

July 2024 Attachments

Item #	Description	Status
I-C	Resolution Authorizing Closed Session	Complete
V-A	June 19, 2024 Board Meeting Minutes	Complete
V-B	June 19, 2024 Closed Session Minutes	Complete
VI-A-1	Monthly Wellness Report	Complete
VI-A-2	Fire/Security Drill Log	Complete
A-4	Waterford Twp. School District Remote Learning Plan 2024-2025 School Year	Complete
A-5-a	P 9323- Notification of Juvenile Offender Case Disposition	Complete
A-5-b	P 5337- Service Animals	Complete
A-5-c	P 2200- Curriculum Content	Complete
A-5-d	P 5350- Student Suicide Prevention	Complete
A-5-e	P 2423- Bilingual and ESL Education	Complete
A-7-a	R 2624- Grading System	Complete
A-7-b	R 5200-Attendance	Complete
B-1	Transfer/Assignment Change of Certified Staff Members for the 24-25 School Year	ATTACHED SEPARATELY
B-5	Create/Abolish Staff Positions	Complete
B-8-a	P 1140- Affirmative Action Program	Complete
B-8-b	P 1530- Equal Employment Opportunities	Complete
B-8-c	P 1550- Equal Employment Anti-Discrimination	Complete
B-8-d	P 1523- Comprehensive Equity Plan	Complete
C-1	Board Secretary's Certifications for May 2024	Complete
C-3	Financial Reports for May 2024	Complete
C-4	Bills Lists	Complete
C-11-a-1	P 6660- Student Activity Fund	Complete
C-11-a-2	P 6620-Petty Cash	Complete
C-11-a-3	P 8467- Weapons	Complete
C-11-a-4	P 8420- Emergency Crisis Situations	Complete
C-11-c-1	R 7650- School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting	Complete
C-11-c-2	R 6620- Petty Cash	Complete

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – June 19, 2024
WATERFORD ELEMENTARY SCHOOL**

DRAFT

V-A

I. MEETING CALLED TO ORDER 6:31 P.M.

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and filed with the clerk of the Township of Waterford and posted on the district website, wtsd.org.

A. ROLL CALL OF ATTENDANCE

Members Present: Matthew DeNafo, Benjamin De Vuyst, Jason Galante, Daniel Hoover, Thomas Leach, Barbara Libak Fanz, Ehren O'Donnell, Michael McClintock

Members absent: Rosemarie Hunter

Others present: Dr. Michael A. Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Howard Long, Solicitor.

B. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. Galante, seconded by Mr. Leach and carried by unanimous voice consent to approve the amendment to the agenda.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by, Mr. De Vuyst, seconded by Mr. Galante, and carried by unanimous voice consent to return to open session at 6:56 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. McClintock read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION - Ms. Libak Fanz gave an oral report.

B. PERSONNEL - Mr. McClintock gave an oral report.

C. BUSINESS - Mr. Hoover gave an oral report.

III. PRESENTATIONS

A. Present and Review District-Wide HIB Grade Report- Heather Kondas

B. 2023/2024 Atco School Behavioral Incentives- Heather Kondas

C. Annual School Wellness Progress Report-Heather Kondas

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. O'Donnell. seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.

none

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

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V. MINUTES

A motion was made by Mr. De Vuyst, seconded by Mr. Galante, and carried by unanimous voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary (Mr. O'Donnell abstained):

- A. Board Meeting May 22, 2024
- B. Closed Session May 22, 2024

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak-Fanz, seconded by Mr. Leach, and carried by a unanimous roll call vote to approve the following items.

A. Monthly District Reports-

- 1. Monthly Wellness Report
- 2. Fire/Security Drill Log

B. Enrollment:

Grade	2022-2023 # of Students	2023-2024 # of Students
PK (3 yr. old)	73	57
PK (4 yr. old)	92	91
PK (5 yr. old)	0	1
K	104	105
1 st	97	109
2 nd	108	94
3 rd	116	106
4 th	109	114
5 th	135	113
6 th	114	133
Total:	948	923

Grade	2022/2023 Title I/ESY	2023/2024 Title I/ESY
PK	18	22
K	22	20
1 st	34	25
2 nd	25	22
3 rd	16	11
4 th	22	16
5 th	21	20
6 th	5	0
Total:	163	136

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
8013574628	5/22/24	Inappropriate Comment to Adult/Student	WES	WES	Staff	• 1 Day Out of School Suspension
5134224110	5/23/24	Physical Behavior	Atco	Classroom	Staff	• 1 Day Out of School Suspension
9680518838	5/29/24	Fighting	WES	Playground	Staff	• 2 Day Out of School Suspension
5390752765	5/29/24	Fighting	WES	Playground	Staff	• 2 Day Out of School Suspension
7721202725	6/3/24	Fighting	WES	Classroom	Staff	• 2 Day Out of School Suspension
3353554286	6/3/24	Fighting	WES	Classroom	Staff	• 2 Day Out of School Suspension

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VIII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Libak-Fanz, seconded by Mr. De Vuyst, and carried by a roll call vote to approve the items 1 through 8 only.

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

Acknowledge Receipt of HIB Investigations as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
N/A						

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

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
3935904413	8612179538	WES	4/12/24	4/19/24	No	• N/A
1792012391	6678700991	WES	4/12/24	4/25/24	No	• Administrative Detention • Restorative Justice Assignment
6678700991	5769414095	WES	4/17/24	4/29/24	No	• Recess Detention • Restorative Justice Circle
5769414095	6678700991	WES	4/17/24	4/29/24	No	• Recess Detention • Restorative Justice Circle

3. American Rescue Plan Elementary & Secondary School Emergency Relief (ARP ESSER) Safe Return Plan:

Approve the attached updated Safe Return Plan dated June 21, 2024. The updated plan will be posted on the district website.

4. 2024-2027 Language Instruction Educational Program (LIEP) Three-Year Plan:

Approve the 2024-2027 Language Instruction Educational Program Three-Year Plan for submission to the NJ Department of Education in NJDOE Homeroom. (Available upon request).

5. Fieldwork Experience for Fall 2024:

Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Sorce, A.	Stockton	WES	3	Stephan	9/9/24-12/17/24	100 hrs

6. College Clinical Practice Placement for Fall, 2024/Spring, 2025 Semesters:

Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
DeSilvio, A.	Rowan	WES	4	Kennevan	9/3/24-12/11/24	2 days/wk for 14 weeks
DeSilvio, A.	Rowan	WES	4	Kennevan	1/21/25-5/9/25	5 days/wk for 15-16 wks
Sorce, A.	Stockton	WES	3	Stephan	1/2/25-5/9/25	5 days/wk
Johnson, A.	Walden	Atco	2	Ercol	8/26/24-11/27/24	5 days/wk for 12 weeks

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7. **Standing Orders for the 2024-2025 School Year:**
Approve the Standing Orders for the 2024-2025 school year. (See Attachment A-7).
8. **School Security Statement of Assurance for 2023-2024:**
Approve the submission of the School Security Statement of Assurance for the 2023-2024 school year.
9. **Superintendent Contract Submission for 2024-2025:**
Approve the submission of an employment contract for Dr. Michael A. Nolan, Superintendent, to the Department of Education for approval. (Available upon request).
10. **Approve the following policy for the first reading:**
n/a
11. **Approve the following policy for the second reading:**
n/a
12. **Acknowledge receipt of the following regulations:**
n/a

B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. Leach and carried by a roll call vote to approve items 1 through 8 and addendum item 9.

1. **Approve On-Call Staff for the 2024-2025:**
Approve the recommendations for the 2024-2025 School Year for the following On-Call Staff Members:

NAME	ASSIGNMENT	CONTRACT	HOURLY RATE
Bronsky, Jordyn	School Social Worker	WTEA Certified	\$55.00
Dey, Jeff	School Social Worker	WTEA Certified	\$55.00
Miles, Leslie	School Psychologist	WTEA Certified	\$55.00
Vegas-Carvalho, Katrina	Learning Disabilities Teacher Consultant	WTEA Certified	\$55.00

2. **Special Education Extended School Year (ESY) 2024-2025 Staff:**
Approve the following staff members to provide ESY services to students:

Name	Position	# of days	Rate/Hour	Hours/Day	Total	Account
Bozzuffi, Christine	Paraprofessional	19	\$18.15	3.25	\$1,120.76	11-422-200-104-01-03-000
McGowan, Jessica	Paraprofessional	19	18.15	3.25	1,120.76	11-422-200-104-01-03-000
Renzulli, Angelina	Paraprofessional	19	16.85	3.25	1,040.49	11-422-200-104-01-03-000
Papeika, Erin	Tutor	19	55.00	1.0	1,045.00	11-422-100-101-01-03-000

3. **Approve Extended School Year(ESY) Substitute Staff for the 2024 Summer ESY Program:**
Approve the following staff members and respective substitute positions/rates for the 2024 ESY Program:

NAME	ASSIGNMENT	HOURLY RATE (WES)	HOURLY RATE (TR)
Atkins, Linda	Paraprofessional	\$18.12	\$19.93
Davis, Nicole	Paraprofessional	18.12	19.93
Komis, Danielle	Teacher	55.00	55.00
Peterson, Shannon	Paraprofessional	18.12	19.93
Piantadosi, Janice	Paraprofessional	18.12	19.93
Worrell, Kathleen	Paraprofessional	18.12	19.93

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4. Leave-of-Absence:

Acknowledge the submission/notification of the following staff member's Leave-of-Absence:

Staff Member	Dates	Classification
4554	09.03.24 – 12.13.24	FMLA / NJFLA (acknowledge)
5027	10.07.24 – 03.04.25	FMLA / NJFLA (acknowledge)

5. District 2024-2025 Curriculum Revisions:

Approve the following certified staff to write revisions for the curriculum content areas necessary to meet New Jersey Student Learning Standards for the 2024-2025 school year:

Name	Content Area	Hourly Rate	Total # of Hours	Total	Account Number
Handzus, A.	Math	\$41.00	Up to 15	\$615.00	11-000-221-104-01-05-000

6. Approve the following policy for the first reading:

n/a

7. Approve the following policy for the second reading:

n/a

8. Acknowledge receipt of the following regulations:

- a. Regulation #3413- Overtime Compensation- Teaching Staff
- b. Regulation #4413- Overtime Compensation- Support Staff

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

Name	Assignment	UPC	From	To	Step	Salary	FTE
Anders, Emily	Teacher (LLD Grades 3 / 4)	30-50-S3 / AOK	8.27.29	6.30.25	7 BA	\$63,750	1.0

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. McClintock, and carried by a roll call vote to approve items 1 through 9 and addendum items 10-11. (Ms. Libak Fanz & Mr. O'Donnell abstained from item 4.)

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

In accordance with 18A:17-9 for the month of April 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of April 2024, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies that the following changes in anticipated revenue amounts and revenue sources.

2. Board of Education Monthly Financial Certification:

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of April 2024 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Financial Reports for the month April 2024 (as per attached):

- a. Investment report.
- b. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
- c. Student Activity Fund General Ledger.
- d. Nutri-Serve Food Management/Waterford Township School District Financial Statement. N/A

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4. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$ 1,758,353.11
- Bills List #2- \$ 138,937.20
- Bills List #3- \$ 32,028.66

5. Grants:

Grantor	School	Amount	Purpose	Attachment
Adopt a Classroom	WES	\$1,000	PBSIS Incentives	N/A

6. Contracts:

a.

Vendor	Purpose	From	To	Amount	Attachment
Bowman & Company	Audit	7/1/24	Completion	\$45,000	C-6-a-1
Gloucester County SSSD	Special Ed. Services	7/1/24	6/30/25	Various	C-6-a-2

b. **Approve the Annual Insurance Renewal:**

Approve the Annual Insurance Renewals for the 2024-2025 school year:

Coverage	Carrier	2023/2024	2024/2025	% Change
Workers Compensation	NJSIG	\$135,237	\$144,364	6.7%
Supplemental Indemnity	NJSIG	4,557	3,815	(16.3%)
Package	NJSIG	83,181	93,841	12.8%
School Leaders Liability	NJSIG	27,092	27,762	2.5%
Pollution Policy	UCPM	6,960	6,960	0%

c. **Tuition Contracts for the 2024-2025 School Year:**

Approve the tuition contracts for the 2024-2025 school year:

SID #	School	From	To	Amount	Send/Receive	Attachment
6646697815	Brookfield Academy	9/5/24	6/30/25	\$81,570.60	Send	N/A

d. **Supply Vendors per Cooperative Purchasing Agreement with Ed-Data Services:**

To approve the following Supply Vendors per Cooperative Purchasing Agreement with Ed-Data Services. (See Attachment C-6-d).

7. Facilities:

- a. Application for Dual use of Educational Space
- b. Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classrooms
- c. Change of Use

8. Transportation:

- a. Approve a revised Joint Transportation Agreement with Hammonton Board of Education to transport a Waterford student to Hammonton Middle School at the total cost of \$73.27.

9. Finance-Related Policies:

- a. **Approve the following policies for the first reading:**
n/a
- b. **Approve the following policies for the second reading:**
n/a
- c. **Acknowledge receipt of the following regulations:**
n/a

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10. Contracts:

a. Tuition Contracts for the 2024-2025 School Year:

Approve the tuition contracts for the 2024-2025 school year:

SID #	School	From	To	Amount	Send/Receive	Attachment
5837053448	Lindenwold	4/30/24	6/30/24	\$2,846.58	Send	10-a-1
3842531178	Lindenwold	4/30/24	6/30/24	\$2,846.58	Send	10-a-2

11. Grants:

a. FY2025 ESEA-ESSA Consolidated Grant Application & Funding:

Approve the submission of the FY2025 ESEA-ESSA Consolidated Grant Application to the New Jersey Department of Education and accept the funding of Title I Part A, Title II Part A and Title IV Part A for the project period of July 1, 2024 to September 30, 2025 as follows:

TITLE I PART A	\$274,414
TITLE II PART A	\$ 43,604
TITLE IV PART A	\$ 16,159

Reject the funding of Title III only of the FY2025 ESEA-ESSA Consolidated Grant from the New Jersey Department of Education for the project period July 1, 2024 to September 30, 2025 as follows:

TITLE III	\$ 853
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D. BYLAWS—Barbara Libak Fanz

1. Approve the following policy for the first reading:

n/a

2. Approve the following policy for the second reading :

n/a

3. Acknowledge receipt of the following regulations:

n/a

VIII. REPORTS

- A. Legislation-** Mr. Leach gave an oral report.
- B. Camden County School Boards Association-** Mr. O'Donnell said "no meeting".
- C. New Jersey School Boards Association-** Dan Hoover said nothing to report.
- D. Camden County Educational Services Commission-** Mr. De Vuyst said nothing to report.
- E. Hammonton-** No report.
- F. Board President's Report-** Mr. DeNafo gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

None

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

none

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

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XI. MEETING ADJOURNMENT at 7:32 p.m.

A motion was made by Mr. Galante, seconded by Ms. Libak Fanz and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'D. J. Fox' with a stylized flourish at the end.

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

JUNE MONTHLY WELLNESS REPORT

Date	Description	School	Class(es) Involved	Menu	Celebration/Curricular	CCS
6.17.2024	EOY Party	Atco	Brown	Popsicles Soft Pretzel Tray (Philly Soft Pretzel) Bottled Water Apple slices (individually packed)	Celebration	
6.17.2024	EOY Party	Atco	Griffin	Pretzel tray Rita's water ice Water/Juice	Celebration	
6.17.2024	EOY Party	Atco	Schafer	Popcorn Fruit Munchkins Ice-Pops	Celebration	
6.17.2024	EOY Party	Atco	Crone	Pizza Water ice or popsicles Juice Cupcakes	Celebration	
6.17.2024	EOY Party	Atco	Gallagher	Water Ice Cake Assorted Chips in a bucket for the kids to choose from water and juice	Celebration	
6.17.2024	EOY Party	Atco	Fieger	Ice cream, juice and water	Celebration	
6.17.2024	EOY Party	Atco	Weidmann	Cupcakes chips Fruit cup: Strawberries, grapes, blueberries	Celebration	
6.17.2024	EOY Party	Atco	Raso/LEach	juice boxes, cupcakes, popsicles	Celebration	
6.18.2024	Last Day of School Celebration	Atco	Griffin	Munchkins	Celebration	
6/14/24	EOY Celebration	WES	Dimitratos	Dominos pizza, bomb pops, juice	Celebration	
6/14/24	EOY Celebration	WES	Kelley	Pizza, Water ice, chips, cookies, water, juice	Celebration	
6/14/24	EOY Celebration	WES	Magner			
6/14/24	EOY Celebration	WES	O'Donnell			
6/14/24	EOY Celebration	WES	Schaller	pretzels, chips, fruit, water ice	celebration	
6/14/24	EOY Celebration	WES	Scotti			
6/14/24	EOY Celebration	WES	Agoston	Ice Cream Bar, Water ice, water	Celebration	
6/14/24	EOY Celebration	WES	Chance			
6/14/24	EOY Celebration	WES	Kalusa	Water Ice	Celebration	
6/14/24	EOY Celebration	WES	Kennevan	ice cream, chips, juice boxes	Celebration	

6/14/24	EOY Celebration	WES	Oriente	Ritas Water ice	Celebration	
6/14/24	EOY Celebration	WES	DeNafo	Popsicles, water, capri sun		
6/14/24	EOY Celebration	WES	Glatz			
6/14/24	EOY Celebration	WES	Ingemi	Ice Cream Sundaes		
6/14/24	EOY Celebration	WES	Niedoba	Popsicles and Water		
6/14/24	EOY Celebration	WES	Stephan	Ritas, Chick-fla/pretzels, water, juice	Celebration	
6/14/24	EOY Celebration	WES	Young	Popsicles and Water		
6/14/24	EOY Celebration	WES	Caputi	Water Ice, water, pretzels	Celebration	
6/14/24	EOY Celebration	WES	Catania	Water Ice	Celebration	
6/14/24	EOY Celebration	WES	Gray	Water Ice	Celebration	
6/14/24	EOY Celebration	WES	Komis	Capri Sun, chips, pretzels	Celebration	
6/14/24	EOY Celebration	WES	Johnson	Water Ice, pizza	Celebration	
6/14/24	EOY Celebration	WES	King	Water Ice	Celebration	
6/14/24	EOY Celebration	WES	Poulton	Water Ice	Celebration	
6/14	EOY PARTY	TR	K - Allen	vanilla and chocolate ice cream, rainbow jimmies, chocolate jimmies, Oreos, chocolate syrup, whipped cream	EOY PARTY	
6/14	EOY PARTY	TR	K - Bowden	Pizza & water ice	EOY PARTY	
6/14	EOY PARTY	TR	K - DiPasquale	Ice cream bar, juice boxes, water	EOY PARTY	
6/14	EOY PARTY	TR	K - Handzus/Papeika	Pizza, water ice and juice boxes	EOY PARTY	
6/14	EOY PARTY	TR	K - Selby	Ice cream (chocolate & vanilla), jimmies, whipped cream, cherries	EOY PARTY	
6/10	EOY Party	TR	PK - Antolik	Cookies, honey grahams, popcorn, strawberries, and juice	EOY PARTY	
6/10	EOY Party	TR	PK - Bednarek	Goldfish, Juice, Water Ice	EOY PARTY	
6/10	EOY Party	TR	PK - Steffey	Plain chips, pretzels, outshine fruit popsicles, plain applesauce pouches, capri sun	EOY PARTY	
6/18	EOY Party	TR	PSD - Borda	Pirate Booty, Applesauce, Mini muffins (chocolate chip or blueberry), Apple juice and water	EOY PARTY	
6/18	EOY Party	TR	PK - Intessimoni	pizza, ice cream sandwiches, a fruit tray and ice pops	EOY PARTY	
6/10	EOY Party	TR	PK - Iocono	Popsicles, juice, pizza, assorted snacks, water	EOY PARTY	
6/18	EOY Party	TR	PK - Litchko	Popcorn, goldfish, veggie straws, Nilla wafers, pudding, a pre-packaged fruit tray, small bottles of water, and a variety of juice.	EOY PARTY	
6/18	EOY Party	TR	PK - McGowan	Water Ice/ice cream cups Juice boxes/water	EOY PARTY	

6/10	EOY Party	TR	PK - Massaro	Ice cream cups, Whip cream, Sprinkles, Chips, Mini cupcakes Juice / water	EOY PARTY	
6/10	EOY Party	TR	PK - Meeler	Water Ice, Rice Krispy Treats, Juice, Mandarin Oranges	EOY PARTY	
6/10	EOY Party	TR	PK - Oleson	Water Bottles/juice -Ice Cream sundae bar: Chocolate and vanilla ice cream, toppings--Cherry's, sprinkles, whip cream -Pirates booty bags	EOY PARTY	
6/10	EOY Party	TR	PK - Pagano	Chips, Ice Cream, Fruit Tray	EOY PARTY	
6/18	EOY Party	TR	PK - Smierciak	pizza, juice, pretzels, fruit cups, and ice cream cups.	EOY PARTY	
6/18	EOY Party	TR	PK - Vento	Pizza, popcorn, ice cream and freeze pops, Cookies juice box, water	EOY PARTY	
6/13	Preschool EOY Festival	TR	All preschool classes	Hot dogs, soft pretzel, water ice, water bottle	PRESCHOOL EOY FESTIVAL	
6/11	K Field Day	TR	All Kindergarten classes	Freeze pops	KINDERGARTEN FIELD DAY	

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved	Brief Summary of Drill:
Alco	6.03.2024	2:30 PM	83 degrees, Sunny	Fire	202	42	Drill was completed in 2 minutes and 10 seconds. No issues were reported
Alco	6.06.2024	10:30 AM	77 degrees, Partly sunny	Shelter in Place	193	40	Drill was completed in 1 minute and 52 seconds. No issues were reported
TR	6/3/2024	9:42	Sunny, 77 degrees	Fire	237	64	Drill completed in 1 minute 41 seconds. No issues reported.
WES	6/3/24	9:12 AM	76 degrees, Sunny	Fire	431	93	Drill completed in 1 minute, 54 seconds. No issues.
WES	6/11/2024	10:05 AM	67 degrees, cloudy	Non Fire Evacuation	438	96	Drill completed in 1 minute 19 seconds. No issues.
TR	6/14/2024	9:45 AM	n/a	Shelter in Place	234	67	Drill completed in 2 minutes 47 seconds. No issues.

