

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, May 19, 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, May 19, 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:**

- 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 April 28, 2025 Public Hearing, Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

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 Shirley Bundy received May 13, 2025 re: leave of absence.

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 April 2025. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2025. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of April 2025. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 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. April 2025 Ratified Bill List \$1,847,855.24 (*Attachment: Fin. #6a*)
- b. May 2025 Bill List \$367,968.10 (*Attachment: Fin. #6b*)

7. Approval of the following Tuition Rates for the 2025-2026 school year:

MSD – School Year	\$34,333
MSD – Extended School Year (ESY)	5,275
MSD – One on One Aide	24,910
MSD – One on One Aide (ESY)	2,470
PSD – School Year (1/2 Day Program)	14,148
PSD – School Year (ESY)	4,454
Parent Paid - (1/2 Day Program)	3,350

8. Approval of Resolution of state contract vendors for the purchase of goods and services for fiscal year 2025-2026. (*Attachment: Fin. #8*)

9. Approval to continue to purchase through the Educational Services Commission of New Jersey (ESCNJ – formally MRESC) and Camden County Educational Services Commission as approved State Cooperatives as needed.

10. Approval of the following action items:

- A. Approving the utilization of manual checks written pursuant to Board Policy.
- B. Designation of Official Newspapers: South Jersey Times and Courier Post.
- C. Designation of Depository of School Funds:
 - 1) Century Savings Bank
 - 2) TD Bank
- D. Signatories for Harrison Township School District bank accounts:

Custodian Account (3 signatures required)

Board President
Superintendent of Schools
Board Secretary

Payroll Account

Board Secretary
Superintendent of Schools

Payroll Agency

Board Secretary
Superintendent of Schools

Construction Account (2 signatures required)

Board President
Board Secretary

Student Activity Funds (2 signatures required)

Superintendent of Schools
Board Secretary

Library Activity Fund

Board Secretary
Librarian

E. Approval of the following Petty Cash Funds for the 2025-2026 school year:

<u>Office</u>	<u>Amount</u>	<u>Maximum Single Expenditure</u>
Superintendent	\$200.00	\$50.00
School Business Admin.	\$200.00	\$50.00
Chief Academic Officer	\$200.00	\$50.00
Director of Student Services	\$200.00	\$50.00
HTS Principal	\$200.00	\$50.00
PVS Principal	\$200.00	\$50.00

F. Tax Sheltered Annuity Company / Broker:

- 1) MetLife
- 2) The Vanguard Group
- 3) Lincoln Investment Planning, Inc.
- 4) Siracusa Benefits Program
- 5) National Life Group
- 6) Brighthouse Life Insurance (Metlife CT/Travelers)
- 7) Equitable

11. Approval of agreement for Gloucester County Special Services School District – CRESS to provide Professional Services (as needed) for the 2025-2026 school year.
(Attachment: Fin. #11)

12. Approval of agreement for Gloucester County Special Services School District to provide additional remedial services for Nonpublic I.D.E.A. students. *(Attachment: Fin. #12)*

13. Approval of the following substitute rates for the 2025-2026 school year:

<u>Position</u>	<u>Amount</u>
Special Education Aide	\$15.49 per hour
Instructional Aide	\$120.00 per day
General Aide	\$15.49 per hour
Bus Driver	\$28.00 per hour
Bus Driver	\$32.50 per hour (2 nd year or prior district experience)
Bus Aide	\$15.49 per hour
Transportation Secretary	\$16.00 per hour
Substitute Custodian (SY)	\$15.49 per hour
Summer Custodian	\$15.49 per hour
Teacher	\$120.00 per day; \$60.00 half day
Nurse	\$200.00 per day; \$27.00 per hour if less than 4 hours
Special Education Nurse	\$210.00 per day
Receptionist	\$15.49 per hour
Secretary	\$16.00 per hour

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. Approval of a medical leave of absence for Shirley Bundy, Transportation Aide, utilizing accumulated sick time, effective May 12, 2025 through June 30, 2025.
2. Approval of the re-employment of Lisa Heenan, Chief Academic Officer, effective July 1, 2025 through June 30, 2026.
3. Approval of the re-employment of Lori Hynes, Director of Student Services, effective July 1, 2025 through June 30, 2026.
4. Approval of the re-employment of the following tenured school district administrators effective July 1, 2025 through June 30, 2026, with salaries established in accordance with the 2025-2028 contract between H.T.B.O.E. and H.T.A.S.A:
 - a. Diane Eisenhart, Supervisor of Instruction, Program & Assessment
 - b. AnnaLisa Rodano, Principal, Harrison Township School
 - c. Chad Flexon, Supervisor of Instruction, Harrison Township School
 - d. Christine Fellona, Assistant Principal at Pleasant Valley School
5. Approval of the re-employment of Karen Russo, Principal at Pleasant Valley School (acquiring tenure 8/16/2025), effective July 1, 2025 through June 30, 2026, with a salary established in accordance with the 2025-2028 contract between H.T.B.O.E. and H.T.A.S.A.

6. Approval of the re-employment of the following school district supervisors effective July 1, 2025 through June 30, 2026:
 - a. Brian Wasilewski, Supervisor of Buildings and Grounds
 - b. Susan Hanlon, Transportation Supervisor
7. Approval of the re-employment of the following technology department staff members effective July 1, 2025 through June 30, 2026:
 - a. Shawn Shenk, Technology Coordinator
 - b. John Berkett, Network Administrator
8. Approval of the re-employment of the following 12-month secretarial staff members, effective July 1, 2025 through June 30, 2026:

Traci Chappell	Kimberly Cinaglia
Stephanie Dougherty	Valarie Eastlack
Deborah Heller	Nicole LaBuono
Angela Otlowski	
9. Approval of the re-employment of Dorteia Hall as a 10-month Transportation Office Assistant, effective July 1, 2025 through June 30, 2026.
10. Approval of the re-employment of the following tenured, certified faculty members for the 2025-2026 school year, with salaries to be determined:

Rachel Baldwin	Stephanie Bottone	Cindy Boyer
Michael Brodzik	Stacie Brown	Mary Capone
Fran Cheeseman	Ashley Corey	Allegra Counsellor
Jennifer Culling	Alison Cusack	Marjorie Daniels
Tracy DeAngelo	Lisa DeEugenio	Melinda DeVoe
Angela Dubrow	Denise Fanelli	Kelly Ferrara
Mary Garwood	Christa Glaze	Nicole Grieb
Kristina Guarro	Meghan Hack	Tawnya Hartman
Christina Heil	Casey Heitman	Laurie Holland
Kimberly Hood	Nicole Huck	Andrew Hulfish
Victoria Hummel	Carla Iannone	Colleen Illi
Lori Johns	Taylor Johnson	Lauren Jones
Kari Kille	Olivia Langerhans	Heather Leonardi
Kathleen Lewin	Ashley Mackowiak	Michelle Malaby
Christie Mamaluy	Jennifer Mankey	Natalie Markey
Robyn Maronski	Sarah McCafferty	Frank McGuigan
Jean McLeod	Kelly Meagher	Lori Melchiorre
Danielle Metcalf	Brianna Miller	Lauren Mitham
Nancy Moran	Sabrina Mosiondz	Danielle Nemeth
Juliana Olan	Anthony Otlowski	Betsy Patterson
Melissa Poulson	Tara Reeves	Kathleen Riggins
Laura Richardson	Christine Rivera	Laura Sabatano
Jacqueline Sanders	Heather Schank	Lisa Schreyer
Matthew Simmermon	Rachael Sharp	Lauren Sheppard
Jessica Souders	Melina Spitale	Andrea Startare
Justin Stevenson	Meghan Sullivan	Jean Marie Sutton
Christine Terruso	Robert Thompson	Annamarie Toppi
Michelle Troast	John Trussell	Kathleen Ward
Kathryn Wells	Colleen Yhost	Mary Ann Young
Alexis Zuccato		

11. Approval of the re-employment of the following certified faculty members for the 2025-2026 school year that will be acquiring tenure on September 2, 2025, with salaries to be determined:

Kristin Charlson	Brenna Damming	Deneen Dougherty
Chelsey Venuto		

12. Approval of the re-employment of the following non-tenured certified faculty members for the 2025-2026 school year, with salaries to be determined:

Jessica Alcorn (9/2/2026)	Jennifer Avila (9/2/2027)
Albert Bader (9/2/2027)	Tracy Beyrodt (9/2/2026)
Lindsey Coletta (9/2/2026)	Miranda Coughlan (9/2/2028)
Maria Delayo (9/2/2027)	Erin Durkin (9/2/2026)
Renee Gavio (9/2/2028)	Emily Gigliotti (9/2/2028)
Stephanie Guenther (9/26/2027)	Camryn Hackett-Slimm (9/2/2026)
Brittain Hurley (9/2/2027)	Paige Jacobucci (9/2/2027)
Shannon Maloney (9/2/2028)	Adrienne McGovern (9/2/2027)
Kelsey Minniti (9/2/2027)	Jessica Nguyen (9/2/2028)
Chelsea Nelson (9/2/2027)	Patricia Radka (9/2/2027)
Tydejah Roberts (9/2/2026)	Kimberly Rohrbacher (9/2/2026)
Michael Rossi (9/2/2028)	Jennifer Sedlak (7/2/2028)
Faith Schusler (9/2/2027)	Noelle Siniscalichi (2/12/2028)
Brittany Tocci (9/2/2026)	Joshua Tunstall (9/2/2026)
Sydney Wurst (9/2/2028)	Laura Wygant (1/2/2027)

13. Approval of the re-employment of the following 10-month Receptionists, effective September 1, 2025 through June 30, 2026, with salaries to be determined:

Coleen Short	Bridget Stankoski
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14. Approval of the re-employment of the following Special Education Teacher Assistants and Aides, effective September 1, 2025 through June 30, 2026, with salaries established to be determined:

Full-Time Special Education Teacher Assistants:

Mirna Paciello	Angela Storms
Donna Tocco	Jean Volgarino
Monica Zabala	

Part-Time Special Education Aides:

Sara Amanto	Dawn Archut
Lena Calce	Juanita Coceano
Stacey Comito	Ella DeVoe
Stephanie Juhring	Michelle Horn
Heather Laigaie	Alyssa Marsella
Kelly Newman	Alyssa Pastore
Lisa Pomante	Gina Rotoli
Dana Savvas	Carmela Schuck
Jennifer Strockbine	Linda Turk

15. Approval of the re-employment of the following Instructional Aides, effective September 1, 2025 through June 30, 2026, with salaries to be determined:

Heather Casserly	Kimberly DeAngelo
Martina Fuller	Susan Giancola
Jennifer Marks	Nancy Marucci

16. Approval of the re-employment of the following General Aides, effective September 1, 2025 through June 30, 2026, with salaries established to be determined:

5.0 Hours per day

Sharon Carlo	Pamela Cooke
Tomi Dolecki	Christine Gallagher
Marsella Drissel	Carmelina McCann
Christine McCormick	Karen Misuraco
Traci Pellecchia	Susan Robertson
Anne Rutledge	

3.25 Hours per day

Sherri Desilvio	Rita Lombardi
Barbara Marchese	Mary Matteo
Carole Raively	Eileen Woods

2.75 Hours per day

Katlyn Deschler	Julie Grant
Kathleen Misuraco	Veronica Poma
Deborah Sindoni	

17. Approval of the re-employment of the following Custodians, effective July 1, 2025 through June 30, 2026, with salaries to be determined:

Full-Time Custodians

Joseph Casey	Carl Chando
Sean Griffith	Vianey Hernandez
Alexander Hughes	Herbert Hymer
Jennifer Menasion	Michael Messina
Raymond Meyers	Sheila Nettleton
Andrew Oswald	

Part-time Custodians

Sharon McCann	Kenneth Menasion
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18. Approval of the re-employment of the following Bus Drivers for the district, effective September 1, 2025 through June 30, 2026:

Dennis Alston	BettyAnn Doerrmann
Dawn Errico	Scott Fischer
Peter Giancola	Elizabeth Gentile
Dorothea Hall	Frances Hall
Karen Mohrman	Linda Moneypenny-Reiter
Kimberlie Ogren	Kellee Parker
Valorie Revoir	Renee Rizzo
Michael Skipper	Ruby Stiles
Matthew Tarnecki	

19. Approval of the re-employment for the following Bus Aides for the district, effective September 1, 2025 through June 30, 2026:

William Allen	Terry Ballinger
Shirley Bundy	Catherine Eastlack
Richard McGee	MaryJane Page
Kathleen Sepulveda	

