

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, April 28, 2025 – 7:00 PM**

A G E N D A

- I. Call to Order:** The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, Harrison Township Board of Education has caused notice of the meetings to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times, and the Courier Post.

The Regular Meeting of the Harrison Township Board of Education will be called to order at _____ p.m. on Monday, April 28, 2025.

II. Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

Attendance:

_____ Missy Peretti _____ Lisa Ridgway _____ Other _____

- III. Flag Salute:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

IV. President's Welcome:

2025-2026 Budget Presentation and Public Hearing

- V. Audience Participation I:** The Board President will recognize those individuals who wish to comment on the agenda items. Please respect the following procedures:
- 1) Be recognized by the Board President.
 - 2) State your full name and address.
 - 3) Identify the agenda item you wish to comment on.
 - 4) Wait to be recognized before making your comments.
 - 5) Limit your comments to specific items.
 - 6) You will have three minutes for comments.

VI. Approval of Minutes:

It is recommended that the Board of Education approve the following action items:

1. Approval of minutes of the March 19, 2025 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)
2. Approval of the minutes of the April 7, 2025 Special Session Board of Education Meeting. (*Attachment: Min. #2*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright
 - b. Curriculum – Stacey Muscarella
 - c. Personnel – Shannon Williams
 - d. Negotiations – Jennifer Bowen
 - e. Board Development – Todd Baron
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop
 - g. School Safety – Shannon Williams
 - h. Shared Services – John Cavanaugh
 - i. Transportation – Tim Bast
3. Delegate/Representative Reports (if any)

VIII. Correspondence: (*Copies of Correspondence are included in backup materials*)

1. Letter from Nancy Moran received March 25, 2025 re: leave of absence.
2. Letter from Jennifer Avila received April 1, 2025 re: leave of absence.
3. Letter from Donna D’Amico received April 3, 2025 re: retirement.

IX. Business Administrator’s Report:

A. Finance

It is recommended that the Board of Education approve the following action items:

1. Appropriation Adjustment List for March 2025. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2025. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of March 2025. (*Attachment: Fin. #2*)
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2025. The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A: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. (*Attachment: Fin. #3*)

4. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
5. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
 - a. March 2025 Ratified Bill List \$1,850,750.09 (*Attachment: Fin. #6a*)
 - b. April 2025 Bill List \$532,706.30 (*Attachment: Fin. #6b*)
7. Approval of the Resolution Travel and Related Expense Reimbursement 2025-2026.
(*Attachment: Fin. #7*)
8. Approval of the Resolution adopting the 2025-2026 School Year Budget.
(*Attachment: Fin. #8*)
9. Approval of the Certification of Tax Levy for fiscal year 2025-2026.
(*Attachment: Fin. #9*)
10. Approval to award contract for food service management services to Nutri-Serve Food Management, Inc. for the 2025-2026 school year, at the established flat management fee of \$31,050.00 per one school calendar year. Nutri-Serve is projecting a loss of \$9,425.00 and no guarantee. (*Attachment: Fin. #10*)
11. Approval of the Resolution authorizing the change in the Dental Carrier.
(*Attachment: Fin. #11*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

X. Superintendent’s Report:

A. Personnel

The Superintendent recommends to the Board of Education the approval of the following action items:

1. Retroactive approval of a medical leave of absence for Nancy Moran, Art Teacher at Harrison Township School, utilizing accumulated sick time concurrent with FMLA, effective March 20, 2025 through April 17, 2025 with an estimated return date of April 23, 2025.

2. Approval of a maternity leave of absence for Jennifer Avila, Special Education Teacher at Harrison Township School, utilizing accumulated sick time concurrent with FMLA, continuing with unpaid leave under NJFLA effective on the first in-service day of the 2025-2026 school year through January 4, 2026 with an anticipated return date of January 5, 2026.
3. Acceptance of the retirement of Donna D'Amico, Instructional Aide at Harrison Township School, effective July 1, 2025.
4. Approval of the following teachers to serve as instructors for the Summer Skills Support program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00 per hour and 1 hour of non-student contact time per day as well as one, 3 hours of pre- and 2 hours of post-planning time at \$22.77 per hour. Compensation is based on the negotiated H.T.E.A contract.

Colleen Illi – K to 1 Teacher
 Tracy DeAngelo – 2 to 3 Teacher
 Casey Heitman – 4 to 5 Teacher

Sabrina Mosiondz – 1 to 2 Teacher
 Stacie Brown – 3 to 4 Teacher
 Lauren Sheppard – 5 to 6 Teacher

5. Approval of any qualified and certified Harrison Township District employee to serve as a substitute for the Summer Skills Support program (Teacher, Special Education Aide, and/or Nurse) with compensation for student contact time.
6. Approval of the following teachers to serve as instructors for the Special Education Extended School Year (ESY) program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00 per hour and 1 hour of non-student contact time at \$22.77 per hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

Jennifer Kotzen
 Olivia Langerhans
 Faith Schusler
 Michael Rossi
 Camryn Hackett-Slimm

Andrea Startare
 Heather Leonardi
 Kathy Riggins
 Sloane Gandler

7. Approval of the following to serve as Special Education Aides for the Special Education Extended School Year (ESY) program. Special Education Aides receive compensation for 3.5 hours per day at the rate of \$18.50 per hour for PreK-6 classrooms. Compensation is based on the negotiated HTEA contract.

Jennifer Strockbine
 Michelle Horn
 Lisa Pomante
 Kelly Newman
 Martina Fuller
 Laurie Holland

Emma Hartman
 Alyssa Pastore
 Nancy Marucci
 Linda Turk
 Stephanie Guenther
 Nicole Nastasi

8. Approval of one (1) school nurse per day to provide support for our ESY students 4 days per week (8:45-12:15) daily from July 7, 2025 through July 31, 2025 at \$44.00 per hour. Compensation is based on the negotiated HTEA contract. Three hours of pre- and two hours of post-prep time is also provided at \$22.77 per hour; each nurse may accrue these hours.

Susan Jones
Erika Mainart

Erin Durkin

9. Approval of Shannon Maloney to serve as Speech Pathologist/Therapist to provide speech services for our ESY students 4 days per week Monday through Thursday from July 7, 2025 through July 31, 2025 at Harrison Township School. Therapist receives compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00 per hour and 1 hour of non-student contact time at \$22.77 per hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.
10. Approval of any qualified and certified Harrison Township School District employee and approved substitutes to serve as a substitute for the Special Education ESY program (Teacher, Speech Pathologist/Therapist, and/or Nurse) with compensation for student contact time of \$44.00 per hour.
11. Approval of any district aide substitutes or general aides of the Harrison Township School District to serve as substitute aide for the Special Education ESY program with compensation for student contact time of \$18.50 per hour.
12. Approval of Brianna Miller as STEM Camp Coordinator for incoming 3rd and 4th graders. Coordinator will be compensated for the prep time required for the coordination requirements of the program outside the teaching hours of the camp. Coordinators receive up to twenty hours total of non-student contact time at \$22.77 per hour. Compensation is based on the negotiated HTEA contract.
13. Approval of Natalie Markey as STEM Camp Coordinator for incoming 5th and 6th graders. Coordinator will be compensated for the prep time required for the coordination requirements of the program outside the teaching hours of the camp. Coordinators receive up to twenty hours total of non-student contact time at \$22.77 per hour. Compensation is based on the negotiated HTEA contract.
14. Approval of Brianna Miller and Natalie Markey to serve as STEM Camp Teachers at the contracted rate of \$44.00 per hour. Compensation is based on the negotiated HTEA contract.
15. Approval of any qualified and certified Harrison Township School District employee to serve as an additional teacher and/or substitute as needed, for STEM Camp sessions with compensation for student contact time.

16. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2025, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Julissa Merla - Teacher
Loriel Dewedoff – General Aide

Macy Shaw – Teacher & General Aide
Esther Cauch – General Aide

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

B. Education

It is recommended that the Board of Education approve the following action items:

1. Approval of the Language Instructional Educational Program (LIEP) Three-Year Plan. (*Attachment: Edu. #1*)
2. Approval of the Summer Skills Support program for students entering grades 1 through 6. Students attend sessions from 9:00 to 12:00 Tuesday through Thursday from Tuesday, July 8, 2025 through Thursday, July 24, 2025 at the Harrison Township Elementary School.
3. Approval of the Special Education Extended School Year (ESY) program for students in Pre-Kindergarten through 6th grade. Students attend from 9:00 to 12:00 Monday through Thursday from July 7, 2025 through July 31, 2025 at Harrison Township School.
4. Approval of summer STEM Camp for entering 3rd through 6th grade students at the Pleasant Valley School. Sessions are one week and will run on the following dates:
 - a. Session 1: July 14, 2025 through July 17, 2025 from 12:30-3:00pm
 - b. Session 2: July 21, 2025 through July 24, 2025 from 12:30-3:00pm

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

C. Administration

It is recommended that the Board of Education approve the following action items:

1. Approval of the 2025-2026 student attendance calendar. (*Attachment: Admin. #1*)
2. Approval of the new job description for Special Education Supervisor (*Attachment: Admin. #2*)
3. Approval of the new job description for Technology Assistant (*Attachment: Admin. #3*)
4. Approval of the new job description for Maintenance Worker (*Attachment: Admin. #4*)
5. Acknowledgement of a Bus Evacuation Drill at Harrison Township School on April 24, 2025 at 8:30am supervised by AnnaLisa Rodano, Principal. All busses, drivers, and aides were in participation.
6. Acknowledgement of the District HIB report for the month of March.
7. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown Drill
 - 1) Pleasant Valley School – February 25, 2025 (AM)
 - 2) Pleasant Valley School – March 20, 2025 (AM)
 - 3) Harrison Township School – April 23, 2025 (PM)
 - b. Shelter in Place Drill
 - 1) Pleasant Valley School – February 26, 2025 (AM)
 - 2) Pleasant Valley School – April 3, 2025 (AM)
 - c. Fire Drill
 - 1) Pleasant Valley School – March 31, 2025 (AM)
 - d. MERT Emergency & Shelter in Place
 - 1) Harrison Township School – April 8, 2025 (PM)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

D. Policy

It is recommended that the Board of Education approve the following action items:

1. First reading of board policy by Strauss Esmay: 7421 Indoor Air Quality Standards
(Attachment: Pol. #1)
2. First reading of board policy by Strauss Esmay: 7422 School Integrated Pest Management Plan (Attachment: Pol. #2)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

E. Transportation

It is recommended that the Board of Education approve the following action items:

1. No items at this time.

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

F. Buildings & Grounds

It is recommended that the Board of Education approve the following action items:

1. No items at this time.

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Walter Bright	_____ Colleen Kendrick
_____ Tim Bast	_____ John Cavanaugh	_____ Shannon Williams
_____ Jennifer Bowen	_____ Janette Coslop	_____ Stacey Muscarella

XI. New Business:

1. Congratulations are in order:
 - a. Dr. Lori Hynes
 - b. Dr. Tydejah Roberts
2. Thank you to Wazs Works LLC (Brian Wasilewski) and Exleys Landscaping
3. Clearview Middle School Musical Ad

XII. Old Business:

XIII. Audience Participation II:

- 1) Be recognized by the Board President.
- 2) State your full name and address.
- 3) Wait to be recognized before making your comments.
- 4) Limit your comments to specific items.
- 5) You will have three minutes for comments.

XIV. Recess into Executive Session (if necessary):

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session from which the general public will be excluded to discuss school matters. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. Action may be taken.

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

XV. Out of Executive Session:

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

XVI. Adjournment:

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING**

Monday, April 28, 2025 – 7:00 PM

AGENDA – Closed Session

1. Personnel

**HARRISON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
120 N. MAIN STREET
MULLICA HILL, NEW JERSEY**

**REGULAR MEETING
MARCH 19, 2025
7:30 PM**

Mrs. Stacey Muscarella, Board President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:30 p.m. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later date.

- I. Call to Order:** The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, Harrison Township Board of Education has caused notice of the meetings to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times, and the Courier Post.

II. Roll Call:

Mr. Todd Baron	Mrs. Janette Coslop
Mr. Tim Bast	Mrs. Colleen Kendrick
Mrs. Jennifer Bowen	Mrs. Stacey Muscarella
Mr. Walter Bright	Mrs. Shannon Williams
Mr. John Cavanaugh	

Attendance:

Dr. Missy Peretti, Superintendent of Schools and Mrs. Lisa Ridgway, Interim School Business Administrator / Board Secretary.

III. Flag Salute:

Led by Stacey Muscarella, Board President of the Harrison Township Board of Education.

IV. President's Welcome:

2025-2026 Tentative Budget Discussion

- Dr. Peretti gave an overview of the tentative budget and handouts concerning the budget were shared with the board members. The tax levy incentive was also discussed.

- Mrs. Ridgway shared documents with the board members and presented an overview of the cost of the budget as well as a review of the challenges the district faces.

Q. Mrs. Kendrick asked about the two aide positions cost and questioned about energy savings, most notably solar panels.

V. Audience Participation I:

None

VI. Approval of Minutes:

Motion: For the Board of Education to approve the following action items:

1. Approval of minutes of the February 18, 2025 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)

Motion: Mrs. Bowen
Roll Call: (9-0)

Second: Mrs. Williams
Carried: Yes

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (Nothing further to report.)
 - b. Curriculum – Stacey Muscarella (No report at this time.)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen
Mrs. Bowen reported that the first meeting on February 27th was a great start.
 - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop
Mrs. Coslop reported that there is a committee meeting on April 28th prior to the BOE meeting.
 - g. School Safety – Shannon Williams (No report at this time.)
 - h. Shared Services – John Cavanaugh (No report at this time.)
 - i. Transportation – Tim Bast (No report at this time.)
3. Delegate/Representative Reports (No report at this time.)

VIII. Correspondence: (*Copies of Correspondence are included in backup materials*)

1. Letter from Colleen Slobodjian received March 7, 2025 re: retirement.

IX. Business Administrator's Report:

A. Finance

Motion: For the Board of Education to approve the following action items:

1. Appropriation Adjustment List for February 2025. (*Attachment: Fin. #1*)

2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2025. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of February 2025. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2025. The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A: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. (*Attachment: Fin. #3*)
4. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
5. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
 - a. February 2025 Ratified Bill List \$1,791,683.80 (*Attachment: Fin. #6a*)
 - b. March 2025 Bill List \$399,266.91 (*Attachment: Fin. #6b*)
7. Approval of resolution to submit the 2025-2026 school year budget to the Gloucester County Office of Education. (*Attachment: Fin. #7*)
8. Approval of the following school buses to be retired and auctioned with a minimum bid of \$1,200.00 each:

Bus #2	2009 International	4DRBUAAP19B684147	151,859 miles
Bus #4	2012 Chevrolet	1GB6G2AG2A1139477	126,046 miles
Bus #8	2009 International	4DRBUAAP89B684145	169,346 miles
Van #31	2013 Dodge Caravan	2C4RDGBG9DR535758	166,802 miles

*All vehicles are being sold in "as is" condition.
9. Approval of the resolution to participate in the Camden County Educational Services Commission Cooperative Pricing Agreement. (*Attachment: Fin. #9*)
10. Approval of the Interlocal Agreement with Clearview Regional BOE for the purpose of borrowing of buses, sharing of bus drivers, and the sale of gasoline for the 2025-2026 school year. (*Attachment: Fin. #10*)

Q. Mr. Bright asked about the cost of new buses.

Motion: Mr. Bright
Roll Call: (9-0)

Second: Mrs. Bowen
Carried: Yes

X. Superintendent's Report:

A. Personnel

Motion: For the Board of Education to approve the following action items:

1. Acceptance of the retirement of Colleen Slobodjian, Special Education Aide at Pleasant Valley School, effective June 30, 2025.

Dr. Peretti thanked Colleen for her service and wished her well in her retirement.

2. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2025, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Brooke Baker – General Aide	Amanda Hill - Teacher
Amanda Hasson - Nurse	Ava Costello - Teacher
Mary Kelley – Teacher & Nurse	Dana Parisi – Transportation Aide
Brielle Maiden – Transportation Aide	Megan Peek - Nurse
Catherine Kelly - Teacher	Kelli Rhen – Teacher & General Aide

3. Approval of a leave of absence for Allegra Counsellor, Music Instruction Teacher at Pleasant Valley School, effective June 9, 2025, utilizing 6 accumulated sick days concurrent with FMLA continuing with an unpaid leave under NJFLA with an anticipated return date of January 2026.

4. Acceptance of the retirement of Yvonne Knorr, Instructional Aide at Harrison Township School, effective July 1, 2025.

Dr. Peretti thanked Yvonne for her service and wished her well in her retirement.

Motion: Mrs. Coslop	Second: Mr. Baron
Roll Call: (9-0)	Carried: Yes

B. Education

Motion: For the Board of Education to approve the following action items:

1. Approval of the homeschooling of Student #29173 for the remainder of the 2024-2025 school year per parent request received February 24, 2025.

Motion: Mr. Bright	Second: Mrs. Williams
Roll Call: (9-0)	Carried: Yes

C. Administration

Motion: For the Board of Education to approve the following action items:

1. Retroactive approval of Sixth Grade Choir students to Clearview High School for viewing the high school musical during the 2024-2025 school year.
2. Approval of Second Grade classes to attend a field trip to the Franklin Institute, Philadelphia in lieu of Edelman Fossil Park during the 2024-2025 school year.

3. Approval of Preschool classes to attend a field trip to Coombs Barnyard in Elmer, NJ during the 2024-2025 school year.
4. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Harrison Township School – February 24, 2025 (AM)
 - b. MERT Drill
 - 1) Harrison Township School – February 28, 2025 (PM)
 - c. Evacuation Drill
 - 1) Harrison Township School – March 10, 2025 (PM)

Motion: Mrs. Kendrick
Roll Call: (9-0)

Second: Mrs. Coslop
Carried: Yes

D. Policy

None

E. Transportation

None

F. Buildings & Grounds

Motion: For the Board of Education to approve the following action items:

1. Approval of the following groups to utilize the facilities for the 2024-2025 school year:

OKKA Karate	PVS Gym	Belt Ceremony
Harrison Twp. Rec. Comm.	PVS Gym	Basketball Camp
PVFit	PVS Gym, Café, & Outdoor Area	Youth Fitness Program
Heitman Hoops	PVS Gym	Basketball Clinic
Math Club	PVS Classroom	Math Club
Cub Scouts	HTS Activity Center	Meetings

Motion: Mrs. Williams
Roll Call: (9-0)

Second: Mrs. Bowen
Carried: Yes

XI. New Business:

2025-2026 School Calendar Discussion

- There was discussion regarding the draft of both the Clearview Regional and Harrison Township calendars.

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Adjournment:

There was no further business. A motion was made to adjourn at 8:12 p.m.

Motion: Mrs. Williams
Roll Call: Voice

Second: Mrs. Coslop
Carried: Yes

Respectfully Submitted,

Lisa Ridgway
Interim Board Secretary

**HARRISON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
120 N. MAIN STREET
MULLICA HILL, NEW JERSEY**

**SPECIAL MEETING
APRIL 7, 2025
7:30 PM**

Mrs. Stacey Muscarella, Board President, called the special meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:30 p.m. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later date.

- I. Call to Order:** The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, Harrison Township Board of Education has caused notice of the meetings to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times, and the Courier Post.

II. Roll Call:

Mr. Todd Baron	Mrs. Janette Coslop
Mr. Tim Bast	Mrs. Colleen Kendrick
Mrs. Jennifer Bowen	Mrs. Stacey Muscarella
Mr. Walter Bright	Mrs. Shannon Williams
Mr. John Cavanaugh	

Others Present:

Dr. Missy Peretti, Superintendent of Schools and Mrs. Lisa Ridgway, Interim School Business Administrator /Board Secretary.

III. Flag Salute:

Led by Stacey Muscarella, Board President of the Harrison Township Board of Education.

IV. President's Welcome:

None

V. Audience Participation I:

None

VI. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella (No report at this time.)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen
Mrs. Bowen reported that there was a second meeting on March 22, 2025.
 - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop (No report at this time.)
 - g. School Safety – Shannon Williams (No report at this time.)
 - h. Shared Services – John Cavanaugh (No report at this time.)
 - i. Transportation – Tim Bast (No report at this time.)
3. Delegate/Representative Reports (No report at this time.)

VII. Business Administrator's Report:

A. Finance

Motion: For the Board of Education to approve the following action items:

1. Approval of the resolution authorizing the application to increase expenditures to be submitted. (*Attachment: Fin. #1*)

Dr. Peretti thanked the Board for attending tonight and proceeded to give an overview of the application process and what the district was applying for.
(*See Attachment A*)

The board members asked questions about the additional items to the budget.

Q. Mrs. Muscarella and Mr. Cavanaugh asked about the technology appropriations.

Q. Mr. Bast asked about the maintenance expenditures and if there would be a savings with having an in-house maintenance person.

- Mrs. Kendrick added that having someone in-house would help to protect the district's investments.

Motion: Mr. Bright
Roll Call: (9-0)

Second: Mr. Baron
Carried: Yes

VIII. New Business:

None

IX. Old Business:

None

X. Audience Participation II:

None

XI. Adjournment:

There was no further business. A motion was made to adjourn at 7:50 p.m.

Motion: Mrs. Williams
Roll Call: Voice

Second: Mrs. Coslop
Carried: Yes

Respectfully Submitted,

Lisa Ridgway
Interim Board Secretary

HARRISON TOWNSHIP SCHOOL DISTRICT

Application to Increase District Expenditure
BOE Discussion April 7, 2025

General Information:

- The Harrison Township School District is currently operating under adequacy
- The Harrison Township School District's Levy is currently under Local Fair Share
- The Harrison Township School District is eligible to request additional expenditures in the amount NOT TO EXCEED \$2,644,113 to be used on necessary purchases that support a THOROUGH and EFFICIENT education.

Instructional Aides (2)

Salary - \$26,000 x 2 = \$52,000
 FICA - \$3,978
 Pension Cost - \$3,380

Special Education Aide (1)

Salary - \$26,000
 FICA - \$1,989
 Pension Cost - \$1,690

Out of District Placement – Tuition Student Provision

Tuition Cost - \$67,085 X 2 = \$134,170

Technology Equipment

Teacher Chromebooks
 Grade Two Chromebooks
 Grade One Chromebooks
 IPADS for Kindergarten
 Total Cost = \$250,000

Technology Personnel

Salary - \$50,000
 Benefits (Family Coverage) - \$40,313
 FICA - \$3,825
 Pension Cost - \$6,000

Maintenance Personnel

Salary - \$60,000
 Benefits (Family Coverage) - \$40,313
 FICA - \$4,590
 Pension Cost - \$7,200

New ELA Curriculum

Grades K-2 - \$112,000

Nancy Moran

March 25, 2025

Dr. Missy Peretti
Superintendent, Harrison Twp. School District
120 North Main Street
Mullica Hill, NJ 08062

Dear Dr. Peretti,

The purpose of this letter is to inform you and the Harrison Township Board of Education of my intention to take a leave of absence for a portion of the 2024-25 school year for my own personal medical condition. I would like to begin my leave on March 20, 2025. I would like to utilize sick days concurrent with the FMLA. My intention is to return on April 23, 2025. If there is an unforeseen circumstance, I will notify you as soon as possible of any changes.

Sincerely,

Nancy Moran

CORRES.#2

April 1, 2025

Dr. Peretti,

The purpose of this letter is to inform you and the Harrison Township Board of Education of my intention to take a maternity leave of absence for a portion of the 2025-26 school year. My due date is August 6, 2025 and I would like to begin my maternity leave on the first in-service day of the 2025-26 school year. I would like to utilize accumulated sick days concurrent with the FMLA. At the conclusion of the FMLA, I would like to continue my unpaid leave under the NJFLA until January 4th, 2026. My intention is to return on January 5th, 2026. If there is an unforeseen circumstance, I will notify you as soon as possible of any changes.

Sincerely,

Jennifer Avila



Corres. #3

Dear Dr. Peretti,

Please accept this letter as my formal notice of retirement as an Instructional Aide from the Harrison Township School District on June 30, 2025.

I have proudly served the district as an Instructional Aide for the past sixteen years. I would like to take this moment to thank you and the Board for this opportunity and to express my gratitude for all the support from you and the Administration as well. Additionally, I want to extend to you my sincere appreciation and heartfelt thanks for all of the support you have given to my family, especially my daughter Grace over these years. It has been a pleasure working at HTS in a position that I thoroughly enjoyed. I am thankful for all the experiences I have had, the families that I met and the memories made here.

I am looking forward to my retirement days with more time to spend with my family, but will always look back fondly on my days spent at HTS.

Sincerely,
Donna D'Amico



FIN.#1

Harrison Township School District
2024-2025 Appropriation Transfers for March 2025

<u>Account Name</u>	<u>Account No.</u>	<u>From</u>	<u>To</u>
<i>Current Expense</i>			
Salaries Workshops HTS	11-000-223-104-22-3-124	\$ 800.00	
PVS Purch Educ Svcs	11-000-223-320-22-0-224		\$ 800.00
Other Purch Property	11-000-262-490-55-0-110	2,000.00	
Salaries Cust X Comp PVS	11-000-262-100-11-E-206		2,000.00
Cleaning/Repair/Maint	11-000-270-420-77-5-007	600.00	
Other Prof Services	11-000-270-390-77-0-007		600.00
Summer Supplies	11-213-100-610-34-0-067	150.00	
Sal SE RC Aides HTS	11-213-100-106-11-E-114		150.00
Sal of Teacher LTS	11-120-100-101-11-6-212	15,000.00	
Sal of Teacher LTS	11-130-100-101-11-6-213	12,830.00	
Purch Prof Svcs PVS Speech	11-000-216-320-34-0-266		27,830.00
Other Retirement PERS	11-000-291-240-55-0-000	3,500.00	
Equipment	12-000-260-730-55-0-100		3,500.00

<u>\$ 34,880.00</u>	<u>\$ 34,880.00</u>
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FIN. #2

HARRISON TOWNSHIP BOARD OF EDUCATION
March 31, 2025
CASH RECONCILIATION REPORT

FUNDS AND ACCOUNTS	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
<u>GENERAL FUND - 10</u>				
GENERAL FUND	\$ 3,361,433.25	\$ 3,351,311.69	1,985,011.97	\$ 4,727,732.97
PAYROLL	14.50	882,762.70	882,761.44	15.76
PAYROLL AGENCY	457,756.49	602,187.82	889,462.53	170,481.78
UNEMPLOYMENT	117,020.73	173.93	-	117,194.66
FLEXIBLE SPENDING ACCT	9,905.33	1,735.40	2,219.61	9,421.12
TOTAL GENERAL FUND	3,946,130.30	4,838,171.54	3,759,455.55	5,024,846.29
<u>SPECIAL REVENUE FUND - 20</u>				
SPECIAL REVENUE	(34,568.95)	11,864.00	60,887.19	(83,592.14)
SCHOOL FUND	53,873.81	9,466.32	6,239.62	57,100.51
LIBRARY	16,682.66	0.72	3,852.62	12,830.76
TOTAL SPECIAL REVENUE FUND	35,987.52	21,331.04	70,979.43	(13,660.87)
CAPITAL PROJECTS - 30	288,845.59	-	168,043.60	120,801.99
DEBT SERVICE - 40	(41,123.99)	13,982.00	-	(27,141.99)
TOTAL GOVERNMENTAL FUNDS	\$ 4,229,839.42	\$ 4,873,484.58	\$ 3,998,478.58	\$ 5,104,845.42
ENTERPRISE FUND	128,013.29	42,195.39	38,619.28	131,589.40
TOTAL ALL FUNDS	\$ 4,357,852.71	\$ 4,915,679.97	\$ 4,037,097.86	\$ 5,236,434.82

RECONCILIATION OF BANK ACCOUNTS

Bank Accounts:	Century ACCOUNT NUMBERS	BALANCES
CUSTODIAN ACCOUNT	XXXXX5209	\$ 4,360,343.93
MAINTENANCE RESERVE	XXXXX5308	327,337.81
CAPITAL RESERVE	XXXXX5283	274,878.20
CAFETERIA	XXXXX5233	84,512.84
SCHOOL FUND	XXXXX0953	60,808.51
FLEXIBLE SPENDING ACCT	XXXXX5291	9,421.12
LIBRARY FUND	XXXXX5324	13,145.62
PAYROLL	XXXXX5217	1,212.54
PAYROLL AGENCY	XXXXX5225	190,600.04
UNEMPLOYMENT	XXXXX5275	117,194.66
		5,439,455.27
ADD: DEPOSIT IN TRANSIT		-
LESS: OUTSTANDING CHECKS		203,020.45
TOTAL ALL ACCOUNTS		\$ 5,236,434.82

Prepared by:
Angela Otlowski
Secretary to the School Business Administrator

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

FIN. #3

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$4,133,473.13
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		\$271,493.65
117	Maintenance Reserve Account		\$322,766.19
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$6,000.00	
141	Intergovernmental - State	\$1,692,793.62	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,698,793.62
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	\$21,245,149.00	
302	Less Revenues	(\$18,719,473.41)	\$2,525,675.59

Total assets and resources

\$8,952,202.18

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 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	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$4,950.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$4,950.00
Total liabilities		

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$4,506,938.65

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$71,493.65	
604	Add: Increase in Capital Reserve	\$200,000.00	
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	\$271,493.65
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	\$342,127.03	
606	Add: Increase in Maintenance Reserve	(\$200,000.00)	
310	Less: Bud. w/d from Maintenance Reserve	\$200,000.00	\$342,127.03
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		\$1,041,644.00
601	Appropriations	\$22,377,959.07	
602	Less: Expenditures (\$15,473,962.95)		
	Less: Encumbrances (\$4,435,123.42)	(\$19,909,086.37)	\$2,468,872.70
	Total appropriated		\$8,631,076.03

Unappropriated:

770	Fund balance, July 1	\$1,448,986.22
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$1,132,810.07)

Total fund balance

\$8,947,252.18

Total liabilities and fund equity

\$8,952,202.18

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$22,377,959.07	\$19,909,086.37	\$2,468,872.70
Revenues	(\$21,245,149.00)	(\$18,719,473.41)	(\$2,525,675.59)
Subtotal	<u>\$1,132,810.07</u>	<u>\$1,189,612.96</u>	<u>(\$56,802.89)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$200,000.00	\$200,000.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,332,810.07</u>	<u>\$1,389,612.96</u>	<u>(\$56,802.89)</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>\$1,332,810.07</u>	<u>\$1,389,612.96</u>	<u>(\$56,802.89)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	(\$200,000.00)	(\$19,360.84)	(\$180,639.16)
Less - Withdrawal from reserve	\$200,000.00	\$200,000.00	\$0.00
Subtotal	<u>\$1,332,810.07</u>	<u>\$1,570,252.12</u>	<u>(\$237,442.05)</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>\$1,332,810.07</u>	<u>\$1,570,252.12</u>	<u>(\$237,442.05)</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>\$1,332,810.07</u>	<u>\$1,570,252.12</u>	<u>(\$237,442.05)</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>\$1,332,810.07</u>	<u>\$1,570,252.12</u>	<u>(\$237,442.05)</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>\$1,332,810.07</u>	<u>\$1,570,252.12</u>	<u>(\$237,442.05)</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>\$1,332,810.07</u>	<u>\$1,570,252.12</u>	<u>(\$237,442.05)</u>
Less: Adjustment for prior year	(\$200,000.00)	(\$200,000.00)	\$0.00
Budgeted fund balance	<u>\$1,132,810.07</u>	<u>\$1,370,252.12</u>	<u>(\$237,442.05)</u>