**Waterford Township School District
Emergency Virtual / Remote Instruction Plan
2023-2024**

Equitable Access and Opportunity to Instruction

1. *Is the LEA ensuring equitable access and opportunity to instruction for all students?*
 - WTSD will provide virtual or remote instruction to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction, in the following way:
 - Parents completed technology information surveys via the Realtime Parent portal to assess needs with respect to devices and internet access.
 - The district will follow up with families who do not have necessary access to ensure they can still access the instructional program in an equitable manner. This may result in taking actions such as lending devices for students to borrow so students have what they need.

2. *Does the program ensure that all students' varied and age-appropriate needs are addressed?*
 - Teachers will continue to deliver the District curriculum during virtual instruction. Waterford Township's curriculum is a differentiated model of instruction that uses data to monitor student strengths for the purpose of providing enrichment as well as identifies gaps in instruction for the purpose of providing intervention.

3. *Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.*
 - Students will zoom in (or use Google Meet) for instruction, **following the in-person building schedule.**
 - To prepare students for remote instruction, staff will:
 - Follow all technology protocols, so that students have access to a device.
 - Ensure that all students' families in your classroom have the **in-person building schedule** and **zoom** (or Google Meet) **link(s)** to log in, as well as usernames/passwords to access Google Classroom, SeeSaw, Reflex, etc. (anything they need to be able to access virtually on a regular basis).
 - Provide links for Tier III interventions, special education/related services, and enrichments. (Note: ICR teachers will collaborate with the classroom teacher to send out links; self-contained and POR classrooms will send out all links to their families).
 - **POS & Tier III services/minutes will be maintained synchronous instruction.**
 - Breaks:
 - Teachers will provide zoom breaks throughout the day; while students cannot maintain engagement on zoom (or Google Meet) for a complete school day, they will receive synchronous instruction for at least 2 hours daily and will receive a minimum of 2 hours of asynchronous work each day. For most students, they will receive more than the minimum 2 hours of synchronous instruction.
 - Asynchronous work will be assigned that students can complete during breaks.
 - For example, students may be asked to sign in for ELA and the teacher will teach a reading or math mini-lesson; at that point, they may give students a 15-minute break to read independently/begin math practice problems, so that they may practice applying the reading/math skill, strategy, etc. from the mini-lesson.
 - Staff will document student concerns (not logging in, technology issues, family schedule conflicts, etc.) and share with their building principals regularly.

4. *Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?*
- Student growth and learning is measured through on-going formative/summative alternate and benchmark assessments. In addition, anecdotal notes are taken to monitor student understanding with concepts being taught daily. This on-going collection of data drives instruction daily. Student groups are flexible in nature to provide students with immediate intervention after delivery of instruction.
 - The District uses LinkIt to warehouse district and state assessments. This has become a source of data to drive curriculum decisions for the district.
5. *Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?*
- Grades K-6 are currently 1:1, so all students will be able to take a device home in the event of virtual/remote learning.
 - For preschool, iPads will be sent home with students who need one.
 - For families without internet service, the district would provide hotspots.

Special Needs

1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?
- Teachers and related service providers have digital access to student IEPs
 - Multisensory, physical materials will be provided to students via a coordinated parent supply pick up or a district supply delivery.
 - In order to accommodate various needs, The Google Suite provides a variety of accessibility features and additional add-ons for their digital platform. Additional platforms and/or online resources, such as StoryBoard, will be incorporated on an as needed basis.
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?
- Teachers and related service providers will utilize Google Sheets to track supplemental instruction, the accommodations/modifications utilized, as well as student outcomes.
 - Staff will use Real Time to update student progress reports.
 - Related services staff will input appropriate student contact hours into the SEMI system.
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?
- Case managers will perform typical duties by keeping updated and accurate teacher consult records. They will also have access to the instructional Google Sheet as well as the Linkit Information in order to keep track of student IEP implementation and progress. The case manager will set up a calendar to ensure regular parent communication.
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?
- Case managers utilize Google Meet in order to host virtual IEP meetings.

- Excluding social history information, evaluations must be conducted in person. Safety protocols are established for in person student evaluations.
- Teachers can enter student information digitally through Real Time surveys. These surveys are then combined to create the necessary components of the student IEP.

English Language Learners

1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?
 - Yes, the district has a DOE-approved ELS plan that provides services for ELLs, including administration of the Home Language Survey, following the identification process, having a process for entry & exit, and a plan to deliver services to identified students.
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?
 - Yes, the district provides materials and appropriate information that our families need (including translation materials, interpretive services, etc.).
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?
 - Yes, identified students receive differentiated services/instruction to meet their individual needs.
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylum)?
 - Yes, we provide staff training (recently, a large portion of our training has focused on SEL and trauma-informed teaching)

Attendance

1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?
 - Attendance will be taken daily. If a student is absent the global system will contact the parent to inform them of the child's absence. In addition, the district has resumed its attendance committee to review chronic absenteeism monthly. Action plans will be developed for students that struggle with attending school.
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?
 - The teacher will communicate with the parents regularly to inform them of missed assignments, poor test results, and general behavior. In addition, parents may access the Parent Portal to review student progress as they deem necessary.

Safe Delivery of Meals Plan

1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?

- WTSD's plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs in the following way:
 - The district provides a week's worth of breakfast and lunches to eligible families.
 - Parents pick up the meals each Wednesday afternoon.
 - The district will coordinate delivery, in the event that an eligible family cannot pick up the meals.

Facilities

1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?
 - The Supervisor of Facilities and Maintenance has updated the Cleaning/Disinfectant Manual. All custodial staff will be trained on the procedures and expectations for maintaining the facilities during a shift to virtual instruction. High-touch surface areas will be cleaned throughout the day through scheduled cleaning. Bathrooms will be cleaned after each scheduled hygiene class has used them. A schedule of these times will be provided to each building custodian. The use of water fountains will be prohibited unless filling a water bottle.
 - Hand sanitizer will be provided to each classroom. The custodian will routinely check hand sanitizer stations for refill. All staff members will be provided hand sanitizer and wipes at the start of the school year. Refills will be available upon request.

Other Considerations

- Accelerated learning opportunities
 - Students will be offered virtual options for accelerated and extended learning opportunities in grades PK-6.
 - Extended learning opportunities will be provided through Google classroom or Zoom after school hours for students that are identified at-risk. The district has a differentiated approach in which we use flexible grouping to frequently assess student needs to provide an individualized approach to instruction. Title I students will receive Tier II or III instruction upon need.
- Social and emotional health of staff and students
 - The district has adopted Sanford Harmony for social emotional learning. The teachers have a morning meeting to provide the students with a safe space to convey current mental health status. In addition, the K-2 schools have an SEL enrichment period for additional social emotional education.
- Other extended student learning opportunities/ Title I Extended Learning Programs
 - The district offers Title I summer school and ESY for five weeks in the summer. The program facilitates a project based approach to engage students in the learning process with a hands-on approach.
- Transportation
 - Transportation will not occur during remote instruction, however if needed transportation may be used to deliver meals when appropriate.
- Extra-curricular programs N/A
- Childcare
 - The district is contracted with Just Kids of Archway Schools for before and after care. Before and after care will be provided to allow parents to continue to work as needed.
- Community programming

- The district is exploring options to partner with mental health facilities to assist with needs that arise due to an unforeseen shift to remote.

APSSD

- Was your plan shared with all sending districts? N/A

Board of Education Approval

Plan Posted on LEA Website

- The plan was posted on the district website on 8-17-23, following Board of Education approval on 8-16-23.

Essential Employees

1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.
 - Essential employees include administrative, secretarial, and lead custodial staff.
 - Superintendent: Michael Nolan, mnolan@wtsd.org
 - Asst. Superintendent of Business: Dan J. Fox, dfox@wtsd.org
 - Payroll: Emily Walker ewalker@wtsd.org
 - District Technology Coordinator: Ed Leypoldt eleypoldt@wtsd.org
 - Supervisor of Facilities: James Weaver jweaver@wtsd.org
 - Transportation Coordinator: Deneen Macauley dmacauley@tsd.org
 - Supervisor of Food Services: Christine Storey cstroey@wtsd.org

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

[See **POLICY ALERT No. 232**]

9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

School Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered pupils in the school building. The ~~school~~ Principal **or designee** shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The ~~school~~ Principal **or designee, on a confidential basis**, may request from law enforcement agencies at the time of charge, adjudication or disposition, information as to the identity of a juvenile pupil charged, **the offense charged**, the adjudication and the disposition. The ~~school~~ Principal **or designee** may inform school staff members of this information if the Principal **or designee** deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile pupil's permanent school record and shall not be maintained except as authorized by regulation of the **New Jersey Department of Education (NJDOE)**.

A law enforcement or prosecuting agency shall, at the time of **a** charge, adjudication or disposition, **send written notice to advise** the ~~school~~ Principal **or designee** of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function or was committed against an employee or official of the school; ~~or~~
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. **The An** offense, if committed by an adult, would constitute a crime and the offense:
 - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; ~~or~~
 - b. Involved the unlawful use or possession of a firearm or other weapon; ~~or~~



NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

- c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; ~~or~~
- d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, ~~creed~~, religion, ~~national origin, ancestry, age, marital status, affectational or sexual orientation or sex, or ethnicity social or economic status, or disability~~; or
- e. Would be a crime of the first, ~~or second~~, **or third** degree.

Information provided to the Principal or designee pursuant to ~~in accordance with N.J.S.A. 2A:4A-60.d. the section above~~ shall be treated as confidential **but may be made available to such members of the staff and faculty of the school as**. ~~The school Principal may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile pupil's permanent school record and shall not be maintained except as authorized by regulation of the DOE Department of Education.~~

Law enforcement or the prosecuting agency may provide the ~~school~~ Principal or designee with information identifying one or more **juvenile students** ~~juveniles~~ who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. ~~the section above~~ shall be treated as confidential, but the school Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided **pursuant to N.J.S.A. 2A:4A-60** ~~in accordance with this paragraph~~ shall be maintained.

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours **of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.**



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NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

The school district shall comply with the **NJDOE** ~~Department of Education~~ rules and regulations concerning the creation, maintenance, and disclosure of pupil records regarding school Principal **or designee** notification of juvenile offender case disposition and this **P**olicy.

N.J.S.A. 2A:4A-60 ~~P.L.1982, c.79~~

N.J.S.A.R.S.53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A7-1.3

~~P.L.1985, c.69~~

Adopted: 25 June 2014

Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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SERVICE ANIMALS

[See POLICY ALERT Nos. 207, 217, and 233]

5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board of **Education** to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district **in accordance with** ~~-(28 CFR §35.136.)~~

A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability **in accordance with** ~~-(28 CFR §36.104.)~~
 - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual’s disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).



- c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

B. Generally Rules

- 1. The district shall permit the use of a service animal by an individual with a disability unless:
 - a. The animal is out of control and the animal's handler does not take effective action to control it;
 - b. The animal is not housebroken.
- 2. **A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.**
- 32. **The service animal shall be under a handler's control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d).)**
- 43. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises **in accordance with** ~~-(28 CFR §35.136(b).)~~
- 54. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.



65. A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3. ~~Unless the need for a service animal is readily apparent, the individual with a disability or his/her parent will be required to provide the district with information that:~~

- a. ~~The service animal is required because of a disability; and~~
- b. ~~What work or task the animal has been trained to perform.~~

76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with** ~~-(28 CFR §35.136(f).)~~

87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.

98. A school official may require: ~~Service animals must be licensed and registered in accordance with State and local laws.~~

- a. Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and
- b. Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.

C. Delegation of Responsibility

1. The school shall not be responsible or liable for the care or supervision of the service animal. ~~The district is not responsible for the care or supervision of a service animal, in accordance with 28 CFR §35.136(e).~~



- a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
 - b. **The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function. The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.**
2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by ~~their his or her~~ service animal: **in accordance with** (28 CFR §35.136(h).)
 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate accommodations:
 - (1) For students who are allergic to the service animal; and/or
 - (2) For students who have fears regarding the service animal.



- c. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal; and
 - (4) Do not hesitate to ask the handler if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.
- 2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
- 3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

E. Miniature Horses

- 1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** (28 CFR §35.136(i).)
- 2. Ponies and full size horses are not considered miniature horses.
- 3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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SERVICE ANIMALS

- a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

N.J.S.A. 18A:46-13.3
28 CFR §35.136
28 CFR §36.104

Adopted: 17 February 2016
Revised: 18 March 2020
Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Program
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CURRICULUM CONTENT (M)

[See **POLICY ALERT** Nos. 209 and 233]

2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – **Adoption of Courses**.

For **the** purposes of this **P**olicy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board. In accordance with law, the curriculum~~ shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, and N.J.A.C. 6 ~~and~~ 6A – Education, and **all of the New Jersey Student Learning Standards Core Curriculum Content Standards and Cumulative Progress Indicators.**

Districts with secondary school(s)

[and the courses required by Policy 5460 – **High School Graduation** and N.J.A.C. 6A:8-5 for high school graduation.]

The Superintendent is responsible for implementing the curriculum approved by the Board.

The ~~Board directs the~~ curriculum **shall** be consistent with the educational goals and objectives of this district **and**, the New Jersey **Student Learning Standards Core Curriculum Content Standards** and **be** responsive to identified student needs. The Superintendent shall, in consultation with ~~teaching~~ staff members, assure the effective articulation of curriculum across all grade levels



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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CURRICULUM CONTENT (M)

Choose one or more of the following alternatives:

- ___ and among the schools of this district.
- ___ and among the constituent districts of the _____ Regional School District.
- ___ and among the school districts sending to the _____ School District.

~~The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards including but not limited to:~~

- ~~1. Preparation of all students for employment or post secondary study upon graduation from high school;~~
- ~~2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;~~
- ~~3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
- ~~4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
- ~~5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
- ~~6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~



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CURRICULUM CONTENT (M)

7. ~~Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
8. ~~Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
9. ~~Career awareness and exploration as required, and vocational education as appropriate;~~
10. ~~Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
11. ~~Instruction in accident and fire prevention;~~
12. ~~A substance abuse prevention program;~~
13. ~~A program for family life education; and~~
14. ~~Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey Student Learning Standards Core Curriculum Content Standards

Adopted: 25 June 2014

Revised: 15 March 2017

Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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STUDENT SUICIDE PREVENTION

[See POLICY ALERT Nos. 193, 209, 215, and 233]

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.



In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.



Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Students
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STUDENT SUICIDE PREVENTION

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.S.A. 30:9A-23; 30:9A-24
N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

Adopted: 25 June 2014
Revised: 17 May 2017
Revised: 24 May 2023
Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Program
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BILINGUAL AND ~~ESL~~ EDUCATION (M)

2423 BILINGUAL AND ~~ESL~~ EDUCATION (M)

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for English Language Learners (ELL) as required by law and rules of the State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 to 26.

Identification of ELLs

The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school district. A census shall be maintained of all identified students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance, including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.

Program Implementation

The district shall provide the following programs:

1. An English language services program to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program;
2. An ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district; and
3. A bilingual education program whenever there are twenty or more ELLS in any one-language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18.



Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually using a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ELLs enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in the English-only program. The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a New Jersey Department of Education established standard on an English language proficiency test. The readiness of the student shall be further assessed on the basis of multiple indicators that shall include, at a minimum: classroom performance; the student's reading level in English, the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent(s) may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, parent(s) may only remove the student at the end of each school year. If during the first three years of a student's participation in a bilingual education program, a parent(s) wishes to remove the student prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent(s) may appeal the Executive County Superintendent's decision to the Commissioner of Education.



Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent(s) shall be informed by mail of the placement determination. A parent(s), or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. A complainant not satisfied with the Board's determination of the appeal may appeal to the Commissioner of Education.

Parental Involvement

The parent(s) of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parent(s) of the ELLs by mail within thirty days of the child's identification.

Parent(s) shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as those sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A school district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership will be parent(s) of ELLs.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Program
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~~BILINGUAL AND ESL~~ EDUCATION (M)

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25
N.J.A.C. 6A:15-1.1 et seq.

Adopted: 25 June 2014
Revised: 15 March 2017
Revised: 21 August 2024



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

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GRADING SYSTEM

R 2624 GRADING SYSTEM

A. Purpose of Grading

- 1 The purpose of grading is to assist students in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards. The following breakdown is for all classes in grades ~~5-6~~**K-6**:
 - 40% - Major Summative – Grades that represent student learning at the conclusion of a unit, chapter, etc. Examples could include (but are not limited to) major tests, projects, and presentations.
 - 30% - Minor Summative – Grades that reflect student learning at the conclusion of a lesson, smaller group of lessons, etc. Examples could include (but are not limited to) routine assessments and quizzes.
 - 20% - Classwork – Graded work completed in class. Examples could include (but are not limited to) graded assignments, daily activities, literature work, etc.
 - 10% - Skills – Based on life skills and standards-based work habits, including communication skills, collaboration, critical thinking, and creativity.

B. Grading Criteria

The grading system for ~~Kindergarten through 4th Grade~~ will be standards based with the following indicators:

- E (Exceeds) – The student exceeds the grade-level standard for the trimester.
- M (Meets) – The student meets the grade-level standard for the trimester.
- P (Progressing) – The student is progressing toward the grade-level standard for the trimester.



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GRADING SYSTEM

- N (Needs Improvement) – The student is demonstrating minimal or no progress and is at risk for not meeting the grade-level standard for the trimester.

The grading system for Grades ~~5~~ **1-6**, and Enrichments in Grade ~~6~~ **3-6**, is a combination of traditional numeric/letter grades with the following scale:

A – Excellent Progress	= 91.5–100 92.5-100
B – Good Progress	= 82.5–91.4 84.5-92.4
C – Above Average	= 74.5–82.4 76.5-84.4
D – Limited Average	= 69.5–74.4 69.5-76.4
F – Unsatisfactory Progress	= Below 69.4 69.4 and below

NOTE: Students are not to be assigned a grade less than 50 to calculate their average.

The grading for Enrichments in Grades ~~5~~ **K-2** is as follows:

O – Excellent Progress	= 94.5 – 100
S+ – Above Average	= 87.5 – 94.4
S – Satisfactory/Average Progress	= 79.5 – 87.4
S- – Below Average	= 74.5 – 79.4
N – Needs Improvement	= 69.5 – 74.4
U – Unsatisfactory Progress	= Below 69.4

C. Appeal

1. Each teacher is responsible for the determination of the grade a student receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence to substantiate any grade earned.



