkbox"/>	11-000-100-563-00-01	Tuition to County Vocational School Districts...	695,385.00	-500.00
	11-000-100-563-00-02	Tuition to County Vocational School Districts...	22,287.00	
	11-000-100-563-00-03	Tuition to County Vocational School Districts...		
	11-000-100-564-00-01	Tuition to County Vocational School Districts...	27,540.00	27,035.00

- **Documents** – anything that can be saved to your computer can be attached to a requisition. To electronically attach documents to the requisition, click the **Attach Document** button. In the **Type** drop-down, select the appropriate document type. Then in the **Name** field, key in a description of the document (such as Quote from Vendor, or Contract). Use the **Choose File** button to navigate to the location the document is saved on your computer. Select the document and click **Open**. You can attach as many documents as you want.

Attach Document to this Requisition

Type: **Quote** ▼

Name: **Quote**

File: **Voucher** No file chosen

**Receiving**

**Other**

Upload Cancel

Note that throughout the screen there are **Preview PDF** buttons. At any time, you can click on the button to see what your requisition will look like when you print it. It is also where you can print a hard copy from here if desired.

NOTE: To remove an attached document, click on the red circle with the minus sign. This will delete the attached document from the requisition. You can only delete a document when the requisition is in the Filling Form status. Once it is submitted, it cannot be removed.

Documents:

#.	Type	Title	File	Size	Created On	By	Actions
1.	Quote	Vendor Quote #123456		56 kb	3/16/2022	Sandy Olsson	

 Attach Document

At this point your requisition is in the **Filling Form** status. When it is in this status it is still in your control, and you can still make changes to it.

When you are ready to send the requisition through the approval process, click on the **Submit Requisition** button located in Section A.

The requisition will then be in the **Waiting for Approvals** status and can no longer be changed by you.

If a requisition is denied and sent back to you, a message indicating the reason for denial will be attached. Correct the required items, then re-submit it through the approval process.

Once a requisition has gone through all of the approval levels, the status will become "Turned into a PO." You will then be able to see the purchase order number assigned to your requisition.

Attachments are subject to change without notice



## How to Receive Purchased items in the Employee Portal

When you log into the Employee Portal, go to the **Budget** tab. Click on the **Receive Items** button. You will be brought to a list of all the purchase order line items that are available for your certification of receiving the goods or services.

**2022-23 Receive Items**

Choose one of or both: \*Purchase Order:  \*Vendor:

Item Description:  Received Statuses: ☐ None ☐ Some ☐ All ☐ Sure

☐ \*Only POs from Requisitions I created \*School Year: 2022-23

After you perform a search, you will be presented with the individual line items for all Purchase Orders that are active in the receiving module that you have access to.

**5 Search Results**

#	PO	Vendor	Created By	Date	Item	Qty	Qty Rcvd	Qty Rcvd Now	Note for Recd Name	Attach.	No. of Attach.	Doc Type	Open
1	PO-23-02151	AL Unvsn	Jorge Cruz	2022-08-01	2022-08-01	1	0	0		<input type="button" value="Cross File"/>	0	Receipt	<input type="button" value="Track Receipt"/>
2	PO-23-02151	AL Unvsn	Jorge Cruz	2022-08-01	2022-08-01	1	0	0		<input type="button" value="Cross File"/>	0	Receipt	<input type="button" value="Track Receipt"/>
3	PO-23-02151	AL Unvsn	Jorge Cruz	2022-08-01	2022-08-01	1	0	0		<input type="button" value="Cross File"/>	0	Receipt	<input type="button" value="Track Receipt"/>
4	PO-23-02151	AL Unvsn	Jorge Cruz	2022-08-01	2022-08-01	1	0	0		<input type="button" value="Cross File"/>	0	Receipt	<input type="button" value="Track Receipt"/>
5	PO-23-02151	AL Unvsn	Jorge Cruz	2022-08-01	2022-08-01	1	0	0		<input type="button" value="Cross File"/>	0	Receipt	<input type="button" value="Track Receipt"/>

To receive items, enter the quantity received in the **Qty Rcvd Now** column. You have the option to add a note and you can also attach a file.

## Recording received items in the Employee Portal

**FORMAL BID PROCESS**

<u>Process</u>	<u>Time Line</u>
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Business Administrator/Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Business Administrator/Purchasing Agent.	One Week
Legal advertisement sent to newspaper.	Three Day Advance Notice
Bid Date/Time - must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by:     a. Administrator/Supervisor b. Business Administrator/Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by Administrator/Supervisor.	One Week

**The formal bidding process takes about 6-8 weeks from start to finish.**

**Please note:** Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

## **EMERGENCY CONTRACTS (18A:18A-7)**

### **A. Background**

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

### **B. Definition of Emergency**

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

### **C. Process in Declaring an Emergency**

#### **1. Superintendent of Schools Notified**

The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

#### **2. Business Administrator/Purchasing Agent Notified**

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

#### **3. Awarding of Contract by Business Administrator/Purchasing Agent**

If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

#### **4. Filing of Documents with State and County by Board Secretary/School Business Administrator**

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

- a. A copy of the contract or agreement; and
- b. A copy of the written requisition.

#### **5. Approval by Board of Education**

The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

(Appendix D)

**PURCHASE ORDER REQUIREMENTS**

<b>CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)</b>	<b>AFFIRMATIVE ACTION EVIDENCE (AA)</b>	<b>BUSINESS REGISTRATION CERTIFICATE (BRC)</b>	<b>CHAPTER 271 PCD (PAY TO PLAY) (271)</b>
<b>Up to \$ 6,600</b>	No	No	No
<b>\$ 6,600 - \$17,499</b>	No	YES	No
<b>\$17,500 - \$43,999</b>	No	YES	YES
<b>*\$40,000 – and over</b>	YES	YES	YES

<b>Affirmative Action Evidence Exemptions</b>	<b>Business Registration Certificate Exemptions</b>	<b>Chapter 271 (PCD) Exemptions</b>
<ul style="list-style-type: none"> <li>Contracting Units Subject to Title 40A:11</li> <li>State of New Jersey Contract Purchases</li> <li>Boards of Education including Educational Services Commissions</li> <li>Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Units Subject to Title 40A:11</li> <li>State of New Jersey Contract Purchases</li> <li>Boards of Education including Educational Services Commissions</li> <li>Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</li> <li>Non-profit Organizations</li> </ul> <p><u><b>Exempt Situations</b></u></p> <ul style="list-style-type: none"> <li>Emergency Purchases – No payment unless BRC is on file.</li> <li>Employee settlements paid to attorneys;</li> <li>Establishments that are out of state &amp; business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc.</li> <li>Purchase made entirely through School Student Activity Funds.</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Units Subject to Title 40A:11</li> <li>State of New Jersey Contract Purchases</li> <li>Boards of Education including Educational Services Commissions</li> <li>Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</li> <li>Non-profit Organizations</li> <li>New Jersey School Boards Association</li> <li>Contract Renewals</li> <li>Public Utilities, e.g. PSE&amp;G</li> </ul> <p><u><b>Exempt Situations</b></u></p> <ul style="list-style-type: none"> <li>Emergency purchases;</li> <li>Litigation payments to parties through court order.</li> </ul>

\*Based upon a QPA \$44,000 Bid Threshold

(Appendix E)



## **FEDERAL CONTRACTS**

### **1. Debarment and Suspension for Federal Contracts**

*Debarment and Suspension (E.O. 12549 and E.O. 12689)* – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). **SAM Exclusions** contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

### **2. Federal Programs/Targeted Students**

Purchase orders using Federal Funds shall include on the document:

- (a) Name of Federal Program
- (b) Targeted Group of Students

### **3. Compliance - Uniform Administrative Regulations—2 CFR Part 200**

All purchases using Federal Funds shall be in compliance with the Uniform Administrative Regulations—2 CFR Part 200

(Appendix F)

**Federal Contracts—Chart of Thresholds**

<b><u>Description of Goods/Services</u></b>	<b><u>Amount</u></b>	<b><u>Procurement Method</u></b>
Goods and Services	Less than \$6,600	Sound Business Practice
Goods and Services	\$6,600-\$43,999	Quotation or Bid
Goods and Services	\$44,000 or more	Bid
Professional Services	Less than \$3,500	Simple Proposal
Professional Services	\$3,500-\$39,999	Request for Proposals (RFP)*
Professional Services	\$40,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$3,500	Simple Proposal
Educational Consultant Services	\$3,500 - \$39,999	Request for Proposals (RFP)*
Educational Consultant Services	\$40,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$3,500	Simple Proposal
Instructional Improvement Services	\$3,500 - \$39,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$40,000 or more	Competitive Contracting
Professional Development Services	Less than \$3,500	Simple Proposal
Professional Development Services	\$3,500 - \$39,999	Request for Proposals (RFP)*
Professional Development Services	\$40,000 or more	Competitive Contracting
Sole Source (Proprietary) <sup>(a)</sup>	Less than \$3,500	Simple Proposal
Sole Source (Proprietary) <sup>(a)</sup>	\$3,500 - \$39,999	Proprietary Quotation
Sole Source (Proprietary) <sup>(a)</sup>	\$40,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$3,500	Simple Proposal
Services Provided by Government Units/Schools	\$3,500 - \$39,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$40,000 or more	Competitive Contracting

\*RFPs must be publicized when federal funds are being used.

(Appendix G)

# STAFFORD TOWNSHIP SCHOOL DISTRICT

## Staff Training Manual

2024-2025

Attachments are subject to change without notice

## AFFIRMATIVE ACTION IN EMPLOYMENT AND CLASSROOM PRACTICES

The district is committed to providing a safe, healthy environment for all students and staff that promotes respect, dignity, and equality. The purpose of the Affirmative Action policies and procedures is to create and preserve an educational environment free from unlawful harassment and discrimination.

Discrimination based upon any of the following characteristics, whether in *employment* or *classroom* practices is **strictly prohibited**.

Protected characteristics include: race, creed, color, religion, national origin, nationality, ancestry, age, sex (including pregnancy), marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, and socioeconomic status.

The district has a variety of policies dealing with Affirmative Action, which contain more detailed information about the applicable laws and the specific prohibited conduct. These policies can be found on our district website at [www.staffordschools.org](http://www.staffordschools.org)

In order to ensure that these policies are followed and that discrimination and harassment are eliminated, the district has implemented procedures outlining the steps to take if you are aware of or you feel you are the victim of harassment or discrimination. In addition, the district has implemented procedures outlining the steps for parents and guardians to take in the event they feel their child is a victim of harassment and/or discrimination. You should be familiar with these procedures as well so that you may direct parents and guardians appropriately.

Although the specific procedures may vary from district to district, there is one procedure that remains the same in all districts: if you are aware of or feel you are the victim of harassment or discrimination based upon a protected category, you can and should contact your immediate supervisor or your district's Affirmative Action Officer.

The Affirmative Action Officer for the Stafford Township School District is Kristin Ducker who can be reached at [kducker@staffordschools.org](mailto:kducker@staffordschools.org) and 609-978-5700 ext. 1127.

Attachments are subject to change without notice

## RIGHT TO KNOW – BLOODBORNE PATHOGEN EXPOSURE

During a typical school day, students often get scraped knees, paper cuts, or bruises while in class, on the playground, or school bus. As a school district employee, you need to be aware of the potential danger of Bloodborne Pathogens.

Bloodborne Pathogens are microorganisms that are present in human blood and body fluids that can infect and cause disease in humans. Bloodborne Pathogens are transmitted in the workplace by entering your body in a variety of ways such as open cuts, skin abrasions, dermatitis, acne and the mucous membranes of the mouth, eyes or nose.

You can become infected accidentally by injuring yourself on a contaminated object such as broken glass, sharp metal, knives or orthodontic devices. You can also become infected by touching a contaminated object and transferring the infection by touching your mouth, eyes, nose or open skin.

For your protection, both federal and state regulations require that each school district create an Exposure Control Plan, which contains guidelines for how to prevent exposure and what actions to take in the event exposure occurs. The regulations and district policy/regulation/procedure also contain provisions for removal of waste as well as certain minimum training and record keeping requirements. The district's Exposure Control Plan lists all job classifications and tasks in which exposure is possible, describes the required workplace controls to eliminate or minimize exposure and requires the Hepatitis B vaccine be available to employees who have occupational exposure and requires training to those employees. This plan will be updated annually. For questions about the plan, please contact the Building Principal.

Occupational exposure means reasonably anticipated skin, eye, mucous membrane contact or skin piercing contact with blood or body fluid that may result from the performance of an employee's duties. School District employees who have the potential for occupational exposure are those employees whose duties require close contact with pupils and any other job classification designated by the Superintendent and reflected in the Exposure Control Plan.

There are a number of methods and practices that will prevent or reduce exposure. Hand washing is the most basic, but one of the most effective practices that keeps you from transferring contamination from your hands to other surfaces or other parts of your body. In addition you should not eat, drink, apply cosmetics, or lip balm, or handle contact lenses where there is a reasonable likelihood of occupational exposure. Equipment such as gloves can protect you from contact with blood or other potentially infectious materials.

The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

Gloves can be torn or punctured and should be replaced if this occurs. Gloves should be removed using the following procedure so that no pathogens from the contaminated gloves contact your hands:

1. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
2. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
3. Dispose of the entire bundle promptly.

Specific care must be taken to never touch the outside of the glove with bare skin and every time you remove your gloves you must wash your hands with soap and running water as soon as possible.

When bodily contact with body wastes or fluids occurs, hands and other skin areas that have come in contact with a person's body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least ten seconds. Hands and other skin areas should then be dried with paper towels.

Soiled items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids. If necessary for the treatment of stains, the item may be soaked in cold water. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.

When treating soiled rugs, body wastes and fluids should be removed as previously discussed. A rug shampoo with a germicidal detergent should be applied with a brush and, when dried, vacuumed. The vacuum bag will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

With regard to hard surfaces, employees are to wear gloves while disinfecting hard surfaces and equipment. Body wastes and fluids should be removed as previously discussed and a disinfectant applied to the affected surface. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly discarded down a drain pipe. Gloves should be discarded in appropriate receptacles.

Specific attention must be paid to the disposal of "Sharps." "Sharps" are defined as any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for the tests and blood sampling. The school nurse shall keep a log of all sharps used on a monthly basis. All sharps shall be placed in a medical waste container that is: rigid; leak resistant; impervious to moisture; has sufficient strength to prevent tearing or bursting under normal conditions of use and handling; puncture resistant; sealed to prevent leakage during transport; and labeled. When the medical waste container is 75% full, appropriate personnel will handle disposal of same. The Director of Facilities will arrange for the contracted vendor to pick up the sharps container. The vendor will provide a completed transmittal form at the time of pick up. A copy of the transmittal form will be kept by the school nurse and a copy submitted to the Business office.

It should be noted that any container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard, in accordance with federal regulations.

The benefits of using of gloves as a means of protection is clear, but there are also other forms of protective equipment that can be used such as gowns, lab coats, protective eyewear, masks, mouthpieces and resuscitation bags. The effectiveness of protective equipment depends on the user. You should be trained to use the equipment properly; the equipment must be appropriate for the task and must fit properly. In addition all equipment must be free of flaw that could compromise safety and you must use the equipment each time you perform a task involving blood or body fluids. ALWAYS remove the equipment as soon as possible if it becomes penetrated by blood or body fluids. Contaminated equipment should be handled in the same manner as stated above.

As with any accident or injury, exposure to blood or body fluid should be reported to the school nurse or supervisor as soon as possible. Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up. The route of exposure and the circumstances under which exposure occurred shall be documented.

This training information was partially created and fully reviewed by a Certified School Nurse. You will receive the district policy and regulation on Bloodborne Pathogens, a copy of the Public Employees Occupational Safety and Health Act regulation on Bloodborne Pathogens, and the location of the district's Exposure Control Plan. You will also receive information for the district representative to whom you can contact regarding any questions you may have.



## ADMINISTRATION OF EPINEPHRINE

An epinephrine auto-injector is a disposable drug delivery device that is easily transportable, about the size of a magic marker, and contains a pre-measured dose of epinephrine, a powerful drug used to treat a single anaphylactic episode. As a designated administrator of epinephrine, it is important for you to be aware of the common causes of allergic reactions.

Common causes of anaphylaxis include: food – most commonly, peanuts, walnuts, pecans, fish, shellfish, eggs, milk, soy and wheat; medication; insect stings; latex

Less common causes of anaphylaxis include: exercise; food-dependent exercise-induced anaphylaxis, which occurs when a person eats a specific food and exercises within three to four hours after eating; idiopathic anaphylaxis, which is anaphylaxis with no apparent cause.

Anyone who is designated to administer epinephrine should review the students' Individualized Emergency Healthcare Plan so as to be aware of the symptoms that may trigger an allergic reaction in that specific student. You must also become familiar with recognizing the symptoms of allergic or anaphylactic reactions and triggers that cause these reactions for each student.

Some examples of symptoms that may occur during an allergic reaction or anaphylaxis. Mouth reactions include: Itching, tingling, or swelling of lips, tongue, and mouth. Skin reactions include: Hives, itchy rash, swelling on the face or extremities. Stomach symptoms include: Nausea, abdominal cramps, vomiting, diarrhea. General symptoms include: Panic, sudden fatigue, chills, feeling of impending doom.

It is important to note that the severity of symptoms can change quickly and that skin symptoms, such as itching and hives, occur in the majority of food allergic reactions, but anaphylaxis does not require the presence of such skin symptoms.

Examples of potentially life-threatening symptoms that may occur: Throat symptoms include: Tightening of throat, hoarseness, and hacking cough. Lung symptoms include: Shortness of breath, repetitive coughing, wheezing. Heart symptoms include: thready pulse, passing out, fainting, paleness, and blueness

If a reaction is progressing, several of the above body systems may be affected.

The most dangerous symptoms include breathing difficulties and a drop in blood pressure, causing shock, and are manifested by symptoms like paleness, dizziness, faintness or passing out.

Anaphylaxis is likely when any ONE of the criteria below is fulfilled: (1) Acute onset of an illness with involvement of skin/mucosal tissue, such as: hives, generalized itch/flush, or swollen lips/tongue/uvula; **AND** airway compromise, such as: trouble getting air, wheeze or bronchospasm, or high-pitched breathing noises; **OR** reduced blood pressure or associated symptoms, such as: decreased muscle tone, fainting, paleness, dizziness, or blue, weak pulse. (2) two or more of the following after exposure to suspected or known allergen for that patient: skin/mucosal tissue, such as hives, generalized itch/flush, swollen lips/tongue/uvula; airway compromise, such as trouble getting air, wheeze or bronchospasm, high-pitched breathing noises; associated symptoms, such as decreased muscle tone, fainting, or gastrointestinal symptoms, such as crampy abdominal pain, vomiting. (3) hypotension, or low blood pressure, after exposure to known allergen for that patient, however you are not expected to measure and determine a rate of drop in blood pressure as part of this training.

It is important to note that any of these symptoms may begin within **several minutes to two hours** after exposure to the allergen.

### These are the steps to follow the Emergency Use of an Epinephrine Auto-Injector:

Determine if anaphylaxis is reasonably suspected based on the symptoms identified in the student's Emergency Health Plan. If there is a reasonable probability that anaphylaxis is occurring or about to occur, then treat the situation like an anaphylactic emergency.

Do not leave the student alone. Call 911 and then follow the district's policies and procedures for medical emergencies. Paramedics, the school nurse, the student's parents, and appropriate school administrator(s) should be notified immediately.

Most severe allergic reactions in children primarily involve trouble breathing. Children will likely need to sit calmly and upright as they are treated for their breathing problems. However, if there is evidence of faintness, loss of consciousness or confusion, lay the child flat. If a child is very ill and needs to be treated in a lying position with legs raised, they should stay in that position, if possible, during transportation to a hospital. Do not change to an upright position, except if the child is vomiting, *do not* lay the child flat. If the child has evidence of faintness or loss of consciousness *and* vomiting, then he/she should be put down on his/her side, so that the child does not choke on the vomit.

Prepare to administer auto-injectable epinephrine, as indicated by the student's health care provider on the Emergency Health Plan. See the following steps:

1. Have the student sit down,
2. Reassure the student and avoid moving him or her, and
3. Check the auto-injector for expiration date and color. (To be effective, the solution in the auto-injector should be clear and colorless).

To administer the Epinephrine Auto-Injector adhere to the following sequence:

1. **Grasp the auto-injector in one hand and form a fist around the unit. With the other hand, pull off the safety cap.** (To avoid injecting yourself after removing the cap(s), never place your own fingers or hand over either end of the device. If you accidentally inject yourself, then use the back-up auto-injector to treat the student. You should go to the hospital emergency room as well.)
2. **Hold the tip of the auto-injector near the student's outer thigh.** (The auto-injector can be injected through the student's clothing, if necessary.)
3. **Press firmly and hold the tip into the OUTER THIGH so that the auto-injector is perpendicular (at a 90° angle) to the thigh.** You may hear a click.
4. **Hold the auto-injector firmly in place for 10-15 seconds.** (After the injection, the student may feel his or her heart pounding. This is a normal reaction.)
5. **Remove the auto-injector from the thigh and massage the injection area for several seconds.**
6. **Check the tip.** If the needle is exposed, the dose has been delivered. If the needle is not exposed, repeat steps 2 through 5.
7. **Dispose of the auto-injector in a "sharps" container or give the expended auto-injector to the paramedics when they arrive.**
8. **Call 911, if not previously called.**
9. **Call for the school nurse, if not previously called.**

If the anaphylactic reaction is due to an insect sting, remove the stinger (if there is one) as soon as possible after administering the auto-injector. Remove the stinger quickly by scraping with a fingernail, plastic card, or piece of cardboard. Apply an ice pack to the sting area. Do NOT push, pinch, or squeeze, or further imbed the stinger into the skin because such action may cause more venom to be injected into the student.

You should continue to observe the student until the emergency responders arrive. In some circumstances, a second administration of epinephrine may be necessary. You must also monitor the student's airway and breathing. If trained in CPR, begin CPR immediately if the student stops breathing.

When emergency responders arrive, provide them with a copy of the student's Emergency Health Plan, tell them the time epinephrine was administered and the dose administered. If the auto-injector has not been disposed of in a sharps container, give the expended auto-injector to the paramedics.

If ordered by a health care provider, send a spare auto-injector along with the student to the hospital. A staff member should accompany the child to the hospital and follow procedures in accordance with the district policies regarding the care of students during emergencies.

Any student who receives epinephrine should be transported to a hospital emergency room, even if symptoms appear to have subsided. Some individuals have an anaphylactic reaction, and the symptoms go away only to return a few hours later. This is called a bi-phasic reaction. Often the symptoms of the bi-phasic reaction occur in the respiratory system and take the individual by surprise. Therefore, after a serious reaction observation in a hospital setting is necessary for at least four hours after initial symptoms subside because delayed and prolonged reactions may occur even after proper initial treatment.

In addition, emergency medical care must be obtained immediately because severely allergic students who have experienced anaphylaxis may need emergency respiratory care, cardiac care, or even resuscitation if they stop breathing. At a minimum, these students will need professional care to determine whether additional epinephrine, steroids, antihistamines, or other treatment is required. Follow-up diagnosis and care by health care professionals after the administration of epinephrine is important for recovery.

The school nurse should document the incident on the student's health record.

Epinephrine auto-injectors should be **stored at room temperature** until the marked expiration date, at which time the unit must be replaced. Auto-injectors should not be refrigerated as this could cause the device to malfunction. Auto-injectors should not be exposed to extreme heat (such as in the glove compartment or trunk of a car during the summer) or to direct sunlight. Heat and light shorten the life of the product and can cause the epinephrine to degrade.

To be effective, the solution in the auto-injector should be clear and colorless.

School Districts are required to keep epinephrine auto-injectors in unlocked secure locations to be readily available during an emergency. This will vary depending upon the student's schedule and the circumstances surrounding the possible emergency. In addition to the nurse's office, possible locations for unlocked secure storage of epinephrine include the principal's office, the cafeteria, a classroom, the teacher's room, on the person of the designee, etc. Availability of epinephrine should be addressed in the student's Emergency Health Plan.

**One final reminder:** Epinephrine is medication held by the school through the authorization of a health care provider's order. Only school nurses, designees, or students able to self-medicate, should have epinephrine auto-injectors on their person.

This training information was partially created and fully reviewed by a Certified School Nurse. It is consistent with the training protocols established by the New Jersey Department of Education and New Jersey department of Health and Senior Services.

This information will be supplemented with specific information regarding the child or children to whom you will be administering Epinephrine. You will also receive information about the district policies/regulations/procedures, which will tell you information about the district representative to whom you can contact regarding any questions you may have.

## CONFIDENTIALITY

Even if your position in the district does not include the maintenance or records, all district employees will have access to or will learn of confidential information about pupils for a variety of reasons. This information must be kept confidential and only shared in accordance with the provisions explained here.

Student records and the information contained within them must be kept confidential. The confidentiality of that information and the rights of the pupil and the pupil's parents or guardians are governed under federal law – Federal Education Rights and Privacy Act, or FERPA, as well as state law.

What is a Student "Record"? Any record, file, document or other material maintained by an educational institution, containing any information directly related to a student, which is maintained in any format or medium. This definition is very broad and includes, among other things, personal information, enrollment records, grades, schedules, discipline records, photos, videos, etc. It is important to note that personal observations are not student records.

Confidentiality laws grant an adult pupil or a minor pupil's parent/guardian three rights. The right to access records within a reasonable time of request and an individual available to interpret the records if necessary; The right to challenge and or request an amendment to a record in the file (the steps for this process include the district administrative channels, followed by the Board of Education, and the final step is the state or federal government); The third right is the right to consent, in writing, to release the confidential record or information.

There are exceptions to this third right, where release does not require consent: School officials with legitimate educational interests, other schools into which a student is transferring or enrolling, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain students for, or on behalf of, the school, accrediting organizations, judicial orders or lawfully issued subpoenas, health and safety emergencies, state and local authorities within a juvenile justice system pursuant to specific state law. In addition the law does not require consent to release directory information so long as the adult pupil or parent/guardian was told of the directory and given the opportunity to opt out.

Directory information includes pupil's name, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil and other similar information.

With regard to confidentiality of student records, medical records are given a heightened level of privacy and are required to be kept separate from the rest of a student's cumulative file.

Also, special education information must be kept confidential. The law requires that pupils not be needlessly labeled as needing special education.

Another issue that is related to confidentiality is the Protection of Pupils Rights Amendment, or PPRA, which further protects the privacy of students. This amendment states that before pupils are required to participate in a survey, evaluation or analysis about certain topics, the adult pupil or parent/guardian of a minor must be given an opportunity to review the questions to be asked as well as an opportunity to opt out.

Topics covered by this amendment include: political affiliations of pupil or pupil's parent/guardian; mental or psychological problems of the pupil or the pupil's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others with whom the respondents have close family relationships – such as with lawyers, physicians and ministers; religious practices, affiliations, or beliefs of the pupil or parents/guardians; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If you have any questions about this information, please contact the Building Principal.

## HARASSMENT, INTIMIDATION & BULLYING

Like other disruptive behavior, **Harassment, Intimidation and Bullying** interfere with a student's ability to learn and achieve high academic standards, and also with a school's ability to educate its students in a safe and civil environment.

For this reason, students are expected to act in an age-appropriate manner that shows the proper regard for the rights and welfare of other students, staff, school facilities and the educational process in general. Any acts of **Harassment, Intimidation and Bullying** are prohibited.

In addition, employees and volunteers are expected to model appropriate behavior, treat others with civility and respect, and refuse to tolerate **Harassment, Intimidation and Bullying**.

What is **Harassment, Intimidation and Bullying**? The definition of HIB is established at N.J.S.A. 18A: 37-14 and is provided below. The HIB definition below has been separated into component parts for ease of reading and comprehension. Bold type has been added to emphasize selected provisions.

### HIB Definition

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it is **a single incident or a series of incidents**, that:

- Is reasonably perceived as being motivated by either 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**; and 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, that the act(s) 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/her person or damage to his/her property; **or**
- Has the effect of **insulting or demeaning** any student or group of students; or
- 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.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or app.

Discipline for an act of **Harassment, Intimidation and Bullying** must follow the code of student conduct and must also be progressive in nature so as to end the bullying. While there are a range of appropriate consequences, such as behavioral evaluation with a possible referral to the child study team, supportive interventions and referral services, the consequences must take into account the nature of the behavior, age of the student and the student's history of problem behavior.



In addition, appropriate consequences and remedial action will also be taken against any employee or volunteer who commits an act of **Harassment, Intimidation and Bullying**, as these individuals are expected to model appropriate behavior for students.

The district mandates that every employee and volunteer take action whenever they become aware of an incident of bullying that has a substantial interference on school operations or that occurs on school property, at any school function, on the school bus or at the bus stop. This means that every incident must be reported using the district reporting procedures.

Employees and volunteers are also required to tell others to report incidents through any means allowable by policy and procedure. Reports can even be anonymous, although this alone will not form the basis for disciplinary action.

The school district, and quite possibly individual employees, will be held liable if they knew or should have known about harassment and failed to take action to end the harassment. This is why reporting is so important!

Once an incident is reported, investigation must take place promptly in accordance with district policy and procedure.

When conducting an investigation it is important to speak to bystanders. Even though you are not the individual responsible for conducting the investigation and are just reporting the information, be sure to report the names of the bystanders. They often have important information and should be encouraged to speak up and report the **Harassment, Intimidation and Bullying** themselves.

Retaliation - against a student, employee or volunteer - for reporting an incident of **Harassment, Intimidation and Bullying** is prohibited. In fact, any individual who retaliates against another for reporting will themselves face consequences and appropriate remedial action.

Likewise, false accusations of **Harassment, Intimidation and Bullying** are not acceptable and any individual who is found to have made false accusations against another – as a means of retaliation or as its own means of **Harassment, Intimidation and Bullying** shall also face consequences and appropriate remedial action.

In accordance with the law, you will receive information about the district Policy on Harassment Intimidation & Bullying and the Regulation on Harassment Intimidation & Bullying (see pg. 15 of this training manual). In addition, all policies, regulations and reporting forms are available on the district's website. You are expected to be familiar with them and to know how to access them.

The Anti-Bullying Coordinator for the district is Kristin Ducker who can be reached at [kducker@stufordschools.org](mailto:kducker@stufordschools.org) and 609-978-5700 ext. 1127.



# Stafford Township School District

## Substitute Custodial Manual

2024-2025

Attachments are subject to change without notice

## **SUBSTITUTE CUSTODIAN**

Substitute custodians are assigned as interim replacements, to temporarily supplement the work force or to assist in the completion of a special project. Substitute assignments are limited to a duration as needed by the Stafford Township School District. An assignment that lasts beyond any initially stated period does not in any way imply a change in employment status. Substitute custodians retain substitute status unless and until notified of a change. While substitute custodians receive all legally mandated benefits to which they are entitled (such as worker's compensation insurance, social security, and possibly benefits under the Affordable Care Act) they are ineligible for all of the Stafford Township School District's other benefit programs.

Substitute custodian assignments for one or more days will be made from a "Substitutes On Call List".

## **WORK HOURS**

Substitute custodians' work hours, work days and locations are determined by the Director of Facilities. Substitute custodians working (4) hours will be entitled to a (15) minute break after the first (2) hours worked. Substitute custodians working (8) hours will be entitled to a (15) minute break after the first (2) hours worked, a (30) minute lunch break after (4) hours worked and a (15) minute break after (6) hours.

Shifts and hours will vary by school.

If the substitute custodian leaves school property before their work schedule is finished they must notify the Director of Facilities or the Supervisor in person, if they are in the building or by cell phone at the numbers on page 3. Failure to do so will result in immediate assignment termination.

Specific authorization from the Director of Facilities is required in advance to work beyond your scheduled hours.

All substitute custodians are required to sign in and out. Substitutes must also log their hours worked in School.

Altering, falsifying or tampering with time records, working unauthorized hours will result in assignment termination.

Substitute custodians must plan their time so they report promptly to work ready to start at their scheduled time and remain on the job until their scheduled end time with authorized break periods.

## **PAY PERIOD**

Substitute custodians will receive a paycheck on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

## **ATTENDANCE AND PUNCTUALITY**

To maintain a productive work environment the Stafford Township School District expects substitute custodians to be reliable and punctual in reporting for work. Absenteeism and tardiness are disruptive and place a burden on other employees and the District. Either may lead to immediate assignment termination.

## **PROPER NOTIFICATION OF NON-SCHEDULED ABSENCE**

Attendance is a requirement. In the rare instances when a substitute custodian absolutely cannot avoid being late, he/she is to notify the Facility Director, 609-978-5700 ext. 1045 or 732-232-9360

If the substitute custodian is going to be absent he/she is to notify the Director of Facilities or Facilities office by 11 am of the day of reporting prior to his/her scheduled start time. If no one is available to take the call in the office the substitute custodian must notify the Supervisor. A voicemail message is not acceptable.

A substitute custodian is considered a No Call/No Show if they are absent from work and fail to notify the Director of Facilities, Facilities Office or the Supervisor as stated in (b) above. A no call/no show imposes a serious hardship on the staff and district. Unless an extreme emergency prevents the substitute custodian from calling as required they may be subject to immediate assignment termination.

## **WORK RELATED INJURIES**

The Stafford Township School District provides a uniform procedure for reporting and documenting work related accidents, injuries, illnesses and exposure to cleaning products.

If the substitute custodian is injured during work hours they are expected to notify the Director of Facilities immediately. If treatment is necessary then the substitute custodian will be sent to a hospital emergency room or a physician designated by the district.

The Director of Facilities shall, within twenty-four hours of the accident/injury shall make sure the employee reports the accident to a school nurse and complete the appropriate forms and follow the district procedures for reporting accidents/injuries.

The Director of Facilities must receive documentation from a physician or hospital authorizing the substitute custodian's ability to return to work.

## **EVALUATIONS**

The Director of Facilities will conduct periodic observations. The observation is to provide the substitute custodian and supervisor the opportunity to discuss job tasks, identify and correct deficiencies, encourage and recognize strengths and discuss positive, purposeful approaches for positive job performance.

## **SCHOOL DISTRICT EQUIPMENT/PROPERTY**

Substitute custodians are responsible for the proper use, care and operation of all district owned equipment and property.

At the end of the work schedule, the substitute custodians are responsible for cleaning their equipment, emptying mop buckets and cleaning mops.

## **DRESS CODE**

All substitute custodians are to wear district provided uniforms while working on school property.

## **IDENTIFICATION BADGE**

Substitute custodians are required to wear appropriate work attire.

## **TRAINING**

All new substitute custodians will receive training in proper cleaning procedures at the start of their assignment, including PPE Training.

## **EXPECTATIONS**

All substitute custodians are expected to follow all applicable policies, procedures, rules and directives of the Stafford Township School District. Failure to do so may lead to immediate assignment termination. Questions should be directed to the Director of Facilities or Custodial Supervisor.

## **CLEANING PROCEDURES & MAINTENANCE RESPONSIBILITIES**

### **BATHROOM PROCEDURE**

- Clean toilet bowls, urinals and flush-o-meters with disinfectant\*\*
- Clean countertops, sinks and mirrors\*\*
- Wipe down walls, doors and partitions\*\*
- Empty waste receptacles and wipe down any stainless steel\*\*
- Fill towel, soap and toilet paper dispensers\*\*
- Sweep and wet mop floors with disinfectant\*\*
- Clean any debris off ceiling tiles and light fixtures\*\*

Report any plumbing problems to your Supervisor immediately.

## CLASSROOM PROCEDURE

- Empty wastebasket and pencil sharpener\*\*
- Clean sink and counter top with disinfectant\*\*
- Fill towel and soap dispensers\*\*
- Wipe desk tops, chairs, door handles, light switches in all classrooms with sanitizer
- Wipe chalk trays with a damp cloth or sponge
- Wipe all fingerprints from walls, doors and cabinets
- Dust tops of cabinets and air registers with a feather duster
- Vacuum floors, sweep and mop tile\*\*
- Line up all desks and chairs
- Adjust blinds / shades

If a classroom contains a bathroom – Use bathroom procedure

## ALL OFFICES

- Empty wastebaskets, pencil sharpeners, paper shredders
- Dust all furniture, ledges and shelves: Disinfect, polish tables
- Please do not turn off any computer equipment
- Clean refrigerator every Friday
- Vacuum all area rugs Wipe desk tops, chairs, door handles, light switches with sanitizer
- Vacuum floors, sweep and mop tile\*\*
- If office contains a bathroom- use bathroom procedure

## FACULTY ROOM

- Empty all wastebaskets put in clean liners daily\*\*
- Wipe down all tables, chairs and cabinets with disinfectant
- Clean sinks and countertops\*
- Clean stove and any other appliances
- Vacuum rugs and spot clean when necessary
- Clean refrigerator every Friday

\*\*Even when doubling up – do all items with \*\* above

SIGNATURE AND AUTHORIZATION OF RECEIPT

I (Print Name)\_\_\_\_\_ have received a copy of the Stafford Township School District Substitute Custodial Handbook.

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

Prepared by: Richard Czajkowski, 11/14/2008

Revised by Michael Nikola, Director of Facilities 5/1/2023

Revised & Reapproved: Annually at the June Board of Education Meeting

Attachments are subject to change without notice



# STAFFORD TOWNSHIP SCHOOL DISTRICT

## Substitute Instructional Support Staff Handbook

2024-2025

Attachments are subject to change without notice

## Introduction

This booklet is your guide to success as a substitute support staff in the Stafford Township School District. The contents have been arranged to assist you in finding the answers to many of the questions and problems which may confront you as a substitute in the various schools throughout the system.

Serving as a substitute is one of the most difficult assignments within the school system. It requires the ability to spontaneously walk into any classroom setting – self-contained, physical education, individualized, departmentalized – and carry out the daily activities as would the regularly assigned staff member. Because of the extraordinary expectations and demands, substitute training is imperative. The better prepared, organized and able to carry out the requirements and demands of being a substitute, the greater the possibility of the substitute to be an effective facilitator in the learning process. We hope that this booklet will help facilitate your journey on becoming an effective substitute.

## Welcome

Providing the best and highest quality education for our students is our everyday goal. You, as a substitute, are one of the most vital parts of our schools system. It would be extremely difficult for us to operate our schools on a satisfactory basis without you. Having reliable, fully qualified professional substitutes in our schools has always been a high priority for.

We wish to extend to you a most cordial welcome as a substitute staff member. Your daily work is an important contribution to the instructional program of our schools. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.

Please refer to the district website: [www.staffordschools.org](http://www.staffordschools.org) for up to date policies and regulations regarding dress code (Policy #4216) and other information you should familiarize yourself with.



Administration Building  
250 North Main Street  
Manahawkin, NJ 08050

[www.staffordschools.org](http://www.staffordschools.org)

George J. Chidiac  
Superintendent

Barbara D'Apuzzo  
Director of Personnel

Voice: 609.978.5700  
Extension 1400  
Fax: 609-597-4335

Dear Stafford Substitute:

We are very pleased to have you join our family and would like to wish you a successful school year.

Substitutes play an essential role in the education of our students and allow quality instruction of our students to continue when illness or events cause a staff member to be absent. For this reason what you do is critical to each and every one of our students.

I am confident that you understand the importance of your role in guaranteeing the safety of each of our students and we look forward to working with you.

Again, thank you for all you do for our students and have a great year!

Yours in education,

George J. Chidiac  
Superintendent

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## **Stafford Township School District**

### **Administration**

George J. Chidiac, Superintendent  
Lourdes LaGuardia, Board Secretary/School Business Administrator  
Stephanie Bush, Director of Curriculum, Instruction & Planning  
Sean Reilly, Director of Special Services  
Kristin Ducker, Vice Principal  
Richard Meyer, Vice Principal  
Jennifer Lowe, Vice Principal

### **Schools**

Stafford Intermediate  
1000 McKinley Avenue  
Manahawkin, NJ 08050  
Principal: Hope Zaun  
Phone: 609-978-5700 X1191

Ocean Acres Elementary  
489 Nautilus Drive  
Manahawkin, NJ 08050  
Principal: Susan D'Alessandro  
Phone: 609-978-5700 X1198

McKinley Avenue Elementary  
1000 McKinley Avenue  
Manahawkin, NJ 08050  
Principal: Tiffany Eberle  
Phone: 609-978-5700 X1134

Oxycocus Elementary  
250 North Main Street  
Manahawkin, NJ 08050  
Director of Preschool: William Wilkinson  
Phone: 609-978-5700 X1270

Ronald L. Meinders Primary Learning Center  
1000 McKinley Avenue  
Manahawkin, NJ 08050  
Principal: Dawn Reo  
Phone: 609-978-5700 X1198

## **Reporting to the School**

### **Arrival time**

You should attempt to arrive at the school 30 minutes prior to the beginning of class. The following must be done as soon as you arrive:

- Sign in at the Visitor Station/Main Office
- Stop in the main office for a school map
- Scan for Share911
- Review special procedures and instructions from the classroom teacher or principal
- Review Student Health Concerns list – if you have any questions, contact the school nurse immediately
- It is important to familiarize yourself with any unusual changes in school schedules such as fire drills, altered class schedules or activities day. If the school secretary or greeter does not apprise you of an unusual school schedule change, be sure to ask.
- Each school has emergency evacuation plans in case of a fire, lock down, or other potentially dangerous situation so that you can successfully evacuate students safely. Know the location of Emergency Response Guide. Also locate the school evacuation map in the classroom. If you cannot find the necessary information, contact the main office.
- Put your personal belongings in a secure place when you arrive

### **In the Classroom**

Review the following:

- Worksheets/activities or other produced materials for carrying out today's activities in the classroom
- Attendance and lunch count directions and materials
- Special procedures
- Seating Chart

## **Substitute Teacher Assistant Responsibilities**

### **Under the direction of the classroom teacher:**

- Assist in organizing and preparing materials for instruction
- Help to reinforce skills in small groups or with individual students
- Assist student groups in carrying out special assignments
- Assist teacher in producing, collecting, and organizing materials for instruction
- Supervise students in cafeteria, restrooms, hallways, library, and playground
- Assist in keeping room attractive by organizing materials, preparing bulletin boards, and arranging classroom furniture for special purposes

### **Remember:**

- The assistant, as part of the entire staff, is a member of a team. All share responsibility for the school program.
- A warm relationship, established through mutual respect, should exist among students, teachers, and assistants.
- The classroom teacher has the responsibility for planning, instructing, and evaluating.
- Careful planning is necessary to insure harmony and cooperative effort between assistants and teachers. In cases where problems are not solved successfully by the assistant and teacher, the principal will assume leadership.
- The teacher assistant will not replace the teacher as an instructor. The assistant will help by carrying out the plans of the professional. Evaluation of students is the responsibility of the teacher.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.

## **Substitute Cafeteria/Playground Aide Responsibilities**

- Review health concern list for all classes that you are responsible for.
- During the lunch period you will assist students with purchasing their lunch, opening their lunch, and cleaning the table and floor area after the class has eaten their lunch.
- Outside on the playground you are responsible for monitoring all student activity. All cafeteria assistants should spread out around the perimeter of the playground to monitor all students that are on the playground.
- During "in-days", cafeteria assistants are responsible for planning activities for students during recess. These activities must include all students.

You are responsible for the safety of students while serving as a cafeteria assistant.

Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.



## **Substitute Secretary Responsibilities**

- When you arrive, you should familiarize yourself with the building map and route sheet. You should meet the building principal and discuss any special happenings in the building while you are there.
- Familiarize yourself with the phone system and extension numbers for teachers in the building and around the district.
- Always answer the phone, "Hello my name is \_\_\_\_\_. You have reached the \_\_\_\_\_ school. How can I help you?"
- Receive and route incoming calls and correspondence.
- File reports and other information as necessary.
- Perform word processing and related technical tasks.
- Performs other tasks related to the efficient operation of the office as assigned.
- Remember attitude goes a long way. You are the first impression of our school – make it a good one.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.

### **Accidents**

Accidents in the classroom, hallways, or on the playground should be reported to the principal's office and the nurse's office immediately. An accident form is available from the school nurse and should be completed for any accident involving a student or an adult. There is a nurse on duty in each building to administer first aid and follow up on other necessary procedures.

### **Meetings and Conferences**

In general, daily substitute teachers are not expected to attend faculty, committee, or parent meetings. Long term substitutes will receive specific directions from the building principal.

### **At the End of the Day**

Complete a final written report to the classroom teacher. Be sure to include:

- What you were able to complete in the lesson plans.
- What you were unable to complete, and why.
- What you added to the lesson plans, and why.
- Return supplies and equipment to their proper storage areas.
- Have students straighten and clean the area around their desks.
- Close windows, turn off lights and equipment, and make sure the room is in good order before locking the door.

## Substitute Appraisal

- Please know your performance is important to us and has great impact on student achievement. Feedback regarding your performance will be documented in AESOP.
- We are committed to your success and all feedback will be reviewed with the building principals. Suggestions and ideas for improvement will be shared with you at a scheduled meeting.

## Confidentiality of Student Information

- Releasing of student information to the wrong individual is a violation of district policy 8330 and regulation 8330 (available on the district website at [www.staffordschools.org](http://www.staffordschools.org))
- Releasing of student information to the wrong individual is also a violation of numerous laws (district and individual that released the information will be held liable):
  - Federal Education Rights and Privacy Act (FERPA) & related state laws (N.J.S.A. 18A:36-19; N.J.A.C. 6A32-7.1 to 7.5);
    - These laws generally require that student records cannot be released or shared with anyone besides a student's parent/guardian unless that parent/guardian gives written consent.

Definition of "record" includes:

- Any record, file, document or other material maintained by an educational institution
- Containing any information directly related to a student
- Maintained in any format or medium

Of course there are a few exceptions to this general requirement. These exceptions are as follows:

- School officials with "legitimate educational interests"
- Other schools into which a student is transferring or enrolling
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Judicial orders or lawfully issued subpoenas
- Health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state laws. These exceptions are narrowly interpreted by the courts such that the law will weigh in favor of not releasing the information.

- Health Insurance Portability and Accountability Act (HIPAA) & related state law (N.J.S.A. 18A:40 – 4): These laws provide added protection to health and medical information. They generally state that covered entities may only release protected health information for the purposes of facilitating treatment, payment or healthcare operations. Schools are considered covered entities.

- Example – One little statement could violate all of these laws:

Situation: Student C's parents call you because Student C is being teased by Student D. You tell Student C's parents that you understand why they are upset but to try to give Student D a break because he has some emotional and behavioral disabilities which cause him to act this way, you believe that Student D might even be bipolar – but in any event, you say that you will talk to Student D and see what you can do. You think you are trying to calm the situation. However, Student C's parents relay that information back to Student C. Now Student C tells all of his/her friends – and soon everyone in the class is making fun of Student D. Student D is extremely depressed and unable to attend school or even get out of bed.

- This is a violation of district policy and every law discussed above:
  - FERPA – this is information contained in the student's records
  - HIPAA – this is medical information
  - If true – is an invasion of privacy as the reasonable individual would not want this information shared
  - If false – is defamation of character because it brings down Student D's image to the community
  - Infliction of emotional distress – Student D is suffering emotional harm which is leading to physical harm
  - If something else happens between Student D and any other student, the student's parents will say that you and the district were “on notice” of problems
  - Law Against Discrimination – Student D may claim that he/she was bullied and discriminated against because of his/her emotional and behavioral disabilities.
- People are creative – they will bring actions under every claim just to see which ones will stick.

- **key points you need to remember:**

- Can be held individually liable and breaking is a violation of confidentiality policy and the law
- At a minimum – you will be a witness called to testify
- ERR ON THE SIDE OF CAUTION – assume the information you are giving is confidential and assume the person is not permitted to have access to that information (then verify you are doing the right thing before you give an answer or provide any information).

- It is understandable that when someone is asking you questions, they want answers and you want to give it to them – but if its confidential information you cannot –
  - Easy way out - say “Law and district policy do not permit me to tell you that”
- Before you share information – think about why you are sharing it and think about who you are talking to (if there is not educational or safety purpose for providing the information – DO NOT SHARE IT!).

## **Emergency Procedures**

Procedures to follow when calling your school office to notify of an emergency:

- Call the school office
- Give your name
- Give your extension number, phone number or room number.
- Describe the condition clearly and accurately.
- Don't hang up! Let the person you are talking to end the conversation; other information may be needed.

Policies that must be followed in every emergency preparedness situation:

- All possible steps will be taken to assure the safety of the pupils who attend our schools.
- For all emergencies, the teacher is the authority in the classroom and must act as reason dictates. If time permits, the teacher will receive and follow the directions of the principal.
- The teacher must stay with the children at all times.
- The teacher will not release the children without direction from the principal.

## **Fire Drill and Evacuation Plans**

Each teacher is responsible for seeing that the Fire Drill and Evacuation Plan is posted in a conspicuous place in each classroom to which the teacher is assigned. Each teacher is also responsible for informing all students in each classroom of the evacuation plan for that room.

Special Instructions to the teacher:

- Remove the roll book
- Check for evacuation of all students
- Turn off the lights
- Close all doors and windows
- Proceed with the class to the evacuation area
- If a disaster is within the evacuation path or area, proceed in opposite direction
- Take roll (attendance)
- Keep all students quiet, orderly, and away from emergency personnel and vehicles

- Review and respond to messages on Share911 to report your status
- Stay with your students and follow the directions of the administrator or emergency personnel

## **FRONTLINE: AUTOMATED SUBSTITUTE CALLER**

Frontline is an automated system used to find substitutes for teachers and other staff during short term, temporary absences. Frontline allows staff to register their own absences using a web site or an Interactive Voice Response phone system. Frontline then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. The administrative management functions of Frontline provide administrators with full information about absences and substitute assignments.

You will have access to the Frontline once all required paperwork is completed with Human Resources and Payroll. If you have questions or comments regarding the use of the Frontline, please contact the Human Resources at 609-978-5700 x1400. For further information on Frontline use your username and password to log onto [www.aesoponline.com](http://www.aesoponline.com) and click on HELP button for user guides.

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# STAFFORD TOWNSHIP SCHOOL DISTRICT

## Substitute Teacher Handbook

2024-2025

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## Introduction

This booklet is your guide to success as a substitute teacher in the Stafford Township School District. The contents have been arranged to assist you in finding the answers to many of the questions and problems which may confront you as a substitute in the various schools throughout the system.

Serving as a substitute is one of the most difficult assignments within the school system. It requires the ability to spontaneously walk into any classroom setting – self-contained, physical education, individualized, departmentalized – and carry out the daily activities as would the regularly assigned teacher. Because of the extraordinary expectations and demands, substitute teacher training is imperative. The better prepared, organized and able to carry out the requirements and demands of being a substitute teacher, the greater the possibility of the substitute to be an effective facilitator in the learning process. We hope that this booklet will help facilitate your journey on becoming an effective substitute teacher.

## Welcome

You, as a substitute teacher, are one of the most vital parts of our schools system. It would be extremely difficult for us to operate our schools on a satisfactory basis without you. Providing the best and highest quality education for our students is our everyday goal. Having reliable, fully qualified professional substitutes in our classrooms has always been a high priority for schools. In these days of education reform, with increased teacher in-service and outside-of-regular-classroom obligations, it is even more important that our substitute teachers be focused on student learning and skilled in effective instruction.

We wish to extend to you a most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program of our schools. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.





Administration Building  
250 North Main Street  
Manahawkin, NJ 08050

[www.staffordschools.org](http://www.staffordschools.org)

George J. Chidiac  
Superintendent

Barbara D'Apuzzo  
Director of Personnel

Voice: 609.978.5700  
Extension 1400  
Fax: 609-597-4335

Dear Stafford Substitute Teacher:

We are very pleased to have you join our family and would like to wish you a successful school year.

Substitutes play an essential role in the education of our students and allow quality instruction of our students to continue when illness or events cause a staff member to be absent. For this reason what you do is critical to each and every one of our students.

Substitute teachers also ensure the safety of our students. For this reason, I would like to emphasize how important it is to check the list of students who are staying after school for Extended Day program every day. These students are placed in the program because no one is able to be home to provide care immediately after school. Therefore, it is vital to the safety of our students that you make certain they report to the program rather than go home. Please know that this is a required job function for all of our substitutes and failure to do so will result in immediate removal from the district's substitute list.

I am confident that you understand the importance of your role in guaranteeing the safety of each of our students and we look forward to working with you.

Again, thank you for all you do for our students and have a great year!

Yours in education,

George J. Chidiac  
Superintendent

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## **Stafford Township School District**

### **Administration**

George J. Chidiac, Superintendent  
Lourdes LaGuardia, Board Secretary/School Business Administrator  
Stephanie Bush, Director of Curriculum, Instruction & Planning  
Sean Reilly, Director of Special Services  
Kristin Ducker, Vice Principal  
Richard Meyer, Vice Principal  
Jennifer Lowe, Vice Principal

### **Schools**

Stafford Intermediate  
1000 McKinley Avenue  
Manahawkin, NJ 08050  
Principal: Hope Zaun  
Phone: 609-978-5700 X1191

Ocean Acres Elementary  
489 Nautilus Drive  
Manahawkin, NJ 08050  
Principal: Susan D'Alessandro  
Phone: 609-978-5700 X1198

McKinley Avenue Elementary  
1000 McKinley Avenue  
Manahawkin, NJ 08050  
Principal: Tiffany Eberle  
Phone: 609-978-5700 X1134

Oxycocus Elementary  
250 North Main Street  
Manahawkin, NJ 08050  
Director of Preschool: William Wilkinson  
Phone: 609-978-5700 X1270

Ronald L. Meinders Primary Learning Center  
1000 McKinley Avenue  
Manahawkin, NJ 08050  
Principal: Dawn Reo  
Phone: 609-978-5700 X1306

## **How to be a Successful Substitute Teacher**

### **Role of the Substitute Teacher**

The substitute teacher is a certificated employee in charge of the classroom in the absence of the regular teacher. The substitute teacher is responsible for delivery of the instructional program to the class. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety, and security of students in the classroom.

A substitute teacher needs to work closely with the teacher assistants and/or regular staff to maintain the continuity and routine of the regular classroom program. The substitute teacher is responsible for providing for the needs of the class, and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner.