Prepared and submitted by : _____ Date _____

Board Secretary

Date

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	15,729,485	0	15,729,485	13,228,501	Under	2,500,984
00520	SUBTOTAL – Revenues from State Sources	5,490,972	0	5,490,972	5,490,972		0
00570	SUBTOTAL – Revenues from Federal Sources	24,692	0	24,692	0	Under	24,692
Total		21,245,149	0	21,245,149	18,719,473		2,525,676
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	7,128,775	(48,363)	7,080,412	4,922,399	1,886,449	271,564
10300	Total Special Education - Instruction	2,107,750	50,770	2,158,520	1,466,008	649,502	43,010
11160	Total Basic Skills/Remedial – Instruct.	1,163,400	44,000	1,207,400	839,647	354,937	12,817
12160	Total Bilingual Education – Instruction	300	0	300	0	0	300
22620	Total Other Supplemental/At-Risk Program	92,500	0	92,500	63,484	28,622	394
29180	Total Undistributed Expenditures - Instr	101,843	10,279	112,122	65,063	47,059	0
29680	Total Undistributed Expenditures – Atten	17,000	0	17,000	17,000	0	0
30620	Total Undistributed Expenditures – Healt	234,296	0	234,296	158,702	61,876	13,718
40580	Total Undistributed Expend – Speech, OT,	650,800	(3,955)	646,845	404,473	179,829	62,544
41660	Total Undist. Expend. – Guidance	211,875	1,875	213,750	148,894	62,570	2,286
42200	Total Undist. Expend. – Child Study Team	417,292	1,730	419,022	290,879	102,449	25,693
43200	Total Undist. Expend. – Improvement of	374,314	(28,188)	346,126	254,582	89,845	1,699
43620	Total Undist. Expend. – Edu. Media Serv.	29,000	0	29,000	22,248	1,000	5,752
44180	Total Undist. Expend. – Instructional St	28,200	0	28,200	19,005	1,685	7,510
45300	Support Serv. - General Admin	378,998	28,188	407,186	303,202	58,201	45,783
46160	Support Serv. - School Admin	704,201	0	704,201	519,594	163,701	20,907
47200	Total Undist. Expend. – Central Services	360,587	0	360,587	223,957	42,744	93,886
47620	Total Undist. Expend. – Admin. Info. Tec	421,500	4,386	425,886	337,338	56,070	32,478
51120	Total Undist. Expend. – Oper. & Maint. O	2,136,461	21,326	2,157,787	1,592,702	335,883	229,202
52480	Total Undist. Expend. – Student Transpor	1,242,241	46	1,242,287	705,714	269,976	266,598
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,469,839	(13,779)	4,456,060	3,084,100	39,238	1,332,722
75880	TOTAL EQUIPMENT	0	3,500	3,500	0	3,488	12
76260	Total Facilities Acquisition and Constr	34,972	0	34,972	34,972	0	0
Total		22,306,144	71,815	22,377,959	15,473,963	4,435,123	2,468,873

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:									
00100	10-1210	Local Tax Levy		15,629,475	0	15,629,475	13,007,264	Under	2,622,211
00140	10-1310	Tuition from Individuals		50,000	0	50,000	76,645		(26,645)
00150	10-1320	Tuition from LEAs Within State		0	0	0	39,354		(39,354)
00250	10-14[2-4]0	Transportation Fees from Other LEAs		0	0	0	1,602		(1,602)
00300	10-1___	Unrestricted Miscellaneous Revenues		50,000	0	50,000	100,251		(50,251)
00330	10-1___	Interest Earned on Maintenance Reserve		10	0	10	3,385		(3,375)
00420	10-3121	Categorical Transportation Aid		153,456	0	153,456	153,456		0
00430	10-3131	Extraordinary Aid		60,000	0	60,000	60,000		0
00440	10-3132	Categorical Special Education Aid		800,303	0	800,303	800,303		0
00460	10-3176	Equalization Aid		4,370,012	0	4,370,012	4,370,012		0
00470	10-3177	Categorical Security Aid		107,201	0	107,201	107,201		0
00540	10-4200	Medicaid Reimbursement		24,692	0	24,692	0	Under	24,692
Total				21,245,149	0	21,245,149	18,719,473		2,525,676

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:									
02000	11-105-100-101	Preschool – Salaries of Teachers		124,000	0	124,000	84,929	35,560	3,511
02080	11-110-___-101	Kindergarten – Salaries of Teachers		817,800	(3,000)	814,800	568,441	237,622	8,736
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		4,771,904	(77,770)	4,694,134	3,204,654	1,315,003	174,478
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		791,600	(14,830)	776,770	537,146	227,188	12,436
02500	11-150-100-101	Salaries of Teachers		3,000	2,000	5,000	4,038	0	962
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		37,500	0	37,500	27,276	9,092	1,132
03080	11-190-1___-610	General Supplies		577,971	0	577,971	495,626	16,747	65,598
03100	11-190-1___-640	Textbooks		5,000	45,237	50,237	289	45,237	4,711
07000	11-213-100-101	Salaries of Teachers		1,130,950	(8,227)	1,122,723	784,221	336,488	2,015
07020	11-213-100-106	Other Salaries for Instruction		157,000	88,151	245,151	172,195	72,876	80
07040	11-213-100-320	Purchased Professional-Educational Servi		1,000	0	1,000	1,000	0	0
07100	11-213-100-610	General Supplies		3,800	(150)	3,650	90	0	3,560
07120	11-213-100-640	Textbooks		13,950	(301)	13,649	3,449	0	10,200
07140	11-213-100-8__	Other Objects		11,400	0	11,400	8,336	0	3,064
07500	11-214-100-101	Salaries of Teachers		228,690	(19,616)	209,074	149,685	59,287	102
07520	11-214-100-106	Other Salaries for Instruction		363,900	(38,087)	325,813	224,915	98,770	2,127
07540	11-214-100-320	Purchased Professional-Educational Servi		5,650	0	5,650	0	0	5,650
07600	11-214-100-610	General Supplies		2,000	0	2,000	64	0	1,936
07620	11-214-100-640	Textbooks		3,500	0	3,500	1,005	0	2,495
07640	11-214-100-8__	Other Objects		200	0	200	0	0	200
08000	11-215-100-101	Salaries of Teachers		65,760	0	65,760	44,665	12,513	8,582
08020	11-215-100-106	Other Salaries for Instruction		64,800	0	64,800	45,050	18,953	797
09280	11-219-100-106	Other Salaries for Instruction		10,000	(10,000)	0	0	0	0
09300	11-219-100-320	Purchased Professional-Educational Servi		45,150	39,000	84,150	31,334	50,614	2,202
11000	11-230-100-101	Salaries of Teachers		934,900	56,000	990,900	692,531	296,316	2,052
11020	11-230-100-106	Other Salaries for Instruction		228,000	(12,000)	216,000	146,675	58,620	10,705
11100	11-230-100-610	General Supplies		500	0	500	440	0	60

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12100	11-240-100-610	General Supplies	300	0	300	0	0	300
22060	11-424-100-179	Salaries of Reading Specialists	92,500	0	92,500	63,484	28,622	394
29000	11-000-100-561	Tuition to Other LEAs within the State -	0	12,871	12,871	6,865	6,006	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	101,843	(2,592)	99,251	58,198	41,053	0
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	17,000	0	17,000	17,000	0	0
30500	11-000-213-1__	Salaries	205,854	1,500	207,354	145,176	59,557	2,621
30540	11-000-213-3__	Purchased Professional and Technical Ser	14,967	(1,500)	13,467	9,853	1,875	1,739
30580	11-000-213-6__	Supplies and Materials	13,475	0	13,475	3,672	444	9,358
40500	11-000-216-1__	Salaries	448,200	(133,850)	314,350	216,744	71,721	25,885
40520	11-000-216-320	Purchased Professional – Educational Ser	195,200	129,075	324,275	182,195	107,933	34,147
40540	11-000-216-6__	Supplies and Materials	7,400	820	8,220	5,533	175	2,512
41500	11-000-218-104	Salaries of Other Professional Staff	210,300	0	210,300	146,195	62,570	1,535
41560	11-000-218-320	Purchased Professional – Educational Ser	750	1,875	2,625	2,625	0	0
41620	11-000-218-6__	Supplies and Materials	825	0	825	74	0	751
42000	11-000-219-104	Salaries of Other Professional Staff	326,500	0	326,500	237,056	89,175	269
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	44,700	0	44,700	33,494	11,165	41
42060	11-000-219-320	Purchased Professional – Educational Ser	36,692	2,042	38,734	13,416	600	24,717
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	5,100	(332)	4,768	3,446	1,149	173
42160	11-000-219-6__	Supplies and Materials	3,300	191	3,491	3,246	61	184
42180	11-000-219-8__	Other Objects	1,000	(171)	829	220	300	309
43000	11-000-221-102	Salaries of Supervisor of Instruction	344,276	0	344,276	253,550	89,845	881
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	28,188	(28,188)	0	0	0	0
43160	11-000-221-6__	Supplies and Materials	1,000	0	1,000	732	0	268
43180	11-000-221-8__	Other Objects	850	0	850	300	0	550
43540	11-000-222-3__	Purchased Professional and Technical Ser	11,500	0	11,500	7,668	0	3,832
43580	11-000-222-6__	Supplies and Materials	17,500	0	17,500	14,580	1,000	1,920
44020	11-000-223-104	Salaries of Other Professional Staff	20,000	(800)	19,200	11,928	0	7,272
44080	11-000-223-320	Purchased Professional – Educational Ser	5,000	1,175	6,175	4,410	1,685	80
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	3,200	(375)	2,825	2,667	0	158
45000	11-000-230-1__	Salaries	196,428	28,188	224,616	168,460	56,153	3
45040	11-000-230-331	Legal Services	65,000	0	65,000	56,430	0	8,570
45060	11-000-230-332	Audit Fees	19,220	0	19,220	19,000	0	220
45080	11-000-230-334	Architectural/Engineering Services	1,000	0	1,000	0	0	1,000
45100	11-000-230-339	Other Purchased Professional Services	15,000	0	15,000	0	0	15,000
45140	11-000-230-530	Communications/Telephone	35,850	0	35,850	25,912	899	9,039
45160	11-000-230-585	BOE Other Purchased Services	7,000	0	7,000	6,330	0	670
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	14,100	0	14,100	11,613	1,149	1,338
45200	11-000-230-610	General Supplies	4,000	0	4,000	3,347	0	653
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	10,400	0	10,400	2,593	0	7,807
45260	11-000-230-890	Miscellaneous Expenditures	0	347	347	347	0	0
45280	11-000-230-895	BOE Membership Dues and Fees	11,000	(347)	10,653	9,170	0	1,483

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
46000	11-000-240-103	Salaries of Principals/Assistant Princip		494,508	0	494,508	370,176	123,392	940
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		143,663	0	143,663	100,645	35,413	7,606
46080	11-000-240-3__	Purchased Professional and Technical Ser		21,330	0	21,330	15,375	0	5,955
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series		9,000	0	9,000	6,217	2,072	711
46120	11-000-240-6__	Supplies and Materials		18,300	2,500	20,800	17,511	336	2,953
46140	11-000-240-8__	Other Objects		17,400	(2,500)	14,900	9,671	2,488	2,742
47000	11-000-251-1__	Salaries		315,682	0	315,682	193,880	38,812	82,990
47020	11-000-251-330	Purchased Professional Services		28,500	0	28,500	19,362	2,789	6,349
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		3,405	0	3,405	2,262	526	616
47100	11-000-251-6__	Supplies and Materials		4,000	0	4,000	1,928	93	1,979
47180	11-000-251-890	Other Objects		9,000	0	9,000	6,524	525	1,951
47500	11-000-252-1__	Salaries		209,000	5,000	214,000	161,835	47,868	4,296
47540	11-000-252-340	Purchased Technical Services		7,500	0	7,500	7,500	0	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series		125,000	(5,000)	120,000	92,682	5,219	22,099
47580	11-000-252-6__	Supplies and Materials		80,000	4,386	84,386	75,320	2,983	6,082
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		178,261	7,950	186,211	151,490	14,707	20,013
48540	11-000-261-610	General Supplies		70,000	(5,462)	64,538	25,566	14,068	24,904
49000	11-000-262-1__	Salaries		672,000	6,000	678,000	534,289	141,606	2,105
49020	11-000-262-107	Salaries of Non-Instructional Aides		264,500	0	264,500	173,448	75,596	15,457
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		0	1,462	1,462	1,461	0	1
49120	11-000-262-490	Other Purchased Property Services		41,000	(865)	40,135	27,470	0	12,665
49140	11-000-262-520	Insurance		160,000	(4,260)	155,740	114,916	38,343	2,481
49160	11-000-262-590	Miscellaneous Purchased Services		13,500	0	13,500	4,947	5,904	2,649
49180	11-000-262-610	General Supplies		70,000	5,305	75,305	56,868	16,387	2,051
49200	11-000-262-621	Energy (Natural Gas)		110,000	0	110,000	89,200	0	20,801
49220	11-000-262-622	Energy (Electricity)		350,000	0	350,000	249,861	0	100,139
49280	11-000-262-8__	Other Objects		4,000	2,050	6,050	4,532	1,260	258
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		55,000	0	55,000	34,511	0	20,489
50060	11-000-263-610	General Supplies		2,000	0	2,000	0	0	2,000
51020	11-000-266-3__	Purchased Professional and Technical Ser		112,200	0	112,200	84,038	28,013	149
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		34,000	9,146	43,146	40,104	0	3,042
52000	11-000-270-107	Salaries of Non-Instructional Aides		118,000	6,500	124,500	90,725	30,912	2,863
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –		573,241	(6,500)	566,741	377,766	132,078	56,896
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) –		68,000	0	68,000	33,833	13,389	20,778
52120	11-000-270-390	Other Purchased Prof. and Technical Serv		10,200	600	10,800	5,179	5,600	21
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		80,000	(600)	79,400	27,227	0	52,173
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub		115,000	0	115,000	53,070	52,965	8,965
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre		30,000	0	30,000	14,844	14,046	1,110
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC		10,000	18,000	28,000	15,088	12,527	385
52400	11-000-270-593	Misc. Purchased Services - Transportatio		32,800	0	32,800	24,231	7,433	1,136
52420	11-000-270-610	General Supplies		201,000	(17,954)	183,046	61,541	765	120,740

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 10 GENERAL FUND

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52460	11-000-270-8__	Other objects		4,000	0	4,000	2,210	260	1,530
71020	11-000-291-220	Social Security Contributions		280,000	0	280,000	216,835	0	63,165
71060	11-000-291-241	Other Retirement Contributions - PERS		320,000	(13,779)	306,221	286,844	0	19,377
71120	11-000-291-249	Other Retirement Contributions - Regular		44,000	0	44,000	24,752	0	19,248
71160	11-000-291-260	Workmen's Compensation		140,000	0	140,000	95,959	39,238	4,803
71180	11-000-291-270	Health Benefits		3,454,617	0	3,454,617	2,310,870	0	1,143,747
71200	11-000-291-280	Tuition Reimbursement		35,000	0	35,000	9,820	0	25,180
71220	11-000-291-290	Other Employee Benefits		196,222	0	196,222	139,020	0	57,202
75700	12-000-261-73_	Undist. Expend. -Required Maint. For Sch		0	3,500	3,500	0	3,488	12
76240	12-000-400-932	Capital Outlay - Transfer to Capital Pro		34,972	0	34,972	34,972	0	0
Total				22,306,144	71,815	22,377,959	15,473,963	4,435,123	2,468,873

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		(\$83,592.14)
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		\$34,263.55
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$177,678.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$177,678.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$677,606.26	
302	Less Revenues	(\$486,500.66)	\$191,105.60
Total assets and resources			<u>\$319,455.01</u>

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$83,592.14)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	(\$0.37)
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$34,263.55
Total liabilities		\$34,263.18