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3. If a grade is challenged by a student or a parent(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or student is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the student in an attempt to resolve the dispute.
5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

Issued: 25 June 2014
Revised: 20 July 2016
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Revised: 19 October 2016
Revised: 18 January 2017
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Revised: 16 September 2020
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Revised: 17 July 2024



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ATTENDANCE (M)

R 5200 ATTENDANCE (M)

[See POLICY ALERT Nos. 95, 96, 139, 176, 203, 205, and 220]

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open, and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Preschool.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Excused/Unexcused Absences

1. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)
 - a. The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school’s choosing.
 - b. The Commissioner shall issue and publish on the Department’s website school register guidance for recording student attendance in all public



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schools of the State operated by district Boards of Education, except adult high school.

- c. Student attendance shall be recorded in the school register during school hours on each day school is in session.
 - d. School registers shall be kept for students attending preschool, Kindergarten, grades one through 5, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.
 - e. A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)
- a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the instructions issued by the Commissioner of Education.
 - b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
 - c. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
 - d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after



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the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.

- e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
- f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or afternoon, a student shall be present at least 2 hours in the session in order to be recorded as present for the full day.
- g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy.

- 1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
- 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy. An unexcused absence that counts towards truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
- 3. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student's required attendance in court;



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Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705 (20) and individualized health care plans;

The student's suspension from school;

Family death, supported by a written letter from the parent upon the student's return to school;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting for the absence to be excused absence;

4. **Students sent home from school by the Nurse who are not permitted to return for twenty-four hours, will have their absence excused.**

D. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.
5. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and



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determine the reason for the absence. All students marked absent, excused or unexcused, will be notified through an automated call, confirming their absence.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of five school days' duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments, as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.



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G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

H. School District Response to Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C.6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C.6A:16.7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for



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supporting the student's return to school and regular attendance, which may include any or all of the following:

- (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
- (3) Consider an alternate educational placement;
- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
- (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4.below;
- (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
- (7) Engage the student's family.

- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A.18A:38-25, and the Principal or designee shall:

- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.i.v. and H.4. below;
- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C.6A:16-7.6(a), the parent may be referred to Municipal Court.



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- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court;
or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A.2A:4A22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to U.S.C. §§ 1400 et seq., the Individuals and Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized health care plan and individualized emergency health care plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6 (a)4.ii. through iv. H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to complete for any award because of the absence.



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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ATTENDANCE (M)

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period. 4A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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hear the student's appeal. The student's parent teacher(s) may attend the meeting.

- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A.18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans are required by the Department of Education.

Adopted: 25 August 2014
Revised: 2 May 2018
Revised: 18 November 2020
Revised: 19 July 2023
Revised: 17 July 2024



Create / Abolish Certified Position(s) 2023-2024

[illegible]

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

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Educational Equity Policies/Affirmative Action Program (M)

[See POLICY ALERT Nos. 191, 209, and 232]

1140 EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing fFor Equality And Equity iIn Education.

The Board's **educational equity policies** ~~affirmative action program~~ shall recognize and value the diversity of persons and groups within **the community society** and promote the acceptance of persons of diverse backgrounds regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)1** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~ The **educational equity policies** ~~affirmative action program~~ will also promote **equitable equal** educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon **the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)2** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.~~

The Board shall inform the school community ~~it serves~~ of these policies in a manner including, but not limited to, the district's customary methods of information dissemination **pursuant to N.J.A.C. 6A:7-1.4(b).** ~~The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.~~

~~The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is~~



Educational Equity Policies/Affirmative Action Program (M)

~~an overrepresentation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.~~

Pursuant to N.J.A.C. 6A:7-1.5, tThe Board **annually** shall ~~annually~~ designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, ~~of whom the Affirmative Action Officer is a member,~~ to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing ~~f~~For Equality And Equity in Education. The Board shall **ensure** ~~assure~~ that all stakeholders know who the Affirmative Action Officer is and how to **contact the Affirmative Action Officer** ~~access him or her~~.

The Affirmative Action Officer shall have a New Jersey standard **certificate** ~~certification~~ with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B – **State Board of Examiners and Certification** ~~et seq.~~ The Affirmative Action Officer shall: coordinate the required professional development training for **all personnel** ~~certificated and non-certificated staff~~ pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of the district's grievance procedures for handling discrimination complaints; and ensure the district's grievance procedures, **including which include** investigative responsibilities and reporting information, are followed; **and serve as a member of the Affirmative Action Team. The Affirmative Action Officer may also serve as the school district's Title IX Coordinator.**

In accordance with N.J.A.C. 6A:7-1.5(a)4., tThe Affirmative Action Team shall: **include, to the extent possible, members who represent the diversity of the school district's student population;** develop the Comprehensive Equity Plan (CEP) pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the school district's **CEP** ~~Comprehensive Equity Plan~~ pursuant to N.J.A.C. 6A:7-1.4(c); collaborate ~~with the Affirmative Action Officer~~ on coordination of the required professional development training for **all personnel** ~~certificated and non-certificated staff~~ pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the **CEP** ~~Comprehensive Equity Plan~~; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational ~~equality and equity~~, pursuant to N.J.A.C. 6A:7-1.4(d).



Educational Equity Policies/Affirmative Action Program (M)

In accordance with N.J.A.C. 6A:7-1.6, tThe Board shall provide, on a continuing basis, professional development training for to all school personnel certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the student achievement and opportunity gaps and other inequities arising from prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The professional development training shall be differentiated based on staff position type and shall be based on the analysis of data conducted pursuant to N.J.A.C. 6A:7-1.4(c)1. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. The district shall ensure that pParents and other community members are aware of shall be invited to participate in the professional development training provided to school district personnel regarding topics around equity. The district shall ensure all new personnel are provided within the first ninety days of employment with professional development training on educational equity issues.

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: 25 June 2014

Revised: 15 March 2017

Revised: 26 April 2023

Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Administration
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EQUAL EMPLOYMENT OPPORTUNITIES (M)

[See POLICY ALERT Nos. 191, 209, and 232]

1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias-free access to all categories of employment and equal pay for equal work in this district without **discriminating on the basis of any of** ~~regard to the protected categories listed at N.J.A.C. 6A:7-1.1(a) candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1.~~

The school district's employment applications and pre-employment inquiries **will** conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable **hiring** practices that **correct prevent** imbalance and isolation based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~ among the district's ~~certificated and non-certificated~~ staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.~~

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse ~~racial and cultural~~ backgrounds.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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EQUAL EMPLOYMENT OPPORTUNITIES (M)

The Board shall not enter into **or maintain** a contracts with a persons, **agencies** ~~agency~~, or organizations that discriminates in employment ~~practices~~ or in the provision of benefits or services, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this **Ppolicy**.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this **Ppolicy**.

N.J.S.A. 10:5-4; 10:5-12;
N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2
N.J.A.C. 6A:7-1.1 ~~et seq.~~; **6A:7-1.3** ~~6A:7-1.8~~

Adopted: 25 June 2014
Revised: 15 March 2017
Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Administration
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EQUAL EMPLOYMENT/ANTI-DISCRIMINATION (M)

[See POLICY ALERT Nos. 191, 209, 215, and 232]

1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with **current Federal and State** anti-discrimination laws and regulations.

The Board will ensure all persons regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~ shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, ~~pursuant to N.J.A.C. 6A:7-1.1.~~

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~, either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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EQUAL EMPLOYMENT/ANTI-DISCRIMINATION (M)

The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.~~

N.J.S.A. 10:5-4; **10:5-12**

N.J.A.C. 6A:7-1.1 ~~et seq.~~; **6A:7-1.3 6A:7-1.8**

Adopted: 25 June 2014

Revised: 15 March 2017

Revised: 19 September 2018

Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Administration
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COMPREHENSIVE EQUITY PLAN (M)

[See POLICY ALERT Nos. 191, 209, and 232]

1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall **complete** ~~submit~~ a Comprehensive Equity Plan (CEP) ~~based on an assessment of the district's needs for achieving equity in educational programs~~ that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and **equitable** ~~equal~~ access to educational **opportunities** ~~opportunity~~ for all learners, including students and teachers, **in accordance with the provisions of N.J.A.C. 6A:7-1.8.**

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any **recreational** organization, club, athletic association, or other league or **organizing** group.

Pursuant to N.J.A.C. 6A:7-1.4(c), the district shall develop, once every three years, a CEP that shall identify and correct all discriminatory and inequitable educational policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

1. Prior to developing the CEP, the district shall assess its needs for achieving equity in educational activities and programs pursuant to N.J.A.C. 6A:7-1.4(c)1. The needs assessment shall identify discriminatory practices and other barriers to achieving equity in educational activities and programs, if applicable.
2. The CEP shall address:
 - a. Professional development, pursuant to N.J.A.C. 6A:7-1.6; and
 - b. Equity in school and classroom practices, educational activities, and programs pursuant to N.J.A.C. 6A:7-1.7.
3. The CEP shall include measurable and actionable goals, objectives, timelines, and benchmarks for measuring progress.



4. The Board shall submit the CEP to the Executive County Superintendent for confirmation of completion.
 - a. If the Executive County Superintendent determines that the CEP is not complete, the Board shall revise the plan in accordance with the Executive County Superintendent's instructions and shall submit to the Executive County Superintendent the revised plan within thirty days of the notification of incompleteness.

Pursuant to N.J.A.C. 6A:7-1.8(c), the CEP Comprehensive Equity Plan shall include the following:

1. An assessment of the school district's needs for achieving equity in educational **activities and** programs. The assessment shall include staffing practices;; quality-of-program data;; stakeholder-satisfaction data;; and student assessment ~~and behavioral~~ data disaggregated by gender;; race;; ethnicity;; **multilingual learner status; homeless status; limited English proficiency;** special education;; migrant;; date of enrollment;; student suspension;; expulsion;; Child Study Team referrals;; preschool through grade twelve promotion/retention data;; preschool through grade twelve completion rates;; **attendance data;** and re-examination and re-evaluation of classification and placement **process** of students in special education programs if there is **disproportionality overrepresentation** within a certain groups;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the ~~CEP Comprehensive Equity Plan;~~
3. Progress targets for closing the achievement **and opportunity** gaps;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the **New Jersey Student Learning Standards (NJSLS),** ~~Core Curriculum Content Standards;~~ differentiated instruction and formative assessments aligned to **the NJSLS,** ~~Core Curriculum Content Standards;~~ and **professional standards for teachers and school leaders** ~~high expectations for teaching and learning;~~ and



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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COMPREHENSIVE EQUITY PLAN (M)

5. Annual targets **that address** ~~addressing~~ district needs in equity in school and classroom practices **and that** are aligned to professional development targets.

~~The A Comprehensive Equity Plan shall be written every three years and the Board of Education shall implement initiate the CEP Comprehensive Equity Plan within sixty days of the Executive County Superintendent's certification of completion its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.~~

~~If In the event the Board of Education does not implement the CEP Comprehensive Equity Plan within sixty one hundred eighty days of the Executive County Superintendent's certification of completion its approval date, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.~~

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.79; 6A:7-1.8

Adopted: 25 June 2014
Revised: 15 March 2017
Revised: 21 August 2024



**BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF MAY 2024**

In accordance with 18A:17-9 for the month of May, 2024, the Cash Reconciliation report and the Board Secretary's report are in agreement.

In accordance with 18A:17-9 for the month of May, 2024, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10c.3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10.2 certifies that the following changes in anticipated revenue amounts and revenue sources:

Code	Source	Amount
1320	Tuition – In State	18,394
1420	Transportation Fees	(14,899)
1510	Interest on Investment	
	Interest on Capital reserve	75,491
	Interest on Maintenance Reserve	17,288
1980	Extraordinary Aid	35,932
4200	Medicaid Reimbursement	(1,282)
1990	Unrestricted Misc. revenue	344,876
Total		475,800

/s/ Daniel J. Fox

Daniel J. Fox, Board Secretary

**BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF MAY 2024**

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1990	Unrestricted Misc. revenue	344,876
Total		475,800

/s/ Daniel J. Fox

Daniel J. Fox, Board Secretary

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Assets and Resources**Assets:**

101	Cash in bank		\$6,215,826.29
102-106	Cash Equivalents		\$5,250.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$1,206,490.66
117	Maintenance Reserve Account		\$370,110.95
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$134.66	
141	Intergovernmental - State	\$272,916.30	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$33.25	\$273,084.21

Loans Receivable:

131	Interfund	\$24,042.22	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$24,042.22
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$29,537,764.00	
302	Less Revenues	(\$27,940,477.98)	\$1,597,286.02

Total assets and resources**\$9,692,090.35**

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$21,268.77
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$1,467,922.30
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$8,748.05
Total liabilities		\$1,497,939.12

**Report of the Secretary to the Board of Education
Waterford BOE**

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$2,087,931.55
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$1,130,499.90	
604	Add: Increase in Capital Reserve	\$500.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	(\$64,572.00)	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$1,066,427.90
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$552,573.30	
606	Add: Increase in Maintenance Reserve	\$250.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$552,823.30
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$31,391,932.90	
602	Less: Expenditures	(\$28,821,736.59)	
	Less: Encumbrances	(\$2,025,027.65)	(\$30,846,764.24)
	Total appropriated		\$4,252,351.41
Unappropriated:			
770	Fund balance, July 1		\$871,142.59
771	Designated fund balance		\$4,861,004.13
303	Budgeted fund balance		(\$1,790,346.90)
	Total fund balance		\$8,194,151.23
	Total liabilities and fund equity		<u>\$9,692,090.35</u>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$31,391,932.90	\$30,846,764.24	\$545,168.66
Revenues	(\$29,537,764.00)	(\$27,940,477.98)	(\$1,597,286.02)
Subtotal	<u>\$1,854,168.90</u>	<u>\$2,906,286.26</u>	<u>(\$1,052,117.36)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$500.00	\$75,990.76	(\$75,490.76)
Less - Withdrawal from reserve	(\$64,572.00)	(\$64,572.00)	\$0.00
Subtotal	<u>\$1,790,096.90</u>	<u>\$2,917,705.02</u>	<u>(\$1,127,608.12)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,096.90</u>	<u>\$2,917,705.02</u>	<u>(\$1,127,608.12)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$250.00	(\$182,462.35)	\$182,712.35
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,790,346.90</u>	<u>\$2,735,242.67</u>	<u>(\$944,895.77)</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	15,153,179	0	15,153,179	15,594,329		(441,150)
00520	SUBTOTAL – Revenues from State Sources	13,430,858	150,000	13,580,858	12,303,704	Under	1,277,154
00570	SUBTOTAL – Revenues from Federal Sources	43,727	0	43,727	42,445	Under	1,282
0071A	Other	760,000	0	760,000	0	Under	760,000
Total		29,387,764	150,000	29,537,764	27,940,478		1,597,286
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	4,355,263	(174,954)	4,180,309	3,662,132	415,955	102,222
10300	Total Special Education - Instruction	1,804,008	(34,494)	1,769,514	1,529,134	200,850	39,530
11160	Total Basic Skills/Remedial – Instruct.	828,231	167,310	995,541	855,426	97,244	42,871
17100	Total School-Sponsored Co/Extra Curricul	13,000	0	13,000	0	13,000	0
20620	Total Summer School	95,164	11,196	106,360	103,800	1,620	940
29180	Total Undistributed Expenditures - Instr	12,346,910	(190,660)	12,156,250	11,757,510	366,405	32,335
29680	Total Undistributed Expenditures – Atten	120,204	(2,769)	117,435	104,514	8,105	4,817
30620	Total Undistributed Expenditures – Healt	188,614	(3,536)	185,078	166,343	16,146	2,589
40580	Total Undistributed Expend – Speech, OT,	355,978	1,619	357,597	299,216	57,226	1,155
41080	Total Undist. Expend. – Other Supp. Serv	477,995	62,495	540,490	469,041	70,523	927
41660	Total Undist. Expend. – Guidance	157,717	(339)	157,378	139,032	15,768	2,578
42200	Total Undist. Expend. – Child Study Team	416,673	(6,057)	410,617	361,605	46,989	2,023
43200	Total Undist. Expend. – Improvement of I	288,203	(30,786)	257,417	169,231	12,216	75,971
43620	Total Undist. Expend. – Edu. Media Serv.	440,657	(42,169)	398,488	359,010	28,293	11,185
44180	Total Undist. Expend. – Instructional St	123,693	(10,391)	113,302	50,051	1,920	61,331
45300	Support Serv. - General Admin	453,603	(4,176)	449,427	392,131	48,935	8,362
46160	Support Serv. - School Admin	506,654	32,575	539,229	492,411	30,926	15,893
47200	Total Undist. Expend. – Central Services	497,911	(9,784)	488,127	445,239	34,923	7,964
51120	Total Undist. Expend. – Oper. & Maint. O	1,601,579	(4,492)	1,597,087	1,452,749	122,611	21,726
52480	Total Undist. Expend. – Student Transpor	2,708,700	185,959	2,894,659	2,557,959	319,067	17,633
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,277,869	186,210	3,464,079	3,266,902	115,884	81,292
75880	TOTAL EQUIPMENT	52,500	63,419	115,919	105,353	0	10,566
76260	Total Facilities Acquisition and Constr	67,903	3,216	71,119	69,526	333	1,260
84000	Transfer of Funds to Charter Schools	0	13,512	13,512	13,421	91	0
Total		31,179,029	212,904	31,391,933	28,821,737	2,025,028	545,169

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		15,067,422	0	15,067,422	15,067,422		0
00150	10-1320	Tuition from LEAs Within State		45,321	0	45,321	63,715		(18,394)
00250	10-14[2-4]0	Transportation Fees from Other LEAs		15,000	0	15,000	101	Under	14,899
00300	10-1__	Unrestricted Miscellaneous Revenues		24,686	0	24,686	369,562		(344,876)
00330	10-1__	Interest Earned on Maintenance Reserve		250	0	250	17,538		(17,288)
00340	10-1__	Interest Earned on Capital Reserve Funds		500	0	500	75,991		(75,491)
00410	10-3116	School Choice Aid		396,417	0	396,417	356,775	Under	39,642
00420	10-3121	Categorical Transportation Aid		834,550	0	834,550	751,095	Under	83,455
00430	10-3131	Extraordinary Aid		300,000	150,000	450,000	485,932		(35,932)
00440	10-3132	Categorical Special Education Aid		1,561,084	0	1,561,084	1,404,976	Under	156,108
00460	10-3176	Equalization Aid		10,113,702	0	10,113,702	9,102,332	Under	1,011,370
00470	10-3177	Categorical Security Aid		225,105	0	225,105	202,595	Under	22,511
00540	10-4200	Medicaid Reimbursement		43,727	0	43,727	42,445	Under	1,282
00680	10-5200	Transfers from Other Funds		760,000	0	760,000	0	Under	760,000
Total				29,387,764	150,000	29,537,764	27,940,478		1,597,286

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02060	11-105-100-936	Local Contribution – Transfer to Special		287,900	0	287,900	287,900	0	0
02080	11-110-__-101	Kindergarten – Salaries of Teachers		543,960	(58,087)	485,873	418,630	66,333	911
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		2,487,303	(84,644)	2,402,659	2,129,149	266,071	7,439
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		468,024	67,929	535,953	471,946	53,471	10,535
02500	11-150-100-101	Salaries of Teachers		1,750	0	1,750	96	0	1,654
02540	11-150-100-320	Purchased Professional – Educational Ser		8,250	0	8,250	6,875	0	1,375
03000	11-190-1__-106	Other Salaries for Instruction		213,078	(97,101)	115,977	74,557	21,200	20,221
03020	11-190-1__-320	Purchased Professional – Educational Ser		40,170	(5,882)	34,288	11,388	600	22,300
03040	11-190-1__-340	Purchased Technical Services		13,750	2,565	16,315	16,315	0	1
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		20,700	(1,898)	18,802	13,341	4,783	678
03080	11-190-1__-610	General Supplies		256,528	(25,320)	231,208	198,657	2,006	30,546
03100	11-190-1__-640	Textbooks		0	28,350	28,350	25,856	234	2,260
03120	11-190-1__-8__	Other Objects		13,850	(866)	12,984	7,423	1,259	4,302
04500	11-204-100-101	Salaries of Teachers		265,333	(122,968)	142,365	111,433	17,123	13,809
04520	11-204-100-106	Other Salaries for Instruction		1,600	20,571	22,171	980	19,591	1,600
04600	11-204-100-610	General Supplies		800	0	800	584	3	213
06000	11-209-100-101	Salaries of Teachers		99,175	62,967	162,142	145,071	15,582	1,489
06020	11-209-100-106	Other Salaries for Instruction		600	0	600	0	0	600
06100	11-209-100-610	General Supplies		2,150	(500)	1,650	413	0	1,237
06500	11-212-100-101	Salaries of Teachers		0	66,417	66,417	59,725	6,692	0
06600	11-212-100-610	General Supplies		0	150	150	150	0	0
07000	11-213-100-101	Salaries of Teachers		1,333,427	(72,877)	1,260,550	1,131,237	124,259	5,053
07020	11-213-100-106	Other Salaries for Instruction		5,000	2,626	7,626	2,280	911	4,435
07100	11-213-100-610	General Supplies		10,200	(175)	10,025	9,672	4	348
08500	11-216-100-101	Salaries of Teachers		65,923	1,362	67,285	59,440	6,564	1,281