Substitutes are not entitled to a planning period. During breaks from classroom duties, substitutes are to report to the school office for assignment from the principal. Note that substitutes are entitled to a 45 minute lunch period during the school day.

Please refer to the district website: [www.staffordschools.org](http://www.staffordschools.org) for up to date policies and regulations regarding dress code for pupils, teaching staff members and other information you should familiarize yourself with.

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## **Reporting to the School**

### **Arrival time**

The following must be done as soon as you arrive:

- Sign in at the Visitor Station/Main Office
- Stop in the main office for a school map and room key
- Scan for Share911
- Review lesson plans for the day, books, materials, and special procedures – if you have any questions ask the neighboring teacher
- Review emergency plans, as well as specific behavior intervention plans for students
- Review Student Health Concerns list – if you have any questions, contact the school nurse immediately
- It is important to familiarize yourself with any unusual changes in school schedules such as fire drills, altered class schedules or activities day. If the school secretary or greeter does not apprise you of an unusual school schedule change, be sure to ask.
- Each school has emergency evacuation plans in case of a fire, lock down, or other potentially dangerous situation so that you can successfully evacuate students safely. Know the location of Emergency Response Guide. Also locate the school evacuation map in the classroom. If you cannot find the necessary information, contact the main office.
- Put your personal belongings in a secure place when you arrive

### **In the Classroom**

Review the following:

- Daily lesson plans
- Worksheets/activities or other produced materials for carrying out today's activities in the classroom
- Attendance and lunch count directions and materials
- Special procedures (It is important that you do not vary from the practices of the regular teacher)
- Seating Chart
- Review list of all students that will be staying after school for the day
- Notes regarding specific students (i.e., special education, individual health problems, and behavior problems)
- Names of student helpers

## Substitute Responsibilities

The following are applicable to all substitute assignments:

- Introduce yourself to the class. Write your name on the board. Greet students in a positive, confident manner. The first few minutes set the tone for the rest of the day.
- Start class promptly, this helps to reduce discipline problems.
- Record attendance and send to the greeter's station.
- Record lunch count and send to the cafeteria.
- Open and read all parent communication. Forward any unusual requests to the building principal. If you have questions regarding parental communication, contact the main office as soon as possible.
- Supervise students at all times. Circulate the classroom and offer assistance.
- Assist students with getting ready for dismissal and walk students to the appropriate dismissal location.
- Make sure all students attending Extended Day or after school programs get to the appropriate location – and DO NOT get on the bus at dismissal.
- Doing personal business during a substitute assignment is prohibited. The following are examples of unacceptable behavior: reading the newspaper, magazines, book, etc., personal phone calls on school phones or cell phone, and using the Internet for non-school related purposes.
- Remember to leave correspondence for the classroom teacher – letting him/her know what you were able to cover and any problems you encountered.
- If you need assistance resolving a problem, call the main office.

## Classroom Instruction

- Follow the teacher's lesson plans as closely as you can. If you find it necessary to deviate, be sure to leave a note for the teacher with that information. Teachers spend a lot of time preparing when they will be out, show respect by doing what is asked.
- It is a good idea to have some plans and activities of your own that can be used if the class covers the planned material before the end of the day.
- Grade work when possible (unless the teacher's directions state otherwise). Teachers appreciate it when simple grading is completed. It is a nice touch for teachers to be able to come back and some of the assignments have already been graded. Grade any objective or simple type of assignments in the free time you have. Leave short answers, essays, or themes for the classroom teacher to grade.
- Use clear, consistent instructions in directing every activity.
- Leave the teacher's desk (and classroom) organized at the end of the day. Use paperclips and sticky notes to organize student work – you can never organize too much! The more organized you leave the room; the more you will be appreciated.
- Be flexible. When transitions do not go as well as planned or when you find out you have music at 10:00 instead of math, do not lose your head (or your sense of humor).

## Classroom Management

- Start the day out quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know “anything does not go.” Your first words and actions usually go a long way to set the day’s discipline.
- You are legally responsible for the student’s safety. While on school grounds, students are NOT to be left unattended at any time. Do not release a student to anyone without approval from the parent or main office. When in doubt - ASK.
- Maintain established routines as much as possible. Try to hold to time schedules, routines, etc.
- With any group, smile, be friendly, show enthusiasm, and be positive. Try to see that every student experiences some success or praise.
- Whenever talking with a student, squat down to their eye level. However, do not get in their “personal space.”
- Encourage students to think of alternative solutions to the conflict. Help the student see the consequences of his/her actions. Do not get into a power struggle with the student. Attempt to give the student options, which allow him/her to maintain dignity.
- Solve problems on the spot. Never degrade students, but do handle problem situations when they occur.
- Deal with the individual student, not the group when corrections are necessary. Have all the facts. Listen to both sides of a story. Focus attention on the problem. Give the child the benefit of the doubt.
- Reward good behavior. Praise behavior that you like. This shows the students the behavior you want instead of what you do not want.
- Be a positive role model. Students learn by example.
- As a professional, maintain the use of conservative, non-controversial, acceptable language when in the classroom. The use of foul or vulgar language creates a potentially volatile situation for the students as well as the teacher.
- The only time it is legal to physically restrain a student is when it is determined the student will injure him/herself or others. The amount of restraint that can be applied is the absolute minimum to control the situation.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.
- The principal and other staff members are ready to assist you with special problems; however, the general tone of the classroom is your responsibility. Include the names and brief descriptions of any special problems you may have or feel are worthy of comment in your correspondence with the teacher. If necessary, complete a Student Discipline Referral to the main office. (See next page for referral form)

## Accidents

Accidents in the classroom, hallways, or on the playground should be reported to the principal's office and the nurse's office immediately. An accident form is available from the school nurse and should be completed for any accident involving a student or an adult. There is a nurse on duty in each building to administer first aid and follow up on other necessary procedures.

## Meetings and Conferences

In general, daily substitute teachers are not expected to attend faculty, committee, or parent meetings. Long-term substitutes will receive specific directions from the building principal.

## At the End of the Day

Complete a final written report to the classroom teacher. Be sure to include:

- What you were able to complete in the lesson plans.
- What you were unable to complete, and why.
- What you added to the lesson plans, and why.
- Which students were helpful and which were problems (be specific and give details).
- Leave completed student work for the teacher.
- Return supplies and equipment to their proper storage areas.
- Attach all referral slips (to the office or nurse, etc) to your note to the teacher.
- Before they leave for the day, remind students of homework. Have students straighten and clean the area around their desks.
- Close windows, turn off lights and equipment, and make sure the room is in good order before locking the door.
- Return all keys to the main office.

## Substitute Appraisal

- Please read over the form on the next page. The form identifies the areas that are of high importance for teachers and tasks to help you. Please know your performance is important to us and has great impact on student achievement.
- The form identifies the areas that are of high importance for teachers. Tasks are prioritized to help you.

We are committed to your success and all questionable appraisals will be reviewed with the building principals. Suggestions and ideas for improvement will be shared with you at a scheduled meeting.



## Confidentiality of Student Information

- Releasing of student information to the wrong individual is a violation of district policy 8330 and regulation 8330 (available on the district website at [www.staffordschools.org](http://www.staffordschools.org))
- Releasing of student information to the wrong individual is also a violation of numerous laws (district and individual that released the information will be held liable):
  - Federal Education Rights and Privacy Act (FERPA) & related state laws (N.J.S.A. 18A:36-19; N.J.A.C. 6A32-7.1 to 7.5);
    - These laws generally require that student records cannot be released or shared with anyone besides a student's parent/guardian, unless that parent/guardian gives written consent.

Definition of "record" includes:

- Any record, file, document or other material maintained by an educational institution
- Containing any information directly related to a student
- Maintained in any format or medium

Of course there are a few exceptions to this general requirement. These exceptions are as follows:

- School officials with "legitimate educational interests"
- Other schools into which a student is transferring or enrolling
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Judicial orders or lawfully issued subpoenas
- Health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state laws. These exceptions are narrowly interpreted by the courts such that the law will weigh in favor of not releasing the information.

- Health Insurance Portability and Accountability Act (HIPAA) & related state law (N.J.S.A. 18A:40 – 4): These laws provide added protection to health and medical information. They generally state that covered entities may only release protected health information for the purposes of facilitating treatment, payment or healthcare operations. Schools are considered covered entities.

- Example – One little statement could violate all of these laws:  
Situation: Student C's parents call you because Student C is being teased by Student D. You tell Student C's parents that you understand why they are upset but to try to give Student D a break because he has some emotional and behavioral disabilities which cause him to act this way, you believe that

Student D might even be bipolar – but in any event, you say that you will talk to Student D and see what you can do. You think you are trying to calm the situation. However, Student C's parents relay that information back to Student C. Now Student C tells all of his/her friends – and soon everyone in the class is making fun of Student D. Student D is extremely depressed and unable to attend school or even get out of bed.

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- People are creative – they will bring actions under every claim just to see which ones will stick.

- **Key Points to remember:**

- Can be held individually liable and breaking these policies is a violation of confidentiality and the law
- At a minimum – you will be a witness called to testify
- ERR ON THE SIDE OF CAUTION – assume the information you are giving is confidential and assume the person is not permitted to have access to that information (then verify you are doing the right thing before you give an answer or provide any information).
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# STAFFORD TOWNSHIP SCHOOL DISTRICT

## Substitute Training Manual

2024-2025

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## AFFIRMATIVE ACTION IN EMPLOYMENT AND CLASSROOM PRACTICES

The district is committed to providing a safe, healthy environment for all students and staff that promotes respect, dignity, and equality. The purpose of the Affirmative Action policies and procedures is to create and preserve an educational environment free from unlawful harassment and discrimination.

Discrimination based upon any of the following characteristics, whether in *employment* or *classroom* practices, is **strictly prohibited**.

Protected characteristics include: race, creed, color, religion, national origin, nationality, ancestry, age, sex (including pregnancy), marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, and socioeconomic status.

The district has a variety of policies dealing with Affirmative Action, which contain more detailed information about the applicable laws and the specific prohibited conduct. These policies can be found on our district website at [www.staffordschools.org](http://www.staffordschools.org)

In order to ensure that these policies are followed and that discrimination and harassment are eliminated, the district has implemented procedures outlining the steps to take if you are aware of or you feel you are the victim of harassment or discrimination. In addition, the district has implemented procedures outlining the steps for parents and guardians to take in the event they feel their child is a victim of harassment and/or discrimination. You should be familiar with these procedures as well so that you may direct parents and guardians appropriately.

Although the specific procedures may vary from district to district, there is one procedure that remains the same in all districts: if you are aware of or feel you are the victim of harassment or discrimination based upon a protected category, you can and should contact your immediate supervisor or your district's Affirmative Action Officer.

The Affirmative Action Officer for the Stafford Township School District is Kristin Ducker who be reached at [kducker@staffordschools.org](mailto:kducker@staffordschools.org) and 609-978-5700 ext. 1127.

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## RIGHT TO KNOW – BLOODBORNE PATHOGEN EXPOSURE

During a typical school day, students often get scraped knees, paper cuts, or bruises while in class, on the playground, or school bus. As a school district employee, you need to be aware of the potential danger of Bloodborne Pathogens.

Bloodborne Pathogens are microorganisms that are present in human blood and body fluids that can infect and cause disease in humans. Bloodborne Pathogens are transmitted in the workplace by entering your body in a variety of ways such as open cuts, skin abrasions, dermatitis, acne and the mucous membranes of the mouth, eyes or nose.

You can become infected accidentally by injuring yourself on a contaminated object such as broken glass, sharp metal, knives or orthodontic devices. You can also become infected by touching a contaminated object and transferring the infection by touching your mouth, eyes, nose or open skin.

For your protection, both federal and state regulations require that each school district create an Exposure Control Plan, which contains guidelines for how to prevent exposure and what actions to take in the event exposure occurs. The regulations and district policy/regulation/procedure also contain provisions for removal of waste as well as certain minimum training and record keeping requirements. The district's Exposure Control Plan lists all job classifications and tasks in which exposure is possible, describes the required workplace controls to eliminate or minimize exposure and requires the Hepatitis B vaccine be available to employees who have occupational exposure and requires training to those employees. This plan will be updated annually. For questions about the plan, please contact the Building Principal.

Occupational exposure means reasonably anticipated skin, eye, mucous membrane contact or skin piercing contact with blood or body fluid that may result from the performance of an employee's duties. School District employees who have the potential for occupational exposure are those employees whose duties require close contact with pupils and any other job classification designated by the Superintendent and reflected in the Exposure Control Plan.

There are a number of methods and practices that will prevent or reduce exposure. Hand washing is the most basic, but one of the most effective practices that keeps you from transferring contamination from your hands to other surfaces or other parts of your body. In addition you should not eat, drink, apply cosmetics, or lip balm, or handle contact lenses where there is a reasonable likelihood of occupational exposure. Equipment such as gloves can protect you from contact with blood or other potentially infectious materials.

The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

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Gloves can be torn or punctured and should be replaced if this occurs. Gloves should be removed using the following procedure so that no pathogens from the contaminated gloves contact your hands:

1. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
2. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
3. Dispose of the entire bundle promptly.

Specific care must be taken to never touch the outside of the glove with bare skin and every time you remove your gloves you must wash your hands with soap and running water as soon as possible.



When bodily contact with body wastes or fluids occurs, hands and other skin areas that have come in contact with a person's body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least ten seconds. Hands and other skin areas should then be dried with paper towels.

Soiled items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids. If necessary for the treatment of stains, the item may be soaked in cold water. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.

When treating soiled rugs, body wastes and fluids should be removed as previously discussed. A rug shampoo with a germicidal detergent should be applied with a brush and, when dried, vacuumed. The vacuum bag will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

With regard to hard surfaces, employees are to wear gloves while disinfecting hard surfaces and equipment. Body wastes and fluids should be removed as previously discussed and a disinfectant applied to the affected surface.

Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly discarded down a drainpipe. Gloves should be discarded in appropriate receptacles.

Specific attention must be paid to the disposal of "Sharps". These are defined as any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for time tests and blood sampling. The school nurse shall keep a log of all sharps used on a monthly basis. All sharps shall be placed in a medical waste container that is: rigid; leak resistant; impervious to moisture; has sufficient strength to prevent tearing or bursting under normal conditions of use and handling; puncture resistant; sealed to prevent leakage during transport; and labeled. When the medical waste container is 75% full, appropriate personnel will handle disposal of same. The Director of Facilities will arrange for the contracted vendor to pick up the sharps container. The vendor will provide a completed transmittal form at the time of pick up. A copy of the transmittal form will be kept by the school nurse and a copy submitted to the Business office.

It should be noted that any container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard, in accordance with federal regulations.

The benefits of using of gloves as a means of protection is clear, but there are also other forms of protective equipment that can be used such as gowns, lab coats, protective eyewear, masks, mouthpieces and resuscitation bags. The effectiveness of protective equipment depends on the user. You should be trained to use the equipment properly; the equipment must be appropriate for the task and must fit properly. In addition all equipment must be free of flaw that could compromise safety and you must use the equipment each time you perform a task involving blood or body fluids. ALWAYS remove the equipment as soon as possible if it becomes penetrated by blood or body fluids. Contaminated equipment should be handled in the same manner as stated above.

As with any accident or injury, exposure to blood or body fluid should be reported to the school nurse or supervisor as soon as possible. Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up. The route of exposure and the circumstances under which exposure occurred shall be documented.

This training information was partially created and fully reviewed by a Certified School Nurse. You will receive the district policy and regulation on Bloodborne Pathogens, a copy of the Public Employees Occupational Safety and Health Act regulation on Bloodborne Pathogens, and the location of the district's Exposure Control Plan. You will also receive information for the district representative to whom you can contact regarding any questions you may have.

## ADMINISTRATION OF EPINEPHRINE

An epinephrine auto-injector is a disposable drug delivery device that is easily transportable, about the size of a magic marker, and contains a pre-measured dose of epinephrine, a powerful drug used to treat a single anaphylactic episode. As a designated administrator of epinephrine, it is important for you to be aware of the common causes of allergic reactions.

Common causes of anaphylaxis include: food – most commonly, peanuts, walnuts, pecans, fish, shellfish, eggs, milk, soy and wheat; medication; insect stings; latex

Less common causes of anaphylaxis include: exercise; food-dependent exercise-induced anaphylaxis, which occurs when a person eats a specific food and exercises within three to four hours after eating; idiopathic anaphylaxis, which is anaphylaxis with no apparent cause.

Anyone who is designated to administer epinephrine should review the students' Individualized Emergency Healthcare Plan so as to be aware of the symptoms that may trigger an allergic reaction in that specific student. You must also become familiar with recognizing the symptoms of allergic or anaphylactic reactions and triggers that cause these reactions for each student.

Some examples of symptoms that may occur during an allergic reaction or anaphylaxis: Mouth reactions include: Itching, tingling, or swelling of lips, tongue, and mouth. Skin reactions include: Hives, itchy rash, swelling on the face or extremities. Stomach symptoms include: Nausea, abdominal cramps, vomiting, diarrhea. General symptoms include: Panic, sudden fatigue, chills, feeling of impending doom

It is important to note that the severity of symptoms can change quickly and that skin symptoms, such as itching and hives, occur in the majority of food allergic reactions, but anaphylaxis does not require the presence of such skin symptoms.

Examples of potentially life-threatening symptoms that may occur: Throat symptoms include: Tightening of throat, hoarseness, and hacking cough. Lung symptoms include: Shortness of breath, repetitive coughing, wheezing. Heart symptoms include: thready pulse, passing out, fainting, paleness, and blueness

If a reaction is progressing, several of the above body systems may be affected.

The most dangerous symptoms include breathing difficulties and a drop in blood pressure, causing shock, and are manifested by symptoms like paleness, dizziness, faintness or passing out.

Anaphylaxis is likely when any ONE of the criteria below is fulfilled: (1) Acute onset of an illness with involvement of skin/mucosal tissue, such as: Hives, Generalized itch/flush, or Swollen lips/tongue/uvula; **AND** Airway compromise, such as: Trouble getting air, Wheeze or bronchospasm, or High-pitched breathing noises; **OR** Reduced blood pressure or associated symptoms, such as: Decreased muscle tone, Fainting, Paleness, dizziness, or Blue, weak pulse. (2) Two or more of the following after exposure to suspected or known allergen for that patient: Skin/mucosal tissue, such as hives, generalized itch/flush, swollen lips/tongue/uvula; Airway compromise, such as trouble getting air, wheeze or bronchospasm, high-pitched breathing noises; Associated symptoms, such as decreased muscle tone, fainting, or Gastrointestinal symptoms, such as crampy abdominal pain, vomiting. (3) Hypotension, or low blood pressure, after exposure to known allergen for that patient, however you are not expected to measure and determine a rate of drop in blood pressure as part of this training.

It is important to note that any of these symptoms may begin within **several minutes to two hours** after exposure to the allergen.

## These are the steps to follow the Emergency Use of an Epinephrine Auto-Injector:

Determine if anaphylaxis is reasonably suspected based on the symptoms identified in the student's Emergency Health Plan. If there is a reasonable probability that anaphylaxis is occurring or about to occur, then treat the situation like an anaphylactic emergency.

Do not leave the student alone. Call 911 and then follow the district's policies and procedures for medical emergencies. Paramedics, the school nurse, the student's parents, and appropriate school administrator(s) should be notified immediately.

Most severe allergic reactions in children primarily involve trouble breathing. Children will likely need to sit calmly and upright as they are treated for their breathing problems. However, if there is evidence of faintness, loss of consciousness or confusion, lay the child flat. If a child is very ill and needs to be treated in a lying position with legs raised, they should stay in that position, if possible, during transportation to a hospital. Do not change to an upright position, except if the child is vomiting, *do not* lay the child flat. If the child has evidence of faintness or loss of consciousness *and* vomiting, then he/she should be put down on his/her side, so that the child does not choke on the vomit.

Prepare to administer auto-injectable epinephrine, as indicated by the student's health care provider on the Emergency Health Plan. See the following steps:

- a. Have the student sit down,
- b. Reassure the student and avoid moving him or her, and
- c. Check the auto-injector for expiration date and color. (To be effective, the solution in the auto-injector should be clear and colorless)

To administer the Epinephrine Auto-Injector adhere to the following sequence:

1. **Grasp the auto-injector in one hand and form a fist around the unit. With the other hand, pull off the safety cap.** (To avoid injecting yourself after removing the cap(s), never place your own fingers or hand over either end of the device. If you accidentally inject yourself, then use the back-up auto-injector to treat the student. You should go to the hospital emergency room as well.)
2. **Hold the tip of the auto-injector near the student's outer thigh.** (The auto-injector can be injected through the student's clothing, if necessary.)
3. Press firmly and hold the tip into the **OUTER THIGH** so that the auto-injector is perpendicular (at a 90° angle) to the thigh. You may hear a click.
4. **Hold the auto-injector firmly in place for 10-15 seconds.** (After the injection, the student may feel his or her heart pounding. This is a normal reaction.)
5. **Remove the auto-injector from the thigh and massage the injection area for several seconds.**
6. **Check the tip.** If the needle is exposed, the dose has been delivered. If the needle is not exposed, repeat steps 2 through 5.
7. **Dispose of the auto-injector in a "sharps" container or give the expended auto-injector to the paramedics when they arrive.**
8. **Call 911, if not previously called.**
9. **Call for the school nurse, if not previously called.**

If the anaphylactic reaction is due to an insect sting, remove the stinger (if there is one) as soon as possible after administering the auto-injector. Remove the stinger quickly by scraping with a fingernail, plastic card, or piece of cardboard. Apply an ice pack to the sting area. Do NOT push, pinch, or squeeze, or further imbed the stinger into the skin because such action may cause more venom to be injected into the student.

You should continue to observe the student until the emergency responders arrive. In some circumstances a second administration of epinephrine may be necessary. You must also monitor the student's airway and breathing. If trained in CPR, begin CPR immediately if the student stops breathing.

When emergency responders arrive, provide them with a copy of the student's Emergency Health Plan, tell them the time epinephrine was administered and the dose administered. If the auto-injector has not been disposed of in a sharps container, give the expended auto-injector to the paramedics.

If ordered by a health care provider, send a spare auto-injector along with the student to the hospital. A staff member should accompany the child to the hospital and follow procedures in accordance with the district policies regarding the care of students during emergencies.

Any student who receives epinephrine should be transported to a hospital emergency room, even if symptoms appear to have subsided. Some individuals have an anaphylactic reaction, and the symptoms go away only to return a few hours later. This is called a bi-phasic reaction. Often the symptoms of the bi-phasic reaction occur in the respiratory system and take the individual by surprise. Therefore, after a serious reaction observation in a hospital setting is necessary for at least four hours after initial symptoms subside because delayed and prolonged reactions may occur even after proper initial treatment.

In addition, emergency medical care must be obtained immediately because severely allergic students who have experienced anaphylaxis may need emergency respiratory care, cardiac care, or even resuscitation if they stop breathing. At a minimum, these students will need professional care to determine whether additional epinephrine, steroids, antihistamines, or other treatment is required. Follow-up diagnosis and care by health care professionals after the administration of epinephrine is important for recovery.

The school nurse should document the incident on the student's health record.

Epinephrine auto-injectors should be **stored at room temperature** until the marked expiration date, at which time the unit must be replaced. Auto-injectors should not be refrigerated as this could cause the device to malfunction. Auto-injectors should not be exposed to extreme heat (such as in the glove compartment or trunk of a car during the summer) or to direct sunlight. Heat and light shorten the life of the product and can cause the epinephrine to degrade. To be effective, the solution in the auto-injector should be clear and colorless.

School Districts are required to keep epinephrine auto-injectors in unlocked secure locations to be readily available during an emergency. This will vary depending upon the student's schedule and the circumstances surrounding the possible emergency. In addition to the nurse's office, possible locations for unlocked secure storage of epinephrine include the principal's office, the cafeteria, a classroom, the teacher's room, on the person of the designee, etc. Availability of epinephrine should be addressed in the student's Emergency Health Plan.

**One final reminder:** Epinephrine is medication held by the school through the authorization of a health care provider's order. Only school nurses, designees, or students able to self-medicate, should have epinephrine auto-injectors on their person.

This training information was partially created and fully reviewed by a Certified School Nurse. It is consistent with the training protocols established by the New Jersey Department of Education and New Jersey Department of Health and Senior Services.

This information will be supplemented with specific information regarding the child or children to whom you will be administering Epinephrine. You will also receive information about the district policies/regulations/procedures, which will tell you information about the district representative to whom you can contact regarding any questions you may have.

## CONFIDENTIALITY

Even if your position in the district does not include the maintenance or records, all district employees will have access to or will learn of confidential information about pupils for a variety of reasons. This information must be kept confidential and only shared in accordance with the provisions explained here.

Student records and the information contained within them must be kept confidential. The confidentiality of that information and the rights of the pupil and the pupil's parents or guardians are governed under federal law – Federal Education Rights and Privacy Act, or FERPA, as well as state law.

What is a Student "Record"? Any record, file, document or other material maintained by an educational institution, containing any information directly related to a student, which is maintained in any format or medium. This definition is very broad and includes, among other things, personal information, enrollment records, grades, schedules, discipline records, photos, videos, etc. It is important to note that personal observations are not student records.

Confidentiality laws grant an adult pupil or a minor pupil's parent/guardian three rights: The right to access records within a reasonable time of request and an individual available to interpret the records if necessary; The right to challenge and or request an amendment to a record in the file (the steps for this process include the district administrative channels, followed by the Board of Education, and the final step is the state or federal government); The third right is the right to consent, in writing, to release the confidential record or information.

There are exceptions to this third right, where release does not require consent: School officials with legitimate educational interests, other schools into which a student is transferring or enrolling, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for, or on behalf of, the school, accrediting organizations, judicial orders or lawfully issued subpoenas, health and safety emergencies, state and local authorities within a juvenile justice system pursuant to specific state law. In addition the law does not require consent to release directory information so long as the adult pupil or parent/guardian was told of the directory and given the opportunity to opt out.

Directory information includes pupil's name, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil and other similar information.

With regard to confidentiality of student records, medical records are given a heightened level of privacy and are required to be kept separate from the rest of a student's cumulative file.

Also, special education information must be kept confidential. The law requires that pupils not be needlessly labeled as needing special education.

Another issue that is related to confidentiality is the Protection of Pupils Rights Amendment, or PPRA, which further protects the privacy of students. This amendment states that before pupils are required to participate in a survey, evaluation or analysis about certain topics, the adult pupil or parent/guardian of a minor must be given an opportunity to review the questions to be asked as well as an opportunity to opt out.

Topics covered by this amendment include: Political affiliations of pupil or pupil's parent/guardian; mental or psychological problems of the pupil or the pupil's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others with whom the respondents have close family relationships – such as with lawyers, physicians and ministers; religious practices, affiliations, or beliefs of the pupil or parent/guardians; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If you have any questions about this information, please contact the Building Principal.



## HARASSMENT, INTIMIDATION & BULLYING

Like other disruptive behavior, **Harassment, Intimidation and Bullying** interfere with a student's ability to learn and achieve high academic standards, and also with a school's ability to educate its students in a safe and civil environment.

For this reason, students are expected to act in an age-appropriate manner that shows the proper regard for the rights and welfare of other students, staff, school facilities and the educational process in general. Any acts of **Harassment, Intimidation and Bullying** are prohibited.

In addition, employees and volunteers are expected to model appropriate behavior, treat others with civility and respect, and refuse to tolerate **Harassment, Intimidation and Bullying**.

What is **Harassment, Intimidation and Bullying**? The definition of HIB is established at N.J.S.A. 18A: 37-14 and is provided below. The HIB definition below has been separated into component parts for ease of reading and comprehension. Bold type has been added to emphasize selected provisions.

### HIB Definition

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it is **a single incident or a series of incidents**, that:

- Is reasonably perceived as being motivated by either 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**; and 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, that the act(s) 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/her person or damage to his/her property; or
- Has the effect of **insulting or demeaning** any student or group of students; or
- 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.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or app.

Discipline for an act of **Harassment, Intimidation and Bullying** must follow the code of student conduct and must also be progressive in nature so as to end the bullying. While there are a range of appropriate consequences, such as behavioral evaluation with a possible referral to the child study team, supportive interventions and referral services, the consequences must take into account the nature of the behavior, age of the student and the student's history of problem behavior.

In addition, appropriate consequences and remedial action will also be taken against any employee or volunteer who commits an act of **Harassment, Intimidation and Bullying**, as these individuals are expected to model appropriate behavior for students.

The district mandates that every employee and volunteer take action whenever they become aware of an incident of bullying that has a substantial interference on school operations or that occurs on school property, at any school function, on the school bus or at the bus stop. This means that every incident must be reported using the district reporting procedures.

Employees and volunteers are also required to tell others to report incidents through any means allowable by policy and procedure. Reports can even be anonymous, although this alone will not form the basis for disciplinary action.

The school district, and quite possibly individual employees, will be held liable if they knew or should have known about harassment and failed to take action to end the harassment. This is why reporting is so important!

Once an incident is reported, investigation must take place promptly in accordance with district policy and procedure.

When conducting an investigation it is important to speak to bystanders. Even though you are not the individual responsible for conducting the investigation and are just reporting the information, be sure to report the names of the bystanders. They often have important information and should be encouraged to speak up and report the **Harassment, Intimidation and Bullying** themselves.

Retaliation - against a student, employee or volunteer – for reporting an incident of **Harassment, Intimidation and Bullying** is prohibited. In fact, any individual who retaliates against another for reporting will themselves face consequences and appropriate remedial action.

Likewise, false accusations of **Harassment, Intimidation and Bullying** are not acceptable and any individual who is found to have made false accusations against another – as a means of retaliation or as its own means of **Harassment, Intimidation and Bullying** shall also face consequences and appropriate remedial action.

In accordance with the law, you will receive information about the district Policy on Harassment Intimidation & Bullying and the Regulation on Harassment Intimidation & Bullying (see pg. 15 of this training manual). In addition, all policies, regulations and reporting forms are available on the district's website. You are expected to be familiar with them and to know how to access them.

The Anti-Bullying Coordinator for the district is Kristin Ducker who can be reached at [kducker@staffordschools.org](mailto:kducker@staffordschools.org) and 609-978-5700 ext. 1127.

Attachments are subject to change without notice



# Stafford Township School District Transportation Operations Manual



**2024-2025**

**STAFFORD TOWNSHIP BOARD OF EDUCATION  
PROCEDURE**

Revised ~ 2/22/2024; 5/2024

**PROCEDURE MANUAL**  
**TRANSPORTATION DEPARTMENT**  
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Date Adopted: 5/2/1985

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## CHAPTER 1 INTRODUCTION

This manual has been developed to give the staff member a comprehensive reference point for many of the questions that may arise in the course of their daily work responsibilities. While no manual can answer every question or address every issue, the most prevalent of areas are addressed, which provide a necessary cohesiveness to the department. Please direct any questions to the Transportation Coordinator if the area is not outlined in this manual.

Drivers are required to maintain this manual on the bus at all times along with all memos, staff meeting minutes, agendas, and updates that are distributed. There is an index tab for these areas. Drivers and attendants may be asked to produce the manual at any time for review. Attendants are also required to maintain the manual, but since the driver will be maintaining the manual on the bus, attendants are not required to keep their manual on the bus. **Staff members will be issued only one manual during their affiliation with the Stafford Township Board of Education.**

*The policies and procedures in this manual are not intended to be contractual commitments by the Stafford Township Board of Education, and staff members should not construe them as such. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment terms are intended or can be implied by any statements in the manual.*

The policies and procedures are intended to be a guide for management and staff members to be followed. Stafford Township Board of Education reserves the right to revoke, change, or supplement guidelines at any time without notice.

This manual will be updated on an as needed basis during the school year by the Transportation Coordinator as the need arises. The Transportation Coordinator will review the manual annually with the School Business Administrator and any updates will be submitted for approval to the Stafford Township Board of Education.

Substitute bus drivers and attendants are assigned as interim replacements, to temporarily supplement the work force. While substitute bus drivers and attendants receive all legally mandated benefits (such as worker's compensation insurance, pension and social security) they are ineligible for all of the Stafford Township School District's other benefit programs. Substitute bus drivers and attendants are expected to comply with the provisions of this manual, Board of Education Policies and other directives of the Transportation Department.

CHAPTER 2  
TRANSPORTATION DEPARTMENT GOALS AND OBJECTIVES

The Transportation Department is a vital part of our school district and falls under the umbrella of Business Operations.

Business Operations maintains and adheres to four primary goals and therefore, we as the Transportation Department also must keep these goals in mind on a daily basis, so that job responsibilities may be met. These goals are highlighted as followed:

- *To provide a safe & secure environment for all students and staff within the Stafford Township School District.*
- *To provide an environment where operational costs and business-related services are obtained while meeting the district's educational needs.*
- *To insure a dedicated business operations staff whose purpose is to provide business services to staff, students, and community.*
- *To insure that the business operations staff is offered the resources needed to build a foundation for teamwork.*

Attachments are subject to change without notice

### CHAPTER 3 ATTENDANCE AND ABSENTEEISM

The timely expression that ninety percent of doing your job is being there is never more true and evident than with the Transportation Department. Our ability to provide safe and efficient transportation for all of our students is a necessity for our students' overall educational experience. While we realize that illnesses, family, and personal needs are part of everyday life, a satisfactory attendance rate based upon the Stafford Township Board of Education's Board Policy is expected at all times. Staff members are also bound by all provisions adopted by the Board of Education in regards to the conditions in which illness days, family illness days, personal days, and any other leaves may be utilized. Depending upon the nature of your status and affiliation with the Stafford Township Board of Education, you may or may not be eligible for the aforementioned leaves.

**ILLNESS DAY**- Illness days are provided to staff members in case of an ***ILLNESS*** for that particular staff member. If a driver or attendant is absent for more than two (2) consecutive work days, a doctor's note will be required before returning to work. Doctor's notes may also be requested on an individual basis.

**FAMILY ILLNESS DAY**- Family Illness days are provided for the sole purpose of being used when an immediate family member is ill. Using a family illness day for any other reason is not permitted. Immediate Family is defined as "child, spouse/civil union partner, or any blood relative living in the employee's household."

**PERSONAL DAYS**- To be utilized for personal business that **cannot** be conducted outside of normal work hours. Personal Days cannot be taken in conjunction with a holiday without prior approval of the transportation coordinator and the superintendent.

**DEATH IN FAMILY** – In the event of death in the immediate family, an employee will be excused from duty without loss of pay for a period not to exceed five (5) days. Immediate family shall include: spouse, children, parent, grandparent, grandchildren, brother/sister, brother/sister spouse, guardian and any others who are dependent upon or reside with the employee. Parent, grandparent, brothers and sisters of spouses/civil union partners are also included. Employees will be excused one (1) day for an aunt or uncle for observation of the funeral.

The Stafford Township Board of Education Policy and provisions of the collective bargaining agreement will be utilized to determine all other leaves including, but not limited to: Leave of Absence, Child-Rearing Leave, and Leave without Pay.

#### **TRANSPORTATION CALL OUT PROCEDURES**

The coordination of runs and substitute drivers during an anticipated absence is crucial to insuring children are transported according to a pre-determined schedule. Staff drivers and aides need to fully collaborate with the following procedures. Staff members may also contact the supervisor to apprise management of their situation.

- All transportation employees will be required to enter their absences into Frontline/AESOP as soon as possible, but no later than **two hours** prior to scheduled arrival times for their shift. In case of an emergency, where absence is required after the two hour window, staff will be required to call transportation office at 609-978-5700 x1062 to report the absence (staff may leave a message). Absences received after this will be accepted, but may result in the loss of the day's pay.
- For afternoon runs, absences must be reported to the transportation office **2 hours** prior to the arrival time. (If absence is reported into Frontline/AESOP prior to the morning shift, no phone call is necessary). Staff must call 609-978-5700 x 1062. Staff may leave a message if no one answers the phone, or email office at [transportationoffice@staffordschools.org](mailto:transportationoffice@staffordschools.org).
- All staff is expected to check the fuel level of their buses at the end of the day to ensure that the fuel tank has at least a half a tank of fuel. If the bus has less than half a tank of gas, the driver is expected to refuel the bus before ending their shift, keeping in mind pump hours and days of operation.
- All staff is expected to keep necessary bus paperwork (seating charts, bus stop locations, turning directions, etc.) up to date and placed in a location that is easily accessible. Updates should be completed at the end of

the day before leaving the bus. Any necessary updates/notes can be uploaded into Frontline/AESOP at the time of entering absence.

- All staff is required to check their emails at the beginning and end of their shifts to check for important notifications and or route changes.
- When the district must adjust routes due to staff absences, all changes will be emailed out to the impacted staff as soon as feasible, but no later than the beginning of the impacted staff members start time. If a staff members work hours will be adjusted, due to these changes, the staff member will receive a phone call from the department, notifying of the time change.

Attachments are subject to change without notice

CHAPTER 4  
SCHOOL LOCATIONS AND HOURS OF OPERATIONS

Currently, approximately 2500 students are transported daily to five schools. As of August 2016 our school hours of operation with grade levels are as follows:

Intermediate School (5 <sup>th</sup> and 6 <sup>th</sup> )	7:50 a.m. - 2:30 p.m. Delayed Opening ~ 9:50 a.m. – 2:30 p.m. Early Dismissal ~ 11:50 a.m.
McKinley School (3 <sup>rd</sup> . and 4 <sup>th</sup> )	7:50 a.m. - 2:30 p.m. Delayed Opening ~ 9:50 a.m. – 2:30 p.m. Early Dismissal ~ 11:50 a.m.
Oxycocus School (Pre-K)	8:55 a.m. - 3:35 pm Delayed Opening ~ 10:55 a.m. – 3:35 p.m. Early Dismissal ~ 12:55 p.m.
Ocean Acres (1 <sup>st</sup> and 2 <sup>nd</sup> )	8:45 a.m. - 3:25 p.m. Delayed Opening ~ 10:45 a.m. – 3:25 p.m. Early Dismissal ~ 12:45 p.m.
Primary Learning Center (PLC) (K)	8:55 a.m. - 3:35 p.m. Delayed Opening ~ 10:55 a.m. – 3:35 p.m. Early Dismissal ~ 12:55 p.m.



CHAPTER 5  
INCLEMENT WEATHER PROCEDURES

**EMERGENCY SCHOOL CLOSINGS** may be necessary due to inclement weather. Please plan where your child will go if there is an Emergency School Closing. In addition to closing school during inclement weather, two other options may be utilized which you need to be aware of and prepared for:

**DELAYED OPENING**

In the event that weather conditions are anticipated to be hazardous only for a short time in the morning (i.e. ice) the district will announce on local radio stations (see below) a two hour delayed opening. Please be advised that an abbreviated hot and cold menu will be available to students. If a delayed opening occurs, school hours will be as follows:

<b>Intermediate School</b>	-	<b>9:50 a.m. to 2:30 p.m.</b>
<b>McKinley Avenue School</b>	-	<b>9:50 a.m. to 2:35 p.m.</b>
<b>Ocean Acres</b>	-	<b>10:45 a.m. to 3:25 p.m.</b>
<b>Primary Learning Center</b>	-	<b>10:55 a.m. to 3:35 p.m.</b>
<b>Oxycocus School</b>	-	<b>10:55 a.m. to 3:35 p.m.</b>

**DRIVERS AND ATTENDANTS ARE TO REPORT TO THE GARAGE 2 HOURS AFTER NORMAL  
ARRIVAL TIME**

**EARLY DISMISSAL**

In the event that weather conditions necessitate school closing early, an announcement will be made on the local radio stations (see below). An abbreviated hot and cold menu will be available to students. Students will be dismissed as follows:

<b>Intermediate School</b>	-	<b>11:50 a.m. Dismissal</b>
<b>McKinley Avenue School</b>	-	<b>11:50 a.m. Dismissal</b>
<b>Ocean Acres</b>	-	<b>12:45 p.m. Dismissal</b>
<b>Primary Learning Center</b>	-	<b>12:55 p.m. Dismissal</b>
<b>Oxycocus School</b>	-	<b>12:55 p.m. Dismissal</b>

In the event of an early dismissal, PM pre-school will be canceled.

**DRIVERS AND ATTENDANTS ARE TO REPORT TO THE GARAGE AT 11:15 AM**

School cancellations and announcements will be made on the following radio and TV stations:

**92.7 FM ~ WOBB**

**TV – News 12 NJ Television and CBS News**

Also, updated information will be immediately posted on the home page of the district's website ([www.staffordschools.org](http://www.staffordschools.org)) or you may call the district at 978-5700.

In an effort to increase efficiency and communication with our staff and our families, we have implemented a rapid callout system that allows parents and staff to receive both text and voice messages. Please visit the human resource office and request that they update or change your primary phone number in the system to your cell phone if you wish to start receiving text messages. Transportation will also be utilizing the snow chain in case there is a breakdown of the rapid callout system.

## CHAPTER 6 DRIVER DUTIES AND OBLIGATIONS

The Board of Education requires all school bus drivers employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. The school bus driver will possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and is subject to all the Federal and State requirements to maintain the appropriate license. In addition to all Board of Education policies and procedures as well as the duties specifically outlined in the Job Description, the following are the responsibilities of the school bus driver:

### Responsibilities

- The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order.
- Arrive to the garage no later than 15 minutes prior to route departure time, you need this to do your complete Pre-Trip of your bus or van.
- School ID is to be worn at all times ~ no exceptions.
- **Arrive at the garage no earlier than 20 minutes prior to departure time.**  
*Check in no earlier than 20 minutes prior to your departure, this applies to both the AM and PM*
- If time clock is not utilized the transportation coordinator or the designee will enter times that are on file.
- **Check Bulletin Board and mailbox prior to and at the conclusion of each route sequence.**
- Complete Pre-Trip form daily prior to departing the garage with a bus at all times. Pre-Trips are to be done morning and afternoon. As part of the pre-trip inspection drivers are to check the status of the camera system. Drivers must also check for evidence of mold during the pre-trip inspection.
- Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
- Report any repair need to the mechanics immediately and complete the repair order forms.
- Maintain updated routes and seating charts at all times on their buses these routes are to be easily obtainable and legible for substitute bus drivers. Copy of the seating chart is to be kept in the transportation office and updated immediately when changes are made. ***Paperwork is to be placed on the seat of the bus when departing AM & PM***
- Drivers are to create their own route sheet following the route provided by the transportation office. Hints for substitute drivers should be added. Example: blue house/yellow mailbox, the 4<sup>th</sup> street on the right or landmark ~ Pet Store.
- Maintain and keep this manual updated at all times. All memos and notices received should be placed in this manual.
- Drivers are required to adhere to all procedures outlined in this manual including, but not limited to bus breakdown procedures, accident procedures, radio usage procedures, etc.
- Keys are to be placed in the garage on the corresponding bus number hook and are **not** to be left in the buses at any time.
- For their own safety, drivers are **NEVER** to go inside the mechanics' work area for any reason.
- Abide by all of the rules of the road at all times.
- Driver is to address each student by name, learning each name within a timely manner.
- Greet all students as they enter and depart the bus. Driver is also to greet any parent/guardians at the stop.
- Document any incidents warranting a bus conduct report due to a student's behavior. All conduct reports must be written on the proper bus conduct form. These reports are to be submitted to the Transportation Coordinator or designee immediately.
- Drivers are **NOT** permitted to alter routes or change student bus stops without reviewing with and receiving prior authorization from the Transportation Coordinator or designee.
- Report any cases where 300 feet does not exist between stops.

- Report any cases where you experience poor visibility at an intersection.
- Adhere to any driving restrictions implemented by the Transportation Coordinator or designee. See appendix.
- Maintain a fuel level of at least ½ tank at all times. Fuel is to be obtained only at the Stafford Township Fuel Depot on Haywood Road. Please be aware of the Stafford Township Fuel Depot's hours of operation and that our school calendar do not necessarily coincide. Fueling difficulties must be reported to the office by radio immediately.
- Drivers are not to share a nozzle at the fuel pumps, all drivers must fill in their own code when fueling.
- Drivers are to indicate how much fuel was dispensed along with the mileage and date on the Monthly Fuel Log.
- Transport only **authorized** individuals.
- No unauthorized individuals should board the bus. This includes parents or guardians. The only time a parent/guardian is allowed to board a bus is when they are acting as an authorized chaperone on a field trip.
- Adhere to established routes, designated bus stops, and keep to the assigned schedule. Drivers are permitted to make subtle changes to the route, but are required to:
  - Clearly document all changes.
  - Maintain a copy of the updated changes on the bus at all times.
  - Provide notification of changes in writing to the transportation office requesting the change.
  - Examples of subtle changes are:
    - Changing a student's stop to match that of a sibling.
    - Flip-Flopping the order of stops in which they are completed as long as no students' pick-up or drop-off times change.
  - Examples of changes not permitted:
    - Consolidating bus stops.
    - Adding bus stops.
    - Authorizing door-to-door transportation.
- Obey all traffic laws and observe mandatory school bus safety regulations.
- Report bus discipline and violations, including incidents of harassment, intimidation and bullying, to the building principal via the Transportation Coordinator or designee and in accordance with district policy. All Bus Conduct Reports are to be sent to the Transportation Coordinator or designee electronically. The school bus driver will never exclude a pupil from the school bus, but if unable to manage a pupil, the school bus driver will report the unmanageable pupil to the Principal, Transportation Coordinator or designee of the school in which the pupil attends.
- Report all accident and pupil injuries to the transportation supervisor or designee and complete all required paperwork.
- Participate in emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and bus rules. Emergency Evacuation drills are to be completed twice per school year and are scheduled by the Transportation Coordinator, who is to seek input from school principals as to the dates selected.
- Drivers are to perform **daily** interior bus cleaning duties, sweeping, cleaning windows, and refueling of the vehicle.
  - Drivers are to remove any snow from the bus roof prior to leaving the yard, this is the law.
  - If you are unable to do so a doctor's note must be supplied and updated year to year.
- Attend CST meetings when deemed necessary by Transportation Coordinator or designee.
- Attend bus conduct meetings with Principals and/or designee.

- Maintain records of your fingerprint and medical examiner certificate (DMV physical) deadline. Drivers are to report to the office no later than 90 days prior to their license expiration and medical examiner certificate expiration dates to obtain the necessary renewal paperwork. This is your responsibility to keep these records up to date not the Transportation Office.
- Report arrests affecting employment to Superintendent in accordance with Policy 4159 and applicable law.
- Always inspect bus after each use and after each route. Leaving a child on the bus is a criminal offence and could lead to prosecution.
- Student information is to remain confidential. You are not to share student information with any individual unless that individual is a school official with a legitimate interest in educating the student or it is an emergency situation and the information has to be shared in order to protect the student. If you have a question about whether or not information can be shared with another individual, please contact the Transportation Coordinator.
- If a driver uses a spare bus, they are to make sure that the bus is fueled up and swept after using it. No bus is to be returned without being cleaned and fueled. It must be left clean for the next driver needing it.
- Video cameras are to be checked before leaving the yard. Buses are not to leave the yard without a properly functioning camera system.
- When a bus breakdown occurs the list of students who were on the bus must be brought to the Transportation Office immediately upon returning to the bus garage.
- Attendants are to check along with driver, checking for any students or items left behind
- Other duties as deemed necessary by the Transportation Coordinator or designee.
- Buses are not to idle longer than 3 minutes
- Any motor vehicle incident is to be reported to the Transportation Coordinator, this includes all infractions, except parking tickets, including those where you are not at fault. This includes anything that occurred in any of your personal vehicles.
- Drivers are not to utilize any student bathroom when students are present ~ this includes any Extended Day Program.

Attachments are subject to change without notice

CHAPTER 7  
ATTENDANT DUTIES AND OBLIGATIONS

In addition to all Board of Education policies and procedures as well as the duties specifically outlined in the Job Description, the following are the responsibilities of the school bus attendant:

- To have a complete working knowledge of all assigned or selected bus routes.
- To follow out directives and tasks assigned by bus driver.
- To assist the driver with the daily interior bus cleaning duties.
- To properly arrange the seatbelts after the route.
- To assist the driver with all students regardless of classification with a priority focused upon students with disabilities.
- Assist bus driver in maintaining student conduct on the bus.
- Assist young or disabled students in boarding and departing the bus.
- Collect all personal items left on the bus and attempts to find the owner. If the owner cannot be found items are to be placed in the lost and found bin.
- Provide instruction to students regarding passenger safety and ensures that students wear their seat belts when the bus is so equipped.
- Participate in scheduled emergency bus exit drills.
- Attends scheduled meetings pertaining to student's special needs, when requested by the Transportation Coordinator
- Attendants are highly encouraged to seek out additional training opportunities that would enhance their job performance.
- To conduct a walk-through inspection with the driver to check for any items or children on the bus after every route.
- No attendant is to get off on Oxycocus Road.
- Attendants are to exit the bus only after it has been backed up into the assigned parking slot.
- Attendants may not use a cellular phone on the bus, except in the case of emergency. They are not to text or utilize it in any other way while riding on the bus.
- Attendants are to move around the bus and interact with students.
- Attendants are to sit in a position where they have clear visibility of all students. Not up front with the driver.
- Report arrests affecting employment to Superintendent in accordance with Policy 4159 and applicable law.
- Other duties as assigned by the Transportation Coordinator and in-line with job duties.
- Arrive no earlier than 20 minutes prior to departure.
- Clock in no more than 10 minutes prior to departure time in both the AM and PM.
- Attendants are not to utilize any student bathroom when students are present ~ this includes any Extended Day Program.

## CHAPTER 8

### CELL PHONE POLICY

#### BUS DRIVER RESPONSIBILITY

The Board of Education requires all school bus drivers employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. The school bus driver will possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and is subject to all the Federal and State requirements to maintain the appropriate license.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a pupil from the school bus, but if unable to manage a pupil, the school bus driver will report the unmanageable pupil to the Principal of the school in which the pupil attends and the Transportation Coordinator or designee.

The Principal or designee, upon receiving such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the pupil from the bus and the pupil's parent/guardian(s) or legal guardian(s) shall provide for the pupil's transportation to and from school during the time of exclusion or as outlined in the transportation handbook.

In the event of an emergency, the school bus driver shall follow procedures established by this Board. The school bus driver will immediately inform the Transportation Coordinator of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death or property damage. The school bus driver must also complete a Preliminary School Bus Accident Report prescribed by the Commissioner of Education and provide the Report to the Transportation Coordinator of the receiving school by the end of the next working day. The Transportation Coordinator of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.

A school bus driver, during the driver's work schedule, may only use a cellular or district two-way communication system for school related business. The driver is prohibited from using a cellular telephone while operating a school bus, **THIS ALSO INCLUDES ANY HAND HELD DEVICE** A cellular, or other wireless telephone, may only be used for school related business by the school bus driver while operating the school bus, when the school bus is parked in a safe area off a highway or in an emergency situation. A driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

The school bus driver is responsible for the safety of his/her pupils and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of his/her school bus.

N.J.S.A. 18A:25-2

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

CHAPTER 9  
KEYS AND FUELING

- Fuel is to be obtained at the designated place of purchase only. At the time of this publication, the Stafford Fuel Depot off of Haywood Road is the authorized fuel location.
- Fuel tanks are to never be left below ½ tank as our vehicles are to be utilized in the case of an emergency response scenario.
- If you know that you are going to be out the following day, please be courteous and fill the tank and sweep the bus for the sub driver. You cannot expect the sub driver to clean up a messy bus if they received it that way.
- Fuel nozzles are not to be shared by bus drivers; all drivers must enter their own information.
- Any fuel spillage at the pumps is to be reported to the office of the Stafford Fuel Depot and the Transportation Coordinator or designee immediately.
- When fueling up the vehicle, all drivers must be standing next to the pump regardless of weather conditions.
- ***One fuel fob will be assigned to each bus.***
- Fuel fobs are to be utilized at all times when obtaining fuel. Any fuel pump malfunction must be reported to the office by radio immediately. No fobs are to be shared between bus drivers.
- Keys are to be stored on the garage key board after all routes. Keys are not to be left in the bus between routes or at any time.
- Fuel mileage logs must be filled out daily. See sample of correctly fill out form.

Attachments are subject to change without notice



CHAPTER 10  
RADIO USAGE

Radios are installed in each bus for safety and security reasons are to be used only when necessary. Communications by other means should be utilized whenever possible to keep the radio waves clear for potential situations that may arise where radio communication is necessary and/or urgent. Whenever communicating via radio, the following 10-codes are to be utilized.

**Radio 10 CODES**

**10-1 Student Crisis**

**10-2 Radio Check**

**10-3 Cancel pickup for “stud ent’s name”. 10-4**

**Acknowledged/Copied/Received**

**10-5 Call office by phone after route**

**10-7 No parent/guardian for “stud ent’s name” at stop.**

**10-8 Parent/guardian at stop, but student is not on bus.**

**10-9 Repeat**

**10-12 Wait for direction by office**

**10-20 Location**

**10-24 Assignment Complete**

**10-25 Destination \_\_\_\_\_**

**10-30 Student had an “accident- soiled clothing” on the bus.**

**10-31 Possibility of a weapon on bus.**

**10-36 Bus Breakdown at \_\_\_\_\_**

**10-50 Suspicious Vehicle at \_\_\_\_\_**

**10-53 Bus Fire at \_\_\_\_\_**

**10-77 Bus Evacuation at \_\_\_\_\_**

**10-85 Bus Accident at \_\_\_\_\_**

**10-99 Emergency at \_\_\_\_\_**

Radio usage should be kept to a minimum and codes are to be utilized whenever possible. A copy of the codes is to be left in the bus at all times.

CHAPTER 11  
ROUTING

- Routes are to be completed annually with the usage of transportation software program Versa-Trans by the Transportation Coordinator *or designee*. Bus information will be place on the parent portal.
- Route selections will be conducted based upon the current terms and conditions of the contractual agreement between the Stafford Township Education Association and the Stafford Township Board of Education. Currently, and subject to change based upon the current contractual agreement in place, school year routes will be selected during the second full week of August and will be done so by seniority. All drivers are required to attend. Vacations should be planned so you are in attendance.
- Each contracted driver will be given 10 minutes to select a route. If a route is not selected during this time period, the next most senior driver may make a selection.
- Transportation Coordinator is to assign and reassign school buses to drivers as he/she sees the need to complete.
- Transportation Office is to process jointures annually for out-of-district placed students.