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$49,234.40
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$709,379.75
602	Less: Expenditures (\$392,414.43)	
	Less: Encumbrances (\$49,234.40)	(\$441,648.83)
	Total appropriated	\$316,965.32
Unappropriated:		
770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$31,773.49)
	Total fund balance	\$285,191.83
	Total liabilities and fund equity	<u>\$319,455.01</u>

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$709,379.75	\$441,648.83	\$267,730.92
Revenues	(\$677,606.26)	(\$486,500.66)	(\$191,105.60)
Subtotal	<u>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</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>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$31,773.49</u>	<u>(\$44,851.83)</u>	<u>\$76,625.32</u>

Prepared and submitted by : _____ Date _____

Board Secretary

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		74,816	0	74,816	78,185		(3,369)
00770	Total Revenues from State Sources	75,485	46,150	121,635	100,937	Under	20,698
00830	Total Revenues from Federal Sources	471,632	15,704	487,336	307,379	Under	179,957
Total		621,933	61,854	683,787	486,501		197,286

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		24,816	32,800	57,616	43,697	4,349	9,570
84100	Local Projects	0	0	0	(250)	0	250
84200	Student Activity Fund	50,000	0	50,000	0	0	50,000
88000	Nonpublic Textbooks	5,029	954	5,983	0	0	5,983
88020	Nonpublic Auxiliary Services	6,154	13,103	19,257	8,561	0	10,696
88040	Nonpublic Handicapped Services	28,228	19,549	47,777	17,172	0	30,605
88060	Nonpublic Nursing Services	10,440	4,770	15,210	9,126	6,084	0
88080	Nonpublic Technology Initiative	4,263	1,470	5,733	0	0	5,733
88090	Nonpublic Security Aid Program	21,371	6,304	27,675	25,925	1,750	0
88740	Total Federal Projects	471,632	(17,096)	454,536	288,183	37,051	129,301
Total		621,933	61,854	683,787	392,414	49,234	242,138

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	74,816	0	74,816	78,185		(3,369)
00765 20-32__ Other Restricted Entitlements	75,485	46,150	121,635	100,937	Under	20,698
00775 20-441[1-6] Title I	110,177	(26,597)	83,580	68,550	Under	15,030
00780 20-445[1-5] Title II	17,613	5,182	22,795	13,020	Under	9,775
00790 20-447[1-4] Title IV	13,653	2,500	16,153	2,500	Under	13,653
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	330,188	34,620	364,808	223,309	Under	141,499
Total	621,933	61,854	683,787	486,501		197,286

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	24,816	32,800	57,616	43,697	4,349	9,570
84100 20-___-___-___ Local Projects	0	0	0	(250)	0	250
84200 20-475-___-___ Student Activity Fund	50,000	0	50,000	0	0	50,000
88000 20-501-___-___ Nonpublic Textbooks	5,029	954	5,983	0	0	5,983
88020 20-50[-2-5-]___ Nonpublic Auxiliary Services	6,154	13,103	19,257	8,561	0	10,696
88040 20-50[-6-8-]___ Nonpublic Handicapped Services	28,228	19,549	47,777	17,172	0	30,605
88060 20-509-___-___ Nonpublic Nursing Services	10,440	4,770	15,210	9,126	6,084	0
88080 20-510-___-___ Nonpublic Technology Initiative	4,263	1,470	5,733	0	0	5,733
88090 20-511-___-___ Nonpublic Security Aid Program	21,371	6,304	27,675	25,925	1,750	0
88500 20-___-___-___ Title I	110,177	(43,397)	66,780	45,038	0	21,742
88520 20-___-___-___ Title II	17,613	5,182	22,795	16,995	0	5,800
88560 20-___-___-___ Title IV	13,653	(13,500)	153	0	153	0
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	330,188	6,905	337,093	222,963	36,898	77,232
88642 20-224-___-___ ARP-IDEA Preschool Grant Program	0	27,715	27,715	3,188	0	24,528
Total	621,933	61,854	683,787	392,414	49,234	242,138

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$120,801.99
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	\$204,160.32	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$204,160.32
	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	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$324,962.31

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

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	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances		\$412,523.31
	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	\$567,112.00	
602	Less: Expenditures (\$242,149.69)		
	Less: Encumbrances (\$321,573.31)	(\$563,723.00)	\$3,389.00
	Total appropriated		\$415,912.31
	Unappropriated:		
770	Fund balance, July 1		\$476,162.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$567,112.00)
	Total fund balance		\$324,962.31
	Total liabilities and fund equity		<u>\$324,962.31</u>

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$567,112.00	\$563,723.00	\$3,389.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</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>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$567,112.00</u>	<u>\$563,723.00</u>	<u>\$3,389.00</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	476,162	90,950	567,112	242,150	321,573	3,389
Total		476,162	90,950	567,112	242,150	321,573	3,389

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	90,950	90,950	74,106	16,844	0
89080	30-000-4__-45_ Construction Services	470,000	3,000	473,000	168,044	304,729	227
89180	30-000-4__-8_ Other Objects	6,162	(3,000)	3,162	0	0	3,162
Total		476,162	90,950	567,112	242,150	321,573	3,389

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

			(\$27,141.99)
101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
	Accounts Receivable:		
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
	Loans Receivable:		
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$486,250.00	
302	Less Revenues	(\$459,108.00)	\$27,142.00

Total assets and resources

\$0.01

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 40 DEBT SERVICE FUNDS

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$27,141.99)
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	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Report of the Secretary to the Board of Education
Harrison Twp Board of Ed

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Starting date 7/1/2024 Ending date 3/31/2025 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:				
753,754	Reserve for Encumbrances			\$0.00
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	\$486,250.00		
602	Less: Expenditures	(\$486,250.00)		
	Less: Encumbrances	\$0.00	(\$486,250.00)	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$0.01
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.01
	Total liabilities and fund equity			<u>\$0.01</u>

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$486,250.00	\$486,250.00	\$0.00
Revenues	(\$486,250.00)	(\$459,108.00)	(\$27,142.00)
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$27,142.00</u>	<u>(\$27,142.00)</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	320,925	0	320,925	293,783	Under	27,142
0093A	Other	165,325	0	165,325	165,325		0
Total		486,250	0	486,250	459,108		27,142
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	486,250	0	486,250	486,250	0	0
Total		486,250	0	486,250	486,250	0	0

Starting date 7/1/2024 Ending date 3/31/2025 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	320,925	0	320,925	293,783	Under	27,142
00890	40-3160	Debt Service Aid Type II	165,325	0	165,325	165,325		0
Total			486,250	0	486,250	459,108		27,142

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	86,250	0	86,250	86,250	0	0
89620	40-701-510-910	Redemption of Principal	400,000	0	400,000	400,000	0	0
Total			486,250	0	486,250	486,250	0	0

March 2025 Ratified Bill List

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

FIN. # 6a

04/01/25 12:58

Starting date 3/1/2025

Ending date 3/18/2025

Fund Totals

11 GENERAL CURRENT EXPENSE

\$368,384.06

Total for all checks listed

\$368,384.06

March 2025

Ratified Bill List #1	\$ 368,384.06
Ratified Bill List #2	\$ 0.00
Ratified Bill List #3	\$ 0.00
Payroll	<u>\$ 1,482,366.03</u>
	<u><u>\$ 1,850,750.09</u></u>

Prepared and submitted by: _____

Board President

Date

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/01/25 12:58

Starting date 3/1/2025

Ending date 3/18/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051148	03/04/25		8244	AETNA		12,681.94
	500206	07/12/24	24-25	Dental		\$12,681.94
051149	03/04/25		8243	BENECARD SERVICES, LLC		44,642.97
	500144	07/02/24	Rx	Benefits		\$44,642.97
051150	03/04/25		0868	HOME DEPOT CREDIT SERVICES		39.49
	500268	07/25/24	Supplies			\$39.49
051151	03/04/25		8247	SCHOOL HEALTH INSURANCE FUND		248,133.00
	500149	07/02/24	Health Ins.			\$248,133.00
051152	03/05/25		0221	VERIZON		205.84
	500180	07/03/24	Cell Phones			\$205.84
051153	03/12/25		7152	ATLANTIC CITY ELECTRIC		28,101.59
	500335	08/12/24	Electric Utility			\$28,101.59
051154	03/12/25		8133	COMCAST BUSINESS		304.28
	500190	07/09/24	Cable, Phone & Fax			\$304.28
051155	03/12/25		8052	NEW JERSEY AMERICAN WATER		2,608.95
	500414	08/27/24	H2O Utility			\$2,608.95
051233	03/18/25		9667	Comcast		1,827.79
	500258	07/25/24	Internet/Ethernet			\$1,827.79
051234	03/18/25		0621	SOUTH JERSEY GAS		21,149.55
	500366	08/14/24	Gas Utility			\$21,149.55
051235	03/18/25		9960	UGI Energy Services, LLC		8,688.66
	500426	08/27/24	Natural Gas Supply			\$8,688.66

March 2025 Payroll

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

04/01/25 14:23

Starting date 3/1/2025

Ending date 3/31/2025

Fund Totals		
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10	GENERAL FUND	\$74,940.10
11	GENERAL CURRENT EXPENSE	\$1,407,425.93
	Total for all checks listed	\$1,482,366.03

Prepared and submitted by: _____

Date

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/01/25 14:23

Starting date 3/1/2025

Ending date 3/31/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B41780	03/14/25		0086	HARRISON TWP BD/ED AGENCY ACCT		52,121.66
	500204	07/12/24	24-25 FICA			\$12,234.15
	500205	07/12/24	24-25 DCRP			\$2,363.03
	5J0017	03/14/25	Db 10-141 / Cr 10-101			\$37,524.48
B41785	03/28/25		0086	HARRISON TWP BD/ED AGENCY ACCT		53,657.68
	500204	07/12/24	24-25 FICA			\$13,934.59
	500205	07/12/24	24-25 DCRP			\$2,307.47
	5J0018	03/28/25	Db 10-141 / Cr 10-101			\$37,415.62
F41781	03/14/25		PAY	Payroll		678,309.21
	500000	07/01/24	Payroll 2024 - 2025			\$678,309.21
F41790	03/29/25		PAY	Payroll		698,277.48
	500000	07/01/24	Payroll 2024 - 2025			\$698,277.48

Check Journal
Rec and Unrec checks

April 2025 Bill List
Harrison Twp Board of Ed
Hand and Machine checks

FIN. #6b

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Fund Totals		
11	GENERAL CURRENT EXPENSE	\$349,714.11
20	SPECIAL REVENUE FUNDS	\$33,533.79
30	CAPITAL PROJECTS FUNDS	\$106,153.13
60	ENTERPRISE FUNDS	\$43,305.27
Total for all checks listed		\$532,706.30

Prepared and submitted by: _____
Board President

Date

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051249	04/28/25		9998	AGParts WorldWide, Inc.		1,494.00
	501145	03/18/25		Supplies		\$1,494.00
051250	04/28/25		9296	Amazing Transformations		16,155.50
	500110	07/01/24		Services		\$16,155.50
051251	V 04/28/25	04/28/25		00.0 \$ Multi Stub Void	#051256 Stub	
051252	V 04/28/25	04/28/25		00.0 \$ Multi Stub Void	#051256 Stub	
051253	V 04/28/25	04/28/25		00.0 \$ Multi Stub Void	#051256 Stub	
051254	V 04/28/25	04/28/25		00.0 \$ Multi Stub Void	#051256 Stub	
051255	V 04/28/25	04/28/25		00.0 \$ Multi Stub Void	#051256 Stub	
051256	04/28/25		A120	Amazon Capital Services		13,098.09
	501022	02/10/25		Supplies		\$53.47
	501024	02/10/25		Library Books		\$67.41
	501053	02/24/25		Nurse Supplies		\$85.72
	501064	02/25/25		Nurse Supplies		\$85.65
	501073	02/25/25		Maint. Supplies		\$128.99
	501104	03/06/25		Supplies		\$787.50
	501113	03/11/25		Supplies		\$262.72
	501115	03/11/25		Supplies		\$66.96
	501116	03/11/25		Library Supplies		\$162.11
	501117	03/11/25		Supplies		\$1,348.07
	501118	03/11/25		Nurse Supplies		\$175.45
	501125	03/11/25		Supplies		\$334.78
	501126	03/11/25		Supplies		\$207.87
	501137	03/18/25		Supplies		\$1,885.20
	501138	03/18/25		Nurse Supplies		\$97.67
	501139	03/18/25		Supplies		\$404.67
	501140	03/18/25		Supplies		\$587.39
	501155	03/24/25		Library Supplies		\$56.30
	501156	03/24/25		Library Books		\$47.09
	501157	03/24/25		PE Supplies		\$651.70
	501158	03/24/25		Library Books		\$147.93
	501159	03/24/25		PE Supplies		\$63.80
	501160	03/24/25		Supplies		\$887.03
	501161	03/25/25		Chair		\$70.56
	501163	03/25/25		Supplies		\$330.78
	501182	03/31/25		Library Supplies		\$49.32
	501183	03/31/25		Library Supplies		\$192.22
	501184	03/31/25		Library Supplies		\$78.60
	501185	03/31/25		Library Supplies		\$43.36

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051256	04/28/25		A120	Amazon Capital Services		13,098.09
501186	03/31/25			Library Books		\$40.24
501187	03/31/25			STEM Supplies		\$146.58
501188	03/31/25			STEM Supplies		\$79.98
501191	03/31/25			Art Supplies		\$639.12
501193	03/31/25			PE Supplies		\$671.66
501214	04/07/25			Supplies		\$234.78
501215	04/07/25			Supplies		\$85.98
501216	04/07/25			PE Supplies		\$71.98
501217	04/07/25			STEM Supplies		\$36.35
501219	04/07/25			Library Books		\$89.17
501220	04/07/25			Library Books		\$52.98
501221	04/07/25			Supplies		\$215.18
501222	04/07/25			Supplies		\$92.60
501223	04/07/25			Supplies		\$162.52
501226	04/08/25			Supplies		\$933.74
501229	04/09/25			Supplies		\$41.97
501247	04/14/25			Supplies		\$65.43
501248	04/14/25			Supplies		\$77.51
051257	04/28/25		A258	AME Inc.		102,742.50
500345	08/12/24			HVAC		\$102,742.50
051258	04/28/25		9192	American WorkCare		40.00
501168	03/25/25			Testing		\$40.00
051259	04/28/25		7814	ARCHBISHOP DAMIANO SCHOOL		5,856.40
500135	07/02/24			Tuition		\$5,856.40
051260	04/28/25		9868	ASAP Auto Glass, LLC		330.00
501178	03/28/25			Bus Parts		\$330.00
051261	04/28/25		A192	Ascendance Truck Eastern PA, LLC		254.54
501236	04/09/25			Bus Parts		\$254.54
051262	04/28/25		A293	Audubon Plumbing Supply		6,839.31
501098	03/06/25			Plumbing Supplies		\$713.74
501129	03/14/25			Plumbing Supplies		\$736.46
501130	03/18/25			Plumbing Supplies		\$3,829.80
501152	03/24/25			Supplies		\$1,559.31
051263	04/28/25		0810	BRATTELLI LLC; VERONICA		13,816.00
500522	09/12/24			OT Services		\$13,816.00
051264	04/28/25		1053	BRUYNELL ELECTRIC, LLC		185.00
501133	03/18/25			Service		\$185.00
051265	04/28/25		0792	CARROLL; COLLEEN		600.00
500321	08/06/24			OT Services		\$600.00
051266	04/28/25		1004	CDW Government		1,489.04
501086	03/04/25			Tech Equip.		\$1,489.04