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
08520	11-216-100-106	Other Salaries for Instruction	300	9,683	9,983	0	6,387	3,596
08600	11-216-100-6__	General Supplies	2,500	0	2,500	507	0	1,993
09260	11-219-100-101	Salaries of Teachers	2,000	0	2,000	0	0	2,000
09300	11-219-100-320	Purchased Professional-Educational Servi	15,000	(1,750)	13,250	7,643	3,732	1,875
11000	11-230-100-101	Salaries of Teachers	814,731	167,944	982,675	844,851	97,243	40,581
11060	11-230-100-340	Purchased Technical Services	10,000	366	10,366	8,970	0	1,396
11100	11-230-100-610	General Supplies	3,500	(1,000)	2,500	1,606	1	893
17000	11-401-100-1__	Salaries	13,000	0	13,000	0	13,000	0
20000	11-422-100-101	Salaries of Teachers	23,625	7,201	30,826	30,825	0	1
20020	11-422-100-106	Other Salaries of Instruction	11,125	3,595	14,720	14,697	0	23
20500	11-422-200-1__	Salaries	18,064	(7,487)	10,577	9,774	0	803
20520	11-422-200-3__	Purchased Professional and Technical Ser	9,250	(6,257)	2,993	1,260	1,620	113
20540	11-422-200-[4-5]	Purchased Services (400-500 series)	32,600	14,644	47,244	47,244	0	0
20560	11-422-200-6__	Supplies and Materials	500	(500)	0	0	0	0
29000	11-000-100-561	Tuition to Other LEAs within the State -	9,824,351	13,184	9,837,535	9,832,282	5,237	16
29020	11-000-100-562	Tuition to Other LEAs within the State -	909,347	(272,660)	636,687	579,912	24,500	32,275
29040	11-000-100-563	Tuition to County Voc. School District-R	66,437	0	66,437	53,145	13,286	6
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	71,610	111,286	182,896	160,073	22,823	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,475,165	(42,470)	1,432,695	1,132,098	300,558	39
29500	11-000-211-1__	Salaries	95,804	(5,485)	90,319	80,731	7,975	1,613
29600	11-000-211-3__	Purchased Professional and Technical Ser	23,400	2,716	26,116	23,400	0	2,716
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	500	0	500	333	130	37
29640	11-000-211-6__	Supplies and Materials	500	0	500	50	0	450
30500	11-000-213-1__	Salaries	168,914	3,248	172,162	154,096	16,127	1,939
30540	11-000-213-3__	Purchased Professional and Technical Ser	16,850	(7,994)	8,856	8,610	0	246
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series	250	(60)	190	0	0	190
30580	11-000-213-6__	Supplies and Materials	2,600	1,270	3,870	3,638	18	214
40500	11-000-216-1__	Salaries	205,628	(361)	205,267	185,164	19,971	132
40520	11-000-216-320	Purchased Professional – Educational Ser	148,550	770	149,320	112,164	37,116	40
40540	11-000-216-6__	Supplies and Materials	1,500	910	2,410	1,827	0	583
40560	11-000-216-8__	Other Objects	300	300	600	61	139	400
41000	11-000-217-1__	Salaries	471,495	60,095	531,590	460,598	70,136	857
41020	11-000-217-320	Purchased Professional – Educational Ser	0	3,675	3,675	3,308	368	0
41040	11-000-217-6__	Supplies and Materials	6,500	(1,275)	5,225	5,135	20	70
41500	11-000-218-104	Salaries of Other Professional Staff	153,467	1,869	155,336	138,904	15,768	664
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	1,000	0	1,000	0	0	1,000
41580	11-000-218-390	Other Purchased Professional & Technical	1,500	(1,000)	500	62	0	439
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	50	0	50	0	0	50
41620	11-000-218-6__	Supplies and Materials	1,700	(1,209)	492	66	0	425
42000	11-000-219-104	Salaries of Other Professional Staff	328,371	(385)	327,987	298,254	29,253	479
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	48,202	0	48,202	44,015	4,001	185

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Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
42080	11-000-219-390	Other Purchased Professional & Technical		28,250	(6,200)	22,050	9,470	12,480	100
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series		6,620	1,025	7,645	6,156	1,197	292
42160	11-000-219-6__	Supplies and Materials		4,230	(847)	3,383	2,400	57	926
42180	11-000-219-8__	Other Objects		1,000	350	1,350	1,310	0	40
43000	11-000-221-102	Salaries of Supervisor of Instruction		110,573	(67,744)	42,829	(303)	303	42,829
43020	11-000-221-104	Salaries of Other Professional Staff		28,150	(3,720)	24,430	638	0	23,792
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis		71,013	(2,635)	68,378	58,235	4,103	6,040
43065	11-000-221-199	Unused Vac Pay to Term/Retired Staff		0	12,109	12,109	12,109	0	0
43080	11-000-221-176	Salaries of Facilitators, Math & Literac		37,073	38,969	76,042	68,438	7,604	0
43100	11-000-221-320	Purchased Prof. – Educational Services		32,200	(6,645)	25,555	23,305	0	2,250
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)		1,900	(1,520)	380	0	0	380
43160	11-000-221-6__	Supplies and Materials		3,100	90	3,190	2,930	6	254
43180	11-000-221-8__	Other Objects		4,194	310	4,504	3,879	200	425
43500	11-000-222-1__	Salaries		124,877	(660)	124,217	106,513	10,389	7,316
43520	11-000-222-177	Salaries of Technology Coordinators		112,040	(325)	111,715	102,405	9,310	0
43540	11-000-222-3__	Purchased Professional and Technical Ser		171,990	(39,837)	132,153	123,956	8,189	8
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series		1,000	0	1,000	0	0	1,000
43580	11-000-222-6__	Supplies and Materials		30,750	(1,347)	29,403	26,137	406	2,861
44020	11-000-223-104	Salaries of Other Professional Staff		30,950	(575)	30,375	1,369	0	29,006
44040	11-000-223-105	Salaries of Secretarial & Clerical Assis		25,769	(3,691)	22,078	20,506	1,572	1
44060	11-000-223-110	Other Salaries		12,850	1,300	14,150	8,732	0	5,419
44080	11-000-223-320	Purchased Professional – Educational Ser		41,450	(2,675)	38,775	18,290	1	20,484
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)		11,774	(4,750)	7,024	955	347	5,722
44140	11-000-223-6__	Supplies and Materials		900	0	900	200	0	700
45000	11-000-230-1__	Salaries		225,662	165	225,827	205,822	18,813	1,192
45040	11-000-230-331	Legal Services		52,000	(16,688)	35,312	26,436	8,564	312
45060	11-000-230-332	Audit Fees		34,500	11,750	46,250	40,250	6,000	0
45080	11-000-230-334	Architectural/Engineering Services		9,000	(8,775)	225	0	0	225
45100	11-000-230-339	Other Purchased Professional Services		15,000	559	15,559	11,445	970	3,144
45120	11-000-230-340	Purchased Technical Services		2,000	5,500	7,500	6,546	554	400
45140	11-000-230-530	Communications/Telephone		57,400	(8,200)	49,200	39,885	7,329	1,986
45160	11-000-230-585	BOE Other Purchased Services		2,250	0	2,250	2,200	0	50
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T		38,916	1,313	40,229	35,126	4,557	546
45200	11-000-230-610	General Supplies		2,500	5,525	8,025	6,610	1,326	89
45220	11-000-230-630	BOE In-House Training/Meeting Supplies		1,400	198	1,598	721	821	55
45260	11-000-230-890	Miscellaneous Expenditures		750	4,325	5,075	4,788	0	287
45280	11-000-230-895	BOE Membership Dues and Fees		12,225	152	12,377	12,301	0	76
46000	11-000-240-103	Salaries of Principals/Assistant Princip		276,864	69,033	345,897	324,420	14,739	6,738
46020	11-000-240-104	Salaries of Other Professional Staff		48,088	(45,823)	2,265	0	0	2,265
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		155,557	4,766	160,323	145,685	13,390	1,248
46080	11-000-240-3__	Purchased Professional and Technical Ser		0	125	125	0	125	0

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Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
46100	11-000-240-[4-5] Other Purchased Services (400-500 series	16,050	530	16,580	12,895	2,487	1,198
46120	11-000-240-6__ Supplies and Materials	5,465	94	5,559	3,128	184	2,247
46140	11-000-240-8__ Other Objects	4,630	3,850	8,480	6,282	0	2,198
47000	11-000-251-1__ Salaries	403,030	(15,800)	387,230	347,972	31,593	7,665
47005	11-000-251-199 Unused Vac Pay to Term/Retired Staff	0	2,178	2,178	2,178	0	0
47040	11-000-251-340 Purchased Technical Services	54,250	1,822	56,072	54,781	1,105	186
47060	11-000-251-592 Misc. Purch. Services (400-500 Series, O	26,225	(2,335)	23,890	22,245	1,557	87
47100	11-000-251-6__ Supplies and Materials	4,025	6,801	10,826	10,150	668	8
47140	11-000-251-832 Interest on Lease Purchase Agreements	8,281	(1,950)	6,331	6,323	0	8
47180	11-000-251-890 Other Objects	2,100	(500)	1,600	1,591	0	9
48500	11-000-261-1__ Salaries	81,476	0	81,476	74,468	6,770	238
48520	11-000-261-420 Cleaning, Repair, and Maintenance Servic	226,253	(2,540)	223,713	196,027	25,492	2,194
48540	11-000-261-610 General Supplies	2,500	(2,500)	0	0	0	0
49000	11-000-262-1__ Salaries	349,491	(2,125)	347,366	315,130	30,550	1,686
49020	11-000-262-107 Salaries of Non-Instructional Aides	180,330	(7,133)	173,197	142,188	18,772	12,237
49025	11-000-262-199 Unused Vac Pay to Term/Retired Staff	0	750	750	711	0	39
49040	11-000-262-3__ Purchased Professional and Technical Ser	10,000	480	10,480	10,272	0	208
49060	11-000-262-420 Cleaning, Repair, and Maintenance Svc.	61,102	(12,400)	48,702	45,518	3,032	152
49080	11-000-262-441 Rental of Land & Bldg. Oth. Than Lease P	9,825	1,340	11,165	11,122	0	43
49120	11-000-262-490 Other Purchased Property Services	20,400	2,250	22,650	16,116	6,424	110
49140	11-000-262-520 Insurance	76,031	14,510	90,541	90,535	1	5
49160	11-000-262-590 Miscellaneous Purchased Services	3,308	(305)	3,003	1,206	1,046	751
49180	11-000-262-610 General Supplies	59,486	59,713	119,199	115,116	2,940	1,144
49200	11-000-262-621 Energy (Natural Gas)	85,200	(15,250)	69,950	66,447	3,378	125
49220	11-000-262-622 Energy (Electricity)	268,076	(15,240)	252,836	236,012	15,251	1,573
49260	11-000-262-626 Energy (Gasoline)	2,500	(500)	2,000	1,345	1	654
49280	11-000-262-8__ Other Objects	1,653	(1,200)	453	435	0	18
50040	11-000-263-420 Cleaning, Repair, and Maintenance Svc.	30,734	(11,248)	19,486	10,645	8,625	216
50060	11-000-263-610 General Supplies	2,314	(2,200)	114	0	0	114
51020	11-000-266-3__ Purchased Professional and Technical Ser	108,400	(8,117)	100,283	100,245	0	38
51040	11-000-266-420 Cleaning, Repair, and Maintenance Svc.	2,500	(1,150)	1,350	1,170	0	180
51060	11-000-266-610 General Supplies	20,000	(1,627)	18,373	18,041	330	3
52020	11-000-270-160 Sal. For Pupil Trans (Bet Home & Sch) –	87,372	(3,200)	84,172	79,573	4,167	432
52100	11-000-270-350 Management Fee – ESC & CTSA Trans. Prog	45,000	(11,000)	34,000	31,106	2,881	13
52120	11-000-270-390 Other Purchased Prof. and Technical Serv	6,000	2,400	8,400	7,689	668	43
52140	11-000-270-420 Cleaning, Repair, & Maint. Services	175	0	175	52	0	123
52200	11-000-270-503 Contract Serv.–Aid in Lieu Pymts–Non-Pub	60,000	25,000	85,000	35,513	49,487	0
52220	11-000-270-504 Contract Serv–Aid in Lieu Pymts–Charter	1,200	(1,200)	0	0	0	0
52240	11-000-270-505 Contract Serv–Aid in Lieu Pymts–Choice S	7,625	(635)	6,990	4,078	2,913	0
52260	11-000-270-511 Contract Services (Bet. Home & Sch) -Ven	1,525,813	60,227	1,586,040	1,480,138	105,902	0
52280	11-000-270-512 Contr Serv (Oth. Than Bet Home & Sch) -	31,740	4,843	36,583	24,739	7,881	3,963

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	500	(300)	200	0	48	152
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	367,250	68,530	435,780	385,695	50,085	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	70,000	(9,330)	60,670	60,210	0	460
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	91,000	(16,000)	75,000	62,408	12,592	0
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	408,500	66,324	474,824	384,427	81,969	8,428
52400	11-000-270-593	Misc. Purchased Services - Transportatio	4,100	365	4,465	995	475	2,995
52420	11-000-270-610	General Supplies	2,250	(520)	1,730	730	0	1,000
52460	11-000-270-8__	Other objects	175	455	630	605	0	25
53020	11-1__-100-220	Social Security Contribution	42,421	(42,421)	0	0	0	0
53060	11-1__-100-241	Other Retirement Contributions - PERS	26,175	(26,175)	0	0	0	0
53120	11-1__-100-249	Other Retirement Contribution - Regular	9,775	(9,775)	0	0	0	0
53180	11-1__-100-270	Health Benefits	1,037,008	(21,921)	1,015,087	1,009,417	0	5,670
53200	11-1__-100-280	Tuition Reimbursement	20,000	5,000	25,000	14,980	8,703	1,317
53220	11-1__-100-290	Other Employee Benefits	63,500	(63,500)	0	0	0	0
54020	11-2__-100-220	Social Security Contributions	5,485	(5,485)	0	0	0	0
54120	11-2__-100-249	Other Retirement Contribution - Regular	1,575	(1,575)	0	0	0	0
54180	11-2__-100-270	Health Benefits	585,215	141,400	726,615	715,570	0	11,045
54220	11-2__-100-290	Other Employee Benefits	33,500	(33,500)	0	0	0	0
54225	11-2__-100-299	Unused Sick Pay to Term/Retired Staff	15,000	(15,000)	0	0	0	0
56020	11-4__-100-220	Social Security Contributions	4,729	(4,729)	0	(12)	0	12
59020	11-000-211-220	Social Security Contributions	2,305	(2,305)	0	0	0	0
59180	11-000-211-270	Health Benefits	326	4,514	4,840	3,410	0	1,429
59220	11-000-211-290	Other Employee Benefits	5,450	(5,450)	0	0	0	0
59520	11-000-213-220	Social Security Contributions	360	(360)	0	0	0	0
59620	11-000-213-249	Other Retirement Contributions - Regular	200	(200)	0	0	0	0
59680	11-000-213-270	Health Benefits	93,771	1,540	95,311	94,015	0	1,296
60020	11-000-216-220	Social Security Contributions	291	(291)	0	0	0	0
60120	11-000-216-249	Other Retirement Contributions - Regular	1,804	(1,804)	0	0	0	0
60180	11-000-216-270	Health Benefits	34,247	890	35,137	33,982	0	1,155
60520	11-000-217-220	Social Security Contributions	39,244	(39,244)	0	0	0	0
60560	11-000-217-241	Other Retirement Contributions - PERS	13,000	(13,000)	0	0	0	0
60620	11-000-217-249	Other Retirement Contributions - Regular	11,775	(11,775)	0	0	0	0
60668	11-000-217-270	Health Benefits	27,854	(2,551)	25,303	21,131	0	4,172
60720	11-000-217-290	Other Employee Benefits	41,500	(41,500)	0	0	0	0
61020	11-000-218-220	Social Security Contributions	486	(486)	0	0	0	0
61180	11-000-218-270	Health Benefits	42,902	1,475	44,377	43,724	0	653
61500	11-000-219-210	Group Insurance	2,000	(265)	1,735	1,050	666	19
61520	11-000-219-220	Social Security Contributions	1,253	(1,253)	0	0	0	0
61560	11-000-219-241	Other Retirement Contributions - PERS	8,000	(8,000)	0	0	0	0
61680	11-000-219-270	Health Benefits	63,508	205	63,713	58,616	0	5,097
61720	11-000-219-290	Other Employee Benefits	5,875	(5,875)	0	0	0	0

Report of the Secretary to the Board of Education
Waterford BOE

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
62500	11-000-221-210	Group Insurance	2,000	0	2,000	382	1,265	353
62520	11-000-221-220	Social Security Contributions	7,943	(7,943)	0	0	0	0
62560	11-000-221-241	Other Retirement Contributions - PERS	21,400	(21,400)	0	0	0	0
62680	11-000-221-270	Health Benefits	26,479	22,415	48,894	48,053	0	841
62700	11-000-221-280	Tuition Reimbursement	3,000	(3,000)	0	0	0	0
62720	11-000-221-290	Other Employee Benefits	4,420	(4,420)	0	0	0	0
63020	11-000-222-220	Social Security Contributions	19,548	(19,548)	0	0	0	0
63060	11-000-222-241	Other Retirement Contributions - PERS	41,650	(41,650)	0	0	0	0
63180	11-000-222-270	Health Benefits	21,387	7,639	29,026	28,116	0	910
63220	11-000-222-290	Other Employee Benefits	5,875	(5,875)	0	0	0	0
63520	11-000-223-220	Social Security Contributions	5,322	(5,322)	0	0	0	0
63680	11-000-223-270	Health Benefits	8,539	(2,750)	5,789	5,600	0	189
64500	11-000-230-210	Group Insurance	1,500	0	1,500	1,043	261	196
64520	11-000-230-220	Social Security Contributions	4,369	(4,369)	0	0	0	0
64680	11-000-230-270	Health Benefits	24,211	20,971	45,182	39,848	0	5,334
64720	11-000-230-290	Other Employee Benefits	5,000	(5,000)	0	0	0	0
65500	11-000-240-210	Group Insurance	4,650	(1,040)	3,610	2,372	575	663
65520	11-000-240-220	Social Security Contributions	13,626	(13,626)	0	0	0	0
65560	11-000-240-241	Other Retirement Contributions - PERS	38,670	(38,670)	0	0	0	0
65620	11-000-240-249	Other Retirement Contributions - Regular	310	(310)	0	0	0	0
65680	11-000-240-270	Health Benefits	142,520	26,430	168,950	149,058	0	19,892
65720	11-000-240-290	Other Employee Benefits	11,300	(11,300)	0	0	0	0
66500	11-000-251-210	Group Insurance	1,750	0	1,750	0	0	1,750
66520	11-000-251-220	Social Security Contributions	18,780	(18,780)	0	0	0	0
66560	11-000-251-241	Other Retirement Contributions - PERS	33,750	(33,750)	0	0	0	0
66620	11-000-251-249	Other Retirement Contributions - Regular	525	(525)	0	0	0	0
66680	11-000-251-270	Health Benefits	156,024	(16,076)	139,948	132,553	0	7,395
66720	11-000-251-290	Other Employee Benefits	6,900	(6,900)	0	0	0	0
68305	11-000-261-220	Social Security Contributions	6,233	(6,233)	0	0	0	0
68345	11-000-261-270	Health Benefits	7,504	847	8,351	8,233	0	118
68405	11-000-262-220	Social Security Contributions	37,992	(37,992)	0	0	0	0
68415	11-000-262-241	Other Retirement Contributions - PERS	63,844	(63,844)	0	0	0	0
68430	11-000-262-249	Other Retirement Contributions - Regular	3,375	(3,375)	0	0	0	0
68445	11-000-262-270	Health Benefits	65,803	(3,242)	62,561	61,449	0	1,112
68455	11-000-262-290	Other Employee Benefits	5,425	(5,425)	0	0	0	0
69020	11-000-270-220	Social Security Contributions	6,952	(6,952)	0	0	0	0
69060	11-000-270-241	Other Retirement Contributions - PERS	17,450	(17,450)	0	0	0	0
69180	11-000-270-270	Health Benefits	22,861	10,835	33,696	32,607	0	1,089
69220	11-000-270-290	Other Employee Benefits	3,500	(3,500)	0	0	0	0
69225	11-000-270-299	Unused Sick Pay to Term/Retired Staff	0	15,000	15,000	15,000	0	0
71020	11-000-291-220	Social Security Contributions	1,625	218,854	220,479	185,533	34,859	87