Attachments are subject to change without notice

## CHAPTER 12

### DRIVING RESTRICTIONS

Road and traffic conditions are periodically evaluated for the safety of our students. Thus, restrictions have been placed on bus stops and travel patterns. Drivers are responsible for complying with the restrictions listed below. If a route inadvertently outlines a restricted turn listed below, it is the responsibility of the driver to report the inaccuracy to the Transportation Coordinator or designee immediately and use an alternate means of travel until the route has been updated accordingly. These restrictions do not apply in Emergency situations or road construction situations in which no other alternatives are possible.

- ✓ No students are to cross the following streets:
  - Bay Avenue (From Rt. 9 to Hillard Blvd.)
  - Cedar Bridge Road, both in Warren Grove and Manahawkin.
  - Lighthouse Drive
  - Mermaid Drive (Points south of the Mermaid/Neptune intersection). Students may cross if their bus stop is at or north of the Mermaid/Neptune Intersection.
  - Millcreek Road, between E. Bay Ave. and Paul Blvd
  - Nautilus Drive
  - Neptune Drive
  - Route 539
  - Route 9
  - Route 72
- ✓ The following turns are not permitted:
  - Rudder/Nautilus: The only turn permissible at this intersection is a right hand turn onto Rudder Avenue while traveling on Nautilus Northbound. All other turns at this intersection are not permitted.
  - Lighthouse/Rudder: Similarly to Rudder/Nautilus restriction listed above, the only turn permissible at this intersection is a right hand turn onto Rudder while traveling Northbound on Lighthouse. All other turns are not permitted.
  - Left turns onto Route 72 from Barnacle.
  - Left turns from Forecastle Eastbound onto Barnacle.
  - Left turns from Mermaid onto Windlass.
  - Any turns at the Flipper/Mermaid intersection.
  - Left turns from Cedar Hill Drive onto Route 9 Northbound.
  - Left turns from Paul King Farm Road onto McKinley Avenue.
  - Left turns from Hudson Road onto McKinley Avenue.
  - Left turns from The Learning Experience Day Care to Route 72.
- ✓ K-Turns should not be utilized unless it is the only available option. When doing a K-Turn the following rules are to be applied at all times:
  - The student(s) is to be on the bus at the time when the driver is backing up the bus. When loading student(s), the student boards the bus prior to the driver completing the K-Turn. When unloading student, the K-Turn is completed prior to unloading of the student(s).
  - K-turns are not permitted to be completed anywhere except within a cul-de-sac unless prior written authorization outlining the approval is issued by the Transportation Office. Further, K- turns are never to be completed at any type of intersection without prior written authorization by the Transportation Office.
- ✓ Drivers are not permitted at any time to back up a bus if they miss a stop or street along their route.

## CHAPTER 13

### FIELD TRIP PROCEDURES

Drivers may sign up for any trips that may be of interest. Trips will be assigned by the Transportation Coordinator or designee in accordance with the agreement outlined between the Stafford Township Board of Education and Stafford Township Education Association.

#### Driver Responsibilities on Field Trips

- All passengers including but not limited to staff members, chaperones, and students are to respect the authority of the bus driver. Staff members are to assist the driver in terms of ensuring that their students are upholding to the bus rules.
- Drivers are to clearly communicate with the teacher as to the time for all passengers to return to the bus for departure back to school. Drivers are to also supply the teacher a cell phone number for means of contact.
- Drivers are to “sign-out” an EZ-Pass from the mechanics when a trip destination requires travel on toll roads.
- Drivers are to submit an accurate time sheet during the next pay period. At no time should drivers “hold- off” or “save up” field trip hours to submit at another time.
- Drivers are not permitted to deviate from the destinations outlined on the field trip form without consent of the Transportation Coordinator or designee.
- Drivers are to return to the garage for any trips that are within Mahanawkin unless prior consent to remain at the trip destination has been granted by the Transportation Coordinator. Field trips to Barnegat and Waretown may also require the driver to return to the garage due to the proximity of this particular destination and the garage.
- Any field trip cancellations will be completed based upon the field trip cancellation procedures established in January 2010.
- Drivers utilizing another driver’s bus or a spare bus for the field trip must sweep and fuel the bus. If unable to do it the day of the trip it must be done the morning of the next day.

***When going on a class trip, drivers are to go over bus evacuations with students/teachers/chaperones prior to the bus leaving the school.***

## CHAPTER 14

### LOADING AND UNLOADING STUDENTS

#### LOADING

- Activate yellow/amber warning lights no less than 300 feet from the designated stop.
- Stop bus completely so that the front bumper is no less than **10 feet from** the students at the designated stop. This forces the student to walk towards the bus which makes for clearer visibility for the driver. This is as per the S-Endorsement guidelines established by the Division of Motor Vehicles.
- Shift transmission into Neutral or Park.
- Apply parking brake.
- Students are to be “signaled by the driver” when it is safe for them to approach the bus to board.
- Monitor all mirrors continuously.
- Driver should greet the students
- Driver should know all students names within a reasonable amount of time.
- When boarding the bus, the driver is to remind the passengers to utilize the handrail.
- Check that students are to be **seated** and accounted for prior to proceeding. Driver should be using overhead interior mirror at this time.
- Remind passengers to secure seatbelts.
- ***Check all exterior mirrors again before moving the bus. If bus is equipped with the Abigail's System you still must double check. Do not rely solely on this system.***
- Close the door.
- Check to make sure red lights have deactivated. If for some reason red lights do not de-activate, driver is to then de-activate the master switch.
- Engage the Transmission into “drive”.
- Turn on left turn signal.
- Allow congested traffic to disperse.
- Check all mirrors again before proceeding.

#### UNLOADING

- Activate yellow/amber warning lights no less than 300 feet from the designated stop.
- Stop bus completely so that the front bumper is no less than **10 feet from** the bus stop. This forces the student to walk away from the bus which makes for clearer visibility for the driver. This is as per the S- Endorsement guidelines established by the Division of Motor Vehicles.
- Monitor all mirrors continuously to make sure it is safe for students to exit.
- Double Check all exterior mirrors again.
- Place the transmission into Neutral or Park.
- Engage the parking brake.
- Open the door.
- Greet the students/wish them a good night.

Remind students to cross only in front of the bus and to use the handrail. It is against all DMV rules for a student to walk behind a school bus.

- Count the students as they are exiting the bus.
- ***Re-count students once they have exited the bus before moving the vehicle. Make sure that each student is accounted for. Check Abigail's system after count if bus is equipped with this system. Do not rely totally on this system.***
- Monitor students' whereabouts with special concern for those children who are crossing.
- After students have dispersed and it is safe to proceed, close the door.
- Shift transmission into “drive”
- Release the parking brake.
- Turn on left turn signal.

- Allow congested traffic to disperse.
- Check all mirrors again and proceed when safe to do so.

Attachments are subject to change without notice

CHAPTER 15  
ACCIDENT REPORTING PROCEDURES

DRIVERS

- All accidents are to be reported by radio regardless of the severity of the accident. Not reporting an accident that could be classified as a “minor bump-up” or “fender bender” is unacceptable.
- Immediately radio the office with the accident location, number of passengers on board, severity of the accident, and whether there are any injuries.
- Do not leave the scene of the accident, regardless of whether passengers are on board. If it is not safe to leave the bus in the exact location of the accident, then pull over to the side of the road in a safe area immediately. Do not continue route under any circumstances.
- Do not proceed until clearance is issued by the Police Department and either the Mechanic or Transportation Coordinator.
- Driver is to submit to a drug and alcohol test as per outlined DOT procedures indicated at the conclusion of this chapter.
- Submit seating chart with a list of students who were present at the time of the accident and complete the driver’s accident report.

OFFICE

- Contact Stafford Police Department (or appropriate department if accident occurs outside of Stafford Township) at 597-8581 immediately if the accident involves two or more vehicles or if there are any passengers on the bus. If there are any injuries reported by the driver, contact 911. Office will not contact Police Department if minor one vehicle accident occurs such as a driver making minimal contact with signs, tree limbs, etc.
- Contact the Business Administrator’s Office. Contact Business Administrator’s cell phone if someone at the office cannot be reached.
- Contact Superintendent’s Office if contact at the Business Administrator’s office was not successful.
- Refer to DOT testing procedures to determine necessity of drug and/or alcohol testing and proceed accordingly. Procedures are included in the appendices of this manual.
- Notify school — Principal and School Nurse. The School Nurse will examine all students who were on the bus at the earliest possible time following the accident. Office is to provide list by e-mail as to which students were passengers at the time of accident.
- Contact school’s insurance company and fax copy of the Driver’s Report of Accident form.
- Fax Driver’s accident report to Business Administrator’s office.
- Obtain Police Report from the Police Department and forward to Business Administrator’s office.
- Provide list of students to the applicable schools.
- Notify all parent/guardians by phone as to the facts of the accident.
- Provide list of students and/or seating chart to the Stafford Township Police Department (or responding police agency).
- Report chargeable accidents to the New Jersey Department of Education; Ocean County Office.
- Maintain any available video footage for a period of 3 years following the date of accident.
- Obtain and maintain photos of all vehicles when possible.



### MECHANICS

- Report to the accident scene and determine whether bus is safe to be utilized.
- Provide report to the Transportation Coordinator.
- Contact the pre-approved towing vendor when towing is necessary.

Attachments are subject to change without notice

**CHAPTER 16**  
**BUS BREAKDOWN PROCEDURES**  
**SAFETY OF THE STUDENT IS ALWAYS THE TOP PRIORITY**

- 1) Driver is to radio the shop – “Bus # to shop” and give the following information to the mechanic(s). Also keep in mind to utilize ten codes outlined in chapter 10 of this manual.
  - Location.
  - Description of the bus problem to the best of his/her ability.
  - Set out triangles as per NJ State traffic law.
  - Whether students are present on the bus.
  - Begin compiling your student list.
  - Wait until spare bus arrives to unload the students unless an evacuation is necessary- smoke, fire, fluids leaking inside the bus, etc.
  - Update office after the students are loaded on the spare bus and when the route resumes. If the driver has another route to complete after the current route (for example the breakdown occurs during the Inter/McKinley route and the driver has an Oxy, PLC or OA route following), the estimated delay time needs to be given to the office as well. Any delays with approximate times for following routes need to be provided at this time.
  - Radio the office upon their arriving at their destination.
  - Driver may move bus to a safer location in non-emergency cases if the bus permits the driver to do so.
  - Driver is to supply to the office a list of all students on the bus at the time of breakdown.
- 2) Mechanics:
  - If both mechanics are present, one mechanic will take the repair truck to the site and one will take a spare bus.
  - If one mechanic is present and a standby driver is at the garage, the standby driver will take a spare bus to the site and the mechanic will take the repair truck to the site as well.
  - A pre-trip inspection of the spare bus must be completed prior to leaving the garage area.
  - If one mechanic is present and there are no spare drivers, mechanics is to inform office that there are no drivers on premises. Mechanic will then take spare bus to the site and arrangements through the office will be made to deliver the repair truck to the mechanic if the truck is needed.
  - Upon arrival to the scene, mechanic should assist students transferring to the spare bus.
  - Under no circumstances should a bus be repaired while students are on the bus. All buses need to be test driven prior to being used again. Therefore, no buses should be repaired on site and continued to be used immediately. Other arrangements to pick-up, drop-off students, and transfer students will be needed.
  - Mechanic is to contact office by radio or by phone as to whether a tow truck is necessary. This contact should be made regardless of whether or not a tow truck is needed
  - After the bus is returned to garage, mechanics are to diagnose the reason for breakdown and update the office as to the reason for breakdown and the estimated date of when the bus will be available.
- 3) Office:
  - Call the police department on every bus breakdown regardless of location.
  - Contact all schools that are affected by the breakdown and inform them that a breakdown has taken place.

- Notify the Superintendent's Office and the Business Administrator's Office as to the breakdown and any additional information that is known at that time.
- Contact all schools when they receive notification from driver as to their ETA at the school.

*Attachments are subject to change without notice*

- Provide list of students who were on the bus at time of the breakdown to the school main office secretaries when deemed necessary by the Transportation Coordinator.
- Blackboard Connect is to be used notifying parents/guardians of any delays.

Attachments are subject to change without notice

CHAPTER 17  
EVALUATIONS

Evaluations will be conducted in accordance with the agreement between the STEA and the Stafford Township Board of Education, Board Policy and applicable law.

Bus videos can be used for In-Service Training.

Attachments are subject to change without notice

CHAPTER 18  
STUDENT MANAGEMENT AND DISCIPLINARY  
CONCERNS

Driver's primary responsibility rests with transporting students to and from school in a safe and professional manner. Unfortunately at times, students' behavior may not be appropriate which necessitates action taken by the driver. Driver should not address disciplinary concerns in a manner that could jeopardize the safety of other passengers.

Drivers are expected to address minor disciplinary issues and take appropriate action. Drivers should change student's assigned seats in cases where a shift of seat assignment can minimize potential conflict with students who may not get along. Updated copy of the seating chart is to be maintained in the Transportation Office at all times.

Bus Conduct Reports are to be filled out on the proper form and submitted to the Transportation Office. Bus conduct reports are to be submitted to the office at the conclusion of the route in which the student acted inappropriately. Prompt action to address the concern is of the essence, so the submission of the report is paramount.

Bus Conduct Reports will then be reviewed by the Transportation Coordinator and forwarded to the Principal(s). Reports of harassment, intimidation and bullying must be provided verbally to the Principal on the day of the incident and a written report must follow in writing within two (2) days of the incident, in accordance with applicable law and district policy.

Attachments are subject to change without notice

CHAPTER 19  
VEHICLE PARKING  
TAGS

All district staff members are required to possess a vehicle parking tag that is issued by the Stafford Township School District. Any staff member who does not possess a tag needs to complete the form listed in the appendix and submit it to the Transportation Coordinator/designee. If a staff member obtains another vehicle or uses another vehicle, the information must be updated on the aforementioned form and again submitted to the Transportation Coordinator/designee. The Transportation Coordinator/designee is to then submit the information to the Business Administrator's Office for processing.

**Drivers and attendants are not to park in the administration parking lot. The parking lot behind the bus garage must be utilized.**

CHAPTER 20  
EMERGENCY SITUATIONS

- 1) Under normal conditions, students, regardless of grade level are to be dropped off only at their designated bus stop unless previous arrangements have been completed by the parent/guardian (i.e. dropping off student at another stop along the same route). However, in case of an emergency (flood, fire, etc.) where the designated stop is not attainable due to reasons such as, but not limited to road conditions the following is to apply:

**Driver is not to drop off student at an alternate stop unless a parent/guardian is at the alternate stop.**

For the safety of the student, students are to be taken to a school. The school may or may not be the school the child attends depending upon the situation as it may in the best interest to bring student to another school. Intermediate/McKinley students will be brought to the next school serviced by that bus. OA, PLC and OXY students will brought back to the OXY extended day program.

- The first thing that a driver is to do when approaching a bus stop where it is not safe to drop off a student is to radio the office to inform the transportation office of all the facts (bus stop, child name, etc.) and wait for direction by the transportation office.
- 2) Office will contact the school in which the child will be transported to and inform that a student will be dropped off at their building.
  - 3) If there are a large number of students that will be transported to a school, the names of the students will be obtained by the Principal when children arrive to the school rather than the driver attempting to communicate all of the information on the radio. Transportation Office and Principal will discuss the student's names upon arrival. Parent/guardians will be contacted by the Transportation Office and/or school based upon the most efficient way of getting information to parent/guardians.
  - 4) Transportation Office will speak with those parent/guardians in which an alternate bus stop needs to be established due to an emergency where parent/guardians lack the ability of picking up student at the school.
  - 5) Students that are driven to an alternate bus stop must then be dropped off only if the parent/guardian or designee is present.



CHAPTER 21  
BAS IC DO'S AND D O N'TS

**DO**

- 1) ***PUT SAFETY FIRST.***
- 2) Check the bus to ensure no student is on the bus after **EVERY** route. This also applies even in cases where drivers have two consecutive routes. Always check bus before beginning 2<sup>nd</sup> route and so on. Driver and bus attendants are expected to physically walk the aisles and visually inspect bus. In the afternoon, check bus after your last stop. Do not return to garage and then inspect bus.
- 3) Drop students off at their appropriate stop. If that is not possible, for any reason, contact the office with child information and then bring student back to school.
- 4) Report **ANY** and **EVERY** accident, whether students are on the bus or not, and whether damage was done or not.
- 5) Report inappropriate incidences that occur between students, or inappropriate interactions which may have taken place with adults along your routes.
- 6) Develop and use a signal (hand up, etc.) to request attention.
- 7) Maintain professional demeanor at all times
- 8) Contact transportation office whenever in "doubt" for guidance.
- 9) Properly complete a pre-trip inspection. As part of the inspection, always check camera system LCD panel to verify the system is properly working.
- 10) Use 10- codes whenever possible.
- 11) Make sure your video camera is working properly before leaving the yard.
- 12) Maintain confidentiality of all information. No information is to be shared with parents at any time about any students excluding their own child. For example, a driver cannot report to a parent that they have had difficulty with another student on that bus with regard to behavior. No information of this magnitude is to be alluded to or shared in any way, shape, or form with other parents. Any inquiries made by parents as to concerns and behaviors of other students are to be directed to either the Transportation Office or the School Principal. The Transportation Office is also to be made aware of any such inquiries. **No exceptions.**
- 13) ***PUT SAFETY FIRST.***
- 14) Dress appropriately using the "Stafford Dress Code". Remember we are transporting small children.

**DO NOT**

1. Touch a child other than to use the least amount of force necessary to protect a student from themselves, from others, and to protect you.
2. Give information on any topic that is not directly related to your duties and your knowledge. Direct individuals with questions to a source who would have accurate information. Always contact transportation office to share the request for information.
3. Use a louder voice than necessary to get attention and provide direction and never use inappropriate language. First and foremost we are an educational institution. Everything we do and every employee should approach their duties keeping this in mind. We all work to educate students in developing appropriate behavior.
4. Drop off Kindergarten or Ocean Acres student without a parent/guardian or designee at the stop. The same can be stated for special needs students that require an aide on the bus. The office must be contacted on occasions when a driver approaches stop and no parent/guardian or designee is at the stop for a Kindergarten student.

5. Authorize door-to-door transportation or make any drastic changes to a bus route without prior consent from the transportation office.
6. Allow fuel gauge to go below one-half tank. This applies to any bus you drive that day.
7. Allow unauthorized individuals to board bus. This includes parent/guardians. They are not allowed on bus.
8. Speed or drive faster than weather conditions permit.
9. Be disrespectful to parent/guardians, children, or fellow staff members.
10. Forget that we transport young children.
11. Discard any written communication from parent/guardians. All letters and notes are to be presented to the transportation office upon receipt.
12. Use a cell phone; turn it off when driving the bus.
13. **Do not** leave the yard if your camera is not functioning properly, ask the mechanics to check this out, you will be assigned a spare bus if it cannot be immediately repaired.
14. Do not use the radio for anything but school communication. No personal conversation.
15. Play only age appropriate radio stations on the bus.

*This page is subject to change during the school year on an as needed basis.*

## CHAPTER 22

### GARAGE ENTERING PROCEDURE

- When entering the garage “after hours” for any reason, a phone call; including leaving a voice mail message, must be placed to the Transportation Coordinator (ext. 1063) prior to entering the facility.
- Drivers and attendants are to utilize the lounge, not sit with the mechanics.
- All staff must refrain from entering the workshop, this is for safety/insurance reasons.
- Speed limit for the bus garage is 5 miles per hour.

CHAPTER 23  
STANDBY DRIVERS

- Standby Drivers ~ If at all possible there will be a standby driver for both the morning and the afternoon routes.
- **Morning** standby driver is asked to arrive at the garage at 6:45.
- **Morning** standby driver is to ask the mechanic what buses they are to pre-trip on that particular day and begin immediately. The standby driver is to do a complete pre-trip of all these buses, indicating any problems and submitting the paperwork to the mechanic so any problems can be addressed. Once the pre-trip has been completed the buses are to be turned off. Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
  - Standby drivers are to make sure that these buses have more than a ½ tank of fuel. If the gauge is at ½ tank the bus is to be taken to the Stafford Fuel Depot and filled up.
  - Standby driver is to make sure that the bus is swept and clean. Making sure that the trash can is emptied in the dumpster.
  - If the standby driver finds the bus dirty, they are to report it to the Transportation Coordinator, they are then to sweep it and empty the trash can.
  - There should be a broom, trash can, clipboard, glass cleaner, paper towels, vomit bags and vomit clean up dust on each spare bus. Please check for these supplies when doing the pre-trip.
  - All paperwork should be in order on each bus. Clipboards and pencil/pen are to be kept in a very conspicuous location so that it is easily found by any driver.
  - A spare bus **must be pre-tripped** before it can be brought out to a driver.
  - ***Standby driver is to remain in the yard until 9:15 AM waiting for any breakdowns.***
- **Afternoon** standby driver is to ask the mechanic which bus they are to use that day and if any additional ones should be pre-tripped. ***Arrival time is 2:00 PM***
  - The standby driver is to do a complete pre-trip of all these buses, indicating any problems and submitting the paperwork to the mechanic so the problems can be addressed.
  - Driver is the last in line when leaving the yard and is to remain in the football field.
  - Bus is to be parked heading out of the football field so that the driver can see the PLC exit gate.
  - Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
  - Driver is to make sure that the bus is clean, sweep the bus and they have arranged the seatbelts.
  - Bus is to remain there with the radio on until the last PLC bus has left the school.
  - Driver will radio the office to let them know that the last bus has left the campus.
  - At this time the standby driver can proceed back to the bus yard.
  - ***Afternoon standby driver is to remain until 4:30 PM***

***Standby Drivers are to make sure that all spare buses are kept clean and fueled at all times.***

CHAPTER 23 (Addendum)  
Weapons on/around Bus

**If there is suspicion of a weapon on the way to or from school:**

- Stay calm.
- Radio office
- Separate child from backpack.
  - Do NOT search bag or child.
- Move child to front of bus.
- (to school) Continue with route & keep office informed of eta to school.
- (to home)
- Bus will unload immediately upon arriving, except child & bag.
- Administration will escort child and bag to secure location.

**If a weapon is Observed (not being used):**

- Stay calm.
- Pull over to a safe area. Consider evacuating the bus. Belongings should be left on the bus.
- Call the Transportation Office and advise them of the incident. Transportation will call 911.
- Verify there is a weapon if it is safe to do so OR wait for law enforcement to arrive.
- Do not touch the weapon to avoid accidental discharge and destruction of latent fingerprints.
- Move students away from where the weapon is located if you have not already asked them to evacuate the bus.
- Consider evacuating the bus if it is the best option.
- Cooperate with law enforcement and provide requested information.

**TRANSPORTATION DEPARTMENT:** The dispatch office should call 911 and notify the Superintendent / Board of Education office.

**PERSONS SHOOTING AT OR ON THE SCHOOL BUS**

Choose the best option from RUN, HIDE or FIGHT:

**RUN**

- If the bus cannot drive away from the danger, EVACUATE as many students as possible from the bus and direct them to move to a position out of sight of the bus, use objects for cover or run in a zig zag manner if it is an open area without cover.
- CLEAR the area of as many students/others as is safely possible.
- Have an escape route and plan in mind for the entire bus route
- Students should leave belongings behind
- Help others escape if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where an active shooter may be.
- Keep your hands visible.

- Call 911 when you are safe.

#### **HIDE** (or take cover on the bus)

- Hide in an area out of the shooter's view.
- Students may use books or other objects for cover and lay as low to the floor of the bus as possible if they cannot safely evacuate and run to safety.
- Cell phones should be silenced.

#### **FIGHT**

- As a last resort and only when lives are in imminent danger.
- Attempt to incapacitate the shooter.
- Bus drivers can use driving tactics to disable the shooter (hard braking and sharp turns) if the shooter/armed person is on the school bus.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the shooter

#### **ARMED PERSON SEEN (outside of bus) OR GUNFIRE HEARD**

If there is an armed person or gunfire heard in the vicinity of a school bus:

- Drive away from armed person or gunfire if it is safe to do so or stop and take cover.
- Call Transportation. They will contact 911 and determine where it is safe to go.
- Tell students to get on the floor of the bus with heads down until you are in a safe location.
- Lock the bus door.
- Notify Transportation when/where you have reached safety/stopped.

**MEMORANDUM OF AGREEMENT**  
**Between**  
**THE STAFFORD TOWNSHIP BOARD OF EDUCATION**  
**And**  
**THE STAFFORD TOWNSHIP EDUCATION ASSOCIATION**

The above noted parties, shall recommend the terms of this Memorandum of Agreement for a successor collective negotiation agreement, through their respective Negotiating Committees, to their respective members, and this memorandum shall be subject to approval by the full Board and ratification by the Association's general membership. The parties agree as follows:

1. The parties agree to a three (3) year agreement. Change all dates in the agreement as applicable.
2. All items previously tentatively agreed to shall be incorporated into the contract. Tentative agreements are attached hereto as Exhibit A.
3. Amend Article XII (Teacher and Teacher Assistant-Teaching Hours and Teaching Load), Section (C)(1), in pertinent part, as follows:

*Grades PreK-5 - 6 teachers and special teachers, prep time will be increased from three (3) hours forty-five (45) minutes per full week to four (4) hours and thirty (30) minutes per full week.*

4. For Article XXV (Salaries), Section (A), the Board proposes an increase to base salary, inclusive of increment, as follows:

2024-2025-	3.60%
2025-2026-	3.80%
2026-2027-	3.80%

5. Amend Article XI (Bus Drivers and Transportation Attendant - Work Year), Section (A)(10), in pertinent part, as follows:

*Provided it does not interfere with a driver's regularly assigned run, full-time drivers shall have first pick of class trips distributed by seniority on a rotation basis...*

6. Article XI (Bus Drivers and Transportation Attendant - Work Year) will be amended to reflect tiering of bus routes as set forth Exhibit B attached to the MOA.

7. Amend Article XII (Teacher and Teacher Assistants Teaching Hours and Teaching Loads), Section (C)(2) as follows:

*Only under emergency circumstances, may the administration direct teachers and teacher*

assistants, as needed, to temporarily cover for an absent teacher. For each thirty (30) minutes of coverage, said teacher or teacher assistant shall receive ~~\$7.50~~ \$10.00 if County certified and ~~\$15.00~~ \$18.00 if State certified...

8. Amend Article XII (Teacher and Teacher Assistants Teaching Hours and Teaching Loads), Section (F) as follows:

*The Board gives an annual stipend of ~~\$300~~ \$500.00 to teacher assistants working with students who specifically have personal hygiene needs in their IEP (i.e. changing diapers, spitting, hitting, etc.). The annual stipend of ~~\$300~~ \$500.00 will be prorated, only if working with said student less than a full year. (i.e. change of assignment).*

9. Add new Article XIV (12 Month Calendar-Support Staff), Section (G) to state as follows:

*Twelve month employees shall be permitted to carry over up to five (5) unused vacation days per year. All carry over vacation days must be used in the next school year or they will be forfeited.*

10. Amend Article XX (Uniforms), Section (A)(2) as follows:

*Each Custodian and bus mechanic shall be reimbursed up to \$100 per year for the purchase of non-slip safety shoes. ~~provided a pair of non-slip safety shoes every year which he/she shall be required to wear. Should a new employee leave employment with the District prior to the expiration of the prescribed ninety (90) day probationary period, the cost reimbursement amount provided to the employee for of the safety shoes non-slip safety shoes shall be withheld from that employee's final paycheck. New employees hired after February 1<sup>st</sup> will be issued new shoes effective July 1<sup>st</sup> of the next calendar year.~~*

11. Amend Article XX (Uniforms), Section (A)(3) as follows:

*All custodians employed as of July 1, 2021 shall be issued a winter coat by the Board. All custodians hired by the Board after July 1, 2021 shall receive a winter coat at the time of initial issue of their uniforms. All custodians shall receive a new winter coat every three (3) years due to wear and tear. The employee must submit a request in writing for a new winter coat to the School Business Administrator or designee no later than July 1<sup>st</sup> of the third year of each three year cycle.*

12. Article XXI (Sick Day Bank) shall be revised as set forth in Exhibit C attached to this MOA.

13. Articles XXX (Executive Liaison) and XXXI (Instructional Council) will be amended as set forth in Exhibit D attached to this MOA.

14. Amend Article XXXII (Employee's Insurance Protection) Section (E)(1) as follows:

*All employees of the Board of Education will be offered a 50% buy back of their health*



~~benefit premium for that calendar year.~~ All employees of the Board of Education who opts out of insurance coverage (State or Private) will receive twenty-five percent (25%) of the premium or up to \$5,000, whichever is less, which will be paid at the end of the school year. If an employee opts out of insurance coverage after July 1<sup>st</sup>, the employee's waiver payment will be prorated accordingly. If an employee who opted out of coverage during a school year chooses to select insurance coverage during the school year as the result of an eligible life altering event as set forth in (E)(2) below, the employee's waiver payment will be prorated accordingly.

15. New Article XL (Release Time for Association President) to state, in pertinent part, as follows:

*The STEA President shall receive 45 minutes per week as release time to work on union business, including, but not limited to processing grievances, meeting with unit member, meeting with administration. This Article will expire on June 30, 2027.*

16. Amend Extra Curricular Activities, in pertinent part, as follows:

...	
Summer School Teacher	<del>\$40.28</del> \$51.44 hour
...	
Summer School Teacher Assistant	<del>\$17.00</del> \$20.43 hour
...	
Summer School Teacher Assistant With personal hygiene students	<del>\$22.00</del> hour
...	
IEP Home Assistant	<del>\$17.27</del> \$20.43 hour
...	
Special Education Sports Advisor	\$2,181.00 stipend

17. Revise Longevity as follows:

Teachers

~~\$800~~ Service Increment at the end of 11 continuous years of service in the district to be paid at the start of the next school year

~~\$500 1,000~~ Service Increment at the end of ~~18~~ 14 continuous years of service in district to be paid at the start of the next school year

~~\$750 1,500~~ Service Increment at the end of ~~21~~ 17 continuous years of service in district to be paid at the start of the next school year

Total Possible:     \$750 1,500

Support Staff (Secretaries, Teacher Assistants, Custodian, Building Mechanics, Bus Drivers, Bus Mechanics, Transportation Attendants, Cafeteria Playground Assistants)

~~\$400~~ 600 Service Increment at the end of 11 continuous years of service in district to be paid

at the start of the next school year

~~\$600~~ **\$800** Service Increment at the end of 14 continuous years of service in district to be paid at the start of the next school year

~~\$900~~ **\$1,100** Service Increment at the end of 17 continuous years of service in district to be paid at the start of the next school year

Total Possible: ~~\$900~~ **\$1,100**

18. Amend Article XXXII (Employees' Insurance Protection), Section L, in pertinent part, as follows:

*...This Chapter 78 Relief Stipend provision shall sunset at the expiration of the 2021-2024 contract, effective June 30, ~~2024~~2027...*

19. Eliminate all reference to Stafford Education Unit (SEU) and related payments.
20. Create a Distinguished Educator Stipend paid once a year on June 30<sup>th</sup> of each year in the amount of \$175-\$1575 based on previous credit earned.
21. Salary guides to be mutually agreed by the parties.
22. All other proposals not included in this Memorandum of Agreement shall be deemed withdrawn by the respective Party that made the proposal(s).
23. All terms and conditions of employment set forth in the current Collective Negotiations Agreement between the parties shall remain unchanged except as expressly modified by the Memorandum of Agreement.
24. The Board's negotiation team and the Association's negotiation team mutually agree to recommend ratification/approval to the Board and the Association membership, respectively.
25. The terms set forth in this Memorandum of Agreement are subject to approval by the Stafford Township Board of Education and ratification of Stafford Township Education Association.
26. If any terms or conditions set forth in this agreement are deemed unenforceable, the remaining terms of this agreement will be deemed severable and will remain in full force and effect.
27. This agreement may be executed in counterparts and exchanged via electronic or digital means and will be fully enforceable as an original signature and original document.

Stafford Township  
Education Association

Jeannine Golderer

Nadine Burgess

Shannon Mastrogiovanni

Dated: March 27, 2024

Jennifer Agio

Brooke Reeves

Stafford Township  
Board of Education

Kim J. Conroy 03-27-24

Chris [Signature] 3/27/24

Dated: March 27, 2024

Attachments are subject to change without notice

# Exhibit A

*Attachments are subject to change without notice*

EX. A

## Tentative Agreements

### STEA and STBOE

February 13, 2024

1. The Parties agree to a three (3) year agreement. Change all dates in the agreement as applicable.
2. Correct all inadvertent typographical (i.e., unnecessary spaces, "its" v. "it's," etc...) and formatting errors (i.e., inadvertent bold, italics and/or underlining) in the Agreement.
3. Revise page numbers of all Articles in the Table of Contents, depending on the new Agreement.
4. Revise agreement to make it gender neutral.
5. Make all references to numbers consistent (thirty (30)).
6. Revise Article I (Recognition), Section (A), in pertinent part, as follows:

*The Board hereby recognizes the Association as the exclusive representative for collective negotiation concerning the grievances and terms and conditions of employment for all personnel employed, both full and part time, by the Board including:*

1. Teachers
2. Nurses
3. Librarians Media Specialists
4. Learning Disabled Teacher Consultants
5. ~~Medical Assistants~~
6. LPNs
7. Social Workers
8. Psychologists (Full-Time)
9. Teacher Assistants
10. Bus Drivers
11. Custodians
12. Secretaries
13. Cafeteria/Playground Assistants
14. Guidance Counselors
15. Transportation Attendants
15. Mail Courier
16. Bus Mechanics
17. Assistant Bus Mechanic
18. Attendance Officer

- 19. Building & Grounds Maintenance Worker
- 20. Behaviorist
- 21. Behavior Technician
- 22. Physical Therapist
- 23. Occupational Therapist
- 24. Physical Therapist Assistant
- ....

7. Revise Article I (Recognition), Section (B) as follows:

*Unless otherwise indicated, the term "employees" when used hereinafter in this agreement shall refer to all employees represented by the Association in the negotiating unit as above defined and reference to male employees shall include female employees.*

8. Revise Article I (Recognition), Section (C) as follows:

*The term "teacher" shall include special teachers all certificated staff unless otherwise set forth in the agreement.*

9. Revise Article III (Grievance Procedure), Section (B)(7)(a) as follows:

*A request for a list of arbitrators shall be made to the American Arbitration Association or the Public Employment Relations Commission to the selection of an arbitrator.*

10. Revise Article III (Grievance Procedure), Section (B)(7)(c), in pertinent part, as follows:

*The costs for the services of an arbitrator shall be borne equally by the Board and the Association...*

11. Revise Article IX (Teacher-Work Year), Section (A)(2), in pertinent part, as follows:

*...The Friday immediately following Labor Day for 2020 will be an early dismissal for all teachers.*

12. Revise Article X (Support Staff-Work Year), Section A(2), in pertinent part, as follows:

*...The Friday immediately following Labor Day for 2020 will be an early dismissal for all secretarial staff.*

13. Revise Article XII (Teacher and Teaching Assistants-Teaching Hours and Teaching Load), Section (C)(1), in pertinent part, as follows:

*Grades 1-6 Grades Pre K-6 teachers and special teachers, prep time will be increased from three (3) hours forty-five (45) minutes per full week to four (4) hours and thirty (30) minutes per full week...*

~~... Effective July 1, 2014, The Administration shall make every attempt to continue scheduling Certificated Staff for one (1) prep period every day...~~

14. Revise Article XIV (12 Month Calendar-Support Staff), Section (E), in pertinent part, as follows:

**VACATION-CUSTODIANS**

15. Revise Article XVIII (Professional Responsibilities), Section (A)(1) and (2), in pertinent part, as follows:

~~1. For the duration of the 2013-2014 school year, teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings fifteen (15) times during the school year, with a maximum of three (3) meetings in any one month. Such meetings shall begin no later than five (5) minutes after the student dismissal time and shall not run more than forty-five (45) minutes and shall be under the direct supervision of the building principal.~~

~~...~~

16. Delete Article XVIII (Professional Responsibilities), Section (D), which currently states as follows:

**SUBSTITUTE CALLING**

~~Teachers shall notify the district of their absence from school because of illness with the following guidelines:~~

17. Revise Article XVIII (Professional Responsibilities), Section (E)(1) and (2) as follows:

**~~CALLING TIME-DISTRICT POLICY~~ CURRENT POLICY FOR ABSENCES**

- ~~1. The parties shall follow the current practice which provides for the use of the current absence management system. machine for 24-hour calling.~~
- ~~2. Calls received after 7 a.m. will be accepted, but may result in the loss of the day's pay. If unable to enter virtually in current absence management system after 7 a.m., the staff member must call the main office to report the absence.~~

18. Change all references to "child-rearing" to "child bonding."

19. Delete Article XXXIV (Representation Fee) in its entirety.

20. Revise Article XXXVI (Miscellaneous Provisions), Section (A) as follows:



*The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school district shall clearly exemplify there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of the Agreement on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status). ~~Race, Creed, Color, National Origin, Age, Ancestry, Nationality, Gender Identity or Expression, Disability, Liability for Military Service, Affectional or Sexual Orientation, Atypical Cellular or Blood Trait, Genetic Information (including the refusal to submit to genetic testing).~~*

21. Extracurricular Activities- Add STEAM Show Advisor-\$2,181.00

For the STEA

For the STBOE

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

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

# EXHIBIT B

Attachments are subject to change without notice

ARTICLE VIII  
EMPLOYMENT PROCEDURES  
BUS DRIVERS and TRANSPORTATION ATTENDANTS

Page 18

A. PLACEMENT ON SALARY GUIDE

1. Adjustment to salary schedule - Any employee hired on or before February 1st of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year. Anyone employed after February 1st of any school year shall remain on the same step of salary guide the following year.
2. After three (3) years of uninterrupted continuous service, employees shall be appointed for an unfixed term consistent with the provisions of Chapter 137, Public Laws of 1960 (18A: 17-2, 18A: 17-3 and 18A: 17-4).
3. *Salary guide is hourly and contingent on Driver Package selected.*

ARTICLE XI  
BUS DRIVERS AND TRANSPORTATION ATTENDANTS  
WORK YEAR

Pages 21/22

2. Work day - each full-time driver shall work a *minimum* five and 1/2 hour day, transportation attendants shall work a *minimum* five and 1/2 hour day. *The bus driver's five-hour contracted* schedule of runs in a day shall include a fifteen (15) minute preparation period for drivers to complete the required vehicle checklist. All bus fluids shall continue to be checked and replaced by the mechanic.
3. *Contracted Run Packages will be constructed in:*  
*5 ½ hour route or 6 ½ hour route and will be constructed as needed.*

ARTICLE XVI  
OVERTIME – BUS DRIVERS AND BUS ATTENDANTS

Page 34

A. DEFINITION

1. Drivers shall be paid their pro-rated hourly rates for any hours worked in excess of ~~Five (5) hours assigned /contracted package of five and one half (5 ½); or six and one half (6 1/2) )~~ hours of required attendance per day.
2. Transportation attendants shall be paid their pro-rated hourly rate for any hours worked in excess of five and one half (5 1/2) hours of required attendance per day.
3. Bus Drivers and Bus Attendants shall be entitled to compensation at their hourly rate for all hours worked in excess of ~~their assigned /contracted package selection of five and one half (5 ½); or six and one half (6 ½) hours of~~ required attendance per work day ~~five (5) hours per work day~~ to be paid in accordance with the following chart:

Minutes Over	Compensation Issued
0-2	No Compensation
3-15 minutes	15 minutes of compensation paid
16-30 minutes	1/2 hour of compensation paid
31-45 minutes	45 minutes of compensation paid
46-60 minutes	60 Minutes of compensation paid

4. A time clock shall be used.

The following will not change to provide guidance for future settings as needed in negotiating the transportation needs of the district.

ARTICLE XI  
BUS DRIVERS AND TRANSPORTATION ATTENDANTS  
WORK YEAR

3 All employees hired after July 1, 1999, must work a minimum of twenty-five (25) hours per week to be eligible for health benefits.

19. All full-time drivers, *beginning the 2024-2025 school year*, will be guaranteed a customary work day of five and 1/2 (5.5) hours. Notwithstanding, it is expressly understood any reduction in force shall be based on seniority.

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# EXHIBIT C

Attachments are subject to change without notice

**ARTICLE XXII**  
**SICK DAY BANK**

A. A negotiation unit employee (hereinafter "employee" or "participant") Sick Day Bank shall be established. Each employee will be given the option of participating annually. Each employee shall contribute a minimum of one (1) sick day to join the sick bank. Should a member want to contribute more than one (1) sick day, the maximum number of days a member can donate shall be five (5) sick days. Each participant may voluntarily contribute one (1) of the participant's sick days to the bank annually and must be submitted to the Human Resources Department at the time the annual employment contract is due. The initial voluntary contribution of sick leave must be made on or before October 15<sup>th</sup>. An indication to join or not will be added to the employment contract. If neither option is checked, your decision is "NO". This will constitute a pool of days upon which a participant may draw, as explained below:

1. A participant who has exhausted his/her sick and personal days due to a protracted and verifiable illness or injury may apply to the committee.
2. The participant's record must show non-abuse of sick day usage, as determined by the committee.
3. Maternity related disability will generally not be considered by the Sick Day Bank
4. The committee may or may not award the days and may do so in not more than fifty (50) days in a school year and in no more than twenty-five (25) day segments. Reapplication is necessary for each segment. If the pool diminishes to the point whereby it is less than thirty percent (30%) of whole days in relation to the number of participants at a given moment, an open enrollment period will be declared and all employees covered by this agreement shall have the opportunity to enroll in the Sick Day Bank. Should a participant at any time of replenishing opt NOT to enroll, such action will constitute a withdrawal from the bank, losing any days thus far contributed.

B. The committee will be as follows:

1. Two participating STEA members appointed by the president.
2. One participating STEA support staff member appointed by the president.



3. The superintendent (or his designee).
  4. Two members of the Board of Education (or an administrator as so designated by the board president).
- C. If a tie vote occurs, up to twenty five (25) days will be awarded, but not more, for a single incident or illness. Also, in cases of a tie and following the initial 25 day award, if a reapplication follows, and a second tie results, the reapplication will be denied.
  - D. At the end of each school year, the school business administrator shall provide the STEA with a written accounting of the number of days used, the number of individuals who utilized days and the number of days remaining.
  - E. The Superintendent or designee shall provide the Committee with a list of participants and the number of days contributed on an annual basis no later than November 1<sup>st</sup>.

Attachments are subject to change without notice

# EXHIBIT D

Attachments are subject to change without notice

ARTICLE XXX  
EXECUTIVE LIAISON

A. There is hereby established an administration/executive liaison committee.

Committee Composition:

1. Superintendent
2. Executive Members of the Association
3. ~~Members of the Board of Education~~
3. Building Principals
4. Building Representatives

B. The purpose of this committee shall be to allow the Association and Board to have open communication regarding mutual concerns and interests of each group.

C. Matters for discussion shall be submitted to the superintendent one (1) week in advance of the meeting to allow all parties proper preparation for discussion.

D. It is agreed, the superintendent and president of the Association shall meet at mutually agreed times to discuss any matters of interest and concern to both groups.

E. The Executive Liaison Meetings shall be not less than five (5) times per year and all discussion shall be advisory in nature. Suggested months for meetings shall be September, November, January, March, and May.

F. It is further understood that any matter which has its own vehicle for consideration, such as grievances, shall not be placed on the agenda.

G. If by mutual agreement no meeting is necessary it shall not be held.

H. The minutes of the meetings will be mutually agreed upon by district representative and chairperson.

I. The Board of Education will be provided with minutes from the executive liaison meetings.

ARTICLE XXXI  
INSTRUCTIONAL COUNCIL

A. ORGANIZATION

1. Purpose – An instructional Council shall be established and shall meet no later than October 15 each year. The purpose of the council shall be to strengthen the educational program through recommendation, research, implementation and evaluation by the superintendent and the Association to best meet the needs of the students, the schools and the community. The council may consider, but not be limited to, advising the Board District Administration and the Association on such matters as curriculum improvements, teaching experimentation, extracurricular programs, in-service training, staff development, pupil testing, evaluation, philosophy, educational specifications for buildings, and other related matters regarding the effective operation of the Stafford Township School District.

2. Membership – The council shall consist of one (1) chairperson from the Association and three (3) representatives from the Intermediate School and two (2) representatives from each of the elementary schools representative appointed by the Association from each school. Each school will be entitled to one (1) representative for every fifteen Association members in the school. For fair representation, a member should be sought to represent special education and another member should represent special subject teachers. This would not be mandatory but highly recommended. There will be three (3) representatives, exclusive of the superintendent, who shall be appointed by the Board of Education Superintendent or designee. The superintendent and the curriculum/instruction supervisor shall be ex-officio members of the council.

3. Committees – The council shall be authorized to establish sub or ad-hoc committees for specific projects to allow those who could be affected by council recommendations an opportunity to be involved.

4. Individual initiatives for suggestions – The council shall encourage the initiation of ideas and suggestions for projects by individual employees, departments, grade levels, Association committees, administrators, Board members, students, parents, or other interested parties.

5. Rules of procedure – The council shall establish its own rules of procedure. The chairperson or a member designated by the chairperson will meet with the supervisor of curriculum/instruction at least one (1) week prior to a meeting to prepare an agenda. It is suggested, but not mandatory, for all members of each school to meet with their building principals prior to a meeting in an effort to address and resolve any outstanding issues prior to a council meeting. The Parties recognize and agree that timely resolution of issues is critical so Association members should not delay in addressing outstanding issues with building principals in anticipation of a council meeting.

6. Meetings – The council shall schedule four (4) meetings per school year. Additional meetings may be held by mutual agreement by the parties. ~~meet whenever four (4) or more of its members call for such a meeting.~~

A. The minutes of the meetings will be mutually agreed upon by district designee and STEA chairperson.

7. Information – The council and its sub-committees shall be provided with the same access to available school district information as provided to the Association as specified in Article V. The Board shall consider all written reports submitted by the council for action. However, the Board is under no obligation to accept or implement any of the council's recommendations.

8. Within two (2) school days, all recommendations accepted or implemented by the Board shall be reported by the superintendent to the principals, and all parties affected by the recommendation.