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051267	04/28/25		A298	Central Turf & Irrigation Supply		279.88
	501173	04/01/25		Supplies		\$279.88
051268	04/28/25		0038	CLEARVIEW REGIONAL SCHOOL DISTRICT		30,606.74
	500456	09/04/24		Joint Transp.		\$5,618.42
	500547	09/18/24		Diesel Fuel		\$3,802.32
	500716	11/06/24		Aid-in-Lieu		\$21,186.00
051269	04/28/25		7599	CM3 BUILDING SOLUTIONS, INC.		5,422.00
	500157	07/02/24		24-25 Contract		\$5,422.00
051270	04/28/25		8214	DATA RECOGNITION CORP.		283.10
	501037	02/18/25		Precoding		\$283.10
051271	04/28/25		A304	DeAngelo; Kimberly		137.28
	501255	04/15/25		Reimb.		\$137.28
051272	04/28/25		0686	DEMCO INC.		16.47
	501231	04/09/25		Supplies		\$16.47
051273	04/28/25		A119	Deptford Signarama		529.80
	501078	03/03/25		Sign		\$414.80
	501124	03/12/25		Lawn signs		\$115.00
051274	04/28/25		0487	DIVITO; MICHAEL		1,160.00
	501149	03/19/25		CPR Training		\$1,160.00
051275	04/28/25		0560	EPIC ENVIRONMENTAL SERVICES		1,260.00
	500930	01/21/25		RTK Survey		\$1,260.00
051276	04/28/25		0072	G.C.S.S.S.D.		22,000.29
	500703	10/28/24		NonPublic IDEA		\$8,915.02
	500713	10/29/24		Chapter 192 & 193		\$11,564.27
	500807	11/25/24		NP Nursing		\$1,521.00
051277	04/28/25		1071	GANGI GRAPHICS		142.50
	501101	03/06/25		Supplies		\$142.50
051278	04/28/25		1073	GATEWAY REGIONAL HIGH SCHOOL DISTRICT		16,667.00
	500416	08/27/24		24-25 Behavior Services		\$16,667.00
051279	04/28/25		1055	GCSSSD - CRESS		17,211.50
	500010	07/01/24		Deaf Services		\$4,477.00
	500367	08/14/24		Deaf Services		\$396.00
	500480	09/09/24		HB Instruction		\$2,703.00
	500481	09/09/24		Speech Therapy		\$660.00
	500796	11/21/24		O.T.		\$495.00
	500797	11/21/24		P.T.		\$1,210.00
	500973	01/24/25		H.B. Instruction		\$918.00
	501108	03/11/25		Speech Therapy		\$6,352.50
051280	04/28/25		A299	Gloucester County Superintendents Roundtable		150.00
	501198	04/01/25		Dues		\$150.00
051281	04/28/25		0037	GLOUCESTER CTY SPEC SERVICES		11,205.91
	500512	09/11/24		1:1 Aide		\$4,620.00
	500544	09/18/24		Transp. Agreement		\$6,585.91

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051282	04/28/25		0057	GLOUCESTER TOWNSHIP BOE		1,501.71
	501044	02/21/25		Tuition		\$1,501.71
051283	04/28/25		0081	GOPHER SPORTS EQUIPMENT		787.72
	501165	03/25/25		PE Supplies		\$787.72
051284	04/28/25		A196	Gorman, DAnella & Morlok		4,014.00
	500318	08/07/24		Legal Services		\$4,014.00
051285	04/28/25		9142	HARRISON TOWNSHIP		28,012.75
	500336	08/07/24		SRO's		\$28,012.75
051286	04/28/25		7121	HILLYARD / MID-ATLANTIC		8,302.48
	501039	03/24/25		Parts & Labor		\$765.00
	501042	02/25/25		Supplies		\$5,325.16
	501127	03/12/25		Supplies		\$2,212.32
051287	04/28/25		0104	HOBART CORPORATION		594.84
	501192	03/31/25		Parts & Labor		\$594.84
051288	04/28/25		8032	HOFFMAN'S EXTERMINATING		3,287.14
	500150	07/02/24		Pest Control		\$587.14
	501107	03/10/25		Pest Control		\$2,700.00
051289	04/28/25		9259	Hope In Motion Physical Therapy, LLC		5,584.75
	500884	12/18/24		PT		\$5,584.75
051290	04/28/25		0111	HYNES; LORI		3,599.00
	501232	04/09/25		Tuition		\$3,599.00
051291	04/28/25		7461	INSPIRA MEDICAL GROUP		240.00
	501258	04/15/25		Drug Screens		\$240.00
051292	04/28/25		A296	Jarvis Electric Motors, Inc.		675.88
	501204	04/07/25		Parts & Labor		\$264.75
	501239	04/14/25		Supplies		\$411.13
051293	04/28/25		0326	JC MAGEE SECURITY SOLUTIONS, INC.		1,800.00
	501174	04/01/25		Door Closures		\$620.00
	501206	04/07/25		Parts & Labor		\$1,180.00
051294	04/28/25		0241	JONES SCHOOL SUPPLY CO., INC.		1,312.50
	501170	03/25/25		Certificates		\$1,312.50
051295	04/28/25		0857	KINGSWAY REGIONAL SCHOOL DIST.		2,092.87
	500310	08/06/24		Bus Repairs & Maint.		\$2,092.87
051296	04/28/25		A144	Lee Distributors Inc.		3,313.85
	500386	08/28/24		PVS Caf Tables		\$3,313.85
051297	04/28/25		0654	LUNCHTIME SOFTWARE, LLC		2,690.00
	501203	04/02/25		Caf. Service		\$2,690.00
051298	04/28/25		6794	MC GUIGAN; FRANK		77.97
	501262	04/15/25		Supplies		\$77.97
051299	04/28/25		9727	Modern Group Power Systems		1,060.00
	501148	03/18/25		Annual Agreement		\$1,060.00

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051300	04/28/25		9697	National Energy Control Corp.		2,388.55
	500975	02/04/25	Parts			\$2,388.55
051301	04/28/25		9661	Nettleton, Sheila		760.00
	501228	04/08/25	Tuition Reimb.			\$760.00
051302	04/28/25		0075	NJ ADVANCE MEDIA		442.35
	501088	03/05/25	Public Notice			\$17.35
	501169	03/25/25	Emp. Ad			\$425.00
051303	04/28/25		9080	NJ MOTOR VEHICLE COMMISSION		350.00
	501194	04/07/25	Reg. Renewals			\$350.00
051304	04/28/25		9985	NJ School Jobs		425.00
	501151	03/25/25	Emp. Ad			\$250.00
	501205	04/07/25	Emp. Ad			\$175.00
051305	04/28/25		7147	NJSIG		33,799.28
	500132	07/02/24	Insurance			\$33,799.28
051306	04/28/25		A294	Northeast Electrical & GC Services LLC		523.27
	501153	03/24/25	Parts & Labor			\$523.27
051307	04/28/25		0025	NUTRI-SERVE FOOD MGMT., INC.		36,706.58
	500586	09/25/24	Caf. Expenses			\$36,706.58
051308	04/28/25		A233	Pandolfo DC; Mark P.		330.00
	501143	03/18/25	DOT Physical			\$110.00
	501164	03/25/25	DOT Physical			\$110.00
	501176	04/01/25	DOT Physical			\$110.00
051309	04/28/25		6781	PARKER MCCAY P.A.		3,895.80
	501209	04/09/25	Legal			\$3,895.80
051310	04/28/25		A291	Perfect Day Photography		300.00
	501136	03/18/25	Booth			\$300.00
051311	04/28/25		7633	Pitney Bowes Global Financial Services LLC		206.97
	500194	07/11/24	Meter Lease			\$206.97
051312	04/28/25		9875	Professional Medical Staffing		7,449.00
	500325	08/06/24	Nurse			\$7,449.00
051313	04/28/25		6989	ReadyRefresh		749.13
	500319	08/06/24	H2O Delivery			\$749.13
051314	04/28/25		A257	Redy Battery		480.00
	501249	04/14/25	Battery			\$480.00
051315	04/28/25		0787	REGAN YOUNG ENGLAND BUTERA		3,410.63
	401134	03/20/24	Architect Services			\$3,410.63
051316	04/28/25		7445	RICOH USA, INC.		3,902.63
	500184	07/08/24	Copier leases			\$3,902.63
051317	04/28/25		0950	RODANO; ANNALISA		179.03
	501142	03/18/25	Author Visit			\$179.03
051318	04/28/25		A300	Rotoli; Gina		200.00
	501199	04/01/25	Supplies			\$200.00

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051319	04/28/25		A287	Rudco Products, Inc.		4,255.00
	501097	03/05/25		Dumpster		\$4,255.00
051320	04/28/25		9647	Salem County Special Services School District		774.00
	501111	03/11/25		Home Instruction		\$774.00
051321	04/28/25		1076	SCHOOL SPECIALTY, LLC		119.18
	501179	04/01/25		PE Supplies		\$119.18
051322	04/28/25		A284	SPOT Therapy		1,400.00
	501047	02/24/25		PT Services		\$1,400.00
051323	04/28/25		0906	SPS MECHANICAL INC.		1,547.00
	501150	03/25/25		Parts & Labor		\$1,547.00
051324	04/28/25		0415	STAPLES ADVANTAGE		1,742.52
	501048	02/24/25		Supplies		\$93.07
	501075	02/26/25		Supplies		\$150.46
	501114	03/11/25		Supplies		\$60.53
	501213	04/07/25		Supplies		\$193.22
	501234	04/09/25		Cabinets		\$1,179.98
	501235	04/09/25		Supplies		\$65.26
051325	04/28/25		1083	TORTORICE CONTRACTOR'S INC.		1,286.00
	501132	03/18/25		Roof Repairs		\$1,286.00
051326	04/28/25		6686	TOWNSHIP OF HARRISON		16,166.93
	500754	11/11/24		Gasoline		\$16,166.93
051327	04/28/25		1164	TRANSFINDER CORPORATION		5,600.00
	501128	03/12/25		Maint. & Hosting		\$5,600.00
051328	04/28/25		7344	TRISTATE HVAC EQUIPMENT, LLC		442.70
	501181	03/31/25		Parts		\$442.70
051329	04/28/25		6935	TWP. OF HARRISON SEWER CLERK		2,590.06
	500636	10/09/24		Sewer		\$2,590.06
051330	04/28/25		9361	United Electric Supply - Vine		279.79
	501147	03/18/25		LED Supplies		\$279.79
051331	04/28/25		1032	UTICA MUTUAL INSURANCE GROUP		45,570.00
	500012	07/01/24		24-25 Insurance		\$45,570.00
051332	04/28/25		9817	Vative Creative LLC.		453.40
	501122	03/11/25		Culture Fair Supplies		\$453.40
051333	V 04/28/25	04/28/25		00.0 \$ Multi Stub Void	#051334 Stub	
051334	04/28/25		0055	W.B. Mason		4,219.75
	501134	03/18/25		Water		\$587.55
	501144	03/18/25		Supplies		\$499.00
	501196	04/01/25		Copy Paper		\$1,067.60
	501197	04/01/25		Copy Paper		\$1,067.60
	501224	04/07/25		Wipes		\$998.00
051335	04/28/25		0310	WageWorks, Inc.		97.25
	500263	07/25/24		Benefit Admin fees		\$97.25

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

04/23/25 09:56

Starting date 4/28/2025

Ending date 4/28/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051336	04/28/25		A261	Wax; Dr. Craig M.		625.00
	500415	08/27/24		District Physician		\$625.00
051337	04/28/25		0913	WEAVER OIL, INC.		276.19
	501106	03/10/25		Generator fuel		\$276.19
051338	04/28/25		6868	WENGER CORPORATION		8,581.40
	501146	03/20/25		Risers		\$8,581.40
051339	04/28/25		9044	WIDER AWAKE, LLC		848.80
	501202	04/02/25		Supplies		\$848.80
051340	04/28/25		0231	WOLFINGTON BODY COMPANY, INC.		314.68
	501141	03/18/25		Bus Parts		\$140.00
	501167	03/25/25		Bus Parts		\$119.13
	501195	04/01/25		Bus Parts		\$55.55
B41935	04/28/25		0086	HARRISON TWP BD/ED AGENCY ACCT		98.12
	501200	04/02/25		Dis. Ins.		\$98.12

FIN. #7

HARRISON TOWNSHIP BOARD OF EDUCATION
MULLICA HILL, NEW JERSEY

RESOLUTION TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2025-2026

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

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting members of the Board; and

WHEREAS, the Harrison Township Board of Education established \$6,100 as the maximum travel amount for the current school year and has expended \$100.00 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approved travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$6,100 for the 2025-2026 school year.

Dated: April 28, 2025

Stacey Muscarella, President
Harrison Township Board of Education

Attest: _____
Lisa M. Ridgway, Board Secretary

HARRISON TOWNSHIP BOARD OF EDUCATION

MULLICA HILL, NEW JERSEY

Resolutions for the Final Budget Adoption for the 2025-2026 school year.

WHEREAS, the Harrison Township Board of Education adopted a tentative budget on March 19, 2025, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 10, 2025, and

WHEREAS, the tentative budget was advertised in the legal section of the South Jersey Times on April 21, 2025, and

WHEREAS, in the proposed FY2026 State Budget, certain districts had the opportunity to apply to the Commission of Education to increase expenditures, including an allocation of Tax Levy Incentive Aid, in order to satisfy the thoroughness and efficiency standards established pursuant to N.J.S.A. 18A:7F-46; and

WHEREAS, Harrison Township is below local fair share and spending below adequacy to be eligible to participate in this program; and

WHEREAS, Harrison Township is eligible to increase expenditures by \$2,644,113 and qualify for Tax Levy Incentive Aid in the amount of \$125,910; and

WHEREAS, Harrison Township has been granted approval to increase expenditures based on the following reasons as stated in the Increase in Expenditures; and

WHEREAS, the FINAL BUDGET including the increase in accordance with the tax levy incentive aid was presented to the public during a public hearing held in the Pleasant Valley School Music Room, 401 Cedar Road, Mullica Hill, NJ, on April 28, 2025.