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
71060	11-000-291-241	Other Retirement Contributions - PERS		0	272,692	272,692	272,684	0	8
71120	11-000-291-249	Other Retirement Contributions - Regular		0	27,755	27,755	25,529	2,207	20
71160	11-000-291-260	Workmen's Compensation		133,328	6,469	139,797	139,794	0	3
71220	11-000-291-290	Other Employee Benefits		22,495	177,136	199,631	123,165	67,349	9,117
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff		7,500	(7,150)	350	0	0	350
73040	12-120-100-73_	Grades 1-5		52,500	(6,158)	46,342	39,411	0	6,931
75560	12-000-21_-73_	Undist. Expend. - Supp Serv. - Related &		0	3,000	3,000	0	0	3,000
75600	12-000-220-73_	Undist. Expend. - Support Serv. - Inst.		0	3,061	3,061	2,612	0	450
75700	12-000-261-73_	Undist. Expend. -Required Maint. For Sch		0	63,516	63,516	63,331	0	185
76140	12-000-400-721	Lease Purchase Agreements - Principal		64,572	3,216	67,788	66,528	0	1,260
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi		3,331	0	3,331	2,998	333	0
84000	10-000-100-56_	Transfer of Funds to Charter Schools		0	13,512	13,512	13,421	91	0
Total				31,179,029	212,904	31,391,933	28,821,737	2,025,028	545,169

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$68,518.44
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$638,484.26	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$6,524.11	\$645,008.37

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$4,794,636.43	
302	Less Revenues	(\$3,804,102.99)	\$990,533.44

Total assets and resources

\$1,704,060.25

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$108,003.64
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$302,490.92
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$410,494.56

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$792,788.22
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$4,794,636.43	
602	Less: Expenditures	(\$3,779,676.13)	
	Less: Encumbrances	(\$514,182.83)	(\$4,293,858.96)
	Total appropriated		\$1,293,565.69
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$1,293,565.69
	Total liabilities and fund equity		<u>\$1,704,060.25</u>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$4,794,636.43	\$4,293,858.96	\$500,777.47
Revenues	(\$4,794,636.43)	(\$3,804,102.99)	(\$990,533.44)
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$489,755.97</u>	<u>(\$489,755.97)</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	30,131	0	30,131	20,947	Under	9,184
00770	Total Revenues from State Sources	2,634,093	59,209	2,693,302	2,555,113	Under	138,189
00830	Total Revenues from Federal Sources	1,563,907	219,397	1,783,304	1,228,043	Under	555,260
0083A	Other	287,900	0	287,900	0	Under	287,900
Total		4,516,031	278,605	4,794,636	3,804,103		990,533
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	29,131	0	29,131	14,242	6,748	8,141
84200	Student Activity Fund	1,000	0	1,000	0	0	1,000
85120	Total Instruction	1,382,415	38,017	1,420,432	1,140,528	170,101	109,803
86380	Total Support Services	1,459,349	0	1,459,349	1,175,227	112,098	172,024
87040	Total Facilities Acquisition and Constr	80,229	0	80,229	78,245	1,772	212
88136	SDA Emergent Needs & Capital Maint.	0	21,192	21,192	21,192	0	0
88740	Total Federal Projects	1,563,907	219,397	1,783,304	1,350,243	223,463	209,598
Total		4,516,031	278,605	4,794,636	3,779,676	514,183	500,777

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue		1,000	0	1,000	0	Under	1,000
00740	20-1___	Other Revenue from Local Sources		29,131	0	29,131	20,947	Under	8,184
00755	20-3218	Preschool Education Aid – Prior Year Car		114,968	38,017	152,985	0	Under	152,985
00760	20-3218	Preschool Education Aid		2,519,125	0	2,519,125	2,555,113		(35,988)
00761	20-3257	SDA Emergent Needs & Capital Maint.		0	21,192	21,192	0	Under	21,192
00775	20-441[1-6]	Title I		266,062	68,296	334,358	208,936	Under	125,422
00780	20-445[1-5]	Title II		43,217	0	43,217	23,911	Under	19,306
00790	20-447[1-4]	Title IV		17,158	0	17,158	0	Under	17,158
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		274,577	0	274,577	269,507	Under	5,070
00806	20-4541	ARP ESSER Accel. Learning Coaching Supt		8,945	18,746	27,691	19,934	Under	7,757
00807	20-4542	ARP ESSER Evidence Based Summer Enrich		7,414	0	7,414	7,259	Under	155
00808	20-4543	ARP ESSER Evidence Based Bynd Sch Day		26,561	0	26,561	25,524	Under	1,037
00809	20-4544	ARP ESSER NJTSS Mental Health Support		400	0	400	0	Under	400
00814	20-4540	ARP - ESSER		495,958	132,355	628,313	429,500	Under	198,813
00824	20-4535	CRRSA Act - Learning Acceleration Grant		1,655	0	1,655	0	Under	1,655
00825	20-4___	Other		97,000	0	97,000	52,795	Under	44,205
00827	20-4537	ACSERS - Special Education		324,960	0	324,960	190,677	Under	134,283
00835	20-5200	Transfers from Operating Budget – Presch		287,900	0	287,900	0	Under	287,900
Total				4,516,031	278,605	4,794,636	3,804,103		990,533
Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	20-___-___-___	Local Projects		29,131	0	29,131	14,242	6,748	8,141
84200	20-475-___-___	Student Activity Fund		1,000	0	1,000	0	0	1,000
85000	20-218-100-101	Salaries of Teachers		997,505	(11,402)	986,103	809,955	116,835	59,313
85020	20-218-100-106	Other Salaries for Instruction		305,795	11,402	317,197	242,795	52,555	21,848
85030	20-218-100-321	Purch Prof-Ed Services		32,000	0	32,000	29,518	450	2,032
85080	20-218-100-6__	General Supplies		32,115	38,017	70,132	54,622	88	15,421
85100	20-218-100-8__	Other Objects		15,000	0	15,000	3,638	173	11,189
86000	20-218-200-102	Salaries of Supervisors of Instruction		19,513	0	19,513	17,298	1,419	797
86020	20-218-200-103	Salaries of Program Directors		76,201	0	76,201	54,950	4,729	16,522
86040	20-218-200-104	Salaries of Other Professional Staff		113,680	3,270	116,950	75,760	7,067	34,124
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant		49,917	(250)	49,667	35,879	3,095	10,693
86080	20-218-200-110	Other Salaries		78,845	(5,250)	73,595	67,441	5,481	673
86100	20-218-200-173	Salaries of Community Parent Involvement		31,348	70,960	102,308	92,077	10,231	0
86120	20-218-200-176	Salaries of Master Teachers		95,492	(3,355)	92,137	57,669	6,692	27,776
86140	20-218-200-200	Personnel Services – Employee Benefits		567,272	(6,300)	560,972	469,591	17,956	73,425
86200	20-218-200-329	Purchased Professional – Educational Ser		124,000	(84,405)	39,595	32,831	5,925	839
86220	20-218-200-330	Other Purchased Professional Services		27,100	2,121	29,221	26,232	2,989	0
86240	20-218-200-420	Cleaning, Repair & Maintenance Services		53,747	(4,165)	49,582	40,164	7,276	2,143
86280	20-218-200-511	Contr. Trans. Serv. (Bet. Home & Sch)		120,000	0	120,000	108,010	11,990	0
86300	20-218-200-516	Contr. Trans. Serv. (Field Trips)		5,000	(405)	4,595	1,100	1,200	2,295
86320	20-218-200-580	Travel		500	700	1,200	1,049	0	151

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 Special Revenue Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
86340	20-218-200-6__	Supplies and Materials	96,734	27,079	123,813	95,177	26,050	2,587
87000	20-218-400-731	Instructional Equipment	80,229	0	80,229	78,245	1,772	212
88136	20-492-___-___	SDA Emergent Needs & Capital Maint.	0	21,192	21,192	21,192	0	0
88500	20-___-___-___	Title I	266,062	68,296	334,358	218,552	53,850	61,955
88520	20-___-___-___	Title II	43,217	0	43,217	21,473	0	21,745
88560	20-___-___-___	Title IV	17,158	0	17,158	0	17,158	0
88620	20-___-___-___	I.D.E.A. Part B (Handicapped)	274,577	0	274,577	272,829	192	1,556
88700	20-___-___-___	Other	97,000	0	97,000	82,459	14,288	253
88710	20-484-___-___	CRRSA Act - Learning Acceleration Grant	1,655	0	1,655	1,655	0	0
88712	20-486-___-___	ACSERS - Special Education	324,960	0	324,960	174,405	58,811	91,745
88713	20-487-___-___	ARP-ESSER Grant Program	495,958	132,355	628,313	520,662	79,165	28,486
88714	20-488-___-___	ARP ESSER Accel. Learning Coaching Supt	8,945	18,746	27,691	24,388	0	3,303
88715	20-489-___-___	ARP ESSER Evidence Based Summer Enrich	7,414	0	7,414	7,259	0	155
88716	20-490-___-___	ARP ESSER Evidence Based Bynd Sch Day	26,561	0	26,561	26,561	0	0
88717	20-491-___-___	ARP ESSER NJTSS Mental Health Support	400	0	400	0	0	400
Total			4,516,031	278,605	4,794,636	3,779,676	514,183	500,777

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STUDENT ACTIVITY REPORT May 2024						
Account #	Account Description	Advisor Name	Opening Balance 7/1/2023	Deposits	Withdrawals	Ending Balance 5/31/2024
95-499-BA	Book Fines ~ Atco	Meredith Vitarelli	\$319.56	\$0.00	\$0.00	\$319.56
95-499-BT	Book Fines ~ TR	Meredith Vitarelli	\$153.70	\$0.00	\$86.05	\$67.65
95-499-SC	WES Student Council	Meaghan Knoll	\$95.36	\$265.97	\$0.00	\$361.33
95-499-WE	Field Day ~ WES	Meaghan Knoll	\$11.60	\$0.00	\$0.00	\$11.60
95-499-BW	Book Fines ~ WES	Meredith Vitarelli	\$132.00	\$18.00	\$82.00	\$68.00
95-499-C	Community Relief Fund	Erica Ravenkamp	\$302.65	\$1,205.81	\$0.00	\$1,508.46
95-499-FW	School Fund Raisers ~ WES	Ryan Ciavaglia	\$30.82	\$0.00	\$0.00	\$30.82
95-499-WM	Wildcat Mentor Program	Ryan Ciavaglia	\$28.97	\$250.00	\$0.00	\$278.97
95-499-HS	Home & School	Brandi Sylvia	\$0.00	\$100.50	\$100.50	\$0.00
95-499-ST	Staff Activity Account	Mike Nolan	\$435.00	\$0.00	\$0.00	\$435.00
95-101	Cash ~ Student Activity Account		\$2,547.42	\$2,281.12	\$1,747.15	\$3,081.39

INVESTMENT REPORT

May 2024

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

General Account	\$3,459,950.40
NJ Cash Management Fund ~ Current ACC.....	\$3,913,952.31
NJ Cash Management Fund ~ Capital Reserve.....	\$1,206,490.66
NJ Cash Management Fund ~ Maintenance	\$370,110.95
Payroll.....	\$1,354.44
Agency	\$319,176.36
Flexible Spending Account.....	\$5,410.34
UCC Trust.....	\$48,024.82
TOTAL	<u>\$9,324,470.28</u>

INTEREST EARNED FROM INVESTMENTS

AVERAGE INTEREST RATE

General Account	\$3,483.05	1.36%
NJ Cash Management Fund ~ Current ACC.....	\$17,517.86	5.27%
NJ Cash Management Fund ~ Capital Reserve.....	\$5,399.98	5.27%
NJ Cash Management Fund ~ Maintenance	\$1,656.53	5.27%
Payroll.....	\$54.64	1.36%
Agency.....	\$145.11	1.36%
Flexible Spending Account.....	\$5.29	1.36%
UCC Trust.....	\$50.59	1.36%
TOTAL INTEREST FOR May 2024	<u>\$28,313.05</u>	
Amount Previously Reported	<u>\$286,646.74</u>	
TOTAL JULY 1ST TO DATE	<u>\$314,959.79</u>	

DETAILED BREAKDOWN NJSA 40A:5-15.2

Certificates of Deposit:

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

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



Signature Business Administrator

Date

Transfers by Transfer Number Waterford BOE
Start date 5/1/2024 End date 5/31/2024

TR#	Transfer Description	Amount	To Account		From Account	
2397	05/03/24 BSCRD >2024-05-03	600.00	20-487-100-600-00-03-000	ESSER Instruct Supplies	20-487-200-300-00-03-000	PURCHASED PROF SERV
2401	05/07/24 MNTSECT >2024-05-07	2,765.00	11-000-261-420-00-20-040	REQUIRED MAINTENANCE	11-000-263-420-00-20-000	GROUNDS - MAINTENANCE
2402	05/07/24 TECHCRD >2024-05-07	1,358.19	11-000-211-300-00-19-000	Student Information System	11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST
2408	05/09/24 CURSECT >2024-05-09	400.00	11-000-223-320-00-05-000	CURR PD SERV	11-000-221-500-00-05-000	CURR COMMUNICATION
2410	05/10/24 Leaders to Leaders	850.00	11-000-291-290-00-10-000	OTHER EMPLOYEE BENEFITS	11-000-291-290-02-10-000	PAYMENT IN LIEU OF PERSONAL
2424	05/14/24 internal	7,660.00	11-000-100-566-30-15-000	Private School Secondary	11-000-100-562-00-15-000	TUITION TO OTHER LEAS, S
2425	05/14/24 internal	1,500.00	11-000-216-320-00-03-000	NJ COMMISSION FOR THE BL	11-000-216-104-01-53-000	SPEECH EXTR SAL
		1,600.00	11-000-216-320-00-03-000	NJ COMMISSION FOR THE BL	11-000-216-104-01-83-000	OT EXTRA TIME
		1,000.00	11-000-216-320-00-03-000	NJ COMMISSION FOR THE BL	11-000-216-320-00-93-000	PHYSICAL THERAPY SERVICE
		1,200.00	11-000-216-320-00-03-000	NJ COMMISSION FOR THE BL	11-000-218-104-31-06-100	DETENTION
		1,275.00	11-000-216-320-00-03-000	NJ COMMISSION FOR THE BL	11-000-218-610-00-05-000	GUIDANCE SUPPLIES
2426	05/14/24 internal	1,200.00	11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST	11-000-222-610-00-19-000	TECH SUPPLIES DIST
2427	05/14/24 internal	240.00	11-000-262-441-00-20-040	Rental of Land & Buildings	11-000-262-622-00-20-100	ELECTRICITY WES
		2,200.00	11-000-262-621-00-20-040	NATURAL GAS ATCO	11-000-262-622-00-20-100	ELECTRICITY WES
		2,000.00	11-000-262-621-00-20-100	NATURAL GAS WES	11-000-262-622-00-20-100	ELECTRICITY WES
2428	05/15/24 internal	1,300.00	11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV	11-000-251-104-01-25-000	CENTRAL EXTRA TIME
2429	05/16/24 :Return funds	25,000.00	11-000-221-102-00-00-000	DIR ELEM ED SALARY	11-120-100-101-00-09-000	PERMANENT TEACHER SUBS
		7,575.00	11-000-221-102-00-00-000	DIR ELEM ED SALARY	11-190-100-106-00-00-000	PERMANENT SUB AIDES
2430	05/17/24 PRINWES >2024-05-17	2,500.00	11-120-100-101-01-06-100	GRADES 1-5 XTRA TME WES	12-120-100-730-00-06-100	GRADES 1-5
2431	05/17/24 PRINWES >2024-05-17	350.00	11-000-240-890-00-06-100	MISC. EXPENSE, ADM. DUES	11-120-100-101-02-06-100	ROVING SUBS WES
2432	05/20/24 Board Chairs	250.00	11-000-230-630-00-23-000	BOARD SUPPLIES	11-000-230-890-00-23-000	SUPERINTENDENT MISC
2433	05/23/24 Internal	75.00	11-000-230-630-00-23-000	BOARD SUPPLIES	11-000-230-890-00-23-000	SUPERINTENDENT MISC
2436	05/28/24 TECHCRD >2024-05-28	1,358.19	11-000-211-300-00-19-000	Student Information System	11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST
2441	05/31/24 Substitutes	1,100.00	11-000-213-104-01-09-000	HEALTH SUBS DIST	- - - - -	
		4,750.00	11-000-217-106-01-09-000	AIDE EXTRA SUBS DIST	- - - - -	
		1,500.00	11-000-262-110-01-09-000	CUSTODIAL SUBS	- - - - -	
		250.00	11-190-100-106-01-09-000	AIDE GENERAL SUBS DIST	- - - - -	
		4,500.00	11-213-100-101-01-09-000	TCH RESOURCE PROGRAM SUB	- - - - -	
		5,000.00	- - - - -		11-000-213-300-01-09-000	HEALTH SUBS DIST
		1,000.00	- - - - -		11-000-240-105-01-09-000	SCHOOL SECT SUBS DIST
		1,500.00	- - - - -		11-000-251-105-01-09-000	CENTRAL \SERVICES SUBS

**CASH RECEIPTS AND DISBURSEMENTS REPORT
WATERFORD TOWNSHIP BOARD OF EDUCATION
ALL FUNDS
May 2024**

FUNDS	BEGINNING CASH	CASH RECEIPTS	CASH	ENDING CASH
GOVERNMENT FUNDS				
1 General Fund [Fund 10]	\$ 6,303,085.24	\$ 2,648,412.39	\$ 2,735,671.34	\$ 6,215,826.29
1b Capital Reserve [10-116]	\$ 1,201,090.68	\$ 5,399.98	\$ -	\$ 1,206,490.66
1b Maintenance Reserve [10-117]	\$ 368,454.42	\$ 1,656.53	\$ -	\$ 370,110.95
2 Special Revenue [Fund 20]	\$ 74,761.62	\$ 422,823.50	\$ 429,066.68	\$ 68,518.44
1b Internal Services [Fund 71]	\$ 4,908.02	\$ 765.45	\$ 3,019.19	\$ 2,654.28
Total Government Funds [General]	\$ 7,952,299.98	\$ 3,079,057.85	\$ 3,167,757.21	\$ 7,863,600.62
5 Cafeteria Account [Fund 61]	\$ 125,940.81	\$ 71,246.18	\$ 56,686.30	\$ 140,500.69
Total Enterprise Funds [61-64]	\$ 125,940.81	\$ 71,246.18	\$ 56,686.30	\$ 140,500.69
TOTAL GOVERNMENT & ENTERPRISE	\$ 8,078,240.79	\$ 3,150,304.03	\$ 3,224,443.51	\$ 8,004,101.31
TRUST & AGENCY FUNDS				
6a Agency [Fund 90]	\$ 20,590.80	\$ 719,310.26	\$ 723,110.71	\$ 16,790.35
7 Payroll [Fund 91]	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
8 Unemployment Trust [Fund 92]	\$ 39,446.09	\$ 8,578.73	\$ -	\$ 48,024.82
6b Flexible Spending Acct [Fund 93]	\$ 4,905.01	\$ 920.00	\$ 414.87	\$ 5,410.14
9 Student Activity Fund [Fund 95]	\$ 2,658.92	\$ 522.97	\$ 100.50	\$ 3,081.39
Total Trust & Agency Funds	\$ 72,600.82	\$ 729,331.96	\$ 723,626.08	\$ 78,306.70
TOTAL ALL FUNDS	\$ 8,150,841.61	\$ 3,879,635.99	\$ 3,948,069.59	\$ 8,082,408.01