Attachments are subject to change without notice

**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ACE OUTDOOR POWER EQUIPMENT	11-000-263-610-00-100	2633	PO-24-00046	Emergency Blanket Order Inv: 324410 5/1/24	June Bills		66.95
							<b>66.95</b>
ADVANCING OPPORTUNITIES INC	11-000-219-390-65-306	4465	PO-24-01618	Student Evaluation Inv: SA033649	June Bills		1,400.00
							<b>1,400.00</b>
AGNELLO DANIELLE AND RICH	11-000-270-503-00-500	5472	PO-24-01061	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY TA	June Bills		582.50
AGNELLO DANIELLE AND RICH	11-000-270-503-00-500	5472	PO-24-01061	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY LA	June Bills		582.50
							<b>1,165.00</b>
ALMA ROSA VASQUEZ	11-000-270-503-00-500	5371	PO-24-01135	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY SV	June Bills		582.50
ALMA ROSA VASQUEZ	11-000-270-503-00-500	5371	PO-24-01135	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY SV	June Bills		582.50
							<b>1,165.00</b>
Amazon Web Services, Inc.	11-190-100-340-00-300	5608	PO-24-01327	AWS Cloud Storage Inv: 1683023593	June Bills		35.23
							<b>35.23</b>
AMAZON.COM SERVICES INC	11-000-270-615-00-121	5325	PO-24-01491	Bus Parts for Bus 143 Inv: 1PQ3-WYP9-7T9Y	June Bills		16.98
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-24-01509	Textbook Inv: 1J4G-Y64H-MFLP	June Bills		1,124.40
AMAZON.COM SERVICES INC	11-000-270-610-00-600	5325	PO-24-01517	Office Supplies Inv: 1LRN-R6CK-D6LT	June Bills		79.93
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-24-01519	Butterfly Nets Inv: 1R7M-FQGN-HF91	June Bills		209.79
AMAZON.COM SERVICES INC	20-511-200-600-00-118	5325	PO-24-01524	Security Supplies Inv: 1HQX-CRJB-11C6	June Bills		223.09
AMAZON.COM SERVICES INC	20-511-200-600-00-118	5325	PO-24-01524	Security Supplies Inv: 13QG-M7JK-QWKY	June Bills		-114.63
AMAZON.COM SERVICES INC	20-511-200-600-00-118	5325	PO-24-01524	Security Supplies Inv: 1LNC-1NH9-39LV	June Bills		114.33
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-24-01533	Butterfly Kits Inv: 1MFY-Q474-NLX6	June Bills		765.59
AMAZON.COM SERVICES INC	61-992-330-600-00-100	5325	PO-24-01537	Concessions supply Inv: 1KFJ-4KXV-N13N	June Bills		171.24
AMAZON.COM SERVICES INC	20-004-100-600-00-100	5325	PO-24-01541	Items for MD Students Inv: 1HR9-16J7-QHPG	June Bills		119.70
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-24-01544	Basketball Hoops and Insects Inv: 11J4-VHWW-JY9X	June Bills		1,574.37

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**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
AMAZON.COM SERVICES INC	11-000-261-610-50-105	5325	PO-24-01545	Replacement filters for Administration water coolers, handicap bar for McKinley bathroom student use Inv: 1J3G-YD7C-7RDM	June Bills		388.00
AMAZON.COM SERVICES INC	11-000-262-610-00-100	5325	PO-24-01545	Replacement filters for Administration water coolers, handicap bar for McKinley bathroom student use Inv: 1J3G-YD7C-7RDM	June Bills		45.39
AMAZON.COM SERVICES INC	11-000-262-610-60-105	5325	PO-24-01545	Replacement filters for Administration water coolers, handicap bar for McKinley bathroom student use Inv: 1J3G-YD7C-7RDM	June Bills		59.49
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-24-01550	Tarps for Stepping Up Inv: 17PL-GXGR-3J9T	June Bills		154.83
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-24-01551	Texbook Funds Inv: 1QYQ-TC6T-9VKH	June Bills		975.04
AMAZON.COM SERVICES INC	61-992-330-600-00-105	5325	PO-24-01552	General Supplies- STA Inv: 1L7T-VMVC-1CRJ	June Bills		71.98
AMAZON.COM SERVICES INC	11-000-270-615-00-121	5325	PO-24-01553	Bus Parts for Bus 156 Inv: 1RCJ-NJH3-6RXC	June Bills		18.98
AMAZON.COM SERVICES INC	11-000-263-610-65-100	5325	PO-24-01584	OA Grounds supplies for Asphalt cracks Inv: Y114-XT4Y-JLPM	June Bills		309.84
AMAZON.COM SERVICES INC	20-511-200-600-00-119	5325	PO-24-01596	For C- Teacher to Go Emergency Bags Inv: 13X4-PW36-YMVD	June Bills		875.80
AMAZON.COM SERVICES INC	20-250-100-600-65-110	5325	PO-24-01606	Sensory Rooms OA PLC INT Inv: 1CDL-3RML-RPYW	June Bills		180.85
AMAZON.COM SERVICES INC	20-250-100-600-70-110	5325	PO-24-01606	Sensory Rooms OA PLC INT Inv: 1CDL-3RML-RPYW	June Bills		180.85
AMAZON.COM SERVICES INC	20-250-100-600-75-110	5325	PO-24-01606	Sensory Rooms OA PLC INT Inv: 1CDL-3RML-RPYW	June Bills		180.85
							<b>7,726.69</b>
AMERIFLEX, LLC	11-000-291-270-00-200-001	3214	PO-24-00849	COBRA Inv: INV729690 MAY 2024	June Bills		256.50
AMERIFLEX, LLC	11-000-291-290-00-000	3214	PO-24-00983	Anticipated Flexible Spending Inv: INV732150 MAY 2024	June Bills		330.00
							<b>586.50</b>
ARIAS CARLOS	11-000-270-503-00-500	5475	PO-24-01075	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY OA	June Bills		582.50
ARIAS CARLOS	11-000-270-503-00-500	5475	PO-24-01075	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY AA	June Bills		582.50
							<b>1,165.00</b>
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-24-01417	Bus Parts for Bus 151 Inv: XA122004780:01	June Bills		248.06
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-24-01527	Bus Parts for Bus 172 Inv: XA112005075:01	June Bills		901.84
							<b>1,149.90</b>

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**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
AVEANNA HEALTHCARE	11-000-217-320-70-300	5501	PO-24-01610	1:1 Nursing Services Inv: 4455185 MAR 2024	June Bills		6,954.84
							<b>6,954.84</b>
BAY PHYSICAL THERAPY	20-251-100-300-00-300	1051	PO-24-01581	Idea Prek Inst Pur Serv Inv: 408X APRIL 2024 OXY	June Bills		1,686.75
BAY PHYSICAL THERAPY	11-000-216-320-50-321	1051	PO-24-01581	Idea Prek Inst Pur Serv Inv: 408X APRIL 2024 OXY	June Bills		2,660.25
BAY PHYSICAL THERAPY	11-000-216-320-60-321	1051	PO-24-01581	Idea Prek Inst Pur Serv Inv: 408A APRIL 2024 MCK	June Bills		828.00
BAY PHYSICAL THERAPY	11-000-216-320-65-321	1051	PO-24-01581	Idea Prek Inst Pur Serv Inv: 408A APRIL 2024 OA	June Bills		2,967.00
BAY PHYSICAL THERAPY	11-000-216-320-70-321	1051	PO-24-01581	Idea Prek Inst Pur Serv Inv: 408A APRIL 2024 INT	June Bills		655.50
BAY PHYSICAL THERAPY	11-000-216-320-75-321	1051	PO-24-01581	Idea Prek Inst Pur Serv Inv: 408A APRIL 2024 PLC	June Bills		655.50
							<b>9,453.00</b>
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-24-01563	1:1 Nursing Inv: 19160210 4/8/21 - 4/12/24 JW	June Bills		1,912.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-24-01563	1:1 Nursing Inv: 19168884 4/15/24 - 4/19/24 JW	June Bills		1,912.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-24-01564	1:1 Nursing Inv: 19149894 4/8/24 - 4/12/24 MH	June Bills		775.00
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-24-01564	1:1 Nursing Inv: 19168559 4/15/24 - 4/19/24	June Bills		762.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-50-300	4402	PO-24-01565	1:1 Nursing Inv: 19149817 4/8/24 - 4/12/24 JD	June Bills		1,924.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-50-300	4402	PO-24-01565	1:1 Nursing Inv: 19168471 4/15/24 - 4/19/24 JD	June Bills		1,924.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-24-01586	1:1 Nursing @ OA Inv: 19076560 3-11-24 - 3/15/24 JW	June Bills		1,950.00
							<b>11,161.50</b>
BAYSHORE JOINTURE COMMISSION	11-000-100-566-00-500	4990	PO-24-00292	Out of District Tuition Inv: 24-00349 JUN 2024 FS	June Bills		9,800.00
BAYSHORE JOINTURE COMMISSION	11-000-100-566-00-500	4990	PO-24-00293	Out of District Tuition Inv: 24-00349 JUN 2024 FR	June Bills		9,800.00
							<b>19,600.00</b>
BOTTLING GROUP, LLC	61-992-330-600-00-100	4736	PO-24-01455	Fountain soda for concessions Inv: 09484356	June Bills		316.35
BOTTLING GROUP, LLC	61-992-330-600-00-100	4736	PO-24-01593	Fountain soda for concessions Inv: 09448258	June Bills		37.36
							<b>353.71</b>
BRITTON INDUSTRIES INC	11-000-1263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1122289-IN	June Bills		1,098.71

**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
BRITTON INDUSTRIES INC	11-000-263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1122290-IN	June Bills		1,131.01
BRITTON INDUSTRIES INC	11-000-263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1122291-IN	June Bills		1,078.06
BRITTON INDUSTRIES INC	11-000-263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1122292-IN	June Bills		1,103.48
BRITTON INDUSTRIES INC	11-000-263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1123139-IN	June Bills		1,088.65
BRITTON INDUSTRIES INC	11-000-263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1123137-IN	June Bills		1,044.17
BRITTON INDUSTRIES INC	11-000-263-610-75-100	5462	PO-24-01530	Stone for new parking lot at PLC Inv: 1123138-IN	June Bills		1,098.18
							<b>7,642.26</b>
BROWN & BROWN BENEFIT ADVISORS, INC.	11-000-291-270-00-200	4437	PO-24-00781	Brokerage Services (2nd half) Inv: 128354 JUNE 2024	June Bills		2,000.00
							<b>2,000.00</b>
BSN SPORTS, LLC	20-218-100-600-00-100	5237	PO-24-01508	Teaching Aids-Balls Inv: 923514190	June Bills		579.32
							<b>579.32</b>
CANON SOLUTIONS AMERICA, INC.	61-992-330-420-00-400	5417	PO-24-01506	MAINT/OVERAGES STAC COPIER 1/28 TO 4/27/2024 Inv: 6007842511	June Bills		517.27
							<b>517.27</b>
CAROLYN SCHNEIDER	11-000-270-503-00-500	4345	PO-24-01079	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY LP	June Bills		582.50
							<b>582.50</b>
CAUSEWAY GLASS COMPANY, INC.	11-000-270-615-00-121	4759	PO-24-01477	Replacement Glass for Door of Bus 142 Inv: I035318	June Bills		186.22
CAUSEWAY GLASS COMPANY, INC.	11-000-270-615-00-121	4759	PO-24-01612	Replacement Glass for Window on Bus 171 Inv: I035374	June Bills		131.03
							<b>317.25</b>
COLLEEN GUIDO	11-000-270-503-00-500	4747	PO-24-01142	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY HG	June Bills		582.50
							<b>582.50</b>
COMEGNO LAW GROUP PC	11-000-230-339-00-329	5235	PO-24-01614	Legal Services - APRIL Inv: 5205	June Bills		351.50
							<b>351.50</b>
CONNOLLY TERRIANNE AND KEVIN	11-000-270-503-00-500	5480	PO-24-01071	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY JC	June Bills		582.50

**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>582.50</b>
COOPER ELECTRIC SUPPLY, INC.	11-000-261-610-65-105	2015	PO-24-01520	LED bulbs needing replacement at Ocean Acres and Intermediate Inv: S054968509.002	June Bills		316.27
COOPER ELECTRIC SUPPLY, INC.	11-000-261-610-70-105	2015	PO-24-01520	LED bulbs needing replacement at Ocean Acres and Intermediate Inv: S054968509.002	June Bills		147.23
COOPER ELECTRIC SUPPLY, INC.	11-000-261-610-70-105	2015	PO-24-01520	LED bulbs needing replacement at Ocean Acres and Intermediate Inv: S054968509.001	June Bills		169.04
							<b>632.54</b>
COSTCO WHOLESALE CORPORATION	61-992-330-600-00-100	4750	PO-24-01293	Supplies for concession Inv: 5/9/24 1025 230 16 820	June Bills		39.24
COSTCO WHOLESALE CORPORATION	61-992-330-600-00-101	4750	PO-24-01293	Supplies for concession Inv: 5/9/24 1025 230 17 820	June Bills		62.45
							<b>101.69</b>
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-24-01529	Bus Parts for Bus 132 Inv: C71648	June Bills		257.98
							<b>257.98</b>
DASTI, MURPHY, MCGUCKIN, ULAKY, KOUTSOUR	11-000-230-331-00-323	5283	PO-24-01588	Legal Services for the month of: April 2024 Inv: 126736 APR 2024	June Bills		676.50
DASTI, MURPHY, MCGUCKIN, ULAKY, KOUTSOUR	11-000-230-331-00-323	5283	PO-24-01588	Legal Services for the month of: April 2024 Inv: 126737 APR 2024	June Bills		1,056.00
							<b>1,732.50</b>
DAVID KERN	11-000-270-390-00-301	5633	PO-24-01513	Job Fair DOT Physical and CDL Permit Reimbursement Inv: REIMBURSE	June Bills		235.00
							<b>235.00</b>
DELTA DENTAL, INC.	11-000-291-270-00-200	2583	PO-24-00726	Employee Dental Coverage Inv: PM00000001032995 ACTIVE JUNE 2024	June Bills		28,864.56
DELTA DENTAL, INC.	11-000-291-270-00-200	2583	PO-24-00726	Employee Dental Coverage Inv: PM00000001032996 RETIREES JUN 2024	June Bills		4,154.50
DELTA DENTAL, INC.	11-000-291-270-00-200-001	2583	PO-24-00726	Employee Dental Coverage Inv: PM00000001032997 COBRA JUNE 2024	June Bills		426.96
							<b>33,446.02</b>
DEMARSICO CINDY AND ARTIE	11-000-270-503-00-500	5476	PO-24-01076	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY LD	June Bills		582.50
DEMARSICO CINDY AND ARTIE	11-000-270-503-00-500	5476	PO-24-01076	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY JD	June Bills		582.50

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**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>1,165.00</b>
DIANA SICKINGER	11-000-270-503-00-500	5262	PO-24-01137	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY HS	June Bills		582.50
DIANA SICKINGER	11-000-270-503-00-500	5262	PO-24-01137	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY OS	June Bills		582.50
							<b>1,165.00</b>
ECOLAB, INC.	60-990-310-500-00-500	2917	PO-24-01462	Cafeteria Repairs Inv: 6345155113 TAX EXEMPT	June Bills		646.55
							<b>646.55</b>
EDVOCATE, INC.	60-990-310-300-00-300	5088	PO-24-00164	Consulting Services for Food Service RFP Inv: 7690	June Bills		8,700.00
							<b>8,700.00</b>
ELITE REHABILITATION SERVICES, LLC	11-000-216-320-60-321	4560	PO-24-01620	Ot/pt/speech Services Mck Inv: STAF104KP APR 2024	June Bills		2,553.00
ELITE REHABILITATION SERVICES, LLC	11-000-216-320-75-321	4560	PO-24-01620	Ot/pt/speech Services Mck Inv: STAF104BH APR 2024	June Bills		3,726.00
							<b>6,279.00</b>
FERGUSON ENTERPRISES, INC.	30-000-404-450-00-400	5242	PO-24-01579	Renovation of 2 staff bathrooms at McKinley Inv: 0845435	June Construction		3,038.68
							<b>3,038.68</b>
FERRER AMY AND PAUL	11-000-270-503-00-500	5465	PO-24-01097	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY JF	June Bills		582.50
FERRER AMY AND PAUL	11-000-270-503-00-500	5465	PO-24-01097	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EF	June Bills		582.50
							<b>1,165.00</b>
FOLLETT SCHOOL SOLUTIONS, INC.	20-501-100-640-00-119	4487	PO-24-01285	Library Books Inv: 379649F	June Bills		144.00
FOLLETT SCHOOL SOLUTIONS, INC.	20-501-100-640-00-119	4487	PO-24-01285	Library Books Inv: 379649	June Bills		240.00
							<b>384.00</b>
GENERAL CHEMICAL & SUPPLY, INC.	11-000-262-610-65-104	4931	PO-24-01042	Janitorial Supplies Districtwide and Grounds supply of ice melt Inv: 01278942	June Bills		26.03
GENERAL CHEMICAL & SUPPLY, INC.	11-000-262-610-70-104	4931	PO-24-01042	Janitorial Supplies Districtwide and Grounds supply of ice melt Inv: 01278942	June Bills		52.09
GENERAL CHEMICAL & SUPPLY, INC.	11-000-262-610-75-104	4931	PO-24-01042	Janitorial Supplies Districtwide and Grounds supply of ice melt Inv: 01278942	June Bills		52.12

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**Stafford Township Board of Education  
Bills and Claims  
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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>130.24</b>
Gina Sauchelli	11-000-270-503-00-500	5596	PO-24-01136	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY VG	June Bills		582.50
							<b>582.50</b>
GLOBAL INDUSTRIAL EQUIPMENT	11-000-263-420-75-420	2070	PO-24-01540	Materials needed for new PLC parking lot Inv: 121856209	June Bills		1,394.43
							<b>1,394.43</b>
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 006064 5/10/24	June Bills		15.68
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005934 5/9/24	June Bills		32.52
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005657 5/7/24	June Bills		27.19
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005653 5/7/24	June Bills		-9.06
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005651 5/7/24	June Bills		48.15
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005323 5/3/24	June Bills		83.88
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005316 5/3/24	June Bills		22.38
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005306 5/3/24	June Bills		27.19
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 005062 5/1/24	June Bills		4.86
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 004927 4/30/24	June Bills		34.75
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 004915 4/30/24	June Bills		20.75
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 004914 4/30/24	June Bills		20.75
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 004572 4/26/24	June Bills		15.08
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-24-01532	Emergency Purchases not to exceed \$500 for May 2024 Inv: 004570 4/26/24	June Bills		12.70

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**Stafford Township Board of Education  
Bills and Claims  
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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>356.82</b>
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-004A-202404-01 4/24 PLC	June - EFT		4,125.97
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-006A-202404-01 4/24 OXY	June - EFT		2,345.29
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-005A-202404-01 4/24 OA	June - EFT		698.95
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-001A-202404-01 4/24 MCK	June - EFT		4,040.56
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-003A-202404-01 4/24 INT	June - EFT		3,709.64
							<b>14,920.41</b>
GUADALUPE APARICIO and HERMAN JUAREZ	11-000-270-503-00-500	5370	PO-24-01139	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EJ	June Bills		582.50
GUADALUPE APARICIO and HERMAN JUAREZ	11-000-270-503-00-500	5370	PO-24-01139	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY AJ	June Bills		582.50
							<b>1,165.00</b>
HARTER EMILY AND STEVEN	11-000-270-503-00-500	5467	PO-24-01093	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY SH	June Bills		582.50
							<b>582.50</b>
HENRY SCHEIN, INC.	20-218-200-600-00-100	3316	PO-24-01577	Sanitizer Wipes for Classroom OXY Inv: 86096903	June Bills		522.72
							<b>522.72</b>
HOCH DAN	11-000-270-503-00-500	5466	PO-24-01077	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY VH	June Bills		582.50
HOCH DAN	11-000-270-503-00-500	5466	PO-24-01077	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY SH	June Bills		582.50
							<b>1,165.00</b>
Holy Angels Catholic School	11-000-100-561-00-000	5552	PO-24-00586	Tuition Contract (JW) Inv: JUNE 2024	June Bills		555.00
							<b>555.00</b>
HOME DEPOT	11-000-262-610-75-105	2374	PO-24-01450	Emergency Maintenance Supplies for District Inv: 0951 0001 44741 5/10/24	June Bills		6.47
HOME DEPOT	11-000-262-610-50-105	2374	PO-24-01450	Emergency Maintenance Supplies for District Inv: 0951 00002 08165 5/7/24	June Bills		91.42
							<b>97.89</b>
IMAGINATION PLAYGROUND, LLC	11-216-100-610-00-110	5618	PO-24-01546	Supply for new blocks OXY	June Bills		195.63

**Stafford Township Board of Education  
Bills and Claims  
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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>195.63</b>
INSPIRED EDUCATION, LLC (HAPPY DAYS)	20-218-200-321-00-300	5348	PO-24-00342	Tuition Pre-School 2023-24 SY Inv: JUNE 2024	June Bills		67,301.42
							<b>67,301.42</b>
KIRMS PRINTING COMPANY	61-992-330-590-00-500	4244	PO-24-01597	Advertising Inv: 524116300 MAY 2024 ISSUE	June Bills		1,815.00
							<b>1,815.00</b>
KOSINSKI ERIC	11-000-270-503-00-500	5473	PO-24-01072	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY IK	June Bills		582.50
							<b>582.50</b>
LABORATORY CORP. OF AMERICA HOLDINGS	11-000-230-590-00-500	5335	PO-24-01542	Employee Drug Testing Inv: 79750556	June Bills		321.60
							<b>321.60</b>
LENINA TRAUT	11-000-262-800-00-800	4975	PO-24-01518	Reimbursement for work boots Inv: REIMBURSE BOOTS	June Bills		75.00
							<b>75.00</b>
LI SHUAI	11-000-270-503-00-500	5481	PO-24-01070	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY AL	June Bills		582.50
							<b>582.50</b>
LITTLE GRADUATES PRESCHOOL & LEARN. CTR	20-218-200-321-00-300	5345	PO-24-00343	Pre-School Tuition 2023-24 Inv: JUNE 2024	June - EFT		22,433.81
							<b>22,433.81</b>
LOU'S ELECTRIC, INC	60-990-310-500-00-500	4076	PO-24-01502	Repairs to MCK Kitchen Serving Line Inv: 25199 BALANCE PD ON 24-01562PO	June Bills		1,000.00
							<b>1,000.00</b>
MACHADO LAW GROUP, LLC	11-000-230-331-00-323	5217	PO-24-01613	Legal Services - APRIL Inv: 03056	June Bills		1,031.25
							<b>1,031.25</b>
Marcelo and Marcela Cawen	11-000-270-503-00-500	5587	PO-24-01089	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY LC	June Bills		582.50
							<b>582.50</b>
MARKEY CHRISTA AND JAMES	11-000-270-503-00-500	5477	PO-24-01078	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY JM	June Bills		582.50
MARKEY CHRISTA AND JAMES	11-000-270-503-00-500	5477	PO-24-01078	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EM	June Bills		582.50

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**Stafford Township Board of Education  
Bills and Claims  
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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>1,165.00</b>
MARTI EMILY AND JUSTIN	11-000-270-503-00-500	5474	PO-24-01073	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EM	June Bills		582.50
							<b>582.50</b>
MCCARTHY TIRE SERVICE CO. OF PHILA	11-000-270-615-00-120	5273	PO-24-01497	Tires for Bus 205 & 144 Inv: 19-110314	June Bills		3,264.00
MCCARTHY TIRE SERVICE CO. OF PHILA	11-000-270-615-00-120	5273	PO-24-01598	Tires for Bus 203 Inv: 19-110621	June Bills		877.00
							<b>4,141.00</b>
MEADOWBROOK INDUSTRIES	11-000-262-420-00-405	4075	PO-24-00101	Maint/repair Services Inv: 6240.00 JUNE 26 24	June Bills		6,240.00
							<b>6,240.00</b>
MELANIE M. MARKOSKI	11-000-270-503-00-500	4812	PO-24-01140	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EM	June Bills		582.50
							<b>582.50</b>
MICHELLE ARNOLD	11-000-270-503-00-500	5261	PO-24-01131	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY HA	June Bills		582.50
							<b>582.50</b>
Mike Rank and Nicole Segal	11-000-270-503-00-500	5583	PO-24-01096	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY MR	June Bills		582.50
Mike Rank and Nicole Segal	11-000-270-503-00-500	5583	PO-24-01096	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY MR	June Bills		582.50
							<b>1,165.00</b>
NEW YORK BUS SALES, LLC	11-000-270-615-00-121	2254	PO-24-01243	Bus Parts for Bus 235 Inv: 1116806	June Bills		141.20
							<b>141.20</b>
OCEAN MEDICAL MD PA	11-000-213-300-00-300	2201	PO-24-00033	School Student Physician Inv: 2ND SEMESTER 23/24SY	June Bills		1,300.00
							<b>1,300.00</b>
OSCAR APARICIO	11-000-270-503-00-500	5369	PO-24-01134	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EA	June Bills		582.50
							<b>582.50</b>
PARK ELECTRIC, INC.	11-000-211-010-70-105	4122	PO-24-01516	Intermediate Room 21 needs new motor Inv: P47304	June Bills		664.18
							<b>664.18</b>

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**Stafford Township Board of Education  
Bills and Claims  
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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
PEIRCE-PHELPS, INC.	11-000-262-610-50-105	4131	PO-24-01377	HVAC parts needed for HR Office Inv: 407216855	June Bills		666.51
							<b>666.51</b>
PLATT KENNETH AND CAROLINA	11-000-270-503-00-500	5470	PO-24-01090	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY IP	June Bills		582.50
							<b>582.50</b>
Powertrain Plus Truck Parts & Service LLC	11-000-270-615-00-121	5564	PO-24-01503	Bus Parts for Bus 173 Inv: 1164	June Bills		601.30
							<b>601.30</b>
PREFERRED BEHAVIORAL HEALTH OF NJ, INC	11-000-219-390-65-306	5484	PO-24-01622	Outside Evaluations Inv: 5/14/24 APR 2024	June Bills		675.00
PREFERRED BEHAVIORAL HEALTH OF NJ, INC	11-000-219-390-70-306	5484	PO-24-01622	Outside Evaluations Inv: 5/14/24 APR 2024	June Bills		600.00
							<b>1,275.00</b>
PREFERRED HOME HEALTH CARE & NURSING	11-000-213-300-65-300	4354	PO-24-01623	Building Coverage- Nursing Inv: 121980EE1125	June Bills		448.00
							<b>448.00</b>
PRESS OF ATLANTIC CITY	11-000-230-590-00-526	1426	PO-24-01561	Legal Notice - Request for Bids/RFPs Inv: 09953D29-0007 5/4/24	June Bills		98.60
							<b>98.60</b>
PROPIO LS, LLC	20-241-200-600-00-600	5556	PO-24-00698	translating services Inv: 0223240424 APR 2024 INT	June Bills		22.75
PROPIO LS, LLC	20-241-200-600-00-600	5556	PO-24-00698	translating services Inv: 0223240424 APR 2024 MCK	June Bills		26.65
PROPIO LS, LLC	20-241-200-600-00-600	5556	PO-24-00698	translating services Inv: 0223240424 APR 2024 OA	June Bills		37.05
PROPIO LS, LLC	20-241-200-600-00-600	5556	PO-24-00698	translating services Inv: 0223240424 APR 2024 OXY	June Bills		128.40
							<b>214.85</b>
RAD PRETZELS, LLC	61-992-330-600-00-100	5387	PO-24-00716	Blanket PO for Philly Pretzels for concession stand Inv: 1131 4/7/24 - 5/19/24	June Bills		768.75
RAD PRETZELS, LLC	61-992-330-600-00-100	5387	PO-24-00716	Blanket PO for Philly Pretzels for concession stand Inv: 1127 3/17/24 - 3/24/24	June Bills		225.00
							<b>993.75</b>
REM INDUSTRIES, LLC DBA IDVILLE	11-000-230-610-00-116	5443	PO-24-01547	Printer Ribbon -Refill Inv: 44016319	June Bills		149.99

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>149.99</b>
RICE DANA	11-000-270-503-00-500	5482	PO-24-01094	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY CR	June Bills		582.50
							<b>582.50</b>
ROBBIE'S WORLD FOUNDATION, INC.	11-190-100-500-65-500	5630	PO-24-01585	OA & PLC Inv: AUTHOR VISIT	June Bills		200.00
ROBBIE'S WORLD FOUNDATION, INC.	11-190-100-500-75-500	5630	PO-24-01585	OA & PLC Inv: AUTHOR VISIT	June Bills		200.00
							<b>400.00</b>
Sarah and Matthew Brady	11-000-270-503-00-500	5584	PO-24-01091	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY EB	June Bills		582.50
							<b>582.50</b>
SCHNEBERGER RYAN AND LISA	11-000-270-503-00-500	5468	PO-24-01074	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY LS	June Bills		582.50
SCHNEBERGER RYAN AND LISA	11-000-270-503-00-500	5468	PO-24-01074	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY JS	June Bills		582.50
							<b>1,165.00</b>
SCHOOL SPECIALTY, LLC	11-190-100-610-70-100	5278	PO-24-01376	Teaching Supply Inter Inv: 308104497778	June Bills		1,259.38
SCHOOL SPECIALTY, LLC	20-218-100-600-00-100	5278	PO-24-01523	Teaching Aids-Balls Inv: 208134047368	June Bills		366.36
							<b>1,625.74</b>
SET COMMUNICATIONS, LLC	20-511-200-600-00-119	5342	PO-24-01367	Security-Radios Inv: 661	June Bills		1,984.50
							<b>1,984.50</b>
SIGNPRO	11-000-270-615-00-121	4313	PO-24-01238	Magnetic Signs for Buses Inv: 5061	June Bills		705.00
							<b>705.00</b>
SIMPLIFY CHEMICAL SOLUTIONS, INC	11-000-262-610-60-104	5629	PO-24-01452	Cleaning supplies for McKinley School Inv: 108725	June Bills		397.52
							<b>397.52</b>
SINGER EQUIPMENT CO., INC.	60-990-310-700-00-700	1130	PO-24-00466	Cafeteria Serving Line for McKinley Inv: 08926594	June Bills		101,695.00
SINGER EQUIPMENT CO., INC.	60-990-310-730-00-700	1130	PO-24-00466	Cafeteria Serving Line for McKinley Inv: 08927188	June Bills		8,750.00
							<b>110,445.00</b>

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
SLOBODANKA A. DINIS	11-000-270-503-00-500	4989	PO-24-01141	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY MD	June Bills		582.50
							<b>582.50</b>
SODEXO, INC.	60-990-310-300-00-300	2398	PO-24-01602	Service - APRIL 2024 Inv: 1002469552 APR 2024	June Bills		79,017.72
SODEXO, INC.	60-990-310-300-00-300	2398	PO-24-01602	Service - APRIL 2024 Inv: 1002051681 APR 2024	June Bills		6,402.90
SODEXO, INC.	11-000-230-890-00-815	2398	PO-24-01615	Staff Appreciation Breakfast 5-2024 Inv: 247926	June Bills		2,648.70
							<b>88,069.32</b>
SOLIANIANT HEALTH, LLC	11-000-219-390-00-306	5541	PO-24-01543	Teacher of the Deaf - INT-TP Inv: 20942556 4/15/24 - 4/19/24	June Bills		1,931.92
SOLIANIANT HEALTH, LLC	11-000-219-390-70-306	5541	PO-24-01574	INT- Teacher of the Deaf Inv: 20949382 4/22/24 - 4/26/24	June Bills		1,849.08
SOLIANIANT HEALTH, LLC	11-000-219-390-70-306	5541	PO-24-01603	Teacher of the Deaf Inv: 20955944 4/29/24 - 5/3/24	June Bills		1,900.00
							<b>5,681.00</b>
SOUTH JERSEY PAPER PRODUCTS	11-000-262-610-00-104	4612	PO-24-01384	Hand Soap Needed for District Inv: 483544-01	June Bills		1,868.00
							<b>1,868.00</b>
SOUTH SHORE TOWING, INC.	11-000-270-615-00-121	3123	PO-24-01525	Towing of Bus 132 due to breakdown Inv: 7172085	June Bills		325.00
SOUTH SHORE TOWING, INC.	11-000-270-615-00-121	3123	PO-24-01616	Towing of bus 131 due to breakdown Inv: 7172242	June Bills		275.00
							<b>600.00</b>
SOUTHERN O.C. CHAMBER OF COMMERCE, INC	11-000-251-890-00-800	4805	PO-24-01440	2024 Membership Renewal Inv: 13-9630 2024 MEMBERSHIP	June Bills		250.00
							<b>250.00</b>
SPRUCE INDUSTRIES	11-000-262-610-50-104	4937	PO-24-01531	Tissues and trash bags needed district wide Inv: 5133393	June Bills		602.37
SPRUCE INDUSTRIES	11-000-262-610-60-104	4937	PO-24-01531	Tissues and trash bags needed district wide Inv: 5133393	June Bills		602.37
SPRUCE INDUSTRIES	11-000-262-610-65-104	4937	PO-24-01531	Tissues and trash bags needed district wide Inv: 5133393	June Bills		602.37
SPRUCE INDUSTRIES	11-000-262-610-70-104	4937	PO-24-01531	Tissues and trash bags needed district wide Inv: 5133393	June Bills		602.37
SPRUCE INDUSTRIES	11-000-262-610-75-104	4937	PO-24-01531	Tissues and trash bags needed district wide Inv: 5133393	June Bills		602.37
							<b>3,011.85</b>
STABILE ASHLEY AND BRIAN	11-000-270-503-00-500	5471	PO-24-01095	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY AS	June Bills		582.50

**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
STABILE ASHLEY AND BRIAN	11-000-270-503-00-500	5471	PO-24-01095	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY LS	June Bills		582.50
							<b>1,165.00</b>
STARLITE PRODUCTIONS INTERNATIONAL LLC	61-421	4915	23-001842-PYPBL	STAC REPAIRS Inv: IN50773	June Bills		4,064.32
STARLITE PRODUCTIONS INTERNATIONAL LLC	61-992-320-400-00-400	4915	PO-24-01627	Stac Repairs Inv: IN50773	June Bills		524.00
							<b>4,588.32</b>
THE APPLE STORE	20-218-100-600-00-100	3266	PO-24-01386	iPads, Cases Inv: MA77118329	June Bills		59.95
							<b>59.95</b>
TOP SECURITY LOCKSMITHS, INC.	20-511-200-600-00-119	5622	PO-24-01385	Security Inv: C47746	June Bills		1,208.00
							<b>1,208.00</b>
TOWNSQUARE INTERACTIVE LLC	61-992-330-590-00-500	5155	PO-24-01015	Electronic Advertising Inv: JUNE 2024 TISTAFF0005	June Bills		397.00
							<b>397.00</b>
TRANE, INC	11-000-261-420-00-400	3086	PO-24-00093	ANNUAL SERVICE AGREEMENT RENEWAL 23-34 Inv: 314507370 4/30/24	June Bills		196.42
							<b>196.42</b>
UHS OF DOYLESTOWN, LLC	11-219-100-320-70-300	5195	PO-24-01617	Home Instruction (INT) Inv: 1173870013 3/15/24 - 3/25/24	June Bills		468.00
							<b>468.00</b>
VENTRIELLO HOLLIE AND ANTHONY	11-000-270-503-00-500	5469	PO-24-01068	2023-2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY JV	June Bills		582.50
VENTRIELLO HOLLIE AND ANTHONY	11-000-270-503-00-500	5469	PO-24-01068	2023-2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY FV	June Bills		582.50
VENTRIELLO HOLLIE AND ANTHONY	11-000-270-503-00-500	5469	PO-24-01068	2023-2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY SV	June Bills		582.50
							<b>1,747.50</b>
VILARDI RYAN AND KELLY	11-000-270-503-00-500	5478	PO-24-01080	2023/2024 School Year AIL Payment Inv: 2ND PYMT 23/24SY ZV	June Bills		582.50
							<b>582.50</b>
WESTERN PEST CONTROL, INC	11-000-263-420-00-405	2664	PO-24-00091	Annual Pest Elimination Agreement Inv: JUNE 2024	June Bills		275.00
WESTERN PEST CONTROL, INC	11-000-263-420-00-420	2664	PO-24-00112	School Grounds Services Inv: IN-8952745	June Bills		351.00

**Attachments are subject to change without notice**

**Stafford Township Board of Education  
Bills and Claims  
June 3, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							<b>626.00</b>
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01512	Bus Parts for Bus 213 Inv: 145480M	June Bills		171.14
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01535	Bus Parts for Bus 132 Inv: 145694M	June Bills		335.67
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01535	Bus Parts for Bus 132 Inv: 145694MX1	June Bills		111.89
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01536	Bus Parts for Bus 182 Inv: 145693M	June Bills		354.94
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01555	Bus Parts for Bus 152 Inv: 145959M	June Bills		32.94
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01559	Bus Parts for Bus 154 Inv: 145958M	June Bills		176.22
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01568	Bus Parts for Bus 154 Inv: 145960M	June Bills		57.77
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01569	Bus Parts for Bus 155 Inv: 145956M	June Bills		32.94
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01572	Bus Parts for Bus 156 Inv: 145957M	June Bills		34.68
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01578	Bus Parts for Bus 235 Inv: 146002M	June Bills		23.72
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01581	Bus Parts for Bus 145 Inv: 146003M	June Bills		318.85
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-24-01594	Bus Parts for Bus 156 Inv: 146083M	June Bills		563.08
							<b>2,213.84</b>

**Attachments are subject to change without notice**

**Stafford Township Board of Education**  
**Bills and Claims**  
**June 3, 2024**

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	167	180,935.35		180,935.35
11 General Current Expense	190 Regular Programs - Undistributed	4	1,694.61		1,694.61
11 General Current Expense	216 Special Education - Preschool Disabilities - Full-Time	1	195.63		195.63
11 General Current Expense	219 Special Education - Home Instruction	1	468.00		468.00
	<b>Fund total:</b>		<b>183,293.59</b>		<b>183,293.59</b>
20 Special Revenue Fund	004 Other Local Projects	1	119.70		119.70
20 Special Revenue Fund	218 Preschool Education	10	93,968.16		93,968.16
20 Special Revenue Fund	241 ESSA Title III	4	214.85		214.85
20 Special Revenue Fund	250 IDEA Part B	3	542.55		542.55
20 Special Revenue Fund	251 IDEA Part B	1	1,686.75		1,686.75
20 Special Revenue Fund	501 Nonpublic Textbooks Aid	4	2,483.44		2,483.44
20 Special Revenue Fund	511 Nonpublic Security Aid Program	6	4,291.09		4,291.09
	<b>Fund total:</b>		<b>103,306.54</b>		<b>103,306.54</b>
30 Capital Projects Fund	000 Undistributed Expenditures	1	3,038.68		3,038.68
	<b>Fund total:</b>		<b>3,038.68</b>		<b>3,038.68</b>
60 Enterprise Fund	990 Other Enterprise Funds	7	206,212.17		206,212.17
	<b>Fund total:</b>		<b>206,212.17</b>		<b>206,212.17</b>
61 Imported		1	4,064.32		4,064.32
61 Imported	992 Imported	12	4,945.64		4,945.64
	<b>Fund total:</b>		<b>9,009.96</b>		<b>9,009.96</b>
	<b>Grand totals:</b>	<b>223</b>	<b>504,860.94</b>		<b>504,860.94</b>



\_\_\_\_\_  
President

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Vice President

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Business Administrator

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch June - EFT (6/3/2024)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-004A-202404-01 4/24 PLC	June - EFT		4,125.97
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-006A-202404-01 4/24 OXY	June - EFT		2,345.29
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-005A-202404-01 4/24 OA	June - EFT		698.95
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-001A-202404-01 4/24 MCK	June - EFT		4,040.56
GSRP G-I SOLAR I LLC	11-000-262-622-00-100	5108	PO-24-00013	Solar Supply 2023-2024 Inv: NJ-05-003A-202404-01 4/24 MT	June - EFT		3,709.64
							<b>14,920.41</b>
LITTLE GRADUATES PRESCHOOL & LEARN. CTR	20-218-200-321-00-300	5345	PO-24-00343	Pre-School Tuition 2023-24 Inv: JUNE 2024	June - EFT		22,433.81
							<b>22,433.81</b>

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch June - EFT (6/3/2024)

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	5	14,920.41		14,920.41
	<b>Fund total:</b>		<b>14,920.41</b>		<b>14,920.41</b>
20 Special Revenue Fund	218 Preschool Education	1	22,433.81		22,433.81
	<b>Fund total:</b>		<b>22,433.81</b>		<b>22,433.81</b>
	<b>Grand totals:</b>	6	<b>37,354.22</b>		<b>37,354.22</b>

Attachments are subject to change without notice

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

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

Attachments are subject to change without notice

**Stafford Township Board of Education**  
**Bills and Claims**  
**Batch 24-0561 Replenish Petty Cash PO-24-00054 (5/1/2024)**  
**, Batch 24-0562 Replenish Petty Cash PO-24-00053 (5/1/2024)**  
**, Batch May Mid-Cycle (5/31/2024)**  
**, Batch PROCARE FEES (5/2/2024)**  
**, Batch True up JW (5/30/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5001 1859 399 3/17/24 - 4/17/24 OA SIGN	May Mid-Cycle	001323	95.90
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5002 8603 376 3/16/24 - 4/16/24 OA TRANS	May Mid-Cycle	001323	669.78
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 0147 649 3/14/24 - 4/12/24 PLC	May Mid-Cycle	001323	1,142.15
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 0148 225 3/19/24 - 4/18/24 OA NAUT LGT	May Mid-Cycle	001323	114.90
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 0148 621 3/19/24 - 4/18/24 OA NAUT MAIN	May Mid-Cycle	001323	1,634.86
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 0143 969 3/19/24 - 4/18/24 OA	May Mid-Cycle	001323	7,489.94
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 6684 298 3/21/24 - 4/22/24 MCK AVE LGT	May Mid-Cycle	001323	116.52
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 1953 375 3/22/24 - 4/23/24 OXY STR LGT	May Mid-Cycle	001323	807.10
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5500 1953 565 3/16/24 - 4/16/24 OXY N MAIN	May Mid-Cycle	001323	5,184.28
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5501 0699 191 3/14/24 - 4/12/24 STAC	May Mid-Cycle	001323	5,108.81
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5501 0291 411 3/21/24 - 4/22/24 OXY N MAIN LGT	May Mid-Cycle	001323	480.94
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5501 0291 148 3/14/24 - 4/12/24 OA NAUT MN	May Mid-Cycle	001323	4,294.30
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-24-00014	Electric Delivery & Supply Charge 2023-2024 Inv: 5501 0699 407 3/28/24 - 4/29/24 INT	May Mid-Cycle	001324	4,582.30
							<b>31,721.78</b>
BLOOM AT THE SHORE, LLC	11-000-230-610-00-115	5637	PO-24-01567	Flowers for TOTY county breakfast Inv: 100000623	May Mid-Cycle	001238	75.00
							<b>75.00</b>
COMCAST BUSINESS COMMUNICATIONS, LLS	20-487-200-300-00-024	1460	PO-24-00233	WAN interconnect for OXY and OA ato MCK campus Inv: 201403045 APR 2024	May Mid-Cycle	001325	3,081.61
							<b>3,081.61</b>

Attachments are subject to change without notice

**Stafford Township Board of Education**  
**Bills and Claims**  
**Batch 24-0561 Replenish Petty Cash PO-24-00054 (5/1/2024)**  
**, Batch 24-0562 Replenish Petty Cash PO-24-00053 (5/1/2024)**  
**, Batch May Mid-Cycle (5/31/2024)**  
**, Batch PROCARE FEES (5/2/2024)**  
**, Batch True up JW (5/30/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
DIRECT ENERGY BUSINESS, INC.	11-000-262-621-00-100	4570	PO-24-00009	Anticipated Natural Gas Supply Delivery Chrg Inv: HS44199393 418605-25303 3/15/24 - 4/16/24 PLC	May Mid-Cycle	001326	1,272.93
DIRECT ENERGY BUSINESS, INC.	11-000-262-621-00-100	4570	PO-24-00009	Anticipated Natural Gas Supply Delivery Chrg Inv: HS44199038 418605-3456 3/15/24 - 4/16/24 MCK	May Mid-Cycle	001326	2,019.58
DIRECT ENERGY BUSINESS, INC.	11-000-262-621-00-100	4570	PO-24-00009	Anticipated Natural Gas Supply Delivery Chrg Inv: HS44218107 418605-3458 3/15/24 - 4/29/24 OXY	May Mid-Cycle	001326	1,144.08
DIRECT ENERGY BUSINESS, INC.	11-000-262-621-00-100	4570	PO-24-00009	Anticipated Natural Gas Supply Delivery Chrg Inv: HS44200199 418605-36834 3/15/24 - 4/16/24 INT	May Mid-Cycle	001326	2,440.09
DIRECT ENERGY BUSINESS, INC.	11-000-262-621-00-100	4570	PO-24-00009	Anticipated Natural Gas Supply Delivery Chrg Inv: HS44224180 418605-3455 4/3/24 - 4/29/24 OA	May Mid-Cycle	001326	139.41
							<b>7,016.09</b>
EBERLE, TIFFANY	11-190-100-610-60-100	5420	PO-24-00053	Petty Cash - T Eberle	24-0562	001237	5.55
EBERLE, TIFFANY	11-190-100-610-60-100	5420	PO-24-00053	Petty Cash - T Eberle	24-0562	001237	86.82
							<b>92.37</b>
FED EX	11-190-100-610-65-116	1385	PO-24-01485	Costs for shipping returns for OA Inview Testing Inv: 8-497-56925	May Mid-Cycle	001327	1,393.11
							<b>1,393.11</b>
LADACIN NETWORK, INC.	11-000-100-566-00-500	1455	PO-24-00228	OOD Tuition Inv: 2024 APR PH	May Mid-Cycle	001328	6,944.50
							<b>6,944.50</b>
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	PO-24-00054	Petty Cash - L LaGuardia	24-0561	001236	65.00
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	PO-24-00054	Petty Cash - L LaGuardia	24-0561	001236	103.75
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	PO-24-00054	Petty Cash - L LaGuardia	24-0561	001236	99.90
							<b>268.65</b>
MEADOWBROOK INDUSTRIES	61-992-330-420-00-400	4075	PO-24-01168	Dumpster for dance comps Inv: 0000321652	May Mid-Cycle	001329	725.00
MEADOWBROOK INDUSTRIES	11-000-263-420-00-420	4075	PO-24-01292	PO needed when roll of box was picked-up Inv: 0000314860	May Mid-Cycle	001329	725.00
							<b>1,450.00</b>
MIMICUS MARKETING, LLC	20-230-200-600-00-113	5631	PO-24-01496	Shirts for students staff members and STPD for Dare Day 2024 Inv: 0013 DARE 2024 SHIRTS	May Mid-Cycle	001321	5,797.00

**Stafford Township Board of Education  
Bills and Claims  
Batch 24-0561 Replenish Petty Cash PO-24-00054 (5/1/2024)  
, Batch 24-0562 Replenish Petty Cash PO-24-00053 (5/1/2024)  
, Batch May Mid-Cycle (5/31/2024)  
, Batch PROCARE FEES (5/2/2024)  
, Batch True up JW (5/30/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
MIMICUS MARKETING, LLC	20-280-200-600-00-118	5631	PO-24-01496	Shirts for students staff members and STPD for Dare Day 2024 Inv: 0013 DARE 2024 SHIRTS	May Mid-Cycle	001322	179.00
							<b>5,976.00</b>
NICOLE WILDES	11-000-270-511-00-500	5433	PO-24-00727	Parental Transportation Contract (JW) Inv: TRUE-UP	True up JW	001337	1,258.98
NICOLE WILDES	11-000-270-511-00-500	5433	PO-24-00727	Parental Transportation Contract (JW) Inv: APRIL 2024	True up JW	001337	1,450.00
							<b>2,708.98</b>
NJ DIVISION OF FIRE SAFETY	11-000-261-420-50-400	1708	PO-24-01425	Life Hazard Insurance for Bus Garage Inv: 5545701 - ID: 1530-069026	May Mid-Cycle	001330	191.00
							<b>191.00</b>
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-24-00010	Delivery Charges - 2023-2024 Inv: 22-0005-6409-63 4/2/27 - 4/29/24 OA	May Mid-Cycle	001331	2,367.82
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-24-00010	Delivery Charges - 2023-2024 Inv: 07-5081-9500-18 3/28/24 - 4/29/24 OXY	May Mid-Cycle	001331	2,338.81
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-24-00010	Delivery Charges - 2023-2024 Inv: 22-0020-9651-68 3/28/24 - 4/29/24 TRANS	May Mid-Cycle	001331	281.59
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-24-00010	Delivery Charges - 2023-2024 Inv: 22-0009-6899-16 3/14/24 - 4/16/24 INT	May Mid-Cycle	001331	4,632.19
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-24-00010	Delivery Charges - 2023-2024 Inv: 22-0005-3770-77 3/14/24 - 4/16/24 MCK	May Mid-Cycle	001331	3,841.38
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-24-00010	Delivery Charges - 2023-2024 Inv: 22-0010-5695-4Y 3/14/24 - 4/16/24 PLC	May Mid-Cycle	001331	2,406.91
							<b>15,868.70</b>
PROCARE SOFTWARE HOLDINGS, LLC	61-990-320-340-00-300	5284	PO-24-01589	Merchant Fees for April 2024 Inv: APRIL 2024	PROCARE FEES	No Check	1,173.11
							<b>1,173.11</b>
SCHOLASTIC CLASSROOM MAGAZINES	11-190-100-610-75-100	2738	PO-24-01487	proprietary to scholastic Inv: M7426194	May Mid-Cycle	001332	164.73
							<b>164.73</b>
SPIEZLE ARCHITECTURAL GROUP, INC.	11-000-230-334-00-329	3801	PO-24-01587	PLC Toilet Room Alterations Inv: 22K049-10	May Mid-Cycle	001239	725.00
							<b>725.00</b>

**Attachments are subject to change without notice**



**Stafford Township Board of Education**  
**Bills and Claims**  
**Batch 24-0561 Replenish Petty Cash PO-24-00054 (5/1/2024)**  
**, Batch 24-0562 Replenish Petty Cash PO-24-00053 (5/1/2024)**  
**, Batch May Mid-Cycle (5/31/2024)**  
**, Batch PROCARE FEES (5/2/2024)**  
**, Batch True up JW (5/30/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
T-MOBILE USA, INC.	20-487-100-300-00-024	5267	PO-24-01465	payment for remainder of the year Inv: 971379478 3/21/24 - 4/20/24	May Mid-Cycle	001333	318.57
							<b>318.57</b>
UNUM	11-000-291-290-00-000	1809	PO-24-00008	STAA Employee Disability Inv: 0550271-001 3 MAY 2024	May Mid-Cycle	001320	477.11
UNUM	11-000-291-290-00-000	1809	PO-24-00008	STAA Employee Disability Inv: 0550271-001 3 APR 2024	May Mid-Cycle	001320	477.11
							<b>954.22</b>
VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-24-00075	Wireless/Internet Chrgs Inv: 9962166849 319586376-00001 3/21/24 - 4/20/24	May Mid-Cycle	001334	78.02
VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-24-00075	Wireless/Internet Chrgs Inv: 9962166950 819586376-00022 3/21/24 - 4/20/24	May Mid-Cycle	001334	757.80
							<b>835.82</b>
XEROX CORP.	11-000-270-593-00-506	2623	PO-24-00017	COPIER COST EXCESS FEE Inv: 021174749 APR 2024	May Mid-Cycle	001335	114.31
XEROX CORP.	11-000-270-593-00-506	2623	PO-24-00017	COPIER COST EXCESS FEE Inv: 021174750 APR 2024	May Mid-Cycle	001335	98.33
XEROX CORP.	11-000-219-592-00-506	2623	PO-24-00017	COPIER COST EXCESS FEE Inv: 021174751 APR 2024	May Mid-Cycle	001335	128.13
							<b>340.77</b>
XTEL COMMUNICATIONS, INC.	11-000-230-530-00-506	2465	PO-24-00012	Telephone Chrgs/Internet Access Inv: 10000008549	May Mid-Cycle	001336	7,336.38
							<b>7,336.38</b>

Attachments are subject to change without notice

**Stafford Township Board of Education**  
**Bills and Claims**  
**Batch 24-0561 Replenish Petty Cash PO-24-00054 (5/1/2024)**  
**, Batch 24-0562 Replenish Petty Cash PO-24-00053 (5/1/2024)**  
**, Batch May Mid-Cycle (5/31/2024)**  
**, Batch PROCARE FEES (5/2/2024)**  
**, Batch True up JW (5/30/2024)**

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	42	75,711.89		75,711.89
11 General Current Expense	190 Regular Programs - Undistributed	4	1,650.21		1,650.21
	<b>Fund total:</b>		<b>77,362.10</b>		<b>77,362.10</b>
20 Special Revenue Fund	280 ESSA Title IV	2	5,976.00		5,976.00
20 Special Revenue Fund	487 ARP-ESSER Grant Program	2	3,400.18		3,400.18
	<b>Fund total:</b>		<b>9,376.18</b>		<b>9,376.18</b>
61 Imported	990 Other Enterprise Funds	1	1,173.11		1,173.11
61 Imported	992 Imported	1	725.00		725.00
	<b>Fund total:</b>		<b>1,898.11</b>		<b>1,898.11</b>
	<b>Grand totals:</b>	<b>52</b>	<b>88,636.39</b>		<b>88,636.39</b>

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims

Batch 24-0561 Replenish Petty Cash PO-24-00054 (5/1/2024)  
, Batch 24-0562 Replenish Petty Cash PO-24-00053 (5/1/2024)  
, Batch May Mid-Cycle (5/31/2024)  
, Batch PROCARE FEES (5/2/2024)  
, Batch True up JW (5/30/2024)

---

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

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

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch PROCARE FEES (5/2/2024)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
PROCARE SOFTWARE HOLDINGS, LLC	61-990-320-340-00-300	5284	PO-24-01589	Merchant Fees for April 2024 Inv: APRIL 2024	PROCARE FEES	No Check	1,173.11
							1,173.11

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch PROCARE FEES (5/2/2024)

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
61 Imported	990 Other Enterprise Funds	1	1,173.11		1,173.11
	<b>Fund total:</b>		<b>1,173.11</b>		<b>1,173.11</b>
	<b>Grand totals:</b>	<b>1</b>	<b>1,173.11</b>		<b>1,173.11</b>

Attachments are subject to change without notice

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

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

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch PY 192/193 STATE AID (4/8/2024)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
STATE OF NJ DEPT. OF EDUCATION	20-411	1847	PO-24-00750	22-23 NP MONEY DUE BACK TO STATE Inv: ADDITIONAL PY 192/193	PY 192/193 STATE AID	No Check	2.00
							<b>2.00</b>

Attachments are subject to change without notice



Stafford Township Board of Education  
Bills and Claims  
Batch PY 192/193 STATE AID (4/8/2024)

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
20 Special Revenue Fund		1	2.00		2.00
	<b>Fund total:</b>		<b>2.00</b>		<b>2.00</b>
	<b>Grand totals:</b>	1	2.00		2.00

Attachments are subject to change without notice

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

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

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch PY 192/193 STATE AID (4/8/2024)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
STATE OF NJ DEPT. OF EDUCATION	20-411	1847	PO-24-00750	22-23 NP MONEY DUE BACK TO STATE Inv: ADDITIONAL PY 192/193	PY 192/193 STATE AID	No Check	2.00
							<b>2.00</b>

Attachments are subject to change without notice

Stafford Township Board of Education  
Bills and Claims  
Batch PY 192/193 STATE AID (4/8/2024)

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
20 Special Revenue Fund		1	2.00		2.00
	<b>Fund total:</b>		<b>2.00</b>		<b>2.00</b>
	<b>Grand totals:</b>	1	2.00		2.00

Attachments are subject to change without notice

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

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

Attachments are subject to change without notice

# STAFFORD TOWNSHIP BOARD OF EDUCATION

## BOARD SECRETARY'S REPORT/TREASURER'S REPORT

ATTACHMENT:G-3. & G-4.

MONTH OF APRIL 2024

	Opening Balances	Cash Receipts	Cash Disbursements	Ending Balances
<b>Fund 10</b>				
Current Expense				
Health Benefit				
Capital Outlay				
Special Schools				
	\$ 22,980,040.32	\$ 3,714,548.44	\$ 3,704,297.70	\$ 22,990,291.06
<b>Fund 20</b>				
Special Revenue	\$ 1,179,965.54	\$ 585,405.00	\$ 534,711.49	\$ 1,230,659.05
<b>Fund 30</b>				
Capital Projects	\$ 3,412,439.20	\$ 13,128.06	\$ 183,673.54	\$ 3,241,893.72
<b>Fund 40</b>				
Debt Service	\$ 0.52	\$ -	\$ -	\$ 0.52
<b>Fund 60</b>				
Food Service	\$ 691,559.86	\$ 89,239.31	\$ 196,600.83	\$ 584,198.34
<b>Fund 61</b>				
STAC	\$ 1,305,796.25	\$ 81,408.05	\$ 57,322.65	\$ 1,329,881.65
<b>Balances</b>	<b>\$ 29,569,801.69</b>	<b>\$ 4,483,728.86</b>	<b>\$ 4,676,606.21</b>	<b>\$ 29,376,924.34</b>
<b>Treasurer</b>				
<b>Fund 10</b>	\$ 22,980,040.32	\$ 3,714,548.44	\$ 3,704,297.70	\$ 22,990,291.06
<b>Fund 20</b>	\$ 1,179,965.54	\$ 585,405.00	\$ 534,711.49	\$ 1,230,659.05
<b>Fund 30</b>	\$ 3,412,439.20	\$ 13,128.06	\$ 183,673.54	\$ 3,241,893.72
<b>Fund 40</b>	\$ 0.52	\$ -	\$ -	\$ 0.52
<b>Fund 60</b>	\$ 691,559.86	\$ 89,239.31	\$ 196,600.83	\$ 584,198.34
<b>Fund 61</b>	\$ 1,305,796.25	\$ 81,408.05	\$ 57,322.65	\$ 1,329,881.65
<b>Balances</b>	<b>\$ 29,569,801.69</b>	<b>\$ 4,483,728.86</b>	<b>\$ 4,676,606.21</b>	<b>\$ 29,376,924.34</b>

I certify that the Treasurer of School Monies and the Board Secretary's ending cash balances of Funds 10 through 61 for the month of April 2024 are correct and in agreement.