WHEREAS, the Board of Education has now determined to make modifications to the tentative budget as follows:

Increase in Revenues:

Revenue Budget Line	Description	Tentative Budget	Final Budget	Change	Explanation
0-1210-000	Tax Levy	\$ 15,942,065	\$ 16,701,539	\$759,474	Tax Levy Incentive Program
0-3190-000	Other State Aid	\$	\$ 37,974	\$ 37,974	Tax Levy Incentive Program
total		\$ 15,942,065	\$ 16,739,513	\$797,448	Tax Levy Incentive Program

Increase in Expenditures:

Account Number	Description	Tentative Budget	Final Budget	Change	Explanation
1-230-100-106	Instructional Aides	\$ 198,564.00	\$ 250,564.00	\$52,000.00	2 Instructional Aides
1-212-100-106	Special Education Aide	\$ 328,507.00	\$ 354,507.00	\$26,000.00	1 Special Education Aide
1-000-100-565	Tuition	\$ -	\$ 134,170.00	\$134,170.00	GCSSSD Tuition (2) with Extraordinary Services
1-190-100-610	General Supplies	\$ 613,696.00	\$ 975,696.00	\$362,000.00	Teacher Chromebooks, Grades 1 & 2 Chromebooks and iPads for Grade K, New ELA Curriculum Grades K-2
1-000-222-177	Technology Personnel/Coordinator	\$ -	\$ 50,000.00	\$50,000.00	Technology Personnel
1-000-261-100	Maintenance	\$ -	\$ 60,000.00	\$60,000.00	Maintenance Personnel
1-000-291-220	Instructional Aides/SpEd Aide/Tech Coord/Maintenance	\$ 260,000.00	\$ 274,382.00	\$14,382.00	FICA Health Benefits, including Prescription and Dental
1-000-291-270	Tech Coord/Maintenance	\$ 3,226,573.00	\$ 3,307,199.00	\$80,626.00	
1-000-291-249	Instructional Aides/SpEd Aide Tech	\$ 40,000.00	\$ 45,070.00	\$5,070.00	DCRP Contributions
1-000-291-241	Tech Coord/Maintenance	\$ 320,000.00	\$ 333,200.00	\$13,200.00	Pension Contributions

NOW, THEREFORE, BE IT RESOLVED that in consideration of the above the Harrison Township Board of Education hereby adopts the following final budget for SY 2025-2026:

	General Fund	Special Revenue	Debt Service	Total
2025-2026 Total Expenditures	\$ 23,675,506	\$ 546,178	\$ 478,000	\$ 24,699,684
Less: Anticipated Revenue	\$ 6,973,967	\$ 546,178	\$ 162,520	\$ 7,682,665
Taxes to be Raised	\$ 16,701,539	\$ -	\$ 315,480	\$ 17,017,019

Dated: April 28, 2025

Stacey Muscarella, President
Harrison Township Board of Education

Attest: _____

Lisa M. Ridgway, Interim Board Secretary

FIN. #9

Certification of Tax Levy

General Fund	\$ 16,701,539.00
Debt Service Fund	315,480.00
	<hr/>
Total	<u><u>\$ 17,017,019.00</u></u>

Requested Schedule of Payments

<u>Date</u>	<u>General Fund</u>	<u>Debt Service</u>	<u>Total</u>
7/1/24	\$ 1,369,561.00		\$ 1,369,561.00
8/1/24	1,369,561.00	\$ 291,143.00	1,660,704.00
9/1/24	1,369,561.00		1,369,561.00
10/1/24	1,369,561.00		1,369,561.00
11/1/24	1,369,561.00		1,369,561.00
12/1/24	1,369,561.50		1,369,561.50
1/1/25	1,414,028.75		1,414,028.75
2/1/25	1,414,028.75	24,337.00	1,438,365.75
3/1/25	1,414,028.75		1,414,028.75
4/1/25	1,414,028.75		1,414,028.75
5/1/25	1,414,028.75		1,414,028.75
6/1/25	1,414,028.75		1,414,028.75
	<hr/>	<hr/>	<hr/>
	<u><u>\$ 16,701,539.00</u></u>	<u><u>\$ 315,480.00</u></u>	<u><u>\$ 17,017,019.00</u></u>

FIN. #10

Cost Reimbursable

PUBLICForm #23 CR **PUBLIC**
Revised 2/2025

RESPONSE AND PROJECTED OPERATING STATEMENT

PUBLIC - Response and Projected Operating Statement
forSFA: **Harrison Township School District**

School Year 2025 - 2026

We the undersigned, agree to operate the food service program as described in the RFP specifications.

FSMC NAME:	NutriServe Food Management		
FSMC ADDRESS:	44301 US-130, Burlington, NJ, 08016		
PREPARER'S NAME:	Kamil Zolnik	TITLE:	Operations Manager
TELEPHONE #:	(708) 549-2737	Date Prepared or Revised:	3/20/2025
PREPARER'S E-MAIL :	kamil.zolnik@metzcorp.com		

This proposal is subject to all the attached terms, conditions and specifications. If accepted we hereby agree to enter into a FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT as described in the Contract/RFP.

FSMC Administrative/Management Fee (i.e.- General Support Services, Administrative, etc.) must be included in one fee below.

Administrative/Management Fee, Profit/Loss and Guarantee

	NSLP, SBP, ASSP	CACFP	SFSP	CATERING/VENDED	TOTAL
CENTS PER MEAL:	\$0.0000	\$0.00	\$0.00		\$0.00
FLAT FEE:	\$31,050.00				\$31,050.00
TOTAL INCOME	\$362,565.20	\$0.00	\$0.00	\$500.00	\$363,065.20
TOTAL (EXPENSES) COST	\$372,250.45	\$0.00	\$0.00	\$239.75	\$372,490.20
RETURN / (LOSS)	(\$9,685.25)	\$0.00	\$0.00	\$260.25	(\$9,425.00)
EQUIPMENT INVESTMENT (1 YR.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RETURN/LOSS WITH EQUIPMENT	(\$9,685.25)	\$0.00	\$0.00	\$260.25	(\$9,425.00)

GUARANTEE: FSMC must check one of the following boxes.

<input checked="" type="checkbox"/>	No Guarantee	Amount NA	<input type="checkbox"/>	Guaranteed Breakeven	\$0.00
<input type="checkbox"/>	Guaranteed (Loss)	\$0.00	<input type="checkbox"/>	Guaranteed Return	\$0.00

BOND TYPE & REGULATION	CHECK BOX IF INCLUDED	BOND AMOUNT	BOND BASED ON THIS AMOUNT:	BOND PERCENT FROM RFP	*Note: State Bid Bond 10% not to exceed \$20,000.00 - see RFP for requirements.
*BID BOND 18A:18A	<input type="checkbox"/>	\$20,000.00	\$372,490.20	10.00%	
**BID BOND - SFSP (FEDERAL SURETY CO. ONLY)	<input type="checkbox"/>	\$0.00	\$0.00	10.00%	**Note: Bid and Performance Bonds for SFSP are required if SFSP reimbursement is greater than \$100,000.
**PERFORMANCE BOND - SFSP (FED. SURETY CO. ONLY) BOND DUE TO SFA 7 DAYS PRIOR TO PROGRAM START		\$0.00	\$0.00	10.00%	

FIN. #11

HARRISON TOWNSHIP BOARD OF EDUCATION
MULLICA HILL, NEW JERSEY

RESOLUTION AUTHORIZING THE CHANGE IN THE DENTAL CARRIER

WHEREAS, the Harrison Township Board of Education currently offers Dental coverage to its employees through Aetna, and;

WHEREAS, the Integrity Consulting Group has received a quote for dental coverage on behalf of the Board of Education from Delta Dental of New Jersey, and;

WHEREAS, the quoted dental rates received from Delta Dental of New Jersey are less expensive than the current Aetna dental rates for the period July 1, 2025 through June 30, 2026, and;

WHEREAS, the Integrity Consulting Group recommends the change in the dental plan effective July 1, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF HARRISON TOWNSHIP THAT, the change in Dental coverage to the Delta Dental of New Jersey plan be effective July 1 2025, and the Aetna dental plan be terminated June 30, 2025.

BE IT FUTHER RESOLVED THAT a certified copy of this Resolution be forwarded to the Integrity Consulting Group for execution with the insurance carrier.

Dated: April 28, 2025

Stacey Muscarella, President
Harrison Township Board of Education

Attest: _____
Lisa M. Ridgway, Board Secretary

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

Pursuant to the regulatory requirements for Bilingual Education in New Jersey's Bilingual Education Code (N.J.A.C. 6A:15-1.5), every three years local educational agencies (LEAs) must submit a plan describing the LEA's language instruction educational plan (LIEP) for multilingual learners. The LIEP Plan must contain the following components:

- A. Identification of MLs in preschool through grade 12.
- B. LIEP description.
- C. The number of staff hired for the LIEP by certificate type.
- D. Bilingual and ESL curriculum.
- E. Evaluation design.
- F. Review process for a student's exit from ML status.
- G. A budget for all components of the LIEP.

For further information see the following regulations: N.J.A.C. 6A:32.; P.L. 2007, c. 260; N.J.A.C. 6A:15.

The LIEP Plan is an opportunity for educators to review the academic needs of their multilingual learners and the type of bilingual/primary/English language development necessary for multilingual learners to have equitable access to educational instruction, activities and programs aligned to the LEA's comprehensive equity plan (N.J.A.C. 6A:7).

Section 1: Instructions

First, read all instructions carefully:

- The homeroom application will remain open until July 10, 2024.
- This submission will include the district's plan for the 2024-2027 school years.
- All LEAs must complete the General Information section.
- All LEAs complete the Statement of Assurance.
- For LEAs that enroll at least one multilingual learner, there is a 3-part submission:
 - Complete the Three-Year Plan Forms.
 - Upload completed printed version of the Three-Year Plan Forms.
 - Upload dated board-approved minutes in Homeroom.
- Each response should be completed using available data.

All questions must be completed; you will receive an error message if any questions are left blank.

You may change your responses at any time while you are in the application; use the back and next buttons to toggle between sections.

Once you have carefully reviewed each section of your response, click the “submit” button.

Once you click “submit” you will not be able to edit the form responses.

You will receive additional instructions on how to upload the board approved minutes, after your submission is completed.

For this submission, references to the following terms refer to the date ranges as follows:

- Current year means “SY 2023-2024”.
- Last year means “SY 2022-2023”.
- Last year for which assessments were administered means “SY 2022-2023.”
- Last accountability year means “SY 2022-2023”.
- Last three years means “SYs 2021-2022, 2022-2023, 2023-2024”.

Section 2: General Information

All LEAs must complete this section.

1. Select your entity type: Required to answer. Single choice.

- Traditional school district
- Charter school or Renaissance School Project
- Educational Service Commissions and Jointures
- Special Services School District
- Vocational
- Other

2. What is the LEA's district operating type? Required to answer. Single choice.

This data may be obtained from NJSMART SID. The response should reflect the grades which the LEA operates. Example: LEA is a Pre-Kindergarten to Grade 3. Choose K-6 option.

- K-6
- K-8
- K-12
- 7-12
- 9-12
- Other

3. Select the county where your LEA is located. Required to answer. Gloucester

4. Select your district: Harrison Township School District

Section 25: Important Note

In New Jersey, the term multilingual learner is used for a student who has been identified through the multi-step process set forth at N.J.A.C. 6A:15.

The term multilingual learner is synonymous with “English learner” or “English language learner.” Sources which are cited from the United States Department of Education may still reference the use of the term English learner or EL. The NJDOE recognizes that multilingual learners may enter New Jersey’s schools with a level of proficiency in a world language other than English. The NJDOE will use “Multilingual Learner” and “ML,” respectively, to shift to asset-based language and honor a student’s primary language.

Section 26: Statement of Assurance

All LEAs must complete this section.

The following is a Statement of Assurance by the Local Educational Agency (LEA) which certifies regarding the enrollment of multilingual learners (ML).

26. The LEA is accountable for at least one (1) multilingual learner enrolled. Required to answer. Single choice.

- Yes.
- No. (e.g., no MLs enrolled, receiving district only, educational commission, other)

Section 27: Statement of Assurance of No Multilingual Learners

N.J.A.C. 6A:15-1.5 requires a plan to ensure that the LEA has a system of support for all MLs that is aligned to this chapter. The LEA has certified that there are no multilingual learners currently enrolled. Therefore, a LIEP Plan is not required at this time.

LEAs may experience midyear a demographic change in the number of multilingual learners enrolled at the LEA. Any LEAs experiencing such changes post the open submission period of the LIEP Plan, may need to update the type of LIEP implemented. LEAs should contact the NJDOE Office of Supplemental Educational Programs via email at ML@doe.nj.gov to inform the NJDOE of such changes and receive next steps.

27. Chief School Administrator Name Required to answer.

Dr. Missy Peretti

28.I, the Chief School Administrator, certify that the LEA does not need to submit a LIEP Plan at this time. Required to answer. Date.

This electronic certification is made with the express approval of the Chief School Administrator.

Please input date (M/d/yyyy) Not Applicable

29.Contact Name. Required to answer.

Enter the contact name of person completing this section or the best contact person in the LEA, if there are any questions related to multilingual learners.

Lisa Heenan

30.Contact Person Title. Required to answer.

Lisa Heenan

31.Contact Person Email. Required to answer.

heenanl@harrisontwp.k12.nj.us

Section 28: Contact Information

32.Enter the Bilingual/ESL Point of Contact Name. Required to answer.

Lisa Heenan

33.Enter the email address for the Bilingual/ESL Point of Contact. Required to answer.

heenanl@harrisontwp.k12.nj.us

34.Enter the Chief School Administrator/Charter School Lead Person Name. Required to answer. Dr. Missy Peretti

35.Enter the date of Board Approval for the Three-Year Plan (SY 2024-2027). Required to answer. Date. April 28, 2025

If the board meeting date occurs after the submission window closes, please contact us at ML@doe.nj.gov.

Please input date (M/d/yyyy)

Section 29: Background

Purpose

In 2015, the Every Student Succeeds Act (ESSA) was signed into law, reauthorizing the Elementary and Secondary Education Act (ESEA). ESSA includes provisions to ensure:

- Multilingual learners (MLs) and immigrant students succeed academically.
- MLs are provided high quality language instruction educational programs (LIEPs).
- MLs meet state academic standards while they develop English language proficiency.

Goal

The overall goal of the three-year planning process is to ensure an equitable and appropriate educational learning environment for students who are in the process of learning academic English. This goal is accomplished by:

- Articulating which LIEPs the district is implementing for MLs for the next three years.
- Ensuring equitable access to all programs and services in school for MLs (ESSA §§3001 and N.J.A.C. 6A:15).
- Informing district policies and classroom practices, including effective instruction for MLs.
- Providing schools with a framework for using data to drive effective, culturally and linguistically responsive instruction for MLs.
- Providing a guide for districts to analyze and review data that relates to MLs.
- Identifying trends and developing goals that will enable MLs to succeed academically and linguistically.
- Aligning funding sources to ensure educators have the tools and skills to instruct MLs.
- Ensuring alignment of program practices with the district's vision for student success.
- Increasing the number of MLs who achieve English language proficiency (ELP) as set forth in NJ's ESSA plan.

Section 30: A. Identification of MLs in preschool through grade 12.

For MLs, the identification process must include measures of both content and language proficiency development. Educators must be mindful of the screening tools used to ensure they are culturally and linguistically appropriate. The content area classroom teacher should consult with the bilingual/ESL teacher to ensure that screening tools are appropriate, including whether accommodations are needed. MLs should also participate in school universal screening or

benchmark assessments administered to all students enrolling at an LEA. It is recommended screening or benchmark assessments are provided in the student's primary language.

As part of the Records Review process for identification (Step 2), other sources of data may contextualize results from a screening tool. Some sources may include but are not limited to:

- Intake interviews in home language and English.
- Screening in home language and English.
- Grade level meeting notes.
- Academic achievement data (in home language and English).
- WIDA ACCESS for ELLs scores (composite and domain scores).
- Cumulative school records (previous schooling information).
- Cultural background information.

Citation: (ESSA §§ 3111 (b)(2)(A) and N.J.A.C. 6A:15-1.3(a)(b)2).

To complete this section, possible collaborators may include the Director and/or Supervisor of Bilingual/ESL programs, the intake center personnel, front office staff, registration staff, and other staff who are a part of registration and enrollment of students. The following data sources may provide information to respond to questions in this section:

- District written procedures on registration, enrollment, and identification of students as MLs.
- NJSMART Student Identification (SID) submission.
- District Student Information System (SIS).

36. Who is responsible for overseeing the ML identification process? Required to answer. Single choice.

The identification process is a multi-step process which includes - Step 1: home language survey (HLS), Step 2 - Records Review, and Step 3: ELP Screening, if applicable.

- Bilingual ESL Director or Supervisor
- Bilingual/ESL Lead Teacher
- **Content Area Supervisor**
- LEA Intake Center
- Front Office Staff
- No one assigned
- Other

37.How is the home language survey (HLS) completed? Select all that apply. Required to answer. Multiple choice.

- At home self-report
- Over the phone interview
- In-person interview
- Not administered
- Other

38.In what language is the HLS completed? Required to answer. Single choice.

- Primary language
- English
- Both
- Not Administered

39.Who conducts the Records Review Process? (Select all that apply). Required to answer. Multiple choice.

- Bilingual/ESL Director or Supervisor
- Bilingual/ESL Lead Teacher
- Bilingual/ESL Teacher
- General Education Administrator
- General Education Teacher
- Basic Skills Teacher
- Step 2 - Records Review is not completed in the LEA
- Not Sure
- Other

Section 31: B. LIEP Description

An effective and appropriate program includes a high-quality, evidence-based curricular LIEP design and harnesses the value of parent, family and community engagement.

Pursuant to N.J.S.A. 18A:7F-46, the LEA shall provide all kindergarten to 12th-grade MLs enrolled in the school district with all required courses and support to prepare MLs to meet the New Jersey Student Learning Standards (NJSLS) for high school graduation.