Denise Niedoba
Denise Niedoba, Accountant

6-7-24
Date

Transfers by Transfer Number

Waterford BOE

Page 2 of 3

Start date 5/1/2024

End date 5/31/2024

06/10/24 09:20

TR#	Transfer Description	Amount	To Account		From Account	
2441	05/31/24 Substitutes	1,500.00	-	- - - -	11-000-262-110-01-20-000	OPERATIONS EXTRA TIME
		3,000.00	-	- - - -	11-120-100-101-00-09-000	PERMANENT TEACHER SUBS
		100.00	-	- - - -	11-120-100-101-01-09-000	TCH GRADES 1-5 - SUBS D
2442	05/31/24 Extra Time	250.00	11-000-216-104-01-53-000	SPEECH EXTR SAL	-	- - - -
		1,500.00	11-000-216-104-01-83-000	OT EXTRA TIME	-	- - - -
		150.00	11-000-218-104-01-02-060	GUIDANCE EXTRA TIME	-	- - - -
		100.00	11-000-218-270-00-10-000	HEALTH BENEFITS	-	- - - -
		1,500.00	-	- - - -	11-000-218-104-00-00-040	COUNSELOR - ATCO
		400.00	-	- - - -	11-000-218-104-01-06-100	GUIDANCE EXTRA TIME
		100.00	-	- - - -	11-000-218-270-01-10-000	DENTAL & VISION
2443	05/31/24 Extra Time	1,000.00	11-000-262-621-00-20-040	NATURAL GAS ATCO	-	- - - -
		2,500.00	11-000-262-621-00-20-100	NATURAL GAS WES	-	- - - -
		1,000.00	11-000-262-622-00-20-100	ELECTRICITY WES	-	- - - -
		500.00	11-000-262-622-01-20-060	ELECTRIC STREET LIGHTS	-	- - - -
		3,250.00	-	- - - -	11-000-262-110-01-20-000	OPERATIONS EXTRA TIME
		1,750.00	-	- - - -	11-000-263-420-00-20-000	GROUPS - MAINTENANCE
2444	05/31/24 Copiers	150.00	11-000-240-420-44-06-100	COPIER MAINT WES OFFICE	11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES
		250.00	11-190-100-420-44-23-060	COPIER MAINT TR INSTR	11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES
		275.00	11-190-100-440-44-23-060	COPIER RENTAL tr	11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES
		310.00	11-190-100-440-44-23-100	COPIER RENTAL WES	11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES
2445	05/31/24 Copiers	100.00	11-000-218-270-00-10-000	HEALTH BENEFITS	11-200-100-270-00-10-000	HEALTH BENEFITS
		4,500.00	11-000-262-270-00-10-000	HEALTH BENEFITS	11-200-100-270-00-10-000	HEALTH BENEFITS
		35.00	11-200-100-270-01-10-000	DENTAL & VISION	11-200-100-270-00-10-000	HEALTH BENEFITS
2446	05/31/24 Copiers	1,300.00	11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST	-	- - - -
		2,500.00	11-000-261-420-00-20-060	REQUIRED MAINTENANCE	-	- - - -
		1,300.00	-	- - - -	11-000-222-110-01-19-000	TECHNOLOGY EXTR TIME DIS
		2,500.00	-	- - - -	11-000-261-420-00-20-040	REQUIRED MAINTENANCE
2447	05/31/24 Extra Time	100.00	11-204-100-101-01-06-100	LLD TCH EXTRA TIME WES	11-204-100-101-00-00-100	LLD TEACHER SAL WES
		250.00	11-209-100-101-01-01-040	BD Teacher Extra Atco	11-204-100-101-00-00-100	LLD TEACHER SAL WES
2448	05/31/24 Internal	175.00	11-000-217-106-01-01-040	Xtra Time Xtra Aide Atco	11-000-217-106-01-06-100	EXTRA TIME EXTRA AIDES W
		5.00	11-000-217-106-01-02-060	EXTRA TIME TR	11-000-217-106-01-06-100	EXTRA TIME EXTRA AIDES W

Start date 5/1/2024

End date 5/31/2024

06/10/24 09:20

TR#	Transfer Description	Amount	To Account	From Account
2449	05/31/24 Internal	50.00	11-000-219-104-21-03-000 ROVING SUBS SPECIAL	- - - - -
		200.00	11-000-223-104-01-02-060 PROF DEV EXTRA TIME TR	- - - - -
		200.00	11-000-223-106-01-25-000 PARA PROFESSIONAL	- - - - -
		50.00	- - - - -	11-000-219-104-01-03-000 CST EXTRA TIME CERT
		400.00	- - - - -	11-000-223-110-01-03-000 Teacher Training LPC
2450	05/31/24 Internal	200.00	11-000-240-105-01-02-060 SCHL ADMIN SECT TR	- - - - -
		500.00	11-000-266-300-00-23-000 SECURITY SERVICES	- - - - -
		200.00	- - - - -	11-000-240-105-01-06-100 SCHL ADMIN SECT OT WES
		150.00	- - - - -	11-000-266-420-00-20-000 SECURITY MAINTENANCE
		350.00	- - - - -	11-000-266-610-00-20-000 SECURITY SUPPLIES
2451	05/31/24 Internal	550.00	11-000-251-610-00-25-000 SUPPLIES CENTRAL SERV	11-000-251-105-01-00-000 BUSINESS OFFICE EXTRA TI
2452	05/31/24 internal	560.00	11-000-240-210-00-10-000 GROUP INSURANCE SCH ADMIN	11-000-240-270-00-10-000 HEALTH BENEFITS
2453	05/31/24 internal	1,100.00	11-000-262-441-00-20-040 Rental of Land & Buildings	11-000-262-110-01-20-000 OPERATIONS EXTRA TIME
2454	05/31/24 internal	2,500.00	20-218-200-104-01-02-060 EXTRA TIME PEA PROFESSIO	20-218-200-104-00-00-060 PREK PROF TR
2455	05/31/24 internal	2,500.00	20-218-261-420-00-20-060 Required Maintenance	20-218-200-176-00-00-060 PREK COACH
		2,000.00	20-218-261-420-00-20-060 Required Maintenance	20-218-200-329-00-02-060 PEA SPT EDUCATIONAL SERV
		3,000.00	20-218-261-420-00-20-060 Required Maintenance	20-218-263-420-00-20-060 TR Grounds Maintenance
		130,716.38	Report Total	

Batch Number 5

Batch 5

\$377,525.88

Batch Total

4382 AGRA ENVIRONMENTAL & LABORATORY SERVICES**\$683.00 Vend Total**

P.O. # 401154 Water testing WES (VOC) & TR

\$683.00 P PO Total

11-000-261-420-00-20-060 REQUIRED MAINTENANCE

\$31.60 P

Inv# 155906

\$31.60 P 06/27/24

11-000-261-420-00-20-100 REQUIRED MAINTENANCE

\$604.00 P

Inv# 155906

\$604.00 P 06/27/24

20-218-261-420-00-20-060 Required Maintenance

\$47.40 P

Inv# 155906

\$47.40 P 06/27/24

4411 ATLANTIC CITY ELECTRIC 5500 2154 379**\$382.23 Vend Total**

P.O. # 401157 TR Street Lights

\$382.23 P PO Total

11-000-262-622-01-20-060 ELECTRIC STREET LIGHTS

\$382.23 P

Inv# 200742159376

\$382.23 P 06/27/24

4409 ATLANTIC CITY ELECTRIC 5500 3210 584**\$14,390.43 Vend Total**

P.O. # 401162

\$14,390.43 P PO Total

11-000-262-622-00-20-100 ELECTRICITY WES

\$14,390.43 P

Inv# 200572212518 Final

\$14,390.43 P 06/27/24

4410 ATLANTIC CITY ELECTRIC 5500 4710 475**\$9,223.89 Vend Total**

P.O. # 401204 Electric Bill - 23/24 - TRECC

\$9,223.89 P PO Total

11-000-262-622-00-20-060 ELECTRICITY TR

\$3,689.55 P

Inv# 200022338083 Final

\$3,689.55 P 06/24/24

20-218-262-622-00-20-060 Electric TR

\$5,534.34 P

Inv# 200022338083 Final

\$5,534.34 P 06/24/24

4412 ATLANTIC CITY ELECTRIC 5500 9692 629**\$115.36 Vend Total**

P.O. # 401163 Electric Bill - Atco

\$115.36 P PO Total

11-000-262-622-03-20-040 ELECTRICITY ATCO

\$115.36 P

Inv# 200382259746 Final

\$115.36 P 06/24/24

4413 ATLANTIC CITY ELECTRIC 5500 9762 737**\$5,353.33 Vend Total**

P.O. # 401161 Electric Bill - Atco School

\$5,353.33 P PO Total

11-000-262-622-00-20-040 ELECTRICITY ATCO

\$5,353.33 P

Inv# 200232285408 Final

\$5,353.33 P 06/27/24

4408 ATLANTIC CITY ELECTRIC 5501 2617 118**\$14.15 Vend Total**

P.O. # 401155 Electric - Garage - TRECC

\$14.15 P PO Total

11-000-262-622-02-20-060 ELECTRIC - GARAGE

\$14.15 P

Inv# 200182290396 Final

\$14.15 P 06/24/24

F703 ATLANTIC COUNTY SPECIAL SERVICES SCHOOL**\$1,435.50 Vend Total**

P.O. # 401470 out-of-County Fee (VC)

\$1,435.50 P PO Total

11-000-100-565-01-15-000 TUITION SSD AIDES ESY

\$1,435.50 P

Inv# 24-00751

\$1,435.50 P 06/20/24

Batch Number	5	Batch 5		\$377,525.88	Batch Total
3895	BANCROFT NEUROHEALTH 068379 (MT. LAUREL)			\$26,134.92	Vend Total
P.O. #	401096	Tuition HL		\$8,711.64 P	PO Total
11-000-100-566-30-15-000	Private School Secondary			\$8,711.64 P	
Inv#	WATER0524 MAY HL	\$8,711.64 P	06/17/24		
P.O. #	401104	Tuition ST		\$8,711.64 P	PO Total
11-000-100-566-30-15-000	Private School Secondary			\$8,711.64 P	
Inv#	WATER0524 MAY ST	\$8,711.64 P	06/17/24		
P.O. #	401110	Tuition CC		\$8,711.64 P	PO Total
11-000-100-566-30-15-000	Private School Secondary			\$8,711.64 P	
Inv#	WATER0524 MAY CC	\$8,711.64 P	06/17/24		
3162	BARNCO WOODWORKS, LLC			\$800.00	Vend Total
P.O. #	401772	shed relocation		\$800.00	PO Total
20-218-200-420-00-02-060	PEA - CLEANING, REPAIRS AND MA			\$800.00	
Inv#	2266	\$800.00	06/19/24		
C282	BRIGHTLY SOFTWARE, INC.			\$3,012.33	Vend Total
P.O. #	401869	FSAutomation		\$3,012.33	PO Total
11-000-262-300-00-20-000	MAINTENANCE SERVICES			\$3,012.33	
Inv#	INV-241211	\$3,012.33	06/20/24		
2060	BROOKFIELD ACADEMY			\$2,860.00	Vend Total
P.O. #	401328	Homebound		\$2,860.00 P	PO Total
11-219-100-320-00-00-000	Homebound Instruction			\$2,860.00 P	
Inv#	INV-25919 MAY HB	\$2,310.00 P	06/17/24		
Inv#	INV-26016 FINAL HB	\$550.00 P	06/17/24		
1896	BURLINGTON COUNTY SPECIAL SERVICES SCHOO			\$11,372.96	Vend Total
P.O. #	401491	One-to-One Teacher Assistant		\$10,304.23 P	PO Total
11-000-100-565-01-15-000	TUITION SSD AIDES ESY			\$10,304.23 P	
Inv#	24-0394 Sept-Dec 23	\$1,487.84 P	06/17/24		
Inv#	24-0826 May-June	\$8,816.39 P	06/27/24		
P.O. #	401882	Out of County Fee		\$1,068.73 P	PO Total
11-000-100-565-01-15-000	TUITION SSD AIDES ESY			\$1,068.73 P	
Inv#	24-0743	\$1,068.73 P	06/27/24		
4269	CAMPBELL LOCK & SAFE, INC.			\$25.00	Vend Total
P.O. #	401217	Repairs at 3 schools for 23/24		\$25.00 P	PO Total
11-000-261-420-00-20-100	REQUIRED MAINTENANCE			\$25.00 P	
Inv#	33692	\$25.00 P	06/24/24		
2136	CC EDUCATIONAL SERVICES COMMISSION			\$94,380.06	Vend Total
P.O. #	401020	23/24 PK Collaborative		\$2,100.00 P	PO Total
20-218-200-329-00-02-060	PEA SPT EDUCATIONAL SERV			\$2,100.00 P	
Inv#	4V1748	\$2,100.00 P	06/20/24		

Batch Number	5	Batch 5	\$377,525.88	Batch Total
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2136 CC EDUCATIONAL SERVICES COMMISSION**\$94,380.06 Vend Total**

P.O. # 401072 Related services; Ashley Power

\$13,608.00 P PO Total

11-000-216-320-00-53-000	SPEECH SERVICES	\$2,721.60	P	06/19/24
Inv# 4V1749		\$2,721.60	P	06/19/24

\$2,721.60 P

11-000-216-320-00-83-000	OT SERVICES	\$5,443.20	P	06/19/24
Inv# 4V1749		\$5,443.20	P	06/19/24

\$5,443.20 P

11-000-216-320-00-93-000	PHYSICAL THERAPY SERVICE	\$5,443.20	P	06/19/24
Inv# 4V1749		\$5,443.20	P	06/19/24

\$5,443.20 P

P.O. # 401451 Transportation for SY '23-'2

\$29,660.33 P PO Total

11-000-270-350-00-14-000	ADMIN FEE	\$1,678.88	P	06/27/24
Inv# 4V1822		\$1,678.88	P	06/27/24

\$1,678.88 P

11-000-270-517-00-14-000	CONTRACTED SERVI - ESC	\$4,604.59	P	06/27/24
Inv# 4V1822		\$4,604.59	P	06/27/24

\$4,604.59 P

11-000-270-518-00-14-000	CONTRCTD SERV - SP-ESC	\$8,438.12	P	06/27/24
Inv# 4V1822		\$8,438.12	P	06/27/24

\$8,438.12 P

11-000-270-518-30-14-000	Contracted Serve SPED ESC	\$13,264.49	P	06/27/24
Inv# 4V1822		\$13,264.49	P	06/27/24

\$13,264.49 P

20-486-270-518-00-00-000	ACSERS TRANSPORTATION	\$1,674.25	P	06/27/24
Inv# 4V1822		\$1,674.25	P	06/27/24

\$1,674.25 P

P.O. # 401534 AIDE IN LIEU

\$49,011.73 P PO Total

11-000-270-350-00-14-000	ADMIN FEE	\$2,774.25	P	06/27/24
Inv# 4V1846		\$2,774.25	P	06/27/24

\$2,774.25 P

11-000-270-503-00-14-000	AID IN LIEU - NON-PUBLIC	\$40,994.98	P	06/27/24
Inv# 4V1846		\$40,994.98	P	06/27/24

\$40,994.98 P

11-000-270-505-00-14-000	AID IN LIEU - CHOICE	\$5,242.50	P	06/27/24
Inv# 4V1846		\$5,242.50	P	06/27/24

\$5,242.50 P

1307 CC MUNICIPAL UTILITIES AUTHORITY**\$2,810.04 Vend Total**

P.O. # 401171 Sewer service for Atco School

\$1,124.02 P PO Total

11-000-262-490-00-20-040	WATER-SEWER ATCO	\$1,124.02	P	06/19/24
Inv# 350010922		\$1,124.02	P	06/19/24

\$1,124.02 P

P.O. # 401172 Sewer service for WES

\$1,686.02 P PO Total

11-000-262-490-00-20-100	OTHER PURCHASED PROPERTY	\$1,686.02	P	06/19/24
Inv# 350007761		\$1,686.02	P	06/19/24

\$1,686.02 P

2989 CC TECHNICAL SCHOOLS**\$13,286.20 Vend Total**

P.O. # 401360 Tuition 23/24

\$13,286.20 P PO Total

11-000-100-563-00-15-000	TUITION TO COUNTY VOCATI	\$6,643.10	P	06/17/24
Inv# MAY 23-24		\$6,643.10	P	06/17/24
Inv# JUNE 23-24		\$6,643.10	P	06/20/24

\$13,286.20 P

Batch Number	5	Batch 5		\$377,525.88	Batch Total
3941	CIAVAGLIA; RYAN			\$461.74	Vend Total
P.O. #	401853	Lucy Expenses		\$461.74	PO Total
20-487-200-300-00-03-000		PURCHASED PROF SERV		\$183.90	
Inv#	Reim vet visit 4/12	\$183.90	06/17/24		
20-487-200-600-00-04-000		ARP - SUPPORT SUPPLIES		\$277.84	
Inv#	Reim food/flea tick	\$277.84	06/17/24		
4453	COMMAND RADIO			\$144.00	Vend Total
P.O. #	401677	Radio Accessories; Mrs. D.		\$144.00	PO Total
11-000-240-610-00-06-100		SCHOOL ADMIN SUPPLIES		\$144.00	
Inv#	132209	\$144.00	06/24/24		
2881	DAVIDSON; PATRICK			\$50.00	Vend Total
P.O. #	401865	Preschool awards		\$50.00	PO Total
20-218-200-600-00-02-060		PSK SUPPORT SUPPLIES TR		\$50.00	
Inv#	Emp Month awards	\$50.00	06/19/24		
3118	EDUCATIONAL DATA SERVICES, INC.			\$2,100.00	Vend Total
P.O. #	401866	Time and Materials Bids		\$2,100.00	PO Total
11-000-251-340-00-25-000		BUSINESS SERVICES		\$2,100.00	
Inv#	2405-TM00434	\$2,100.00	06/20/24		
4454	ELECTRONIC VERIFICATION SYSTEMS, LLC			\$112.34	Vend Total
P.O. #	401255	ADDRESS VERIFICATION		\$112.34 P	PO Total
11-000-230-340-00-23-000		PURCHASED TECHNICAL SERV		\$112.34 P	
Inv#	330023889	\$112.34 P	06/17/24		
4468	EMPIRE EVENTS, LLC			\$1,680.00	Vend Total
P.O. #	401785	PK End of Year Event		\$450.00 P	PO Total
20-024-100-400-00-02-06		WTPD GRANT		\$450.00	
Inv#	25387155	\$450.00	06/19/24		
P.O. #	401843	Field Day		\$410.00 P	PO Total
20-026-100-400-00-01-040		HSA OBSTACLE COURSE GRANT		\$410.00	
Inv#	22998033	\$410.00	06/19/24		
P.O. #	401845	Field Day		\$410.00 P	PO Total
20-026-100-400-00-01-040		HSA OBSTACLE COURSE GRANT		\$410.00	
Inv#	22997775	\$410.00	06/19/24		
P.O. #	401846	Field Day		\$410.00 P	PO Total
20-026-100-400-00-01-040		HSA OBSTACLE COURSE GRANT		\$410.00	
Inv#	22997849	\$410.00	06/19/24		
3075	FIRST STUDENT, INC			\$132,894.67	Vend Total
P.O. #	401215	2023 - 2024 SY Trans		\$132,894.67 P	PO Total
11-000-270-511-00-14-000		CONTRACTED SERVICES -REG		\$92,418.67 P	
Inv#	11982199	\$92,418.67 P	06/27/24		