Lourdes LaGuardia, SBA/BS

**REPORT OF THE TREASURER  
TO THE STAFFORD TOWNSHIP BOARD OF EDUCATION  
ALL FUNDS  
As of : 4/30/2024**

CASH REPORT					
	FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balance
		(1)	(2)	(3)	(1) + (2) - (3)
	<b>GOVERNMENTAL FUNDS</b>				
1	General Fund - Funds 10, 16 & 17	\$ 22,980,040.32	\$ 3,714,548.44	\$ 3,704,297.70	\$ 22,990,291.06
2	Special Revenue Fund - Fund 20	\$ 1,179,965.54	\$ 585,405.00	\$ 534,711.49	\$ 1,230,659.05
3	Capital Projects Fund - Fund 30	\$ 3,412,439.20	\$ 13,128.06	\$ 183,673.54	\$ 3,241,893.72
4	Debt Service Fund - Fund 40	\$ 0.52		\$ -	\$ 0.52
5	<b>Total Governmental Funds [Ln 1 thru 4]</b>	\$ 27,572,445.58	\$ 4,313,081.50	\$ 4,422,682.73	\$ 27,462,844.35
	<b>ENTERPRISE FUNDS</b>				
6	Fund 60 - Cafeteria	\$ 691,559.86	\$ 89,239.31	\$ 196,600.83	\$ 584,198.34
7	Fund 61 - Preschool, Extended Day, STAC	\$ 1,305,796.25	\$ 81,406.05	\$ 57,322.65	\$ 1,329,881.65
10	<b>Total Enterprise Funds</b>	\$ 1,997,356.11	\$ 170,647.36	\$ 253,923.48	\$ 1,914,079.99
11	Total General Account [Ln 5-Ln 3+Ln 10]	\$ 26,157,362.49	\$ 4,470,600.80	\$ 4,492,932.67	\$ 26,135,030.62
12	<b>Total General Account + Capital Projects</b>	\$ 29,569,701.69	\$ 4,483,728.86	\$ 4,676,606.21	\$ 29,376,924.34
13	<b>TRUST AND AGENCY FUNDS (Fund 90)</b>				
14	Payroll	\$ 3,437.14	\$ 1,790,386.19	\$ 1,789,787.04	\$ 4,036.29
15	Payroll Agency	\$ 134,090.73	\$ 1,165,437.68	\$ 1,167,209.98	\$ 132,318.43
16	Unemployment Trust	\$ 1,172,464.25	\$ 3,859.41	\$ 4,246.40	\$ 1,172,077.26
17	McKinley Student Activity	\$ 25,367.67	\$ 522.82	\$ 3,387.87	\$ 22,502.62
18	Oxycoccus Student Activity	\$ 4,191.07	\$ 13.80	\$ -	\$ 4,204.87
19	Intermediate Student Activity	\$ 20,831.04	\$ 12,920.81	\$ 5,846.00	\$ 27,905.85
20	Ocean Acres Student Activity	\$ 24,940.29	\$ 357.20	\$ 500.00	\$ 24,797.49
21	PLC Student Activity	\$ 15,759.51	\$ 55.36	\$ -	\$ 15,814.87
22	FSA Account	\$ 8,116.24	\$ 4,281.96	\$ 5,201.17	\$ 7,197.03
23	United For Stafford	\$ 34,262.44	\$ 120.36	\$ -	\$ 34,382.80
24	<b>Total Trust &amp; Agency Funds (Lines 14-23)</b>	\$ 1,443,460.38	\$ 2,977,955.59	\$ 2,976,178.46	\$ 1,445,237.51
25	<b>Total All Funds (Lines 5+10+24)</b>	\$ 31,013,262.07	\$ 7,461,684.45	\$ 7,652,784.67	\$ 30,822,161.85

Prepared and Submitted By:

*Stephen J. Brennan, MBA, CPA*  
Stephen J. Brennan, MBA, CPA  
Treasurer of School Monies

May 7, 2024



## BANK RECONCILIATION

General Account

Bank Name	Ocean First	Prepared by: SB
Account Number	16006006442	5/7/2024
Statement Date	April 30, 2024	
Fund/Funds	10, 20, 40, 60, 61	
1	Balance per Bank	\$ 24,951,205.20
Reconciling Items		
Additions		
Deposits in Transit		
Date Amount		
2a	from below	7,288.32
2b		
2c		
2d		
2	Total D.I.T.'s	7,288.32
3	Total Additions	7,288.32
Deductions		
Outstanding Checks		
4	(Attach List)	396,611.91
5	Other (Explain)	-
6	Total Deductions	396,611.91
7	Net Reconciling Items	(389,323.59)
8	Adjusted Balance per Bank as of: April 30, 2024	\$ 24,561,881.61

## General Account

Outstanding Checks & Deposits in Transit

Month Ending: April 30, 2024

Check Number	Check Amount	Check Number	Check Amount
71679	68.46	1117	477.11
71819	250.00	1121	84.97
72277	1,000.00	1123	100.00
72281	500.00	1124	100.00
72301	250.00	1125	100.00
72325	250.00	1126	10,009.51
73308	29.75	1127	5,044.00
74091	10,982.25	1128	4,188.64
74318	134.36	1129	3,399.77
74489	11.61	1130	87.34
74491	59.07	1131	1,159.50
74499	20.91	1133	8,699.00
74575	19,004.92	1135	935.30
744	20.00	1137	532.00
546	20.00	1138	68.24
703	95.00	1139	1,384.07
756	2.72	1140	8,180.50
838	4.65	1141	902.07
839	7.90	1142	782.30
919	582.50	1143	89.70
1016	110.00		
1065	70.00		
Page 2		\$	316,837.85
		\$	396,611.91

Deposit Number	Deposit Amount
02/29/2024	\$ 6,851.20
Agency	\$ 437.12
	\$ 7,288.32
For Note Purposes Only	
Returned Check Date	Returned Check Amount
	\$ -

**BANK RECONCILIATION**  
**General Account**

Bank Name	Ocean First	Prepared by: SB
Account Number	16006006442	5/7/2024
Statement Date	April 30, 2024	
Fund/Funds	10, 20, 40, 60, 61	

**General Account**  
**Outstanding Checks**

1 End April 30, 2024

<u>Check Number</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Check Amount</u>
1146	95.00	1193	588.95	1231	9,980.42
1148	419.74	1195	650.00	1232	8,170.00
1150	32,666.76	1196	438.50	1233	318.57
1151	30.37	1197	79.98	1234	50.00
1154	199.98	1200	6,557.93	1235	19.96
1156	127.03	1201	4,819.00		
1159	43.32	1202	100,280.56		
1160	1,500.00	1203	6,637.98		
1161	97.00	1204	14,751.24		
1162	9,818.33	1205	175.00		
1163	6,971.60	1206	50.00		
1164	1,436.51	1208	2,360.50		
1165	152.71	1209	23,781.02		
1168	1,766.00	1211	245.00		
1169	34.49	1212	79.98		
1170	10,134.94	1213	397.00		
1172	364.98	1214	30.37		
1173	950.00	1215	502.33		
1174	68.98	1216	2,955.75		
1175	386.84	1218	204.92		
1177	199.61	1219	700.00		
1178	5,200.00	1220	111.00		
1179	79.98	1221	148.89		
1180	2,078.50	1222	1,751.37		
1183	7,464.78	1224	60.00		
1185	592.88	1225	50.00		
1187	125.00	1226	28,736.63		
1188	305.00	1227	3,787.69		
1189	1,715.00	1228	3,081.61		
1190	2,199.00	1229	5,167.91		
1192	1,584.00	1230	310.36		

Total Outstanding

316,837.85



Bank Name		Ocean First		Prepared by: SB	
Account Number		16006002144		5/7/2024	
Statement Date		April 30, 2024			
Fund/Funds		10, 20, 40, 60, 61			
1	Balance per Bank				\$ 43,548.98
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a	from below	-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain Const. Acct. *				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of: April 30, 2024				\$ 43,548.98

General Account  
Outstanding Checks & Deposits In Transit

Month Ending April 30, 2024

[illegible]

\* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account





Bank Name	New Jersey Cash Manager	Prepared by: SB
Account Number	000157488-171	5/7/2024
Statement Date	April 30, 2024	
Fund/Funds	30	

1	Balance per Bank				\$ 3,045,103.63
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
	2a				
	2b				
	2c				
	2d				
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of: April 30, 2024				\$ 3,045,103.63

Construction Projects Account  
Outstanding Checks & Deposits In Transit

Month Ending April 30, 2024

Check <u>Number</u>	Check <u>Amount</u>	Deposit <u>Number</u>	Deposit <u>Amount</u>
	\$ -		\$ -



**BANK RECONCILIATION**  
**Payroll Account**

Bank Name		Ocean First Bank		Prepared by: SB	
Account Number		16006006459		5/7/2024	
Statement Date		April 30, 2024			
Fund/Funds		90			
1	Balance per Bank				\$ 4,036.29
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of: April 30, 2024				\$ 4,036.29

**Payroll Account**  
**Outstanding Checks & Deposits In Transit**

Month Ending: April 30, 2024

<u>Check Number</u>	<u>Check Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>
See attached	\$ -		
	\$ -		\$ -



# **BANK RECONCILIATION** **Agency Account**

90-101

Bank Name	Ocean First Bank	Prepared by: SB
Account Number	16006006467	5/7/2024
Statement Date	April 30, 2024	
Fund/Funds	90	

1	Balance per Bank	\$ 203,051.91
	Reconciling Items	
	Additions	
	Deposits in Transit	
	Date	Amount
	2a	(437.55)
	2b	
	2c	
	2d	
2	Total D.I.T.'s	(437.55)
3	Total Additions	(437.55)
	Deductions	
	Outstanding Checks	
4	(Attach List)	70,295.93
5	Other (Explain)	
6	Total Deductions	70,295.93
7	Net Reconciling Items	(70,733.48)
8	Adjusted Balance per Bank as of: April 30, 2024	\$ 132,318.43

## Agency Account Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2024

<u>Check Number</u>	<u>Check Amount</u>
Per Attached	70,295.93
Misc Adj	
	<u>\$ 70,295.93</u>

<u>Deposit Number</u>	<u>Deposit Amount</u>
General	\$ (437.12)
Misc	\$ (0.43)
	<u>\$ (437.55)</u>

**BANK RECONCILIATION**  
**Agency Account**

Bank Name	Ocean First		Prepared by: SB
Account Number	16006006467		5/7/2024
Statement Date	April 30, 2024		
Fund/Funds	90		

**Agency Account**  
**Outstanding Checks**

1 End April 30, 2024

Check Number	Check <u>Amount</u>	Check <u>Number</u>	Check <u>Amount</u>	Check <u>Number</u>	
103	51.04				
104	666.05				
106	596.67				
107	206.59				
108	86.35				
110	666.06				
111	37,003.00				
112	6,261.72				
113	3,782.43				
DCRP	13,249.10				
Colonial	3,884.45				
AFLAC	3,841.41				
		Outstanding	70,295.93		

Attachments are subject to change without notice



**BANK RECONCILIATION**  
**McKinley Student Activity Account**

Bank Name	Ocean First Bank	Prepared by: SB
Account Number	16006006517	5/7/2024
Statement Date	April 30, 2024	
Fund/Funds	90	

	Balance per Bank	\$ 22,502.62
--	------------------	--------------

	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
	2a	-			
	2b				
	2c				
	2d				
2	Total D.I.T.'s	-			
3	Total Additions				
	Deductions				
	Outstanding Checks				
4	(Attach List)	-			
5	Other (Explain)*				
6	Total Deductions	-			
7	Net Reconciling Items				
8	Adjusted Balance per Bank as of: April 30, 2024				\$ 22,502.62

McKinley Student Activity  
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2024

Check Number	Check Amount
	\$ -

Deposit Number	Deposit Amount
	\$ -

**BANK RECONCILIATION**  
**Oxycocus Student Activity Account**

Bank Name	Ocean First Bank		Prepared by: SB
Account Number	16006006491		5/7/2024
Statement Date	April 30, 2024		
Fund/Funds	63		

1	Balance per Bank	4,204.87																																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Reconciling Items</td> </tr> <tr> <td colspan="2">Additions</td> </tr> <tr> <td colspan="2">Deposits in Transit</td> </tr> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Date</td> <td style="width: 10%;">Amount</td> </tr> <tr> <td>2a</td> <td></td> <td></td> </tr> <tr> <td>2b</td> <td></td> <td></td> </tr> <tr> <td>2c</td> <td></td> <td></td> </tr> <tr> <td>2d</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td colspan="2">Total D.I.T.'s</td> </tr> <tr> <td>3</td> <td colspan="2">Total Additions</td> </tr> <tr> <td></td> <td colspan="2">Deductions</td> </tr> <tr> <td></td> <td colspan="2">Outstanding Checks</td> </tr> <tr> <td>4</td> <td colspan="2">(Attach List)</td> </tr> <tr> <td>5</td> <td colspan="2">Other (Explain)</td> </tr> <tr> <td>6</td> <td colspan="2">Total Deductions</td> </tr> <tr> <td>7</td> <td colspan="2">Net Reconciling Items</td> </tr> </table>	Reconciling Items		Additions		Deposits in Transit			Date	Amount	2a			2b			2c			2d			2	Total D.I.T.'s		3	Total Additions			Deductions			Outstanding Checks		4	(Attach List)		5	Other (Explain)		6	Total Deductions		7	Net Reconciling Items		
Reconciling Items																																															
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2a																																															
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7	Net Reconciling Items																																														
8	Adjusted Balance per Bank as of: April 30, 2024	\$ 4,204.87																																													

Oxycocus Student Activity Account  
Outstanding Checks & Deposits In Transit

Month Ending April 30, 2024

Check Number	Check Amount
	\$ -

Deposit Number	Deposit Amount









**BANK RECONCILIATION**  
**Ocean Acres Student Activity Account**

Bank Name	Ocean First Bank		Prepared by: SB
Account Number	16006006509		5/7/2024
Statement Date	April 30, 2024		
Fund/Funds	63		

1	Balance per Bank	24,797.49
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	Reconciling Items													
	Additions													
	Deposits in Transit													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Date</td> <td style="width: 20%;">Amount</td> </tr> <tr> <td>2a</td> <td></td> </tr> <tr> <td>2b</td> <td></td> </tr> <tr> <td>2c</td> <td></td> </tr> <tr> <td>2d</td> <td></td> </tr> </table>	Date	Amount	2a		2b		2c		2d				
Date	Amount													
2a														
2b														
2c														
2d														
2	Total D.I.T.'s	-												
3	Total Additions	-												
	Deductions													
	Outstanding Checks													
4	(Attach List)	-												
5	Other (Explain)													
6	Total Deductions	-												
7	Net Reconciling Items			-										
8	Adjusted Balance per Bank as of: April 30, 2024			\$ 24,797.49										

Ocean Acres Student Activity Account  
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2024

Check Number	Check Amount
	\$ -

Deposit Number	Deposit Amount



10 General Fund		
Assets and Liabilities		
Assets		
Current Assets		
Cash and equivalents	17,444,383.1	
Capital Reserve Account	1,517,614.9	
Maintenance Reserve	1,476,088.9	
Emergency Reserves	2,303,854.0	
Levy Receivable	250,000.0	
Accounts Receivable	2,658,024.0	
Interfund Receivable		
R: State of NJ		
R: Local	1,434,035.90	
Total Assets		1,434,035.90
Liabilities		
Current Liabilities		
Estimated Revenues	37,771,900.00	
Revenues	(39,131,660.73)	
Total Liabilities		(1,359,760.73)
Total assets and resources:		25,724,240.20

10 General Fund		
Assets and Liabilities		
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Current Assets		
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Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

10 General Fund

Liabilities and Fund Equity

<b>Liabilities</b>				
421	Accounts Payable	436,967.17		436,967.17
<b>Fund Balance</b>				
	Appropriated			
	Reserve for Encumbrances			
753	Reserve for Encumbrances: Current	8,559,822.45		
754	Reserve for Encumbrances: Prior	52,175.40		
601	Appropriations (Control Account/Normal Credit Balance)	48,464,160.44		
602	Expenditures	34,165,872.40		
603	Encumbrances	8,611,997.85		
	Less: Expenditures and Encumbrances	(42,777,870.25)		
	Total Appropriations			14,298,288.04
	Reserved Fund Balance			
	Capital Reserve	4,523,688.95		
761	Add: Increase in Capital Reserves	500.00		
604	Less: Budgeted Withdrawal from Cap Reserve	(30,476,000.00)		
307				1,476,588.95
	Maintenance Reserve	2,313,914.04		
764	Add: Increase in Maintenance Reserve	500.00		
606	Less: Budgeted Withdrawal from Maintenance Reserve	(100,000.00)		
310				2,204,354.04
	Emergency Reserve	250,000.00		
766	Add: Increase in Current Expense Emergency Reserve/Interest Deposits	100.00		
607	Less: Budgeted Withdrawal from Current Expense Emergency Reserve	(40,000.00)		
312				210,100.00
75X,76x	Other Reserves			00
	Total Reserved Fund Balance:			3,891,042.99
	Unappropriated:			
	Budgeted Fund Balance	(6,738,680.00)		
303	Fund Balance	13,836,622.03		
770	Total Unappropriated:			7,097,942.03



Total Liabilities and Fund Balance

25,724,240.23

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

10 General Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations			
Revenues	48,464,160.44	42,777,870.25	5,686,290.19
	(37,771,900.00)	(39,131,660.73)	(-1,359,760.73)
	<b>10,692,260.44</b>	<b>3,646,209.52</b>	<b>7,046,050.92</b>
Change in Capital Reserve:			
Plus: Increase in Capital Reserves (604)	500.00	500.00	.00
Less: Budgeted Withdrawal from Cap Reserve (307)	(3,047,600.00)	(3,047,600.00)	(.00)
	<b>(3,047,100.00)</b>	<b>(3,047,100.00)</b>	<b>.00</b>
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	500.00	500.00	.00
Less: Budgeted Withdrawal from Maintenance Reserve (310)	(100,000.00)	(100,000.00)	(.00)
	<b>(99,500.00)</b>	<b>(99,500.00)</b>	<b>.00</b>
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
Less: Budgeted Withdrawal from Current Expense Emergency Reserve (312)	(40,000.00)	(40,000.00)	(.00)
	<b>(39,900.00)</b>	<b>(39,900.00)</b>	<b>.00</b>
Less: Reserve for Encumbrances: Prior	767,080.44	767,080.44	.00
Budgeted Fund Balance:	<b>6,763,640.00</b>	<b>-307,370.92</b>	<b>7,046,050.92</b>

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

10 General Fund

Interim Statements Comparing  
Budget Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds		Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX	From Local Sources	32,096,365.00	33,457,322.98	-1,360,957.98	
3XXX	From State Sources	5,628,798.00	5,628,798.00	.00	
4XXX	From Federal Sources	46,737.00	45,539.75	1,197.25	
		<b>37,771,900.00</b>	<b>39,131,660.73</b>	<b>-1,359,760.73</b>	
Expenditures		Appropriations	Expenditures	Encumbrances	Available Balance
<b>General Current Expenses</b>					
11-1xx-100-xxx	Regular Programs	10,913,217.25	7,986,169.61	1,910,330.29	1,016,717.35
11-2xx-100-xxx	Special Education	4,416,463.50	3,153,862.79	736,409.51	526,191.20
11-230-100-xxx	Basic Skills / Remedial	525,096.00	370,069.75	88,415.70	66,610.55
11-401-100-xxx	School-sponsored Co/Extra-Curricular Activities	132,327.00	97,246.09	.00	35,080.91
		15,987,103.75	11,607,348.24	2,735,155.50	1,644,600.01
<b>Undistributed Expenditures</b>					
11-000-xxx-xxx	Other	2,735,312.49	19,197,791.35	5,770,489.08	3,769,032.06
		28,737,349.49	19,197,791.35	5,770,489.08	3,769,032.06
<b>Capital Outlay</b>					
xx-xxx-xxx-73x	Equipment	451,337.89	119,926.47	106,353.27	225,058.12
12-000-4xx-xxx	Facilities Acquisition and Construction Services	3,288,406.34	3,240,806.34	.00	47,600.00
		3,739,744.20	3,360,732.81	106,353.27	272,658.12
<b>Special Schools</b>					
		.00	.00	.00	.00
<b>Other</b>					
		.00	.00	.00	.00
		48,464,160.44	34,165,872.45	8,611,997.85	5,686,290.19

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

10 General Fund

Schedule Of Revenues  
Actual Compared with Estimated

	Estimated	Actual	Unrealized
<b>Revenues from Local Sources</b>			
10-1210 Ad Valorem Taxes - Local Tax Levy	31,896,233.00	31,896,233.00	.00
10-1320 Tuition from Other LEAs within the State	109,032.00	31,595.00	77,437.00
10-1510 Interest On Investments	.00	22,551.82	-22,551.82
10-1980 Refund of Prior Year's Expenditures	.00	338,210.08	-338,210.08
10-1990 Miscellaneous Revenue from Local Sources	91,100.00	1,168,733.08	-1,077,633.08
	32,096,365.00	33,457,322.98	-1,360,957.98
<b>Revenues from State Sources</b>			
10-3116 School Choice Aid	322,990.00	322,990.00	.00
10-3121 Categorical Transportation Aid	507,193.00	507,193.00	.00
10-3131 Extraordinary Aid.	328,000.00	328,000.00	.00
10-3132 Categorical Special Education Aid	1,288,981.00	1,288,981.00	.00
10-3176 Equalization Aid.	2,942,999.00	2,942,999.00	.00
10-3177 Categorical Security Aid	238,635.00	238,635.00	.00
	5,628,798.00	5,628,798.00	.00
<b>Revenues from Federal Sources</b>			
10-4200 Unrestricted Grants from the Federal Govt through State	46,737.00	45,539.75	1,197.25
	46,737.00	45,539.75	1,197.25
	1,190.00	39,131,660.73	-1,359,760.73

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

10 General Fund

Statement of Appropriations  
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Regular Programs - Instruction</b>				
11-105-100-101 Preschool - Salaries of Teachers	15,382.00	15,381.40	.00	.60
11-105-100-936 Local Contribution - Transfer to Special Revenue Fund - Inclusion	199,682.00	199,682.00	.00	.00
11-110-100-101 Kindergarten - Salaries of Teachers	1,369,539.00	1,076,644.32	242,197.20	50,697.48
11-120-100-101 Grades 1-5 - Salaries of Teachers	6,617,133.00	5,017,894.31	1,197,518.43	401,720.26
11-130-100-101 Grades 6-8 - Salaries of Teachers	1,246,277.00	950,635.96	226,611.52	69,029.52
	9,448,013.00	7,260,237.99	1,666,327.15	521,447.86
<b>Regular Programs - Home Instruction</b>				
11-150-100-101 Salaries of Teachers	22,000.00	4,132.36	.00	17,867.64
11-150-100-320 Purchased Professional-Educational Services	5,000.00	.00	.00	5,000.00
	27,000.00	4,132.36	.00	22,867.64
<b>Regular Programs - Undistributed Instruction</b>				
11-190-100-340 Purchased Technical Services	562,746.50	305,944.55	167,684.02	89,117.93
11-190-100-500 Other Purchased Services (400-500 series)	1,407,500	9,470.21	25,132.48	79,472.31
11-190-100-610 General Supplies	526,711.88	204,242.42	41,036.64	281,432.82
11-190-100-640 Textbooks	221,360.47	202,009.08	.00	20,351.79
11-190-100-800 Other Objects	12,310.00	133.00	10,150.00	2,027.00
	1,438,204.35	721,799.26	244,003.14	472,401.85
<b>Special Education - Learning and/or Language Disabilities</b>				
11-204-100-101 Salaries of Teachers	685,047.00	385,476.36	91,737.14	207,833.50
11-204-100-106 Other Salaries for Instruction	255,927.00	182,534.99	48,479.08	24,912.93
11-204-100-610 General Supplies	2,325.00	1,483.43	.00	841.57
11-204-100-640 Textbooks	18,850.00	14,171.65	.00	4,678.35
	962,149.00	583,666.43	140,216.22	238,266.35
<b>Special Education - Behavioral Disabilities</b>				
11-209-100-101 Salaries of Teachers	203,952.00	160,139.20	39,759.80	4,053.00
11-209-100-106 Other Salaries for Instruction	150,364.00	98,196.83	21,221.64	30,945.53
11-209-100-610 General Supplies	8,524.50	5,609.69	.00	2,914.81
11-209-100-640 Textbooks	4,000.00	3,853.24	.00	146.76
11-209-100-800 Other Objects	3,400.00	623.00	229.99	2,147.01
	370,240.50	268,421.96	61,111.43	40,207.11

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Special Education - Multiple Disabilities</b>				
11-212-100-101 Salaries of Teachers	262,055.82	205,266.16	51,131.40	5,658.26
11-212-100-106 Other Salaries for Instruction	374,782.18	267,372.98	47,011.20	60,398.00
11-212-100-610 General Supplies	5,810.00	2,433.29	729.06	2,647.65
11-212-100-800 Other Objects	4,400.00	837.86	.00	3,562.14
	647,048.00	475,910.29	98,871.66	72,266.05
<b>Special Education - Resource Room/Resource Center</b>				
11-213-100-101 Salaries of Teachers	1,460,680.00	1,101,638.22	270,580.40	88,461.38
11-213-100-106 Other Salaries for Instruction	134,196.00	105,082.57	28,261.20	852.23
11-213-100-610 General Supplies	7,625.00	2,102.31	.00	5,522.69
	1,602,501.00	1,208,823.10	298,841.60	94,836.30
<b>Special Education - Autism</b>				
11-214-100-106 Other Salaries for Instruction	3,306.00	3,305.02	.00	.98
	3,306.00	3,305.02	.00	.98
<b>Special Education - Preschool Disabilities - Full-Time</b>				
11-216-100-101 Salaries of Teachers	452,259.00	347,107.82	82,069.60	23,081.58
11-216-100-106 Other Salaries for Instruction	337,860.00	259,230.13	54,799.00	23,830.87
11-216-100-610 General Supplies	14,400.00	2,218.20	.00	12,181.80
	804,519.00	608,556.15	136,868.60	59,094.25
<b>Special Education - Home Instruction</b>				
11-219-100-101 Salaries of Teachers	16,700.00	5,114.00	.00	5,586.00
11-219-100-320 Purchased Professional-Educational Services	16,000.00	65.84	.00	15,934.16
	26,700.00	5,179.84	.00	21,520.16
<b>Basic Skills/Remedial - Instruction</b>				
11-230-100-101 Salaries of Teachers	240,513.00	183,605.18	40,136.92	16,770.90
11-230-100-106 Other Salaries for Instruction	283,583.00	186,089.94	48,278.78	49,214.28
11-230-100-610 General Supplies	1,000.00	374.63	.00	625.37
	525,096.00	370,069.75	88,415.70	66,610.55
<b>School - Sponsored Co-curricular and Extra-curricular Activities</b>				
11-401-100-100 Salaries	132,127.00	97,090.16	.00	35,036.84
11-401-100-610 Supplies and Materials	200.00	155.93	.00	44.07
	132,327.00	97,246.09	.00	35,080.91
<b>UNDISTRIBUTED EXPENDITURES</b>				
<b>Instruction</b>				
11-000-100-561 Tuition to Other LEAs Within the State-Regular	24,000.00	4,440.00	1,110.00	18,450.00
11-000-100-562 Tuition to Other LEAs Within the State-Special	260,231.00	.00	.00	260,231.00

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-100-566	Tuition to APSSD Within the State	125,360.58	86,917.07	109,172.35
11-000-100-569	Tuition - Other	.00	.00	31,121.00
	636,802.00	129,800.58	88,027.07	418,974.35
11-000-211-100	Attendance and Social Work Services			.12
11-000-211-581	Salaries	25,990.84	5,198.16	149.88
	149.88	.00	.00	150.00
	31,339.00	25,990.84	5,198.16	
11-000-213-100	Health Services			15,255.70
11-000-213-300	Salaries	221,390.90	51,142.40	3,341.00
11-000-213-590	Purchased Professional and Technical Services	8,629.00	1,940.00	500.00
11-000-213-600	Other Purchased Services (400-500 series)	.00	.00	2,660.68
	10,329.00	4,315.11	3,353.21	21,757.38
	312,528.00	234,335.01	56,435.61	
11-000-216-100	Speech/Occupational Therapy/Physical Therapy and Related Services			95,659.26
11-000-216-320	Salaries	562,971.23	144,882.51	37,194.29
11-000-216-610	Purchased Professional - Educational Services	10,998.21	28,607.50	1,042.52
	2,500.00	1,457.48	.00	133,896.07
	882,813.00	575,426.92	173,490.01	
11-000-217-100	Extraordinary Services			22,593.50
11-000-217-320	Salaries	690,019.80	175,555.70	.42
11-000-217-610	Purchased Professional - Educational Services	117,114.08	77,087.50	.00
	8,002.00	.00	8,000.00	22,593.92
	1,090,371.06	807,133.88	260,643.20	
11-000-218-104	Guidance Services			17,563.10
11-000-218-581	Salaries of Other Professional Staff	250,855.50	58,196.40	326.00
11-000-218-610	Travel for Regular Business	.00	.00	395.69
	1,399.00	363.31	40.00	18,284.79
	328,340.00	259,613.81	58,236.40	
11-000-219-104	Child Study Teams			805.03
11-000-219-105	Salaries of Other Professional Staff	617,099.28	171,378.56	.12
11-000-219-390	Salaries of Secretarial and Clerical Assistants	106,010.84	21,202.16	45,988.93
11-000-219-592	Other Purchased Prof. and Tech. Services	45,621.74	6,989.33	1,038.68
	2,450.00	1,122.94	288.38	
				2,896.31
11-000-219-600	Miscellaneous Purchased Services (400-500 series Other than Residential Costs)	2,149.58	54.11	307,510.00
11-000-219-800	Supplies and Materials	.00	.00	358,239.07
	307,510.00			
	1,330,156.00	772,004.39	199,912.51	



Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Improvement of Instruction Services</b>				
11-000-221-102	85,698.00	68,558.40	17,139.60	.00
11-000-221-104	76,564.84	16,752.51	3,166.68	56,645.65
11-000-221-105	93,107.04	77,172.44	15,434.48	500.12
11-000-221-110	300,089.12	250,074.08	50,014.80	.24
11-000-221-176	266,084.00	185,963.40	80,120.60	.00
11-000-221-390	596.00	.00	.00	596.00
11-000-221-581	4,150.00	1,040.00	.00	3,110.00
11-000-221-610	1,955.75	1,401.26	.00	554.49
11-000-221-800	12,078.00	7,634.00	.00	4,444.00
	840,322.75	608,596.09	165,876.16	65,850.50
<b>Educational Media/Library Services</b>				
11-000-222-300	2,941.00	.00	.00	2,941.00
11-000-222-500	300.00	.00	.00	300.00
11-000-222-600	38,500.00	410.51	33,395.00	4,694.49
11-000-222-800	462.00	99.98	.00	362.02
	42,203.00	510.49	33,395.00	8,297.51
<b>Instructional Staff Training Services</b>				
11-000-223-110	.00	-1,165.07	.00	1,165.07
11-000-223-320	14,995.00	1,790.00	.00	13,205.00
11-000-223-390	6,630.00	1,000.00	.00	3,650.00
11-000-223-580	3,773.00	.00	.00	3,700.00
11-000-223-581	2,500.00	716.87	49.84	1,733.29
11-000-223-600	800.00	.00	639.00	161.00
	26,645.00	2,341.80	688.84	23,614.36
<b>Support Services - General Administration</b>				
11-000-230-100	677,829.00	430,071.70	125,781.28	121,976.02
11-000-230-331	73,459.00	20,884.51	10,000.00	33,574.49
11-000-230-332	33,500.00	33,500.00	.00	.00
11-000-230-334	36,120.00	12,274.87	23,214.40	631.23
11-000-230-339	33,641.00	18,640.22	15,000.00	.78
11-000-230-340	22,000.00	6,571.94	261.22	15,166.84
11-000-230-530	127,500.00	84,161.85	41,218.15	2,120.00
11-000-230-590	156,856.00	107,748.48	11,135.17	37,972.35
11-000-230-610	23,679.80	10,083.11	10,151.98	3,344.71
11-000-230-820	10,000.00	.00	.00	10,000.00



Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-890	19,060.00	10,857.00	.00	8,203.00
11-000-230-895	18,182.00	17,331.34	.00	850.66
	1,231,826.80	761,124.52	236,862.20	233,840.08
<b>Support Services - School Administration</b>				
11-000-240-103	643,939.84	436,210.96	102,232.16	105,496.72
11-000-240-105	529,166.00	355,653.42	91,870.84	81,641.74
11-000-240-300	30,800.00	.00	30,000.00	800.00
11-000-240-581	750.00	100.72	.00	649.28
11-000-240-600	41,676.00	9,221.16	25,264.78	7,190.06
11-000-240-800	15,813.00	6,040.00	9,500.00	273.00
	1,262,144.84	807,226.26	258,867.78	196,050.80
<b>Central Services</b>				
11-000-251-100	565,397.28	474,826.12	89,838.60	732.56
11-000-251-330	26,765.84	3,204.00	.00	23,561.84
11-000-251-335	15,000.00	.00	15,000.00	.00
11-000-251-340	10,332.00	9,262.67	1,068.84	.49
11-000-251-500	40,463.00	3,159.92	35,625.00	1,678.08
11-000-251-600	4,325.00	2,293.65	.00	2,031.35
11-000-251-890	2,300.00	2,300.00	250.00	.00
	664,333.12	495,046.36	141,782.44	28,004.32
<b>Administrative Information Technology</b>				
11-000-252-100	87,775.04	56,479.20	31,295.84	.00
11-000-252-340	65,650.01	.00	12,329.01	53,321.00
11-000-252-600	10,256.16	.00	10,256.16	.00
	163,681.21	56,479.20	53,881.01	53,321.00
<b>Required Maintenance for School Facilities</b>				
11-000-261-100	272,495.00	216,493.40	42,915.80	19,079.80
11-000-261-420	357,172.38	115,911.27	205,658.19	35,602.99
11-000-261-610	40,129.62	21,956.91	7,714.00	10,458.71
	669,797.00	348,367.51	256,287.99	65,141.50
<b>Custodial Services</b>				
11-000-262-100	1,080,616.00	840,580.07	162,835.92	77,200.01
11-000-262-107	236,417.00	176,588.75	43,596.45	16,231.80
11-000-262-300	21,900.00	11,486.72	9.79	10,403.49
11-000-262-420	189,018.57	145,301.78	43,285.10	331.69

**Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April**

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-490	Other Purchased Property Services	78,615.73	53,384.27	.00
11-000-262-520	Insurance	200,814.00	.00	.00
11-000-262-590	Miscellaneous Purchased Services	42,153.53	.00	15,971.47
11-000-262-610	General Supplies	101,955.57	20,722.54	6,750.37
11-000-262-621	Energy (Natural Gas)	182,063.81	156,936.19	.00
11-000-262-622	Energy (Electricity)	313,365.69	158,634.31	90.00
11-000-262-626	Energy (Gasoline)	3,911.11	6,105.53	500.00
11-000-262-800	Other Objects	9,717.91	446.88	585.21
11-000-262-837	Interest - Energy Savings Improvement Program Bonds	51,025.10	.00	.90
11-000-262-917	Principal - Energy Savings Improvement Program Bonds	260,298.98	.00	520.02
	<b>3,192,520.69</b>	<b>2,417,878.75</b>	<b>646,056.98</b>	<b>128,584.96</b>
<b>Care and Upkeep of Grounds</b>				
11-000-263-100	Salaries	111,920.60	22,367.68	5,917.72
11-000-263-420	"Cleaning, Repair, and Maintenance Services"	4,072.65	1,076.00	3,895.21
11-000-263-610	General Supplies	20,740.18	16,304.19	4,361.20
	<b>190,655.43</b>	<b>136,733.43</b>	<b>39,747.87</b>	<b>14,174.13</b>
<b>Security</b>				
11-000-266-100	Salaries	180,374.36	35,349.60	53,814.04
11-000-266-300	Purchased Professional and Technical Services	14,160.00	.00	180.00
11-000-266-610	General Supplies	3,697.30	.00	8,654.70
11-000-266-800	Other Objects	.00	.00	6,500.00
	<b>302,736.00</b>	<b>198,231.66</b>	<b>35,349.60</b>	<b>69,148.74</b>
<b>Student Transportation Services</b>				
11-000-270-107	Salaries of Non-Instructional Aides	470,365.47	112,231.80	315.73
11-000-270-160	Salaries for Pupil Transportation (Between Home and School) - Regular	1,065,030.26	241,388.86	40,829.88
11-000-270-161	Salaries for Pupil Transportation (Between Home and School) - Special Education	.00	.00	10,412.00
11-000-270-162	Salaries for Pupil Transportation (Other than Between Home and School)	551.15	.00	8,948.95
11-000-270-390	Other Purchased Professional and Technical Services	10,697.29	716.72	11,450.99
11-000-270-420	"Cleaning, Repair, and Maintenance Services"	.00	.00	7,300.00
11-000-270-443	Lease Purchase Payments - School Buses	76,298.79	.00	.21
11-000-270-503	Contract Services - Aid in Lieu Payments -Non-Public School	26,795.00	26,795.00	2,410.00
11-000-270-505	Contract Services - Aid in Lieu Payments-Choice School	60,662.00	.00	3,638.00

**Attachments are subject to change without notice**

**Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April**

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-511	Contract Services (Between Home and School)- Vendors	15,309.00	8,891.02	6,417.24
11-000-270-512	Contract Services (Other than Between Home and School)-Vendors	301.00	.00	.00
11-000-270-513	Contract Services (Between Home and School)-Joint Agreements	25,000.00	.00	25,000.00
11-000-270-517	Contract Services (Regular Students)-ESCs and CTSA's	13,000.00	.00	13,000.00
11-000-270-518	Contract Services (Special Education Students)-ESCs and CTSA's	409,139.00	260,867.62	113,899.71
11-000-270-593	Miscellaneous Purchased Services - Transportation	42,809.00	41,713.47	833.92
11-000-270-610	General Supplies	9,700.00	3,156.29	6,414.39
11-000-270-615	Transportation Supplies	298,573.65	155,626.09	123,883.78
11-000-270-800	Other Objects	6,810.00	6,545.00	265.00
		2,997,479.65	2,187,199.35	264,084.30
<b>Personnel Services - Unallocated Employee Benefits</b>				
11-000-291-220	Social Security Contributions	850,958.00	703,080.59	147,877.41
11-000-291-241	Other Retirement Contributions - PERS	1,217,923.00	1,003,471.00	214,452.00
11-000-291-250	Unemployment Compensation	20,399.00	.00	20,399.00
11-000-291-260	Workmen's Compensation	249,600.00	223,378.00	26,222.00
11-000-291-270	Health Benefits	1,185,247.00	5,964,714.72	1,356,926.07
11-000-291-280	Tuition Reimbursement	18,000.00	2,600.00	5,400.00
11-000-291-290	Other Employee Benefits	97,791.00	484,301.19	88,199.80
11-000-291-299	Unused Sick Payment to Terminated / Retired Staff	20,203.00	.00	.00
		12,540,124.00	8,381,545.50	1,645,024.28
<b>Facilities Acquisition and Construction Services</b>				
12-000-400-390	Other Purchased Prof. and Tech. Services	47,600.00	.00	47,600.00
12-000-400-450	Construction Services	3,181,602.34	3,181,602.34	.00
12-000-400-800	Other Objects	59,204.00	59,204.00	.00
		3,288,406.34	3,240,806.34	47,600.00
<b>Equipment</b>				
12-110-100-730	Kindergarten	18,000.00	.00	18,000.00
12-120-100-730	Grades 1-5	89,935.57	73,045.75	16,890.12
12-130-100-730	Grades 6-8	2,500.00	.00	2,500.00
12-000-219-730	Undistributed Expenditures -Support Services - Child Study Teams	13,161.23	13,161.23	.00
12-000-252-730	Undistributed Expenditures - Administrative Information Technology	109,574.50	.00	55,000.00
12-000-261-730	Undistributed Expenditures - Required Maintenance for School Facilities	59,990.50	24,990.50	35,000.00
12-000-261-730	Undistributed Expenditures - Custodial Services	8,729.29	8,729.29	.00

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
12-000-270-733				
School Buses - Regular	97,668.00	.00	.00	97,668.00
12-000-300-730				
Undistributed Expenditures - Non-Instructional Services	51,778.77	.00	51,778.77	.00
	451,337.86	119,926.47	106,353.27	225,058.12
Contribution (Transfer) of Funds to Charter Schools				
	.00	.00	.00	.00
General Fund	48,464,160.44	34,165,872.40	8,611,997.85	5,686,290.19

School Business Administrator Signature

Date

20 Special Revenue Fund

Assets and Liabilities

<b>Assets</b> 101  141 142 143	Cash	1,230,659.05	
	Accounts Receivable:		
	A/R: State of NJ		
	A/R: Federal	(.02)	
	A/R LOCAL		(.02)
	Total Other Assets		.00
<b>Resources</b> 301 302	Estimated Revenues	7,930,489.20	
	Revenues	(6,040,402.87)	
		<u>1,890,086.33</u>	
	Total assets and resources:	<u>3,120,745.36</u>	

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities	A/P - STATE	1.25	
	Accounts Payable	<u>179,973.00</u>	179,974.25
Fund Balance			
753	Appropriated		
754	Reserve for Encumbrances		
	Reserve for Encumbrances: Current	1,841,629.72	
	Reserve for Encumbrances: Prior		
601	Appropriations		7,930,489.20
602	Expenditures	4,989,718.09	
603	Encumbrances	<u>1,841,629.72</u>	
	Less: Expenditures and Encumbrances	(6,831,347.81)	
	Total Appropriations		<u>2,940,771.11</u>
75X,76x	Reserved Fund Balance		
	Other Reserves	<u>.00</u>	.00
	Total Reserved Fund Balance:		
	Unappropriated:		
303	Budgeted Fund Balance		
770	Unassigned Fund Balance		.00
	Total Unappropriated:		<u>.00</u>
	Total Liabilities and Fund Balance		<u>3,120,745.36</u>

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
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20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,930,489.20	6,831,347.81	1,099,141.39
Revenues	(7,930,489.20)	(6,040,402.87)	(1,890,086.33)
	.00	790,944.94	(790,944.94)
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	790,944.94	-790,944.94

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

20 Special Revenue Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and

Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
1XXX From Local Sources	248,922.92	248,979.59	-56.67
3XXX From State Sources	5,160,198.00	4,151,712.00	1,008,486.00
4XXX From Federal Sources	2,321,686.28	1,440,029.28	881,657.00
5XXX From Other Sources	199,682.00	199,682.00	.00
	7,930,489.20	6,040,402.87	1,890,086.33
Expenditures			
20-* Local Projects			
Other Special Revenue Fund	519.99	265.99	.00
	519.99	265.99	.00
State Projects			
Preschool Education Aid	5,318,918.00	3,314,582.34	1,536,460.02
SDA Emergent Needs and Capital Maint	56,613.00	.00	.00
Nonpublic Textbooks Aid	12,834.00	9,734.97	2,114.73
Nonpublic Aux Services - Basic Skills/Remedial	49,800.00	33,659.94	16,150.06
Nonpublic Hand - Supplemental Instruction	20,495.00	13,876.80	6,608.20
Nonpublic Hand - Handicapped Services	23,320.00	15,792.00	7,528.00
Nonpublic Hand - Corrective Speech	27,900.00	19,530.00	8,370.00
Nonpublic Nursing Services	26,640.00	26,640.00	.00
Nonpublic Technology Initiative Program	10,878.00	10,855.59	.00
Nonpublic Security Aid Program	51,455.00	11,364.56	32,035.20
	5,598,853.00	3,462,036.20	1,609,266.21
Federal Projects			
ESSA Title I, Part A	363,329.20	176,931.85	37,742.41
ESSA Title III	13,787.00	6,910.43	225.45
I.D.E.A. Part B	727,377.26	637,580.17	47,872.68
ESSA Title IIA / IID	76,287.26	53,284.23	217.49
ESSA Title IV	36,488.60	12,845.15	1,871.00
CRRSA Act-ESSER II Grant Program	8,319.23	8,319.23	.00
CRRSA Act-Learning Acceleration Grant Program	6,719.96	6,719.96	.00
ARP-ESSER Grant Program	772,984.70	467,075.91	79,606.02
ARP ESSER Subgrant (ALCES)	200,823.00	117,588.91	25,157.32



Report of the Secretary to the Board of Education  
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20-489-xxx-xxx	ARP ESSER Subgrant (EBSLEA)	40,000.00	.00	.00	40,000.00
20-490-xxx-xxx	ARP Evidence Based Learning Beyond the Sch Day	40,000.00	22,833.17	.00	17,166.83
20-491-xxx-xxx	ARP ESSER Subgrant (NJTSS)	45,000.00	17,326.86	27,673.14	.00
		2,331,116.21	1,527,415.90	232,363.51	571,336.80
		7,930,489.20	4,989,718.09	1,841,629.72	1,099,141.39

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

20 Special Revenue Fund

Schedule Of Revenues  
Actual Compared with Estimated

	Estimated	Actual	Unrealized
<b>Revenues from Local Sources</b>			
20-1760 Student Activity Fund Revenues	.00	.00	.00
20-1920 Contributions and Donations from Private Sources	519.99	519.99	.00
20-1980 Refund of Prior Year's Expenditures	248,402.93	248,459.60	-56.67
	248,922.92	248,979.59	-56.67
<b>Revenues from State Sources</b>			
20-3218 Preschool Education Aid and Prior Year Carryover	4,880,263.00	3,904,208.00	976,055.00
20-3231 Nonpublic Textbook Aid	12,834.00	12,834.00	.00
20-3232 Nonpublic Auxiliary Services Aid - Compensatory	49,810.00	39,043.00	10,767.00
20-3236 Nonpublic Handicapped Aid - Supplemental Instruction	20,485.00	16,084.00	4,401.00
20-3237 Nonpublic Handicapped Aid	23,320.00	18,297.00	5,023.00
20-3238 Nonpublic Handicapped Aid - Speech Correction	27,900.00	22,320.00	5,580.00
20-3239 Nonpublic Nursing Services Aid.	26,640.00	19,980.00	6,660.00
20-3240 Nonpublic Technology Initiative Aid	10,878.00	10,878.00	.00
20-3241 Nonpublic Security Aid	51,455.00	51,455.00	.00
20-3257 SDA Emergent Needs and Capital Maint in School Districts	56,613.00	56,613.00	.00
	5,160,198.00	4,151,712.00	1,008,486.00
<b>Revenues from Federal Sources</b>			
20-4411 Title I-Part A	363,329.20	214,091.20	149,238.00
20-4420 I.D.E.A. Part B	682,700.26	585,889.26	96,811.00
20-4423 I.D.E.A. Part B	20,677.00	34,870.00	9,807.00
20-4451 Title II-A	76,287.26	51,399.26	24,888.00
20-4471 Title IV - Part A - Student Support and Acad Enrichment	36,488.60	12,745.60	23,743.00
20-4491 Title III	13,787.00	.00	13,787.00
20-4534 CRRSA Act - ESSER II	.00	.00	.00
20-4535 CRRSA Act - Learning Acceleration Grant	5,609.26	5,609.26	.00
20-4540 ARP-ESSR	772,984.70	373,293.70	399,691.00
20-4541 ARP ESSER Accelerated Learning Coaching/Ed Support	200,823.00	200,823.00	67,992.00
20-4542 ARP ESSER Evid-Based Sum Learning & Enrichment Act	40,000.00	.00	40,000.00
20-4543 ARP ESSER Evid-Based Comp Beyond the School Day Act	40,000.00	21,987.00	18,017.00
20-4544 ARP ESSER NJTSS Mental Health Support Staffing	45,000.00	7,317.00	37,683.00
	2,321,686.28	1,440,029.28	881,657.00

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

Revenues from Other Financing Sources

Interfund Transfers

20-5200

199,682.00	199,682.00	.00
199,682.00	199,682.00	.00

7,930,489.20	6,040,402.87	1,890,086.33
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Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

20 Special Revenue Fund

Statement of Appropriations  
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Other Local Projects</b>				
Program Expenditures	269.99	265.99	.00	4.00
	269.99	265.99	.00	4.00
<b>Other Local Projects</b>				
Program Expenditures	250.00	.00	.00	250.00
	250.00	.00	.00	250.00
<b>Preschool Education</b>				
Salaries of Teachers	1,746,055.00	1,310,837.36	330,308.76	104,908.88
Other Salaries for Instruction	802,036.00	601,209.04	143,264.72	57,562.24
Purchased Professional-Educational Services	1,191.00	.00	.00	1,191.00
General Supplies	49,973.00	35,078.54	11,394.38	3,500.08
Salaries of Supervisors of Instruction	45,000.00	36,000.00	9,000.00	.00
Salaries of Program Directors	130,158.00	106,185.00	21,237.00	2,736.00
Salaries of Other Professional Staff	433,811.00	107,048.80	26,762.20	.00
Salaries of Secretarial and Clerical Assistants	93,944.00	78,323.48	15,619.48	1.04
Other Salaries	147,140.16	118,130.12	29,009.28	.76
Salaries of Community Parent Involvement Specialists	120,973.00	97,116.30	23,758.80	.00
Salaries of Master Teachers	128,723.90	102,562.90	26,161.00	.00
Personal Services - Employee Benefits	745,278.06	.00	520,473.94	224,804.06
Purchased Education Services - Contracted Pre-K	898,275.84	717,881.84	179,470.46	923.54
Other Purchased Professional Services	7,000.00	.00	.00	7,000.00
"Cleaning, Repair and Maintenance Services"	13,000.00	.00	.00	13,000.00
Rentals	34,563.00	.00	.00	34,563.00
Travel	2,500.00	.00	.00	2,500.00
Supplies and Materials	4,000.00	1,531.56	.00	2,468.04
Instructional Equipment	12,717.00	.00	.00	12,717.00
Non-instructional Equipment	202,677.00	2,677.00	200,000.00	.00
	5,318,918.00	3,314,582.34	1,536,460.02	467,875.64
<b>ESSA Title I, Part A</b>				
Salaries of Teachers	175,000.00	138,888.85	36,111.08	.07
Instructional Supplies	44,236.00	33,145.98	11,631.33	9,458.69
Employee Benefits	112,000.00	.00	.00	112,000.00
Other Purchased Services	3,500.00	.00	.00	3,500.00

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
20-231-200-600	28,593.20	4,897.05	.00	23,696.15
	363,329.20	176,931.88	37,742.41	148,654.91
<b>ESSA Title III</b>				
Purchased Services	1,500.00	250.80	.00	1,249.20
Instructional Supplies	6,000.00	2,341.13	.00	3,658.87
Other Purchased Services	2,750.00	1,725.00	.00	1,025.00
Supplies and Materials	3,537.00	2,593.50	225.45	718.05
	13,787.00	6,910.43	225.45	6,651.12
<b>IDEA Part B</b>				
Purchased Services	150,000.00	150,000.00	.00	.00
Other Purchased Services (400-500 Series)	425,000.00	378,251.60	37,495.18	9,253.22
Instructional Supplies	38,603.00	34,622.68	2,668.08	1,312.24
Professional Technical Services	64,807.26	31,233.45	4,155.92	29,417.89
Supplies and Materials	4,290.00	4,256.28	.00	33.72
	682,700.26	598,364.01	44,319.18	40,017.07
<b>IDEA Part B</b>				
Professional Technical Services	1,010.00	849.80	.00	160.20
Supplies and Materials	1,080.00	1,019.61	.00	60.39
Purchased Services	37,000.00	31,759.75	3,553.50	1,686.75
Instructional Supplies	5,587.00	5,587.00	.00	.00
	46,677.00	39,216.16	3,553.50	1,907.34
<b>ESSA Title IIA / IID</b>				
Salaries of Teachers	8,250.00	1,100.00	.00	7,150.00
Employee Benefits	631.00	.00	.00	631.00
Professional Technical Services	18,716.50	15,739.50	.00	2,977.00
Other Purchased Services	17,750.00	15,863.56	.00	1,886.44
Supplies and Materials	30,939.76	20,581.17	217.49	10,141.10
	76,287.26	32,284.23	217.49	22,785.54
<b>ESSA Title IV</b>				
Other Purchased Services (400-500 Series)	3,000.00	.00	3,000.00	.00
Instructional Supplies	18,852.57	10,909.12	.00	7,943.45
Purchased Property Services	3,000.00	.00	3,000.00	.00
Supplies and Materials	11,636.03	1,936.03	7,871.00	1,829.00
	36,488.60	12,845.15	13,871.00	9,772.45
<b>Student Activity Fund</b>				
	.00	.00	.00	.00
<b>CRRSA Act-ESSER II Grant Program</b>				

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
20-483-100-100	8,319.23	8,319.23	.00	.00
	8,319.23	8,319.23	.00	.00
<b>CRRSA Act-Learning Acceleration Grant Program</b>				
Instructional Supplies	476.96	476.96	.00	.00
Employee Benefits	615.30	615.30	.00	.00
Supplies and Materials	4,517.00	4,517.00	.00	.00
CRRSA Act-Learning Acceleration Grant Program	1,110.70	1,110.70	.00	.00
	6,719.96	6,719.96	.00	.00
<b>ARP-ESSER Grant Program</b>				
Program Expenditures	772,984.70	467,075.91	79,604.02	226,304.77
	772,984.70	467,075.91	79,604.02	226,304.77
<b>ARP ESSER Subgrant (ALCES)</b>				
Program Expenditures	200,823.00	117,588.91	25,157.32	58,076.77
	200,823.00	117,588.91	25,157.32	58,076.77
<b>ARP ESSER Subgrant (EBSLEA)</b>				
Program Expenditures	40,000.00	.00	.00	40,000.00
	40,000.00	.00	.00	40,000.00
<b>ARP Evidence Based Learning Beyond the School Day</b>				
Program Expenditures	40,000.00	22,833.17	.00	17,166.83
	40,000.00	22,833.17	.00	17,166.83
<b>ARP ESSER Subgrant (NJTSS)</b>				
Program Expenditures	45,000.00	17,326.86	27,673.14	.00
	45,000.00	17,326.86	27,673.14	.00
<b>SDA Emergent Needs and Capital Maintenance in School Districts</b>				
Program Expenditures	56,613.00	.00	.00	56,613.00
	56,613.00	.00	.00	56,613.00
<b>Nonpublic Textbooks Aid</b>				
Program Expenditures	12,834.00	9,734.97	2,114.73	984.30
	12,834.00	9,734.97	2,114.73	984.30
<b>Nonpublic Aux Services - Basic Skills/Remedial</b>				
Program Expenditures	49,810.00	33,659.94	16,150.06	.00
	49,810.00	33,659.94	16,150.06	.00
<b>Nonpublic Hand - Supplemental Instruction</b>				
Program Expenditures	20,485.00	13,876.80	6,608.20	.00
	20,485.00	13,876.80	6,608.20	.00

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Nonpublic Hand - Handicapped Services</b>				
Program Expenditures	23,320.00	15,792.00	7,528.00	.00
	23,320.00	15,792.00	7,528.00	.00
<b>Nonpublic Hand - Corrective Speech</b>				
Program Expenditures	27,900.00	19,530.00	8,370.00	.00
	27,900.00	19,530.00	8,370.00	.00
<b>Nonpublic Nursing Services</b>				
Program Expenditures	26,640.00	26,640.00	.00	.00
	26,640.00	26,640.00	.00	.00
<b>Nonpublic Technology Initiative Program</b>				
Program Expenditures	10,878.00	10,855.59	.00	22.41
	10,878.00	10,855.59	.00	22.41
<b>Nonpublic Security Aid Program</b>				
Program Expenditures	51,455.00	17,364.56	32,035.20	2,055.24
	51,455.00	17,364.56	32,035.20	2,055.24
<b>Special Revenue Fund</b>	<b>7,930,489.20</b>	<b>4,989,718.09</b>	<b>1,841,629.72</b>	<b>1,099,141.39</b>

School Business Administrator Signature

Date

30 Capital Projects Fund

Assets and Liabilities

<b>Assets</b>			
	101	Cash	1,725,928.82
102-107		Cash on hand and equivalents	1,515,964.90
<b>Resources</b>	301	Estimated Revenues	3,012,600.00
	302	Revenues	(3,070,346.67)
Total assets and resources:			(57,746.67)
			3,184,147.05

Attachments are subject to change without notice



30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities	Accounts Payable	6,026.15	6,026.15
Fund Balance	Appropriated		
	Reserve for Encumbrances		
753	Reserve for Encumbrances: Current		
754	Reserve for Encumbrances: Prior		
601	Appropriations	3,461,715.23	
602	Expenditures	283,594.33	
603	Encumbrances	(283,594.33)	
	Less: Expenditures and Encumbrances		
	Total Appropriations		3,178,120.90
75X,76x	Reserved Fund Balance		
	Other Reserves	.00	.00
	Total Reserved Fund Balance:		
	Unappropriated:		
303	Budgeted Fund Balance	(344,582.83)	
770	Fund Balance	344,582.83	.00
	Total Unappropriated:		
	Total Liabilities and Fund Balance		3,184,147.05

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	3,461,715.23	283,594.33	3,178,120.90
Revenues	(3,012,600.00)	(3,070,346.67)	(-57,746.67)
	<b>449,115.23</b>	<b>(2,786,752.34)</b>	<b>3,235,867.57</b>
Less: Reserve for Encumbrances: Prior	104,532.40	104,532.40	.00
Budgeted Fund Balance:	<b>344,582.83</b>	<b>-2,891,284.74</b>	<b>3,235,867.57</b>

Attachments are subject to change without notice

30 Capital Projects Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
1XXX From Local Sources	.00	57,746.67	-57,746.67
5XXX From Other Sources	3,012,600.00	3,012,600.00	.00
	3,012,600.00	3,070,346.67	-57,746.67

Expenditures

Appropriations      Expenditures      Encumbrances      Available Balance

Attachments are subject to change without notice

30 Capital Projects Fund

Schedule Of Revenues  
Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from Local Sources			
Interest On Investments	.00	57,746.67	-57,746.67
	.00	57,746.67	-57,746.67

30-1510

Revenues from Other Financing Sources  
Transfer from Capital Reserve

	3,012,600.00	3,012,600.00	.00
	3,012,600.00	3,012,600.00	.00
	3,012,600.00	3,070,346.67	-57,746.67

30-5210

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

30 Capital Projects Fund

Statement of Appropriations  
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Undistributed Expenditures</b>				
30-000-401-390 Other Purchased Professional and Technical Services	3,096,203.65	83,603.65	.00	3,012,600.00
30-000-403-450 Construction Services	365,375.67	199,854.77	.00	165,520.90
30-000-405-610 General Supplies	135.91	135.91	.00	.00
	3,461,715.23	283,594.33	.00	3,178,120.90
<b>Capital Projects Fund</b>	<b>3,461,715.23</b>	<b>283,594.33</b>	<b>.00</b>	<b>3,178,120.90</b>

School Business Administrator Signature

Date

40 Debt Service Fund

Assets and Liabilities

<b>Assets</b> 101 121 141	Cash		.52
	Tax Levy Receivable		
	Accounts Receivable:		
	A/R: State of NJ		.00
<b>Resources</b> 301 302	Estimated Revenues	676,250.00	
	Revenues	(676,250.00)	
			.00
<b>Total assets and resources:</b>			<u>.52</u>

Attachments are subject to change without notice

<b>40 Debt Service Fund</b>		
<b>Liabilities and Fund Equity</b>		
Appropriated Reserve for Encumbrances		
Reserve for Encumbrances: Current		
Reserve for Encumbrances: Prior		
Appropriations	676,250.00	676,250.00
Expenditures	676,250.00	
Encumbrances		(676,250.00)
Total: Expenditures and Encumbrances		
Total Appropriations		
Reserved Fund Balance		
Other Reserves		.00
Total Reserved Fund Balance:		
Appropriated:		
Budgeted Fund Balance		.52
Fund Balance		
Total Unappropriated:		
<b>Total Liabilities and Fund Balance</b>		

**Total Liabilities and Fund Balance**

40 Debt Service Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	676,250.00	676,250.00	.00
Revenues	(676,250.00)	(676,250.00)	(.00)
	.00	.00	.00
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	.00	.00

Attachments are subject to change without notice



40 Debt Service Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
1XXX From Local Sources	446,326.00	446,326.00	.00
3XXX From State Sources	229,924.00	229,924.00	.00
	676,250.00	676,250.00	.00

Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-xxx	676,250.00	676,250.00	.00	.00
	676,250.00	676,250.00	.00	.00

40-*				
Repayment of Debt				
Repayment of Debt - Regular				
Other				
Other Debt Service Fund				
	676,250.00	676,250.00	.00	.00

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

40 Debt Service Fund  
Schedule Of Revenues  
Actual Compared with Estimated

	Estimated	Actual	Unrealized
<b>Revenues from Local Sources</b>			
Ad Valorem Taxes - Local Tax Levy	446,326.00	446,326.00	.00
40-1210	446,326.00	446,326.00	.00
<b>Revenues from State Sources</b>			
Debt Service Aid Type II:	229,924.00	229,924.00	.00
40-3160	229,924.00	229,924.00	.00
	676,250.00	676,250.00	.00

Attachments are subject to change without notice

Report of the Secretary to the Board of Education  
Stafford Township Board of Education  
2023-24 April

40 Debt Service Fund

Statement of Appropriations  
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Regular Debt Service</b>				
Redemption of Principal and Retirement Bonds	450,000.00	450,000.00	.00	.00
Interest on Bonds	226,250.00	226,250.00	.00	.00
	676,250.00	676,250.00	.00	.00
<b>Debt Service Fund</b>	<b>676,250.00</b>	<b>676,250.00</b>	<b>.00</b>	<b>.00</b>

School Business Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachments are subject to change without notice

**Stafford Township Board of Education  
Monthly Transfer Report  
2023-24 April**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	10,849,260.00	145,572.57	10,994,832.57	1,099,483.26	28,820.25	.26	1,128,303.51	1,050,976.08
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	7,004,957.00	2,524.50	7,007,481.50	700,748.15	-92,738.00	-1.32	608,010.15	749,291.74
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extra-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-xxx 11-4xx-2xx-xxx 12-4xx-100-xxx	132,127.00	.00	132,127.00	13,212.70	00.00	.15	13,412.70	35,080.91
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
<b>UNDISTRIBUTED EXPENSES</b>		<b>17,986,344.00</b>	<b>148,097.07</b>	<b>18,134,441.07</b>	<b>1,813,411.11</b>	<b>-63,717.75</b>	<b>-.35</b>	<b>1,749,726.36</b>	<b>1,835,348.73</b>
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	682,504.00	20,000.00	702,504.00	10,250.40	-65,702.00	-9.35	4,548.40	418,974.35
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	1,496,332.00	13,161.23	1,509,493.23	150,949.32	548,234.00	36.32	699,183.32	405,110.63
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	961,999.00	.00	961,999.00	96,199.90	-95,031.25	-9.88	1,168.65	89,464.86
General Administration	11-000-230-xxx	1,094,103.00	25,869.80	1,120,002.80	112,000.28	111,824.00	9.98	223,824.28	208,840.08
School Administration	11-000-240-xxx	1,148,057.00	.00	1,148,057.00	114,805.70	114,087.84	9.94	228,893.54	196,050.80
Central Services & Administrative Information Technology	11-000-25x-xxx	734,015.00	9,535.17	753,600.17	75,360.02	74,914.16	9.94	150,274.18	81,325.32
Operation and Maintenance of Plant Services	11-000-26x-xxx	4,165,588.00	1,695.12	4,167,283.12	416,728.31	188,420.00	4.52	605,148.31	275,654.90
Student Transportation Services	11-000-270-xxx	2,877,235.00	50,073.65	2,927,305.65	292,730.57	70,174.00	2.40	362,904.57	261,862.30
Personal Services-Employee Benefits	11-xxx-xxx-2xx	12,710,093.00	187,893.00	12,897,985.00	1,289,798.50	-357,861.00	-2.77	931,937.50	1,630,024.28
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>25,869,922.00</b>	<b>318,307.97</b>	<b>26,188,229.97</b>	<b>2,618,823.00</b>	<b>589,059.75</b>	<b>2.25</b>	<b>3,207,882.75</b>	<b>3,567,307.52</b>
Equipment	12-xxx-xxx-93x	178,900.00	175,073.06	353,973.06	35,397.31	-26,232.00	-7.41	9,165.31	187,668.00
Facilities Acquisition and Construction Services	12-000-4xx-xxx	3,154,404.00	125,602.34	3,280,006.34	328,000.63	8,400.00	.26	336,400.63	47,600.00
Capital Reserve-Transfer to Capital Expend. Fund	11-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00

**Stafford Township Board of Education  
Monthly Transfer Report  
2023-24 April**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>3,333,304.00</b>	<b>300,675.40</b>	<b>3,633,979.40</b>	<b>363,397.94</b>	<b>-17,832.00</b>	<b>-.49</b>	<b>345,565.94</b>	<b>235,268.00</b>
<b>TOTAL SPECIAL SCHOOLS</b>	<b>13-xxx-xxx-xxx</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>47,189,570.00</b>	<b>767,080.44</b>	<b>47,956,650.44</b>	<b>4,795,665.05</b>	<b>50,510.00</b>	<b>1.06</b>	<b>5,303,175.05</b>	<b>5,637,924.25</b>

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

\_\_\_\_\_  
Date

**Stafford Township Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for April 2023-24**

**[Adjustment] Tx: 24936 Budget Transfer request from 6096 Huffman, Christine**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/9/2024	11	11-000-213-300-50-300	CONTR NURSE SER OXY	Adjustment	1,608.00	448.00	2,056.00
4/9/2024	11	11-000-213-300-60-300	CONTR NURSE SERV MCK	Adjustment	1,060.00	-148.00	912.00
4/9/2024	11	11-000-213-300-70-300	CONTR NURSE SERV INT	Adjustment	1,336.00	-300.00	1,036.00
						.00	

**[Adjustment] Tx: 25127 COVER MULTIPLE PO'S**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/9/2024	11	11-000-230-331-00-323	LEGAL FEES	Adjustment	75,000.00	-1,541.00	73,459.00
4/9/2024	11	11-000-230-339-00-329	LEGAL - NEGOTIATIONS	Adjustment	32,100.00	1,541.00	33,641.00
4/9/2024	11	11-000-251-340-00-300	PURCHASED TECHNICAL SERV	Adjustment	9,462.00	870.00	10,332.00
4/9/2024	11	11-000-251-500-00-500	OTHER PURCHASED SERVICES	Adjustment	37,583.00	-870.00	36,713.00
4/9/2024	11	11-000-251-592-00-500	CENTRAL OFF WORK/TRAVEL	Adjustment	3,800.00	-50.00	3,750.00
4/9/2024	11	11-000-251-890-00-800	MEMBERSHIPS/DUES	Adjustment	2,500.00	50.00	2,550.00
						.00	

**[Adjustment] Tx: 25020 SPLIT OXY FIRE ACCOUNTS**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/10/2024	11	11-000-261-420-50-400	OXY BLDG REPAIRS M1	Adjustment	218,000.00	-200,000.00	18,000.00
4/10/2024	11	11-000-261-420-50-400-001	OXY FIRE PURCH SERV MAINT RESERVE MONEY/INSURANCE	Adjustment	.00	100,000.00	100,000.00
4/10/2024	11	11-000-261-610-50-105-001	OXY FIRE SUPPLY MAINT RESERVE/INS	Adjustment	.00	100,000.00	100,000.00
						.00	

**[Adjustment] Tx: 25132 Budget Transfer request from 6237 Pavao, Elizabeth**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/12/2024	20	20-487-100-300-00-024	ARP-ESSER PURCHASE SERVICE	Adjustment	26,534.21	1,276.00	27,810.21
4/12/2024	20	20-487-100-500-00-024	ARP-ESSER INST SUPP FY24	Adjustment	141,100.88	-1,276.00	139,824.88
						.00	

**Stafford Township Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for April 2023-24**

**[Adjustment] Tx: 25133 Budget Transfer request from 5400 Jenkins, Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/12/2024	11	11-000-262-610-00-104	JANITORIAL SUPPLY	Adjustment	37,000.00	-10,000.00	27,000.00
4/12/2024	11	11-000-262-610-50-104	JANITORIAL SUPPLY OXY	Adjustment	10,700.00	2,000.00	12,700.00
4/12/2024	11	11-000-262-610-60-104	JANITORIAL SUPPLY MCK	Adjustment	11,000.00	2,000.00	13,000.00
4/12/2024	11	11-000-262-610-65-104	JANITORIAL SUPPLY OA	Adjustment	10,000.00	2,000.00	12,000.00
4/12/2024	11	11-000-262-610-70-104	JANITORIAL SUPPLY INTER	Adjustment	10,500.00	2,000.00	12,500.00
4/12/2024	11	11-000-262-610-75-104	JANITORIAL SUPPLY PLC	Adjustment	10,000.00	2,000.00	12,000.00
						.00	

**[Adjustment] Tx: 25137 Budget Transfer request from 6702 Gulino, Stephanie**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/12/2024	11	11-000-270-390-00-301	DRUG TEST/PHYSICALS	Adjustment	4,720.00	500.00	5,220.00
4/12/2024	11	11-000-270-610-00-600	GENERAL SUPPLIES	Adjustment	8,000.00	-500.00	7,500.00
						.00	

**[Adjustment] Tx: 25159 Budget Transfer request from 6096 Huffman, Christine**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/12/2024	11	11-000-213-300-75-325	NURSE CLASS TRIP PLC	Adjustment	2,000.00	-230.00	1,770.00
4/12/2024	11	11-000-213-600-50-101	HEALTH SUPPLIES OXY	Adjustment	1,077.00	230.00	1,307.00
						.00	

**[Adjustment] Tx: 25175 OT/PT SERVICES**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/12/2024	11	11-000-100-566-00-500	TUITION SPECIAL ED.	Adjustment	321,450.00	-20,000.00	301,450.00
4/12/2024	11	11-000-216-320-00-321	OT/PT/SPEECH SERVICE	Adjustment	25,000.00	40,000.00	65,000.00
4/12/2024	11	11-204-100-101-65-001	SLO TEACHER OA	Adjustment	156,799.00	-20,000.00	136,799.00
						.00	

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**[Adjustment] Tx: 25218 Budget Transfer request from 5400 Jenkins, Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/16/2024	11	11-000-261-420-50-400	OXY BLDG REPAIRS M1	Adjustment	18,000.00	-956.00	17,044.00
4/16/2024	11	11-000-261-420-65-400	OA BLDG REPAIRS M1	Adjustment	18,000.00	956.00	18,956.00
							.00

**[Adjustment] Tx: 25226 STEPHANIE'S PETTY CASH REIMBURSEMENT**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/16/2024	11	11-000-221-610-00-100	SUPERV SUPPLIES/MAT	Adjustment	1,205.75	50.00	1,255.75
4/16/2024	11	11-000-221-800-00-800	DUES AND FEES	Adjustment	12,128.00	-50.00	12,078.00
							.00

**[Adjustment] Tx: 25273 Budget Transfer request from 6237 Pavao, Elizabeth**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/18/2024	11	11-190-100-610-00-100	CURR. SUPPLY	Adjustment	35,020.72	-1,500.00	33,520.72
4/18/2024	11	11-190-100-610-65-116	STANDARD TEST OA	Adjustment	6,707.61	1,500.00	8,207.61
							.00

**[Adjustment] Tx: 25290 Budget Transfer request from 5400 Jenkins, Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/18/2024	11	11-000-262-610-00-104	JANITORIAL SUPPLY	Adjustment	27,000.00	-148.00	26,852.00
4/18/2024	11	11-000-262-610-50-104	JANITORIAL SUPPLY OXY	Adjustment	12,700.00	-33.63	12,666.37
4/18/2024	11	11-000-262-610-60-104	JANITORIAL SUPPLY MCK	Adjustment	13,000.00	181.63	13,181.63
							.00

**[Adjustment] Tx: 25617 Budget Transfer request from 6237 Pavao, Elizabeth**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/19/2024	20	20-280-100-600-00-113	TITLE IV INSTR SUPPLY	Adjustment	11,475.00	-93.43	11,381.57
4/19/2024	20	20-280-200-600-00-113	TITLE IV SUPPLIES	Adjustment	10,105.00	93.43	10,198.43
							.00



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**[Adjustment] Tx: 25618 Budget Transfer request from 6237 Pavao, Elizabeth**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/19/2024	20	20-280-100-500-00-500	TITLE IV OTHR PURCH SERV	Adjustment	2,400.00	600.00	3,000.00
4/19/2024	20	20-280-100-600-00-113	TITLE IV INSTR SUPPLY	Adjustment	11,381.57	-600.00	10,781.57
						.00	

**[Adjustment] Tx: 25643 REMOVE PREK CARRYOVER FROM LAST SY**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/22/2024	20	20-218-100-600-00-SCO	PRESCHOOL ADVERTISED BUDGET CARRYOVER	Adjustment	28,000.00	-28,000.00	.00
						-28,000.00	

**[Adjustment] Tx: 25651 COVER ADJUSTMENTS MADE TODAY**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/22/2024	11	11-000-261-420-50-400-001	OXY FIRE PURCH SERV-MAINT RESERVE MONEY/INSURANCE	Adjustment	100,000.00	93,581.00	193,581.00
4/22/2024	11	11-000-261-610-50-105-001	OXY FIRE SUPPLY-MAINT RESERVE/INS	Adjustment	100,000.00	-93,581.00	6,419.00
4/22/2024	11	11-212-100-106-00-002	MD SUB AIDES	Adjustment	396.00	-396.00	.00
4/22/2024	11	11-212-100-106-65-002	MD SUB AIDES OA	Adjustment	11,183.00	396.00	11,579.00
						.00	

**[Adjustment] Tx: 25700 NEW PLC PARKING LOT**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/22/2024	11	11-000-263-420-00-400	SCHOOL GROUNDS SERVICES	Adjustment	5,000.00	-5,000.00	.00
4/22/2024	11	11-000-263-610-00-600	UE C&UG GENERAL SUPPLIES	Adjustment	7,500.00	-2,413.00	5,087.00
4/22/2024	11	11-000-263-610-75-100	GROUNDS SUPPLIES PLC	Adjustment	.00	7,413.00	7,413.00
						.00	

**[Adjustment] Tx: 25671 Budget Transfer request from 6218 Glory, Tara**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2024	20	20-218-100-600-00-100	PRESCHOOL INSTR. SUPPLY	Adjustment	45,173.00	1,500.00	46,673.00
4/23/2024	20	20-218-100-800-00-800	PRESCHOOL INSTR MISC EXP	Adjustment	1,500.00	-1,500.00	.00
						.00	

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**[Adjustment] Tx: 25675 CHROMEBOOKS/PROJECTORS**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2024	11	11-190-100-340-00-600	PURCHASED TECHNICAL SERV	Adjustment	20,000.00	-10,865.50	9,134.50
4/23/2024	11	11-190-100-500-75-500	OTHER PURCH SERV PLC	Adjustment	13,700.00	-11,525.00	2,175.00
4/23/2024	11	11-190-100-610-00-107	DIST INSTRUCTION SUPPLY	Adjustment	71,600.00	-71,600.00	.00
4/23/2024	11	11-190-100-610-00-108	DIST INSTRUCTION SUPPLY	Adjustment	20,000.00	-19,009.50	990.50
4/23/2024	11	11-190-100-610-60-100	TEACHING SUPPLY MCK	Adjustment	37,855.00	82,250.00	120,105.00
4/23/2024	11	11-190-100-610-60-108	CONSUMABLE BOOKS MCK	Adjustment	9,140.53	-7,055.00	2,085.53
4/23/2024	11	11-190-100-610-70-100	TEACHING SUPPLY INTER	Adjustment	42,200.00	113,000.00	155,200.00
4/23/2024	11	11-190-100-610-70-100	TEACHING SUPPLY INTER	Adjustment	155,200.00	36,750.00	191,950.00
4/23/2024	11	11-190-100-640-60-107	TEXTBOOKS MCK	Adjustment	15,000.00	-1,855.00	13,145.00
4/23/2024	11	11-230-100-101-65-001	INTER TEACH SAL OA	Adjustment	236,387.00	-110,090.00	126,297.00
						.00	

**[Adjustment] Tx: 25679 Budget Transfer request from 5400 Jenkins, Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2024	11	11-000-261-610-50-105	OXYCOCUS M1 SUPPLIES	Adjustment	2,200.00	-383.00	1,817.00
4/23/2024	11	11-000-261-610-65-105	OA M1 SUPPLIES	Adjustment	8,100.00	383.00	8,483.00
						.00	

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[Adjustment] Tx: 25689 TO COVER APRIL 15TH PAYROLL

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2024	11	11-000-213-100-60-001	SCHOOL NURSE SAL MCK	Adjustment	66,675.00	236.00	66,911.00
4/23/2024	11	11-000-213-100-60-002	SUB NURSE MCK	Adjustment	6,770.00	-236.00	6,534.00
4/23/2024	11	11-000-213-100-70-001	SCHOOL NURSE SAL INTER	Adjustment	65,751.00	-250.00	65,508.00
4/23/2024	11	11-000-213-100-75-002	SUB NURSE PLC	Adjustment	1,950.00	250.00	2,200.00
4/23/2024	11	11-000-217-100-50-001	EXTRAORD AIDE OXY	Adjustment	131,299.00	-1,838.00	129,461.00
4/23/2024	11	11-000-217-100-50-003	O/T EXTRAORD AIDE OXY	Adjustment	6,832.00	1,080.00	7,912.00
4/23/2024	11	11-000-217-100-60-003	O/T EXTRAORD AIDE MCK	Adjustment	5,604.00	667.00	6,271.00
4/23/2024	11	11-000-217-100-65-003	O/T EXTRAORD AIDE OA	Adjustment	4,385.00	669.00	5,054.00
4/23/2024	11	11-000-217-100-70-002	EXTRAORD SUBS INT	Adjustment	7,628.00	-1,091.00	6,537.00
4/23/2024	11	11-000-217-100-75-003	O/T EXTRAORD AIDE PLC	Adjustment	1,258.00	513.00	1,771.00
4/23/2024	11	11-000-219-104-00-003	CST TRANSLATION	Adjustment	248.00	13.00	261.00
4/23/2024	11	11-000-219-104-00-004	SALARIES OF OTHER PROFES	Adjustment	22,598.88	-13.00	22,585.88
4/23/2024	11	11-000-240-105-50-002	SUB SCHOOL SEC OXY	Adjustment	2,992.00	238.00	3,230.00
4/23/2024	11	11-000-240-105-60-002	SUB SCHOOL SEC MCK	Adjustment	2,000.00	42.00	2,042.00
4/23/2024	11	11-000-240-105-65-002	SUB SCHOOL SEC OA	Adjustment	10,842.00	1,181.00	12,023.00
4/23/2024	11	11-000-240-105-70-002	SUB SCHOOL SEC INT	Adjustment	2,880.00	397.00	3,277.00
4/23/2024	11	11-000-240-105-75-001	SCHOOL SECRETARY PLC	Adjustment	99,545.96	-3,452.00	96,093.96
4/23/2024	11	11-000-240-105-75-002	SUB SCHOOL SEC PLC	Adjustment	40,891.00	1,594.00	42,485.00
4/23/2024	11	11-000-266-100-00-001	SAFETY OFFICERS SALARY	Adjustment	219,763.00	-2,340.00	217,423.00
4/23/2024	11	11-000-266-100-00-002	SAFETY OFFICERS SUBS	Adjustment	23,275.00	2,340.00	25,615.00
4/23/2024	11	11-000-270-107-00-002	SUB ATTENDANTS SALARY	Adjustment	35,683.00	1,404.00	37,087.00
4/23/2024	11	11-000-270-107-00-003	ATTENDANTS OVERTIME	Adjustment	16,057.00	1,001.00	17,058.00
4/23/2024	11	11-000-270-107-00-003-001	ATTENDANTS DOUBLE BACK RUNS	Adjustment	1,875.00	285.00	2,160.00

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**[Adjustment] Tx: 25689 TO COVER APRIL 15TH PAYROLL**

4/23/2024	11	11-000-270-107-50-001	PREK ATTENDANTS	Adjustment	102,793.00	241.00	103,034.00
4/23/2024	11	11-000-270-160-00-001	DRIVERS SALARY	Adjustment	860,183.00	-3,321.00	856,862.00
4/23/2024	11	11-000-270-160-00-001-003	TRANS. MECHANIC SALARY	Adjustment	139,263.04	-1,175.00	138,088.04
4/23/2024	11	11-000-270-160-00-003-002	TRANS. MECHANIC O/T SAL	Adjustment	11,075.96	1,175.00	15,245.96
4/23/2024	11	11-000-270-160-00-003-003	DRIVER DOUBLE BACK RUNS	Adjustment	3,120.00	390.00	3,510.00
4/23/2024	11	11-105-100-101-00-003	PRESCH/KINDER TEACH EXTR	Adjustment	13,499.00	994.00	14,493.00
4/23/2024	11	11-110-100-101-75-001	KINDER TEACH PLC	Adjustment	1,304,588.00	-5,190.00	1,299,398.00
4/23/2024	11	11-110-100-101-75-002	KINDER SUB TEACH PLC	Adjustment	60,155.00	5,190.00	65,345.00
4/23/2024	11	11-110-100-101-75-003	KINDER TEACH EXTRA PLC	Adjustment	5,148.00	287.00	5,435.00
4/23/2024	11	11-120-100-101-00-003	1-5 TEACHERS EXTRA	Adjustment	66,501.00	-2,420.00	64,081.00
4/23/2024	11	11-120-100-101-60-001	GRADES 1-5 TEACHER MCK	Adjustment	2,359,940.00	-4,710.00	2,355,230.00
4/23/2024	11	11-120-100-101-60-002	GRADE 1-5 SUB TEACH MCK	Adjustment	60,245.00	4,710.00	64,955.00
4/23/2024	11	11-120-100-101-60-003	GRADE 1-5 TEACH EXTR MCK	Adjustment	10,023.00	308.00	10,331.00
4/23/2024	11	11-120-100-101-65-001	GRADES 1-5 TEACHER OA	Adjustment	2,413,950.00	-7,875.00	2,406,075.00
4/23/2024	11	11-120-100-101-65-002	GRADE 1-5 SUB TEACH OA	Adjustment	69,250.00	7,875.00	77,125.00
4/23/2024	11	11-120-100-101-65-003	GRADE 1-5 TEACH EXTRA OA	Adjustment	24,791.00	617.00	25,408.00
4/23/2024	11	11-120-100-101-70-003	GRADE 1-5 TEACH EXTR INT	Adjustment	2,654.00	214.00	2,868.00
4/23/2024	11	11-209-100-101-65-002	BD SUB TEACHER OA	Adjustment	220.00	330.00	550.00
4/23/2024	11	11-209-100-106-50-003	BD ASSISTANT O/T OXY	Adjustment	662.00	265.00	927.00
4/23/2024	11	11-209-100-106-60-002	BD SUB AIDES MCK	Adjustment	215.00	216.00	431.00
4/23/2024	11	11-209-100-106-60-003	BD ASSISTANT O/T MCK	Adjustment	1,290.00	236.00	1,526.00
4/23/2024	11	11-209-100-106-65-001	BD ASSISTANT OA	Adjustment	21,118.00	-1,248.00	19,870.00
4/23/2024	11	11-209-100-106-75-003	BD ASSISTANT O/T PLC	Adjustment	.00	201.00	201.00

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**[Adjustment] Tx: 25689 TO COVER APRIL 15TH PAYROLL**

4/23/2024	11	11-212-100-101-60-002	MD SUB TEACHER MCK	Adjustment	440.00	110.00	550.00
4/23/2024	11	11-212-100-106-60-001	MD ASSISTANT MCK	Adjustment	66,441.00	-2,970.00	63,471.00
4/23/2024	11	11-212-100-106-60-002	MD SUB AIDES MCK	Adjustment	6,536.00	1,243.00	7,779.00
4/23/2024	11	11-212-100-106-65-002	MD SUB AIDES OA	Adjustment	1,575.00	1,428.00	13,007.00
4/23/2024	11	11-214-100-106-50-001	PDD ASSISTANT OXY	Adjustment	2,965.00	189.00	3,154.00
4/23/2024	11	11-216-100-101-50-003	PSD TEACHER EXTRA	Adjustment	4,148.00	704.00	4,852.00
4/23/2024	11	11-216-100-106-50-001	PSD ASSISTANT OXY	Adjustment	290,678.00	-2,038.00	288,640.00
4/23/2024	11	11-216-100-106-50-002	PSD SUB AIDE OXY	Adjustment	4,794.00	340.00	5,134.00
4/23/2024	11	11-216-100-106-50-003	PSD TEACH ASSIST O/T	Adjustment	20,042.00	994.00	21,036.00
4/23/2024	11	11-219-100-101-70-001	HOME BOUND SP ED INT	Adjustment	2,654.00	866.00	3,520.00
4/23/2024	11	11-219-100-101-75-001	HOME BOUND SP ED PLC	Adjustment	1,000.00	-866.00	134.00
4/23/2024	11	11-230-100-106-60-003	O/T INTERV AIDE MCK	Adjustment	50.00	49.00	99.00
4/23/2024	11	11-230-100-106-75-001	INTER CLASS AIDE PLC	Adjustment	150,221.00	-735.00	149,486.00
4/23/2024	11	11-230-100-106-75-002	INTERV AIDS SUBS PLC	Adjustment	2,561.00	686.00	3,247.00
4/23/2024	11	11-401-100-100-00-003	ENRICHMENT SALARIES	Adjustment	129,388.00	-20.00	129,368.00
4/23/2024	11	11-401-100-100-00-003-003	EXTRAORDINARY ENRICHMENT SALARY	Adjustment	2,739.00	20.00	2,759.00
						.00	
4/23/2024	61	61-992-330-100-00-002	STAC STAFF SUBS	Adjustment	8,501.18	1,795.00	10,296.18
4/23/2024	61	61-992-330-600-00-101	STAC VENDING MACHINE SUPPLIES	Adjustment	2,500.00	-1,795.00	705.00
						.00	

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**[Adjustment] Tx: 25717 GEORGE'S PETTY CASH**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/24/2024	11	11-000-230-610-00-114	SUPERINTENDENT'S SUPP	Adjustment	3,050.00	192.00	3,242.00
4/24/2024	11	11-000-230-610-00-600	SUPPLIES AND MATERIALS	Adjustment	4,000.00	-192.00	3,808.00
						.00	

**[Adjustment] Tx: 25718 GROUNDS ACCOUNT SPLIT**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/24/2024	11	11-000-262-420-00-600	"CLEANING, REPAIR, AND MA"	Adjustment	10,937.45	-2,445.00	8,492.45
4/24/2024	11	11-000-262-420-50-400	MAINT/REPAIR SERV OXY	Adjustment	10,972.20	214.00	11,186.20
4/24/2024	11	11-000-262-420-70-400	MAINT/REPAIR SERV INTER	Adjustment	15,729.75	2,231.00	17,960.75
4/24/2024	11	11-000-263-420-00-420	SCHOOL GROUNDS SERVICES	Adjustment	7,649.43	-62.00	7,587.43
4/24/2024	11	11-000-263-420-60-420	GROUNDS SERVICE MCK	Adjustment	.00	62.00	62.00
4/24/2024	11	11-000-263-610-00-100	GROUNDS SUPPLIES	Adjustment	30,000.00	-1,358.00	28,642.00
4/24/2024	11	11-000-263-610-65-100	GROUNDS SUPPLIES OA	Adjustment	.00	633.00	633.00
4/24/2024	11	11-000-263-610-70-100	GROUNDS SUPPLIES INTER	Adjustment	.00	725.00	725.00
						.00	

**[Adjustment] Tx: 25726 OXY FIRE SPIEZLE TRANSFER**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/24/2024	11	11-000-261-420-50-400-001	OXY FIRE PURCH SERV MAINT RESERVE MONEY/INSURANCE	Adjustment	193,581.00	1,240.00	194,821.00
4/24/2024	11	11-000-261-610-50-105-001	OXY FIRE SUPPLY MAINT RESERVE/INS	Adjustment	6,419.00	-1,240.00	5,179.00
						.00	

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**[Adjustment] Tx: 25731 ACCOUNT SPLIT PROJECT**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/24/2024	11	11-190-100-610-00-106	DISTRICT TECH SUPPLIES	Adjustment	36,347.70	-36.00	36,311.70
4/24/2024	11	11-190-100-610-60-106	MCK TECH SUPPLIES	Adjustment	.00	36.00	36.00
							.00
4/24/2024	20	20-241-200-600-00-600	TITLE III SUPPORT SUPPLY	Adjustment	3,537.00	-820.00	2,717.00
4/24/2024	20	20-241-200-600-65-600	TITLE III SUPPORT SUPPLY OA	Adjustment	.00	820.00	820.00
4/24/2024	20	20-250-100-600-00-110	IDEA BASIC SUPPLIES	Adjustment	38,603.00	-65.99	38,537.01
4/24/2024	20	20-250-100-600-60-110	IDEA BASIC SUPPLIES MCKINLEY	Adjustment	.00	65.99	65.99
4/24/2024	20	20-270-200-300-00-300	TITLE IIA PUR PROF SERV	Adjustment	10,000.00	-250.00	9,750.00
4/24/2024	20	20-270-200-300-60-300	TITLE IIA PUR PROF SERVICE MCK	Adjustment	.00	250.00	250.00
							.00

**[Adjustment] Tx: 25734 PLC OVERFLOW PARKING LOT**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/25/2024	11	11-000-263-610-00-100	GROUNDS SUPPLIES	Adjustment	28,642.00	-1,400.00	27,242.00
4/25/2024	11	11-000-263-610-75-100	GROUNDS SUPPLIES PLC	Adjustment	7,413.00	1,400.00	8,813.00
							.00

**[Adjustment] Tx: 25883 Budget Transfer request from 5400 Jenkins Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	11	11-000-263-420-75-420	GROUNDS SERVICE PLC	Adjustment	.00	1,394.43	1,394.43
4/29/2024	11	11-000-263-610-00-100	GROUNDS SUPPLIES	Adjustment	27,242.00	-1,394.43	25,847.57
							.00

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**[Adjustment] Tx: 25884 Budget Transfer request from 5400 Jenkins, Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	11	11-000-263-610-00-100	GROUNDS SUPPLIES	Adjustment	25,847.57	-100.00	25,747.57
4/29/2024	11	11-000-263-610-75-100	GROUNDS SUPPLIES PLC	Adjustment	8,813.00	400.00	9,213.00
4/29/2024	11	11-000-263-800-00-800	GROUNDS WORKSHOP/TRAVEL	Adjustment	300.00	-300.00	.00
						.00	

**[Adjustment] Tx: 25885 Budget Transfer request from 5400 Jenkins, Tina M**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	11	11-000-261-610-00-105	DISTRICT MAINT SUPPLY M1	Adjustment	8,950.62	-2,950.00	6,000.62
4/29/2024	11	11-000-261-610-60-105	MCKINLEY M1 SUPPLY	Adjustment	5,200.00	2,950.00	8,150.00
						.00	

**[Adjustment] Tx: 25897 Budget Transfer request from 6218 Glory, Tara**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	20	20-218-100-600-00-100	PRESCHOOL INSTR. SUPPLY	Adjustment	46,673.00	3,300.00	49,973.00
4/29/2024	20	20-218-200-516-00-500	CONTR SERV-TRANS. FIELD TRIPS	Adjustment	3,300.00	-3,300.00	.00
						.00	

Attachments are subject to change without notice



**Stafford Township Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for April 2023-24**

[Adjustment] Tx: 25906 COVER APRIL 30TH PAYROLL

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	11	11-000-213-100-60-001	SCHOOL NURSE SAL MCK	Adjustment	66,911.00	527.00	67,438.00
4/29/2024	11	11-000-213-100-70-001	SCHOOL NURSE SAL INTER	Adjustment	65,508.00	-527.00	64,981.00
4/29/2024	11	11-000-217-100-50-003	O/T EXTRAORD AIDE OXY	Adjustment	7,912.00	829.00	8,741.00
4/29/2024	11	11-000-217-100-60-003	O/T EXTRAORD AIDE MCK	Adjustment	6,271.00	435.00	6,706.00
4/29/2024	11	11-000-217-100-65-003	O/T EXTRAORD AIDE OA	Adjustment	5,054.00	487.00	5,541.00
4/29/2024	11	11-000-217-100-75-002	EXTRAORD SUBS PLC	Adjustment	8,678.00	-1,992.00	6,686.00
4/29/2024	11	11-000-217-100-75-003	O/T EXTRAORD AIDE PLC	Adjustment	1,771.00	241.00	2,012.00
4/29/2024	11	11-000-240-103-50-001	PRINCIPALS OXY	Adjustment	95,545.72	-50.00	95,495.72
4/29/2024	11	11-000-240-103-65-002	SUB PRINCIPAL/VICE OA	Adjustment	.00	50.00	50.00
4/29/2024	11	11-000-240-105-00-002	SUB SCHOOL SECRETARY	Adjustment	46,043.00	-972.00	45,071.00
4/29/2024	11	11-000-240-105-60-002	SUB SCHOOL SEC MCK	Adjustment	2,042.00	219.00	2,261.00
4/29/2024	11	11-000-240-105-65-002	SUB SCHOOL SEC OA	Adjustment	12,023.00	749.00	12,772.00
4/29/2024	11	11-000-240-105-70-002	SUB SCHOOL SEC INT	Adjustment	3,277.00	341.00	3,618.00
4/29/2024	11	11-000-240-105-75-001	SCHOOL SECRETARY PLC	Adjustment	96,093.96	-1,400.00	94,693.96
4/29/2024	11	11-000-240-105-75-002	SUB SCHOOL SEC PLC	Adjustment	42,485.00	1,063.00	43,548.00
4/29/2024	11	11-000-266-100-00-001	SAFETY OFFICERS SALARY	Adjustment	217,423.00	-570.00	216,853.00
4/29/2024	11	11-000-266-100-00-002	SAFETY OFFICERS SUBS	Adjustment	25,615.00	570.00	26,185.00
4/29/2024	11	11-000-270-107-00-002	SUB ATTENDANTS SALARY	Adjustment	37,087.00	1,869.00	38,956.00
4/29/2024	11	11-000-270-107-00-003	ATTENDANTS OVERTIME	Adjustment	17,058.00	440.00	17,498.00
4/29/2024	11	11-000-270-107-00-003-001	ATTENDANTS DOUBLE BACK RUNS	Adjustment	2,160.00	15.00	2,175.00
4/29/2024	11	11-000-270-160-00-001	DRIVERS SALARY	Adjustment	856,862.00	-3,918.00	852,944.00
4/29/2024	11	11-000-270-160-00-001-003	TRANS. MECHANIC SALARY	Adjustment	138,088.04	-857.00	137,231.04
4/29/2024	11	11-000-270-160-00-003	DRIVERS O/T	Adjustment	67,330.00	1,564.00	68,894.00

**Stafford Township Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for April 2023-24**

**[Adjustment] Tx: 25906 COVER APRIL 30TH PAYROLL**

4/29/2024	11	11-000-270-160-00-003-002	TRANS. MECHANIC O/T SAL	Adjustment	15,245.96	857.00	16,102.96
4/29/2024	11	11-000-270-160-00-003-003	DRIVER DOUBLE BACK RUNS	Adjustment	3,510.00	30.00	3,540.00
4/29/2024	11	11-105-100-101-00-003	PRESCH/KINDER TEACH EXTR	Adjustment	14,493.00	889.00	15,382.00
4/29/2024	11	11-110-100-101-75-001	KINDER TEACH PLC	Adjustment	1,293,398.00	-4,080.00	1,295,318.00
4/29/2024	11	11-110-100-101-75-002	KINDER SUB TEACH PLC	Adjustment	65,345.00	3,176.00	68,521.00
4/29/2024	11	11-110-100-101-75-003	KINDER TEACH EXTRA PLC	Adjustment	5,435.00	15.00	5,450.00
4/29/2024	11	11-120-100-101-00-003	1-5 TEACHERS EXTRA	Adjustment	64,081.00	-1,530.00	62,551.00
4/29/2024	11	11-120-100-101-60-001	GRADES 1-5 TEACHER MCK	Adjustment	2,355,230.00	-4,090.00	2,351,140.00
4/29/2024	11	11-120-100-101-60-002	GRADE 1-5 SUB TEACH MCK	Adjustment	64,955.00	4,090.00	69,045.00
4/29/2024	11	11-120-100-101-60-003	GRADE 1-5 TEACH EXTR MCK	Adjustment	10,331.00	117.00	10,448.00
4/29/2024	11	11-120-100-101-65-001	GRADES 1-5 TEACHER OA	Adjustment	2,406,075.00	-4,365.00	2,401,710.00
4/29/2024	11	11-120-100-101-65-002	GRADE 1-5 SUB TEACH OA	Adjustment	77,125.00	4,365.00	81,490.00
4/29/2024	11	11-120-100-101-65-003	GRADE 1-5 TEACH EXTRA OA	Adjustment	25,408.00	1,193.00	26,601.00
4/29/2024	11	11-120-100-101-70-003	GRADE 1-5 TEACH EXTR INT	Adjustment	2,868.00	220.00	3,088.00
4/29/2024	11	11-150-100-101-65-001	HOME BOUND INSTR OA	Adjustment	1,346.00	-52.00	1,294.00
4/29/2024	11	11-150-100-101-70-001	HOME BOUND INSTR INTER	Adjustment	3,241.00	52.00	3,293.00
4/29/2024	11	11-204-100-106-60-003	SLD TEACHER AID O/T MCKINLEY	Adjustment	.00	33.00	33.00
4/29/2024	11	11-204-100-106-65-001	SLD ASSISTANT OA	Adjustment	72,190.00	-33.00	72,157.00
4/29/2024	11	11-209-100-106-50-003	BD ASSISTANT O/T OXY	Adjustment	927.00	221.00	1,148.00
4/29/2024	11	11-209-100-106-60-001	BD ASSISTANT MCK	Adjustment	70,102.00	-221.00	69,881.00
4/29/2024	11	11-212-100-106-60-002	MD SUB AIDES MCK	Adjustment	7,779.00	551.00	8,330.00
4/29/2024	11	11-212-100-106-65-001	MD ASSISTANT OA	Adjustment	231,965.00	-1,469.00	230,496.00
4/29/2024	11	11-212-100-106-65-002	MD SUB AIDES OA	Adjustment	13,007.00	766.00	13,773.00

**Stafford Township Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for April 2023-24**

**[Adjustment] Tx: 25906 COVER APRIL 30TH PAYROLL**

4/29/2024	11	11-213-100-106-65-002	RR SUB AIDES OA	Adjustment	446.00	-47.00	399.00
4/29/2024	11	11-213-100-106-65-003	RESOURCE ASSIST O/T OA	Adjustment	.00	47.00	47.00
4/29/2024	11	11-214-100-106-50-001	PDD ASSISTANT OXY	Adjustment	3,154.00	152.00	3,306.00
4/29/2024	11	11-216-100-101-50-003	PSD TEACHER EXTRA	Adjustment	4,852.00	165.00	5,017.00
4/29/2024	11	11-216-100-106-50-001	PSD ASSISTANT OXY	Adjustment	288,640.00	-2,569.00	286,071.00
4/29/2024	11	11-216-100-106-50-002	PSD SUB AIDE OXY	Adjustment	5,134.00	1,884.00	7,018.00
4/29/2024	11	11-216-100-106-50-003	PSD TEACH ASSIST O/T	Adjustment	21,036.00	520.00	21,556.00
4/29/2024	11	11-219-100-101-65-001	HOME BOUND SP ED OA	Adjustment	827.00	-591.00	236.00
4/29/2024	11	11-219-100-101-70-001	HOME BOUND SP ED INT	Adjustment	3,520.00	591.00	4,111.00
4/29/2024	11	11-230-100-106-75-001	INTER CLASS AIDE PLC	Adjustment	149,486.00	-681.00	148,805.00
4/29/2024	11	11-230-100-106-75-002	INTERV AIDS SUBS PLC	Adjustment	3,247.00	681.00	3,928.00
4/29/2024	11	11-401-100-100-00-003	ENRICHMENT SALARIES	Adjustment	129,368.00	-207.00	129,161.00
4/29/2024	11	11-401-100-100-00-003-003	EXTRAORDINARY ENRICHMENT SALARY	Adjustment	2,759.00	207.00	2,966.00
							.00
4/29/2024	61	61-990-100-100-00-001	EXTEND DAY TEACH AID SAL	Adjustment	299,216.00	-52.00	299,164.00
4/29/2024	61	61-990-320-100-00-001	EXTENDED DAY COOR SAL	Adjustment	946.00	-59.00	887.00
4/29/2024	61	61-990-320-100-00-002	EXTEND DAY SUB SEC SAL	Adjustment	53.00	111.00	164.00
4/29/2024	61	61-992-330-100-00-001-001	STAC CUSTODIAN SALARY	Adjustment	24,952.12	2,019.00	26,971.12
4/29/2024	61	61-992-330-100-00-002	STAC STAFF SUBS	Adjustment	10,296.18	1,455.00	11,751.18
4/29/2024	61	61-992-330-300-00-300	STAC PUR PROF SERVICE	Adjustment	48,745.77	-3,474.00	45,271.77
							.00

**Stafford Township Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for April 2023-24**

**[Adjustment] Tx: 25908 SETUP PRODUCERS DONATION**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	20	20-004-100-600-60-100	MCK MD CLASS - PRODUCERS DONATION	Adjustment	.00	250.00	250.00
						<b>250.00</b>	

**[Adjustment] Tx: 25916 INCREASE IN CHAPTER 193**

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2024	20	20-506-100-390-00-300	CHAPTER 193 SUPPL INSTR	Adjustment	19,824.00	661.00	20,485.00
4/29/2024	20	20-507-219-330-00-301	CHAPTER 193 ANNUAL EXAM	Adjustment	5,320.00	760.00	6,080.00
						<b>1,421.00</b>	


Attachments are subject to change without notice

# Stafford Township School District

## *Dental Renewal (2 Year Agreement)*

7/1/24-6/30/26

Coverage Status	
	Renewal Rates 7/1/24-6/30/26
One Party	\$46.49
Two Party	\$92.98
Three Party	\$119.66

 Brown & Brown

Attachments are subject to change without notice

# Stafford Township Board of Education

## Prescriptions Rates

### 7/1/24 - 6/30/25

Coverage Status	Benecard Non-Admin
	7/1/24-6/30/25
Single	\$255.16
2 Adult	\$598.15
Family	\$604.03
Parent/Child	\$340.59
Coverage Status	Benecard Admin
	7/1/24-6/30/25
Single	\$286.68
2 Adult	\$672.08
Family	\$678.69
Parent/Child	\$382.68
Coverage Status	Benecard EHP
	7/1/24-6/30/25
Single	\$237.48
2 Adult	\$557.52
Family	\$563.87
Parent/Child	\$321.33
Coverage Status	Benecard GSHP
	7/1/24-6/30/25
Single	\$237.48
2 Adult	\$557.52
Family	\$563.87
Parent/Child	\$321.33

**Stafford Township School District**  
***Vision Renewal (Final Year of a 4YR)***  
**7/1/21-6/30/25**

Coverage Status	NVA Vision Plan	
	Current Rates (4Y)	Current Rates (4Y)
	7/1/23-6/30/24	7/1/24-6/30/25
Single	\$11.63	\$11.63
Employee + 1	\$20.91	\$20.91
Family	\$27.85	\$27.85
Employee + Children	\$20.31	\$20.31

 **Brown & Brown**

STAFFORD TOWNSHIP SCHOOL DISTRICT  
Manahawkin, NJ

# RFP OPENING

**SUBJECT: OT/PT Services 25-03**

**DATE: May 15, 2024**

**TIME: 1:00pm**

The following RFPs have been received and will be evaluated through input from a wide range of participants and specific subject matter experts before determining the vendor finalist.

Vendor	Amount Summer 2024 OT	Amount School Year 2024-2025 OT	Amount Summer 2024 PT	Amount School Year 2024- 2025 PT	Amount Summer 2025 OT	Amount School Year 2025-2026 OT	Amount Summer 2025 PT	Amount School Year 2025- 2026 PT	Amount Summer 2026 OT	Amount School Year 2026-2027 OT	Amount Summer 2026 PT	Amount School Year 2026-2027 PT
Elite	\$72/hr \$8,640	\$72/hr \$46,656	\$72/hr \$8,640	\$72/hr \$77,760	\$72/hr \$8,640	\$72/hr \$46,656	\$72/hr \$8,640	\$72/hr \$77,760	\$72/hr \$8,640	\$74/hr \$47,952	\$72/hr \$8,640	\$74/hr \$79,920
EPIC	\$88.40/hr \$10,608	\$88.40/hr \$57,283.20	\$88.40/hr \$10,608	\$88.40/hr \$95,472	\$89.40/hr \$10,728	\$89.40/hr \$57,931.20	\$89.40/hr \$10,728	\$89.40/hr \$96,552	\$90.40/hr \$10,832	\$90.40/hr \$58,579.20	\$90.40/hr \$10,832	\$90.40/hr \$97,632
GHR	\$90/hr \$10,800	\$90/hr \$58,320	\$90/hr \$10,800	\$90/hr \$97,200	\$93/hr \$11,160	\$93/hr \$60,264	\$93/hr \$11,160	\$93/hr \$100,440	\$96/hr \$11,520	\$96/hr \$62,208	\$96/hr \$11,520	\$96/hr \$103,680
Oxford	\$88/hr \$10,560	\$88/hr \$57,024	\$92/hr \$11,040	\$92/hr \$99,360	\$88/hr \$10,560	\$88/hr \$57,024	\$92/hr \$11,040	\$92/hr \$99,360	\$88/hr \$10,560	\$90/hr \$58,320	\$92/hr \$11,040	\$94/hr \$101,520
Jump Ahead	\$85.50/hr \$10,260	\$85.50/hr \$55,404	\$87.50/hr \$10,500	\$87.50/hr \$94,500	\$90.50/hr \$10,870	\$90.50/hr \$59,644	\$92.50/hr \$11,100	\$92.50/hr \$99,900	\$100.50/hr \$12,060	\$100.50/hr \$65,124	\$102.50/hr \$12,300	\$102.50/hr \$110,700



STAFFORD TOWNSHIP SCHOOL DISTRICT  
Manahawkin, NJ

# RFP OPENING

**SUBJECT: RFP 25-05 – Other Related Services (Nursing Services)**

**DATE: May 15, 2024**

**TIME: 1:00pm**

The following RFPs have been received and will be evaluated through input from a wide range of participants and specific subject matter experts before determining the vendor finalist.

Vendor	RN Amount	LPN Amount	Substitute Nurse Amount
Bayada	\$65/hr	\$55/hr	\$85/hr
Homecare Therapies	\$72/hr	\$65/hr	\$85/hr

STAFFORD TOWNSHIP SCHOOL DISTRICT  
Manahawkin, NJ

# RFP OPENING

**SUBJECT: RFP 25-05 – Other Related Services (Behavioral Assessments)**    **DATE: May 15, 2024**    **TIME: 1:00pm**

The following RFPs have been received and will be evaluated through input from a wide range of participants and specific subject matter experts before determining the vendor finalist.

Vendor	Behavior Support	Behavioral Consultant	Functional Behavioral Assessment
Brett DiNovi & Assoc	\$75/hr	\$135/hr	15 hrs @ \$135/hr
Jump Ahead	N/A	\$25.50/hr	\$350
Oxford Consulting	\$65/hr	\$125/hr	\$850



**INSTRUCTIONAL SERVICES AGREEMENT**  
**FOR CHAPTERS 192/193**

This Instructional Services Agreement for Chapters 192/193, dated June 5, 2023,  
("Agreement") is entered into as of the 1st day of July, 2023 by and between:

Stafford BOE, in the County of Ocean, with  
offices located at: 250 North Main Street Manahawkin, NEW JERSEY,  
\_\_\_\_ ("Board of Education");

and

MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION, with  
offices at 900 Green Grove Road, Tinton Falls, New Jersey 07712 ("MOESC").

**RECITALS**

A. MOESC, on behalf of boards of education, provides Compensatory Education, English as a Second Language, and Home Instruction services to eligible nonpublic school students pursuant to N.J.S.A. 18A:46A-1, *et seq.* and the regulations governing such services (hereinafter "Chapter 192 Services"); and Speech Language, Examination/Classification, and Supplementary Instruction services to eligible nonpublic school students pursuant to N.J.S.A. 18A:46A:19.1, *et seq.* and the regulations governing such services (hereinafter "Chapter 193 Services").

B. Pursuant to a Board of Education resolution, the Board of Education authorizes MOESC as its sole provider of Chapter 192 Services and Chapter 193 Services within its school district during the Term of this Agreement.

C. Most, if not all, of the requirements for the delivery of Chapter 192 Services and Chapter 193 Services have been published by the New Jersey Department of Education in the Guidelines for Auxiliary and Remedial Services (Chapter 192 & 193) for Nonpublic School Students, December 2016 (hereinafter the "Guidelines" and/or "Manual").

D. Pursuant to *N.J.S.A. 18A:6-63(a)* governing contracts between Educational Services Commissions and its constituent Boards of Education, an agreement may extend as long as three (3) years.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein and other good and valuable consideration, the parties agree to amend the Instructional Services Agreement as follows:

1. RECITALS: The Recitals set forth above are incorporated herein as if set forth at length.

2. THE INSTRUCTIONAL SERVICES:

a. MOESC shall provide Chapter 192 Services and Chapter 193 Services to eligible nonpublic school students attending nonpublic schools located within the school district of the Board of Education, subject to the receipt of appropriate funding.

b. To receive Chapter 192 Services and Chapter 193 Services, kindergarten nonpublic school students shall be age-eligible for school enrollment in accordance with the age "cut off" date of the Board of Education.

3. REQUIRED PROCEDURES, DOCUMENTS AND FACILITIES:

a. The Board of Education authorizes the MOESC Board of Directors to act as its agent in the distribution, collection, processing and preparation of all forms, including the 1.) 407-1 series; 2.) Additional Funding; 3.) State Aid; and 4.) any and all other required documentation in the possession of or under the control of the nonpublic school.

b. MOESC shall provide student and service verifications to the Board of Education through the use of student printouts and original 407-1 Forms, which printouts shall describe the names of students by district, the school attended and the services provided to each student.

c. The Board of Education authorizes the MOESC Superintendent to sign all 407-1 forms and to keep all required records on behalf of the students served by MOESC.

d. MOESC shall provide copies of all fully executed 407-1 Forms monthly to participating school districts and retain copies of all relevant records related to student services referral information.

e. To satisfy the Annual Consultation requirement, as set forth in the Manual at its Page 8, the Board of Education is responsible to host the "consultation meeting" and coordinate its scheduling so as to permit the attendance/participation of representatives from the nonpublic school(s), the Board of Education and MOESC. (This annual consultation requirement may be satisfied through telephone conferencing,

provided the nonpublic school administrator signs a document acknowledging the outcome of the telephone conference.)

f. As set forth in the Manual at Page 8, the Board of Education is required to retain 1.) Letters of Correspondence, 2.) Notices of "Consultation Meetings", 3.) dated Sign-in Sheets for "Consultation Meetings", 4.) signed Agreements for service, and 5.) any other documentation which provides proof that such consultation occurred as required by the Manual.

g. As set forth in the Manual at Page 9, the Board of Education authorizes the MOESC Superintendent to sign the disposition section of the 407-1 Forms.

h. As set forth in the Manual at Page 9, this Agreement shall constitute the written contract between MOESC and the Board of Education treating 1.) the scope and nature of services, 2.) the costs and method of payment for services, 3.) the identification of professional staff, the facilities and the student records for services, and 4.) the details of administration of the programs to be provided. (This information shall be attached hereto as Exhibit "A" including, but not limited to, a description of the cost for the program, the administration, any other costs and "per student amounts for each service".)

i. As set forth in the Manual at Page 9, the Board of Education and MOESC shall annually review the provided Chapter 192 Services and Chapter 193 services.

j. Consistent with the Manual at Page 10, and which has been the contractual agreement and practice, MOESC shall provide as part of its Chapter 192

Services and Chapter 193 Services any construction, equipment, supplies, administration and facilities, including trailers and mobile units, necessary for the delivery of the Chapter 192 Services and Chapter 193 Services, and the Board of Education shall cooperate with MOESC in the provision of such facilities, their maintenance, location and removal as MOESC sees fit.

k. 1.) As set forth in the Manual at Page 11, MOESC shall maintain the "central file" at the MOESC location, pursuant to *N.J.A.C. 6A:32-7.4(c)*, shall provide copies of all fully executed 407-1 Forms monthly to the Board of Education, retain copies of all relevant records related to student services referral information, and shall return Chapters 192 and 193 student records to the Board of Education when the Chapter 192 Services and 193 Services have terminated for the student.

2.) When the records are returned to the Board of Education, MOESC shall retain a copy of the cover page of the student's ISP and the 407-1 Form.

3.) The Board of Education and MOESC shall maintain such records for seven (7) years as required by New Jersey's record retention policy.

1. As set forth in the Manual at Page 12, the Board of Education and MOESC shall maintain the fully completed 407-1 Form for each student requesting Chapter 192 Services in their records and the 407-1 Form shall reflect test score and other criteria; all backup data required by the regulations, and the Manual shall be available to the auditors upon request. (The 407-1 Form may list the student's classification in the event the students are classified.) (The entire ISP shall be available for such student.)

m. As set forth in the Manual at Page 12, the Board of Education authorizes the electronic record keeping or maintenance of such records by MOESC, which shall be electronically maintained just as the paper files are legally required to be maintained as set forth in the Manual.

n. As set forth in the Manual at Page 12, nonpublic Student Services Project Completion Reports for the Chapter 192 Services and Chapter 193 Services shall be submitted by the Board of Education, according to the on-line filing schedule in the current school year, to the New Jersey Department of Education Office of School Funding. (To the extent practicable, MOESC shall assist the Board of Education with the submittal data and assist with providing an accounting of the Chapter 192 Services and Chapter 193 Services to determine if any State funds were unexpended and require return to the New Jersey Department of Education.)

o. In the event of a failure to maintain and/or retain the legally required records, as provided for in the Manual and otherwise required by law, the party so failing to maintain and/or retain as set forth herein, shall indemnify the other for any costs, fines, penalties, fees or other losses suffered by reason or loss of those records.

p. As suggested in the Manual at Page 23, MOESC shall endeavor to avoid a conflict of interest or an appearance of a conflict of interest by ensuring whenever possible, that the evaluation of students for services is independent and unrelated to the delivery of such services to students.

q. As set forth in the Manual at Page 25, the program for Speech Language services shall be specified in the service plan by MOESC or its designee, and



the eligibility shall be determined in accordance with *N.J.A.C.* 6A:14-3.6. Where eligibility is determined, the service plan shall be developed in accordance with *N.J.A.C.* 6A:14-6.2(g)(1)(i). In the event of an eligibility determination for Speech Language services, a copy of the service plan shall be attached to the student application or 407-1 Form with Section 5 appropriately completed to reflect such service on the application or 407-1 Plan.

r. The Board of Education shall yearly designate a nonpublic services liaison professional, who will be tasked to be the district contact person for consultation meetings with MOESC, parent meetings and represent the district in its relationship between and among MOESC and the nonpublic schools so as to provide oversight of the services provided by MOESC.

s. MOESC shall provide on a monthly basis to the Board of Education and the nonpublic school a detailed current listing of the nonpublic students who are then receiving Chapter 192 Services and Chapter 193 Services, identifying the specific services rendered under this Agreement.

#### 4. PROJECT COMPLETION REPORT

a. The Board of Education, being responsible for the Chapter 192 Services and Chapter 193 Services, shall submit the NonPublic Student Services Project Completion Report for the Chapter 192 Services and Chapter 193 Services according to the online filing schedule in the current school year to the New Jersey Department of Education, Office of School Funding.

b. MOESC shall provide the participating district with the information necessary to complete this form.

5. BILLING & PAYMENT:

a. The Board of Education shall pay MOESC for its provision of Chapter 192 Services and Chapter 193 Services based on a ten (10) month billing, equal to the projected and actual student counts. MOESC shall submit a claimant certification in the amount of the billing on or about August 15<sup>th</sup> to the Board of Education. MOESC's claimant certification shall be processed to the Board of Education as an annual Purchase Order, payable in ten (10) installments. In the event the student count is changed at any time during the year, the Board of Education shall pay the billing amount until such time as the MOESC forwards an updated billing statement. The Board of Education shall accept changes in billing and collection procedures that may be provided for by any revisions of statutes, administrative law procedures, or by resolution of MOESC Board of Directors.

b. To the extent that the Board of Education is eligible for the funding of maintenance of mobile classrooms and trailers, the Board of Education shall pay MOESC all such funding received for classrooms used in the delivery of Chapter 192 and Chapter 193 Services to the Board of Education. (The Board of Education shall use MOESC rates that may need to be estimated by MOESC in requesting funding under the provision of Chapter 192 & 193.)

c. MOESC shall provide an initial statement and budget annually to the Board of Education for the services to be provided, according to the MOESC submission on or about August 15.

d. The forwarding of payments to MOESC by the Board of Education shall be by monthly payment by the 30<sup>th</sup> of the month in which the services are provided. The initial payment is due September 30<sup>th</sup>.

e. MOESC shall have the right to discontinue services immediately without further notice if a monthly payment is not made within fifteen (15) days of the due dates mentioned in this paragraph.

f. In the event the Board of Education's project completion report indicates that there are unexpended monies, said funds shall be returned to the Board of Education.

g. The Board of Education shall allow direct payment of its Chapter 192 and Chapter 193 funds to MOESC, when and if such payments are authorized by the State Department of Education.

6. LENGTH OF AGREEMENT: The Agreement shall be three (3) years in length, as permitted by N.J.S.A. 18A:6-63(a), but may be terminated upon written notice to MOESC by December 31 for termination on the following June 30.

7. DISPUTE RESOLUTION:

a. In the event the parties to this Agreement believe that the Agreement is being breached, the non-breaching party shall provide notice to the allegedly breaching party, in writing, by delivery method which provides written evidence of delivery. The party alleging breaching the Agreement shall have fifteen (15) days to correct the alleged breach.

b. Any controversy or claim arising out of or relating to this Agreement or its breach, which is unable to be resolved by the parties after fifteen (15) days' notice and an opportunity to correct, shall be subject to an attempted resolution by non-binding mediation before the Executive County Superintendent. If the controversy is not resolved by mediation, then the controversy or claim shall be brought before a retired Superior Court Judge in Monmouth or Ocean County, New Jersey who shall arbitrate any such dispute. The Judge shall be mutually selected by the parties. The arbitrator may decide upon the allocation of the costs and expenses (not to include a party's attorney's fees) for the arbitration between the parties.

8. MISCELLANEOUS PROVISIONS:

a. This Agreement contains the entire agreement of the parties and shall not be modified except by further written agreement of the parties.

b. No representations, inducements, promises or agreements, including descriptive brochures, oral or otherwise, and which are not embodied herein, shall not be of any force or effect.

c. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses set forth in the Agreement above. Either party may change the address to which notices are sent by sending further written notice of such change of address to the other party.

d. The services provided hereunder pursuant to this Agreement shall be performed in compliance with all applicable federal, state and/or local rules and regulations.

e. In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.


f. This Agreement will be governed by and construed in accordance with the laws of the State of New Jersey and the laws governing boards of education and educational services commissions.

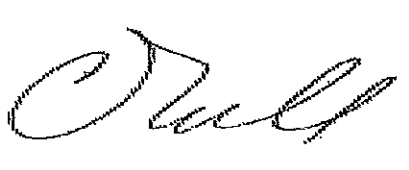
g. Neither party may assign this Agreement without the express, written permission and consent of the other party.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this 5 day of June, 2023.

  
DISTRICT PRESIDENT BOARD OF EDUCATION

  
DISTRICT SECRETARY BOARD OF EDUCATION

  
Scott McCue  
MOESC PRESIDENT BOARD OF EDUCATION

  
Christopher Mullins  
MOESC SECRETARY BOARD OF EDUCATION



MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION  
NON-PUBLIC NURSING SERVICES AGREEMENT

Pursuant to official action taken at the meeting of the

Stafford Township Board of Education,  
(Participating District)  
hereinafter referred to as the "Board", held on June 5, 2022  
(Date)

the Board agrees that the Monmouth-Ocean Educational Services Commission (hereinafter known as the "Commission"), shall provide Non-Public Nursing Services pursuant to the requirements of Chapter 226, Laws of 1991, on behalf of the Board. These services shall be limited to those permitted under the law and pertinent regulations.

The terms of this Agreement shall be in effect from **July 1, 2021 through June 30, 2024**. The Board may withdraw from participation with the Commission by providing written notice to the Commission by December 31 of any year for withdrawal effective June 30 of the ensuing year.

The Board agrees to pay the Commission the full amount of State Aid received in support of Chapter 226. The following payment schedule is hereby agreed to:

- 50% of State Aid by September 30;
- 25% of State Aid by December 31, and;
- 25% of State Aid by March 31 of each fiscal year.

No other funding is due the Commission in order to operate this program. In the event the Board fails to remit the funds according to the schedule indicated above, the Commission retains the right to suspend service under this contract.

It is understood that the Commission will provide services to all of the eligible non-public school students that attend school within the borders of the District.

The Commission will prepare all pertinent reporting forms for signature by appropriate District personnel. The District will promptly forward copies of Funding Statements and other pertinent documents required under Chapter 226 to the Commission in order to implement services.



The Commission agrees to supply to the non-public schools covered by the funding statement, properly licensed and certified nurses where required in the provision of these services.

The Commission will provide an annual addendum to this Agreement outlining the services provided to each non-public school located within the district in accordance with the requirements of the state in statute and regulation.

The Commission shall contact the designated non-public schools within the district and determine the services to be provided within the parameters of the law and the limitation of funding.

IN WITNESS WHEREOF, the Stafford Township Board of Education and the Board of Directors of the Monmouth Ocean Educational Services Commission, have by resolution directed their respective Presidents and Secretaries, set their signatures and affixed their seals.

For the Stafford Township Board of Education

Approved June 5, 2023

(Date)

[Signature]  
(President)

[Signature]  
(Secretary)

For the Board of Directors of the Monmouth-Ocean Educational Services Commission

Approved \_\_\_\_\_

[Signature]

(President)

[Signature]

(Secretary)

**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION**  
**Instructional Services Agreement**  
**for**  
**Proportionate Share of IDEA-B Funds for Non-Public School**  
**Students with Disabilities**

A. Pursuant to official action taken at the meeting of the Board of Education of **STAFFORD TOWNSHIP**, held on 8/8/2022  
(Date)

1. Said Board agrees that the Board of Directors of the Monmouth-Ocean Educational Services Commission (MOESC), the Service Provider, shall provide services limited to the provision of services administration and supervision inherent in providing a program in accordance with Part B of ER300.450-462 and N.J. State PL2001, Chapter 230.
2. The terms of the Agreement shall be in effect from July 1, 2022 thru June 30, 2032. The participating district may withdraw from participation by providing written notice to the MOESC by December 31 of any year for withdrawal effective June 30 of the ensuing year.
3. **BILLING & PAYMENT**
  - a. MOESC will submit to the District a monthly invoice in the amount of the actual expenditures for each month's payroll (if applicable) and/or for each month's payments to vendors. In addition, billing will include the administrative fee based on actual expenditures as well as the supervisory fee and payroll related charges based on each month's payroll. The Board also agrees to accept any changes in billing and collection procedures which may be provided in any revisions of statutes, administrative law procedures, or by resolution of the Board of Directors of MOESC.
  - b. Invoice detail will consist of student initials, school (where applicable), services rendered, and copies of purchase orders pertaining to the District.
  - c. The forwarding of payments to MOESC by the contracting District is of utmost importance in order for MOESC to meet its obligations in a timely manner. The District shall send each monthly payment to MOESC by the 30<sup>th</sup> of the month in which the invoice was provided. The Commission shall have the right to discontinue services immediately without further notice if a district fails to pay its monthly billing within 30 days.



- d. In the event the District IDEA-B Final Report indicates there are unexpended funds, the District will be asked to confirm the amount of Carryover with MOESC. The District will also be given the option of either having MOESC expend those funds via its practice of reclassifying current year expenses to the Carryover amount or NOT expend the Carryover.

4. PROCESSING OF FORMS

- a. The participating District agrees to allow the Board of Directors of the MOESC to act as its agent in the distribution, collection, processing and preparation of all forms, including those promulgated and required by the State Department of Education for the implementation of the appropriate legislative acts. These will be completed by the Commission for signature by the contracting district. It is also agreed that all requests for services be sent directly to the MOESC by the nonpublic schools.


5. SERVICES

- a. MOESC will accept the results of District consultation meetings regarding services to students and ensure delivery of services provided in accordance with Part B CFR 300.454.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this 8 day of August 2022.

  
DISTRICT PRESIDENT BOARD OF EDUCATION  
EDUCATION

  
DISTRICT SECRETARY BOARD OF

  
Scott McCue  
MOESC PRESIDENT BOARD OF EDUCATION  
EDUCATION

  
Christopher Mullins  
MOESC SECRETARY BOARD OF

emailed  
30 minutes ago  
7/12/2023

**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION  
900 GREEN GROVE ROAD  
TINTON FALLS, NEW JERSEY 07712**

**RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION 2023 - 2028**

This Agreement, made this 10 day of July 2023 by and between:  
Monmouth-Ocean Educational Services Commission, with offices at 900 Green Grove Rd, Tinton Falls, New Jersey 07712 (hereinafter referred to as the "MOESC"), and Stafford Twp Board of Education, with offices at 250 N. Main St., Manahawkin NJ (hereinafter referred to as "Board of Education"). 08050

RECITALS

- A. The Board of Education desires to transport special education, nonpublic, public and /or vocational school students to specific destinations.
- B. The MOESC offers coordinated transportation services.
- C. The MOESC will organize and schedule routes to achieve the maximum cost effectiveness.

NOW, THEREFORE, it is agreed that in consideration of proposed contract costs calculated by the billing formula adopted by the MOESC, plus an administrative fee of 5.5 percent (5.5%), the Stafford Twp Board of Education shall pay the MOESC for transportation services rendered. Said formula shall be based on the number of students and a per pupil mile ratio encumbering any special requirements specified by participating districts.

1. The MOESC will provide the following services:

- a. Routes coordinated with other districts, whenever possible, to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. An estimated fee for all routes based on a ratio of the number of students and student mileage. It is understood that initial transportation charges are estimates based on initial mileage and ridership and thereby subject to changes as the number of students and/or mileage increases and/or decreases.
- c. Monthly billing and invoices;
- d. A report of students for all routes coordinated by MOESC;
- e. All necessary interaction and communication between the sending district, receiving school, and respective transportation contractors;
- f. Constant review and revision of routes;
- g. Provide transportation within three (3) days or sooner after receipt of the formal written request.

2. It is further agreed that the Stafford Twp Board of Education will provide the MOESC with the following:

- a. Requests for special transportation on approved forms to be provided by the MOESC, completed in full and signed by authorized district personnel;
- b. Withdrawal for any transportation **must be provided in writing** and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received.

- c. Additional Cost - all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district making the request. All such costs must first be approved by the Stafford Twp Board of Education.
- d. Length of Agreement-this agreement and obligations and requirements therein shall be in effect between July 1, 2023 and June 30, 2028.
- e. Entire Agreement – this Agreement constitutes the entire and only agreement between the parties and may be amended by any instrument in writing over authorized signature.

3. It is further agreed by the Board of Education to the following:

- a. Upon the execution of this Agreement, it is agreed that MOESC's school bus contractor, selected pursuant to the public bidding law, shall exclusively provide pupil transportation services for the identified student during the term of the contract.
- b. The Board of Education may terminate this contract only for good cause. Good cause shall not be defined to include a lesser transportation cost alternative available to the Board of Education during the term of the Contract. Good cause includes, but shall not be limited to the following: (1) the student's parent electing to provide transportation for the student for the entire contract term; (2) the student no longer requires the transportation services because the student does not need to travel to the transportation contract's destination because the student's education plan has changed, the school assignment is changed for education-based reasons, the student has moved from the school district, the student's pupil transportation is merged with other route(s) to reduce cost, or for other good cause shown.
- c. The parties to this Agreement acknowledge that the school bus contractor, who is providing or to be providing pupil transportation services as contemplated in this Agreement, is an "intended third-party beneficiary" of the within contract between MOESC and the Board of Education. In the event that the Board of Education should breach this Agreement, the school bus contractor shall have the right to commence legal action against the Board of Education as a result of such breach and may seek compensatory damages, or any other relief that may be appropriate.

#### AUTHORIZED SIGNATURES

Scott J. Mc  
MOESC BOARD PRESIDENT      DATE

Duffy  
MOESC BOARD SECRETARY      DATE

\_\_\_\_\_  
COUNTY SUPERINTENDENT      DATE

[Signature] 7/10/2023  
DISTRICT BOARD PRESIDENT      DATE

[Signature] 7/10/2023  
DISTRICT BOARD SECRETARY      DATE

Board President and Board Secretary must sign all three (3) copies and return to MOESC with a certified copy of the minutes extract approving this Resolution.

MOESC will return a confirmed copy for your records following signing by the County Superintendent.

**AGREEMENT FOR PROFESSIONAL SERVICES**  
**Between**  
**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT**  
**And**  
**STAFFORD TOWNSHIP SCHOOL DISTRICT**

This agreement is made and entered into by the **STAFFORD TOWNSHIP SCHOOL DISTRICT**, (hereinafter referred to as the School District) and the Burlington County Special Services School District/Educational Services Unit (hereinafter referred to as ESU) for Professional Services for the **2024-2025** school year.

**Responsibilities of the Educational Services Unit:**

1. The ESU will provide the following Professional Services, as requested by the School District, to include:
  - a. Child Study Team Staffing and Evaluations, participation in eligibility and IEP meetings, counseling and other related CST services
  - b. Physical, Occupational and Speech Therapy evaluations, consultation and therapy services
  - c. Home Instruction, Supplemental Instruction, basic skills, and classroom instruction/consultation
  - d. Transition Services, Work-Based Learning Coordination, and Job Coaching
  - e. Functional Behavior Assessments, Behavioral Services, and Consultations
  - f. Deaf and Hard of Hearing Itinerant Services
  - g. Reading Specialist services
  - h. Instructional coaching
  - i. Nonpublic Services and entitlements (separate agreement)
  - j. Professional development (separate agreement needed if specialized)
2. The ESU will provide services, records and reports in accordance with all regulations affecting the School District in force during the period of this agreement.
3. The ESU will ensure that all of their staff is appropriately certified as required by New Jersey Department of Education regulations to perform the Professional Services. All staff complete mandatory personnel requirements such as criminal history checks, NJDOE required trainings, and other requirements enforced at their date of hire.
4. The Professional Services provided by ESU staff will be in response to specific written requests from the School District. All services provided will comply with applicable New Jersey State and Federal regulations. ESU administration will collaborate with School District staff in the provision of the Professional Services.
5. The ESU bills semi-monthly and provides the School District with a record of Professional Services rendered.
6. Any service needs not reflected in this agreement must be discussed with the ESU administration for consideration.
7. Out of County rate applies to the location where the services are provided, not the location of the student's home district.
8. No Show Charges (including Destination Charge) are in effect for Professional Services as stated on the Fee Schedule. One-hour minimum notice is required to avoid this charge for in-county services. Two-hour minimum notice is required for out-of-county services.
9. Refer to Professional Services Agreement rates for additional details such as no show, half day rate, and block day rate.
10. Related Services Billing- refer to Program Descriptors and Service Request Form for details.
11. Deaf and Hard of Hearing (Itinerant and CST Services) Billing- refer to the Service Request for details.

**Responsibilities of the School District:**

1. The School District shall make available to the ESU all records and information relevant to the School District and relevant to students for whom the Professional Services are being rendered, including IEPs for individual service requests.
2. The School District will provide adequate facilities and technology for Professional Services to be performed on the School District premises, such as computer, internet access, and fax access.
3. All block bill services require the School District to provide testing materials to the evaluator providing service as part of a block bill. When test materials are not provided for block services, an ESU lending fee of \$25/day per test kit, and a \$15 protocol fee per assessment, will be billed to the School District.



4. The School District shall pay to ESU the following Fee Schedule Rates for Professional Services:

SERVICE TYPES	IN COUNTY	OUT OF COUNTY
<b>EVALUATIONS</b>		
Behavioral Consultation	\$99/HR	\$113/HR
Functional Behavior Assessment	\$1,380	\$1,433
Functional Behavior Assessment with Behavior Intervention Plan	\$1,510	\$1,693
Learning Evaluation	\$495	\$541
Occupational Therapy Evaluation	\$366	\$385
Occupational Therapy Evaluation W/Sensory Profile	\$481	\$511
Occupational Therapy Sensory Profile	\$371	\$438
Physical Therapy Evaluation	\$366	\$385
Psychological Evaluation	\$495	\$541
Speech Evaluation (Articulation)	\$361	\$383
Speech Evaluation (Language)	\$495	\$541
Speech Evaluation (Language/Articulation)	\$531	\$583
Social Evaluation	\$395	\$441
<b>*NOTICE No Show In-/County Charges will apply - Evaluations: \$150.00 (Out of County is an Additional \$50)*</b>		
<b>CHILD STUDY TEAM SERVICES</b>		
Learning Disabilities Teacher / Consultant	\$94/HR	\$115/HR
Psychologist	\$560 Day Block Rate	\$698 Day Block Rate
Social Worker	\$295 ½ Day Block Rate	\$355 ½ Day Block Rate
<b>* NOTICE No Show Charges will apply: Hourly Services - One (1) hour at agreed upon rate except where noted in the agreement*</b>		
<b>ADDITIONAL SERVICES</b>		
Board Certified Behavior Analyst (BCBA)	\$99/HR \$610 Day Block Rate \$315 ½ Day Block Rate	\$113/HR
Instructional Coach	\$95/HR	\$104/HR
Job Coaching	\$47/HR	\$57/HR
Professional Development	\$300/HR UNLESS SPECIALIZED	\$312/HR UNLESS SPECIALIZED
Reading Specialist	\$90/HR \$570 Day Block Rate \$285 ½ Day Block Rate	\$102/HR
Teacher	\$80/HR \$496 Day Block Rate \$250 ½ Day Block Rate	\$92/HR
Teacher of the Deaf (TOD)	\$125/HR \$795 Day Block Rate \$398 ½ Day Block Rate	\$150/HR
Work Based Instruction (WBI) Coordinator	\$88/HR	\$96/HR
<b>THERAPY SERVICES</b>		
Occupational Therapy	\$99/HR	\$113/HR
Physical Therapy	\$598 Day Block Rate	\$698 Day Block Rate
Speech Therapy	\$310 ½ Block Rate	\$355 ½ Day Block Rate
<b>DISTRICT PARTICIPATION</b>		
Burlington County Professional Development Institute (BCPDI)	\$1.75 per resident student based on ASSA count	\$1.95 per resident based on ASSA count
Burlington County School Crisis Response Team (BCSCRT)	\$675 under 1,000 students \$915 1,000 students or more	
<p>Minimum 1-hour billing for Single Service discipline in one physical location (except where noted- refer to agreement).</p> <p>* Block Rate - Full Day: 6.5 Hrs Half Day: 3.25 Hrs --- (compensated time) Block Rate is not applicable for summer services.</p> <p>* Itemized billing NOT available for Block Rate and Half Day Services. Half Day Services are for am or pm blocks not midday scheduling.</p> <p>Occupational Therapy Sensory Profile: Current OT evaluation must be available and have been completed within 18 months of the request.</p> <p><b>NOTE: Out of County rate applies to the location where the services are provided, not the location of the student's home district.</b></p>		





**Destination Charge:**

A destination charge for services will be rendered for sites outside of Burlington County, NJ. For non-Burlington County School Districts, the charge will be calculated in units of time from 20 Pioneer Boulevard, Westampton Township, Burlington County, NJ to the out of county site where services are rendered. The round trip calculation will be based on the time traveling to and from the destination site at the rate listed on the Professional Services Agreement for the hourly rate of the specific discipline. The destination charge is in addition to the out of county rate for the service.

For Burlington County districts, the destination charge will apply as described above for all sites 35 miles or greater from the Westampton address. The destination charge is in addition to the out of county rate for the service. NJ State Agencies are excluded from the destination charge.

**Covenant Not to Compete:**

The parties agree that staff members placed by the Unit are not to be recruited and/or offered employment for a period of one year from the date of placement in an assigned district. Both parties to this agreement acknowledge that this expectation represents good business practices between the Unit and the School District.

**Unanticipated Delayed Openings, and/or Early Dismissal:**

In the event of a delayed opening and/or early dismissal as a result of an extraordinary event (e.g. weather related conditions), administrative dismissal, or prior to a holiday, all block bill full and half days will be charged at the established block rate. For hourly service requests that exceed 3 hours or more, the district will be billed for the full requested time. This includes, but is not limited to, educational interpreters, related services, and instructional services.

**Additional Understandings:**

- A. This Agreement shall be effective as of the later date of party execution.
- B. Both parties will promote a coordinated effort by mutual periodic evaluation of the program.
- C. This Agreement may be amended only by the written consent of both parties. This agreement may be terminated at any time, for any reason by either party, upon a sixty (60) day advance notice to the other party. If both parties consent in writing, the sixty (60) day notice can be waived.

STAFFORD TOWNSHIP SCHOOL DISTRICT

By: \_\_\_\_\_  
President, Board of Education STAFFORD  
TOWNSHIP SCHOOL DISTRICT

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

ATTEST

\_\_\_\_\_  
Board Secretary

BCSSSD

By: \_\_\_\_\_  
Tyler J. Burrell, President, Board of Education  
Burlington County Special Services School District

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

\_\_\_\_\_  
Board Administrator/Board Secretary  
Andrew C. Willmott, CPA



**SPECIAL EDUCATION – Extended School Year  
TUITION CONTRACT AGREEMENT  
For County Special Services**

AGREEMENT dated this 3<sup>rd</sup> day of June 2024, between the **Southern Regional Middle School District School Board of Education**, in the County of **Ocean** and the State of New Jersey (*hereinafter referred to as the "SENDING DISTRICT"*), and the **Stafford Township School District Board of Education**, in the County of **Ocean** and the State of New Jersey (*hereinafter referred to as the "RECEIVING DISTRICT"*).

**WITNESSETH**

*NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:*

1. The SENDING DISTRICT agrees to purchase educational services from the RECEIVING DISTRICT. The RECEIVING DISTRICT agrees to provide educational services to the SENDING DISTRICT in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education. The specific educational services to be purchased and provided are described in 1a. below.
- 1.a The specific educational services described in this section or attached as an appendix to this AGREEMENT are to be provided for: **6 students (#24625, #20511, #21273, #21175, #24540, #22832)**

**CHECK ONE ONLY**

☐ \_\_\_\_\_ an educationally handicapped resident pupil from the SENDING DISTRICT, OR  
☒ Educationally handicapped resident pupils from the SENDING DISTRICT enrolled in the RECEIVING DISTRICT's Extended School Year Program.

DESCRIBE THE EDUCATIONAL SERVICES IN THIS SPACE OR ATTACH A DESCRIPTION AS AN APPENDIX TO THIS AGREEMENT.

2. This AGREEMENT shall be in effect for the **2024- 2025** school year. The educational services shall commence on **July 8<sup>th</sup>, 2024** and terminate on **August 1, 2024**.
3. Tuition charges, as part of this AGREEMENT, as well as the payment of same shall be made in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
4. For educationally handicapped pupil(s) enrolled in the Extended School Year Program which is a part of the pupil's I.E.P. the SENDING DISTRICT agrees to pay a prorated tuition charge based initially upon a total estimated cost per pupil of **\$3000 x 6 students = \$18,000** Payment is due upon completion of the program.

i. The total estimated cost per pupil is calculated on a per them basis by adding the total estimated costs for the **2024-2025** school year in accounts **11-221-100-XXX** and **12-221-100-730** and dividing by the total number of days for which all students are anticipated to be enrolled in the Extended School Year Program. Multiply the result by the total number of days for which students by district are to be enrolled and this will be the total estimated cost per pupil for the SENDING DISTRICT. Monthly charges for June, if applicable, and July's tuition charge will be determined using the per them rate as described above. Multiply the estimated per them rate by the actual number of school days the pupil(s) is (are) enrolled.

ii. The final August and or September tuition bill shall be adjusted based upon an actual per them rate for the actual number of school days the pupil(s) is (are) enrolled for the Extended School Year and the actual cost of the programs as prescribed in 4i. The final bill will be calculated for the total program subtracting any previous billing made to the SENDING DISTRICT in June and or July. Final payment shall be due within 60 days after the last day of the Extended School Year Program, unless an alternate written payment plan is agreed upon by both parties.

5. The RECEIVING DISTRICT agrees to provide the SENDING DISTRICT with a monthly tuition bill and a monthly report showing pupil enrollment and attendance.
  6. In the event any dispute arises out of this AGREEMENT the parties will seek to resolve the dispute as expeditiously as possible. Except as may be set forth herein, the interests of the pupil(s) shall be of the foremost concern in resolving such disputes.
- IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PRESIDENT SENDING DISTRICT BOARD OF EDUCATION

\_\_\_\_\_  
SECRETARY SENDING DISTRICT BOARD OF EDUCATION

\_\_\_\_\_  
PRESIDENT RECEIVING DISTRICT BOARD OF EDUCATION

\_\_\_\_\_  
SECRETARY RECEIVING DISTRICT BOARD OF EDUCATION



TIME: 1:30pm

[illegible]



STAFFORD TOWNSHIP SCHOOL DISTRICT  
Manahawkin, NJ

# RFP OPENING

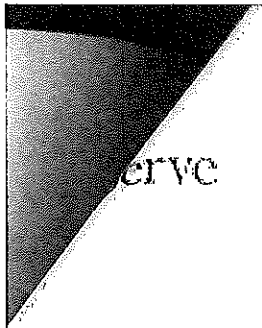
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**SUBJECT: RFP 25-04 – Electrical Service & Repair**    **DATE: May 15, 2024**    **TIME: 1:00pm**

The following RFPs have been received and will be evaluated through input from a wide range of participants and specific subject matter experts before determining the vendor finalist.

Vendor	Technician Straight Time
Lou's Electric	\$95/hr
Magic Touch	\$137.10/hr

Attachments are subject to change without notice



Remit Payment Address  
Genserve LLC  
P.O. Box 23974  
New York, NY 10087-3974

Branch Office  
75 A Twinbridge Drive  
Pennsauken, NJ 08110  
US  
(856) 324-0459

Power Maintenance Agreement

Customer Information  
Tafford Twp. B.O.e  
50 N Main Street  
Lanahawkin, New Jersey 08050

Prepared By  
Sharon Archer  
sarcher@genserveinc.com

Q-46103  
Quote Expires On: 6/30/2024  
Contract Start: 7/1/2024  
Contract End: 6/30/2025  
Contract Term (Months): 12

Contact Information

ERM 1 YEAR 7/1/2024-6/30/2025  
ATES: ST: \$160/ OT: \$240/ DT: \$295

BLDG LOAD TEST IS TO BE DONE DURING 1 PM AT NORMAL HOURS, IF NEEDS TO BE DONE OFF HOURS WILL BE BILLED AT TIME & MATERIAL

OCEAN ACRES ELEMENTARY 489  
LAUTILUS DRIVE

Make	Model	Serial Number	kW	Times per Year	Service Type	Unit Price	Extended Price
JOHNER change oil/ lbers/oil : coolant ample nalysis) ee attached hecklist	400DS	606774	400	1.00	A Service	\$750.00	\$750.00
JOHNER /visual ispection) ee attached hecklist	400DS	606774	400	1.00	B Service	\$240.00	\$240.00
JOHNER - URING PM ORMAL OURS	400DS	606774	400	1.00	Building Load Test	\$270.00	\$270.00

VENDOR	SOFTWARE	DESCRIPTION	RENEWAL COST	PRIOR YEAR COST	FUNDS USED	GASB CATEGORY
Amazon	AWS Cloud Storage Services	Cloud Storage Services for Data Backup	\$600.00	\$150.00	LOCAL	Technology Support
EnergyCap, Inc.	EnergyCap	Professional Software License & Maintenance Agreement	\$4,290.00	\$3,300.00	LOCAL	District Admin
Brightly Software, Inc.	Maintenance Direct, Inventory Direct & Technology Essentials	Maintenance & IT Help Desk; Inventory & Account Set Up	\$7,352.08	\$8,168.96	LOCAL	Technology Support
Frontline Placement Technologies	AESOP	Automated Educational Substitute Operator System (AESOP)	\$30,136.40	\$28,297.09	LOCAL	District Admin
Frontline Placement Technologies	AppliTrack	Online Application w/Attachment System Service (AppliTrack)	\$4,111.05	\$3,860.14	LOCAL	District Admin
Frontline Placement Technologies	Frontline Central	Human Resources	\$13,899.00	\$12,509.10	LOCAL	District Admin
Active Internet Tech, LLC	FinalSite	Website and Blackboard Connect	\$18,722.00	\$18,269.00	LOCAL	District Admin
Genesis	Genesis	Student Information System to include Annual Maintenance Fee for Student Information System; Staff Management & Payroll System; Frontline IEP Interface; NJHIS Interface; VersaTrans Interface; Blackboard Connect; CCP Cafeteria Interface; HIBster Export Interface; OneRoster Export Interface; Destiny Follett Interface; AESOP/Frontline Integration Import for Staff Management; Clever 3rd Party Interface; Fave Schools Import; LinkIt 3rd Party Software Export; FitnessGram; 7x24 Off-Site Secure Data Backup Services & Quarterly Server Maintenance/Patching	\$33,680.50	\$27,913.00	LOCAL	District Student Data Base/District Admin
Stronge & Assoc Educ Consulting	STRONG	Strong Leader Evaluation System	\$880.00	\$880.00	LOCAL	District Admin
Follett School Solutions, Inc.	Destiny Library	Destiny District Member Library & Titlepeek Online Service for Intermediate, McKinley & Ocean Acres	\$3,514.32	\$3,313.86	LOCAL	Classroom
Educational Development Software	HIBster	Anti-Bullying	\$3,400.00	\$3,300.00	LOCAL	District Admin
Onscene Technologies, Inc.	Share 9-1-1	Broadcast, CheckIn, Accountability & Live View Features	\$15,330.00	\$14,160.00	LOCAL	District Admin
Frontline Placement Technologies	IEP Direct	Special Services IEP's	\$22,574.91	Completed by C. Huffman		Student Evaluations
CDW-G	GoGuardian	District & Grades 3-6 Web Protection	\$36,803.20	\$28,228.20	LOCAL	Technology Support/Classroom

Attachments are subject to change without notice

<i>VENDOR</i>	<i>SOFTWARE</i>	<i>DESCRIPTION</i>	<i>RENEWAL COST</i>	<i>PRIOR YEAR COST</i>	<i>FUNDS USED</i>	<i>GASB CATEGORY</i>
CDW-G	Microsoft Licensing	Desktop & Server Licenses	\$27,036.28	\$27,036.28	LOCAL	District Admin
Simple Computer Solutions	Smoothwall	Firewall Protection Services	\$0.00	\$25,242.00	LOCAL	Technology Support
CDW-G	Veritas BackUp Exec	Server Backup Licensing	Yearly Renewal - March, 2025	\$2,476.83	LOCAL	Technology Support
CDW-G	VMWare	Virtual Server Licensing	Yearly Renewal - February, 2025	\$5,504.00	LOCAL	Technology Support
Core BTS	Smartnets	Total Care Warranty/Support	\$14,833.00	\$12,934.53	LOCAL	Technology Support

Vendor	Software	Description	Renewal Cost	Prior Year Cost	Funds Used	GASB Category
Link It	Link It	platform is an assessment management, data analytics, and intervention support solution	\$57,696.00	\$55,588.00	ESEA/LOCAL	Classroom
Learning A-Z	Raz-Plus & Reading A-Z; Science A-Z	downloadable, projectable, printable teacher materials, covering all the skills necessary for effective reading instruction. Science for Grade 6	\$38,293.64	\$37,777.32	LOCAL	Classroom
Brain Pop, LLC	Brain Pop, Brain Pop Combo & Brain Pop Jr.	Educational Streaming Video for all content areas	\$10,743.75	\$9,962.25	LOCAL	Classroom
Teamology	Project TEAM	understand and improve emotional health in order to give every child access to the support they need to succeed in school	\$3,600	\$3,500.00	LOCAL	Classroom
3P Learning, Inc.	Mathseeds & Reading Eggs	carefully structured lessons and highly engaging math games that cover the foundational skills needed for school success. It now combined with Reading Eggs-Hundreds of online reading lessons, phonics games and books for ages 2-13	\$21,470.00	\$18,350.00	LOCAL	Classroom
Generation Genius, INC	Science/MATH	Educational Streaming Video Science & Math components	\$6,462.00	\$6,662.00	LOCAL	Classroom
Achieve 3000, INC	Achieve 3000	supplemental online literacy program that provides nonfiction reading content to students in grades preK-12 and focuses on building phonemic awareness, phonics, fluency, reading comprehension, vocabulary, and writing skills.	\$55,850.16	\$54,240.00	LOCAL	Classroom
Mystery Science, INC	Mystery Science	Education Videos for K-5 in Science	\$5,880.00	\$5,580.00	LOCAL	Classroom
Nearpod, INC	Flocabulary	maps to your content and standards across the curriculum. We help your students build vocabulary, develop literacy skills and deepen content knowledge through an engaging and culturally-responsive platform.	\$8,954.40	\$8,610.00	LOCAL	Classroom
Defined Learning, LLC	Defined Learning	Utilized for Gifted and Talented Instruction	\$1,095	\$850.00	LOCAL	Classroom
Quaver Music	Quaver	QuaverMusic gives you access to 36 weeks of lesson plans for grades PreK-8. The curriculum supports a variety of pedagogies, including M.L.T., Orff, and Kodály. Each lesson is aligned with National Core Arts Standards and offers a seriously fun learning experience for every student.	\$5,400.00	\$5,400.00	LOCAL	Classroom
Screen Castify	ScreenCastify	Make learning more personal in your blended, hybrid, or flipped classroom with on-demand videos/New Language Component (additional cost	\$8,500	\$3,630.00	ESEA/LOCAL	Classroom
Committee for Children	Second Step	programs help students build social-emotional skills—like nurturing positive relationships, managing emotions, and setting goals	\$7,785.00	\$6,986.88	LOCAL	Classroom
SAAVAS	Envision Online	We purchase the workbooks and it includes an online component for students/staff lesson plans	part of price with workbooks		LOCAL	Classroom
McGraw Hill	Wonders/StudySync/Reading Works	We purchase the workbooks and it includes an online component for students/staff lesson plans	part of price with workbooks		LOCAL	Classroom
Garden State ESports	ESports	There is now a league fee for participation in ESports	\$500	free	LOCAL	Classroom

Attachments are subject to change without notice

## SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year

(b). The school bus driver and bus aide shall participate in the emergency exit drills

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

### REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: MONDAY MAY 13, 2024

Time of day the drill was conducted: 7:45 am

School Name: McKinley / Intermediate

Location of the Emergency Evacuation Drill: 1000 McKinley Ave, Stafford Township, NJ 08056

Bus loop behind building

Route Number(s): INT001 through INT030

Name of the school principal/person(s) overseeing the drill: Michael P. Press

Other information relative to the emergency evacuation drill:

From Door evacuations

BACIL



## SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

### REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: TUESDAY MAY 14, 2024

Time of day the drill was conducted: 8:55 am

School Name: PLC

Location of the Emergency Evacuation Drill: 1000 McKinley Ave, Stafford Township, NJ 08056

Bus loop behind building

Route Number(s): PLC001, PLC002, PLC003, PLC004, PLC005, PLC006, PLC007, PLC008, PLC009,

Name of the school principal/person(s) overseeing the drill: Michael P. Press

Other information relative to the emergency evacuation drill:

Front Door evacuations

BACK

## SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

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2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

### REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: TUESDAY MAY 14, 2024

Time of day the drill was conducted: 8:55 am

School Name: OA

Location of the Emergency Evacuation Drill: 489 Nautilus Dr, Manahawkin, NJ 08050

Route Number(s): OA001 THROUGH OA015

Name of the school principal/person(s) overseeing the drill: Michael P. Press

Other information relative to the emergency evacuation drill:

Front Door evacuations

BAC



## SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

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(b). The school bus driver and bus aide shall participate in the emergency exit drills

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2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

### REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: FRICAY MAY 17, 2024

Time of day the drill was conducted: 8:55 am

School Name: OXYCOCUS ELEM

Location of the Emergency Evacuation Drill: 250 N MAIN STREET, Manahawkin, NJ 08050

Route Number(s): OXY001 THROUGH OXY007

Name of the school principal/person(s) overseeing the drill: Michael P. Press

Other information relative to the emergency evacuation drill:

Front Door evacuations

Back

## SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

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(b). The school bus driver and bus aide shall participate in the emergency exit drills

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

### REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: FRICAY MAY 17, 2024

Time of day the drill was conducted: 9:10 am

School Name: HAPPY DAYS

Location of the Emergency Evacuation Drill: 250 N MAIN STREET, Manahawkin, NJ 08050

Route Number(s): DC001

Name of the school principal/person(s) overseeing the drill: Michael P. Press

Other information relative to the emergency evacuation drill:

Front Door evacuations

BACIC

**Stafford Township School District  
Office of Instructional Services  
Manahawkin, NJ 08050  
Professional Development Requests  
For Approval at: 6/3/24  
Board of Education Meeting**

<b>Date of Workshop</b>	<b>Provider, Location (Description/"Title")</b>	<b>Attendance is Mandatory (M), Optional (O), ETTC Hours (E)</b>	<b>Attendee</b>	<b>If Annual Event: total Attendance and Cost for Previous Year</b>	<b>Total Cost for Each Date, Each Attendee</b>
7/31/2024 & 8/1/2024	School Law Boot Camp- HIB includes social media and student right & First amendment Right and New Legal Considerations in K-12 Schools and Employee Rights Refresher, Live online Zoom	O	Dawn Reo Sean Reilly Richard Meyer Susan D'Alessandro		Using ETTC Hours
8/12/2024	Danielson Refresher for experienced Administrators , Live Online Zoon	M	Hope Zaun Kristin Ducker Tiffany Eberle Richard Meyer Susan D'Alessandro Jennifer Lowe Dawn Reo William Wilkinson Sean Reilly Stephanie Bush		Using ETTC Hours

The Superintendent has reviewed all documentation for compliance with NJAC 6A:23A-7.5 and said documentation is available upon request. *bp*

Stafford Township School District  
School Hours  
2024-2025

	<b>Oxycocus</b>	<b>PLC</b>	<b>Ocean Acres</b>	<b>McKinley</b>	<b>Intermediate</b>
<b>Staff Hours</b>	8:50 am -3:50 pm	8:50 am -3:50 pm	8:05 am-3:05 pm	7:20 am – 2:20pm	7:20 am – 2:20pm
<b>Student Hours</b>	9:00 am -3:40 pm	9:00 am -3:40 pm	8:15 am-2:55 pm	7:30 am-2:10 pm	7:30 am-2:10 pm
<b>Early Dismissal</b>	9:00 am -1:00 pm	9:00 am-1:00 pm	8:15 am-12:15 pm	7:30 am-11:30 am	7:30 am-11:30 am
<b>Delayed Opening</b>	11:00 am-3:40 pm	11:00 am-3:40 pm	10:15 am-2:55 pm	9:30 am-2:10 pm	9:30 am – 2:10 pm
<b>Lunch Periods</b>	11:35 am-12:05 pm	11:15 am-12:00 pm 12:03 pm-12:48 pm 12:51 pm-1:36 pm	10:47 am -11:32 am 11:37 am-12:22 pm 12:27 pm-1:12 pm	10:58 am- 11:43 am 11:56 am- 12:30 pm 12:32 pm- 1:17 pm	10:58 am- 11:43 am 11:56 am- 12:30 pm 12:32 pm- 1:17 pm

5-31-2024



	Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
1	Abbatemarco	Kristen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Accatatta	Jaclyn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Ackers-Cilley	Anne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Alessi	Makayla	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Alessi	Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Allotta	Alison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Anderson	Tammy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Andren	Deborah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Arabiana	Arman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Arthur	Summer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Attardi	Laura	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Aurisano	Jessica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Azzolino	Nicole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Baio	Kathleen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Bail	Brian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Baranco	Linda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Barone	Katherine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Baratta	Annabel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Basile	Kathleen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Belli	Diane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Bellini	Natalina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Belissimo	Bailey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Bersen	Joyce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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25	Bonno	Lisa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Bonsignore	Fred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Boyce	Sharon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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29	Boyce	Brianna	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Bradley	Lisa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Brandt	Genee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Brill	Denise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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34	Brummer	Amy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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36	Bruno	Alexandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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39	Buquicchio	Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Burns	Brenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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45	Calvi	Maria	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Attachments are subject to change without notice



Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN LPN Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
47 Carey	Angela	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48 Carroll	Janice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49 Carson	Kayla	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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51 Cassarino	Brenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52 Castro	Meghan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53 Chan	Amy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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55 Christ	Lindsay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56 Clarke	Christine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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59 Colino	Katerina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60 Colucci	Lena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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62 Conklin	Cameron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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68 Curtin	Mary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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85 Erb	Samantha	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86 Erdwein	Eileen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87 Evaristo	Bethany	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88 Farrand	Edward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89 Fastnacht	Lidia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90 Fastige	Megan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91 Fedor	Jessica	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92 Ferrara-Carpitella	Christine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachments are subject to change without notice

Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
93 Firrino	Nicole																	
94 Fix	Agnes																	
95 Flanagan	Diane																	
96 Folse	Claudia																	
97 Francaviglia	Lisa																	
98 Gallagher	Joseph																	
99 Garcia	Belinda																	
100 Gates	Wayne																	
101 Gautier	Marie																	
102 Gialanella	Jill																	
103 Giberson	Alison																	
104 Giorianni	Frank																	
105 Glidden	Robert																	
106 Griffo	Janet																	
107 Grob	Theodore																	
108 Godinez	Marisol																	
109 Guertin	Timothy																	
110 Gugliemini	Dori Jo																	
111 Gulino	Joshua																	
112 Gunsten	Lori																	
113 Guido	Charissa																	
114 Gutierrez	Neneth																	
115 Hahl	Tiffany																	
116 Haines-Mueller	Eva																	
117 Hargrove	Lisa																	
118 Harrold	Arielle																	
119 Hartman	Patrick																	
120 Haugh	Madison																	
121 Hegedus	Stacy																	
122 Hendrickson	Ann-Marie																	
123 Henry	Robert																	
124 Herring	Linette																	
125 Herring	Kallie																	
126 Hester	Kathleen																	
127 Hoffman	Tara																	
128 Horn	Mayeling																	
129 Horne	Michelle																	
130 Horner	Maris																	
131 Houser	Michele																	
132 Houser	Shjon																	
133 Hughes	Marion																	
134 Hyland	Jonathan																	
135 Hynes	Judith																	
136 Iovine	Caleigh																	
137 Itte	Edward																	
138 Jackson	Marina																	

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Last Name	First Name	NJ Certified Teacher	County Certified Teacher	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
139 Jenkins	Emily																
140 Jenkins	Tina																
141 Jenkins	Louis																
142 Johnson	Daniella																
143 Jones	William																
144 Kaczynski	Jill																
145 Kalebota	Adrienne																
146 Kaprowski	Kenneth																
147 Karkoska	Robert																
148 Kelley	James																
149 Kelly	Elizabeth																
150 Kern	David																
151 Keymer	Anne																
152 Kidd	Christine																
153 Kinney-Romo	Fiona																
154 Knoerzer	Leatha																
155 Kostick	Craig																
156 Krauchick	Courtney																
157 Kundrat	Kyle																
158 LaCava	Patricia																
159 Ladden-Pruden	Patricia																
160 Landolfi	Lea																
161 Lanza	Elizabeth																
162 LaRussa	Gary																
163 Latronico	Amanda																
164 Lechleiter	Barbara																
165 Lenz	Stacie																
166 Levis	Cheryl																
167 Levy-Minetti	Janet																
168 Leyh	Richard																
169 Linder	Meghan																
170 Lockwood	Christine																
171 Louis	Neveen																
172 Loughran	Kathleen																
173 Lubeski	Lisa																
174 Lucas	Denise																
175 Luna	Vanessa																
176 Mable	Annamarie																
177 Mahoney	Linda																
178 Maldari	Anne																
179 Mancini	Mari																
180 Manka	Kathryn																
181 Manochio	Jennifer																
182 Martin	Lori																
183 Matusek	Colleen																
184 Mauro	Anne																

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Last Name	First Name	NJ Certified Teacher	County Certified Teacher	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
185 Mazyk	Courtney																
186 McCarter	Keri																
187 McCord	Lenina																
188 McDermott	Carly																
189 McDowall	Carrie																
190 McGinty	Mary																
191 McManus	Michelle																
192 McNamara	Robert																
193 Meade	Heather																
194 Melanson	Olivia																
195 Melchiondo	Jennifer																
196 Melchiorri	LoriBeth																
197 Menoni	Peter																
198 Meyers	Shannon																
199 Mignone	Robin																
200 Milijus	Zachary																
201 Miller	Donna																
202 Miller	Jennifer																
203 Mink	Marbella																
204 Mitchko	Kristine																
205 Mokar	Alice																
206 Manochio	Jennifer																
207 Moscatello	Leighann																
208 Muha	Jarred																
209 Muldowney	Jennifer																
210 Mull	Matthew																
211 Mullen	Kelly																
212 Mullins	Cara																
213 Murray	Janice																
214 Musco	Lori																
215 Narducci	Marianne																
216 Nash	Rachel																
217 Navantieri	Debralyann																
218 Nebbia	Denise																
219 Negowetti	Alison																
220 Nellis	Jessica																
221 Nevins	Sherri																
222 Nikola	Christie																
223 Nitahara	Jessica																
224 Novello	Veronica																
225 Nugent	Michelle																
226 O'Boyle	Sarah																
227 O'Keefe	Diane																
228 Odell-Brant	Brenda																
229 Osborn	Christina																
230 Osborne-Lomax	Tyler																

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Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
231 Oyola	Nicholas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
232 Palagano	Kristen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
233 Palmieri	Julie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
234 Pascone	Eniko	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
235 Pasqualichhio	Erika	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
236 Patterson	Nicole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
237 Payne	Sarah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
238 Petillo	Darlene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
239 Petit	Agnes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
240 Petrizzi	Rocklyn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
241 Petrozzino	Diane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
242 Piparo	Stephanie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
243 Pisona	Lance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
244 Ponce	Jean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
245 Price	Kathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
246 Prosperi	Amy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
247 Quinn	Cynthia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
248 Rainey	Corene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
249 Ramirez-Kelley	Joceline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
250 Ray	Marcella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
251 Rayman	Emily	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
252 Regan	Amy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
253 Reilly	Ellen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
254 Rios	Madelyn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
255 Rivera	Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
256 Robles	Josue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
257 Roberts	Maureen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
258 Rodriguez	Samantha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
259 Romanow	Tanya	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
260 Ruoff	Launa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
261 Russo	James	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
262 Samaeitano	Kristen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
263 Sarf	Audrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
264 Sari	Paula	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
265 Schaffer	Deborah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
266 Schmidt	Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
267 Schriever	Beth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
268 Schrock	Kathleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
269 Schwartz	Gina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
270 Schweigardt	Maria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
271 Schweitzer	Deborah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
277 Sill	Ellen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
278 Shopoli	Diane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
279 Skalski	Beth Ann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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323 Weidenhof	Keith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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328 Van Daley	Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
329 Vincent	Gabriella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
330 Yatauro	Donna	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
331 Yatkowitz	Rachell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
332 Ylanes	Andres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
333 Zatorski	Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
334 Zawislak	Teresa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
335 Zullo	Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachments are subject to change without notice

[illegible][illegible]

Stafford Township School District  
PERSONNEL CHANGE OF ASSIGNMENT 2024-2025 SCHOOL YEAR  
June 3, 2024

	Last Name	First Name	Beginning Date	Ending Date	Current Assignment/Location	New Assignment/Location	Salary
1	Aliseo	Jacqueline	9/1/2024	6/30/2025	Teacher- Health & PE- McKinley	10 Month Vice Principal- McKinley	AS per STAA Agreement
2	Dover	Tricia	7/1/2024	6/30/2025	Human Resources Coordinator - Central Office	Human Resources Coordinator- Central Office	As per STBOE & Non Affiliated
3	Dunn	Nancy	7/1/2024	6/30/2025	Non-Affiliated Secretary- PLC	Non-Affiliated Secretary- PLC	As per STBOE & Non Affiliated
4	Hall	Vanessa	7/1/2024	6/30/2025	Business Office Manager- Central Office	Business Office Manager- Central Office	As per STBOE & Non Affiliated
5	Huston	Laura	7/1/2024	6/30/2025	Administrative Assistant- Central Office	Administrative Assistant- Central Office	As per STBOE & Non Affiliated
6	Jenkins	Tina	7/1/2024	6/30/2025	Non-Affiliated Secretary- Central Office	Non-Affiliated Secretary- Central Office	As per STBOE & Non Affiliated
7	Press	Michael	7/1/2024	6/30/2025	Transportation Coordinator- Transportation	Transportation Coordinator- Transportation	As per STBOE & Non Affiliated
8	Triggiani	Bianca	7/1/2024	6/30/2025	Administrative Assistant- Central Office	Administrative Assistant- Central Office	As per STBOE & Non Affiliated

**STAFFORD TOWNSHIP BOARD OF EDUCATION**  
**Manahawkin NJ 08050**

**A-19**

Central Office Administration

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**TITLE:** Artistic Director

**QUALIFICATIONS:**

1. Strong interpersonal and communication skills.
2. Theater management experience preferred.
3. Demonstrated ability in the areas of program development and program management.
4. Demonstrated ability to work collaboratively with colleagues and community stakeholders.
5. Required criminal history check and proof of U.S. citizenship or resident alien status.