Parent, family and community engagement in student learning and achievement is a central element that enriches and improves a student's ability to apply the knowledge and skills gained in the classroom across all facets of their personal, academic, and social life. Families should have input into the design of LIEPs implemented in the LEA. Each LEA implementing a bilingual

education program shall establish a parent advisory committee on bilingual education on which the majority will be parent(s) of students identified as MLs.

Citations: ESSA §§ 1112 (3)(C)), N.J.A.C. 6A:8-3.1(a), N.J.A.C 6A:15-1.8, N.J.A.C. 6A:15-1.15, QSAC Personnel Indicators 2.

To complete this section, possible collaborators may include the Assistant Superintendent of Curriculum, Director and/or Supervisor of Bilingual/ESL programs, Bilingual/ESL lead teachers, and a guidance counselor. The following data sources may provide information to respond to questions in this section:

- District procedures for establishing a LIEP.
- LEA procedures for placement of MLs in a specific LIEP.
- Master schedule.
- Advanced courses enrollment by student group.
- Rosters for specials, extra-curriculars.
- Parent advisory committee description (e.g., goals, purpose and members).
- Parent advisory committee agendas and minutes.

40. Did the LEA request a bilingual program waiver for the upcoming school year? Required to answer. Single choice.

LEAs must implement a full-time bilingual education program when enrolling 20 or more MLs in a single language group throughout grades kindergarten through 12. If your LEA enrolls 20 or more MLs in a single language group and is not currently providing or planning to provide a full-time bilingual education program, it must request a waiver to implement an instructional program alternative. Bilingual program waiver requests are submitted via [Homeroom](#).

- Yes
- No

41. Which LIEP(s) does the LEA implement? Select all that apply. LIEPs with an asterisk (*) require a bilingual program waiver request. Required to answer. Multiple choice.

See [Bilingual Education code](#) for program definitions.

- ELS Only
- Full-time bilingual
- Dual language
- Bilingual part-time*
- Bilingual resource*

- Bilingual tutorial*
- High-Intensity ESL*
- Sheltered English Instruction*
- ESL Only

42.The LEA has criteria for the selection of their LIEP. Required to answer. Single choice.

- Yes
- No
- Work in progress
- Not Sure

43.The LEA has criteria for placing MLs in the appropriate LIEP(s).Required to answer. Single choice.

- Yes
- No
- Work in progress
- Not Sure

44.The LEA monitors the master schedule to ensure that MLs have access to the full curriculum, including Advanced Placement (AP), Gifted & Talented (G&T) and International Baccalaureate (IB) courses. Required to answer. Single choice.

- Yes
- No
- Not Sure

45.Which school-based extra-curricular activities engage MLs? Select all that apply. Required to answer. Multiple choice.

- Academic (e.g. Debate, Honor Society, Language, Student Paper, College Prep)
- Sports (e.g. Soccer, Basketball, Tennis)
- Arts (e.g. Dance, Photography, Band, Choir, Culture Club)
- Life Skills (e.g. Conflict Resolution, Cooking, 4-H, Boy/Girl Scouts)
- Internship or Volunteer
- None
- Other

46. A bilingual parent advisory committee (PAC) is established in the LEA consisting primarily of the parents of MLs. Required to answer. Single choice.

A PAC gives parents the opportunity to provide direct input to their child's school/LEA about policies, programs, practices, and services that have an impact on their child's education.

- Yes
- No
- Does not apply, we have an ELS or ESL program only

47. Which of the following groups participate in the LEA's bilingual PAC? Select all that apply. Required to answer. Multiple choice.

- Parent/Family of MLs
- Bilingual/ESL Educators
- Bilingual/ESL Supervisor
- Community Representative
- General Education Educators
- Teachers/Child Study Team Member
- Student Delegate
- Principal or School Administrator
- All of the above
- None of the above
- Other

48. How often does the PAC meet? Required to answer. Single choice.

- Once per month
- Once every other month
- Quarterly
- Twice a year
- Once a year
- Never
- Other

49. Do members of the LEA's PAC contribute to the selection of the LIEP(s) type? Required to answer. Single choice.

- Yes
- No
- Not Sure

50.The following topics are shared with parents. Select all that apply. Required to answer. Multiple choice.

- Helping with Homework
- Social emotional learning practices and strategies
- What does it mean that my child is a ML
- The importance of reading in their primary language to their child(ren).
- Adult ESL
- How to use technology
- Community resources
- None
- Other

51.The LEA/school creates a culturally and linguistically welcoming environment for students and families. Required to answer. Single choice.

- Yes
- No

Section 32: C. The number of staff hired for the LIEP by certificate type (staff capacity)

The LEA has a plan that includes hiring the appropriate number of certified teachers to staff the LIEP. The LEA shall develop a plan for in-service training for bilingual, ESL, and general education teachers, administrators who supervise bilingual/ESL programs, and any personnel who observe and evaluate teachers of MLs.

Citation: ESSA §§ 3115 (c)(2)(A-D), QSAC Personnel Indicators 2, N.J.A.C. 6A:15-1.7, N.J.A.C. 6A:8-3.1(a), N.J.A.C 6A:15-1.7.

To complete this section, possible collaborators may include the Assistant Superintendent of Curriculum, Director and/or Supervisor of Bilingual/ESL programs, Bilingual/ESL lead teachers, and a guidance counselor. The following data sources may provide information to respond to questions in this section:

- NJSMART SID
- District SIS
- NJSMART SMID
- District Professional Development Plan
- Educator Professional Development Hours

- NJDOE Fall Data Enrollment Reports

52.What is the LEA's total student size? Required to answer. Single line text.

Enter a numerical value. The value should reflect the total population entered in NJSMART during the October 15 snapshot for the current school year.

1337

53.The LEA identifies pre-school students as MLs. Required to answer. NA

Only select 'N/A', if there are no preschool grades in the LEA.

- Yes
- No
- Not Sure
- N/A

54.How many pre-school students were identified as MLs in the current year? Single line text.

Enter a numerical value. The value should reflect the total number of pre-school students identified as multilingual learners and entered in NJSMART during the October 15 snapshot for the current school year.

NA

55.What is the LEA's K-12 ML size? Required to answer. Single line text.

Enter a numerical value. The value should reflect the total number of students identified as multilingual learners and entered in NJSMART during the October 15 snapshot for the current school year.

3

56.In what languages, does the LEA have 20 or more MLs in a single language? Required to answer.
NONE

Example: LEA has 100 MLs. 32 Spanish speakers, 26 Arabic speakers, 40 Gujarati speakers, 2 Chinese Mandarin speakers. Select Spanish, Arabic, Gujarati only.

A LEA's NJSMART data person can query the languages by identified MLs.

- Spanish
- Arabic
- Portuguese
- Chinese
- Gujarati
- Hindi
- Telegu
- Korean
- Urdu
- Haitian Creole
- Other

57.How many total K-12 certified teachers are in the LEA? Required to answer. Single line text.

124

58.How many K-12 Bilingual/Bicultural certified teachers are in the LEA? (if none, enter "N/A")Required to answer. Single line text.

Include only teachers serving in LIEPs.

0

59.There are sufficient bilingual/bicultural certified teacher to implement the required LIEP.
Required to answer. Single choice.

Only select 'N/A' if the LEA does not implement a full-time bilingual education program AND does not require a waiver.

- ☒ Yes
- ☐ No
- ☐ N/A

60.The class sizes for bilingual education program classes are . . . as classes for English-only speaking students. Required to answer. Single choice.

Class size impacts the learning of all students. N.J.A.C. 6A:13-3.1 stipulates the class size in LEAs. Only select 'N/A' if the LEA does not implement any bilingual education programs.

- Higher class size
- About the same class size
- Lower class size
- N/A

61. How many K-12 ESL certified teachers are in the LEA? (if none, enter "N/A") Required to answer. Single line text.

Include only teachers serving in LIEPs.

2

62. There are sufficient ESL certified teachers to provide MLs with appropriate ELP level classes. Required to answer. Single choice.

Only select 'N/A' if the LEA does not implement an ESL Class.

- Yes
- No
- N/A

63. The class sizes for ESL classes are . . . as content area classes. Required to answer. Single choice.

Class size impacts the learning of all students. N.J.A.C. 6A:13-3.1 stipulates the class size in LEAs. Only select 'N/A' if the LEA does not implement any ESL classes.

- Higher class size
- About the same class size
- Lower class size
- N/A

64. In the LEA, are all certified teachers required to be Sheltered English Instruction (SEI) trained per LEA hiring or training policy or practice? Required to answer. Single choice.

Sheltered English instruction “means an instructional approach used to make academic instruction in English understandable to MLs. Sheltered English classes are taught by general education classroom teachers who have received training on strategies to make content-area standards comprehensible for MLs.”

- Yes
- No

65.How many K-12 certified teachers in the LEA are trained in SEI? Required to answer. Single choice.

See N.J.A.C. 6A:15-1.7(b). May include SEI training and/or receive training on the ELD standards, and how to provide linguistically and culturally accessible instruction and appropriate modifications and accommodations for MLs.

- None
- Less than 10%
- About 25%
- About 50%
- About 75%
- 100%

66.What percent of K-12 certified teachers are trained in socio-emotional and/or culturally responsive teaching and learning? Required to answer. Single choice.

- None
- Less than 10%
- About 25%
- About 50%
- About 75%
- About 100%

67.In the past 3 years, the LEA's ML population has . . .Required to answer. Single choice.

Enrollment data can be found on [NJDOE Fall Enrollment reports](#).

- Stayed the same
- Increased significantly
- Increased somewhat
- Decreased somewhat
- Decreased significantly

68.In the past three years, the LEA has hired K-12 Bilingual/Bicultural and/or ESL certified staff to match the ML population demographic growth trends. Required to answer. Single choice.

Enrollment data can be found on [NJDOE Fall Enrollment reports](#).

- Yes
- No

69. In the LEA, when creating the master schedule, the scheduling of classes for MLs is prioritized. Required to answer. Single choice.

- Yes
- No

70. In the LEA, there is common planning time for general education teachers and bilingual/ESL teachers. Required to answer. Single choice.

- Yes
- No

Section 33: D. Bilingual and ESL curriculum.

As per federal and state requirements, MLs must be provided equitable educational opportunities. LEAs are required to implement LIEPs that assist MLs in achieving English language proficiency (ELP) while learning the challenging content state standards.

In New Jersey, LIEPs include: Full-time bilingual, dual language, bilingual part-time, bilingual resource, bilingual tutorial, high-intensity ESL, sheltered English instruction, English as a second language (ESL), and English language services (ELS). For definitions for each LIEP type, see [N.J.A.C. 6A:15](#).

Citation: N.J.A.C. 6A:15-1.4 and N.J.A.C. 6A:15-1.15.

To complete this section, possible collaborators may include the Assistant Superintendent of Curriculum, Director and/or Supervisor of Bilingual/ESL programs, Bilingual/ESL lead teachers, and guidance counselor. The following data sources may provide information to respond to questions in this section:

- NJSMART SID.
- District SIS.
- NJDOE Graduation Data.

71. My LEA include grades in the following grade bands. Required to answer. Single choice.

- K-8
- K-12

72.For the past three years, what is the LEA's average 4-year graduation rate for all students?
Required to answer. Single line text.

Graduation data can be found at [NJDOE Graduation Rate Reports](#).

na

73.For the past three years, what is the LEA's average 4-year graduation rate for current MLs?
Required to answer. Single line text.

Graduation data by student group can be found at [NJDOE Graduation Rate Reports](#).

NA

74.For the past three years, what is the LEA's average 4-year graduation rate for former MLs?
Required to answer. Single line text.

The LEA's NJSMART data person may query former MLs in the Student Assessment Registration submission and identify graduation rates for former MLs.

NA

75.There is a process for developing ESL/bilingual curricula aligned to the WIDA English Language Development Standards. Required to answer. YES

See the [WIDA English language development standards](#).

- Yes
- No

76.Explain why there is no process for developing ESL/bilingual curricula aligned to the WIDA English Language Development Standards. Required to answer. Single line text.

NA-There is a process

77.In the past three years, the LEA has reviewed the eligibility criteria for participation in advanced courses to ensure equitable access for MLs and parity in participation. Required to answer. Single choice.

- Yes
- No

78.The LEA participates in the N.J. State Seal of Biliteracy. Required to answer. Single choice.

- Yes
- No
- N/A, LEA does not have 9-12 grades.

79.In the last school year, how many total students received the N.J. State Seal of Biliteracy in the LEA? Single line text.

N/A, LEA does not have 9-12 grades

80.In the last school year, what percentage of MLs received the N.J. State Seal of Biliteracy in the LEA? Single line text.

Calculate the percentage of MLs from the total number of students who received the Seal.

N/A, LEA does not have 9-12 grades

81.In the last school year, what percentage of former MLs received the N.J. State Seal of Biliteracy in the LEA? Single line text.

Calculate the percentage of former MLs from the total number of students who received the Seal.

N/A, LEA does not have 9-12 grades

Section 34: E. Evaluation design

Consultation with diverse sets of stakeholders is a requirement under ESSA whenever a LEA receives federal funding. Annually, it is a best practice to engage with school interest holders to analyze data, assess needs and identify root causes which drives the design and implementation of LIEPs to ensure academic success for MLs. LEA leadership teams, inclusive of administrators, educators and parents representing multiple content areas and support services should be culturally and linguistically representative of the LEA's populations. LEA teams must ensure LIEP(s) are effective and appropriate.

To complete this section, some possible collaborators may include the content area supervisors, Director and/or Supervisor of Bilingual/ESL programs, state test coordinator, and/or ACCESS District Test Coordinator. The following data sources may provide information to respond to questions in this section:

- District formative and summative evaluations of LIEPs.
- District Performance Reports.
- District Accountability Profile.
- NAEP Results.

- ACCESS for ELLs composite and domain scores, including ALT ACCESS.
- ESSA indicator "Progress toward English language proficiency" growth-to-target data.

82.What assessments and other measures are used to evaluate the effectiveness of the LIEPs?
Select all that apply. Required to answer. Multiple choice.

Refer to Chapter 9 of the [English Learner Toolkit](#) by US Ed.

- Class grades
- Formative assessments
- Summative assessments
- WIDA assessments (ACCESS for ELLs, Alternate ACCESS, MODEL, Screener)
- New Jersey Student Learning Assessment (NJSLA) English language arts (ELA) performance
- NJSLA math performance
- National Assessment of Educational Progress (NAEP) performance
- Graduation rate
- None of the above
- All of the above
- Other

83.In the last three years, the LEA evaluated the LIEP(s) implemented. Required to answer. Single choice.

See [US Ed English Learner Toolkit](#).

- Yes
- No

84.In the last three years, the LEA modified the LIEP(s) in response to available data. Required to answer. Single choice.

- Yes
- No

85.For the last year in which assessments were administered, MLs in the LEA met the ELA academic achievement indicator. Required to answer. Single choice.

See [NJDOE Performance Reports](#).

- Yes
- No
- Did not meet N-size of 20

86.For the last year in which assessments were administered, MLs in the LEA met the Math academic achievement indicator. Required to answer. Single choice.

See [NJDOE Performance Reports](#).

- Yes
- No
- Did not meet N-size of 20

87.For the last year in which assessments were administered, MLs in the LEA met the ELA progress indicator. Required to answer. Single choice.

See [NJDOE Performance Reports](#).

- Yes
- No
- Did not meet N-size of 20

88.For the last year in which assessments were administered, MLs in the district met the Math progress indicator. Required to answer. Single choice.

See [NJDOE Performance Reports](#).

- Yes
- No
- Did not meet the N-size of 20

89.For the last year in which assessments were administered, MLs in the LEA met the ELP indicator. Required to answer. Single choice.

See NJDOE Performance Reports at <https://rc.doe.state.nj.us/>.