Batch Number	5	Batch 5		\$377,525.88	Batch Total
3075	FIRST STUDENT, INC			\$132,894.67	Vend Total
P.O. #	401215	2023 - 2024 SY Trans		\$132,894.67 P	PO Total
11-000-270-512-00-14-000		CONT SER - LATE RUNS		\$1,038.00 P	
Inv# 11982199		\$1,038.00 P	06/27/24		
11-000-270-514-00-14-000		CONTRACTED SERV - SP		\$19,368.00 P	
Inv# 11982199		\$19,368.00 P	06/27/24		
11-000-270-514-30-14-000		Contracted Serve SPED Secondar		\$8,070.00 P	
Inv# 11982199		\$8,070.00 P	06/27/24		
20-218-200-511-00-14-000		PREK TRANSP		\$12,000.00 P	
Inv# 11982199		\$12,000.00 P	06/27/24		
3530	FLAGHOUSE, INC			\$35.03	Vend Total
P.O. #	400273	Physical Education Supplies		\$35.03 P	PO Total
11-190-100-610-00-06-100		REG PRGM - INST SUPPLIES		\$35.03 P	
Inv# 208134194849		\$35.03 P	06/19/24		
4592	FOX, DANIEL J. - PETTY CASH			\$51.50	Vend Total
P.O. #	401868	Toner Cartridges		\$51.50	PO Total
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV		\$51.50	
Inv# Toner cartridges		\$51.50	06/20/24		
E506	GANNETT NEW YORK/NEW JERSEY LOCALIQ			\$51.50	Vend Total
P.O. #	401472	LEGAL ADS		\$51.50 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE		\$51.50 P	
Inv# Order 10272953		\$51.50 P	06/20/24		
3835	GARRISON; JASON			\$100.00	Vend Total
P.O. #	401189	Board meeting audio/video		\$100.00 P	PO Total
11-000-230-339-00-23-000		OTHER PURC PROF SERV		\$100.00 P	
Inv# 683		\$100.00 P	06/24/24		
4200	GIBBINS; EMMA			\$120.56	Vend Total
P.O. #	401589	Estimated Annual Mileage		\$120.56 P	PO Total
11-190-100-580-58-00-000		MILEAGE		\$120.56 P	
Inv# Mileage Oct-Dec 24		\$120.56 P	06/24/24		
L266	GREAT OAKS LEGACY CHARTER SCHOOL			\$7,313.00	Vend Total
P.O. #	401870	Refund of Tuition Ariana Fairm		\$7,313.00	PO Total
71-745-100-500-00-00-000		TUITION AF		\$7,313.00	
Inv# Tuition Refund AF		\$7,313.00	06/24/24		
1499	HAMMONTON BOARD OF EDUCATION			\$617.29	Vend Total
P.O. #	401625	Grade 6 Team Up Transportation		\$544.02 P	PO Total
20-001-270-516-01-06-100		H&SC Field Trip Transportation		\$544.02	
Inv# 2024-0023		\$544.02	06/27/24		

Batch Number	5	Batch 5		\$377,525.88	Batch Total
1499	HAMMONTON BOARD OF EDUCATION			\$617.29	Vend Total
P.O. #	401844	Jointure		\$73.27	P PO Total
11-000-270-513-00-14-000		JOINTURE REG ED		\$73.27	
Inv#	2024-0031R		\$73.27	06/19/24	
4396	HEATHER KONDAS			\$50.00	Vend Total
P.O. #	401833	PBSIS Incentives		\$50.00	PO Total
20-235-100-600-00-04-040		Supplies Atco-NJPBSIS		\$50.00	
Inv#	Reim Amazon gifts		\$50.00	06/17/24	
2186	HERMAN; KELLY			\$59.13	Vend Total
P.O. #	401032	KH mileage; Ashley Power		\$59.13	P PO Total
11-000-211-580-58-13-000		SOCIAL WORK TRAVEL		\$59.13	P
Inv#	Mileage May-June 24		\$59.13	P 06/19/24	
2360	HILLMAN'S BUS SERVICE INC.			\$3,100.00	Vend Total
P.O. #	401810	6thGrade Class Transp		\$3,100.00	PO Total
20-001-270-516-01-06-100		H&SC Field Trip Transportation		\$3,100.00	
Inv#	20835		\$3,100.00	06/20/24	
2712	INTERACTIVE KIDS EDUCATIONAL SERVICES, L			\$7,702.50	Vend Total
P.O. #	401365	BCBA; Ashley Power		\$7,702.50	P PO Total
20-487-217-329-00-03-000		BCBA		\$7,702.50	P
Inv#	1896		\$6,662.50	P 06/19/24	
Inv#	1915		\$1,040.00	P 06/24/24	
4686	KONA ICE CHERRY HILL LLC			\$575.00	Vend Total
P.O. #	401667	Atco 's Field Day		\$575.00	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$575.00	
Inv#	Field Day Atco 6/13		\$575.00	06/17/24	
3784	LINDENWOLD PUBLIC SCHOOL DISTRICT			\$1,552.68	Vend Total
P.O. #	401878	Homeless Tuition		\$1,552.68	P PO Total
11-000-100-561-00-15-000		TUITION TO OTHER LEAS, R		\$1,552.68	P
Inv#	4V0143 June		\$1,552.68	P 06/27/24	
N782	MEDFORD TOWNSHIP PUBLIC SCHOOLS			\$1,440.00	Vend Total
P.O. #	401642	Kindergarten		\$1,440.00	P PO Total
11-000-270-512-00-02-060		FIELD TRIP TRANSPORTATIO		\$1,440.00	P
Inv#	Trip 00547		\$1,440.00	P 06/17/24	
4014	NATIONAL SEATING & MOBILITY, INC.			\$50.08	Vend Total
P.O. #	401674	chair repair; Ashley Power		\$50.08	PO Total
11-000-217-610-00-03-000		EXTRAORDINARY SUPPL		\$50.08	
Inv#	045-3551128		\$32.32	P 06/24/24	
Inv#	WO 045-3551128		\$17.76	P 06/24/24	

Batch Number	5	Batch 5	\$377,525.88	Batch Total
1008	NJ PRINCIPALS & SUPERVISOR		\$125.00	Vend Total
P.O. #	401836	Legal One HIB Law Update	\$125.00	PO Total
11-000-240-300-00-06-100		PURCHASED PROF/TECH SERVICES	\$125.00	
Inv# Sales #000044356		\$125.00	06/17/24	
4088	NJ SCHOOL JOBS		\$250.00	Vend Total
P.O. #	401363	Job Posting for 23-24	\$250.00 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE	\$250.00 P	
Inv# 18256		\$250.00 P	06/19/24	
A932	NOLAN; MICHAEL A.		\$55.98	Vend Total
P.O. #	401879	Name tag holders	\$55.98	PO Total
20-235-100-600-00-04-100		GENERAL SUPPLIES	\$55.98	
Inv# Name tag holders		\$55.98	06/26/24	
3841	NORTHEAST PLUMBING SERVICES, LLC		\$2,006.24	Vend Total
P.O. #	401229	Maint/Repairs at TRECC	\$1,183.24 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE	\$473.32 P	
Inv# 14739		\$386.92 P	06/24/24	
Inv# 14778		\$86.40 P	06/27/24	
20-218-261-420-00-20-060		Required Maintenance	\$709.92 P	
Inv# 14739		\$580.32 P	06/24/24	
Inv# 14778		\$129.60 P	06/27/24	
P.O. #	401261	Maint/Repairs 23/24 WES	\$823.00 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE	\$823.00 P	
Inv# 14746		\$369.00 P	06/24/24	
Inv# 14774		\$454.00 P	06/27/24	
U267	PORIS; AIMEE		\$595.42	Vend Total
P.O. #	401872	EOY Driver Meeting	\$595.42	PO Total
11-000-270-610-00-14-000		SUPPLIES & MATERIALS	\$595.42	
Inv# Driver/Monitor Mtg		\$595.42	06/24/24	
4084	READYREFRESH BY NESTLE		\$1,034.02	Vend Total
P.O. #	401175	Deliveries/rental for 23/24	\$1,034.02 P	PO Total
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES	\$594.64 P	
Inv# 04E6703424199		\$292.96 P	06/19/24	
Inv# 24E0439300559		\$301.68 P	06/20/24	
20-218-262-610-00-20-000		Custodial Supplies	\$439.38 P	
Inv# 04E6703424199		\$439.38 P	06/19/24	
M001	SCHOLASTIC, INC. BOOK CLUBS		\$329.78	Vend Total
P.O. #	401820	PK EOY event	\$329.78	PO Total
20-218-200-600-00-02-060		PSK SUPPORT SUPPLIES TR	\$329.78	
Inv# 10354780		\$329.78	06/19/24	

Batch Number	5	Batch 5		\$377,525.88	Batch Total
4191	SONITROL SECURITY OF DELAWARE VALLEY			\$720.00	Vend Total
P.O. #	401871	Power outage repair - WES		\$272.00	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$272.00	
Inv#	330693		\$272.00	06/24/24	
P.O. #	401877	Service on ERU unit		\$448.00	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$448.00	
Inv#	330705		\$448.00	06/27/24	
1121	SOUTH JERSEY GAS CO.			\$1,539.34	Vend Total
P.O. #	401180	Natural Gas Commodity - WES		\$1,397.35 P	PO Total
11-000-262-621-00-20-100		NATURAL GAS WES		\$1,397.35 P	
Inv#	Acct 4487620000 M/J		\$1,397.35 P	06/24/24	
P.O. #	401181	Natural Gas Commodity TRECC		\$141.99 P	PO Total
11-000-262-621-00-20-060		NATURAL GAS TR		\$56.79 P	
Inv#	Acct 9444089106 M/J		\$56.79 P	06/24/24	
20-218-262-621-00-20-060		Gas - TR		\$85.20 P	
Inv#	Acct 9444089106 M/J		\$85.20 P	06/24/24	
4082	STAFFORD; DAWN			\$10.99	Vend Total
P.O. #	401864	K Field Day		\$10.99	PO Total
11-190-100-610-00-02-060		REG PRGM - INST SUPPLIES		\$10.99	
Inv#	Reim freezer pops		\$10.99	06/17/24	
2326	STS OF NJ. INC.			\$45.00	Vend Total
P.O. #	401852	Prof; Amanda Magenta		\$45.00	PO Total
11-000-219-580-58-03-000		CST-TRAVEL		\$45.00	
Inv#	000229		\$45.00	06/17/24	
2314	T AND L TRANSPORTATION, INC.			\$1,575.00	Vend Total
P.O. #	401596	Grade 3 Trip Transportation		\$1,575.00	PO Total
20-001-270-516-01-06-100		H&SC Field Trip Transportation		\$1,575.00	
Inv#	JP39282		\$1,575.00	06/17/24	
T985	T-MOBILE			\$88.95	Vend Total
P.O. #	401516	District phone service		\$88.95 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN		\$88.95 P	
Inv#	Acct 992461888 Final		\$88.95 P	06/24/24	
4391	VERTICAL PRINT AND DESIGN			\$437.25	Vend Total
P.O. #	401751	Leadership Academy		\$437.25	PO Total
11-000-230-610-00-23-000		SUPERINTENDENT SUPPLIES		\$437.25	
Inv#	6856		\$437.25	06/24/24	
M798	VINELAND PUBLIC SCHOOLS			\$5,087.76	Vend Total
P.O. #	401773	Homeless Tuition		\$2,543.88 P	PO Total
11-000-100-561-00-15-000		TUITION TO OTHER LEAS, R		\$2,543.88 P	
Inv#	23/24-AM3		\$2,543.88 P	06/20/24	

Batch Number	5	Batch 5	\$377,525.88	Batch Total
M798	VINELAND PUBLIC SCHOOLS		\$5,087.76	Vend Total
P.O. #	401774	Homeless Tuition JM	\$2,543.88 P	PO Total
11-000-100-561-00-15-000		TUITION TO OTHER LEAS, R	\$2,543.88 P	
Inv#	23/24-JM3	\$2,543.88 P	06/20/24	
2015	WADE, LONG & WOOD, LLC		\$751.66	Vend Total
P.O. #	401187	SOLICITOR FEES	\$751.66 P	PO Total
11-000-230-331-00-23-000		LEGAL SERVICES	\$751.66 P	
Inv#	32171	\$751.66 P	06/17/24	
3780	WAGeworks, INC.		\$100.00	Vend Total
P.O. #	401192	Wageworks	\$100.00 P	PO Total
11-000-251-340-00-25-000		BUSINESS SERVICES	\$100.00 P	
Inv#	INV6699274	\$100.00 P	06/27/24	
1928	WASTE MANAGEMENT CAMDEN		\$3,557.92	Vend Total
P.O. #	401090	Trash removal svcs 2023/2024	\$3,557.92 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN	\$3,557.92 P	
Inv#	3357602-2498-0	\$3,557.92 P	06/24/24	
2485	WATERFORD TWP. B.O.E. CAFETERIA		\$56.42	Vend Total
P.O. #	401875	EOY Driver Meeting	\$56.42	PO Total
11-000-270-610-00-14-000		SUPPLIES & MATERIALS	\$56.42	
Inv#	11-3-06/25/2024-1	\$56.42	06/27/24	
2485	WATERFORD TWP.B.O.E. CAFETERIA		\$288.00	Vend Total
P.O. #	401342	Birthday Treats	\$190.00 P	PO Total
11-000-230-610-00-23-000		SUPERINTENDENT SUPPLIES	\$190.00 P	
Inv#	11-3-06/20/2024-2 F	\$190.00 P	06/24/24	
P.O. #	401550	Board Meeting Meals	\$98.00 P	PO Total
11-000-230-630-00-23-000		BOARD SUPPLIES	\$98.00 P	
Inv#	11-3-06/21/2024-1 F	\$98.00 P	06/24/24	
1006	WATERFORD; TOWNSHIP OF		\$7,400.25	Vend Total
P.O. #	401362	School Resource Officers	\$7,400.25 P	PO Total
20-218-266-300-00-23-060		Security Services	\$1,316.28 P	
Inv#	2024-13	\$1,316.28 P	06/27/24	
20-285-200-300-00-04-000		PURCHASED PROFESSIONAL A	\$6,083.97 P	
Inv#	2024-13	\$6,083.97 P	06/27/24	
3675	WILLIAMS SCOTSMAN, INC		\$1,023.05	Vend Total
P.O. #	401174	Mobile office rental - Atco	\$1,023.05 P	PO Total
11-000-262-441-00-20-040		Rental of Land & Buildings	\$1,023.05 P	
Inv#	9021194705	\$1,023.05 P	06/19/24	

Batch Number	5	Batch 5	\$377,525.88	Batch Total
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4534 WISE; AMELIA**\$23.13 Vend Total**

P.O. # 401024 AW Mileage; Ashley Power

\$23.13 P PO Total

11-000-211-580-58-13-000 SOCIAL WORK TRAVEL

\$23.13 P

Inv# Mileage May 24 \$12.27 P 06/17/24

Inv# Mileage June 24 \$10.86 P 06/24/24

4347 XEROX CORPORATION**\$3,884.30 Vend Total**

P.O. # 401040 Copier Renewal BG2958052

\$484.53 P PO Total

11-190-100-420-44-23-060 COPIER MAINT TR INSTR

\$220.05 P

Inv# 021564919 \$220.05 P 06/27/24

11-190-100-440-44-23-060 COPIER RENTAL tr

\$264.48 P

Inv# 021564919 \$264.48 P 06/27/24

P.O. # 401249 COPIER COSTS BG2-484006

\$414.82 P PO Total

11-190-100-420-44-23-040 COPIER MAINT ATCO INSTR

\$57.94 P

Inv# 021471056 \$57.94 P 06/19/24

11-190-100-440-44-23-040 COPIER RENTAL INSTR ATCO

\$356.88 P

Inv# 021471056 \$356.88 P 06/19/24

P.O. # 401372 COPIER COSTS EDQ-72067

\$358.84 P PO Total

11-190-100-420-44-23-100 COPIER MAINT WES INSTR

\$94.36 P

Inv# 021564920 \$94.36 P 06/27/24

11-190-100-440-44-23-100 COPIER RENTAL WES

\$264.48 P

Inv# 021564920 \$264.48 P 06/27/24

P.O. # 401373 COPIER COSTS EFQ-274576

\$932.08 P PO Total

11-000-240-420-44-06-100 COPIER MAINT WES OFFICE

\$788.33 P

Inv# 021564921 \$788.33 P 06/27/24

11-000-240-440-44-06-100 COPIER RENTAL - OFFICE WES

\$143.75 P

Inv# 021564921 \$143.75 P 06/27/24

P.O. # 401374 COPIER COSTS EHQ-389407

\$217.57 P PO Total

11-000-251-420-44-25-000 COPIER MAINT CENTRAL SERV

\$90.12 P

Inv# 021564922 \$90.12 P 06/27/24

11-000-251-440-44-25-000 COPIER RENTAL CENTRAL SERV

\$127.45 P

Inv# 021564922 \$127.45 P 06/27/24

P.O. # 401375 COPIER COSTS - EHQ-390175

\$177.94 P PO Total

11-000-219-420-44-03-000 COPIER MAINTENANCE SPS

\$55.49 P

Inv# 021564923 \$55.49 P 06/27/24

11-000-219-440-44-03-000 COPIER RENTAL SPS

\$122.45 P

Inv# 021564923 \$122.45 P 06/27/24

P.O. # 401376 COPIER COSTS - EFQ-274891

\$380.99 P PO Total

11-000-240-420-44-01-040 COPIER MAINT ATC

\$237.24 P

Inv# 021564926 \$237.24 P 06/27/24

11-000-240-440-44-01-040 COPIER RENTAL ATC OFFICE

\$143.75 P

Inv# 021564926 \$143.75 P 06/27/24

Batch Number	5	Batch 5	\$377,525.88	Batch Total
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4347 XEROX CORPORATION**\$3,884.30 Vend Total**

P.O. # 401377 COPIER COSTS EDQ-727083

\$346.77 P PO Total

11-190-100-420-44-23-060	COPIER MAINT TR INSTR	\$57.29	P	
Inv# 021564924		\$57.29	P	06/27/24

11-190-100-440-44-23-060	COPIER RENTAL tr	\$289.48	P	
Inv# 590687872		\$25.00	P	06/24/24
Inv# 021564924		\$264.48	P	06/27/24

P.O. # 401378 COPIER COSTS

\$570.76 P PO Total

11-000-240-420-44-02-060	COPIER MAINT TR	\$418.31	P	
Inv# 021564925		\$418.31	P	06/27/24

11-000-240-440-44-02-060	OFFICE COPIER RENTAL	\$152.45	P	
Inv# 590687872		\$25.00	P	06/24/24
Inv# 021564925		\$127.45	P	06/27/24

Total for Report =**\$377,525.88**

Batch Number	6	Batch 6	\$47,175.50	Batch Total
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2160 ACCO BRANDS USA, LLC**\$821.24 Vend Total**

P.O. # 401783 Equioment Maintenance

\$821.24 PO Total

11-190-100-610-00-01-040

REG PRGM - INST SUPPLIES

\$821.24

Inv# 4728801526

\$821.24

06/20/24

D263 ACTIVE CHEMICAL CORPORATION**\$364.00 Vend Total**

P.O. # 401130 Water treatment service

\$364.00 P PO Total

11-000-262-420-00-20-000

CLEANING, REPAIR MAINTEN

\$364.00 P

Inv# 95750

\$364.00 P

07/09/24

L995 BILL; ANGELINA MARIE**\$582.50 Vend Total**

P.O. # 401885 Missed Spring AIL Payment

\$582.50 PO Total

11-000-270-503-00-14-000

AID IN LIEU - NON-PUBLIC

\$582.50

Inv# AIL Payment

\$582.50

06/30/24

2996 CENTER FOR NEUROLOGICAL & NRODEV HEALTH**\$750.00 Vend Total**

P.O. # 401021 Diag eval; Ashley Power

\$750.00 P PO Total

11-000-219-390-00-03-000

CST OUTSIDE EVAL

\$750.00 P

Inv# 12681516

\$750.00 P

06/30/24

4523 DLC TECHNOLOGY SOLUTIONS, INC.**\$5,602.46 Vend Total**

P.O. # 501023 sonicwall renewal

\$5,602.46 PO Total

11-000-222-340-01-19-000

TECHNICAL SERVICES -DIST

\$5,602.46

Inv# 10437

\$5,602.46

07/09/24

Q968 EDUCATIONAL DATA CONSULTANTS, LLC**\$6,127.50 Vend Total**

P.O. # 401213 Data Training

\$6,127.50 P PO Total

20-487-221-320-00-04-000

ARP-EDUCATIONAL CONSULTANT

\$6,127.50 P

Inv# 2489006

\$6,127.50 P

06/30/24

4454 ELECTRONIC VERIFICATION SYSTEMS, LLC**\$114.14 Vend Total**

P.O. # 401255 ADDRESS VERIFICATION

\$114.14 P PO Total

11-000-230-340-00-23-000

PURCHASED TECHNICAL SERV

\$114.14 P

Inv# 330024067

\$114.14 P

06/30/24

A706 FANELLI; BRIAN**\$1,165.00 Vend Total**

P.O. # 401887 Missed AIL Payment 23-24 SY

\$1,165.00 PO Total

11-000-270-503-00-14-000

AID IN LIEU - NON-PUBLIC

\$1,165.00

Inv# AIL Payment

\$1,165.00

06/30/24

4359 FIRST CHILDREN SERVICES**\$1,680.00 Vend Total**

P.O. # 401075 LCSW; Ashley Power

\$1,680.00 P PO Total

20-487-211-329-00-03-000

LCSW

\$1,680.00 P

Inv# INV38474

\$920.00 P

06/30/24

Inv# INV43034

\$460.00 P

06/30/24

Inv# INV47869 Final

\$300.00 P

06/30/24

Batch Number	6	Batch 6	\$47,175.50	Batch Total
3075	FIRST STUDENT, INC		\$676.00	Vend Total
P.O. #	401502	Tutoring Transpo	\$676.00 P	PO Total
20-235-200-500-55-04-040		Transportation Atco	\$338.00 P	
Inv#	11977108		\$338.00 P	06/01/24
20-235-200-500-55-04-100		Transportation WES	\$338.00 P	
Inv#	11977108		\$338.00 P	06/01/24
M172	FP MAILING SOLUTIONS		\$221.85	Vend Total
P.O. #	401380	POSTAGE MACINE RENT	\$221.85 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE	\$221.85 P	
Inv#	R106275476		\$221.85 P	06/24/24
J693	FRANCHETTI; RYAN		\$582.50	Vend Total
P.O. #	401884	Missed Spring AIL Payment	\$582.50	PO Total
11-000-270-503-00-14-000		AID IN LIEU - NON-PUBLIC	\$582.50	
Inv#	AIL Payment		\$582.50	06/30/24
E506	GANNETT NEW YORK/NEW JERSEY LOCALIQ		\$45.48	Vend Total
P.O. #	401472	LEGAL ADS	\$45.48 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE	\$45.48 P	
Inv#	Order 10309161		\$45.48 P	06/30/24
4200	GIBBINS; EMMA		\$190.20	Vend Total
P.O. #	401589	Estimated Annual Mileage	\$190.20 P	PO Total
11-190-100-580-58-00-000		MILEAGE	\$190.20 P	
Inv#	Mileage 2/1-5/31/24		\$190.20 P	06/30/24
3852	HARDENBERGH INSURANCE GROUP		\$6,710.00	Vend Total
P.O. #	501070	Pollution Insurance	\$6,710.00 P	PO Total
11-000-262-520-00-23-000		INSURANCE	\$6,710.00 P	
Inv#	16009		\$6,710.00 P	07/09/24
3784	LINDENWOLD PUBLIC SCHOOL DISTRICT		\$3,967.96	Vend Total
P.O. #	401878	Homeless Tuition	\$3,967.96 P	PO Total
11-000-100-561-00-15-000		TUITION TO OTHER LEAS, R	\$3,967.96 P	
Inv#	4V0134 May		\$3,795.44 P	06/30/24
Inv#	4V0135 April		\$172.52 P	06/30/24
2382	MED-FLEX, INC.		\$99.00	Vend Total
P.O. #	401862	Medical waste pickup - WES	\$99.00	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE	\$99.00	
Inv#	244637		\$99.00	06/30/24
1846	STAPLES ADVANTAGE		\$240.65	Vend Total
P.O. #	401854	CHAIR-BOE	\$240.65	PO Total
11-000-230-630-00-23-000		BOARD SUPPLIES	\$240.65	
Inv#	6004267440		\$240.65	06/30/24

Batch Number	6	Batch 6	\$47,175.50	Batch Total
4348	STEWART BUSINESS SYSTEMS, LLC		\$982.00	Vend Total
P.O. #	401867	Papercut Maintenance contract	\$982.00	PO Total
11-000-222-610-00-19-000	TECH	SUPPLIES DIST	\$982.00	
Inv#	IN2237874	\$982.00	06/30/24	
2545	TOWNSHIP OF WATERFORD~UTILITIES		\$2,200.20	Vend Total
P.O. #	401262	Water/Sewer for Atco & WES	\$2,200.20 P	PO Total
11-000-262-490-00-20-040	WATER-SEWER	ATCO	\$2,200.20 P	
Inv#	17900-0 2024-3	\$2,200.20 P	06/30/24	
4000	TRANSFINDER		\$5,500.00	Vend Total
P.O. #	501010	ANNUAL SOFTWARE SUBSCRIPTION	\$5,500.00	PO Total
11-000-270-390-00-14-000	TECHNICAL	SERVICES	\$5,500.00	
Inv#	56698	\$5,500.00	07/09/24	
V982	UGI ENERGY SERVICES, LLC		\$296.85	Vend Total
P.O. #	401179	Energy services for Waterford	\$172.98 P	PO Total
11-000-262-621-00-20-100	NATURAL GAS	WES	\$172.98 P	
Inv#	G6222225	\$172.98 P	06/24/24	
P.O. #	401182	Energy service for TRECC	\$35.98 P	PO Total
11-000-262-621-00-20-060	NATURAL GAS	TR	\$35.98 P	
Inv#	G6220115	\$35.98 P	06/24/24	
P.O. #	401202	Energy services for Atco	\$87.89 P	PO Total
11-000-262-621-00-20-040	NATURAL GAS	ATCO	\$87.89 P	
Inv#	G6221236	\$87.89 P	06/24/24	
3705	V.J.D. LANDSCAPING AND PROPERTY MAINT		\$3,625.00	Vend Total
P.O. #	401779	Lawn Maintenance Services	\$3,625.00 P	PO Total
11-000-263-420-00-20-000	GROUNDS -	MAINTENENCE	\$3,625.00 P	
Inv#	9273	\$800.00 P	06/30/24	
Inv#	9275	\$800.00 P	06/30/24	
Inv#	9276	\$1,000.00 P	06/30/24	
Inv#	9277	\$1,025.00 P	06/30/24	
1006	WATERFORD; TOWNSHIP OF		\$1,111.50	Vend Total
P.O. #	401362	School Resource Officers	\$1,111.50 P	PO Total
11-000-266-300-00-23-000	SECURITY	SERVICES	\$889.20 P	
Inv#	2024-14	\$889.20 P	06/30/24	
20-218-266-300-00-23-060	Security	Services	\$222.30 P	
Inv#	2024-14	\$222.30 P	06/30/24	
4668	WEAVER, JAMES - PETTY CASH		\$43.56	Vend Total
P.O. #	401873	Petty cash purchases	\$43.56	PO Total
11-000-262-610-00-20-000	MAINTENANCE	SUPPLIES	\$43.56	
Inv#	Petty cash purchase	\$43.56	06/30/24	

Batch Number 6

Batch 6

\$47,175.50

Batch Total

4347

XEROX CORPORATION

\$529.19

Vend Total

P.O. # 401249

COPIER COSTS BG2-484006

\$529.19

P

PO Total

11-190-100-420-44-23-040

COPIER MAINT ATCO INSTR

\$172.31

P

Inv# 021664778

\$172.31

P

06/30/24

11-190-100-440-44-23-040

COPIER RENTAL INSTR ATCO

\$356.88

P

Inv# 021664778

\$356.88

P

06/30/24

3524

XTEL COMMUNICATIONS

\$2,946.72

Vend Total

P.O. # 401236

Phone Charges for year

\$2,946.72

P

PO Total

11-000-230-530-00-19-000

TELEPHONE

\$2,946.72

P

Inv# 10000014398

\$2,946.72

P

06/30/24

Total for Report =

\$47,175.50

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances

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STUDENT ACTIVITY FUND (M)

6660 STUDENT ACTIVITY FUND (M)

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education shall establish individual student activity accounts and advisors within a student activity account annually by Board resolution.

The Superintendent or designee shall ensure that the advisors, principals, and secretaries are properly trained in handling student activity funds.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

Funds collected for a student activity shall be turned into the Business office and deposited in the bank within seven days. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The ~~administrator~~ **Accountant** of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the ~~administrator~~ **Accountant of the student activity account** and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the ~~school's administrator~~ **principal or designee** of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.

~~If a separate bank account is maintained,~~ The student activity **cash** account in the **general ledger** shall be reconciled with the student activity bank account on a monthly basis by the accountant, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances

6660/Page 2 of 2

STUDENT ACTIVITY FUND (M)

checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or ~~pupil~~ **student** for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after one year shall revert to the Community Relief-fund.

N.J.S.A. 18A:19-14; 18A:23-2
N.J.A.C. 6A:23A-16.12

Adopted: 25 June 2014
Revised: 28 November 2018
Revised: 26 May 2021
Revised: 17 June 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances
6620/Page 1 of 1
PETTY CASH (M)

6620 PETTY CASH (M)

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board shall establish imprest petty cash annually.

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. ~~Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.~~

~~The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.~~

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The ~~custodian~~ **Superintendent or designee of each fund** will report to the Board on amounts disbursed from the fund not less than once each year.

Petty Cash funds may be used to reimburse sales tax, ~~but only for purchases up to \$50.00~~ **the maximum expenditure approve by the board.** All other purchases should go through the proper purchase order process.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 25 June 2014
Revised: 21 January 2015
Revised: 21 September 2016
Revised: 17 June 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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Firearms and Weapons

[See POLICY ALERT No. 233]

8467 FIREARMS AND WEAPONS

The Board of Education prohibits the possession, use, or exchange of any **firearm** or weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm** or weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this Ppolicy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).** ~~anything readily capable of lethal use or of inflicting serious bodily injury.~~ "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this Ppolicy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.



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Firearms and Weapons

~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the _____.~~ The **Principal or designee** _____ ~~(same as previous sentence)~~ shall conduct an appropriate search in accordance with Policy No. 5770 – **Student Right of Privacy** and, **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible,~~ **may** summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement **official** ~~officer~~, the **Principal or designee** _____ shall immediately **secure the store** ~~any~~ confiscated **firearm or** weapon in a **securely and** locked **location box or container** and report the presence of the **firearm or** weapon to the Superintendent. **Pursuant to N.J.A.C. 6A:16-6.3(b),** ~~tThe Superintendent shall promptly notify, by telephone call and by letter, local law enforcement the Chief of Police of _____~~ **(the municipality; regional districts state "the municipality in which the school district is located")** that a **firearm or** weapon is present on school premises; ~~the notice shall~~ **and** request removal of the **firearm or** weapon by an authorized law enforcement **official** ~~officer~~. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement **official** ~~officer~~.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this **Ppolicy** shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this **Ppolicy** and fails to report the same shall be subject to discipline. **Pursuant to N.J.A.C. 6A:16-6.3(b),** **a**Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The **Board** shall immediately remove a student who is convicted or adjudicated delinquent for possession of a **firearm** on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a **firearm** on school grounds; or found knowingly in possession



of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students with disabilities violating the provisions of this Ppolicy shall be addressed dealt with in accordance with the provisions of N.J.A.C. 6A:14-.2.8.

Nothing in this Ppolicy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.



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The procedures for ~~Any student requiring~~ removal from and return to the general regular education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

The Superintendent, or designee, shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. 2C:12-1(a)1; 2C:39-1 ~~et seq.~~; 2C:58-6.1; 2C:58-15
N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5
N.J.S.A. 23:4-16
N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4
Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act
18 U.S.C. 921
20 U.S.C. 1415

Adopted: 25 June 2014
Revised: 21 August 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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EMERGENCY AND CRISIS SITUATIONS (M)

[See POLICY ALERT Nos. 189, 191, 221, 224, 227, and 233]

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district ~~shall will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms ~~that to~~ provide for **safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

Pursuant to N.J.S.A. 18A:41-6, "sSchool security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and **other** community resources, as appropriate, in the development of the ~~school~~ district's plans, procedures, and mechanisms for school safety and security **in accordance with N.J.A.C. 6A:16-5.1(b).** The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. **The plans, procedures, and mechanisms** shall be reviewed annually, and updated as appropriate.

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for



accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools,~~ **Employees of the district,** whether occupying buildings of one or more stories, ~~shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except locked at all times except when necessary to comply with the~~



6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.



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The ~~school~~ district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/County Office of Education by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**

Adopted: 25 June 2014

Revised: 18 March 2015

Revised: 16 December 2020

Revised: 19 January 2022

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Revised: 21 August 2024



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WATERFORD TOWNSHIP BOARD OF EDUCATION

PROPERTY

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SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING (M)

R 7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING (M)

A. School Vehicle Assignment and Use

The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

1. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
 - a. Vehicles may be assigned permanently and individually to the staff member serving as head of facilities services, the staff member serving as head of security services or other supervisory employees who, based on their job duties, may be called upon on a twenty-four hour, seven day-a-week basis. No individual assignment shall be made for the primary purpose of commuting.
 - b. A unit may be permanently assigned one or more school district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official school district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a school district facility when not in official use.
2. Board members or employees may be temporarily assigned a school district vehicle for travel events.
3. In the event the operator of a school district vehicle believes their personal health (temporary or long-term) may impair their ability to safely operate a school vehicle, the operator shall inform their immediate supervisor and the transportation coordinator of the health problem and the expected duration of impairment. The operator's immediate supervisor or the transportation coordinator may coordinate a physical examination for the staff member in accordance with Policy 3160 or 4160.



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SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING (M)

4. Smoking, as defined in Policy 7434, is prohibited on "school grounds" and therefore, in accordance with the definition of school grounds in Policy 7434, smoking is prohibited in a school district vehicle at any time.
5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. **The log must be given to the transportation coordinator at the end of each month.**
6. All complaints of a potential misuse shall be investigated by the transportation coordinator and/or appropriate administrator and appropriate disciplinary action shall be taken. Any disciplinary action shall be progressive and uniform depending on the specific misuse.
7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
8. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased, or leased by the school district. If a vehicle is assigned to the Superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented school district needs.
9. All damage to school district vehicles, regardless of cause, shall be reported within twenty-four hours to the transportation coordinator and the employee assigned to file insurance claims.
10. No physical alterations shall be made to a vehicle without prior Board approval.
11. Operators of a school district vehicle shall possess a valid driver's license to operate a vehicle in New Jersey. The transportation coordinator(s) shall be responsible to maintain a copy of each driver's license on file. In the event a driver's license is revoked, suspended or otherwise makes the driver unable to operate a school district vehicle in accordance with law, the driver shall immediately notify the transportation coordinator, who



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will immediately revoke the driver's authorization to operate a school district vehicle.

12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the transportation coordinator shall be responsible for ensuring the vehicle receives the scheduled service.
13. A driver assigned a school district vehicle shall be responsible for the security of the vehicle and its contents.
14. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of school district vehicles.
15. The driver, or the driver's supervisor, if the driver is incapacitated, of a school district vehicle involved in an accident resulting in damage to the school district vehicle or other vehicle shall file, within twenty-four hours of the accident, a detailed written report with the transportation coordinator and the school district staff member responsible for making insurance claims.
16. Police shall be immediately notified of an accident by the driver or transportation coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the transportation coordinator and the school district staff member responsible for making insurance claims as soon as possible.
17. If a school district vehicle is misused in any of the following ways, the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
 - a. Frequent violation of traffic laws;
 - b. Flagrant violation of traffic laws;
 - c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
 - d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;



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- e. Violation of these rules or school district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
- f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
- g. Use of a school district vehicle by an unauthorized individual while assigned to an employee;
- h. Use of a school district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; and/or
- i. Use of radar detectors in school district vehicles.

The Board shall implement a progressive and uniform mandatory disciplinary program to be applied as necessary in the event it is determined a staff member misused a school vehicle.

B. School Vehicle Inventory Control Record

The transportation coordinator(s) shall be responsible to maintain the following inventory control records for every school district vehicle:

- 1. Vehicle make, model and year;
- 2. Vehicle identification numbers (VIN);
- 3. Original purchase price;
- 4. Date purchased;
- 5. License plate number;
- 6. Person assigned or pool if not individually assigned;



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7. Driver's license number of person assigned and the expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security, or pupil transportation.

C. Driving Record of Operators of School District Vehicles

The transportation coordinator(s) shall be responsible to obtain and maintain the following driving records of operators of school district vehicles:

1. Name of driver;
2. Drivers license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents; and
7. Other relevant information.

D. Record of Maintenance, Repair and Body Work for School District Vehicles

The transportation coordinator(s) shall be responsible to maintain the following records of maintenance, repair and body work for each school vehicle:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;



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5. License plate number;
6. Usage category such as regular business, maintenance, security or pupil transportation;
7. Manufacturer's routine maintenance schedule;
8. Category of work performed (routine maintenance, repair or body work);
9. Purchase order number;
10. Date work was performed;
11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

All records maintained by the transportation coordinator(s) shall be maintained in the school district office of the transportation coordinator(s).

Adopted: 25 June 2014



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PETTY CASH

R 6620 PETTY CASH

~~Each petty cash fund established by Policy No. 6620 shall be administered in accordance with the following rules:~~

~~A. Authority~~

~~1. The custodian of the fund shall assume direct control of the fund or assign direct control to a responsible school employee under his/her direct supervision. (Hereinafter, "custodian" includes the custodian's designee.)~~

~~2. Each deposit and expenditure shall be promptly and accurately recorded.~~

~~B. Withdrawal~~

~~1. Each person who seeks petty cash funds shall prepare and sign a written request stating the amount requested and the purpose of the funds. The requestor will supply receipts or invoices as appropriate to support the request, and all such documents will be attached to the request.~~

~~2. The custodian will prepare a disbursement slip for each expenditure that records the date, amount of the expenditure, purpose of the expenditure briefly stated, and the name of the requestor.~~

~~3. The person who receives the funds will acknowledge receipt by signing the disbursement slip. The disbursement slip will be attached to the request for expenditure.~~

~~4. Any check drawn on a petty cash fund shall be in the exact amount of the request submitted for reimbursement.~~

~~5. No cash shall be released from the petty cash box to any person as a loan or in change for a personal check, but change may be made from the petty cash box on a direct exchange of funds in equal amounts.~~



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PETTY CASH

~~6. No single petty cash expenditure may exceed the amount established by Policy No. 6620. No request for funds or supporting receipts will be divided so as to circumvent this rule.~~

~~7. At the end of each school day, the custodian will lock the petty cash box and place it in a secure and locked place, preferably fireproof and stationary.~~

~~8. The custodian will retain and file each request for funds, with the disbursement slip and supporting documents attached.~~

~~C. Reimbursement~~

~~1. At the beginning of the year, the custodian shall submit a requisition/purchase order for an estimated annual amount of petty cash expenditures.~~

~~2. The custodian must request reimbursement when the monies available in the fund have declined to fifty percent or less of the authorized amount.~~

~~3. When the fund is required to be replenished the custodian will complete and file with the Board Secretary a report on the amounts disbursed from the fund during that period.~~

~~4. The Board Secretary will prepare a voucher for Board approval in an amount equal to that which was disbursed.~~

~~All requests for disbursement, supporting documentation, and disbursement slips will be submitted with the request for replenishment.~~

~~5. At the end of each school year, the custodian of the fund will submit the final request for reimbursement in accordance with the "Bill List Cut Off Dates" to obtain Board approval at the June meeting. The custodian of the fund will return the full authorized amount of the fund no later than the Monday after the board meeting. The Board Secretary will also complete a final report of the fund for Board approval and audit.~~



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PETTY CASH

The Board of Education will approve petty cash funds on an annual basis. The Business Administrator will establish a Standard Operating Procedure to provide controls over the safekeeping, disbursement and replenishment of each fund. The Business Administrator will provide an annual report to the Board indicating the annual reimbursements for each fund.

Issued: 25 June 2014
Revised: 30 August 2017
Revised: 17 June 2024