**REPORTS TO:** Business Administrator

**JOB GOAL:** To provide leadership and managerial oversight to the Stafford Township Arts Center (STAC) and the various components operated under the program.

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for the management of the STAC in accordance with board policies and regulations.
2. Plans, organizes and supervises all components of the STAC and related activities.
3. Solicits outside rentals of the STAC. Works to formulate the rental contracts for staff usage.
4. Prepares and submits the STAC's budget requests and monitors the expenditures of funds.
5. Establishes and maintains an efficient office system to support the administrative functions of the community school and theater's box office.
6. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the STAC's administration.
7. Keeps staff informed of the latest school security measures.
8. Plans and supervises regularly scheduled programs of the STAC and makes arrangements for special events as necessary.
9. Acts as a liaison between the STAC, the home and the community, interprets policies, programs and activities; encourages board community participation in the affairs of the community school.
10. Keeps the Superintendent or designee informed of the STAC activities and needs.
11. Works cooperatively with appropriate staff on matters relating to the STAC and the district.
12. Ensures proper collection, safekeeping and accounting of STAC funds.
13. Continues to pursue alternative funding options for the STAC via grants and awards.
14. Conducts STAC staff meetings as necessary for the proper functioning of the programs.
15. Oversees the coordination of the district and outside events calendar held at the STAC.
16. Oversees the marketing and promotion of STAC events.
17. Coordinates with other entities to share programming.
18. Performs other duties which may be assigned or required by law, code, and regulations/board policy.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of education.



EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of staff.

Adopted: 6/3/24

Attachments are subject to change without notice



Central Office Administration

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**TITLE:** Non-Affiliated Part Time STAC Secretary

**QUALIFICATIONS:**

1. High school diploma/equivalent; secretarial training.
2. Experience in general business and office work.
3. Knowledge of automated office equipment including knowledge of Genesis, Google/Microsoft (spreadsheets, word processing, and email).
4. Strong analytical, communication and human relations skills.
5. Ability to maintain professionalism and confidentiality in handling student, personnel and legal information.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Designated Supervisor

**JOB GOAL:** To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the STAC

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates the efficient workflow of the office relative to the responsibilities
2. Performs all secretarial and confidential work as assigned by the designated Supervisor.
3. Maintains a regular filing system and processes incoming correspondence.
4. Assists in the preparation of all correspondence and reports emanating from the designated Supervisor.
5. Places and receives telephone calls, and records messages for the designated Supervisor
6. Maintains a schedule of appointments for designated Supervisor and makes arrangements for conferences and meetings.
7. Greets visitors courteously, logs in and directs or escorts visitors in the STAC.
8. Oversees ordering of materials/supplies needed for efficient operation in the STAC.
9. Maintains an accurate recording system of all appropriate financial needs within the STAC office.
10. Schedules necessary school district staff (such as custodians, safety officers, etc) and volunteers for events.
11. Maintain the tin website and ensure up to date information
12. Prepare and submit required internal building use forms for the STAC.
13. Assist in ensuring the STAC calendar is up to date.
14. Maintain collaboration/coordination with district staff to ensure the needs of outside events are met.
15. Ensure artwork is submitted to the Graphic Designer.
16. Ensure approved artwork is submitted to newspapers and to other promotional materials.
17. Ensure the STACNJ website is up to date by maintaining contact with Townsquare Media.
18. Assists the designated Supervisor in preparing reports required by law, administrative code and board policy.
19. Performs other related duties as may be assigned by the Superintendent or designated Supervisor.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of non-certified personnel.

Date Adopted: 6/3/24

Attachments are subject to change without notice

Central Office Administration

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**TITLE:** Event Coordinator

**QUALIFICATIONS:**

1. Working knowledge of live event operations for Performing Arts Events (school events, musicals, dance competitions, professional musician concerts, etc.).
2. Required experience and knowledge of integrating and troubleshooting the following with school staff and outside renters and presenters: Google Platform, Excel, Apple products, You Tube, Power Point, Publisher, Adobe Illustrator, Tix Ticketing System, Square Processing System, and Boca Ticket Printer.
3. Strong interpersonal and communication skills.
4. Required knowledge of Shure wireless, wired, headset element microphone system.
5. Required knowledge of Clear Com intercom system.
6. Required knowledge of Extron control system.
7. Experience and ability for booking events, which encompasses entertainers, to drive revenue and cultivate talent.
8. Ability to manage calendar of events, task lists, and own work schedule without supervision.
9. Ability to perform job requirements in a high-energy and fast paced environment.
10. Possess strong troubleshooting abilities to address challenges and ensure seamless operations.
11. Highly organized, detail oriented, multi-tasking, and comfortable working independently.
12. Required criminal history check and proof of U.S. citizenship or resident alien status.

**REPORTS TO:** Artistic Director and/or Superintendent Designee

**JOB GOAL:** Support the Artistic Director in managerial oversight, planning, organization, and supervision in alignment with the board policies and regulations. Provide administrative support to the Artistic Director for box office functions and concession stand operations. Contribute to the planning and execution of short and long term projects in the theater and offices. Assist in ensuring the safe operation and maintenance of all theater equipment including technology, lighting and sound systems.

**PERFORMANCE RESPONSIBILITIES:**

1. Front of the House duties, such as: Welcoming guests, overseeing refreshments, and other customer inquiries.
2. Ensures facility is set up properly for event
3. Oversees breakdown of event to ensure facility and equipment are not damaged.
4. Working with the Artistic Director to oversee completion of projects and events and ensure all technical needs are met.
5. Overseeing the audio and visual production process for school events and outside rentals

6. Maintain the industry standards for safety for STAC staff and renters in the facility.
7. Oversee proper use and maintenance of stage facilities.
8. Provide technical details and necessary production timelines for renters and school use.
9. Responsible for operating and protecting the theater's assets.
10. Knowledge of building safety and fire codes regulations.
11. Interface directly with renters and school staff to ensure external technical elements (music, video content, presentations, etc) are submitted to the STAC on a schedule for smooth and efficient production.
12. Partner with Facilities Director where facilities and technical systems overlap.
13. Partner with IT Director where IT and technical systems overlap.
14. Must be able to lift 40 pounds and manage sustained physical activity.
15. Required criminal history check and proof of U.S. citizenship or resident alien status.
16. Flexibility to accommodate special events.
17. Performs other tasks and responsibilities as directed by the Superintendent or designee.

TERMS OF

EMPLOYMENT:

Salary to be determined by the Board of Education.

Work Year: This is an event based schedule, weeknights and weekends are required.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of staff.

Adopted: 6/3/24

Attachments are subject to change without notice

Staff Name	Location	Tentative Assignment
1 Aljoe, Jennifer	Intermediate	Teacher Aide - Reg. Ed. Personal
2 Budd, Dawn	Intermediate	PT Hourly Teacher Aide-MD Class-Personal
3 Buterick, Joanne	Intermediate	Teacher Aide-MD Class, Personal
4 Cassaro, Susan	Intermediate	Teacher Aide-Reg. Ed.-Personal
5 Fishman, Linda	Intermediate	Teacher Aide - MD Class- Personal
6 Graziano, Lisa	Intermediate	Teacher Aide-LLD Class-Personal
7 Herring, Linette	Intermediate	PT Hourly Teacher Aide-Reg. Ed Personal
8 Horne, Michelle	Intermediate	PT Hourly Teacher Aide - ERI Class
9 Houser, Michele	Intermediate	PT Hourly Teacher Aide-ERI Class
10 Jones, Lauren	Intermediate	PT Hourly Teacher Aide - MD Class- Personal
11 Rainey, Corene	Intermediate	PT Hourly Teacher Aide- Regular Ed-Personal
12 Ramirez-Kelley, Joceline	Intermediate	PT Hourly Teacher Aide - Resource Room
13 Simpson, Stacy	Intermediate	PT Hourly Teacher Aide - Resource Room
14 Sutton, Patricia	Intermediate	PT Hourly Teacher Aide - MD Class-Personal
15 Thompson, Dorine	Intermediate	Teacher Aide - LLD Class
16 Villani, Christina	Intermediate	PT Hourly Teacher Aide- LLD Class - Personal
17 Wiesemann, Angela	Intermediate	PT Hourly Teacher Aide - MD Class- Personal
18 Bersen, Joyce	McKinley	PT Hourly Teacher Aide - MD Class
19 Bonno, Lisa	McKinley	PT Hourly Teacher Aide - LLD Class
20 Colucci, Lena	McKinley	PT Hourly Teacher Aide -Resource -Personal
21 Coppola, Maureen	McKinley	PT Hourly Teacher Aide-LLD Class
22 DiGiacomo, Maureen	McKinley	PT Hourly Teacher Aide- ERI Class
23 Hart, Denise	McKinley	PT Hourly Teacher Aide-MD Class-Personal
24 Keppe, Erin	McKinley	PT Hourly Teacher Aide - MD Class Personal
25 Leone, Crystal	McKinley	PT Hourly Teacher Aide - MD Class Personal
26 Lombardo, Vivian	McKinley	PT Hourly Teacher Aide- Resource Class
27 McCoy, Pia	McKinley	Physical Therapist Assistant
28 Melito, Nancy	McKinley	PT Hourly Teacher Aide-Resource- Personal
29 Murray, Janice	McKinley	PT Hourly Teacher Aide - MD
30 Racz, Robin	McKinley	Teacher Aide- Resource
31 Rogers, Sharron	McKinley	PT Hourly Teacher Aide - MD Class Personal
32 Sharkey-Evans, Eileen	McKinley	PT Hourly Teacher Aide- ERI Class
33 Sill, Ellen	McKinley	PT Hourly Teacher Aide- LLD Class
34 Starin, Lisa	McKinley	PT Hourly Teacher Aide - LLD Class Personal
35 Steeb, Madeline	McKinley	PT Hourly Teacher Aide - LLD Class
36 Tallon, Maryanne	McKinley	Teacher Aide- Resource -Personal
37 Thiemer, Jennifer	McKinley	PT Hourly Teacher Aide-ERI Class
38 Warner, Katie	McKinley	PT Hourly Teacher Aide- ERI Class
39 White, Megan	McKinley	Behavioral Technician
40 Woolf, Marie	McKinley	Teacher Aide-ERI Class
41 Amirr, Denine	Ocean Acres	PT Hourly Teacher Aide- MD Class
42 Attardi, Laura	Ocean Acres	PT Hourly Teacher Aide- Preschool
43 Borgwardt, Judith	Ocean Acres	Teacher Aide - LLD Class
44 Boyce, Sharon	Ocean Acres	PT Hourly Teacher Aide - Preschool
45 Buczynski, Aimee	Ocean Acres	PT Hourly Teacher Aide - MD
46 Cahill, Melissa	Ocean Acres	Teacher Aide - MD Class Personal

47	Cassarino, Brenda	Ocean Acres	PT Hourly Teacher Aide - Preschool
48	Cirone, Patricia	Ocean Acres	PT Hourly Teacher Aide - Preschool
49	Dadd, Jolynn	Ocean Acres	PT Hourly Teacher Aide- Resource -Personal
50	Fastige, Megan	Ocean Acres	PT Hourly Teacher Aide- Preschool
51	Fontana, Marianna	Ocean Acres	PT Hourly Teacher Aide - MD Class
52	Forrester, Karen	Ocean Acres	PT Hourly Teacher Aide- Reg. Ed.
53	Gnagey, Megan	Ocean Acres	PT Hourly Teacher Aide - Preschool
54	Hahl, Tiffany	Ocean Acres	PT Hourly Teacher Aide - MD Class
55	Harrold, Arielle	Ocean Acres	PT Hourly Teacher Aide-Reg. Ed.
56	Hoffman, Tara	Ocean Acres	PT Hourly Teacher Aide-Preschool
57	Horner, Nina	Ocean Acres	PT Hourly Teacher Aide-Reg. Ed-Personal
58	Hughes, Marion	Ocean Acres	PT Hourly Teacher Aide- MD Class
59	Kraft, Katelyn	Ocean Acres	PT Hourly Teacher Aide - Preschool
60	Lacava, Patricia	Ocean Acres	PT Hourly Teacher Aide- MD Class
61	Levis, Cheryl	Ocean Acres	PT Hourly Teacher Aide- MD Class
62	Mabie, Annmarie	Ocean Acres	PT Hourly Teacher Aide- MD Class
63	Maldari, Anne	Ocean Acres	PT Hourly Teacher Aide-ERI Class-Personal
64	Mullen, Kelly	Ocean Acres	PT Hourly Teacher Aide - Preschool
65	Nodine, Carla	Ocean Acres	PT Hourly Teacher Aide- MD Class
66	O'Keefe, Diane	Ocean Acres	PT Hourly Teacher Aide- LLD Class
67	Rabinowitz, Brittany	Ocean Acres	PT Hourly Teacher Aide - Preschool
68	Rolenc, Deborah	Ocean Acres	PT Hourly Teacher Aide- ERI Class-Personal
69	Scott, Erin	Ocean Acres	PT Hourly Teacher Aide- MD Class
70	Sedano, Jessica	Ocean Acres	PT Hourly Teacher Aide-Resource
71	Signorelli, Lisa	Ocean Acres	PT Hourly Teacher Aide- Preschool
72	Smith, Kelly	Ocean Acres	PT Hourly Teacher Aide- ERI Class-Personal
73	Stark, Nicole	Ocean Acres	PT Hourly Teacher Aide-Reg. Ed.
74	Stillwell, Susan	Ocean Acres	Teacher Aide - Reg. Ed. - Personal
75	Tampone, Judy	Ocean Acres	PT Hourly Teacher Aide - Preschool
76	Triano, Catherine	Ocean Acres	PT Hourly Teacher Aide - Reg. Ed.
77	Watson, Heather	Ocean Acres	PT Hourly Teacher Aide- MD Class
78	Ybarra Estrada, Maria	Ocean Acres	Behavioral Technician
79	Bellini, Natalina	Oxycocus	PT Hourly Teacher Aide - PSD Class
80	Carey, Angela	Oxycocus	PT Hourly Teacher Aide - PSD Class-Personal
81	Colletti, Jaclyn	Oxycocus	PT Hourly Teacher Aide- Preschool
82	Compitello, Maureen	Oxycocus	PT Hourly Teacher Aide - PSD Class
83	Cruz, Tiffany	Oxycocus	PT Hourly Teacher Aide - PSD Class
84	Cummins, Mary	Oxycocus	Teacher Aide- Preschool-Personal
85	Curtin, Marylouise	Oxycocus	PT Hourly Teacher Aide - Preschool
86	Danna, Karen	Oxycocus	PT Hourly Teacher Aide - Preschool
87	DeMarco-Snyder, Rosalie	Oxycocus	PT Hourly Teacher Aide-PSD Class-Personal
88	Evaristo, Bethany	Oxycocus	PT Hourly Teacher Aide - PSD Class
89	Garcia, Belinda	Oxycocus	PT Hourly Teacher Aide-Preschool
90	Garzon, Lisa	Oxycocus	PT Hourly Teacher Aide-Preschool
91	Gautier, Marie	Oxycocus	PT Hourly Teacher Aide- Preschool
92	Giardina, Angela	Oxycocus	PT Hourly Teacher Aide - Preschool
93	Glassen, Amy	Oxycocus	Teacher Aide - PSD Class

94	Gunsten, Lori	Oxycocus	PT Hourly Teacher Aide - Preschool
95	Jankowski, Laura	Oxycocus	PT Hourly Teacher Aide - Preschool
96	Levenson, Carol	Oxycocus	PT Hourly Teacher Aide - PSD Class
97	Martin, Lori	Oxycocus	PT Hourly Teacher Aide - Preschool
98	McDowall, Carrie	Oxycocus	PT Hourly Teacher Aide - Preschool
99	Melchiondo, Jennifer	Oxycocus	PT Hourly Teacher Aide - Preschool
100	Mignone, Robin	Oxycocus	PT Hourly Teacher Aide - PSD Class
101	Mullins, Cara	Oxycocus	PT Hourly Teacher Aide-Preschool
102	O'Brien, Janice	Oxycocus	Teacher Aide-PSD Class, Personal
103	Osborn, Christina	Oxycocus	PT Hourly Teacher Aide - Preschool
104	Perez, Erica	Oxycocus	PT Hourly Teacher Aide - PSD Class
105	Petrozzino, Diane	Oxycocus	PT Hourly Teacher Aide - Preschool
106	Ray, Marcella	Oxycocus	PT Hourly Teacher Aide - PSD Class
107	Recker, Elizabeth	Oxycocus	PT Hourly Teacher Aide-PSD Class-Personal
108	Schwartz, Gina	Oxycocus	PT Hourly Teacher Aide - PSD Class-Personal
109	Shimonis, Marie	Oxycocus	PT Hourly Teacher Aide - Preschool
110	Smith, Stacey	Oxycocus	PT Hourly Teacher Aide - PSD Class
111	Westpy, Maureen	Oxycocus	PT Hourly Teacher Aide - PSD Class
112	Barone, Katherine	Primary Learning Center	PT Hourly Teacher Aide - Preschool
113	Boyle, Carol	Primary Learning Center	PT Hourly Teacher Aide - Reg. Ed.
114	Colino, Katerina	Primary Learning Center	PT Hourly Teacher Aide - Preschool
115	Dealessandro, Debra	Primary Learning Center	PT Hourly Teacher Aide - Reg. Ed.
116	Gutierrez, Marielis	Primary Learning Center	PT Hourly Teacher Aide - Preschool
117	Klunk, Debra	Primary Learning Center	PT Hourly Teacher Aide - Preschool
118	Lazlo, Carolyn	Primary Learning Center	PT Hourly Teacher Aide - Reg. Ed.
119	Louis, Neveen	Primary Learning Center	PT Hourly Teacher Aide - Preschool
120	Meyer, Deborah	Primary Learning Center	PT Hourly Teacher Aide - Preschool
121	Narducci, Marianne	Primary Learning Center	PT Hourly Teacher Aide - Preschool
122	Norman, Lynn	Primary Learning Center	PT Hourly Teacher Aide - Reg. Ed.
123	O'Brien, Dena	Primary Learning Center	PT Hourly Teacher Aide - Reg. Ed.
124	Zambardi, Ivette	Primary Learning Center	Teacher Aide - LLD Class
125	Zullo, Jennifer	Primary Learning Center	PT Hourly Teacher Aide - Preschool
126	de la Cruz-Chuzeville, Denise	Primary Learning Center	PT Hourly Teacher Aide - Preschool



<b>Summer WAVE Teacher 7:45 am-12:15 pm (up to 74 hours per BOE/STEA agreement)</b>			
1	Diana	Adanatzian	
2	Tiffany	Brant	
3	Nicole	Brummer	
4	Rachel	Callandriello	
5	Kathy	Cruz	
6	Jenna	Derion	
7	Caitlin	Gioe	
8	Jennifer	Hester	
9	Karen	Hughes	
10	Kelly	Kievit	
11	Alexis	Kirk	
12	Alicia	Lally	
13	Theresa	Maloney	
14	Laurie	McAvoy	
15	Elizabeth	McCue	substitute only
16	Jennifer	Nadeau	
17	Brooke	Reeves	
<b>Summer WAVE Guidance Counselor 7:45 am-12:15 pm (up to 74 hours per BOE/STEA agreement)</b>			
1	Kelsey	Molzon	
<b>Summer WAVE Teacher 7:45 am-12:15 pm (up to 72 hours per BOE/STEA agreement)</b>			
1	Carol	Boyle	
2	Brenda	Cassarino	
3	Maureen	Coppola	
4	Jolynn	Dadd	
5	Tara	Hoffman	
6	Antonio	LaMarco-Siano	
7	Lori	Musco	
8	Nicole	Stark	
<b>Summer School Administrator 7:30 am to 1:00 pm (up to 175 hours per the BOE/STAA agreement)</b>			
1	Jennifer	Lowe	

Attachments are subject to change without notice

SUBSTITUTE PAY RATES  
2024-2025 SCHOOL YEAR  
Board Meeting June 6, 2024

	POSITION	RATE
1	NJ CERTIFIED TEACHERS	\$110/DAY
2	COUNTY CERTIFIED TEACHERS	\$110/DAY
3	LONG TERM TEACHERS	\$150/DAY
4	NURSES	\$200/DAY
5	SECRETARIES	\$15.13/HOUR
6	TEACHER AIDES	\$15.13/HOUR
7	CAFETERIA/PLAYGROUND AIDES	\$15.13/HOUR
8	TRANSPORTATION AIDES	\$16/HOUR
9	BUS DRIVERS	\$25/HOUR
10	BUS MECHANICS	\$34/HOUR
11	CUSTODIANS	\$16/HOUR
12	STAC TECHNICIANS	\$15.13/HOUR
13	SAFETY OFFICERS	\$20/HOUR
14	ELECTRICIAN	\$35/HOUR

Attachments are subject to change without notice

# ESY/SUMMER WAVES DRIVERS & AIDES

DRIVERS		ATTENDANTS	
1	Lisa Hargrove	37	Annmarie Hendrickson
2	Lillian Davis	38	Brenda Hollingshead
3	Gregory Bain	39	Deborah Schweitzer
4	Miranda Budd	40	Elizabeth Kelly
5	Richard Szczepaniak	41	Gina Gerado
6	Jonathan Hughes	42	Heather Meade
7	Brenda Rzemysk	43	Holly Pucci
8	James Kelley	44	Jamie Tallman
9	Richard Leyh	45	Jeaninne Rowley
10	Chester Revinski	46	Jennifer Robles
11	Mary McGinty	47	Jennifer Rogers
12	Patricia Scully	48	Jennifer Thiemer
13	Eileen Mamudoski	49	Kristin Rodriguez
14	Debralyann Navantieri	50	Leatha Knoerzer
15	Harold Hammonds	51	Lenore Broderick
16	Lenina McCord	52	Linda Hoffmann
17	David Basile	53	Linda Sliker
18	John Hersch	54	Lori Musco
19	Colleen Wittaker	55	Maria Alaimo
20	Kristina Palmer	56	Mary Gers
21	Christopher Forte	57	Mary Kay Fedor
22	Janet Levy-Minetti	58	Michele Exel
23	Tracey Lewis	59	Michele Houser
24	Michele DiCarlo-Coffey	60	Nicole Spezzaferra
25	Eugene Merritt	61	Peggy Soper
26	Helen Hammonds	62	Robin Witkowski
27	Johnny Bianco	63	Sandra Vazquez-Santiago
28	Jennifer Glidden	64	Sarah O'Boyle
29	Daniel Sullivan	65	Shauna Smith
30	Gretchen Heinrichs	66	Sherri Szafranski
31	Patricia McCrudden	67	Susan Appleton
32	Cynthia Salmons	68	Tara Parisi
33	Fredrick Soper	69	Varlerie Hazelton
34	Timothy Guertin	70	Robert Glidden
35	Joseph Tagliaferro	71	Donna Yataurro
36	David Kern	72	Erika Pasqualicchio
		73	Anne Keymer
		74	Zachary Miljus
		75	Lisette Davies

Attachments are subject to change without notice

STAFFORD TOWNSHIP SCHOOL DISTRICT  
SUMMER CAMP/EXTENDED DAY PROGRAM STAFF 2024

June 3, 2024

Greeter Monday-Friday 7:45am-4:15pm		AM EDP 6:15-7:45	
1	Jakubas, Loretta	21	Linette Herring (Friday)
		22	Lisa Bonno (Monday - Friday)
Special Area Teachers AM Only - 7:45am-12:15pm		23	Ivette Zambardi (Monday - Thursday)
2	Jill Potts		
Special Teachers - 7:45 am - 4:15pm		Substitutes	
3	Brittany Tatur	24	Elizabeth McCue
4	Matthew Tatur	25	Samantha Rodriguez
5	Shjon Houser	26	Tiffanie Colecchia
6	Tracey Tylicki		
7	Bailey Bellissimo		
Summer Camp Teacher Assistants 7:45am-4:15pm			
8	Lisa Bonno		
9	Halee Houser		
10	Michelle Houser		
11	Abigale Kane		
12	Linette Herring		
13	Diane Petrozzino ( Thursday & Friday)		
14	Ivette Zambardi (Monday - Thursday)		
15	Angela Carey (Monday through Wednesday)		
16	Colleen Ficken (Wednesday through Friday)		
17	Angela Wiesemann (Tuesday through Friday)		
18	Christina Villani (Monday through Thursday)		
19	Denise Hart (Monday through Thursday)		
20	Cody Toro		

Attachments are subject to change without notice

Stafford Township School District  
Student Teaching/Fieldwork Placement  
June 3, 2024 Board Meeting

	Last Name	First Name	School	Beginning Date	Ending Date	Cooperating Teacher/Location	Type of Placement
1	May	Tommy	Stockton	9/2024	12/2024	D Breslow/Int	Student Teaching
2	LeVance	Kaitlyn	Stockton	9/2024	12/2024	R Stivala/McK	Student Teaching
3	Dutko	Joshua	Stockton	9/2024	12/2024	J Sutton/Int	Student Teaching
4	Dalia	Sophia	Stockton	9/2024	12/2024	J Nadeau/OA	Fieldwork
5	Colacci	Haley	Farleigh Dickinson	9/1/2024	12/1/2024	K Potter/OA	Student Teaching

Attachments are subject to change without notice

	ESY Teacher (MD) 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	Gudzak	Loren
2	Hahl	Tiffany
3	Paolo	Heather
4	Rowland	Jeanette
	ESY Speech Language Pathologist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	Peters	Shannon
2	Popovitch	Alexis
		wants 4 weeks not 6 weeks
	ESY Occupational Therapist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	Bruther	Tracey
2	Hollenback	Tamara
3	Horne	Bailey
	ESY Physical Therapist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	McCoy	Pia
	ESY BCBA Certified 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	Quinn	Taryn
	ESY Registered Behavior Technician 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
	TBD	
	ESY School Nurse 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	Doran	Carol
	ESY Teacher Aides (MD) 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)	
1	Buczynski	Aimee
2	Budd	Dawn
3	Forrester	Karen
4	Keppe	Erin
5	Miljus	Zachary
6	Payne	Sarah
7	Rogers	Sharron

Attachments are subject to change without notice



8	Smith	Stacey	
9	Sutton	Patti	
	ESY Teacher (PSD) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
1	Elia-Way	Alyssa	
2	Posa	Stephanie	
3	Sheehan	Sheryl	
	ESY Teacher Aides (PSD) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
1	Appleton	Susan	
2	Baratta	Annabel	
3	Colino	Katerina	
4	Levenson	Carol	
5	Tallman	Jaime	
	ESY Teacher (ERI) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
	TBD		
	ESY Teacher Aides (ERI) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
1	Horne	Michelle	
2	Pezza	Christine	
	ESY Teacher 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
1	Conforti	Janet	
2	D'Agostino	Amy	
3	Gallagher	Shannon	
4	Pretera	Anna	
5	Segalla	Alicia	
6	Simon	Michelle	
7	St. Germain	Elise	
	ESY Teacher Aides 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
1	Colucci	Lena	
2	Farrand	Edward	
3	Osborne-Lomax	Tyler	

Attachments are subject to change without notice



4	Melchiorri	Loribeth	
5	Tampone	Judy	
	ESY Speech Language Pathologist 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
1	Eldridge	Colleen	
2	Terry	Chelsy	
	Summer CST School Psychologists (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)		
1	Costello	Thomas	
2	Garris	Danielle	
3	Pirone	Shannon	
4	Szczepan	Stephanie	
	Summer CST School Social Worker (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)		
1	Newman	Elizabeth	
	Summer CST LDTTC (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)		
1	Murphy-Greenblatt	Christine	
2	Leavey	Meredith	
	Summer CST Translator (as needed/per STEA/BOE agreement)		
1	Cruz	Kathy	
	Summer CST Speech Correctionist (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)/		
	Summer CST Gen Ed teachers (up to 8 days//per STEA/BOE agreement)		
1	Burgess	Nadine	
2	Dean	Madison	
3	Golderer	Jeannine	
4	Kilgallon	Susan	
5	Nadeau	Jennifer	
6	Seegers	Julie	
7			
	Summer CST Spec Ed teachers (up to 8 days/per STEA/BOE agreement)/		

Attachments are subject to change without notice





State of New Jersey

PHILIP D. MURPHY  
Governor

TAHESHA L. WAY  
Lt. Governor

OCEAN COUNTY OFFICE OF EDUCATION  
212 WASHINGTON STREET, PO BOX 2191  
TOMS RIVER, NJ 08754-2191  
(732) 929-2078 FAX (732) 244-8242  
www.nj.gov/education

KEVIN DEHMER  
Acting Commissioner

JUDITH DESTEFANO, Ed.D.  
Interim Executive County Superintendent

May 29, 2024

Mr. George Chidiac, Superintendent  
Stafford Township School District  
250 North Main Street  
Manahawkin, NJ 08050

Dear Mr. Chidiac:

I have reviewed the employment contract for Lourdes LaGuardia for the position of School Business Administrator/Board Secretary, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a term commencing July 1, 2024 and ending June 30, 2025.

This contract must now be approved by the district Board of Education. I ask that you submit a signed copy of this contract and a copy of the minutes (affixed with a raised seal) indicating the resolution approving this contract.

If there are any changes to the terms of this contract, you will need to submit it to me for review and approval prior to the required public notice and hearing of such changes.

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

Judith DeStefano, Ed.D.  
Interim Executive County Superintendent  
Cape May County Office of Education

cc: Lourdes LaGuardia, School Business Administrator/Board Secretary  
JD/mw



## EMPLOYMENT CONTRACT

### SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

**THIS EMPLOYMENT CONTRACT** is made and entered into this 3rd day of June, 2024, by and between the **STAFFORD TOWNSHIP BOARD OF EDUCATION**, with offices located at 250 North Main Street, Stafford Township, New Jersey 08050 (hereinafter referred to as the "Board"), and **Lourdes LaGuardia**, whose address is, 925 Canoe Lane Manahawkin, NJ 08050 (hereafter referred to as the "School Business Administrator/Board Secretary").

#### WITNESSETH:

**WHEREAS**, the Board desires to provide the School Business Administrator/Board Secretary with a written employment contract so as to describe specifically their employment relationship and to serve as the basis of effective communication between the School Business Administrator/Board Secretary, the Superintendent as the Board's agent and the Board as they fulfill their administrative functions in the operation of the education program of the school;

**WHEREAS**, the School Business Administrator/Board Secretary and the Board have agreed to this employment contract with the tax payers in mind and to work collectively on making sure that the students receive a quality education.

**NOW, THEREFORE**, the Board of Education and the School Business Administrator/Board Secretary, for the consideration herein specified, agree as follows:

#### 1. TERM

The Board, in consideration of the promises herein contained of, hereby employs, and Lourdes LaGuardia hereby accepts employment as School Business Administrator/Board Secretary for a term commencing July 1, 2024 and expiring midnight June 30, 2025. The Board may, by specific action and with the consent of the School Business Administrator/Board Secretary, extend the expiration date hereof within the full extent permitted by state law. (N.J.S.A. 18A: 17-5, et seq.)

#### 2. RESPONSIBILITIES

The Board hereby employs the School Business Administrator/Board Secretary in accordance with N.J.S.A. 18A: 17-5 et seq., to perform the duties of Business Administrator/Board Secretary for the Stafford Township School District as prescribed by the laws of the State of New Jersey and the rules, regulations and policies of the Board. The School Business Administrator/ Board Secretary shall report directly to the Board, with respect to those duties which are statutorily required of the Board Secretary. With respect to all other duties, the School Business Administrator/Board Secretary shall report directly to the Superintendent.

The School Business Administrator/Board Secretary agrees to faithfully perform the duties of the position in supervising the financial, maintenance, transportation, purchasing, food service, and insurance programs as set forth in the job description for the position and in accordance with all applicable laws, regulations, policies and directives.

### **3. COMPENSATION**

During the term of this Employment contract, the School Business Administrator/Board Secretary shall not be reduced in salary unless mutually agreed upon by the parties or if the position is removed.

#### **A. SALARY**

During the term of this Employment Contract, the School Business Administrator/Board Secretary shall not be reduced in salary pursuant to 18A:17-14-3 unless mutually agreed upon by the parties, or of the position is abolished.

The Board shall pay the School Business Administrator/Board Secretary an annual salary pursuant to 6A:23A1.2 compensation in the amount of \$180,913.00. The salary shall be paid in equal installments in accordance with the Board's regular salary payment procedure.

#### **B. LEAVES OF ABSENCE**

The Board shall provide the following leaves of absence as the School Business Administrators/Board Secretary compensation:

Vacation. The School Business Administrator/Board Secretary shall be granted twenty-two (22) vacation days annually. The School Business Administrator shall be permitted to take vacation days with prior approval of the Superintendent. The Superintendent or a designee shall be responsible for maintaining written documentation of the School Business Administrator/Board Secretary earned and used vacation time. The School Business Administrator/Board Secretary may carry over up to one year of vacation days (22 days maximum) where required by business demands pursuant to N.J.S.A 18A:30-9.1

- i. Upon separation or retirement, the Board shall reimburse the Business Administrator/Board Secretary for any accumulated vacation days up to a maximum of forty (40) days in accordance to N.J.S.A 18A:7-8.1(g).
- ii. Holidays: The School Business Administrator/Board Secretary shall be entitled to be off during Spring Recess, Winter Recess and Fall Recess. However, in the case of an emergency may be requested to work at the discretion of the Superintendent without additional compensation. The School Business Administrator/Board Secretary shall not be required to work on days when school is not in session during the school year according to the adopted school calendar, excluding professional days, however in the case of an emergency may be requested to work at the discretion of the Superintendent



without additional compensation. During the ten summer weeks, the Business Administrator/Board Secretary shall follow the district summer calendar.

- iii. The School Business Administrator/Board Secretary will be off on all days that school is closed for inclement weather, but in the case of an emergency may be requested to work at the discretion of the Superintendent without additional compensation.
- iv. Sick Leave. The School Business Administrator/Board Secretary shall be allowed twelve (12) sick days annually. The unused portion of such leave, at the end of each school year, subject to a maximum of 15 days personal and/or sick time shall be cumulative in accordance with 18A: 30-7. Additionally, the Business Administrator shall be granted carryover up to 24 sick days from her prior employer in a sick bank, any unused amount will have no payout value. Proof of carryover must be submitted and kept in employee's file.
- v. Personal Leave. The School Business Administrator/Board Secretary shall be granted four (4) days of leave annually for personal matters which require absence during school hours, to be used at his/her discretion. Unused personal days shall be converted to accumulated sick leave at the end of each year, in accordance with 18A: 30-7.
- vi. At the time of her/his retirement The School Business Administrator/Board Secretary shall be eligible for payment of unused sick leave compensation in accordance with existing contracts in place capped at \$15,000, provided appropriate notice is given of her intent to retire, and consistent with N.J.S.A 18A: 30-3.5.
- vii. The School Business Administrator/Board Secretary shall be granted up to thirteen (13) days, at any one time, for the serious illness of an Administrator's spouse, child, and sibling.
- viii. Bereavement Leave. The School Business Administrator/Board Secretary shall be allowed up to five (5) days of leave in the event of the death of a spouse, parent or parent-in-law, sibling or sibling-in-law, child, stepchild, legal guardian, grandparents, grandchild, or other member of the household. Bereavement leave shall be granted for up to four (4) days at any one time for the death of any aunt, uncle, nephew or niece.

#### **4. MEDICAL INSURANCE**

- i. The Board shall provide health benefits, including prescription, and dental coverage for the School Business Administrator/Board Secretary, and if applicable, his/her spouse and dependents. Pursuant to applicable law and regulation, the School Business Administrator/Board Secretary shall contribute an amount towards payment of premiums. The School Business Administrator/Board Secretary shall contribute through a payroll deduction toward the cost of health insurance premiums in accordance with N.J.A.C.

6A:23A-3.1(e)(5) and N.J.S.A.18A:16-17 (P.L. 1979 c.391) or as required by N.J.S.A. 18A:16-13.2 (P.L. 2020, c.44), and any implementing regulations. The Board shall provide the School Business Administrator/Board Secretary, medical, prescription, dental and vision insurance plans, with full family coverage, that is provided to other eligible employees in the district.

Benefit Purchase Option:

At any time during this contract, the employee may elect to waive medical, prescription and/or dental coverage. If the medical coverage is waived, the employee share of salary deduction noted in the following paragraph will not be withheld as a contribution toward benefits. Further, the employee will be eligible for reimbursement equal to a portion of the health care premiums saved as a result of the waiver calculated as follows:

- 25% of the applicable SEHBP medical premiums saved during the year, or \$5,000, whichever is lower.
- 45% of the prescription plan premiums saved,
- 45% of the dental plan premiums saved.

Reimbursements will be paid in December and June of the school year for the preceding months. Spouses in the State Educator Health Benefit Plan (SEHBP) cannot both be eligible for coverage. Further, the spouse not taking the coverage is not eligible for the benefit purchase option.

- ii. Disability Insurance. The Board shall also provide to the Business Administrator/Board Secretary, Prudential disability insurance or its equivalent not to exceed \$60 monthly contribution.

**5. JOB-RELATED EXPENSES**

- i. The Board shall reimburse the School Business Administrator/Board Secretary for reasonable job-related expenses, including, but not limited to, transportation expenses for actual mileage and tolls when using her personal vehicle for Board Business for an annual estimated cost of \$2,500. All reimbursements shall only be provided if the Business Administrator/Board Secretary submits verification of such expenses to the board. As relates to any travel expenses, any submission/reimbursement must be consistent with N.J.S.A. 18A:11-12, N.J.A.C. 23A:3.1e4 and OMB circular and regulations, where applicable.
- ii. The Board shall provide the School Business Administrator/Board Secretary with a laptop computer for her use while working from home or in office at an estimated value of \$3,000. Employee shall be permitted to utilize devices for reasonable and appropriate personal use. The School District shall be responsible for maintaining and servicing od devices.



## 6. OTHER COMPENSATION

Membership Dues: The Board shall pay the School Business Administrator/Board Secretary's estimated professional membership dues and fees to the: Association of School Business Officials International (ASBO); New Jersey Association of School Business Officials (NJASBO); Ocean County Association of School Business Officials (OCASBO) of \$3,500 or current dues standard to each organization.

## 7. PROFESSIONAL DEVELOPMENT

The Board encourages the continuing professional growth of the School Business Administrator/Board Secretary through participation in the following:

- i. Programs, seminars, workshops and other activities conducted or sponsored by local, state, and national school administrators and/or board associations. Also, seminars and courses offered by public or private educational institutions relative to the position at the expense of the Board, with prior approval by the Superintendent; and Informational meetings with others persons whose particular skills and backgrounds would serve to improve the professional capacity of the School Business Administrator/Board Secretary relative to her responsibilities; and
- ii. The Business Administrator/Board Secretary shall be entitled Professional Development subscription plan as provided through NJASBO; and The Business Administrator shall be entitled to attend School Boards Conference, and Annual Workshop of the New Jersey Association of School Business Officials, and International Association of School Business Officials Annual Conference and Leadership Conference. Registration and travel expenses shall be paid by the Board; except that out of state travel and lodging expenses shall be limited to one (1) reimbursement annually. Other professional conferences may be attended by the School Business Administrator at the expense of the Board, with prior approval of the Superintendent and Board.
- iii. The provisions of this paragraph are subject to compliance of applicable regulations by the parties with the requirements of N.J.S.A. 18A:11-12 and N.J.S.A 6A:23A-3.1.6. Anticipated approximate costs are \$2,500.00.
- iv. Tuition Reimbursement. All tuition reimbursement must be approved by the Board of Education prior to enrollment or the purchasing of textbooks, and pursuant to NJSA 6A:23A-3.1. Tuition reimbursement shall not exceed twelve credits, and reimbursement shall not exceed the standard and current Rutgers University rates, noting current per credit registration rate of \$2,100. No reimbursement shall be approved for courses offered from a non-accredited institution. Tuition reimbursement is valid only for course level grade of "B" or better. Administrator shall

be required to reimburse the district if she resigns within 2 years of reimbursed coursework.

## **8. EVALUATION**

The Superintendent shall evaluate the School Business Administrator/Board Secretary annually and in writing as required by N.J.A.C 6:3-4.3. The Superintendent shall develop a Professional Improvement Plan (PIP), for the School Business Administrator/Board Secretary which shall incorporate the areas identified as in need of attention or improvement. The PIP shall include goals and objectives, with appropriate indicators of progress, for the next school year. These goals and objectives and the School Business Administrator/Board Secretary job description shall be the basis upon which the Superintendent shall evaluate the School Business Administrator/Board Secretary.

## **9. SEPARATION FROM SERVICE**

The School Business Administrator/Board Secretary shall also receive the following compensation upon his/her separation from employment with the district:

- i. Vacation Days. Upon the School Business Administrator/Board Secretary separation or retirement from employment with the district, the Board will pay all unused accumulated vacation days, up to a maximum of forty (40) vacation days, at the per diem rate as computed at 1/260 of the Business Administrator/Board Secretary's annual salary for the year of separation/retirement.
- ii. Sick Days. Upon the School Business Administrator/Board Secretary retirement from employment with the district, the Board shall pay all unused accumulated sick days at a rate of two hundred dollars (\$200.00) per day, not to exceed a total amount of fifteen thousand dollars (\$15,000.00). Pursuant to N.J.A.C 6A:23A-3.1e8
- iii. Payment of Estate. If the School Business Administrator/Board Secretary dies before his/her Employment Contract is completed, payment for his/her unused vacation and accumulated sick time shall be paid to his/her estate as outlined in this agreement.

## **10. TERMINATION**

This Employment Contract may be terminated by:

- i. mutual agreement of the parties, or;
- ii. unilateral termination by either party, with or without cause, by giving sixty (60) calendar days advance written notice of termination to the other party at the address set forth above.



If the parties agree to mutually terminate this contract, the Board shall pay as severance the lesser of the calculation of three months' pay or the remaining salary amount due under the contract.

#### **11. RENEWAL OF EMPLOYMENT CONTRACT**

The School Business Administrator/Board Secretary Employment Contract shall only be renewed by a vote of the Board of Education each year.

#### **12. PROFESSIONAL LIABILITY:**

The Board shall defend, hold harmless, and indemnify the BA/BS from any and all demands, claims, suits, actions, and/or legal proceedings brought against the BA/BS as provided in accordance with N.J.S.A. 18A:16-6 and 18A:16-1.

#### **13. COMPLETE AGREEMENT**

This employment contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the parties.

#### **14. CONFLICTS:**

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies or any permissive federal or state law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

## 15. SAVINGS CLAUSE

If, during the term of this Employment contract, it is found that a specific clause of the contract is illegal in federal or state law, by statute or by regulations, the remainder of this Employment Contract not affected by such law or ruling shall remain in force.

**WHEREAS**, a duly authorized officer of the Board of Education and the Superintendent have signed this Employment Contract; and,

**WHEREAS**, the School Business Administrator/Board Secretary has approved the terms and conditions of this Employment Contract; and,

**WHEREAS**, this Employment Contract has been approved by a vote of the members of the Board of Education of the Stafford Township School District at its meeting of June 3rd 2024 and has been made a part of the minutes of that meeting,

**WHEREAS**, the Executive County Superintendent has approved this contract:

**IN WITNESS WHEREOF**: the parties hereby agree to this Employment Contract signed by the School Business Administrator/Board Secretary, Superintendent and Board President effective on the day and year as written.

\_\_\_\_\_  
School Business Administrator/Board Secretary

\_\_\_\_\_  
Date

## STAFFORD TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION

\_\_\_\_\_  
Board President, Tammy Wagner

\_\_\_\_\_  
Date

WITNESS:

\_\_\_\_\_  
Superintendent of Schools, George Chidiac

\_\_\_\_\_  
Date

**Certification**

The undersigned hereby certifies that this employment contract has been approved by the Executive County Superintendent and approved by a majority vote of the members of the Stafford Township Board of Education at its meeting of June 3rd, 2024 and has been made a part of the minutes of this meeting.

\_\_\_\_\_  
Superintendent of Schools, George Chidiac

\_\_\_\_\_  
Date

Attachments are subject to change without notice

Stafford Township School District

Salary

June 3, 2024

	Last Name	First Name	Position	Salary
1	Matusek	Grace	Event Coordinator	\$41,500 + \$500 BA Stipend
2	Ferrara-Carp	Christina	PT STAC Secretary	\$24,000 + \$250 BA Stipend (Prorated for PT)

Attachments are subject to change without notice

# Stafford Township Board of Education Policy

COMMUNITY  
9722  
School-Related Groups

## 9722 SCHOOL-RELATED GROUPS

The Stafford Township Board of Education recognizes the important role that community groups play in assisting schools with all aspects of school life. In particular, the Board recognizes that many community groups have a direct connection to the Stafford Township School District in that they are comprised of district parents/guardians and/or employees and have a mission that is directly connected to and aligned with the mission of the District. The purpose of this policy is to develop a formal recognition process for such a group to become recognized by the Stafford Township Board of Education as a School-Related Group.

### **Criteria**

The Board has established the following criteria for determining whether a group is a School-Related Group. In order to apply to become a School-Related Group, the Group must meet the following criteria:

1. The Group executive member may not be a contracted employee of the district in any capacity;
2. The Group must be a non-profit (501(c)(3)) organization;
3. The Group must have a clearly defined organizational structure, purpose, goals, mission and bylaws;
4. The Group must have a stated purpose that is directly connected to education, and specifically the education of Stafford Township School District students;
5. The Group must offer programs, services, scholarships, funds, etc. to Stafford Township School District students and/or directly impacting Stafford Township School District students/families;
6. The Group must not discriminate in its membership;
7. The Group must have and follow a procedure for accurately maintaining its finances and financial records, including but not limited to all funds raised through fundraising activities;
8. All funds raised by the Group must be used to achieve the stated purpose of the Group;



# Stafford Township Board of Education Policy

COMMUNITY  
9722  
School-Related Groups

9. The Group must have developed criteria to ensure fair and non-discriminatory fundraising, donations and scholarships;
10. The Group must agree to abide by all policies, regulations, and reasonably established rules of the Stafford Township Board of Education and Stafford Township School District, including but not limited to use of facilities, gifts/grants/donations, and fundraising;
11. Other criteria to be established as reasonably necessary and appropriate.

## **Procedure to Apply for Recognition**

The Board has established the following application process for School-Related Group recognition:

1. The Group must submit in writing the items noted below to the Superintendent no later than August 1st;
2. Once the documents have been submitted and reviewed by the Superintendent (or designee) to ensure it is complete, all necessary and appropriate documents are attached, and all above stated criteria are met, the Superintendent will review and submit his recommendation to the Board of Education for board approval.
  - a. The documentation must include, at a minimum, the Group's organizational structure, purpose, goals, mission, bylaws, advertisement of membership, proposed meeting dates and scheduled events for the school year, and financial disclosures (treasurer's report). In addition, the documentation should include information about how the other above listed criteria are met;
3. The Board of Education will make a decision and the Superintendent or designee will notify the Group of same;
4. The Group may not receive the benefits of the School-Related Group recognition until it has been formally approved by the Board of Education;
5. All School related groups must apply to seek re-approval from the Board of Education annually, no later than August 1<sup>st</sup> of each year for the upcoming school year.

# Stafford Township Board of Education Policy

COMMUNITY  
9722  
School-Related Groups

## Benefits

Recognition as a School-Related Group provides the group with the following benefits:

- Access to materials distribution channels as set forth in Policy 9125;
- Priority use of school facilities as set forth in Policy/Regulation 7510 and 7510.1;
- Use of the Stafford Township School District logo on promotional materials for events in which the Group is organizing/sponsoring/running the event jointly with the Stafford Township School District, provided that the District provides express, written permission for use of the logo.

## Other

The Stafford Township Board of Education reserves the right to revoke recognition as a School-Related Group to the Group at any time and for any of the following reasons:

- Failure to adhere to any of the criteria set forth above;
- Failure to comply with the policies, regulations, or reasonably established rules/procedures set forth by the Stafford Township School District and the Stafford Township Board of Education, regardless of whether such policies, regulations, rules/procedures were in place at the time of application or set forth thereafter; or
- Other good cause

The Stafford Township Board of Education's recognition of a Group as a School-Related Group does not mean that the Board is accepting any legal responsibility for the Group or its actions, nor is the Board accepting or adopting the views/opinions/etc. expressed by the Group or any of its members, as its own.

Adopted: 15 March 2012  
Revised: 26 June 2014  
Revised: 8 January 2024  
Revised:

Stafford Township School District  
Special Services  
2023-2024 School Year

In-district Tuition Students  
June 2024

ID#	District	Class	Building
25187	LBI	MD	Intermediate
25290	Manchester	Grade 5	Intermediate
25289	Manchester	ERI	Ocean Acres

Out of District Tuition  
June 2024

ID#	School
23753	Education Academy
22497	Education Academy
23669	Education Academy
23439	Hawkswood School
24714	Hawkswood School
24527	Lehmann School
22509	Shore Center for Autism
21588	Shore Center for Autism

Stafford Township School District  
Manahawkin, NJ 08050

*"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"*

Oxycocus Elementary School  
William Wilkinson, Director of Early Childhood Education  
"A Great Place to Begin!"

MONTHLY REPORT

**MAY 2024**

MISSION STATEMENT

The mission of the Stafford Township School District, a partnership of schools, parents, and community, shall provide a secure, nurturing environment that fosters a positive self-image through educational achievement and promotes mastery of the New Jersey Student Learning Standards while encouraging students to become life-long learners in a global society.

**REQUIRED INFORMATION**

**ENROLLMENT**

PEA Grant: 120  
PSD: 79  
**TOTAL 199**

**HEALTH REPORT**

Student Visits: 168  
Medications: 6  
Staff Visits: 7  
CST Meetings: 3  
Screenings: 12  
**TOTAL: 196**

**REQUIRED DRILLS**

<b><i>Drill</i></b>	<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Occupants</i></b>
Fire Drill	5/6/24	9:30am	246
Non-Fire Evacuation Drill	5/6/24	2:00pm	246

Stafford Township School District  
Manahawkin, NJ

*"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"*

Primary Learning Center  
Dawn Reo, Principal

*"Believe and Succeed"*

Monthly Report  
May 2024

MISSION STATEMENT

The mission of the Stafford Township School District, a partnership of schools, parents, and community, shall provide a secure, nurturing environment that fosters a positive self-image through educational achievement and promotes mastery of the New Jersey Student Learning Standards while encouraging students to become life-long learners in a global society.

Required Information:

Enrollment:

Grade K: 300

Grade DK: 10

Special Education: 12

PreK: 74

Total Enrollment: 396

Choice: 5

Health Reports:

Visits: 567

Medications: 120

Staff Contacts: 1

Screenings: 1

Accidents: 1

Workman's Comp: 0

Total Visits: 690

Required Drills:

Drill	Date	Time	Occupants
Fire Drill	May 1	9:45	438
Evacuation (non-fire) Drill	May 2	10:03	436

Stafford Township School District  
Manahawkin, NJ

*"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"*

Ocean Acres Elementary School  
Susan D'Alessandro, Principal  
Growing by Leaps and Bounds

Monthly Report  
May 2024

MISSION STATEMENT

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**Required Information:**

**Enrollment:**

Grade 1: 303  
Grade 2: 314  
Grade K: 5  
Pre-K: 104  
**Total Enroll: 726**

**Health Reports:**

Visits: 891  
Medications: 32  
Staff/Parent Contact: 234  
Screenings: 0  
Work. Comp: 3  
**Total Visits: 1160**

**Required Drills:**

<i><b>Drill</b></i>	<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Occupants</b></i>
Fire Drill	05/02/24	9:32am	800
Evac.(non-bomb)	05/14/24	1:45pm	800

Revised

Stafford Township School District  
Manahawkin, NJ

*"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"*

McKinley Avenue Elementary School  
Tiffany Eberle, Principal  
*"Believe and Succeed"*

Monthly Report  
May, 2024

### MISSION STATEMENT

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### Required Information:

#### Enrollment:

Grade 3: 280  
Grade 4: 303  
Special Education: 35  
Total Enrollment: 618

Choice: 5

#### Health Reports:

Visits: 716  
Medications: 199  
Staff Contacts: 13  
Screenings: 0  
Accidents: 0  
Workman's Comp.: 5  
Total Visits: 933

### Required Drills:

<i>Drill</i>	<i>Date</i>	<i>Time</i>	<i>Occupants</i>
Fire Drill	05/13/2024	1:45 pm	674
Non-Bomb Threat Drill	05/13/2024	9:00 am	674



Stafford Township School District  
Manahawkin, NJ

*"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"*

Intermediate School  
Hope Zaun, Principal

*"Believe and Succeed"*

Monthly Report  
May 2024

MISSION STATEMENT

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**Required Information:**

**Enrollment:**

3rd Grade: 1

5<sup>th</sup> Grade: 329

6<sup>th</sup> Grade: 306

**Total Enrollment: 636 records**

Special Ed: 150

Choice: 14

**Health Reports:**

Total Visits: 535

Medications: 70

Staff Contact: 7

Screenings: 300

Accidents: 1

Workman's Comp: 1

**Required Drills:**

<i>Drill</i>	<i>Date</i>	<i>Time</i>	<i>Occupants</i>
Fire Drill	5/13/24	1:45pm	649
Non Bomb Threat Drill	5/13/24	9:00am	649

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