- Yes
- No
- Did not meet N-size of 20

90.For the last accountability year, MLs met/not met the chronic absenteeism indicator. Required to answer. Single choice.

See [NJDOE Performance Reports](#).

- Met

- Not Met

91.Which language domain do most of the LEA's Kindergarten MLs need additional support? Select all that apply. Required to answer. Multiple choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- Reading
- Writing
- Speaking
- Listening
- All of the Above
- None of the Above
- N/A

92.Which language domain do most of the LEA's Grade 1-3 MLs need additional support? Select all that apply. Required to answer. Multiple choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- Reading
- Writing
- Speaking
- Listening
- All of the Above
- None of the Above
- N/A

93.Which language domain do most of the LEA's Grades 4-5 MLs need additional support? Select all that apply. Required to answer. Multiple choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- Reading
- Writing
- Speaking
- Listening
- All of the Above
- None of the Above
- N/A

94.Which language domain do most of the LEA's Grades 6-8 MLs need additional support? Select all that apply. Required to answer. Multiple choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- Reading
- Writing
- Speaking
- Listening
- All of the Above
- None of the Above
- N/A

95.Which language domain do most of the LEA's Grades 9-12 MLs need additional support? Select all that apply. Required to answer. Multiple choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- Reading
- Writing
- Speaking
- Listening
- All of the Above
- None of the Above
- N/A

96.The LEA shares WIDA ACCESS for ELLs scores, Alternate ACCESS and/or ELP Indicator data with general education teachers. Required to answer. Single choice.

- Yes
- No

97.Based on the results from the last administration of ACCESS for ELLs, Alternate ACCESS or MODEL, what is the average ELP level of the district's Kindergarten MLs? Required to answer. Single choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- 1.0-1.9
- 2.0-2.9
- 3.0-3.9
- 4.0-4.9
- 5.0-6.0

- N/A

98. Based on the results from the last administration of ACCESS for ELLs, Alternate ACCESS or MODEL, what is the average ELP level of the LEA's Grade 1-3 MLs? Required to answer. Single choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- 1.0-1.9
- 2.0-2.9
- 3.0-3.9
- 4.0-4.9
- 5.0-6.0
- N/A

99. Based on the results from the last administration of ACCESS for ELLs, Alternate ACCESS or MODEL, what is the average ELP level of the LEA's Grade 4-5 MLs? Required to answer. Single choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- 1.0-1.9
- 2.0-2.9
- 3.0-3.9
- 4.0-4.9
- 5.0-6.0
- N/A

100. Based on the results from the last administration of ACCESS for ELLs, Alternate ACCESS or MODEL, what is the average ELP level of the district's Grade 6-8 ELLs? Required to answer. Single choice.

- 1.0-1.9
- 2.0-2.9
- 3.0-3.9
- 4.0-4.9
- 5.0-6.0
- N/A

101. Based on the results from the last administration of ACCESS for ELLs, Alternate ACCESS or MODEL, what is the average ELP level of the LEA's Grade 9-12 MLs? Required to answer. Single choice.

Only select "N/A" if the LEA does not serve any of the indicated grades.

- 1.0-1.9
- 2.0-2.9
- 3.0-3.9
- 4.0-4.9
- 5.0-6.0
- N/A

102. General education teachers use WIDA ACCESS for ELLs scores and/or ELP indicator data to inform classroom instruction, strategies, and practices. Required to answer. Single choice.

- Yes
- No

103. For MLs, which grade levels require additional supports based on their performance on the following assessments (e.g. NJSLA performance, NAEP, WIDA ACCESS for ELLs)? Select all that apply. Required to answer. Multiple choice.

- Kindergarten
- Grades 1-3
- Grades 4-5
- Grades 6-8
- Grades 9-12
- N/A

Section 35: F. Review process for a student's exit from ML status

Students must demonstrate readiness to exit based on a department-established standard on the English language proficiency assessment (which measures the four language domains of listening, speaking, reading, and writing). A student can be eligible for exit with an ACCESS for ELLs or WIDA MODEL composite proficiency level of 4.5 or higher or an A3 or higher on the Alternate ACCESS. Multiple criteria included in the English Language Observation Form must support the student's exit from ML status.

In addition, former MLs must be monitored for two years after they exit ML status to evaluate their academic progress and ensure they have not been prematurely exited, have no gaps in content knowledge and their progress in ELP is supported.

Citation: QSAC DPR I&P #5, N.J.A.C. 6A:15-1.10(e)

Resource Reference: US ED EL Fact Sheet, May 18, 2020.

To complete this section, some possible collaborators may include the Director and/or Supervisor of Bilingual/ESL programs and Lead Bilingual/ESL teachers. The following data sources may provide information to respond to questions in this section:

- NJSMART Student Assessment Registration (SAR) submission.
- District Performance Report.

104.What is the average amount of time the LEA's MLs remain in a LIEP? Required to answer. Single choice.

- 1-2 years
- 3-4 years
- 5-7 years
- Other

105.What percent of MLs exited ML status in the last three years?

25%: 1 out of 4 students exited

106.What percent of former MLs were re-identified as a ML within 2 years due to lack of progress in English-only classes?

0%

107.What percent of former MLs met the ELA academic achievement indicator? Required to answer.

See [NJDOE Performance Reports](#) and the [Companion Guide](#). Enter "N/A" if the LEA did not meet the n-size.

NA

108.What percent of former MLs met the Math academic achievement indicator? Required to answer.

See [NJDOE Performance Reports](#) and the [Companion Guide](#). Enter "N/A" if the LEA did not meet the n-size.

NA

109.What percent of former MLs met the graduation indicator? Required to answer. Single line text.

See [NJDOE Performance Reports](#) and the [Companion Guide](#). Enter "N/A" if the LEA did not meet the n-size or is a K-8 LEA.

NA

Section 36: G. A budget for all components of the LIEP

The LEA must use state and federal funds to support MLs academic success and English language development. The federal funds must supplement the state funds.

To complete this section, possible collaborators may include the federal grants manager, the business administrator, the Director of Bilingual/ESL programs. The following data sources may provide information to respond to questions in this section:

- ESEA Grant Application in the Electronic Web-Enabled Grant Consolidated.
- State/local budget.

110.The LEA uses state funds to support - Select all that apply: Required to answer. Multiple choice.

- Salaries of Teachers
- Other Salaries for Instruction
- Purchased Professional-Educational Services
- Purchased Technical Services
- Other Purchased Services
- General Supplies
- Textbooks
- Other Instructional Programs Salaries
- Other Instructional Program Materials
- Other Instructional Program Purchased Services
- All of the Above
- None of the Above
- Other

111.For the current year, what is the status of the LEA's federal Title III allocation? Required to answer. Single choice.

Refer to the NJDOE [Electronic Web-Enabled Grant system](#) (Click on Public Access).

- Accepted Funds - stand-alone LEA
- Accepted Funds - joined a consortium
- Refused funds
- No allocation received in the current fiscal year

112.What is the status of the LEA's federal Title III Immigrant allocation? Required to answer. Single choice.

Refer to the NJDOE [Electronic Web-Enabled Grant system](#) (Click on Public Access).

- Accepted Funds
- Refused Funds
- No allocation received in the current fiscal year

113.The LEA typically carries over funds to support MLs. Required to answer. Single choice.

- Never
- Rarely
- Sometimes (e.g., every 2-3 years)
- Occasionally (e.g., every 4-5 years)
- Every Year

Section 37: Plan Submission

Carefully review responses in each section, then click the “submit” button.

Note: Once you click “submit” you will not be able to edit the form responses.

Do not complete the questions that indicate "DO NOT RESPOND - INTERNAL USE ONLY."

114.On this date, I the Chief School Administrator assure the LEA's LIEP Plan is board approved. Required to answer. Date.

You have completed the electronic form. Remember to upload board approved minutes into Homeroom.

Please input date (Apr)

HARRISON TOWNSHIP SCHOOL DISTRICT

Student Attendance Calendar for 2025-2026

September 2025 S=19 T=21

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025 S=22 T=23

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2025 S=16 T=17

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025 S=17 T=17

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026 S=19 T=19

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

- 1 - Labor Day Holiday
 2 - Teacher In-Service
 4 - First Day of School Students

October

- 13 - Teacher In-Service
 31 - Early Dismissal Students

November

- 3 - 5 - Early Dismissal/ Evening Conferences
 4 - Early Dismissal/ PM Conferences
 6-7 - NJEA/Fall Break; No School for Students

December

- 23 - Early Dismissal
 24-31 - Winter Recess

January

- 1 - New Years Day Holiday
 2 - Winter Recess
 19 - School Closed for All - Day of Service

February

- 13 - Teacher In-Service
 16 - President's Day Holiday

March

- 2-3 - Parent Conferences; Early Dismissal
 16 - Teacher In-Service

April

- 2 - Early Dismissal
 3,6,7 - Spring Recess School Closed for All

May

- 22 & 25 - Memorial Day Holiday

June

- 11 - Early Dismissal
 12 - Last Day of School for Students and Staff

Emergency Closing Make Up Dates:

- May 22, 2026
 April 7, 2026
 June 15th and beyond

School Closed for All**Early Dismissal****Teacher In-Service - No School for Students****February 2026 S=18 T=19**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026 S=21 T=22

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026 S=19 T=19

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026 S=19 T=19

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026 S=10 T=10

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Student Days = 180**Teacher Days = 186**

Approved:

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

ADMIN. #2

JOB DESCRIPTION

SPECIAL EDUCATION SUPERVISOR

Job Goal: The Special Education Supervisor collaborates with the Director of Student Support Services in supervising instructional staff, as well as the District's special education curricular and instructional programs. The Special Education Supervisor assists in leading district instructional improvement by providing ongoing professional development opportunities, the coaching of staff, and overseeing committees and mentoring instructional staff and child study team members as assigned.

Qualifications:

- A valid New Jersey Supervisor Certificate
- A Master's degree or higher from an accredited college or university with specialization in the areas of administration and/or supervision
- Minimum of five years of full-time classroom teaching experience
- Experience with special education teaching and/or child study team responsibilities

Reports to: Director of Student Services

Responsibilities:

1. Assists the Director of Student Services with the special education curriculum development for self-contained, resource, and in-class, resource programs throughout the school year.
2. Assists the Director of Students Services in the development of in-service, as identified by needs assessment, for all members of the school community including special education aides and related services
3. Facilitate school-based high-quality professional development, working with teachers (in teams or individually) to refine their knowledge and skills. Training vehicles could include in-class coaching, peer observing, workshop delivery, and/or modeling of instructional strategies across the curriculum with teachers based on student needs, etc.
4. Support staff in the implementation of a rigorous curriculum by coaching, collaborative planning, and direct support in the classroom and serves as a resource person for teachers with regard to educational programs, teaching techniques, and teaching strategies
5. Assists the Director of Student Support Services with supervision of Related Service Mandates and Compliance

6. Assists the Director of Student Support Services with the supervision and coordination of Homebound Instruction for the District
7. Assist in the development of the district's extended school year program including related services and staffing
8. Assists in the Dynamic Learning Maps assessment for identified students.
9. Assists with NJSLA small group testing accommodations aligned with student individual educational plans
10. Oversees the delivery of related services for the district.
11. Oversee the district's preschool program including self-contained and inclusion programs including curriculum, special education services, and progress monitoring procedures.
12. An understanding of and the ability to follow and fulfill all duties as identified in the job description of a Teaching Staff Member.
13. Perform other related duties as required by the position or assigned by the Director of Student Support Services

Terms of Employment: 10 Months and 20 day position with salary to be determined by the Board of Education

Evaluation: Performance of the job-related responsibilities will be evaluated in accordance with the provisions of the Board of Education policy of non-instructional personnel.

Board First Reading: April 28, 2025

JOB DESCRIPTION

TECHNOLOGY ASSISTANT

Job Goal: The Technology Assistant is responsible for providing support to the Technology Coordinator in the daily operation of the technology department. Additionally, the Technology Assistant will provide technical support for the administrative systems.

Qualifications:

- Hold a high school diploma.
- Have at least three (3) years experience with computer technical issues.
- Have excellent communication and organizational skills.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Reports to: Technology Coordinator

Responsibilities:

1. Be available to all staff members for trouble-shooting basic technical problems.
2. Be available for all office/administrative staff members for trouble-shooting technical problems associated with administrative systems.
3. Assist in maintaining computer inventory records.
4. Continue to develop proficiencies in the use of new equipment acquired by the district for support of the curriculum and ancillary programs.
5. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
6. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
7. Participate in appropriate in-service and workshop programs and attend any required meetings.
8. Use computers and/or electronic equipment to fulfill job functions.
9. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.

10. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and contractual obligations.
11. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Technology Coordinator, and not otherwise prohibited by law.

Terms of Employment: 12-month position with salary to be determined by the Board of Education

Evaluation: Performance of the job-related responsibilities will be evaluated by the Supervisor of Buildings and Grounds and/or the designated administrator in accordance with the provisions of the board's policy for non-certificated staff, and pertinent laws.

Board First Reading: April 28, 2025

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

ADMIN. #4

JOB DESCRIPTION
MAINTENANCE WORKER

Qualifications:

- Prior HVAC & Plumbing Experience, a minimum of two years related experience and a minimum of two years' experience in general facilities.
- Willing and able to respond to off-hour emergencies.
- Have or acquire, within a time specified at hiring, a Black Seal License.
- Possess and maintain the physical ability to perform minimum job functions of this position with reasonable accommodations, 50 lb. limit.
- Must possess a valid NJ driver's license and insurance card, and a good driving record.
- Required Criminal History Background Check, and proof of US Citizenship, or legal resident status.

Reports to: Supervisor of Buildings and Grounds

Responsibilities:

1. Ability to follow oral and written instructions.
2. Ability to work with minimal direct supervision at times.
3. Is competent in all trades and proficient in at least three of the following: carpentry, HVAC, plumbing, and electrical.
4. Able to establish and maintain satisfactory and effective working relationships with administration, faculty, staff, and other employees.
5. Operates a variety of equipment such as hand tools, laptop computers, and diagnostic hardware to perform work.
6. Completes work orders as submitted by district employees.
7. Provides a daily inspection for the boiler, moor and other mechanical equipment.
8. Inspects HVAC systems and their components for the purpose of evaluating condition, identifying necessary repairs, and recommending preventative maintenance.
9. Maintain procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.
10. Maintains a clean, organized, and orderly work area.
11. Performs other duties which may be within the scope of their employment and certifications as may be assigned by the Superintendent or designee.

Terms of Employment: 12-month position with salary to be determined by the Board of Education

Evaluation: Performance of the job-related responsibilities will be evaluated by the Supervisor of Buildings and Grounds and/or the designated administrator in accordance with the provisions of the board's policy for non-certificated staff, and pertinent laws.

Board First Reading: April 28, 2025

POLICY

HARRISON TOWNSHIP BOARD OF EDUCATION

PROPERTY
7421/page 1 of 1
Indoor Air Quality Standards

7421 INDOOR AIR QUALITY STANDARDS

The Board of Education will provide air quality for school employees in school buildings that meet the standards established by the New Jersey Department of Labor pursuant to N.J.A.C. 12:100-13.

The Board will designate the School Business Administrator/Board Secretary or designee as the individual, who is responsible to assure compliance with New Jersey Department of Labor standards. The designated person will assure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure. The designated person shall check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. The designated person will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

The Board will make sure air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The designated person will notify employees at least twenty-four hours in advance, or promptly in emergency situations of work to be performed on the building that may induce air contaminants into their work area.

The designated person will respond to a complaint received by the Department of Labor within fifteen working days of receipt of the complaint.

N.J.A.C. 12:100-13.2 et seq.
N.J.A.C. 5:23

Adopted:



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7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Harrison Township School District.

IPM Coordinator (IPMC)

The Supervisor of Buildings and Grounds shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests



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through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other nonpesticide pest management methods and practices utilized.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.



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Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 13:1F-33

Adopted:

