

December 2024 Attachments

Item #	Description	Status
I-C	Resolution Authorizing Closed Session	Complete
V-A	November 12, 2024 Board Meeting Minutes	Complete
V-B	November 12, 2024 Closed Board Meeting Minutes	Complete
V-C	November 20, 2024 Board Meeting Minutes	Complete
V-D	November 20, 2024 Closed Board Meeting Minutes	Complete
VI-A-1	Monthly Wellness Report	Complete
VI-A-2	Fire/Security Drill Log	Complete
A-4	Revised 2024-2025 Staff Handbook	Complete
A-7-a	Regulation 2460.9- Special Education- Transition from Early Intervention Programs	Complete
B-13-a	P 4140- Termination-Support Staff	Complete
C-1	Board Secretary's Certifications for the month of October 2024	Complete
C-3	Financial Reports for October 2024	Complete
C-4	Bills Lists	Complete
C-7-a	Statement of Priorities and New Jersey Student Learning Standards for the 2024-2025 Budget	Complete
C-9-b	Long Range Facilities Plan	Complete
C-9-c	Hazard Communication Written Program for the 2024-2025 School Year	Complete

**WATERFORD TOWNSHIP BOARD OF EDUCATION
SPECIAL WORKSHOP MEETING MINUTES – November 12, 2024
WATERFORD ELEMENTARY SCHOOL**

DRAFT

V-A

I. MEETING CALLED TO ORDER 6:30 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, Barbara Libak Fanz, Daniel Hoover, Thomas Leach, Michael McClintock, Ehren O'Donnell.

Members absent: Rosemarie Hunter

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

B. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

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

None

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION at 8:07 p.m.

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

II. COMMENTS FROM THE PUBLIC ON AGENDA ITEM TOPICS

A. MOTION TO OPEN THE MEETING TO THE PUBLIC

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

B. MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

III. COMMITTEE DISCUSSIONS

A. BUSINESS COMMITTEE

QSAC Scores Review

B. PERSONNEL COMMITTEE

Part Time Secretary Position

C. EDUCATION COMMITTEE

IV. COMMENTS FROM THE PUBLIC ON GENERAL TOPICS

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

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES- November 12, 2024**

None

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

V. **MEETING ADJOURNMENT at 8:20 p.m.**

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – November 20, 2024
WATERFORD ELEMENTARY SCHOOL**

DRAFT

V-C

I. MEETING CALLED TO ORDER 6:30 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, Barbara Libak Fanz, Jason Galante, Rosemarie Hunter, Thomas Leach, Michael McClintock, Ehren O'Donnell

Members absent: Benjamin De Vuyst, Daniel Hoover

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. Libak-Fanz, seconded by Ms. Hunter, 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. O'Donnell, and carried by unanimous voice consent to approve the resolution authorizing closed session.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by, Mr. Libak Fanz, seconded by Mr. Galante, and carried by unanimous voice consent to return to open session at 7:04 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. De Vuyst read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION

B. PERSONNEL

C. BUSINESS

III. PRESENTATIONS

A. Students of the 1st Marking Period-

1. K- Blake Alesiani- Ms. DiPasquale
2. 1- Theo Davies- Ms. Brown
3. 2- Asher Davies- Ms. Schafer
4. 3- Scarlett Durante- Ms. Dimitratos
5. 4- Alexander Foy- Ms. Kennevan
6. 5-Aubree Buffington- Mr. Moore
7. 6- Kylee Brewin- Ms. Johnson/Mr. Vitarelli

B. NJQSA Results and District Improvement Plan- Dr. Michael Nolan

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

V. MINUTES

A motion was made by Ms. Hunter, 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. McClintock abstained.)

- A.** Board Meeting October 16, 2024
B. Closed Session October 16, 2024

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Mr. O'Donnell, and carried by a unanimous roll call vote to approve the following items: (Ms. Hunter abstained from item C.)

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

B. Enrollment:

Grade	2023-2024 # of Students	2024-2025 # of Students
PK (3 yr. old)	53	80
PK (4 yr. old)	97	72
PK (5 yr. old)	1	1
Sub Total:	151	153
K	107	108
1 st	109	111
2 nd	94	110
3 rd	107	97
4 th	118	108
5 th	114	117
6 th	131	115
Sub Total:	780	766
Total:	931	919

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
3674925756	10/15/24	Confirmed HIB	WES	Bus	Parent	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
3734207805	10/15/24	Confirmed HIB	WES	Bus	Parent	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
3616420521	10/15/24- 10/27/24	Weapons, Firearms, Explosives (Possession)	WES	Bus, Classroom	Parent, Principal	<ul style="list-style-type: none"> • 3 Day Out of School Suspension
9821168146	10/25/24	Confirmed HIB	WES	Off-School Grounds/	Vice Principal	<ul style="list-style-type: none"> • 1 Day Out of School Suspension

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

				Impacted School Activities		
2820294064	10/22/24	Confirmed HIB	WES	Off-School Grounds/ Impacted School Activities	Vice Principal	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
5464727437	10/23/24	HIB Investigation	WES	Playground	Staff	<ul style="list-style-type: none"> • 1 Day Out of School Suspension • Restorative Justice Activity
2332950946	11/15/24	Verbal, Physical, Written Threat	WES	Classroom	Staff	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
4835287862	11/15/24	Verbal, Physical, Written Threat	WES	Classroom	Staff	<ul style="list-style-type: none"> • 1 Day Out of School Suspension
7401105283	11/15/24	Verbal, Physical, Written Threat	WES	Classroom	Staff	<ul style="list-style-type: none"> • 1 Day Out of School Suspension

VII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Libak-Fanz, seconded by Ms. Hunter, and carried by a roll call vote to approve the items 1 through 12 and addendum items 13 & 14.

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
8660718282	3674925756 3734207805	Bus	10/11/24	10/11/24	Yes	<ul style="list-style-type: none"> • 1 Day Out of School Suspension for Each Offender
9409961345	9510854791	Playground	10/8/24	10/15/24	No	<ul style="list-style-type: none"> • Restorative Justice Activity
5664574523	9821168146 2820294064	WES	10/9/24	10/17/24	Yes	<ul style="list-style-type: none"> • 1 Day Out of School Suspension for Each Offender
7023657628	3734207805 5076205831 3353554286	WES	10/10/24	10/21/24	No	<ul style="list-style-type: none"> • Restorative Practice Activity • Review HIB Contract • Review Recess Expectations
3964096714	3543899355	Bus	10/17/24	10/23/24	No	<ul style="list-style-type: none"> • Restorative Practice Activity • Review HIB Contract • Review Recess Expectations
354899355	2896740446 3145609632 7155206449 8925991413	Cafeteria	10/18/24	10/22/24	No	<ul style="list-style-type: none"> • Restorative Practice Activity • Review HIB Contract • Review Recess Expectations
1838789303	5464727437	Playground	10/18/24	10/18/24	Yes	<ul style="list-style-type: none"> • 1 Day Out of School Suspension • Restorative Justice Activity

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

**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
9510854791	2109432075	WES	9/16/24	9/25/24	No	• Restorative Circle Activity
6769755493	3788274252	WES	9/19/24	9/26/24	Yes	• 1 Day Out of School Suspension
6769755493	1251154551 5459327107 7976768673	WES	9/30/24	9/27/24	Yes	• 1 Day Out of School Suspension for 3 Aggressors
1342376972	6769755493	WES	10/2/24	10/7/24	No	• Restorative Circle Activity

**3. Field Trips for the 2024-2025 School Year:
Approve the following field trips for the 2024-2025 school year:**

Location	Date	Grade	Staff	Total Adults/Students	Cost PP	Total
Wheaton Village	5/30/25	3	Grade 3 Teachers	21/100	Students-\$6 pp Adults-\$10	Admission: \$1070 Transportation: \$1275

**4. Nurse's Service Plan for the 2024-2025 School Year:
Approve the Nurse's Service Plan for the 2024-2025 school year. (See Attachment A-4).**

5. Fieldwork Experience for the 2024-2025 School Year:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Jodi Hannigan	Rowan	Atco	1-2	Laurito	1/21/25-5/9/25	50
Skyler Skare	Stockton	WES	4	Chance	1/27/25-5/9/25	80

**6. PEA Early Childhood District Contact Chart for the 2025-2026 School Year:
Approve the PEA Early Childhood District Contact Chart for the 2025-2026 school year. (Available upon request).**

**7. Statement of Assurance –Preschool Plan and Updates for the 2025-2026 School Year:
Approve the Statement of Assurance-Preschool Plan and Updates for the 2025-2026 school year. (Available upon request).**

**8. Three-Year Preschool Program Plan and Annual Update-Camden County for the 2025-2026 School Year:
Approve the Three-Year Preschool Program Plan and Annual Update-Camden County for the 2025-2026 school year. (Available upon request).**

**9. Canned Good Drive Fundraiser for the 2024-2025 School Year:
Approved the canned good drive fundraiser for the Ronald McDonald House for the 2024-2025 school year.**

**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**

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

13. **Revised Waterford Township District Staff Handbook for the 2024-2025 School Year:**
Approve the revisions of the Waterford Township District Staff Handbook for the 2024-2025 school year. (See Attachment A-12).
14. **Pre-Kindergarten Enrollment Projection for the 2025-2026 School Year:**
Approve the Pre-Kindergarten Enrollment Projection for the 2025-2026 school Year. (See Attachment A-13).

B. PERSONNEL

A motion was made by Mr. Galante, seconded by Mr. McClintock, and carried by a roll call vote to approve items 3 through 7, and addendum items 1,2 and 8.

1. Leave-of-Absence Request (replaces #1 on agenda):

Approve / Acknowledge the request for a leave-of-absence for the following staff member, which replaces #1 on the agenda:

Staff Member	Dates	Classification	Approve/Decline or Acknowledge
4617	11.15.24 11.21.24 – 11.27.24	Unpaid LOA	Approve / Decline
4740	10.07.24-11.10.24	FMLA	Acknowledge

2. Assignment of UPC Numbers for the 2024-2025 School Year (replaces #2 on agenda):

Approve the assignment of UPC numbers for the following staff member for the 2024-2025 school year, which replaces #2 on the agenda:

Name	Assignment	Location	UPC	FTE	Account Number	Effective Date
DeAntonellis, Judith	Long-Term Substitute (Grades K – 2)	Atco	30-40-E1 / ABS	.50	11-120-100-101-00-99-040	10.21.24
			30-40-E1 / ABT	.25	11-110-100-101-00-99-060	
			30-45-E1 / ASE	.25	11-000-222-104-00-00-040	

3. Stipend Position/Translation Services for the 2024-2025 School Year:

Approve the stipend position for translation services provided by the following staff member:

Name	Amount	Start Date	End Date
Coulter, Christina	\$500.00 (prorated)	9.20.24	TBA

4. Create/Abolish Support Staff Positions:

Approve the created Support Staff positions for the 2024-2025 school year:

Position	Loc.	Create/ Abolish	UPC	FTE	Account Number
Permanent Custodian Substitute	District	Create	21-10-C3 / BCS	1.0	11-000-262-110-00-00-000

5. Approve the following policy for the first reading:

- a. Policy #4140- Termination- Support Staff

6. Approve the following policy for the second reading:

- a. Policy #3160- Physical Examination-Teacher Staff Members
- b. Policy #4160- Physical Examination-Support Staff Members

7. Acknowledge receipt of the following regulations:

n/a

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

8. Appointment of Certified Staff / Change of Start Date

Please approve the request of start date change for the position listed below pending receipt of the required documents:

Name	Assignment	Location	From (old)	From (new)	To	Step	Salary	FTE
Walker, Kierra	Teacher Coach (Preschool)	TRECC	12.16.24	1.02.25	6.30.25	9 MA	69,977	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 14 and addendum item 15.

1. Board Secretary's Certifications for the months August and September (See Attachment C-1):

In accordance with 18A:17-9 for the months of August and September 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the months of August and September 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 August and September 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 August 2024 (as per attached):

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

4. Financial Reports for the month September 2024 (as per attached):

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

5. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$1,668,928.09
- Bills List #2- \$ 44,832.43
- Bills List #3- \$ 37,022.38

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

6. Grants:

a. New Jersey Learning Acceleration Program - High Impact Tutoring Competitive Grant:

Accept additional funding from the NJ Department of Education for the New Jersey Learning Acceleration Program -High Impact Tutoring Competitive Grant in the amount of \$7,882.00 for the program period beginning July 1, 2024 and ending December 31, 2025, per the attached Fiscal Year 2025 Notification of Grant Award. (Available upon request).

b. FY2025 ESEA-ESSA Consolidated Grant Application Amendment:

Approve an amendment to the FY2025 ESEA-ESSA Consolidated Grant Application to budget FY2024 carryover funds as follows:

Title IA - \$8,893

Title IIA - \$2,981

c. Approve an Amendment to the Preschool IDEA grant.

d.

Grantor	School	Amount	Purpose	Attachment
WTHSA	WES	\$1,275	3 rd Grade Field Trip Transportation	No

7. Contracts:

Vendor	Purpose	From	To	Amount	Attachment
First Student	Transportation	7/1/24	6/30/25	\$2,299,195.80	No
Winslow Township	Transportation	11/1/24	6/30/25	\$6,950	No

8. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
8154925167	Winslow	9/15/24	6/30/25	\$21,051.81	Send	No
3676973409	Winslow	9/15/24	6/30/25	21,051.81	Send	No
7896869533	State of NJ	8/27/24	6/30/25	14,977.80	Receive	No
7896869533	Hammonton	8/27/24	6/30/25	14,977.80	Send	No
3676707168	Archway/Cumberland	10/15/24	6/30/25	56,610.00	Send	No
4178734680	Hammonton	8/29/24	10/28/24	3,142.24	Send	No
4178734680	Union Township	8/29/24	10/28/24	3,142.21	Receive	No
3842531178	Lindenwold	9/7/24	6/30/25	15,249.00	Send	No
5837053448	Lindenwold	9/7/24	6/30/25	15,249.00	Send	No

9. Budget:

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

Approve the Out of District Professional Development for the 2024-2025 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Borda, C.	10/04/2024	01/10/2025	Galloway, NJ	NJCIE Winter Inclusion Leadership Conference	\$125.00	11-000-223-580-58-02-060
Herman, K.	10/23/2024	12/13/2024	Union, NJ	NJASP Winter Conference	\$215.00	11-000-219-580-58-43-000

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

11. **Facilities:**
 a. To withdraw \$25,000 from the Maintenance Reserve account and to appropriate it for the purpose of sewer pump repairs at WES and heat exchanger repairs at Atco School.

12. **Transportation:**

SID #	School	From	To	Amount	Send/Receive	Attachment
8154925167	Winslow	9/15/24	6/30/25	4,333.14	Send	
3676973409	Winslow	9/15/24	6/30/25	4,333.14	Send	
7896869533	State of NJ	8/27/24	6/30/25	858.60	Receive	

13. To revise the establishment of petty cash funds. (See Attachment C-13).

14. **Business-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

15. **Contracts:**

Approve the contracts for the 2024-2025 school year:

Vendor	Service	From	To	Amount	Attachment
Brookfield Educational Services Program	Educational Services	11/20/24	6/30/24	\$55 per hour	C-15

D. **BYLAWS**

A motion was made by Ms. Libak Fanz, seconded by Mr. Hunter, and carried by a roll call vote to approve items 1 through 3.

1. Approve the following policy for the first reading:
n/a
2. Approve the following policy for the second reading :
 a. Policy #0164.6- Remote Public Board Meetings During a Declared Emergency (Abolish)
 b. Policy #0141- Board Member Number and Term (Abolish)
 c. Policy #0141.1- Board Member Number and Term-Sending District
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- no report.
 C. **New Jersey School Boards Association-** Mr. Hoover- no report.
 D. **Camden County Educational Services Commission-** Mr. Galante – no report.
 E. **Hammonton-** Ms. Hunter gave an oral 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

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES November 20, 2024**

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

none

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

XI. MEETING ADJOURNMENT at 7:45 p.m.

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

Respectfully Submitted,



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

NOVEMBER MONTHLY WELLNESS REPORT

Date	Description	School	Class(es) Involved	Menu	Celebration/Curricular	CCS
11/27/24	Friendsgiving	WES	Komis, Anders, Hueskin	water, capri sun, popcorn, pretzels, veggie straws, cookies/cupcakes	celebration	
11/27/24	Thanksgiving	TR	K - DiPasquale	Cornbread, popcorn, cookie	Thanksgiving celebration	
11/27	Thanksgiving/Curriculum	TR	PK - Intessimoni	apple/pumpkin pie, apples, oranges, guacamole and lemons	celebration	
11/27	Friendsgiving	TR	PK - locono	juice boxes, Apple Dessert, Turkey, cooked vegetables, fresh fruit, potatoes, Stuffing	Celebration	
11/22	Thanksgiving	TR	PK - Litchko	Friendship Fruit Salad	Celebration	
11/22	Friendsgiving	TR	PK - McGowan	Fruit salad, pumpkin pie	Friendsgiving Celebration	
11/22	Thanksgiving	TR	PK - Oleson	Oatmeal Cream Pies (approved by Kyler's mom for allergies) Turkey Trail mix (skinypop, pretzels, m&ms) Fruit tray juice boxes/water	Celebration	
11/22	WOW End of Tree Study	TR	PK - Phillips	Sliced Fruit (apple, lemon, pummelo, pear, apricot & fig)	Curricular	
11/26	PBSIS Celebration	TR	All PK & K	Ice Pops	Celebration	

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved	Brief Summary of Drill:
Alco	11.12.2024	2:09 PM	60 degrees, windy	Fire	219	46	Duration of drill: 2minute 44 seconds. No issues reported
Alco	11.14.2024	2:50 PM	58 degrees	Gas Leak	217	51	No staff or student issues were reported. Dismissed from Assumption School 2:50-3:50 (cleared)
Alco	11.15.2024	7:48 AM	52 degrees	Gas Leak	18	6	No staff or student issues were reported. 7:48am-8:20am (cleared)
Alco	11.26.2024	12:20 PM	55 degrees	Lockdown	208	40	Duration of drill: 2minutes and 31seconds. Issues report. 1 teacher in plain view and 1 classroom door not working properly
TR	11/1/24	2:15	78 degrees, sunny	Fire	235	55	Duration of drill: 1minute 40 seconds. No issues reported
TR	11/12/2024	11:05 AM	56 degrees, sunny	Bomb Threat	244	64	Duration of drill: 4 minutes 24 seconds. Initial email notice sent to staff. Students and staff later evacuated to the offsite location. One classroom misunderstood the drill, thinking lockdown. Administration and SRO will be sure to follow staff out of the building to make sure classrooms are all clear. Blackboard notification sent.
WES	11/1/2024	2:26 PM	78 Sunny	Fire	357	82	1 minute 28 seconds. No issues reported.
WES	11/25/2024	10:20 AM	N/A	Lock down	393	84	Duration of drill: 4minutes 42 seconds. No issues reported.

Waterford Township School District

Lighting a path to success, one child at a time.



Staff Handbook

2024-2025

PREFACE

Welcome to the new school year! As a member of the Waterford Township School District staff, it is important that you are thoroughly familiar with the school district policies and regulations, state law, educational philosophy, and general information related to the day-to-day procedures. The information contained in this manual must be read and understood by everyone in contact with students to ensure consistent implementation of all policies and procedures. Changes or additions to the information in the manual will be issued throughout the school year.

This manual is not a finished product, but rather, it is a continual work in progress. Future revisions to this manual will depend on changes to state laws and regulations and changes to Board policies and administrative regulations as well as your thoughtful consideration of positive suggestions to improve the operation of our school district. Please contact your school principal if you have any questions or concerns or if you have any suggestions for improving the contents of this manual.

MISSION STATEMENT:

Waterford Township School District, through our progressive, student-centered curriculum and comprehensive system of supports, provides all students with a safe, equitable learning environment that cultivates academic, social, and emotional growth.

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

District Motto: Lighting a path to success, one child at a time.

DISTRICT GOALS:

- **Goal #1:** The superintendent, in cooperation with the administrative team and staff, will implement Into Reading with fidelity to increase student achievement
- **Goal #2:** The superintendent, in cooperation with the administrative team and teaching staff, will evaluate our current RtI model and implement evidence-based strategies and make adjustments to support our at-risk population.
- **Goal #3:** The superintendent, in cooperation with the administrative team and teaching staff, will implement school-wide systems for positive behavior and/or trauma-informed and healing-centered practices.
-

PHILOSOPHY OF EDUCATION

The primary goal of the Board of Education and district staff shall be to offer each child opportunities that will enable him or her to effectively engage and interact in a democratic society, while reaching his / her full potential. As the agent responsible for the education of the children of our District, the Board will support a comprehensive, equitable program that helps the district achieve its goals. The Board appreciates the need for continual improvement of the instructional program to reflect mastery of the New Jersey Student Learning Standards, as well as meet the needs of the whole child.

In an effort to support students with this understanding, members of the Waterford Township School District will model the importance of:

- Treating others fairly and equitably, with compassion and respect;
- Demonstrating empathy;
- Working to one's full potential;
- Becoming a critical thinker and problem-solver;
- Developing the tools to acquire relevant knowledge and skills;
- Fostering curiosity and a love of learning.

NJ PROFESSIONAL STANDARDS FOR TEACHERS (see attached)

The Waterford Township School District's professional staff is required to comply with the New Jersey Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.2 – 3.3. The standards provide a clear vision of the knowledge, performance, and dispositions that teachers need in order to support student learning and achievement of New Jersey Student Learning Standards. These standards will be used to guide the development of the teacher evaluation system as well.

Additional Information from the NJ DOE:

Effective May 5, 2014, the New Jersey Professional Standards for Teachers have been updated to incorporate current research on teaching practice, new understandings of learners and the learning process, and to align to the 2011 the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. These standards:

- Describe the performances, knowledge, and dispositions that teachers need to be effective in supporting college and career readiness for all students;
- Outline the principles of teaching practice that cut across all subject areas and grade levels and are necessary to improve student achievement; and
- Serve as the common foundation for pre-service teacher education, certification, induction and mentoring, educator evaluation, and professional development.

According to InTASC, these updated standards:

Articulate what effective teaching and learning looks like in a transformed public education system – one that empowers every learner to take ownership of their learning, that emphasizes the learning content and application of knowledge and skill to real world problems, that values the differences each learner brings to the learning experience, and that leverages rapidly changing learning environments by recognizing the possibilities they bring to maximize learning and engage learners. A transformed public education system requires a new vision of teaching (Council of Chief State School Officers, April 2011).

The standards are now organized under four domains:

The Learner and Learning

- o Standard 1: Learner Development
- o Standard 2: Learning Differences
- o Standard 3: Learning Environments

Content

- o Standard 4: Content Knowledge
- o Standard 5: Application of Content

Instructional Practice

- o Standard 6: Assessment
- o Standard 7: Planning for Instruction
- o Standard 8: Instructional Strategies

Professional Responsibility

- o Standard 9: Professional Learning
- o Standard 10: Leadership and

Collaboration

- o Standard 11: Ethical Practice

Within each standard, the elements continue to be organized under the following criteria:

- Performances: the aspect that can be observed and assessed in teaching practice;
- Essential knowledge: the understandings that one needs to support effective practice; and
- Critical dispositions: the habits of professional practice that underlie performances and knowledge and play a key role in how teachers practice.

(Source: New Jersey Department of Education)

STATEMENT OF NON-DISCRIMINATION / AFFIRMATIVE ACTION

The Waterford Township School District complies with Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990 and the Discrimination on the basis of race, color, national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment, as well as enrollment in all of its programs and activities, regardless of race, color, national origin, sex, disability, or age. Through the designated responsible personnel, the District will guarantee that no persons shall on the basis of sex, race, religion, creed, ancestry, national origin, affectional or sexual orientation, social or economic status and/or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

Anyone who feels that his or her rights have been violated may file a grievance or complaint with the Waterford Township School District through the Affirmative Action / Title IX Officer pursuant to Board Policies and Administrative Regulations (copies of which are available in the school offices and library / media centers).

School District Affirmative Action and Compliance Officers

Affirmative Action Officer for Employment Contracts and Practices:

Mr. Daniel Fox

Affirmative Action Officer for School and Classroom Practices:

Mr. Daniel Fox

Affirmative Action Officer for Public Contracts and Vendor Compliance:

Mr. Daniel Fox

Compliance Officer for Equal Protection for the Handicapped:

Mr. Daniel Fox

ACCEPTABLE USE OF COMPUTER NETWORKS (Policy 2360 & 3321)

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated, and transferred that those changes will alter the nature of teaching and learning. The Board expressly limits the use of its computer network. Users may NOT use the District systems for business other than an educational purpose as defined in Policy No. 2360 & 3321.

ACCEPTABLE USE OF CELLULAR TELEPHONES (Policy 3322)

Staff members may NOT use personal cellular telephone to make personal telephone calls, send or receive text messages, or use any other feature of a cellular telephone while a staff member is performing assigned duties and responsibilities. Personal use of a cellular telephone must be reserved for the time period when a staff member is on duty free lunch. Personal calls should be made outside of the presence of students. Refer to Policy No. 3322

AFFIRMATIVE ACTION (Policy 2260)

As indicated in Board of Education Policy No. 2260, the board shall comply with the law in its effort to monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations. All matters of alleged discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sexual, social or economic status or disability should be reported to the Affirmative Action Officer.

ANIMALS IN THE SCHOOLS (Policy 2560)

The principal must approve, in writing, the use of any animal in a course of instruction or the establishment of an animal habitat in a classroom. The use of live animals in the schools must be in accordance with Policy No. 2560.

ATTENDANCE-STAFF (Policy 3212/4212)

Absence from Duty

Any employee who wishes to leave the building during duty-free lunch period must inform the secretary of such.

Principals may approve requests to leave the building during teacher preparation periods.

Lateness

Staff members who determine that they will be late must contact the main office and notify the Principal of the circumstances and projected time of arrival. Notification should occur prior to the beginning of "homeroom."

Personal Leave

Unless an emergency results in the need for an unanticipated absence, personal leave must be arranged for three (3) days in advance per WTEA contract.

Sick Leave

No teaching staff member shall be discouraged from the prudent and necessary use of sick leave. Sick days may be used to care for sick members of your family. A physician's note will be required to document any absence in excess of three (3) consecutive days (see Policy No. 3212). Sick Leave must be posted to Aesop at least 2 hours before the absence starts. Should an emergency occur after that time, the principal/immediate supervisor must be contacted directly.

Substitute Lesson Plans

It is expected that all teachers will prepare emergency / contingency lesson plans that will provide for three (3) days of instruction in the event of an unforeseen emergency. These plans must be updated regularly and kept in a file folder labeled substitute folder by the Red Security Drill Flip Chart.

PLEASE LEAVE THE FOLLOWING IN A FILE FOLDER THAT IS MARKED:

Substitute Information

- ❖ Welcome Letter
- ❖ Floor Plan and Phone Extensions
- ❖ Discipline Form
- ❖ Schedules: Daily (Specific)
Master (Full Day and Reduced Day)
Enrichment
Duty
Dismissal (after-school care)
- ❖ Class/Student List - Seating Chart if applicable
- ❖ Lesson Plans can be found _____

BATHROOM USE

Students should NEVER be denied the opportunity to use the bathroom. Please contact the School Nurse, School Counselor, or Main Office if a problem arises.

CARE OF SCHOOL PROPERTY (Policy 5513)

CHILD ABUSE AND NEGLECT (Policy 8462)

Allegations of child abuse and neglect are matters of serious concern. N.J.A.C. 6A:16-11.1 establishes uniform statewide policies and procedures for public school personnel to report allegations of child abuse and neglect to the Department of Child Protection & Permanency (DCP&P), New Jersey Department of Human Services, and to cooperate with the investigation of such allegations. Any allegation of child abuse and/or neglect MUST be reported to the principal and DCP&P (possibly police officials).

CLASSROOM RESPONSIBILITIES

Staff members are responsible and accountable for the areas and/or classes to which they are assigned. **At no time may a student be left unsupervised by a certified staff member.** In the event of an emergency, request and wait for another staff member to arrive.

When leaving a classroom, at the end of the day, teachers must secure their assigned area by turning off lights, placing chairs on top of desks, and shutting and locking doors.

CLASS TRIPS (Policy 5850)

Class trips are not the same as field trips. Class trips are not related or are only indirectly related to the curriculum. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating pupils. Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Co-Curricular Activities (Policy 2430)

Any student in Grades PK-6 who is staying after school for any reason MUST have a note giving permission which is signed by a parent or guardian. Any student who is kept after school for any activity MUST be at the designated activity and at no other location (unless previously arranged by a teacher or parent/guardian).

CODE OF CONDUCT (Policy 5600)

Code of Conduct

CODE OF ETHICS (Policy 3211)

The Board of Education endorses the code of ethics for professional educators published by the National Education Association.

COPYRIGHTED MATERIALS (Policy 2531)

The Board of Education expressly forbids the use of any school equipment, supplies and/or materials for the illegal reproduction of copyrighted materials.

CORPORAL PUNISHMENT (Policy 3217)

Corporal punishment, as defined in 18A:6-1, is not an acceptable form of discipline at any time. Any staff member using corporal punishment as a form of discipline will be subject to possible criminal charges and other action, as prescribed by law, up to and including termination of employment.

CORRECTIVE ACTION FOR PROFESSIONAL RESPONSIBILITIES

(Policy 3150 & 4150)

The Superintendent shall deal with disciplinary matters on a case by case basis. Discipline measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding one or more increments, and dismissal.

Staff members that do not adhere to the policy and procedures of the Board of Education will be addressed in the following manner.

1. Notification/Verbal Warning
 - a. Followed by written email to document conversation
2. Written Warning
 - a. Documented in Personnel File
3. Letter of Reprimand
 - a. Documented in Personnel File
4. Increment withholding/suspension
5. Dismissal

CUMULATIVE RECORDS (IEPs/504 PLANS)

Cumulative records, for each student, are maintained in the main office. It is the responsibility of each teacher to review all of the information for each student assigned.

CUSTODIAL SERVICES (Policy 7410)

Requests for custodial and/or maintenance service must be submitted through the maintenance request section on the staff web page.

DETENTION (Policy 5600)

Families must be notified of an after school detention when one is assigned. Detentions are held twice a week after school. When a detention is assigned to a student, the principal will notify the parent(s) of the detention and the date that it is scheduled.

DISCIPLINE OF STUDENTS (Policy 5600)

It is expected that staff members will manage student behavior in accordance with board policy. The management of student discipline begins with the teacher. Parent contact should occur as necessary.

If a student displays inappropriate behaviors that disrupt the educational process, poses a threat to the health and safety of others, or is insubordinate the main office should be contacted to allow the Administrator, Head Teacher, or CPI team to address the matter.

DISMISSAL (Policy 8601)

Dismissal from class and/or school is the responsibility of the teacher and must be accomplished in an orderly manner.

Procedure: Students should be seated and quiet; students should walk to the doorway; students should enter the hallway in a quiet and orderly manner; and, most importantly, students should not be dismissed without direction from the teacher.

DISTRICT ORGANIZATION- CHAIN OF COMMAND (Policy 1100)

If a concern arises a staff member should follow the Chain of Command to resolve the issue. To begin, one should speak with his/her building Principal. Should the matter not be resolved, then the staff member may continue up the Chain of Command. In addition, matters can be brought to the Superintendent through the Faculty Council.

DRESS AND GROOMING (Policy 3216/4216)

The Board of Education has established specific guidelines regarding dress and grooming. It is the position of the Board that dress and grooming guidelines are necessary in order to ensure respect for staff and establish a safe and secure environment that is conducive to maximize student learning. The Board has established these guidelines in Policy No. 3216.

EMERGENCY PROCEDURES (Policy 8420)

Staff members must review the procedures outlined in the Safety and Security Plan (attached). Drills will be held periodically throughout the school year.

FIELD TRIPS (Policy 2340)

Field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

FIRST AID (Policy 8441)

In all cases, the primary responsibility for the care and treatment of students and staff should be shifted to the School Nurse (and/or police, fire or EMS personnel).

Procedure: Contact the main office; send someone to the School Nurse to report the event; keep the student or staff member immobile, quiet; attempt to determine the nature and extent of the incident; remain calm; remain in place until the school Nurse or other personnel arrives. Escort students to another area at an appropriate time.

GIFTS, GRANTS & DONATIONS (Policy 7230)

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$2,500 in value. Any gift accepted by the Board shall become the property of the Board.

GRADING (Policy 2624)

As indicated in Policy No. 2624, grading should acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards. Grading should be appropriate to the course of study and maturity of the students.

The marking period schedule reflects four (4) marking periods and is included in the teacher packet.

Please follow the grading criteria below:

E (Exceeds)	The student exceeds the grade-level standard for the marking period.
M (Meets)	The student meets the grade-level standard for the marking period.
P (Progressing)	The student is progressing toward the grade-level standard for the marking period.
NI(Needs Improvement)	The student is demonstrating minimal or no progress and is at risk for not meeting the grade level standard for the marking period.

The grading system for Grades 1-6, and Enrichments in Grades 3-6, is a combination of traditional numerical/letter grades with the following scale

A- Excellent Progress	92.5 to 100
B- Good Progress	84.5 to 92.4
C- Above Average	76.5 to 84.4
D- Limited Average	69.5 to 76.4
F- Unsatisfactory Progress	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 K-2 is as follows:

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

GRANTS FROM PRIVATE SOURCES (Policy 6160)

Any proposal for private funding must be submitted to the Superintendent by an administrator before it is formally submitted to the Board of Education for approval. The rationale for the proposal must set forth the objectives for the funding, the proposed program statement, and the means by which the objectives will be evaluated.

HARASSMENT, INTIMIDATION, AND BULLYING (Policy 5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

All School employees and volunteers are required to verbally report alleged violations of the Harassment, Intimidation, or Bullying Policy to the Principal or the Principal's designee on the same day that the individual witnessed the incident to receive reliable information regarding any such incident. All school employees and volunteers must submit a report in writing to the Principal within two (2) school days of the verbal report.

HEALTHY WORKPLACE ENVIRONMENT (Policy 3351/4351)

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools.

HOMEROOM- Opening Exercises (Policy 8820)

Homeroom procedures are described below:

- o Attendance: Student attendance must be recorded without exception each day.
- o Flag Salute: Students are expected to stand and should be encouraged to recite the flag salute in a respectful manner.
- o Materials: Homeroom teachers must maintain a written log to track the collection of monies, forms, letters, survey materials, etc.
- o Dismissal: As outlined previously.

HOMEWORK (Policy 2330)

Homework shall be assigned according to the following guidelines Policy No. 2330. As a rule of thumb, homework should be assigned to engage a student for 10 minutes per grade level (e.g. Grade 4-40 minutes). Homework may not be used as a punishment.

INAPPROPRIATE STAFF CONDUCT (Policy 3281 & 4281)

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all students within this school district. Furthermore, the Board recognizes staff members have a professional responsibility to protect a student's health, safety, and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the wellbeing of all students attending the school district.

In support of the Board's commitment to maintain the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all students. Inappropriate conduct and conduct unbecoming of a school staff member will not be tolerated in this school district.

School staff conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to students or about students and shall not engage in inappropriate conduct toward or with students. School staff shall not engage or seek to be in the presence of a student beyond the staff member's professional responsibilities. School staff shall not provide transportation to a student in their private vehicle or permit a student into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

The Commissioner of Education has determined inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming of a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications

and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to students or for public display.

IN-SERVICE TRAINING (Policy 3240)

The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. As such, staff members must attend all scheduled in-service programs unless specifically excused by the Principal.

INTERVENTION AND REFERRAL SERVICES (I&RS) (Policy 2417)

The Student Intervention and Referral Services has been established to assist students who are experiencing learning, behavior, and/or health difficulties. In addition, I&RS is intended to assist staff who have difficulties in addressing students' learning, behavior or health needs. The intervention and referral services are available to aid students in general education, but may also provide assistance to students who have been determined to be in need of special education programs and/or services. Staff members should refer to Policy No. 2417 and the informational pamphlet.

JURY DUTY (Policy 3439)

The Board of Education will assure any teaching staff member(s) against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for which the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

LESSON PLANS (Policy 3270)

Lesson plans must be maintained by all teachers. Lesson plans must be submitted each Friday by 3:00 the week before the plans are to be taught.

At a minimum the daily plan must include:

- o Instruction goal(s) and/or objective(s) stated in terms of observable behaviors;
- o Method/Process of Delivery of Instruction;
- o Evaluation/assessment; and,
- o Standards

MANAGEMENT OF LIFE THREATENING ALLERGIES (Policy 5331)

During the course of the school day, the school staff has the responsibility for protecting students from allergens that could trigger life-threatening allergic reactions. Staff members should be aware of the allergens that could impact their students and provide for their safety (including the provision of substitutes for the items that contain the allergens). This includes allergens that may be present in food, educational and/or instructional materials, and resources and/or incentives. Policy No.5331 provides guidance in managing life-threatening allergies and outlines procedures to be used in the event that holiday, birthday, and/or other school celebrations occur.

MEETINGS

Attendance at any school meeting is mandatory. Conflicts must be resolved with the Principal prior to the meeting.

ORGANIZATIONAL CHART (see attached)

PARENT CONTACTS (Policy 9200)

It is expected that staff members will communicate with parents/guardians frequently. Teachers should maintain phone logs for future reference.

PARTIES/SPECIAL EVENTS/CELEBRATIONS (Policy 8505)

Parties/special events must be approved by the Principal. Staff members should refer to Policy No. 5331 regarding the management of life-threatening allergic reactions.

PROFESSIONAL DEVELOPMENT HOURS (Policy 3240)

Individual Professional Development Requirements

- Each teacher must develop an individualized professional development plan (PDP) in consultation with his/her supervisor; this is typically done at the end of each school year, and must be done within the first 30 days of employment for those new to a district.
- Each teacher shall be guided by an individualized professional development plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least 20 hours per year of qualifying experiences. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

- The content of each individual PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the standards for professional learning in N.J.A.C. 6A:9C-3.3.
- Each teacher's individual PDP shall be updated annually no later than October 31, except:
 - If the teacher is hired after October 1, the PDP shall be developed within 25 working days of his or her hire.
- The individual PDP shall be modified during the year, as necessary, and shall specify at least:
 - One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
 - One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.
- Progress on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.
- Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her designated supervisor, and shall be reviewed as part of each annual summary conference.

Source: NJ Department of Education

PROFESSIONAL RESPONSIBILITIES

Parent communication activities such as Back-to-School Night and Parent Conferences are a professional responsibility that provides teachers with an opportunity to establish a home and school connection.

PROPERTY INVENTORY (Policy 7450)

Staff Members may not move any equipment values over \$250 from its building or room without written permission from the School Business Administrator.

PURCHASING (Policy 6421)

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the board of education. The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education. All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services being ordered.

REPORTING RESPONSIBILITIES–ARREST/INDICTMENT (Policy 3159 & 4159)

All certificate holders must report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days in accordance with the provisions of N.J.A.C. 6A:9-17.1. The report must include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders must also report to the superintendent the disposition of any charges within seven (7) calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9-17.5.

SEXUAL HARASSMENT (POLICY 3362 & 4352)

The Board of Education recognizes that every employee has the right to freedom from employment discrimination including the opportunity to work in an environment free of sexual harassment. Sexually offensive speech and conduct are inappropriate and unacceptable. The sexual harassment of any employee of this district is strictly forbidden. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present. Board of Education Policy No. 3362 & 4352 provides a clear definition of sexual harassment and outlines the complaint procedure.

SUBSTANCE ABUSE (POLICY 3218 & 4218)

The Board of Education prohibits the unlawful possession, use or distribution of illicit substances, drugs, alcohol and/or anabolic steroids on school premises or as a part of any school-related activity. The Board also strictly prohibits an employee from reporting to work under the influence of any illicit substance, drug, alcohol and/or anabolic steroids. Compliance with this standard of behavior is mandatory. It is expected that staff members will review Policy No. 3218 & 4218 for purposes of information and clarification.

Note: Smoking in school buildings and on school grounds is prohibited.

SUICIDE PREVENTION (Policy 5350)

Suicide is the leading cause of death for young people in New Jersey. The Board of education recognizes that suicide can devastate a community. Moreover, many attempts at suicide which do not result in death nonetheless end in serious injury to the victims and lifelong trauma to their families and those who know them. A person who is considering suicide may exhibit behavioral warning signs. If someone notices the

warning signs of suicide, it may be possible to avert a tragedy. With the possible exception of a parent, no one is better situated than a teacher to detect these signs and to initiate appropriate steps to prevent a suicide attempt. As such staff members must report any behavioral warning signs to the School Nurse, School Counselor and/or Principal immediately in order to maintain their certification, staff members *must* participate in suicide prevention training as part of their continuing education requirement. (N.J.S.A. 18A:6-112)

SUPPLIES / MATERIALS (POLICY 2520)

Requests for teaching supplies/materials should be forwarded to the Principal.

TECHNOLOGY DEVICES PROVIDED TO STAFF MEMBERS (Policy 7522)

Staff Member shall not remove technology devices off of school property without written authorization. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business.

TUITION ASSISTANCE (Policy 6472)

Staff members are required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought.

WEAPON SUSPECTED ON STUDENT (Regulation 8420.24)

Possession of a weapon on school property is a crime and is best handled by law enforcement personnel. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind. Treat all weapon related information (rumor) to be accurate and plan appropriately. Do not put anyone in harm's way.

When faced with a suspected weapon on a person, school personnel should consider the following circumstances:

- Type of weapon
- Age of suspect
- Mental state of suspect
- Factor of becoming a victim
- Past history of suspect, if known
- Suspected location of weapon (on person or elsewhere)

ACTION:

1. Notify Principal/designee/Security.
2. Principal/designee will call police.
3. Don't attempt to stop suspect if flight from building is attempted. Attempt, in a non confrontational way, to get the suspect to a private office near an exit.
4. Allow the student to flee from the building.
5. Do not allow the student to access bookbags, backpacks without first checking contents.
6. Avoid confrontation.

ATTACHMENTS

- A. [School Calendar 2024-2025](#)

REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2460.9/Page 1 of 2

SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION
PROGRAMS TO PRESCHOOL PROGRAMS (M)

R 2460.9 SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION
PROGRAMS TO PRESCHOOL PROGRAMS (M)

Children with disabilities participating in early intervention programs (EIP) assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14-1.1 et seq. will experience a smooth transition and will have an Individualized Education Program (IEP) developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

Procedure for Child Study Team (CST) Member Attendance at the Preschool Transition Planning Conference

1. The district will make available a CST member to participate in the preschool transition planning conference arranged by the designated Part C service coordinator from the early intervention system and will:
 - a. Review the Part C Individualized Family Service Plan for the child;
 - b. Provide the parent(s) written district registration requirements;
 - c. Provide the parent(s) written information with respect to available district programs for preschool students, including general education placement options; and
 - d. Provide the parent(s) a form to use to request that the Part C service coordinator be invited to the child's initial IEP meeting.
2. **The district will obtain necessary documentation to enroll the student, before any evaluations are started. The clock will start after the student is enrolled.**
3. The district will work collaboratively with the EIP designated Part C service coordinator or early intervention system to eliminate barriers regarding meeting times and locations.
3. School district officials shall adhere to all procedures contained in N.J.A.C. 6A:14-1.1 et seq. for transitioning children with disabilities from EIP to preschool programs.



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2460.9/Page 2 of 2

SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION PROGRAMS TO PRESCHOOL PROGRAMS (M)

4. The Part C service coordinator shall be invited to the initial IEP meeting for a student transitioning from Part C to Part B.

Adopted: 25 June 2014

Revised: 26 April 2017

Revised: 18 December 2024



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
4140/Page 1 of 1
TERMINATION

4140 TERMINATION

The Board of Education will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal on notice duly given a non-probationary employee.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.

An employee who offers insufficient notice of termination will be paid only through the last day of his/her service. **An employee who offers insufficient notice of termination will be precluded from employment with the district for a period of six (6) months.**

The Board may temporarily suspend an employee with or without pay and without notice when his/her continued services may be inimical to the interests of pupils.

N.J.S.A. 18A:6-10; 18A:17-2; 18A:17-3; 18A: 27-4.1

Adopted: 25 June 2014

Revised: 16 Oct 2024



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

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

In accordance with 18A:17-9 for the month of October, 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	
1420	Transportation Fees	5,187.00
1510	Interest on Investment	
	Interest on Capital reserve	
	Interest on Maintenance Reserve	1,504.00
1980	Extraordinary Aid	
3121	Transportation Aid	
4200	Medicaid Reimbursement	
1990	Unrestricted Misc. revenue	
Total		6,691.00

/s/ Daniel J. Fox

Daniel J. Fox, Board Secretary

**INVESTMENT REPORT
October 2024**

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

General Account	\$3,186,941.17
NJ Cash Management Fund ~ Current ACC.....	\$2,472,424.07
NJ Cash Management Fund ~ Capital Reserve.....	\$1,232,946.24
NJ Cash Management Fund ~ Maintenance	\$378,226.73
Payroll.....	\$6,812.48
Agency	\$343,045.06
Flexible Spending Account.....	\$6,199.85
UCC Trust.....	\$40,686.28
TOTAL	<u><u>\$7,667,281.88</u></u>

**AVERAGE
INTEREST RATE**

INTEREST EARNED FROM INVESTMENTS

General Account	\$3,556.80	1.36%
NJ Cash Management Fund ~ Current ACC.....	\$10,218.89	4.87%
NJ Cash Management Fund ~ Capital Reserve.....	\$5,095.94	4.87%
NJ Cash Management Fund ~ Maintenance	\$1,563.27	4.87%
Payroll.....	\$110.72	1.36%
Agency.....	\$272.28	1.36%
Flexible Spending Account.....	\$6.96	1.36%
UCC Trust.....	<u>\$45.53</u>	1.36%
TOTAL INTEREST FOR October 2024	\$20,870.39	
Amount Previously Reported	<u>\$43,209.06</u>	
TOTAL JULY 1ST TO DATE	<u><u>\$64,079.45</u></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

12/4/24
Date

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

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3121	Transportation Aid	
4200	Medicaid Reimbursement	
1990	Unrestricted Misc. revenue	
Total		6,691.00

/s/ Daniel J. Fox

Daniel J. Fox, Board Secretary

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

FUNDS	BEGINNING CASH	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH
GOVERNMENT FUNDS				
1 General Fund [Fund 10]	\$ 4,265,937.36	\$ 4,072,314.09	\$ 2,918,230.58	\$ 5,420,020.87
1b Capital Reserve [10-116]	\$ 1,227,850.30	\$ 5,095.94	\$ -	\$ 1,232,946.24
1b Maintenance Reserve [10-117]	\$ 376,663.46	\$ 1,563.27	\$ -	\$ 378,226.73
2 Special Revenue [Fund 20]	\$ 252,499.40	\$ 274,236.80	\$ 348,063.87	\$ 178,672.33
1b Internal Services [Fund 71]	\$ 13,134.03	\$ 10,714.10	\$ 1,414.44	\$ 22,433.69
Total Government Funds [General]	\$ 6,136,084.55	\$ 4,363,924.20	\$ 3,267,708.89	\$ 7,232,299.86
5 Cafeteria Account [Fund 61]	\$ 38,491.88	\$ 50,053.56	\$ 300.00	\$ 88,245.44
Total Enterprise Funds [61-64]	\$ 38,491.88	\$ 50,053.56	\$ 300.00	\$ 88,245.44
TOTAL GOVERNMENT & ENTERPRISE	\$ 6,174,576.43	\$ 4,413,977.76	\$ 3,268,008.89	\$ 7,320,545.30
TRUST & AGENCY FUNDS				
6a Agency [Fund 90]	\$ 145,768.12	\$ 1,022,399.50	\$ 1,143,984.13	\$ 24,183.49
7 Payroll [Fund 91]	\$ 2,264.85	\$ 2,459.36	\$ -	\$ 4,724.21
8 Unemployment Trust [Fund 92]	\$ 38,835.56	\$ 1,850.72	\$ -	\$ 40,686.28
6b Flexible Spending Acct [Fund 93]	\$ 6,033.62	\$ 920.00	\$ 753.77	\$ 6,199.85
9 Student Activity Fund [Fund 95]	\$ 2,520.80	\$ 13.25	\$ -	\$ 2,534.05
Total Trust & Agency Funds	\$ 195,422.95	\$ 1,027,642.83	\$ 1,144,737.90	\$ 78,327.88
TOTAL ALL FUNDS	\$ 6,369,999.38	\$ 5,441,620.59	\$ 4,412,746.79	\$ 7,398,873.18

Denise Niedoba
Denise Niedoba, Accountant

11.21.2024
Date

217

STUDENT ACTIVITY REPORT
October 2024

Account #	Account Description	Advisor Name	Opening Balance 7/1/2024	Deposits	Withdrawals	Ending Balance 10/31/2024
95-499-BA	Book Fines ~ Atco		\$319.56	\$0.00	\$0.00	\$319.56
95-499-BT	Book Fines ~ TR		\$67.65	\$0.00	\$0.00	\$67.65
95-499-SC	WES Student Council	Meaghan Knoll	\$21.74	\$0.00	\$0.00	\$21.74
95-499-WE	Field Day ~ WES	Meaghan Knoll	\$11.60	\$0.00	\$0.00	\$11.60
95-499-BW	Book Fines ~ WES		\$97.00	\$13.25	\$0.00	\$110.25
95-499-C	Community Relief Fund	Erica Ravenkamp	\$1,508.46	\$0.00	\$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	\$0.00	\$0.00	\$28.97
95-499-ST	Staff Activity Account	Mike Nolan	\$435.00	\$0.00	\$0.00	\$435.00
95-101	Cash ~ Student Activity Account		\$2,520.80	\$13.25	\$0.00	\$2,534.05

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

Assets and Resources

Assets:

101	Cash in bank		\$5,420,020.87
102-106	Cash Equivalents		\$6,700.00
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		\$1,232,946.24
117	Maintenance Reserve Account		\$378,226.73
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$983.61	
141	Intergovernmental - State	\$11,475,747.25	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$4,320.05	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$512.19	\$11,481,563.10

Loans Receivable:

131	Interfund	\$32,307.07	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$32,307.07
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	\$30,291,680.00	
302	Less Revenues	(\$20,813,828.20)	\$9,477,851.80

Total assets and resources

\$28,029,615.81

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 10 General 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	\$1,638,357.31
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		\$1,647,105.36

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

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$21,629,218.17
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$1,211,743.08	
604	Add: Increase in Capital Reserve	\$25,000.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	(\$329,922.00)	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$906,821.08
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	\$571,722.24	
606	Add: Increase in Maintenance Reserve	\$5,000.00	
310	Less: Bud. w/d from Maintenance Reserve	(\$25,000.00)	\$551,722.24
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	\$33,238,847.00	
602	Less: Expenditures	(\$10,049,337.83)	
	Less: Encumbrances	(\$21,625,081.17)	(\$31,674,419.00)
	Total appropriated		\$24,652,189.49
Unappropriated:			
770	Fund balance, July 1		\$1,734,457.96
771	Designated fund balance		\$2,618,108.00
303	Budgeted fund balance		(\$2,622,245.00)
	Total fund balance		\$26,382,510.45
	Total liabilities and fund equity		\$28,029,615.81

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$33,238,847.00	\$31,674,419.00	\$1,564,428.00
Revenues	(\$30,291,680.00)	(\$20,813,828.20)	(\$9,477,851.80)
Subtotal	<u>\$2,947,167.00</u>	<u>\$10,860,590.80</u>	<u>(\$7,913,423.80)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$25,000.00	\$21,203.16	\$3,796.84
Less - Withdrawal from reserve	(\$329,922.00)	(\$329,922.00)	\$0.00
Subtotal	<u>\$2,642,245.00</u>	<u>\$10,551,871.96</u>	<u>(\$7,909,626.96)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,642,245.00</u>	<u>\$10,551,871.96</u>	<u>(\$7,909,626.96)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$5,000.00	(\$193,495.51)	\$198,495.51
Less - Withdrawal from reserve	(\$25,000.00)	(\$25,000.00)	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>
Change in Federal Impact Aid (Capitall):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,622,245.00</u>	<u>\$10,333,376.45</u>	<u>(\$7,711,131.45)</u>

Prepared and submitted by :



Board Secretary

12/3/24

Date

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

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	15,663,293	0	15,663,293	6,522,978	Under	9,140,315
00520	SUBTOTAL – Revenues from State Sources	14,579,430	0	14,579,430	14,279,430	Under	300,000
00570	SUBTOTAL – Revenues from Federal Sources	48,957	0	48,957	11,420	Under	37,537
	Total	30,291,680	0	30,291,680	20,813,828		9,477,852
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	4,176,272	87,899	4,264,171	1,077,767	3,014,790	171,615
10300	Total Special Education - Instruction	1,841,917	40,717	1,882,634	347,825	1,469,756	65,054
11160	Total Basic Skills/Remedial – Instruct.	985,074	(119,806)	865,268	171,870	678,927	14,471
17100	Total School-Sponsored Co/Extra Curricul	13,000	0	13,000	0	0	13,000
20620	Total Summer School	139,312	(2,632)	136,680	82,102	2,880	51,698
29180	Total Undistributed Expenditures - Instr	12,793,975	(63,695)	12,730,280	4,920,481	7,600,219	209,580
29680	Total Undistributed Expenditures – Atten	117,038	1,746	118,784	47,048	67,384	4,352
30620	Total Undistributed Expenditures – Healt	193,539	915	194,454	38,857	142,136	13,461
40580	Total Undistributed Expend – Speech, OT,	362,126	1,823	363,949	60,387	298,539	5,024
41080	Total Undist. Expend. – Other Supp. Serv	515,060	7,969	523,029	95,059	418,874	9,096
41660	Total Undist. Expend. – Guidance	172,215	(250)	171,965	36,332	130,346	5,287
42200	Total Undist. Expend. – Child Study Team	413,053	195	413,248	106,000	299,522	7,726
43200	Total Undist. Expend. – Improvement of I	188,830	(2,492)	186,338	51,453	120,034	14,850
43620	Total Undist. Expend. – Edu. Media Serv.	516,585	(2,036)	514,549	230,559	204,824	79,165
44180	Total Undist. Expend. – Instructional St	73,757	(4,405)	69,352	10,369	22,501	36,481
45300	Support Serv. - General Admin	451,397	20,025	471,422	166,937	286,172	18,313
46160	Support Serv. - School Admin	600,752	14,783	615,535	182,599	381,380	51,556
47200	Total Undist. Expend. – Central Services	474,297	(245)	474,052	189,236	271,573	13,243
51120	Total Undist. Expend. – Oper. & Maint. O	1,720,910	232	1,721,142	557,062	927,178	236,902
52480	Total Undist. Expend. – Student Transpor	3,043,359	37,367	3,080,726	172,590	2,753,576	154,561
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,964,239	(13,973)	3,950,266	1,388,795	2,201,141	360,330
75880	TOTAL EQUIPMENT	76,200	0	76,200	27,550	26,869	21,781
76260	Total Facilities Acquisition and Constr	401,803	0	401,803	88,462	306,459	6,882
	Total	33,234,710	4,137	33,238,847	10,049,338	21,625,081	1,564,428

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

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	15,368,770	0	15,368,770	6,403,654	Under	8,965,116
00150	10-1320	Tuition from LEAs Within State	38,883	0	38,883	1,227	Under	37,656
00250	10-14[2-4]0	Transportation Fees from Other LEAs	1,000	0	1,000	6,187		(5,187)
00300	10-1__	Unrestricted Miscellaneous Revenues	224,640	0	224,640	84,202	Under	140,438
00330	10-1__	Interest Earned on Maintenance Reserve	5,000	0	5,000	6,504		(1,504)
00340	10-1__	Interest Earned on Capital Reserve Funds	25,000	0	25,000	21,203	Under	3,797
00410	10-3116	School Choice Aid	433,182	0	433,182	433,182		0
00420	10-3121	Categorical Transportation Aid	1,164,511	0	1,164,511	1,164,511		0
00430	10-3131	Extraordinary Aid	300,000	0	300,000	0	Under	300,000
00440	10-3132	Categorical Special Education Aid	1,665,961	0	1,665,961	1,665,961		0
00460	10-3176	Equalization Aid	10,736,075	0	10,736,075	10,736,075		0
00470	10-3177	Categorical Security Aid	279,701	0	279,701	279,701		0
00540	10-4200	Medicaid Reimbursement	48,957	0	48,957	11,420	Under	37,537
Total			30,291,680	0	30,291,680	20,813,828		9,477,852

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02060	11-105-100-936	Local Contribution – Transfer to Special	117,600	0	117,600	117,600	0	0
02080	11-110-__-101	Kindergarten – Salaries of Teachers	482,456	(36,200)	446,256	87,556	350,225	8,475
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers	2,501,343	116,765	2,618,108	510,897	2,067,242	39,969
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers	502,755	(4,845)	497,910	89,119	396,104	12,687
02500	11-150-100-101	Salaries of Teachers	2,100	0	2,100	0	0	2,100
02540	11-150-100-320	Purchased Professional – Educational Ser	7,000	(1,490)	5,510	0	0	5,510
03000	11-190-1__-106	Other Salaries for Instruction	171,019	0	171,019	23,941	121,243	25,835
03020	11-190-1__-320	Purchased Professional – Educational Ser	16,105	0	16,105	1,000	0	15,105
03040	11-190-1__-340	Purchased Technical Services	10,800	10,650	21,450	21,450	0	0
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	17,905	3,901	21,806	4,975	16,013	818
03080	11-190-1__-610	General Supplies	330,323	(49,432)	280,891	172,647	63,261	44,983
03100	11-190-1__-640	Textbooks	0	48,550	48,550	48,137	407	6
03120	11-190-1__-8__	Other Objects	16,866	0	16,866	445	295	16,126
04500	11-204-100-101	Salaries of Teachers	147,714	74,427	222,141	43,210	172,123	6,808
04520	11-204-100-106	Other Salaries for Instruction	23,533	(2,500)	21,033	0	16,206	4,827
04600	11-204-100-610	General Supplies	550	414	964	333	0	631
06000	11-209-100-101	Salaries of Teachers	164,292	0	164,292	32,060	126,815	5,417
06020	11-209-100-106	Other Salaries for Instruction	600	0	600	0	0	600
06100	11-209-100-610	General Supplies	300	120	420	401	0	19
06500	11-212-100-101	Salaries of Teachers	78,952	(6,102)	72,850	12,750	51,000	9,100
06520	11-212-100-106	Other Salaries for Instruction	250	(30)	220	0	0	220
06600	11-212-100-610	General Supplies	0	3,556	3,556	1,810	29	1,716
07000	11-213-100-101	Salaries of Teachers	1,297,910	(28,789)	1,269,121	234,859	1,021,228	13,034
07020	11-213-100-106	Other Salaries for Instruction	12,624	19,000	31,624	3,324	28,210	91
07100	11-213-100-610	General Supplies	8,650	(1,379)	7,271	4,906	72	2,293
08500	11-216-100-101	Salaries of Teachers	68,907	0	68,907	13,515	54,062	1,330

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
08520	11-216-100-106	Other Salaries for Instruction	19,365	(18,000)	1,365	0	0	1,365
08600	11-216-100-6__	General Supplies	2,520	0	2,520	344	11	2,165
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	13,750	0	13,750	313	0	13,437
11000	11-230-100-101	Salaries of Teachers	973,074	(119,806)	853,268	170,618	678,927	3,723
11060	11-230-100-340	Purchased Technical Services	10,000	0	10,000	0	0	10,000
11100	11-230-100-610	General Supplies	2,000	0	2,000	1,252	0	748
17000	11-401-100-1__	Salaries	13,000	0	13,000	0	0	13,000
20000	11-422-100-101	Salaries of Teachers	34,575	(1,972)	32,603	28,434	0	4,169
20020	11-422-100-106	Other Salaries of Instruction	18,775	(500)	18,275	15,174	0	3,101
20500	11-422-200-1__	Salaries	20,932	10,379	31,311	28,810	0	2,502
20520	11-422-200-3__	Purchased Professional and Technical Ser	14,155	(10,789)	3,366	0	2,880	486
20540	11-422-200-[4-5]	Purchased Services (400-500 series)	50,675	0	50,675	9,684	0	40,991
20560	11-422-200-6__	Supplies and Materials	200	250	450	0	0	450
29000	11-000-100-561	Tuition to Other LEAs within the State -	10,087,987	0	10,087,987	4,035,195	6,052,792	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	410,328	0	410,328	155,424	248,687	6,217
29040	11-000-100-563	Tuition to County Voc. School District-R	78,750	0	78,750	4,732	42,586	31,432
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	263,729	(158,600)	105,129	19,087	81,852	4,191
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,911,284	94,905	2,006,189	697,664	1,174,303	134,223
29140	11-000-100-568	Tuition – State Facilities	41,897	0	41,897	8,379	0	33,518
29500	11-000-211-1__	Salaries	86,868	388	87,256	21,053	66,203	0
29600	11-000-211-3__	Purchased Professional and Technical Ser	29,570	1,358	30,928	25,928	1,000	4,000
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	500	0	500	19	181	300
29640	11-000-211-6__	Supplies and Materials	100	0	100	48	0	52
30500	11-000-213-1__	Salaries	177,639	0	177,639	35,914	141,725	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	11,610	(200)	11,410	231	0	11,179
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series	190	0	190	0	0	190
30580	11-000-213-6__	Supplies and Materials	4,100	1,115	5,215	2,712	411	2,092
40500	11-000-216-1__	Salaries	229,726	(2,900)	226,826	45,183	178,046	3,596
40520	11-000-216-320	Purchased Professional – Educational Ser	129,700	4,338	134,038	13,795	120,225	18
40540	11-000-216-6__	Supplies and Materials	2,000	500	2,500	1,388	3	1,109
40560	11-000-216-8__	Other Objects	700	(115)	585	20	265	300
41000	11-000-217-1__	Salaries	507,560	0	507,560	93,427	405,674	8,460
41020	11-000-217-320	Purchased Professional – Educational Ser	0	13,309	13,309	763	12,435	112
41040	11-000-217-6__	Supplies and Materials	7,500	(5,340)	2,160	870	765	525
41500	11-000-218-104	Salaries of Other Professional Staff	162,940	0	162,940	36,332	127,371	(763)
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	750	0	750	0	750	0
41580	11-000-218-390	Other Purchased Professional & Technical	7,500	0	7,500	0	2,225	5,275
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	50	(50)	0	0	0	0
41620	11-000-218-6__	Supplies and Materials	975	(200)	775	0	0	775
42000	11-000-219-104	Salaries of Other Professional Staff	334,325	500	334,825	82,242	247,818	4,765

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	49,328	0	49,328	16,442	32,885	1
42080	11-000-219-390	Other Purchased Professional & Technical	20,000	0	20,000	3,000	16,650	350
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,400	(1,625)	2,775	940	771	1,064
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	0	2,220	2,220	854	1,366	1
42160	11-000-219-6__	Supplies and Materials	4,000	(900)	3,100	1,632	33	1,435
42180	11-000-219-8__	Other Objects	1,000	0	1,000	890	0	110
43020	11-000-221-104	Salaries of Other Professional Staff	27,660	1,050	28,710	16,257	12,215	239
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	56,409	(692)	55,717	18,616	36,403	698
43080	11-000-221-176	Salaries of Facilitators, Math & Literac	82,007	0	82,007	16,155	64,622	1,230
43100	11-000-221-320	Purchased Prof. – Educational Services	21,000	(3,150)	17,850	0	6,556	11,294
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	400	0	400	0	0	400
43160	11-000-221-6__	Supplies and Materials	600	100	700	96	39	565
43180	11-000-221-8__	Other Objects	754	200	954	329	200	425
43500	11-000-222-1__	Salaries	130,546	0	130,546	32,264	74,512	23,770
43520	11-000-222-177	Salaries of Technology Coordinators	116,184	112	116,296	38,765	77,530	1
43540	11-000-222-3__	Purchased Professional and Technical Ser	211,755	(823)	210,932	143,943	40,902	26,087
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	57,100	(1,325)	55,775	15,588	11,881	28,307
44020	11-000-223-104	Salaries of Other Professional Staff	2,450	475	2,925	615	200	2,110
44040	11-000-223-105	Salaries of Secretarial & Clerical Assis	19,582	270	19,852	6,617	13,234	0
44060	11-000-223-110	Other Salaries	14,750	0	14,750	2,510	0	12,240
44080	11-000-223-320	Purchased Professional – Educational Ser	28,600	(1,905)	26,695	627	8,068	18,000
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	7,775	(2,845)	4,930	0	999	3,931
44140	11-000-223-6__	Supplies and Materials	600	(400)	200	0	0	200
45000	11-000-230-1__	Salaries	232,147	5,375	237,522	78,901	158,573	48
45040	11-000-230-331	Legal Services	41,150	9,800	50,950	5,562	44,438	950
45060	11-000-230-332	Audit Fees	36,600	8,600	45,200	0	45,000	200
45080	11-000-230-334	Architectural/Engineering Services	2,300	(2,300)	0	0	0	0
45100	11-000-230-339	Other Purchased Professional Services	11,500	(800)	10,700	5,265	3,400	2,035
45120	11-000-230-340	Purchased Technical Services	7,300	(5,500)	1,800	368	1,012	420
45140	11-000-230-530	Communications/Telephone	56,350	0	56,350	17,433	30,603	8,315
45160	11-000-230-585	BOE Other Purchased Services	2,300	0	2,300	2,200	0	100
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	43,450	(500)	42,950	37,189	68	5,693
45200	11-000-230-610	General Supplies	3,750	(250)	3,500	1,041	2,186	273
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	1,500	2,500	4,000	2,879	893	228
45260	11-000-230-890	Miscellaneous Expenditures	450	3,100	3,550	3,506	0	44
45280	11-000-230-895	BOE Membership Dues and Fees	12,600	0	12,600	12,593	0	7
46000	11-000-240-103	Salaries of Principals/Assistant Princip	390,951	11,482	402,433	116,642	254,872	30,919
46020	11-000-240-104	Salaries of Other Professional Staff	11,250	500	11,750	51	9,000	2,699
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	165,524	3,301	168,825	53,180	111,134	4,510
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	18,727	(1,456)	17,271	6,603	6,077	4,592

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
46120	11-000-240-6__	Supplies and Materials	6,400	0	6,400	2,213	30	4,157
46140	11-000-240-8__	Other Objects	7,900	956	8,856	3,910	267	4,679
47000	11-000-251-1__	Salaries	398,857	0	398,857	133,437	261,151	4,269
47040	11-000-251-340	Purchased Technical Services	56,015	(1,010)	55,005	44,270	3,962	6,772
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	4,190	(995)	3,195	902	2,237	56
47100	11-000-251-6__	Supplies and Materials	7,325	1,135	8,460	6,204	2,253	3
47140	11-000-251-832	Interest on Lease Purchase Agreements	6,310	0	6,310	2,437	1,869	2,004
47180	11-000-251-890	Other Objects	1,600	625	2,225	1,986	100	139
48500	11-000-261-1__	Salaries	84,489	81	84,570	28,190	56,379	1
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	266,090	0	266,090	54,339	133,704	78,047
48540	11-000-261-610	General Supplies	2,500	0	2,500	30	0	2,470
49000	11-000-262-1__	Salaries	335,707	9,420	345,127	115,084	213,486	16,557
49020	11-000-262-107	Salaries of Non-Instructional Aides	181,685	9,420	191,105	29,051	108,467	53,588
49040	11-000-262-3__	Purchased Professional and Technical Ser	5,562	0	5,562	0	0	5,562
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	61,060	7,200	68,260	20,102	46,355	1,804
49080	11-000-262-441	Rental of Land & Bldg. Oth. Than Lease P	12,767	0	12,767	4,604	8,152	11
49120	11-000-262-490	Other Purchased Property Services	21,200	0	21,200	5,727	14,833	640
49140	11-000-262-520	Insurance	99,650	1,151	100,801	100,551	250	0
49160	11-000-262-590	Miscellaneous Purchased Services	4,100	0	4,100	0	0	4,100
49180	11-000-262-610	General Supplies	99,321	(2,472)	96,849	60,495	9,990	26,365
49200	11-000-262-621	Energy (Natural Gas)	87,112	(9,420)	77,692	2,098	67,674	7,920
49220	11-000-262-622	Energy (Electricity)	286,444	(9,420)	277,024	91,135	179,670	6,219
49260	11-000-262-626	Energy (Gasoline)	2,000	0	2,000	626	0	1,374
49280	11-000-262-8__	Other Objects	470	400	870	700	0	170
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	25,250	(7,600)	17,650	800	3,000	13,850
50060	11-000-263-610	General Supplies	115	0	115	0	0	115
51020	11-000-266-3__	Purchased Professional and Technical Ser	121,000	1,472	122,472	23,379	82,934	16,159
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	1,548	0	1,548	81	0	1,467
51060	11-000-266-610	General Supplies	22,840	0	22,840	20,072	2,284	485
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	52,001	300	52,301	17,366	34,700	235
52100	11-000-270-350	Management Fee – ESC & CTSA Trans. Prog	35,000	8,795	43,795	8,391	35,403	0
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	7,500	0	7,500	5,500	0	2,000
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	86,210	0	86,210	0	0	86,210
52240	11-000-270-505	Contract Serv–Aid in Lieu Pymts–Choice S	9,320	0	9,320	0	0	9,320
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	1,695,000	15,213	1,710,213	0	1,709,614	599
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	45,150	(5,684)	39,466	0	32,949	6,517
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	0	23,389	23,389	0	23,389	0
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	453,125	(145,725)	307,400	0	307,400	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	63,000	(61,968)	1,032	1,032	0	0
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	78,000	651	78,651	11,011	64,541	3,099
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	515,853	197,172	713,025	128,848	540,355	43,822

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52400	11-000-270-593	Misc. Purchased Services - Transportatio	750	0	750	0	0	750
52420	11-000-270-610	General Supplies	1,700	5,223	6,923	242	5,223	1,458
52460	11-000-270-8__	Other objects	750	0	750	200	0	550
53180	11-1__-100-270	Health Benefits	1,169,421	(1,169,421)	0	0	0	0
53200	11-1__-100-280	Tuition Reimbursement	25,000	4,137	29,137	12,489	16,648	0
54180	11-2__-100-270	Health Benefits	723,206	(723,206)	0	0	0	0
59180	11-000-211-270	Health Benefits	205	(205)	0	0	0	0
59680	11-000-213-270	Health Benefits	98,119	(98,119)	0	0	0	0
60180	11-000-216-270	Health Benefits	37,159	(37,159)	0	0	0	0
60668	11-000-217-270	Health Benefits	10,173	(10,173)	0	0	0	0
61180	11-000-218-270	Health Benefits	47,826	(47,826)	0	0	0	0
61500	11-000-219-210	Group Insurance	1,850	80	1,930	(281)	2,203	8
61680	11-000-219-270	Health Benefits	38,203	(38,203)	0	0	0	0
62680	11-000-221-270	Health Benefits	58,149	(58,149)	0	0	0	0
63180	11-000-222-270	Health Benefits	22,641	(22,641)	0	0	0	0
63680	11-000-223-270	Health Benefits	6,642	(6,642)	0	0	0	0
64500	11-000-230-210	Group Insurance	1,500	0	1,500	391	913	196
64680	11-000-230-270	Health Benefits	44,951	(44,951)	0	0	0	0
65500	11-000-240-210	Group Insurance	3,080	2,675	5,755	1,577	4,022	156
65680	11-000-240-270	Health Benefits	120,238	(120,238)	0	0	0	0
66680	11-000-251-270	Health Benefits	128,654	(128,654)	0	0	0	0
68345	11-000-261-270	Health Benefits	8,256	(8,256)	0	0	0	0
68445	11-000-262-270	Health Benefits	71,056	(71,056)	0	0	0	0
69180	11-000-270-270	Health Benefits	29,556	(29,556)	0	0	0	0
71020	11-000-291-220	Social Security Contributions	228,015	0	228,015	56,371	171,644	0
71060	11-000-291-241	Other Retirement Contributions - PERS	282,500	0	282,500	0	0	282,500
71120	11-000-291-249	Other Retirement Contributions - Regular	32,400	0	32,400	6,080	26,320	0
71140	11-000-291-250	Unemployment Compensation	50,000	(5,375)	44,625	0	0	44,625
71160	11-000-291-260	Workmen's Compensation	150,000	(3,906)	146,094	144,364	0	1,730
71180	11-000-291-270	Health Benefits	274,276	2,596,979	2,871,255	1,165,783	1,685,875	19,597
71200	11-000-291-280	Tuition Reimbursement	0	5,892	5,892	0	5,892	0
71220	11-000-291-290	Other Employee Benefits	231,888	0	231,888	2,022	218,348	11,518
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff	69,275	0	69,275	0	69,275	0
73040	12-120-100-73_	Grades 1-5	53,700	0	53,700	27,550	19,673	6,477
75760	12-000-266-73_	Undist. Expend. - Security	22,500	0	22,500	0	7,196	15,304
76080	12-000-400-450	Construction Services	329,922	0	329,922	53,807	269,238	6,877
76140	12-000-400-721	Lease Purchase Agreements - Principal	68,550	0	68,550	33,988	34,557	5
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	3,331	0	3,331	666	2,665	0
Total			33,234,710	4,137	33,238,847	10,049,338	21,625,081	1,564,428

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$178,672.33
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	\$2,168,894.40	
142	Intergovernmental - Federal	\$7,220.58	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$2,176,114.98

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	\$3,837,983.11	
302	Less Revenues	(\$2,754,375.53)	\$1,083,607.58

Total assets and resources

\$3,438,394.89

Starting date 7/1/2024 Ending date 10/31/2024 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	\$52,355.68
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	\$496,899.13
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$549,254.81

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$2,413,128.56
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	\$3,836,708.11	
602	Less: Expenditures (\$948,843.03)		
	Less: Encumbrances (\$2,413,128.56)	(\$3,361,971.59)	\$474,736.52
	Total appropriated		\$2,887,865.08
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$1,275.00
	Total fund balance		\$2,889,140.08
	Total liabilities and fund equity		<u>\$3,438,394.89</u>

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,836,708.11	\$3,361,971.59	\$474,736.52
Revenues	(\$3,837,983.11)	(\$2,754,375.53)	(\$1,083,607.58)
Subtotal	<u>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</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>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</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>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</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>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</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>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</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>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</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>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>(\$1,275.00)</u>	<u>\$607,596.06</u>	<u>(\$608,871.06)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	21,907	0	21,907	3,125	Under	18,782
00770	Total Revenues from State Sources	2,895,348	0	2,895,348	2,711,118	Under	184,230
00830	Total Revenues from Federal Sources	803,128	0	803,128	40,133	Under	762,996
0083A	Other	117,600	0	117,600	0	Under	117,600
	Total	3,837,983	0	3,837,983	2,754,376		1,083,608

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	21,907	0	21,907	225	1,732	19,950
85120	Total Instruction	1,419,369	(36,323)	1,383,046	256,997	981,661	144,388
86380	Total Support Services	1,593,579	36,323	1,629,902	385,388	1,042,461	202,053
88740	Total Federal Projects	803,128	(0)	803,128	306,233	387,275	109,620
	Total	3,837,983	(0)	3,837,983	948,843	2,413,129	476,012

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00730 20-1320 Tuition from LEAs - Preschool	0	0	0	0		0
00740 20-1___ Other Revenue from Local Sources	21,907	0	21,907	3,125	Under	18,782
00755 20-3218 Preschool Education Aid – Prior Year Car	184,230	0	184,230	0	Under	184,230
00760 20-3218 Preschool Education Aid	2,711,118	0	2,711,118	2,711,118		0
00775 20-441[1-6] Title I	375,844	0	375,844	0	Under	375,844
00780 20-445[1-5] Title II	53,858	0	53,858	0	Under	53,858
00790 20-447[1-4] Title IV	16,159	0	16,159	0	Under	16,159
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	273,014	0	273,014	25,592	Under	247,422
00814 20-4540 ARP - ESSER	61,831	0	61,831	0	Under	61,831
00825 20-4___ Other	22,423	0	22,423	14,541	Under	7,882
00835 20-5200 Transfers from Operating Budget – Presch	117,600	0	117,600	0	Under	117,600
Total	3,837,983	0	3,837,983	2,754,376		1,083,608

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___-___ Local Projects	21,907	0	21,907	225	1,732	19,950
85000 20-218-100-101 Salaries of Teachers	1,010,250	(56,598)	953,652	185,481	726,460	41,711
85020 20-218-100-106 Other Salaries for Instruction	307,004	20,275	327,279	54,727	250,713	21,839
85030 20-218-100-321 Purch Prof-Ed Services	51,000	0	51,000	1,300	2,450	47,250
85080 20-218-100-6___ General Supplies	36,115	0	36,115	13,008	2,038	21,069
85100 20-218-100-8___ Other Objects	15,000	0	15,000	2,480	0	12,520
86000 20-218-200-102 Salaries of Supervisors of Instruction	110,000	(9,535)	100,465	22,765	77,697	2
86020 20-218-200-103 Salaries of Program Directors	65,850	1,000	66,850	22,273	44,547	30
86040 20-218-200-104 Salaries of Other Professional Staff	36,450	44,858	81,308	18,167	61,418	1,723
86060 20-218-200-105 Salaries of Secr. And Clerical Assistant	38,325	0	38,325	12,775	25,549	1
86080 20-218-200-110 Other Salaries	67,944	(4,000)	63,944	21,799	35,999	6,146
86100 20-218-200-173 Salaries of Community Parent Involvement	103,337	0	103,337	20,667	82,669	1
86120 20-218-200-176 Salaries of Master Teachers	105,175	(10,000)	95,175	0	70,862	24,313
86140 20-218-200-200 Personnel Services – Employee Benefits	637,245	10,000	647,245	208,638	397,949	40,658
86200 20-218-200-329 Purchased Professional – Educational Ser	101,000	(28,000)	73,000	3,686	22,290	47,024
86220 20-218-200-330 Other Purchased Professional Services	30,250	400	30,650	5,853	24,765	32
86240 20-218-200-420 Cleaning, Repair & Maintenance Services	43,476	3,600	47,076	14,652	22,935	9,489
86280 20-218-200-511 Contr. Trans. Serv. (Bet. Home & Sch)	95,532	28,000	123,532	0	120,322	3,210
86300 20-218-200-516 Contr. Trans. Serv. (Field Trips)	5,000	0	5,000	0	980	4,020
86320 20-218-200-580 Travel	1,200	0	1,200	450	0	750
86340 20-218-200-6___ Supplies and Materials	149,795	0	149,795	32,774	54,477	62,544
86360 20-218-200-8___ Other Objects	3,000	0	3,000	890	0	2,110
88500 20-___-___-___ Title I	375,844	(0)	375,844	109,300	179,655	86,889
88520 20-___-___-___ Title II	53,858	0	53,858	14,792	24,343	14,723
88560 20-___-___-___ Title IV	16,159	0	16,159	0	16,159	0
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	273,014	(0)	273,014	105,769	167,119	126
88700 20-___-___-___ Other	22,423	0	22,423	14,541	0	7,882
88713 20-487-___-___ ARP-ESSER Grant Program	61,831	(0)	61,831	61,831	0	0

Starting date 7/1/2024 Ending date 10/31/2024 Fund: 20 Special Revenue Fund

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88713 20-487-____-____ ARP-ESSER Grant Program	61,831	(0)	61,831	61,831	0	0
Total	3,837,983	(0)	3,837,983	948,843	2,413,129	476,012

Batch Count = 1

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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D263 ACTIVE CHEMICAL CORPORATION**\$766.00 Vend Total**

P.O. # 501185 Water treatment service

\$766.00 P PO Total

11-000-262-420-00-20-000 CLEANING, REPAIR MAINTEN \$766.00 P

Inv# 96024 \$383.00 P 11/15/24

Inv# 96091 \$383.00 P 12/06/24

3505 ALMA YORK-ZALESKY**\$33.84 Vend Total**

P.O. # 501503 Mileage Reimbursement -Alma

\$33.84 PO Total

11-190-100-580-58-00-000 MILEAGE \$33.84

Inv# Mileage - October \$33.84 12/02/24

M046 ARC NETWORK, LLC**\$339.15 Vend Total**

P.O. # 501457 PD A.Bowman

\$339.15 P PO Total

11-000-223-580-58-06-100 PD TRAVEL WES \$339.15 P

Inv# Order 32340 \$339.15 P 12/02/24

1153 ARCHWAY PROGRAMS, INC**\$32,883.44 Vend Total**

P.O. # 501074 24/25 TUITION RC

\$4,384.05 P PO Total

11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE \$4,384.05 P

Inv# INV-000083989 RC DEC \$4,384.05 P 11/18/24

P.O. # 501075 24/25 TUITION BC

\$10,521.72 P PO Total

11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE \$10,521.72 P

Inv# INV-000083994 BC DEC \$4,384.05 P 11/18/24

Inv# INV-000085711 BC JAN \$6,137.67 P 12/06/24

P.O. # 501526 TUITION PSD

\$17,977.67 P PO Total

11-000-100-566-30-15-000 Private School Secondary \$17,977.67 P

Inv# INV-000083881 Oct \$4,810.00 P 12/02/24

Inv# INV-000084213 Nov \$7,030.00 P 12/02/24

Inv# INV-000085706 RC JAN \$6,137.67 P 12/06/24

2594 B AND C TREE SERVICE, INC.**\$3,500.00 Vend Total**

P.O. # 501336 Tree removal at Atco

\$3,500.00 PO Total

11-000-262-420-00-20-000 CLEANING, REPAIR MAINTEN \$3,500.00

Inv# 09071925 \$3,500.00 11/15/24

1152 BANCROFT A NEW JERSEY NON PROFIT CORPORA**\$44,069.97 Vend Total**

P.O. # 501065 Tuition ST

\$10,285.59 P PO Total

11-000-100-566-30-15-000 Private School Secondary \$10,285.59 P

Inv# WATER1024 ST OCT \$10,285.59 P 11/18/24

P.O. # 501299 24/25 TUITION AG

\$7,963.20 P PO Total

11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE \$7,963.20 P

Inv# WATER1024-01 AG OCT \$7,963.20 P 11/18/24

P.O. # 501300 24/25 TUITION HL

\$15,535.59 P PO Total

11-000-100-566-30-15-000 Private School Secondary \$15,535.59 P

Inv# WATER1024 HL OCT \$15,535.59 P 11/18/24

Batch Number	3	Batch 3		\$2,428,114.29	Batch Total
1152	BANCROFT A NEW JERSEY NON PROFIT CORPORA			\$44,069.97	Vend Total
P.O. #	501301	24/25 TUITION CC		\$10,285.59 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$10,285.59 P	
Inv#	WATER1024 CC OCT	\$10,285.59 P	11/18/24		
1384	BECKER & BRO.; CHARLES J.			\$19.54	Vend Total
P.O. #	501473	Preschool Supplies		\$19.54	PO Total
20-218-100-600-00-02-060		PEA IN SUPPLS TR		\$19.54	
Inv#	2017242-IN	\$19.54	11/15/24		
3704	BLAST TO THE PAST, INC.			\$1,275.00	Vend Total
P.O. #	501201	Degrease kitchen hoods		\$1,275.00 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN		\$1,275.00 P	
Inv#	31819	\$1,275.00 P	12/02/24		
1000	BOWMAN & COMPANY, LLP			\$39,000.00	Vend Total
P.O. #	501064	2023-2024 Audit		\$39,000.00 P	PO Total
11-000-230-332-00-23-000		AUDITOR		\$39,000.00 P	
Inv#	120694	\$39,000.00 P	11/15/24		
3334	BRAINPOP (FDW MEDIA, INC.)			\$6,556.00	Vend Total
P.O. #	501383	District-Wide		\$6,556.00	PO Total
11-000-221-320-00-05-000		PURCHASED PROF- EDUCATIO		\$6,556.00	
Inv#	US533011	\$6,556.00	11/18/24		
2060	BROOKFIELD ACADEMY			\$14,048.27	Vend Total
P.O. #	501047	24/25 Tuition TD		\$14,048.27 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$14,048.27 P	
Inv#	INV-26990	\$7,250.72 P	12/02/24		
Inv#	INV-27235	\$6,797.55 P	12/06/24		
3634	BROWN; CARLA			\$340.95	Vend Total
P.O. #	501555	Mini-Grant Award -Brown		\$66.00 P	PO Total
20-002-100-600-00-01-040		HOLIDAY CRAFTS GR1		\$66.00	
Inv#	Teacher Mini-Grant	\$66.00	12/05/24		
P.O. #	501564	Mini Grant - Brown #2		\$274.95 P	PO Total
20-002-100-610-62-01-040		FLEXIBLE FLOOR SEATING BROWN		\$274.95	
Inv#	Teacher Mini-Grant	\$274.95	12/05/24		
3303	CASCADE SCHOOL SUPPLIES			\$35.27	Vend Total
P.O. #	509213	Teaching Aids		\$35.27	PO Total
11-213-100-610-00-02-060		RESOURCES SUPPLIES TR		\$35.27	
Inv#	28106	\$27.08 P	11/15/24		
Inv#	66696	\$8.19 P	11/15/24		

Batch Number 3 Batch 3 \$2,428,114.29 Batch Total

2136 CC EDUCATIONAL SERVICES COMMISSION

\$184,028.56 Vend Total

P.O. # 501062 Preschool Collaborative **\$1,050.00 P PO Total**

20-218-200-329-00-02-060 PEA SPT EDUCATIONAL SERV \$1,050.00 P
 Inv# 5V0481 \$1,050.00 P 12/02/24

P.O. # 501096 Services; Amanda Magenta **\$12,705.60 P PO Total**

11-000-216-320-00-53-000 SPEECH SERVICES \$1,814.40 P
 Inv# 5V0482 \$1,814.40 P 12/02/24

11-000-216-320-00-83-000 OT SERVICES \$5,445.60 P
 Inv# 5V0482 \$5,445.60 P 12/02/24

11-000-216-320-00-93-000 PHYSICAL THERAPY SERVICE \$5,445.60 P
 Inv# 5V0482 \$5,445.60 P 12/02/24

P.O. # 501416 OOD Trans 2024-2025 SY **\$170,272.96 P PO Total**

11-000-270-350-00-14-000 ADMIN FEE \$9,638.09 P
 Inv# 5V0388 \$5,272.47 P 11/15/24
 Inv# 5V0549 \$4,365.62 P 12/02/24

11-000-270-517-00-14-000 CONTRACTED SERVI - ESC \$16,446.49 P
 Inv# 5V0388 \$9,611.94 P 11/15/24
 Inv# 5V0549 \$6,834.55 P 12/02/24

11-000-270-518-00-14-000 CONTRCTD SERV - SP-ESC \$65,118.17 P
 Inv# 5V0388 \$7,663.12 P 11/15/24
 Inv# 5V0549 \$57,455.05 P 12/02/24

11-000-270-518-30-14-000 Contracted Serve SPED ESC \$73,492.01 P
 Inv# 5V0388 \$67,190.54 P 11/15/24
 Inv# 5V0549 \$6,301.47 P 12/02/24

20-218-200-511-00-14-000 PREK TRANSP \$5,578.20 P
 Inv# 5V0549 \$2,169.30 P 12/02/24
 Inv# 5V0388 \$3,408.90 P 12/06/24

2989 CC TECHNICAL SCHOOLS

\$9,463.60 Vend Total

P.O. # 501002 2024/2025 Tuition **\$9,463.60 P PO Total**

11-000-100-563-00-15-000 TUITION TO COUNTY VOCATI \$9,463.60 P
 Inv# 24-25 Tuition Oct. \$4,731.80 P 12/02/24
 Inv# 24-25 Tuition Nov \$4,731.80 P 12/06/24

3155 CDW-GOVERNMENT, LLC

\$1,713.18 Vend Total

P.O. # 501342 badge printer refill **\$157.18 PO Total**

11-000-222-610-00-19-000 TECH SUPPLIES DIST \$157.18
 Inv# AA62A5L \$157.18 11/15/24

P.O. # 501463 speakers; Ed Leypoldt **\$262.40 PO Total**

11-000-222-610-00-19-000 TECH SUPPLIES DIST \$262.40 P
 Inv# AB6B63E \$262.40 P 12/05/24

P.O. # 501499 MONITORS; Ed Leypoldt **\$1,293.60 PO Total**

11-000-222-610-00-19-000 TECH SUPPLIES DIST \$1,293.60
 Inv# AB5497Z \$1,293.60 12/02/24

Batch Count = 1

12/06/24 13:16

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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3941 CIAVAGLIA; RYAN**\$296.42 Vend Total**

P.O. # 501552 Reimbursement;Mr.C.

\$121.42 P PO Total

11-000-240-610-00-06-100 SCHOOL ADMIN SUPPLIES \$121.42

Inv# Reim White Table \$121.42 12/05/24

P.O. # 501558 Obedience Training

\$175.00 P PO Total

11-000-218-390-00-05-000 GUIDANCE SERVICES \$175.00 P

Inv# Receipt 721768 \$175.00 P 12/05/24

J053 CLEE; LISA**\$10.72 Vend Total**

P.O. # 501488 Mileage; Amanda Magenta

\$10.72 P PO Total

11-000-216-800-58-83-000 OT TRAVEL \$10.72 P

Inv# Mileage - Oct \$10.72 P 11/15/24

1004 COURIER-POST (ACCT 988870)**\$38.17 Vend Total**

P.O. # 501159 Legal Ads

\$38.17 P PO Total

11-000-230-530-00-23-000 COMMUNICATIONS/POSTAGE \$38.17 P

Inv# Order 310726845 \$38.17 P 11/15/24

3426 CRISIS PREVENTION INSTITUTE, INC.**\$200.00 Vend Total**

P.O. # 501217 CPI; Amanda Magenta

\$200.00 PO Total

11-000-219-590-00-03-000 OTHER PURCH SERV \$200.00

Inv# NAIN-120268 \$200.00 12/02/24

2881 DAVIDSON; PATRICK**\$83.99 Vend Total**

P.O. # 501501 Preschool labels

\$23.00 P PO Total

20-218-100-600-00-02-060 PEA IN SUPPLS TR \$23.00

Inv# Petty cash (Biggs) \$23.00 11/15/24

P.O. # 501525 Employee of Month

\$50.00 P PO Total

11-000-240-610-00-02-060 SCHOOL ADMIN SUPPLIES \$50.00

Inv# Petty cash-gift card \$50.00 12/02/24

P.O. # 501549 PBSIS

\$10.99 P PO Total

11-190-100-610-00-02-060 REG PRGM - INST SUPPLIES \$4.78

Inv# Petty cash-PBSIS \$4.78 12/05/24

20-218-100-600-00-02-060 PEA IN SUPPLS TR \$6.21

Inv# Petty cash-PBSIS \$6.21 12/05/24

T534 DAVIDSON; PATRICK - PETTY CASH**\$27.71 Vend Total**

P.O. # 501496 Preschool supplies

\$27.71 PO Total

20-218-240-610-00-02-060 PEA ADMIN SUPPLIES \$27.71

Inv# Petty cash (Gloves) \$27.71 11/15/24

1084 DEMCO,INC.**\$6.33 Vend Total**

P.O. # 509122 Library Supplies

\$6.33 PO Total

11-190-100-610-00-01-040 REG PRGM - INST SUPPLIES \$6.33

Inv# 7503071 \$6.33 12/06/24

Batch Number 3 Batch 3 \$2,428,114.29 Batch Total

2780 E2E EXCHANGE LLC \$500.00 Vend Total
 P.O. # 501498 Cybersecurity Pilot Program \$500.00 PO Total
 11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST \$500.00
 Inv# CyberPP 2025-1082 \$500.00 12/02/24

3118 EDUCATIONAL DATA SERVICES, INC. \$682.50 Vend Total
 P.O. # 501283 Licensing & Maintenance for co \$682.50 P PO Total
 11-000-251-340-00-25-000 BUSINESS SERVICES \$682.50 P
 Inv# 2501-00500 \$682.50 P 12/05/24

4454 ELECTRONIC VERIFICATION SYSTEMS, LLC \$225.28 Vend Total
 P.O. # 501039 ADDRESS VERIFICATION \$225.28 P PO Total
 11-000-230-340-00-23-000 PURCHASED TECHNICAL SERV \$225.28 P
 Inv# 330024904 \$114.74 P 11/15/24
 Inv# 330025084 \$110.54 P 12/06/24

3474 ENVIRONMENTAL RESOLUTIONS, INC. \$2,692.50 Vend Total
 P.O. # 501196 Sewer pump operator svs WES \$1,380.00 P PO Total
 11-000-261-420-00-20-100 REQUIRED MAINTENANCE \$1,380.00 P
 Inv# 102772 \$1,380.00 P 11/15/24
 P.O. # 501197 Water operator services - WES \$1,312.50 P PO Total
 11-000-261-420-00-20-100 REQUIRED MAINTENANCE \$1,312.50 P
 Inv# 102773 \$1,312.50 P 11/15/24

R761 FARM FRIENDS, LLC \$425.00 Vend Total
 P.O. # 501518 TURKEY ASSEMBLY \$425.00 PO Total
 11-190-100-320-00-02-060 PROF ED SERV-ASSEMBLIES \$141.67
 Inv# 2024-116 \$141.67 12/02/24
 20-218-100-321-00-02-060 PRESCHOOL EDUCATIONAL SERVICES \$283.33
 Inv# 2024-116 \$283.33 12/02/24

3075 FIRST STUDENT, INC \$663,424.15 Vend Total
 P.O. # 501222 2024-2025 TRANS. CONTRACT \$657,875.15 P PO Total
 11-000-270-511-00-14-000 CONTRACTED SERVICES -REG \$524,896.65 P
 Inv# 12002692 \$191,824.39 P 11/15/24
 Inv# 12010262 \$205,740.29 P 12/05/24
 Inv# 12013887 \$127,331.97 P 12/05/24
 11-000-270-512-00-14-000 CONT SER - LATE RUNS \$9,884.70 P
 Inv# 12002692 \$3,661.00 P 11/15/24
 Inv# 12010263 \$3,844.05 P 12/05/24
 Inv# 12013887 \$2,379.65 P 12/05/24
 11-000-270-514-00-14-000 CONTRACTED SERV - SP \$61,417.12 P
 Inv# 12002692 \$22,770.40 P 11/15/24
 Inv# 12010263 \$23,617.44 P 12/05/24
 Inv# 12013887 \$15,029.28 P 12/05/24
 11-000-270-514-30-14-000 Contracted Serve SPED Secondar \$33,017.08 P
 Inv# 12002692 \$12,523.72 P 11/15/24

Batch Number 3 Batch 3 \$2,428,114.29 Batch Total

3075 FIRST STUDENT, INC

\$663,424.15 Vend Total

P.O. # 501222 2024-2025 TRANS. CONTRACT

\$657,875.15 P PO Total

11-000-270-514-30-14-000 Contracted Serve SPED Secondar \$33,017.08 P
 Inv# 12010263 \$12,523.72 P 12/05/24
 Inv# 12013887 \$7,969.64 P 12/05/24

20-218-200-511-00-14-000 PREK TRANSP \$28,659.60 P
 Inv# 12002692 \$9,553.20 P 11/15/24
 Inv# 12010263 \$9,553.20 P 12/05/24
 Inv# 12013887 \$9,553.20 P 12/05/24

P.O. # 501426 Atco Tutoring Trans

\$2,327.00 P PO Total

20-235-200-500-55-04-040 Transportation Atco \$2,327.00 P
 Inv# 12014042 \$1,253.00 P 12/06/24
 Inv# 12014184 \$1,074.00 P 12/06/24

P.O. # 501428 WES After School Trans

\$3,222.00 P PO Total

20-235-200-500-55-04-100 Transportation WES \$3,222.00 P
 Inv# 12014047 \$1,790.00 P 12/06/24
 Inv# 12014187 \$1,432.00 P 12/06/24

H311 FULTON BANK

\$55.00 Vend Total

P.O. # 501557 Attn: Denise Niedoba

\$55.00 PO Total

11-000-251-890-00-25-000 MISC CENTRAL SERV \$55.00
 Inv# Branch 319/Box 33 \$55.00 12/05/24

3729 FUN AND FUNCTION, LLC

\$599.44 Vend Total

P.O. # 501480 MD PLAYAREA

\$599.44 PO Total

11-190-100-610-00-01-040 REG PRGM - INST SUPPLIES \$599.44
 Inv# 842506 \$599.44 12/02/24

4461 GALLAGHER, CARLY

\$54.24 Vend Total

P.O. # 501410 Mileage; Amanda Magenta

\$54.24 P PO Total

11-000-216-800-58-53-000 SPEECH TRAVEL \$54.24 P
 Inv# Mileage - Oct. \$34.03 P 11/15/24
 Inv# Mileage - Nov. \$20.21 P 12/02/24

3835 GARRISON; JASON

\$100.00 Vend Total

P.O. # 501184 Board meeting video

\$100.00 P PO Total

11-000-230-339-00-23-000 OTHER PURC PROF SERV \$100.00 P
 Inv# 693 \$100.00 P 12/02/24

4589 GATOR NETWORKING SERVICES, INC.

\$1,484.65 Vend Total

P.O. # 501493 Network lines for TR and Atco

\$1,484.65 PO Total

11-000-222-610-00-19-000 TECH SUPPLIES DIST \$1,484.65
 Inv# 25884 \$1,484.65 12/02/24

Batch Count = 1

12/06/24 13:16

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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4200 GIBBINS; EMMA**\$94.75 Vend Total**

P.O. # 501436 Mileage

\$36.85 P PO Total

11-190-100-580-58-06-100

MILEAGE INSTRUCTION STAF

\$36.85 P

Inv# Mileage - November

\$36.85 P 12/05/24

P.O. # 501553 Request for Mileage Reimburse

\$57.90 P PO Total

11-190-100-580-58-06-100

MILEAGE INSTRUCTION STAF

\$57.90

Inv# Mileage - October

\$57.90 12/05/24

2621 GLOUCESTER COUNTY SPECIAL SERVICES SCHL**\$968.50 Vend Total**

P.O. # 501314 Amanda Magenta; TOD

\$968.50 P PO Total

11-000-217-320-00-03-000

EXTRAORDNRY

\$968.50 P

Inv# 5V0812

\$596.00 P 11/18/24

Inv# 5V0982

\$372.50 P 12/02/24

1499 HAMMONTON BOARD OF EDUCATION**\$1,071,691.50 Vend Total**

P.O. # 501021 Annual Tuition

\$1,071,691.50 P PO Total

11-000-100-561-00-15-000

TUITION TO OTHER LEAS, R

\$1,008,798.70 P

Inv# JAN 2025

\$1,008,798.70 P 11/15/24

11-000-100-562-00-15-000

TUITION TO OTHER LEAS, S

\$37,301.10 P

Inv# JAN 2025

\$37,301.10 P 11/15/24

20-250-100-500-00-15-000

OTHER PURCHASED SERVICES

\$25,591.70 P

Inv# JAN 2025

\$25,591.70 P 11/15/24

3852 HARDENBERGH INSURANCE GROUP**\$875.00 Vend Total**

P.O. # 501516 Business Administrator Bond

\$875.00 PO Total

11-000-230-520-00-23-000

INSURANCE

\$875.00

Inv# 16885

\$875.00 12/02/24

H267 HD SUPPLY FORMERLY HOME DEPOT PRO**\$994.04 Vend Total**

P.O. # 501393 Supplies for J. Weaver

\$634.94 P PO Total

11-000-262-610-00-20-000

MAINTENANCE SUPPLIES

\$634.94

Inv# 827823931

\$106.45 P 11/15/24

Inv# 833174642

\$528.49 P 11/15/24

P.O. # 501486 Supplies for WES

\$359.10 P PO Total

11-000-213-616-00-20-100

MENSTRAL PRODUCTS

\$359.10

Inv# 833646664

\$359.10 11/15/24

2186 HERMAN; KELLY**\$36.14 Vend Total**

P.O. # 501079 Mileage; Amanda Magenta

\$36.14 P PO Total

11-000-219-580-58-43-000

PSY TRAVEL

\$36.14 P

Inv# Mileage - October

\$36.14 P 12/06/24

2029 HEWITT PSYCHIATRIC, PC**\$600.00 Vend Total**

P.O. # 501083 Diagnostic; Amanda Magenta

\$600.00 P PO Total

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

CST OUTSIDE EVAL

\$600.00 P

Inv# 42286

\$600.00 P 12/02/24

Batch Number	3	Batch 3		\$2,428,114.29	Batch Total
C170	HEWLETT PACKARD FINANCIAL SERVICES COMPA			\$56,388.08	Vend Total
P.O. #	501025	Chromebook lease		\$56,388.08	PO Total
11-190-100-610-00-19-100		INSTR SUPPLIES WES		\$56,388.08	
Inv#	100000522058	\$56,388.08	12/02/24		
3270	HMH-CARRIER CLINIC			\$13,500.00	Vend Total
P.O. #	501455	TUITION		\$13,500.00 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$13,500.00 P	
Inv#	1024 (SY25') HG	\$2,500.00 P	11/18/24		
Inv#	1/25 Water#186	\$10,500.00 P	12/06/24		
Inv#	11/24 Water#186	\$500.00 P	12/06/24		
2712	INTERACTIVE KIDS EDUCATIONAL SERVICES, L			\$2,665.00	Vend Total
P.O. #	501251	BCBA		\$2,665.00 P	PO Total
20-275-200-300-00-04-000		PURCHASED PROF DISTRICT		\$2,665.00 P	
Inv#	2013	\$682.50 P	11/15/24		
Inv#	2065	\$1,982.50 P	12/05/24		
4598	KEYBOARD CONSULTANTS			\$3,898.00	Vend Total
P.O. #	501421	smartboard replace WESroom 108		\$3,898.00	PO Total
12-120-100-730-00-19-000		TECHNOLOGY EQUIPMENT		\$3,898.00	
Inv#	92102	\$3,898.00	12/05/24		
3318	KINGSWAY LEARNING CENTER / KINGSWAY SVCS			\$69,765.78	Vend Total
P.O. #	501142	24/25 Tuition RH		\$7,806.54 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$7,806.54 P	
Inv#	1005370	\$7,806.54 P	12/06/24		
P.O. #	501143	24/25 Tuition AK		\$7,806.54 P	PO Total
11-000-100-566-00-15-000		S.E. TUITIONS - PRIVATE		\$7,806.54 P	
Inv#	1005370	\$7,806.54 P	12/06/24		
P.O. #	501144	24/25 Tuition BL		\$11,586.54 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$11,586.54 P	
Inv#	1005370	\$7,806.54 P	12/06/24		
Inv#	1005418	\$3,780.00 P	12/06/24		
P.O. #	501145	24/25 Tuition QW		\$7,806.54 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$7,806.54 P	
Inv#	1005370	\$7,806.54 P	12/06/24		
P.O. #	501163	24/25 Tuition MB		\$11,586.54 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$11,586.54 P	
Inv#	1005370	\$7,806.54 P	12/06/24		
Inv#	1005418	\$3,780.00 P	12/06/24		
P.O. #	501164	24/25 Tuition JB		\$11,586.54 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$11,586.54 P	
Inv#	1005370	\$7,806.54 P	12/06/24		
Inv#	1005418	\$3,780.00 P	12/06/24		

Batch Number	3	Batch 3		\$2,428,114.29	Batch Total
3318	KINGSWAY LEARNING CENTER / KINGSWAY SVCS			\$69,765.78	Vend Total
P.O. #	501165	24/25 Tuition JI		\$11,586.54 P	PO Total
11-000-100-566-00-15-000		S.E. TUITIONS - PRIVATE		\$11,586.54 P	
Inv#	1005370		\$7,806.54 P	12/06/24	
Inv#	1005418		\$3,780.00 P	12/06/24	
4396	KONDAS; HEATHER			\$99.67	Vend Total
P.O. #	501479	Christmas Display Concert		\$33.76	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$33.76	
Inv#	Petty cash Poster Bd		\$33.76	11/15/24	
P.O. #	501504	October Staff Spotlight		\$50.00	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$50.00	
Inv#	Reim Oct Spotlight		\$50.00	12/02/24	
P.O. #	501517	Reimbursement Petty Cash		\$15.91 P	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$15.91	
Inv#	Amazon-Paint		\$15.91	12/02/24	
2959	KRISTINE GIBSON LLC			\$300.00	Vend Total
P.O. #	501510	Writing foldedrs		\$300.00	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$300.00	
Inv#	17193		\$300.00	12/05/24	
4308	KS STATEBANK			\$6,070.96	Vend Total
P.O. #	501029	Lease Payment Atco Modular Cla		\$6,070.96 P	PO Total
11-000-251-832-00-23-000		INTEREST ON LEASE PURCHASE		\$366.19 P	
Inv#	59901-1-2025		\$366.19 P	11/18/24	
12-000-400-721-00-23-040		LEASE PURCHASE PRIN ATCO		\$5,704.77 P	
Inv#	59901-1-2025		\$5,704.77 P	11/18/24	
1055	KURTZ BROTHERS			\$99.38	Vend Total
P.O. #	501487	MD Play Area		\$99.38	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$99.38	
Inv#	58154.00		\$99.38	11/15/24	
1620	LAKESHORE LEARNING MATERIALS			\$733.45	Vend Total
P.O. #	501482	MD Play Area		\$733.45	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$733.45	
Inv#	276582110824		\$733.45	12/02/24	
E480	LEAF CAPITAL FUNDING, LLC.			\$95.79	Vend Total
P.O. #	501285	Water Equipment - Atco		\$95.79 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN		\$95.79 P	
Inv#	17410267		\$95.79 P	11/15/24	

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
T347	LEYPOLDT; EDWARD		\$138.60	Vend Total
P.O. #	501560	TV for CST Director	\$138.60	PO Total
11-000-222-610-00-19-000		TECH SUPPLIES DIST	\$138.60	
Inv#	Reim for Insignia TV	\$138.60	12/05/24	
3784	LINDENWOLD PUBLIC SCHOOL DISTRICT		\$8,178.64	Vend Total
P.O. #	501454	Snock Trans. 24-25	\$2,079.04 P	PO Total
11-000-270-513-00-14-000		JOINTURE REG ED	\$2,079.04 P	
Inv#	MCK-25-10-1	\$2,079.04 P	11/15/24	
P.O. #	501539	homeless tuition	\$6,099.60 P	PO Total
11-000-100-561-00-15-000		TUITION TO OTHER LEAS, R	\$6,099.60 P	
Inv#	5V0015 Sept/Oct	\$6,099.60 P	12/04/24	
U270	LITTLE PEOPLES COVE		\$968.99	Vend Total
P.O. #	501481	MD PLAY AREA	\$968.99	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES	\$968.99	
Inv#	28397	\$968.99	12/05/24	
G825	MADISON INSTITUTE, LLC		\$125.00	Vend Total
P.O. #	501528	Workshop; Amanda Magenta	\$125.00	PO Total
11-000-223-320-00-03-000		PD SERV	\$125.00	
Inv#	102720	\$125.00	12/06/24	
4087	MANNA; CHRISTINE		\$14.99	Vend Total
P.O. #	501554	reimbursement science exp	\$14.99	PO Total
11-190-100-610-13-65-100		SCIENCE SUPPLIES - WES	\$14.99	
Inv#	Petty cash - Science	\$14.99	12/05/24	
N782	MEDFORD TOWNSHIP PUBLIC SCHOOLS		\$984.00	Vend Total
P.O. #	501379	Preschool trip	\$984.00	PO Total
20-218-200-516-00-02-060		PREK FIEL TRIP TRANSP	\$984.00	
Inv#	25-1051	\$984.00	12/06/24	
4498	MINUTEMAN PRESS - BAR MARKETING CORP		\$3,096.67	Vend Total
P.O. #	501052	admin address envelope	\$1,391.53 P	PO Total
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV	\$1,391.53	
Inv#	7063	\$1,391.53	11/15/24	
P.O. #	501239	Order for Diane Cicchino	\$711.50 P	PO Total
11-000-230-610-00-23-000		SUPERINTENDENT SUPPLIES	\$711.50	
Inv#	7133	\$711.50	11/15/24	
P.O. #	501242	Student Mailing Envel;Mrs. D.	\$993.64 P	PO Total
11-190-100-610-00-06-100		REG PRGM - INST SUPPLIES	\$993.64	
Inv#	7140	\$993.64	11/15/24	

Batch Number	3	Batch 3		\$2,428,114.29	Batch Total
E397	NEW JERSEY TUTORING CORPS INC.			\$42,989.36	Vend Total
P.O. #	501381	After School Tutoring Atco		\$18,194.68 P	PO Total
20-235-100-329-55-04-040		Instructional Consultants Atco		\$14,410.68 P	
Inv#	1190	\$5,313.34 P	11/15/24		
Inv#	1191	\$9,097.34 P	12/05/24		
20-275-100-600-00-04-040		GENERAL SUPPLIES ATCO		\$400.00	
Inv#	1190	\$400.00	11/15/24		
20-275-200-300-00-04-040		PURCHASED PROF ATCO		\$3,384.00	
Inv#	1190	\$3,384.00	11/15/24		
P.O. #	501382	After School Tutoring WES		\$24,794.68 P	PO Total
20-235-100-329-55-04-100		Instructional Consultants WES		\$13,416.68 P	
Inv#	1190	\$8,901.34 P	11/15/24		
Inv#	1191	\$4,515.34 P	12/05/24		
20-275-100-600-00-04-100		GENERAL SUPPLIES WES		\$400.00	
Inv#	1190	\$400.00	11/15/24		
20-275-200-300-00-04-100		PURCHASED PROFESSIONAL A		\$3,096.00	
Inv#	1190	\$3,096.00	11/15/24		
20-499-100-300-00-03-000		High Impact Tutoring		\$7,882.00	
Inv#	1191	\$7,882.00	12/05/24		
4088	NJ SCHOOL JOBS			\$225.00	Vend Total
P.O. #	501317	POSTINGS FOR 24-25		\$225.00 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE		\$225.00 P	
Inv#	18811	\$225.00 P	11/15/24		
4093	NJAHPERD			\$125.00	Vend Total
P.O. #	501391	Professional Development		\$125.00	PO Total
11-000-223-580-58-06-100		PD TRAVEL WES		\$125.00	
Inv#	CR202004128	\$125.00	12/02/24		
3257	NJASP			\$215.00	Vend Total
P.O. #	501527	Prof; Amanda Magenta		\$215.00	PO Total
11-000-219-580-58-43-000		PSY TRAVEL		\$215.00	
Inv#	09110	\$215.00	12/02/24		
3678	NORTHEAST ELECTRICAL SERVICES, LLC			\$702.75	Vend Total
P.O. #	501205	Electrical repairs in district		\$702.75 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$161.77 P	
Inv#	10088	\$82.32 P	11/15/24		
Inv#	10103	\$79.45 P	11/15/24		
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$298.34 P	
Inv#	10104	\$115.74 P	11/15/24		
Inv#	9994	\$182.60 P	11/15/24		
20-218-261-420-00-20-060		Required Maintenance		\$242.64 P	
Inv#	10088	\$123.42 P	11/15/24		
Inv#	10103	\$119.22 P	11/15/24		

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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3841 NORTHEAST PLUMBING SERVICES, LLC**\$17,085.74 Vend Total**

P.O. # 501206 Maintenance/repairs - Atco

\$1,014.49 P **PO Total**

11-000-261-420-00-20-040	REQUIRED MAINTENANCE	\$1,014.49 P	12/02/24	\$1,014.49 P
Inv# 15577				

P.O. # 501207 Maintenance/Repairs - TRECC

\$1,493.65 P **PO Total**

11-000-261-420-00-20-060	REQUIRED MAINTENANCE	\$597.43 P		\$597.43 P
Inv# 15511		\$266.26 P	11/15/24	
Inv# 15578		\$331.17 P	12/02/24	

20-218-261-420-00-20-060	Required Maintenance	\$896.22 P		\$896.22 P
Inv# 15511		\$399.42 P	11/15/24	
Inv# 15578		\$496.80 P	12/02/24	

P.O. # 501208 Maintenance/Repairs - WES

\$14,577.60 P **PO Total**

11-000-261-420-00-20-100	REQUIRED MAINTENANCE	\$14,577.60 P		\$14,577.60 P
Inv# 15448		\$4,721.74 P	11/15/24	
Inv# 15468		\$1,665.29 P	11/15/24	
Inv# 15574		\$1,461.05 P	12/02/24	
Inv# 15603		\$912.39 P	12/02/24	
Inv# 15604		\$2,120.51 P	12/02/24	
Inv# 15622		\$3,696.62 P	12/02/24	

2026 OFFICE BASICS, INC.**\$30.45 Vend Total**

P.O. # 501494 Notary stamp; T. Tait

\$30.45 **PO Total**

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	\$30.45	12/05/24	\$30.45
Inv# I-2623113				

W073 OLESON; ELAIENE**\$90.60 Vend Total**

P.O. # 501519 Women's Club Grant

\$90.60 **PO Total**

20-002-100-600-00-02-060	CAMERAS OLESON	\$90.60	12/02/24	\$90.60
Inv# Amazon-cameras				

T956 PACE ANALYTICAL SERVICES, LLC**\$676.00 Vend Total**

P.O. # 501507 Water testing at WES & TRECC

\$316.00 **PO Total**

11-000-261-420-00-20-060	REQUIRED MAINTENANCE	\$63.20		\$63.20
Inv# 247125116		\$31.60 P	11/18/24	
Inv# 247125117		\$31.60 P	11/18/24	

11-000-261-420-00-20-100	REQUIRED MAINTENANCE	\$158.00		\$158.00
Inv# 247125114		\$79.00 P	11/18/24	
Inv# 247125115		\$79.00 P	11/18/24	

20-218-261-420-00-20-060	Required Maintenance	\$94.80		\$94.80
Inv# 247125116		\$47.40 P	11/18/24	
Inv# 247125117		\$47.40 P	11/18/24	

P.O. # 501563 Water testing at WES

\$360.00 **PO Total**

11-000-261-420-00-20-100	REQUIRED MAINTENANCE	\$360.00		\$360.00
Inv# 247127107		\$360.00	12/05/24	

Batch Number 3 Batch 3 \$2,428,114.29 Batch Total

S113 PENN POWER GROUP, LLC. \$1,785.00 Vend Total
 P.O. # 501225 Planned Maint. Agmt \$1,785.00 **PO Total**
 11-000-261-420-00-20-100 REQUIRED MAINTENANCE \$1,785.00
 Inv# 4669690 \$595.00 P 11/15/24
 Inv# 4669691 \$595.00 P 11/15/24
 Inv# 4669692 \$595.00 P 11/15/24

2898 PRC - SALTILLO \$723.00 Vend Total
 P.O. # 501511 Warranty; Amanda Magenta \$723.00 **PO Total**
 11-000-217-610-00-03-000 EXTRAORDINARY SUPPL \$723.00
 Inv# 25105745 \$648.00 P 12/05/24
 Inv# 25106092 \$75.00 P 12/05/24

W258 QUICK FIX SMARTPHONE & TABLET REPAIR, IN \$2,065.00 Vend Total
 P.O. # 501318 Misc Chromebook repair \$1,525.00 P **PO Total**
 11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST \$1,525.00
 Inv# PO 501318 \$1,525.00 11/15/24
 P.O. # 501542 Repair of devices not covered \$540.00 P **PO Total**
 11-000-222-610-00-19-000 TECH SUPPLIES DIST \$540.00
 Inv# 11/21/2024 invoice \$540.00 12/05/24

2983 REALTIME INFORMATION TECHNOLOGY \$437.50 Vend Total
 P.O. # 501540 Realtime Parent Mobile App \$437.50 **PO Total**
 11-000-211-300-00-00-000 STUDENT ACCOUNTING SERV \$437.50
 Inv# RITM0001689 \$437.50 12/02/24

3104 REESE INVESTIGATIONS, LLC \$1,140.70 Vend Total
 P.O. # 501348 RESIDENCE INVESTIGATIONS \$1,140.70 P **PO Total**
 11-000-251-340-00-25-000 BUSINESS SERVICES \$1,140.70 P
 Inv# 2024-1030 \$432.16 P 12/02/24
 Inv# 2024-1031 \$708.54 P 12/02/24

4662 SCHOOL SPECIALITY, LLC \$1,555.63 Vend Total
 P.O. # 501472 Preschool supplies \$59.95 P **PO Total**
 20-218-100-600-00-02-060 PEA IN SUPPLS TR \$59.95
 Inv# 208135106364 \$59.95 11/15/24
 P.O. # 501483 MD PLAYAREA \$1,112.51 P **PO Total**
 11-190-100-610-00-01-040 REG PRGM - INST SUPPLIES \$1,112.51
 Inv# 208135124078 \$1,112.51 11/15/24
 P.O. # 509040 General Classroom Supplies \$149.31 P **PO Total**
 20-218-100-600-00-02-060 PEA IN SUPPLS TR \$149.31
 Inv# 308104647621 \$149.31 12/02/24
 P.O. # 509041 General Classroom Supplies \$233.86 P **PO Total**
 11-190-100-610-00-06-100 REG PRGM - INST SUPPLIES \$233.86
 Inv# 208135100145 \$7.40 P 12/02/24
 Inv# 308104642703 \$226.46 P 12/02/24

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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4545 SHI INTERNATIONAL CORP.**\$836.55 Vend Total**

P.O. # 501474 printers; Ed Leypoldt

\$836.55 PO Total

11-000-222-610-00-19-000	TECH SUPPLIES DIST	\$836.55	11/15/24
Inv# B19007287			

4191 SONITROL SECURITY OF DELAWARE VALLEY**\$3,712.72 Vend Total**

P.O. # 501272 Monitoring Services-District

\$3,312.72 P PO Total

11-000-261-420-00-20-040	REQUIRED MAINTENANCE	\$954.84	P 12/06/24
Inv# 332135		\$954.84	

11-000-261-420-00-20-060	REQUIRED MAINTENANCE	\$451.86	P 12/06/24
Inv# 332134		\$451.86	

11-000-261-420-00-20-100	REQUIRED MAINTENANCE	\$1,228.20	P 12/06/24
Inv# 332133		\$1,228.20	

20-218-261-420-00-20-060	Required Maintenance	\$677.82	P 12/06/24
Inv# 332134		\$677.82	

P.O. # 501505 Door access cards; Ed Leypoldt

\$400.00 P PO Total

11-000-222-610-00-19-000	TECH SUPPLIES DIST	\$400.00	12/02/24
Inv# 331782		\$400.00	

1846 STAPLES ADVANTAGE**\$407.33 Vend Total**

P.O. # 501490 Off. Supplies;L.DiRenzo

\$38.96 P PO Total

11-000-221-610-00-04-000	BSIP SUPPORT SUPPLIES	\$38.96	11/18/24
Inv# 6016942730		\$38.96	

P.O. # 501515 J. Emmons Supplies

\$275.70 P PO Total

11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV	\$275.70	12/02/24
Inv# 6017350626		\$275.70	

P.O. # 501532 Accounting Supplies

\$66.29 P PO Total

11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV	\$66.29	P 12/05/24
Inv# 6018143234		\$66.29	

P.O. # 509159 Office and Toner Supplies

\$26.38 P PO Total

11-190-100-610-00-06-100	REG PRGM - INST SUPPLIES	\$26.38	12/02/24
Inv# 6006936394		\$26.38	

1651 TAIT; TERRI**\$15.00 Vend Total**

P.O. # 501508 Notary Recording Fee

\$15.00 PO Total

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	\$15.00	11/18/24
Inv# Recording fee reim.		\$15.00	

4283 TFD UNLIMITED LLC**\$186.80 Vend Total**

P.O. # 501469 misc supplies; Ed Leypoldt

\$186.80 PO Total

11-000-222-610-00-19-000	TECH SUPPLIES DIST	\$186.80	11/15/24
Inv# TFD61232		\$186.80	

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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4552 THE DANCE CONNECTION**\$350.00 Vend Total**

P.O. # 501358 Preschool Dance Classes

\$350.00 P PO Total

20-218-100-321-00-02-060	PRESHOOL EDUCATIONAL SERVICES	\$350.00	P	
Inv# 11/18 & 11/22 sess.		\$350.00	P	12/05/24

4354 THE HARTFORD LIFE INSURANCE COMPANY**\$1,240.44 Vend Total**

P.O. # 501043 Admin Disability Insurance

\$1,240.44 P PO Total

11-000-219-210-00-10-000	GROUP INSURANCE	\$192.19	P	
Inv# 40769 Nov 24		\$192.19	P	12/02/24

11-000-230-210-00-10-000	GROUP INS SUPT	\$130.42	P	
Inv# 40769 Nov 24		\$130.42	P	12/02/24

11-000-240-210-00-10-000	GROUP INSURANCE SCH ADMIN	\$574.63	P	
Inv# 40769 Nov 24		\$574.63	P	12/02/24

20-218-291-210-00-10-060	DISABILITY PEA	\$343.20	P	
Inv# 40769 Nov 24		\$343.20	P	12/02/24

T985 T-MOBILE**\$88.95 Vend Total**

P.O. # 501218 Service for 2024/2025

\$88.95 P PO Total

11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN	\$88.95	P	
Inv# Acct 992461888		\$88.95	P	12/05/24

2545 TOWNSHIP OF WATERFORD~UTILITIES**\$64.16 Vend Total**

P.O. # 501192 Water & Sewer for Atco/WES

\$64.16 P PO Total

11-000-262-490-00-20-040	WATER-SEWER ATCO	\$64.16	P	
Inv# 17900-0 Interest		\$64.16	P	12/02/24

V982 UGI ENERGY SERVICES, LLC**\$1,097.98 Vend Total**

P.O. # 501187 Energy services - Atco

\$523.92 P PO Total

11-000-262-621-00-20-040	NATURAL GAS ATCO	\$523.92	P	
Inv# G6377771		\$113.21	P	12/02/24

Inv# G6416953		\$410.71	P	12/02/24
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P.O. # 501188 Energy services - WES

\$574.06 P PO Total

11-000-262-621-00-20-100	NATURAL GAS WES	\$574.06	P	
Inv# G6418298		\$574.06	P	12/05/24

3705 V.J.D. LANDSCAPING AND PROPERTY MAINT**\$1,450.00 Vend Total**

P.O. # 501306 Lawn Services

\$1,450.00 P PO Total

11-000-263-420-00-20-000	GROUNDS - MAINTENENCE	\$1,450.00	P	
Inv# 9559		\$1,000.00	P	11/15/24

Inv# 9560		\$450.00	P	11/15/24
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4621 VIG SOLUTIONS**\$925.00 Vend Total**

P.O. # 501530 Dell micro pc; Ed Leyboldt

\$925.00 PO Total

11-000-222-610-00-19-000	TECH SUPPLIES DIST	\$925.00		
Inv# 13343		\$925.00		12/05/24

Batch Number	3	Batch 3	\$2,428,114.29	Batch Total
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F303 VIKING PEST CONTROL**\$210.60 Vend Total**

P.O. # 501260 Pest Control Services

\$210.60 P PO Total

11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN	\$210.60	P	
Inv# 902284379		\$70.20	P	12/02/24
Inv# 902284380		\$70.20	P	12/02/24
Inv# 902284381		\$70.20	P	12/02/24

2015 WADE, LONG & WOOD, LLC**\$4,997.32 Vend Total**

P.O. # 501033 Solicitor Costs

\$4,997.32 P PO Total

11-000-230-331-00-23-000	LEGAL SERVICES	\$4,997.32	P	
Inv# 32404		\$2,512.66	P	12/02/24
Inv# 32424		\$2,484.66	P	12/05/24

3780 WAGeworks, INC.**\$100.00 Vend Total**

P.O. # 501044 Flex Spending Account

\$100.00 P PO Total

11-000-251-340-00-25-000	BUSINESS SERVICES	\$100.00	P	
Inv# INV7214427 Nov 24		\$100.00	P	12/02/24

1006 WATERFORD; TOWNSHIP OF**\$17,619.00 Vend Total**

P.O. # 501311 2024-2025 SRO Shared service C

\$17,619.00 P PO Total

20-218-266-300-00-23-060	Security Services	\$3,830.40	P	
Inv# 2024-23		\$1,726.20	P	11/15/24
Inv# 2024-24		\$856.80	P	12/05/24
Inv# 2024-25		\$1,247.40	P	12/05/24
20-285-200-300-00-04-000	PURCHASED PROFESSIONAL A	\$13,788.60	P	
Inv# 2024-23		\$5,424.30	P	11/21/24
Inv# 2024-24		\$3,416.70	P	12/02/24
Inv# 2024-25		\$4,947.60	P	12/05/24

4668 WEAVER, JAMES - PETTY CASH**\$340.69 Vend Total**

P.O. # 501523 Petty cash purchases

\$340.69 PO Total

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	\$262.69		
Inv# Petty cash reim.		\$262.69		12/02/24
11-000-262-626-01-20-000	GASOLINE	\$78.00		
Inv# Petty cash reim.		\$78.00		12/02/24

4247 WEAVER; JAMES**\$167.42 Vend Total**

P.O. # 501509 Mileage reimbursement

\$60.42 P PO Total

11-000-262-590-58-20-000	MAINTENANCE TRAVEL	\$60.42		
Inv# Mileage/Parking fee		\$60.42		11/18/24

P.O. # 501544 Reimburse for oil change

\$107.00 P PO Total

11-000-262-420-65-20-000	VEHICLE MAINTENANCE SERV	\$107.00		
Inv# Dick's Auto Refund		\$107.00		12/05/24

Batch Number	Batch		\$2,428,114.29	Batch Total
3675	WILLIAMS SCOTSMAN, INC		\$1,278.81	Vend Total
P.O. #	501178	Trailer rental - Atco School	\$1,278.81	P PO Total
11-000-262-441-00-20-040		Rental of Land & Buildings	\$1,278.81	P
Inv#	9022426113		\$1,278.81	P 12/02/24
4534	WISE; AMELIA		\$20.54	Vend Total
P.O. #	501080	Mileage; Amanda Magenta	\$20.54	P PO Total
11-000-211-580-58-13-000		SOCIAL WORK TRAVEL	\$20.54	P
Inv#	Mileage - Oct.		\$10.39	P 11/15/24
Inv#	Mileage - Nov.		\$10.15	P 12/05/24
3524	XTEL COMMUNICATIONS		\$2,979.14	Vend Total
P.O. #	501254	Phone bill	\$2,979.14	P PO Total
11-000-230-530-00-19-000		TELEPHONE	\$2,979.14	P
Inv#	29881		\$2,979.14	P 12/05/24
1158	Y.A.L.E. SCHOOL INC. (CHERRY HILL)		\$63,252.01	Vend Total
P.O. #	501368	24/25 Tuition HJ	\$23,331.35	P PO Total
11-000-100-566-30-15-000		Private School Secondary	\$23,331.35	P
Inv#	CH/DEC24 82 HJ		\$4,350.00	P 11/18/24
Inv#	CH/DEC24 82 HJ		\$5,649.15	P 11/18/24
Inv#	CH/JAN25 82 HJ		\$5,800.00	P 12/06/24
Inv#	CH/JAN25 82 HJ		\$7,532.20	P 12/06/24
P.O. #	501369	24/25 Tuition CL	\$13,181.35	P PO Total
11-000-100-566-30-15-000		Private School Secondary	\$13,181.35	P
Inv#	CH/DEC24 82 CL		\$5,649.15	P 11/18/24
Inv#	CH/JAN25 82 CL		\$7,532.20	P 12/06/24
P.O. #	501370	24/25 Tuition DR	\$13,557.96	P PO Total
11-000-100-566-30-15-000		Private School Secondary	\$13,557.96	P
Inv#	CH/DEC24 82 DR		\$5,649.15	P 11/18/24
Inv#	CH/JAN25 82		\$7,908.81	P 12/06/24
P.O. #	501371	24/25 Tuition DY	\$13,181.35	P PO Total
11-000-100-566-30-15-000		Private School Secondary	\$13,181.35	P
Inv#	CH/DEC24 82 DY		\$5,649.15	P 11/18/24
Inv#	CH/JAN25 82		\$7,532.20	P 12/06/24
4566	Y.A.L.E. SCHOOL WEST, INC.		\$5,565.30	Vend Total
P.O. #	501459	24/25 TUITION	\$5,565.30	P PO Total
11-000-100-566-30-15-000		Private School Secondary	\$5,565.30	P
Inv#	WESTII/DEC24 AE		\$5,565.30	P 11/18/24

Total for Report =
\$2,428,114.29

Batch Number	4	Batch 4	\$51,441.08	Batch Total
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3506	NUTRI-SERVE FOOD MANAGEMENT, INC	\$51,441.08	Vend Total
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P.O. #	501466 Food Services	\$51,441.08	P PO Total
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61-910-310-100-00-61-000	CAFETERIA SALARIES	\$18,999.79	P	
Inv# SIN001727	\$18,999.79	P		12/02/24
61-910-310-300-02-61-999	MANAGEMENT FEE	\$4,209.00	P	
Inv# SIN001727	\$4,209.00	P		12/02/24
61-910-310-590-00-61-999	OTHER DIRECT EXPENSES	\$1,552.55	P	
Inv# SIN001727	\$1,552.55	P		12/02/24
61-910-310-600-00-61-999	SUPPLIES & CLEANING	\$1,874.71	P	
Inv# SIN001727	\$1,874.71	P		12/02/24
61-910-310-870-00-61-999	COST OF SALES	\$24,805.03	P	
Inv# SIN001727	\$24,805.03	P		12/02/24

Total for Report =	\$51,441.08
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Batch Number	2	Batch 2		\$36,750.16	Batch Total
4411		ATLANTIC CITY ELECTRIC 5500 2154 379		\$417.26	Vend Total
P.O. #	501190	Electric Street Lights TRECC		\$417.26 P	PO Total
11-000-262-622-01-20-060		ELECTRIC STREET LIGHTS		\$417.26 P	
Inv#	2002772364537	\$417.26 P	12/02/24		
4409		ATLANTIC CITY ELECTRIC 5500 3210 584		\$10,472.00	Vend Total
P.O. #	501191	Electric - Waterford Elem.		\$10,472.00 P	PO Total
11-000-262-622-00-20-100		ELECTRICITY WES		\$10,472.00 P	
Inv#	200932103121	\$10,472.00 P	12/02/24		
4410		ATLANTIC CITY ELECTRIC 5500 4710 475		\$5,129.97	Vend Total
P.O. #	501200	Electric - TRECC		\$5,129.97 P	PO Total
11-000-262-622-00-20-060		ELECTRICITY TR		\$2,051.97 P	
Inv#	200412340098	\$2,051.97 P	12/02/24		
20-218-262-622-00-20-060		Electric TR		\$3,078.00 P	
Inv#	200412340098	\$3,078.00 P	12/02/24		
4412		ATLANTIC CITY ELECTRIC 5500 9692 629		\$166.40	Vend Total
P.O. #	501194	Electric - Atco Elementary		\$166.40 P	PO Total
11-000-262-622-03-20-040		ELECTRICITY ATCO		\$166.40 P	
Inv#	200952060202	\$166.40 P	12/02/24		
4407		ATLANTIC CITY ELECTRIC 5500 9762 406		\$28.13	Vend Total
P.O. #	501198	Electric - Street Lights -Atco		\$28.13 P	PO Total
11-000-262-622-02-20-040		ELECTRIC - STREET LIGHTS		\$28.13 P	
Inv#	200222383061	\$28.13 P	12/02/24		
4413		ATLANTIC CITY ELECTRIC 5500 9762 737		\$3,962.87	Vend Total
P.O. #	501199	Electric - Atco Elementary		\$3,962.87 P	PO Total
11-000-262-622-00-20-040		ELECTRICITY ATCO		\$3,962.87 P	
Inv#	201070622260	\$3,962.87 P	12/02/24		
4408		ATLANTIC CITY ELECTRIC 5501 2617 118		\$15.03	Vend Total
P.O. #	501186	Electric for Garage - TRECC		\$15.03 P	PO Total
20-218-262-622-00-20-060		Electric TR		\$15.03 P	
Inv#	200632285178	\$15.03 P	12/02/24		
4296		COMCAST		\$3,367.36	Vend Total
P.O. #	501146	Internet and Ethernet renewal		\$3,367.36 P	PO Total
11-000-222-340-01-19-000		TECHNICAL SERVICES -DIST		\$3,367.36 P	
Inv#	226289764	\$3,367.36 P	12/05/24		
4084		READYREFRESH BY NESTLE		\$231.00	Vend Total
P.O. #	501167	Deliveries/rental 24/25 WES/TR		\$231.00 P	PO Total
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES		\$231.00 P	
Inv#	14K0439300559	\$231.00 P	12/02/24		

Batch Count = 1

12/06/24 13:15

Batch Number	2	Batch 2		\$36,750.16	Batch Total
1121		SOUTH JERSEY GAS CO.		\$5,289.94	Vend Total
P.O. #	501179	Gas services for TRECC		\$869.22 P	PO Total
11-000-262-621-00-20-060		NATURAL GAS TR		\$347.70 P	
Inv#	Acct 944089106		\$347.70 P	12/02/24	
20-218-262-621-00-20-060		Gas - TR		\$521.52 P	
Inv#	Acct 9444089106		\$521.52 P	12/02/24	
P.O. #	501180	Gas services for Atco Elem.		\$1,093.59 P	PO Total
11-000-262-621-00-20-040		NATURAL GAS ATCO		\$1,093.59 P	
Inv#	Acct 9559720000		\$1,093.59 P	12/02/24	
P.O. #	501181	Gas services for WES		\$3,327.13 P	PO Total
11-000-262-621-00-20-100		NATURAL GAS WES		\$3,327.13 P	
Inv#	Acct 4487620000		\$2,458.50 P	12/02/24	
Inv#	Acct 4487620000		\$868.63 P	12/02/24	
1928		WASTE MANAGEMENT CAMDEN		\$3,514.98	Vend Total
P.O. #	501231	Trash removal services		\$3,514.98 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN		\$3,514.98 P	
Inv#	3388210-2498-5		\$3,514.98 P	12/02/24	
4347		XEROX CORPORATION		\$4,155.22	Vend Total
P.O. #	501150	Copier Costs WES		\$369.80 P	PO Total
11-190-100-420-44-23-100		COPIER MAINT WES INSTR		\$105.32 P	
Inv#	022521153		\$105.32 P	12/02/24	
11-190-100-440-44-23-100		COPIER RENTAL WES		\$264.48 P	
Inv#	022521153		\$264.48 P	12/02/24	
P.O. #	501151	Copier Costs WES Office		\$513.19 P	PO Total
11-000-240-420-44-23-100		COPIER MAINT WES OFFICE		\$369.44 P	
Inv#	022521154		\$369.44 P	12/02/24	
11-000-240-440-44-23-100		COPIER RENTAL WES OFFICE		\$143.75 P	
Inv#	022521154		\$143.75 P	12/02/24	
P.O. #	501152	Copier Costs Business Office		\$192.13 P	PO Total
11-000-251-420-44-23-000		COPIER MAINT BUS OFFICE		\$64.68 P	
Inv#	022521155		\$64.68 P	12/02/24	
11-000-251-440-44-23-000		COPIER RENTAL BUSINESS OFFICE		\$127.45 P	
Inv#	022521155		\$127.45 P	12/02/24	
P.O. #	501153	Copier Costs CST		\$190.96 P	PO Total
11-000-219-420-44-23-000		COPIER MAINTENANCE SPS		\$68.51 P	
Inv#	022521156		\$68.51 P	12/02/24	
11-000-219-440-44-23-000		COPIER RENTAL SPS		\$122.45 P	
Inv#	022521156		\$122.45 P	12/02/24	
P.O. #	501154	Copier Costs Atco Office		\$888.32 P	PO Total
11-000-240-420-44-23-040		COPIER MAINTENANCE ATCO		\$744.57 P	
Inv#	022521159		\$744.57 P	12/05/24	

Batch Number	2	Batch 2		\$36,750.16	Batch Total
4347		XEROX CORPORATION		\$4,155.22	Vend Total
P.O. #	501154	Copier Costs Atco Office		\$888.32 P	PO Total
	11-000-240-440-44-23-040	COPIER RENTAL ATCO OFFICE		\$143.75 P	
	Inv# 022521159	\$143.75 P	12/05/24		
P.O. #	501155	Copier Costs TR Teachers		\$339.85 P	PO Total
	11-190-100-420-44-23-060	COPIER MAINT TR INSTR		\$75.37 P	
	Inv# 022521157	\$75.37 P	12/02/24		
	11-190-100-440-44-23-060	COPIER RENTAL tr		\$264.48 P	
	Inv# 022521157	\$264.48 P	12/02/24		
P.O. #	501156	Copier Costs TR Office		\$424.64 P	PO Total
	11-000-240-420-44-23-060	COPIER MAINT TR OFFICE		\$297.19 P	
	Inv# 022521158	\$297.19 P	12/02/24		
	11-000-240-440-44-23-060	COPIER RENTAL TR OFFICE		\$127.45 P	
	Inv# 022521158	\$127.45 P	12/02/24		
P.O. #	501157	Copier Costs Atco Teachers		\$775.84 P	PO Total
	11-190-100-420-44-23-040	COPIER MAINT ATCO INSTR		\$62.08 P	
	Inv# 022423286	\$29.84 P	11/15/24		
	Inv# 022614935	\$32.24 P	12/06/24		
	11-190-100-440-44-23-040	COPIER RENTAL INSTR ATCO		\$713.76 P	
	Inv# 022423286	\$356.88 P	11/15/24		
	Inv# 022614935	\$356.88 P	12/06/24		
P.O. #	501158	Copier Costs WES Teachers		\$460.49 P	PO Total
	11-190-100-420-44-23-100	COPIER MAINT WES INSTR		\$196.01 P	
	Inv# 022521152	\$196.01 P	12/02/24		
	11-190-100-440-44-23-100	COPIER RENTAL WES		\$264.48 P	
	Inv# 022521152	\$264.48 P	12/02/24		
Total for Report =				\$36,750.16	

**Statement of Priorities
and
New Jersey Student Learning Standards
for the 2025/2026 Budget**

Statement of Priorities

Maintain Our School System

In an effort to address academic gaps and deficiencies, the district will provide adequate staffing to ensure that a thorough and efficient education is provided for the students of Waterford Township. We have continued our focus on early childhood programs and a smooth early elementary transition (P-3) through the continuation of preschool expansion funding. We will continue to provide services for the at-risk population through Response to Intervention (RtI), special education, and mental health support.

The district continues to identify strategies to address the learning gaps and social/emotional needs of the student population. During the 2024-2025 school year, the district will continue to refine its special education services and response to intervention services while identifying specific services for students who are struggling with mental health issues and need other related services.

Raising Standards & Explaining Opportunities

Provide opportunities for reflection and dialogue about instructional practices in support of a data-driven, responsive approach to instruction that meets students' individual needs. Use data from NJSLA, LinkIt, benchmark assessments, running records, and anecdotal notes/observations to drive instruction. Align instructional practices and curriculum with state assessment practices to ensure the students can transfer and apply standards taught in the classroom to success on the NJSLA. A focus on creating an environment that meets the social-emotional and behavioral needs of our students through DREAMS and NJPBSIS. We plan to continue to expand the use of technology to enhance learning by moving towards a 1-1 ratio with the ability to take home their devices to continue learning at home. These efforts will assure equitable access to programs. These additional expenses will be covered by ESSER funding (20-487-XXX-XXX, 558,722).

Building Professionalism

The administrative team will continue professional development in the areas of literacy and math with the goal of providing instructional leadership with student performance in mind. (11-000-223-104, \$30,950, 11-000-223-320, \$41,450), 11-000-223-580, \$11,774). The administrative team will continue to discuss the evaluation tool to address early childhood in an effort to calibrate the tool in a realistic manner. The P-3 action plan that the district developed is a multi-year plan, and we will continue to implement the action steps in 24-25 (20-218-200-329, \$46,000). This year we have added WES teachers and administrators into P-3 discussions as the action plan continues to be rolled out to improve the quality of our PLCs, grade level, and building meeting times to truly function as a professional learning community. In addition, the district continues to explore means to address our at-risk population through our mental health initiatives as well as providing a tiered system of services to our special education population. For SEL/behavior support, we will implement a research based approach to building school culture and improving climate through SEL activities. We will continue to promote the use of data in making informed instructional decisions. Our administrative team will continue to work with and evaluate data to inform decisions.

Protecting our Investment

The goals for the Long Range Facilities Plan are as follows:

- Saving for Atco Roof (Capital Reserve \$75,000)
- Lease Payment on Temporary Classroom Units (12-000-400-721, \$64,572)

Planning for the Future

The district is responsive to the changes in our community needs as well as options to accommodate increased enrollment across the district. The administrative team and Board of Education also continue to articulate, brainstorm, and plan for long-range facilities plans within our budgetary constraints.

New Jersey Student Learning Standards

Math

The district purchased and implemented Envisions Math for the 2023-24 school year and will continue to adjust the curriculum and design in the 2025-26 school year. This will include professional development and assessing supplemental programs. (11-190-100-610). During the 25-26 school year we will look to refine our instruction and build teacher capacity and consistency across each grade level.

Science

The district continues to implement the Carolina/Smithsonian science program in grades k-4 and ENvisions Science in grades 5 and 6 (11-190-100-610, \$256,528), both are NJSLA-Science-aligned programs that serve as the foundation for our curriculum. Consumable materials continue to be replenished annually for the science kits as needed. The district will evaluate our Science NJSLA scores and look to align with our receiving district. During the 25-26 school year we will look to refine our instruction and build teacher capacity and consistency across each grade level.

English Language Arts

The district will continue to implement Into Reading in k-5 and StudySync in grade 6. During the 25-26 school year we will look to refine our instruction and build teacher capacity and consistency across each grade level.

Social Studies

The K-6 curriculum will continue to reflect the NJ Standards and companion standards in History/Social Studies, with a focus on research and informational writing. Unit planning that reflects Understanding by Design has enabled us to include more authentic forms of assessment in planning that address the standards more comprehensively.

We will continue to make additional purchases to support the curriculum, including Social Studies-related materials and texts to support the Amistad and Holocaust and any other state mandates, online resources (such as Maps 101)(11-190-100-610, \$256,528), and primary source materials. The district purchased History UnErased in order to implement the LGBTQ curriculum mandate. During the 25-26 school year we will look to refine our instruction and build teacher capacity and consistency across each grade level.

Career Readiness, Life Literacies & Key Skills

Our enrichment classes allow students to explore various career paths and learn more about each. Counselors also work with students on important life skills, such as working collaboratively with one another - an important skill for college and career readiness. The Life Literacy and Key Skills (9.4) are many of the previous technology standards. Many of these standards are embedded in all of our subject areas. These standards, along with the new Computer Science and Design Thinking (8.1 & 8.2), are being addressed as part of our STEAM enrichment course. The Technology curriculum has been revised to address these changes along with all curriculums where the skills are embedded.

Visual and Performing Arts

VPA teachers have revised the curriculum to reflect the 2020 standards, especially in K-5, where the four areas (dance/theater/art/music) are blended. VPA teachers will be provided with

professional development opportunities and articulation opportunities to support them in light of the changes to our curriculum.

The district also purchases online access to high-quality art professional development modules (11-000-223-580, \$11,774) that support their daily instruction; we plan to continue this practice in 25-26. This department works with the administrators to ensure they have up-to-date operational equipment, supplies, materials, instruments, etc. (and to fix or replace resources as needed). As the teachers continue to implement the lessons from the Dance resources, it is possible the district may need to purchase supplies to support those lessons.

Comprehensive Health and Physical Education

The Health and PE department completed curriculum revisions to reflect the new NJLSs for CHPE. They will continue to use Fitness Grams at Waterford Elementary (which allows teachers to accurately assess the student's fitness electronically; students can access and set goals). These records will follow students from year to year. It allows the nurse to input health information, too (height, weight, BMI). The district will continue its partnership with the YMCA and Healthy U to improve district-wide and community wellness. The district will continue to provide resources to support this initiative, including any necessary curriculum revisions, professional development, and articulation sessions with other districts. CPR also continues to be offered annually to staff members.

World Languages

Instruction will continue to be aligned with the 2020 New Jersey Student Learning Standards - World Language. The World Language teacher continues to use Chromebooks and Google Classroom as digital tools in her instruction. This provides students with access to culturally authentic materials (allowing students to hear native speakers, view Spanish-speaking countries, and experience cultural events, including Sarah's Spanish School). The district will continue to support collaboration efforts with local districts.

Computer Science & Design Thinking (and Technology)

We will continue to accommodate students using technology (FM systems, iPads to mirror large whiteboards in classrooms for visual impairments and/or DaVinci devices, Read/Write extension in Chrome to help struggling readers and writers). We have Smartboards in all classrooms, which teachers will continue to use for interactive videos, projecting texts for close reading practice, etc. Funds will need to be set aside to replace antiquated technology. This includes replenishing Chromebooks, SMART boards and addressing access points.

Instruction will continue to be aligned with the 2020 version of the New Jersey Student Learning Standards -.Computer Science and Design Thinking along with Life Literacies and Key Skills

(9.4) The Technology and classroom teachers continue to use Chromebooks and Google Classroom as digital tools in their instruction. In addition, the Technology teacher builds critical thinking skills as part of hands-on projects, along with computer science instruction. The district will continue to support collaboration efforts with local districts. The district will reflect upon the Technology teacher's ability to effectively instruct classes across the district and make appropriate staffing/schedule changes as needed in the upcoming year.

The district will continue to utilize formative assessment platforms that allow teachers to create class assignments and NJSLA-like practice questions for grades 3-6.

K-1 students use PebbleGO from Capstone Publishers (11-190-100-610) to enhance literacy skills. Students will use technology daily for individual and small group work (for example: Google Docs, PebbleGO, Spelling City, Extra Math, and Reading Eggs). Teachers use Google Classroom to create lessons, links, activities, etc.

Grades 1-6 will continue to have access to MobyMax, allowing them to monitor and track students' progress with respect to the standards. Grades 1-6 will have access to Successmaker for math skills practice and First in Math to build critical thinking skills.

The district uses LinkIt! as a data warehouse for benchmark data. LinkIt! Benchmark assessments are tests administered to students throughout courses as a way of assessing/gauging where students stand in regard to their grasp of the coursework/subjects being taught. We will continue to renew these subscriptions for the upcoming year.

LONG RANGE FACILITIES PLAN

<u>Description</u>	<u>Priority</u>	<u>Total</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
TR TCU		106,733	70,622.83	36,110.20		
WES Windows		300,000	150,000.00	150,000.00	150,000	
Atco Atco Playground		100,000	100,000.00			
All Exterior locks		-				
TR Doors 13 & 14		26,000	26,000.00			
Tr Doors 17 & 18		26,000	26,000.00			
Atco Gym Lighting		-				
Atco Wall Mounted Power projector		12,500	12,500.00			
TR Awnings						
All Firewall		45,000	45,000.00			
All Server		12,500	12,500.00			
WES Digital Sign		26,000	26,000.00			
All Access Points		48,000	48,000.00			
Atco New Roof (25,000 sq x \$30)		750,000		750,000.00		
		<u>1,452,733</u>	<u>516,622.83</u>	<u>936,110.20</u>	<u>150,000.00</u>	

Hazard Communication
Written Program
2024/2025

for

Waterford Township
Board of Education

1106 White Horse Pike
Waterford NJ, 08089

Schools

Atco Elementary
Thomas Richards Elementary
Waterford Elementary

Waterford Township Board of Education

Hazard Communication Program

Policy and Administration

The management of Waterford Township Board of Education is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable Federal and State health and safety rules. Under this program employees are informed of the contents of the New Jersey Public Employees Occupational Safety & Health (PEOSH) Hazard Communication Standard (HCS), the hazardous properties of chemicals with which they work, safe handling procedures, and measures to protect themselves from these chemicals.

Effective June 5, 2017, New Jersey modified its previous Hazard Communication Standard to conform to the latest Federal OSHA Hazard Communication Standard (29 CFR 1910.1200), which incorporates the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The New Jersey HAZCOM Standard (N.J.A.C. 12:100-7) additionally requires a technically qualified trainer, refresher training, and the inclusion of Right to Know (RTK) training for employees.

James Weaver, Certified Educational Facilities Manager, is responsible for reviewing and implementing this written program and can provide additional information about hazardous chemicals in the workplace and appropriate emergency procedures, if necessary. This program is available at Atco Elementary, Thomas Richards Elementary and Waterford Elementary Schools for review by all employees and it includes the following required elements of the Standard:

- (1) A list of hazardous chemicals;
- (2) Our procedure for ensuring access to Safety Data Sheets (SDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;
- (3) Our procedure to ensure properly labeled containers; and
- (4) A description of our training program for employees who work with or have a potential for exposure to hazardous chemicals.

Identifying Hazardous Chemicals

A list is attached to this program that identifies all hazardous chemicals at this workplace. The term *chemical* under HCS means any substance or mixtures of substances. Products in our workplace that may be considered hazardous chemicals include those which pose a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified. Manufacturers and importers are responsible to evaluate and classify products to determine the hazard classification.

Our inventory of hazardous chemicals is prepared by James Weaver, Certified Educational Facilities Manager, who will obtain and review the Safety Data Sheet for each chemical on-site. The list is continuously updated upon the purchase/receipt of new inventory. The list includes a product identifier for each chemical that can be easily cross-referenced with the product identifier on each product's label and on its Safety Data Sheet.

When we discontinue the use of any product containing hazardous chemicals, the identity of the product and information regarding the duration and locations of its usage will be maintained on a separate list, for 30 years, to address potential employee health inquiries in the future (29 CFR 1910.1020(d)(1)(ii)(B)).

Safety Data Sheets and Hazardous Substance Fact Sheets

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) containing detailed information about the hazards and handling procedures associated with the product. SDSs are prepared for chemicals and for products that have a mixture of individual chemicals. The composition of the product and/or concentration of individual chemicals will likely vary based upon brand/manufacturer. Additionally, the New Jersey Department of Health has developed Hazardous Substance Fact Sheets (HSFSs), which are prepared mainly for pure substances. The HSFSs serve to complement Safety Data Sheets and may provide additional information on chemical hazards and handling procedures. The SDSs and HSFSs both contain information on health effects, exposure limits, personal protective equipment, first aid, and emergency procedures for fires and spills. The HSFS can complement

the SDS by providing ingredient-specific information. For example, a cleaning product may have a SDS from the manufacturer indicating that ammonium hydroxide is an active ingredient. Since ammonium hydroxide is included on the NJ Hazardous Substance List, employees can obtain specific information about ammonium hydroxide by reviewing its HSFS. The New Jersey Right to Know Law requires public employers to file a survey that reports all Hazardous Substances in the workplace that are on the Right to Know Hazardous Substance List.

In compliance with the New Jersey PEOSH Hazard Communication Standard, both Safety Data Sheets and Hazardous Substance Fact Sheets are readily accessible to all employees during their work shifts. Employees can review the documents for all hazardous chemicals used at this workplace. SDSs and HSFSs are kept within the Main Office. These documents are updated and managed by James Weaver, Certified Educational Facilities Manager. In the event a SDS is missing, or not supplied with the initial shipment, this person will obtain the document from the manufacturer or supplier.

Any new products that are planned to be used in this workplace must be approved before use to ensure that SDSs and HSFSs are obtained before use. If a SDS is not immediately accessible for a hazardous chemical, for example, while working at an off-site location, employees may obtain the required information by calling James Weaver, Certified Educational Facilities Manager.

Labels and Warning Systems

The labeling system to be used by Waterford Township Board of Education will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including pictograms, signal words and hazard statements.

James Weaver, Certified Educational Facilities Manager will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. *Container* means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank,

or the like that contains a hazardous chemical. Additionally, in compliance with New Jersey's RTK requirements, pipelines will be labeled at their normally operated valves, outlets, vents, drains and sample connections designed to allow the release of a substance from the pipeline.

All hazardous chemical containers at this workplace will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party; or,
2. A replacement label with the appropriate label elements described above or, at minimum, labeling that includes: (a) the product identifier and (b) words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals (*for example, the pictograms associated with the product and the signal words "danger" or "warning"*).

It is the policy of this workplace that the original HCS-compliant manufacturer's label on incoming containers shall not be removed or defaced. Containers not bearing a HCS-compliant label are not accepted by our facility. Workplace labels must be legible, prominently displayed, and in English. Information in other languages may be made available upon request. All employees share a responsibility to report to their supervisor any labels that become illegible, fall off the container, or are obscured in any manner.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps the container in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the workday. However, the container should still be marked with its contents. If the portable container is stored beyond the employee's shift, or will be used by other workers, it must be labeled with the HCS information from the properly labeled original container.

Employee Training

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use, or in foreseeable emergencies, will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. James Weaver, Certified Educational Facilities Manager, is responsible to ensure that employees are trained as follows:

- ◆ The training is conducted by a technically qualified person.
- ◆ Whenever a new hazard is introduced into the work area, an additional training session is provided for workers prior to beginning work with the new hazardous material. Supervisors notify employees about the required trainings.
- ◆ Refresher training, an abbreviated version of initial training, is conducted every two years by a technically qualified person.
- ◆ Attendance is mandatory at all training sessions for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies.
- ◆ Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.
- ◆ Training records will be maintained which include the following information: dates, contents of the training sessions, names and qualifications of persons conducting the trainings, names and job titles of all persons attending the training sessions.
- ◆ Supervisors will receive additional training to ensure they can answer employee questions, provide daily monitoring of safe work practices, and ensure the appropriate use of any assigned PPE. Supervisors should contact the responsible person listed within this program with technical questions.
- ◆ Input from employees regarding the training sessions and suggestions for improvement will be obtained through training evaluation forms.

The initial training session includes the following discussion items:

1. The requirements of the PEOSH Hazard Communication Standard, the Federal Hazard Communication Standard, and an explanation of the applicable provisions of the Worker and Community Right to Know Act, N.J.S.A. 34:5A-1 et seq.
2. The location of the written hazard communication program and the list(s) of hazardous chemicals.
3. The location and availability of SDSs, HSFs, Right to Know Survey, the RTK Hazardous Substance List (HSL), and any other hazardous material information;
4. Hazardous chemicals in their work area and any operations in their work area where hazardous chemicals are used (including the chemicals in piping systems). This includes all physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified.
5. Methods and observations that may be used to detect the release of a hazardous chemical into the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.).
6. An explanation of the workplace labeling system and how employees can obtain and use hazard information, including an explanation of pictograms, signal words, hazard statements, and precautionary statements.
7. Physical hazards of chemicals such as the potential for fire and explosion, and an explanation of health hazards (both acute and chronic) associated with exposure to hazardous chemicals, the signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using SDSs and HSFs.
8. Methods to protect against exposure to the hazards such as engineering and administrative controls, proper work practices, use of personnel protective equipment (PPE), and procedures for emergency response to spills and leaks.
9. Procedures to follow if an employee is exposed to these chemicals.

10. How to read and interpret the information on PEOSH HCS and RTK labels, HSFs and SDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL.
11. A copy of the RTK brochure is distributed to all employees.

Employee refresher training is an abbreviated version of the initial training, occurs at least every two years, and includes a discussion of the following information:

1. An overview of each item covered during the initial training session and explanation of any changes in the employer's written hazard communication program, PEOSH HCS, or the RTK Act.
2. Reviewing the location of the written program, SDSs, HSFs, the workplace labeling system, and any changes in products used or work processes that may cause exposure to hazardous chemicals.
3. Reviewing the methods and observations that may be used to detect the release of a hazardous chemical into the work area and procedures to follow if an employee becomes exposed.
4. Reviewing the methods to protect against exposure to the hazards such as engineering and administrative controls, proper work practices, use of personnel protective equipment (PPE), and procedures for emergency response to spills and leaks.
5. A copy of the RTK brochure is distributed to all employees.

For information about Right to Know and to obtain posters/brochures:

New Jersey Department of Health

Right to Know Program

PO Box 368

Trenton, NJ 08625-0368

(609) 984-2202

[https://www.nj.gov/health/workplacehealthandsafety/Right to Know/](https://www.nj.gov/health/workplacehealthandsafety/Right%20to%20Know/)

Informing Employees who do Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, a training session is conducted to inform them about the hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. This special session is conducted by James Weaver, Certified Educational Facilities Manager who will evaluate the hazards and provide appropriate controls prior to employees beginning the task. Employees who perform these non-routine tasks are notified about the training by their supervisor and are required to attend the training. Examples of special tasks do not exist currently.

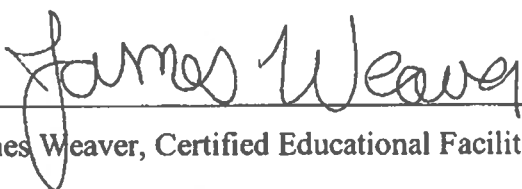
Informing contractors and other employers about our hazardous chemicals

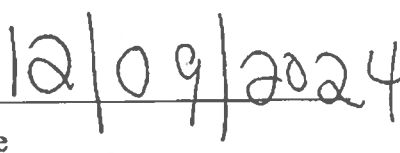
If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site), then it is the responsibility of James Weaver, Certified Educational Facilities Manager to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets and HSFSSs, and an explanation of the container labeling system.
- Safe work practices to prevent exposure.

James Weaver, Certified Educational Facilities Manager will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.

This written program will be kept up-to-date and reviewed prior to all training sessions.


James Weaver, Certified Educational Facilities Manager


Date