20. Approval of the re-employment of Susan Jones and Erika Mainart as 10-month, part-time School Nurse Aides, from September 1, 2025 through June 30, 2026 with salaries to be determined.
21. Approval of the following individuals as substitute summer custodians for the district on an as-needed basis, effective through September 30, 2025, at the currently-approved hourly and daily rates, pending receipt of required clearances:

Terry Ballinger
 Andrew Holland
 James Messina
 Susan Robertson
 Eileen Woods

Trevor Durkin
 Anthony Messina
 Rose Rainas
 Moises Sanchez

22. 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:

Dana Parisi – Bus Driver

Esther Cauch – Transportation 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 contracted Physical Therapist Services for the district as provided by Hope in Motion Physical Therapy, LLC at a rate of \$85.00 per hour up to 20 hours per month from July 1, 2025 through June 30, 2026, as needed. Evaluations are \$400.00 per PT evaluation, as needed. (*Attachment: Edu. #1*)
2. Approval of a contract staffing agreement with Professional Medical Staffing for LPN services, as needed, at a rate of \$55.00 per hour for the 2025-2026 school year. (*Attachment: Edu. #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

C. Administration

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

1. Authorizing the Awarding of Contracts for professional services for a one-year term commencing July 1, 2025 without competitive bidding:
 - 1) Board Auditor: Inverso & Stewart and their Peer Review
 - 2) Bond Counsel: Philip Norcross, Esquire of Parker McCay P.A.
 - 3) Architect of Record: Regan Young England Butera
 - 4) Health Equity: FSA Administrator
2. Authorizing the Awarding of a Contract as an Extraordinary Unspecifiable Service for Broker of Record for Health Benefit Insurance to Integrity Consulting Group for the 2025-2026 school year with compensation through the insurance carriers for Medical/Rx and Dental.
3. Authorizing the contract renewal pursuant to NJSA 18A:18A-42 for Broker of Record for Liability Insurance to Connor Strong & Buckelew Co., Inc. for the 2025-2026 school year at the standard commission rates applied to the area of coverage.
4. Authorizing the appointment of Phoenix Advisors as Harrison Township School District's Municipal Advisor and Continuing Disclosure Agent. (*Attachment: Admin. #4*)
Fees for Continuing Disclosure Services:
 - ❖ \$1,350 base fee, plus \$0 for each additional outstanding obligation, if filings are required.
 - ❖ \$450 per issue set-up charge, discounted to \$200 if Phoenix Advisors serves as Municipal Advisor on the transaction.
 - ❖ \$250 for each Event filing made under the SEC's Event Disclosure Rule. Phoenix Advisors waive the fee if engaged as Municipal Advisor.
 - ❖ \$250 for each Notice of Redemption made in connection with an outstanding term bond maturity.
5. Approval of the reimbursement of graduate tuition cost to Kelly Meagher following successful completion of the following course through Western Michigan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2026:
 - a. Professional Field Experience – August 27, 2025 through December 13, 2025 - \$2,394.30
6. Acknowledgement of safety drills conducted in the district schools:
 - a. Evacuation Drill
 - 1) Harrison Township School – April 25, 2025 (PM)
 - b. Fire Drill
 - 1) Pleasant Valley School – April 28, 2025 (PM)
 - c. Fire Drill
 - 1) Pleasant Valley School – May 5, 2025 (AM)

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. Second reading of board policy by Strauss Esmay: 7421 Indoor Air Quality Standards (*Attachment: Pol. #1*)
2. Second 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. Approval of the 2025-2026 Shared Services Agreement for School Bus Maintenance Services with the rates as follows: (*Attachment: Trans. #1*)
 - ❖ Hourly Rate \$71.50
 - ❖ Shop Fee \$20.00 per work order
 - ❖ State Inspection \$300.00 Annually
2. Approval of the Gloucester County Special Services School District 2025-2026 contract for Participation in Cooperative Transportation Services. (*Attachment: Trans. #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

F. Buildings & Grounds

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

1. Approval of Resolution to submit a waiver to the Executive County Superintendent requesting an alternate toilet room facilities for a pre-kindergarten and kindergarten classrooms for the 2025-2026 school year.
2. Approval of the following Use of Facility Rates for the 2025-2026 fiscal year as outlined below:

Hourly Charge	\$31.00 (No change)
<i>For Profit Entities:</i>	
HTS Classroom Space	\$200.00 per week (8 hour day)
	\$ 75.00 per week (3 hour day)
HTS Gym 3	\$350.00 per week (8 hour day)*
HTS Gym 1-2	\$330.00 per week (8 hour day)*
PVS Gym	\$200.00 Full Day*
	\$100.00 Half Day*
HTS Gym 3	\$550.00 per month

* = During Normal Operating Hours

3. Approval of the following group to utilize the facilities for the 2024-2025 and 2025-2026 fiscal years as outlined below:

<u>Name</u>	<u>Location/Date</u>	<u>Type of Use</u>
Casey Heitman/Heitman Hoops	PVS Gym 6/23/25 – 6/26/25	Basketball Clinic
Casey Heitman/Heitman Hoops	PVS Gym (Mon & Wed) 6/30/25 – 7/30/25	Basketball Clinic

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:

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, May 19, 2025 – 7:00 PM

AGENDA – Closed Session

1. Negotiations

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

**REGULAR MEETING
APRIL 28, 2025
7:00 PM**

Mrs. Shannon Williams, Board Vice President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:03 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 (<i>absent</i>)
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 Shannon Williams, Board Vice President of the Harrison Township Board of Education.

IV. President's Welcome:

2025-2026 Budget Presentation and Public Hearing

Dr. Peretti presented the 2025-26 proposed budget and referenced the information in the handout that was given to the Board members and the public. (*See Attachment A*)

Dr. Peretti opened up the Public Hearing to the Board members.

- Q.** Mr. Cavanaugh asked if this can be pushed forward or are they approving it tonight.
- A.** Dr. Peretti indicated that the approval must be tonight. This is the same as the tentative budget and special meeting for the Tax Levy Incentive Application, no additional items were added and the maintenance person was not approved on the application.
- Q.** Mr. Baron asked if there was any communication telling us why this was short notice. There is no consistency in the process.
- A.** Dr. Peretti indicated that known districts were given 24-48 hours' notice before their hearings and we were given three hours before the meeting.
- Q.** Mrs. Kendrick asked about what was removed.
- A.** Mrs. Ridgway responded that the State removed the maintenance person from the application approval, as it did not meet their definition of thorough and efficient education.
- Q.** Mr. Bright indicated that we expected this by Friday and it did not come until today. He asked if we are trending towards self-sufficiency.
- A.** Mrs. Ridgway responded that the State has been continually moving the bar between Local Fair Share and Adequacy. With the removal of over \$5 million of Equalization Aid, the State is making a statement that the district will be moving further towards local funding with little State aid contributed.

Dr. Peretti then opened up the Public Hearing to the public.

- There were no questions or comments from the public.

The public hearing was closed at 7:30 p.m.

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 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: Mrs. Bowen
Roll Call: (8-0)

Second: Mr. Bright
Carried: Yes

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella (Absent)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen
Mrs. Bowen reported that there was a meeting on April 23, 2025.
 - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop
Mrs. Coslop reported that there was a meeting earlier this evening and good ideas and future meetings were discussed.
 - 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 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

Motion: For the Board of Education to 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: Mr. Bright
Roll Call: (8-0)

Second: Mr. Baron
Carried: Yes

X. Superintendent's Report:

A. Personnel

Motion: For the Board of Education to approve 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.

Dr. Peretti wished Donna D'Amico the best in her retirement and thanked her for her service.

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	Sabrina Mosiondz – 1 to 2 Teacher
Tracy DeAngelo – 2 to 3 Teacher	Stacie Brown – 3 to 4 Teacher
Casey Heitman – 4 to 5 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	Andrea Startare
Olivia Langerhans	Heather Leonardi
Faith Schusler	Kathy Riggins
Michael Rossi	Sloane Gandler
Camryn Hackett-Slimm	

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	Emma Hartman
Michelle Horn	Alyssa Pastore
Lisa Pomante	Nancy Marucci
Kelly Newman	Linda Turk
Martina Fuller	Stephanie Guenther
Laurie Holland	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	Erin Durkin
Erika Mainart	

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	Macy Shaw – Teacher & General Aide
Loriel Dewedoff – General Aide	Esther Cauch – General Aide
17. Approval of the employment of Christopher DeSanto as School Business Administrator/Board Secretary effective July 1, 2025 through June 30, 2025 at a salary established at \$133,000.

Motion: Mrs. Coslop	Second: Mrs. Kendrick
Roll Call: (8-0)	Carried: Yes

B. Education

Motion: For the Board of Education to 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: Mr. Bright
Roll Call: (8-0)

Second: Mrs. Coslop
Carried: Yes

C. Administration

Motion: For the Board of Education to 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: Mrs. Bowen
Roll Call: (8-0)

Second: Mr. Cavanaugh
Carried: Yes

D. Policy

Motion: For the Board of Education to 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: Mrs. Coslop
Roll Call: (8-0)

Second: Mr. Baron
Carried: Yes

E. Transportation

None

F. Buildings & Grounds

None

XI. New Business:

1. Congratulations

Dr. Peretti congratulated the following staff members for their successful completion of their Doctorial program:

- a. Dr. Lori Hynes
- b. Dr. Tydejah Roberts

2. Thank you

Thank you to Wazs Works LLC (Brian Wasilewski) and Exleys Landscaping for the donation and installation of a replacement tree.

3. Clearview Middle School Musical Ad

The Board members were in agreement to support the Clearview Middle School Musical by purchasing a program ad.

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:43 p.m.

Motion: Mrs. Bowen
Roll Call: Voice

Second: Mrs. Coslop
Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 8:10 p.m.

Motion: Mr. Cavanaugh
Roll Call: Voice

Second: Mr. Bast
Carried: Yes

Motion: Approve the termination of employee #15552 as discussed in Executive Session, as of April 29, 2025.

Motion: Mr. Bright
Roll Call: (8-0)

Second: Mr. Cavanaugh
Carried: Yes

XVI. Adjournment:

There was no further business. A motion was made to adjourn at 8:11 p.m.

Motion: Mr. Bright
Roll Call: Voice

Second: Mrs. Kendrick
Carried: Yes

Respectfully Submitted,

Lisa Ridgway
Interim Board Secretary

CORRES. #1

May 13, 2025

RE: Shirley Bundy - Medical Leave

To Whom It May Concern:

I am writing to inform everyone that over the weekend I had a fall. On Monday after the morning bus runs I went to Urgent Care to be evaluated. They sent me to the hospital for further evaluation. It is with much regret that I have two cracked ribs and will be put out of work for the remainder of this school year. I apologize for any inconvenience this puts on the transportation department.

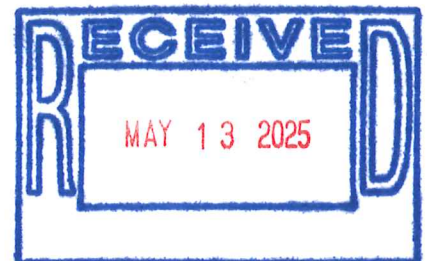
At this time I would like to request to utilize some of my accumulated sick time during my absence. A doctor's note will follow for verification.

Thank you in advance!

Sincerely,

Shirley A Bundy

Shirley Bundy



FIN. #1

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

<u>Account Name</u>	<u>Account No.</u>	<u>From</u>	<u>To</u>
<i>Current Expense</i>			
Purch Prof Services	11-214-100-320-34-0-180	\$ 280.31	
Sal - SE Aut X Comp HTS	11-214-100-101-11-E-180		\$ 280.31
Purch Prof Services	11-219-100-320-34-0-167	\$ 1,000.00	
Purch Prof Services	11-219-100-320-34-0-180	998.00	
Purch Prof Services	11-219-100-320-34-0-168		\$ 1,998.00
Bus Aides Salary	11-000-270-107-11-0-007	\$ 3,884.00	
Salary Trans Regular	11-000-270-160-11-5-007	12,588.13	
Bus Aides X Comp	11-000-270-104-11-E-007		\$ 7,684.86
Bus Drivers Reg X Comp	11-000-270-160-11-E-007		8,787.27
General Supplies Office	11-000-270-610-77-0-007	\$ 110.80	
Misc Purch Trans	11-000-270-593-55-0-007		\$ 110.80
Sal of Teachers - Subs	11-120-100-101-11-2-212	\$ 1,156.00	
RC Sub Teacher	11-213-100-101-11-2-267		\$ 1,156.00
Sal - SE RC Ex Comp HTS	11-213-100-101-11-E-167	\$ 324.13	
Sal - SE RC Aide Xcomp HTS	11-213-100-106-11-E-114		\$ 324.13
Health Benefits	11-000-291-270-55-0-000	\$ 19,817.97	
General Supplies	11-000-219-610-34-0-109		\$ 2,267.37
Custodial X Comp HTS	11-000-262-100-11-E-106		5,000.00
Custodial X Comp PVS	11-000-262-100-11-E-206		2,000.00
Natural Gas	11-000-262-621-55-0-206		10,000.00
Cleaning/Repair/Maint	11-000-262-420-55-0-106		550.60
Salaries of Teachers	11-000-216-101-11-0-266	\$ 9,563.37	
Purch Prof Services HtS PT	11-000-216-320-34-0-164		\$ 141.62
Purch Prof Services HTS OT	11-000-216-320-34-0-165		2,992.00
Purch Prof Services PVS Ext. Serv	11-000-216-320-34-0-267		6,429.75
Salaries Workshops HTS	11-000-223-104-22-3-124	\$ 59.78	
HTS Prof/Edu Svcs	11-000-223-320-22-0-124		\$ 59.78
Salaries - Other Professional	11-000-251-104-11-6-005	43,696.98	
Equipment	12-000-252-730-55-0-205		\$ 43,696.98
		<u>\$ 93,479.47</u>	<u>\$ 93,479.47</u>

HARRISON TOWNSHIP BOARD OF EDUCATION
April 30, 2025
CASH RECONCILIATION REPORT

<u>FUNDS AND ACCOUNTS</u>	<u>BEGINNING BALANCE</u>	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>ENDING BALANCE</u>
<u>GENERAL FUND - 10</u>				
GENERAL FUND	\$ 4,727,732.97	\$ 2,004,393.87	2,198,015.71	\$ 4,534,111.13
PAYROLL	15.76	886,435.61	886,434.36	17.01
PAYROLL AGENCY	170,481.78	597,279.09	615,682.41	152,078.46
UNEMPLOYMENT	117,194.66	168.57	-	117,363.23
FLEXIBLE SPENDING ACCT	9,421.12	1,735.39	624.93	10,531.58
<u>TOTAL GENERAL FUND</u>	<u>5,024,846.29</u>	<u>3,490,012.53</u>	<u>3,700,757.41</u>	<u>4,814,101.41</u>
<u>SPECIAL REVENUE FUND - 20</u>				
SPECIAL REVENUE	(83,592.14)	8,059.00	33,533.79	(109,066.93)
SCHOOL FUND	57,100.51	7,629.36	17,973.71	46,756.16
LIBRARY	12,830.76	714.52	1,174.31	12,370.97
<u>TOTAL SPECIAL REVENUE FUND</u>	<u>(13,660.87)</u>	<u>16,402.88</u>	<u>52,681.81</u>	<u>(49,939.80)</u>
CAPITAL PROJECTS - 30	120,801.99	-	106,153.13	14,648.86
DEBT SERVICE - 40	(27,141.99)	27,142.00	-	0.01
<u>TOTAL GOVERNMENTAL FUNDS</u>	<u>\$ 5,104,845.42</u>	<u>\$ 3,533,557.41</u>	<u>\$ 3,859,592.35</u>	<u>\$ 4,778,810.48</u>
ENTERPRISE FUND	131,589.40	39,492.76	43,829.25	127,252.91
<u>TOTAL ALL FUNDS</u>	<u>\$ 5,236,434.82</u>	<u>\$ 3,573,050.17</u>	<u>\$ 3,903,421.60</u>	<u>\$ 4,906,063.39</u>

RECONCILIATION OF BANK ACCOUNTS

<u>Bank Accounts:</u>	<u>Century ACCOUNT NUMBERS</u>	<u>BALANCES</u>
CUSTODIAN ACCOUNT	XXXXX5209	\$ 4,462,428.62
MAINTENANCE RESERVE	XXXXX5308	327,808.64
CAPITAL RESERVE	XXXXX5283	275,273.57
CAFETERIA	XXXXX5233	30,048.64
SCHOOL FUND	XXXXX0953	50,314.70
FLEXIBLE SPENDING ACCT	XXXXX5291	10,531.58
LIBRARY FUND	XXXXX5324	12,670.88
PAYROLL	XXXXX5217	1,267.81
PAYROLL AGENCY	XXXXX5225	172,130.72
UNEMPLOYMENT	XXXXX5275	117,363.23
		<u>5,459,838.39</u>
ADD: DEPOSIT IN TRANSIT		-
LESS: OUTSTANDING CHECKS		<u>553,775.00</u>
<u>TOTAL ALL ACCOUNTS</u>		<u>\$ 4,906,063.39</u>

Prepared by:
Angela Ottowski
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 4/30/2025 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$3,939,851.29
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	\$1,157,021.44	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,163,021.44
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	(\$20,053,304.31)	\$1,191,844.69
Total assets and resources			<u>\$6,888,977.26</u>

Starting date 7/1/2024 Ending date 4/30/2025 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	\$0.00
481	Deferred Revenues	\$5,100.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$5,100.00

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 4/30/2025 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$3,043,789.41

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 (\$17,537,337.87)		
	Less: Encumbrances (\$2,971,974.18)	(\$20,509,312.05)	\$1,868,647.02
	Total appropriated		\$6,567,701.11
	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		\$6,883,877.26
	Total liabilities and fund equity		<u>\$6,888,977.26</u>

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$22,377,959.07	\$20,509,312.05	\$1,868,647.02
Revenues	(\$21,245,149.00)	(\$20,053,304.31)	(\$1,191,844.69)
Subtotal	<u>\$1,132,810.07</u>	<u>\$456,007.74</u>	<u>\$676,802.33</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>\$656,007.74</u>	<u>\$676,802.33</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>\$656,007.74</u>	<u>\$676,802.33</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>\$836,646.90</u>	<u>\$496,163.17</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>\$836,646.90</u>	<u>\$496,163.17</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>\$836,646.90</u>	<u>\$496,163.17</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>\$836,646.90</u>	<u>\$496,163.17</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>\$836,646.90</u>	<u>\$496,163.17</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>\$836,646.90</u>	<u>\$496,163.17</u>
Less: Adjustment for prior year	(\$200,000.00)	(\$200,000.00)	\$0.00
Budgeted fund balance	<u>\$1,132,810.07</u>	<u>\$636,646.90</u>	<u>\$496,163.17</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2024 Ending date 4/30/2025 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	14,562,332	Under	1,167,153
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	20,053,304		1,191,845
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	7,128,775	(49,519)	7,079,256	5,584,625	1,274,013	220,618
10300	Total Special Education - Instruction	2,107,750	51,926	2,159,676	1,676,673	444,965	38,038
11160	Total Basic Skills/Remedial – Instruct.	1,163,400	44,000	1,207,400	958,116	236,748	12,536
12160	Total Bilingual Education – Instruction	300	0	300	0	0	300
22620	Total Other Supplemental/At-Risk Program	92,500	0	92,500	72,200	19,906	394
29180	Total Undistributed Expenditures - Instr	101,843	10,279	112,122	71,041	41,080	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	180,657	41,299	12,340
40580	Total Undistributed Expend – Speech, OT,	650,800	(3,955)	646,845	496,505	114,932	35,408
41660	Total Undist. Expend. – Guidance	211,875	1,875	213,750	169,751	41,713	2,286
42200	Total Undist. Expend. – Child Study Team	417,292	3,997	421,289	326,119	69,477	25,693
43200	Total Undist. Expend. – Improvement of I	374,314	(28,188)	346,126	284,531	59,955	1,641
43620	Total Undist. Expend. – Edu. Media Serv.	29,000	0	29,000	23,349	0	5,651
44180	Total Undist. Expend. – Instructional St	28,200	(0)	28,200	20,302	525	7,373
45300	Support Serv. - General Admin	378,998	28,188	407,186	332,992	49,875	24,320
46160	Support Serv. - School Admin	704,201	0	704,201	576,784	108,541	18,877
47200	Total Undist. Expend. – Central Services	360,587	(43,697)	316,890	245,213	28,663	43,014
47620	Total Undist. Expend. – Admin. Info. Tec	421,500	4,386	425,886	357,312	40,781	27,792
51120	Total Undist. Expend. – Oper. & Maint. O	2,136,461	38,877	2,175,338	1,836,852	188,939	149,547
52480	Total Undist. Expend. – Student Transpor	1,242,241	46	1,242,287	850,979	166,365	224,942
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,469,839	(33,597)	4,436,242	3,421,365	500	1,014,377
75880	TOTAL EQUIPMENT	0	47,197	47,197	0	43,697	3,500
76260	Total Facilities Acquisition and Constr	34,972	0	34,972	34,972	0	0
Total		22,306,144	71,815	22,377,959	17,537,338	2,971,974	1,868,647

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 10 GENERAL FUND

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		15,629,475	0	15,629,475	14,304,799	Under	1,324,676
00140	10-1310	Tuition from Individuals		50,000	0	50,000	84,245		(34,245)
00150	10-1320	Tuition from LEAs Within State		0	0	0	44,740		(44,740)
00250	10-14[2-4]0	Transportation Fees from Other LEAs		0	0	0	5,814		(5,814)
00300	10-1	Unrestricted Miscellaneous Revenues		50,000	0	50,000	118,955		(68,955)
00330	10-1	Interest Earned on Maintenance Reserve		10	0	10	3,780		(3,770)
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	20,053,304		1,191,845

Expenditures:

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		124,000	0	124,000	97,352	23,707	2,941
02080	11-110-___-101	Kindergarten – Salaries of Teachers		817,800	(3,000)	814,800	648,680	158,415	7,705
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		4,771,904	(78,926)	4,692,978	3,677,391	875,437	140,150
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		791,600	(14,830)	776,770	614,255	151,459	11,056
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	28,996	7,372	1,132
03080	11-190-1___-610	General Supplies		577,971	0	577,971	513,623	12,334	52,014
03100	11-190-1___-640	Textbooks		5,000	45,237	50,237	289	45,290	4,658
07000	11-213-100-101	Salaries of Teachers		1,130,950	(7,395)	1,123,555	897,721	224,629	1,205
07020	11-213-100-106	Other Salaries for Instruction		157,000	88,475	245,475	196,573	48,858	44
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	(19,336)	209,354	169,728	39,525	101
07520	11-214-100-106	Other Salaries for Instruction		363,900	(38,087)	325,813	258,574	66,310	929
07540	11-214-100-320	Purchased Professional-Educational Servi		5,650	(280)	5,370	0	0	5,370
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	50,503	6,675	8,582
08020	11-215-100-106	Other Salaries for Instruction		64,800	0	64,800	52,016	12,635	149
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	37,615	46,333	202
11000	11-230-100-101	Salaries of Teachers		934,900	56,000	990,900	791,304	197,544	2,052
11020	11-230-100-106	Other Salaries for Instruction		228,000	(12,000)	216,000	166,372	39,204	10,424
11100	11-230-100-610	General Supplies		500	0	500	440	0	60

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 4/30/2025 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	72,200	19,906	394
29000	11-000-100-561	Tuition to Other LEAs within the State -	0	12,871	12,871	8,367	4,504	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	101,843	(2,592)	99,251	62,675	36,576	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	165,892	39,588	1,874
30540	11-000-213-3__	Purchased Professional and Technical Ser	14,967	(1,500)	13,467	10,478	1,250	1,739
30580	11-000-213-6__	Supplies and Materials	13,475	0	13,475	4,287	460	8,728
40500	11-000-216-1__	Salaries	448,200	(143,413)	304,787	240,651	47,814	16,321
40520	11-000-216-320	Purchased Professional – Educational Ser	195,200	138,639	333,839	250,321	66,657	16,860
40540	11-000-216-6__	Supplies and Materials	7,400	820	8,220	5,533	461	2,226
41500	11-000-218-104	Salaries of Other Professional Staff	210,300	0	210,300	167,052	41,713	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	266,781	59,450	269
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	44,700	0	44,700	37,216	7,443	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	4,000	596	173
42160	11-000-219-6__	Supplies and Materials	3,300	2,458	5,758	4,487	1,088	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	283,498	59,897	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	58	210
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	15,681	0	1,819
44020	11-000-223-104	Salaries of Other Professional Staff	20,000	(860)	19,140	11,928	0	7,212
44080	11-000-223-320	Purchased Professional – Educational Ser	5,000	1,235	6,235	5,707	525	3
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	187,178	37,435	3
45040	11-000-230-331	Legal Services	65,000	0	65,000	60,444	0	4,556
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	3,896	11,104	0
45140	11-000-230-530	Communications/Telephone	35,850	0	35,850	28,272	508	7,070
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	11,936	827	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	2,743	0	7,657
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	9,500	0	1,153

Starting date 7/1/2024 Ending date 4/30/2025 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	411,307	82,261	940
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		143,663	0	143,663	112,449	23,608	7,606
46080	11-000-240-3__	Purchased Professional and Technical Ser		21,330	0	21,330	15,375	348	5,607
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series		9,000	0	9,000	6,907	1,381	711
46120	11-000-240-6__	Supplies and Materials		18,300	2,500	20,800	17,861	0	2,939
46140	11-000-240-8__	Other Objects		17,400	(2,500)	14,900	12,885	941	1,074
47000	11-000-251-1__	Salaries		315,682	(43,697)	271,985	212,867	25,874	33,243
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	2,817	0	588
47100	11-000-251-6__	Supplies and Materials		4,000	0	4,000	2,306	0	1,694
47180	11-000-251-890	Other Objects		9,000	0	9,000	7,861	0	1,139
47500	11-000-252-1__	Salaries		209,000	5,000	214,000	177,792	31,912	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	93,717	8,019	18,264
47580	11-000-252-6__	Supplies and Materials		80,000	4,386	84,386	78,303	850	5,232
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		178,261	7,950	186,211	166,740	13,622	5,849
48540	11-000-261-610	General Supplies		70,000	(5,462)	64,538	44,400	19,840	298
49000	11-000-262-1__	Salaries		672,000	13,000	685,000	584,691	94,208	6,101
49020	11-000-262-107	Salaries of Non-Instructional Aides		264,500	0	264,500	198,731	51,318	14,450
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		0	2,013	2,013	1,461	551	1
49120	11-000-262-490	Other Purchased Property Services		41,000	(865)	40,135	32,669	0	7,466
49140	11-000-262-520	Insurance		160,000	(4,260)	155,740	153,238	0	2,502
49160	11-000-262-590	Miscellaneous Purchased Services		13,500	0	13,500	5,534	5,904	2,062
49180	11-000-262-610	General Supplies		70,000	5,305	75,305	70,241	3,497	1,567
49200	11-000-262-621	Energy (Natural Gas)		110,000	10,000	120,000	107,869	0	12,131
49220	11-000-262-622	Energy (Electricity)		350,000	0	350,000	278,818	0	71,182
49280	11-000-262-8__	Other Objects		4,000	2,050	6,050	5,792	0	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	112,051	0	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	10,301	128,301	107,866	20,435	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -		573,241	(10,301)	562,940	431,142	88,713	43,086
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) -		68,000	0	68,000	38,296	8,926	20,778
52120	11-000-270-390	Other Purchased Prof. and Technical Serv		10,200	600	10,800	10,779	0	21
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		80,000	(600)	79,400	29,320	0	50,080
52200	11-000-270-503	Contract Serv.-Aid in Lieu Pymts-Non-Pub		115,000	0	115,000	74,256	31,779	8,965
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre		30,000	0	30,000	20,462	8,428	1,110
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) - ESC		10,000	18,000	28,000	21,674	5,941	385
52400	11-000-270-593	Misc. Purchased Services - Transportatio		32,800	111	32,911	31,541	1,370	0
52420	11-000-270-610	General Supplies		201,000	(18,065)	182,935	82,475	314	100,147

Starting date 7/1/2024 Ending date 4/30/2025 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	3,170	460	370
71020	11-000-291-220	Social Security Contributions	280,000	0	280,000	243,568	0	36,432
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	29,416	0	14,584
71160	11-000-291-260	Workmen's Compensation	140,000	0	140,000	129,758	0	10,242
71180	11-000-291-270	Health Benefits	3,454,617	(19,818)	3,434,799	2,562,179	500	872,120
71200	11-000-291-280	Tuition Reimbursement	35,000	0	35,000	14,179	0	20,821
71220	11-000-291-290	Other Employee Benefits	196,222	0	196,222	155,420	0	40,802
75680	12-000-252-73_	Undistributed Expenditures – Admin. Info	0	43,697	43,697	0	43,697	0
75700	12-000-261-73_	Undist. Expend. –Required Maint. For Sch	0	3,500	3,500	0	0	3,500
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	17,537,338	2,971,974	1,868,647

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		(\$109,066.93)
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	(\$494,559.66)	\$183,046.60

Total assets and resources

\$285,921.22

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$109,066.93)
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 4/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$36,935.00
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	\$709,379.75	
602	Less: Expenditures (\$425,948.22)		
	Less: Encumbrances (\$36,935.00)	(\$462,883.22)	\$246,496.53
	Total appropriated		\$283,431.53
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$31,773.49)
	Total fund balance		\$251,658.04
	Total liabilities and fund equity		<u>\$285,921.22</u>

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$709,379.75	\$462,883.22	\$246,496.53
Revenues	(\$677,606.26)	(\$494,559.66)	(\$183,046.60)
Subtotal	<u>\$31,773.49</u>	<u>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</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>(\$31,676.44)</u>	<u>\$63,449.93</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$31,773.49</u>	<u>(\$31,676.44)</u>	<u>\$63,449.93</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2024 Ending date 4/30/2025 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	108,996	Under	12,639
00830	Total Revenues from Federal Sources	471,632	15,704	487,336	307,379	Under	179,957
Total		621,933	61,854	683,787	494,560		189,227
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	24,816	32,800	57,616	43,846	4,200	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	13,530	0	5,727
88040	Nonpublic Handicapped Services	28,228	19,549	47,777	23,768	0	24,009
88060	Nonpublic Nursing Services	10,440	4,770	15,210	10,647	4,563	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	308,483	26,422	119,631
Total		621,933	61,854	683,787	425,948	36,935	220,904

Starting date 7/1/2024 Ending date 4/30/2025 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	108,996	Under	12,639
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	494,560		189,227

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	24,816	32,800	57,616	43,846	4,200	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	13,530	0	5,727
88040 20-50[-6-8-]___ Nonpublic Handicapped Services	28,228	19,549	47,777	23,768	0	24,009
88060 20-509-___-___ Nonpublic Nursing Services	10,440	4,770	15,210	10,647	4,563	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	134	0	19
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	330,188	6,905	337,093	242,354	26,422	68,317
88642 20-224-___-___ ARP-IDEA Preschool Grant Program	0	27,715	27,715	3,962	0	23,754
Total	621,933	61,854	683,787	425,948	36,935	220,904

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$14,648.86
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

\$218,809.18

Starting date 7/1/2024 Ending date 4/30/2025 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 4/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$306,370.18
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 (\$348,302.82)		
	Less: Encumbrances (\$215,420.18)	(\$563,723.00)	\$3,389.00
	Total appropriated		\$309,759.18
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		\$218,809.18
	Total liabilities and fund equity		<u>\$218,809.18</u>

Starting date 7/1/2024 Ending date 4/30/2025 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 4/30/2025 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	348,303	215,420	3,389
Total		476,162	90,950	567,112	348,303	215,420	3,389

Starting date 7/1/2024 Ending date 4/30/2025 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	77,517	13,433	0
89080	30-000-4__-45_ Construction Services	470,000	3,000	473,000	270,786	201,987	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	348,303	215,420	3,389

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.01
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$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	(\$486,250.00)	\$0.00

Total assets and resources \$0.01

Starting date 7/1/2024 Ending date 4/30/2025 Fund: 40 DEBT SERVICE 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

Starting date 7/1/2024 Ending date 4/30/2025 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		\$0.01

Starting date 7/1/2024 Ending date 4/30/2025 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)	(\$486,250.00)	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</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>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2024 Ending date 4/30/2025 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	320,925		0
0093A	Other	165,325	0	165,325	165,325		0
Total		486,250	0	486,250	486,250		0
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 4/30/2025 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	320,925		0
00890	40-3160	Debt Service Aid Type II	165,325	0	165,325	165,325		0
Total			486,250	0	486,250	486,250		0

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

April 2025 Ratified Bill List

FIN. #6a

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

05/01/25 08:39

Starting date 4/1/2025

Ending date 4/30/2025

Fund Totals

11	GENERAL CURRENT EXPENSE	\$363,723.82
60	ENTERPRISE FUNDS	\$523.98
	Total for all checks listed	\$364,247.80

April 2025

Ratified Bill List #1	\$	364,247.80
Ratified Bill List #2	\$	0.00
Ratified Bill List #3	\$	0.00
Payroll	\$	<u>1,483,607.44</u>
	\$	<u><u>1,847,855.24</u></u>

Prepared and submitted by: _____

Board President

Date

Starting date 4/1/2025

Ending date 4/30/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051236	04/01/25		8244	AETNA		12,825.60
	500206	07/12/24		24-25 Dental		\$12,825.60
051237	04/01/25		8243	BENECARD SERVICES, LLC		45,442.81
	500144	07/02/24		Rx Benefits		\$45,442.81
051238	04/01/25		A128	Harrison Twp. B.O.E. - T. Chappell (petty cash)		165.58
	500113	07/01/24		24-25 Petty Cash		\$165.58
051239	04/01/25		0868	HOME DEPOT CREDIT SERVICES		2,136.42
	500268	07/25/24		Supplies		\$2,136.42
051240	04/07/25		0221	VERIZON		193.99
	500180	07/03/24		Cell Phones		\$193.99
051241	04/08/25		8133	COMCAST BUSINESS		301.21
	500190	07/09/24		Cable, Phone & Fax		\$301.21
051242	04/08/25		8052	NEW JERSEY AMERICAN WATER		2,608.96
	500414	08/27/24		H2O Utility		\$2,608.96
051243	04/08/25		8247	SCHOOL HEALTH INSURANCE FUND		250,917.00
	500149	07/02/24		Health Ins.		\$250,917.00
051244	04/14/25		7152	ATLANTIC CITY ELECTRIC		28,956.71
	500335	08/12/24		Electric Utility		\$28,956.71
051245	04/14/25		9667	Comcast		1,825.61
	500258	07/25/24		Internet/Ethernet		\$1,825.61
051246	04/15/25		0621	SOUTH JERSEY GAS		12,977.94
	500366	08/14/24		Gas Utility		\$12,977.94
051247	04/23/25		9960	UGI Energy Services, LLC		5,691.87
	500426	08/27/24		Natural Gas Supply		\$5,691.87
051248	04/23/25		0225	WARREN'S HARDWARE		204.10
	500317	08/07/24		Supplies		\$204.10

April 15, 2025 Payroll

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

05/01/25 08:24

Starting date 4/1/2025

Ending date 4/15/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B41803	04/15/25		0086	HARRISON TWP BD/ED AGENCY ACCT		52,565.04
F41842	04/15/25		PAY	Payroll		684,869.04

Fund Totals

10	GENERAL FUND	\$37,416.19
11	GENERAL CURRENT EXPENSE	\$700,017.89
Total for all checks listed		\$737,434.08

Prepared and submitted by: _____

Board Secretary

_____ Date

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

05/01/25 08:25

Starting date 4/29/2025

Ending date 4/30/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B41936	04/29/25		0086	HARRISON TWP BD/ED AGENCY ACCT		53,223.38
F41937	04/30/25		PAY	Payroll		692,949.98

Fund Totals

10	GENERAL FUND	\$36,974.44
11	GENERAL CURRENT EXPENSE	\$709,198.92
Total for all checks listed		\$746,173.36

Prepared and submitted by: _____

Board Secretary

_____ Date

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

05/14/25 15:24

Starting date 5/19/2025

Ending date 5/19/2025

Fund Totals

10	GENERAL FUND	\$150.00
11	GENERAL CURRENT EXPENSE	\$174,189.41
12	CAPITAL OUTLAY	\$43,696.98
20	SPECIAL REVENUE FUNDS	\$14,551.22
30	CAPITAL PROJECTS FUNDS	\$99,429.42
60	ENTERPRISE FUNDS	\$35,951.07
	Total for all checks listed	\$367,968.10

Prepared and submitted by: _____

Board President

Date

Check Journal Harrison Twp Board of Ed
 Rec and Unrec checks Hand and Machine checks

05/14/25 15:24

Starting date 5/19/2025 Ending date 5/19/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051355	05/19/25		9296	Amazing Transformations		15,818.00
	500110	07/01/24	Services			\$15,818.00
051356	V 05/19/25	05/19/25		00.0 \$ Multi Stub Void	#051358 Stub	
051357	V 05/19/25	05/19/25		00.0 \$ Multi Stub Void	#051358 Stub	
051358	05/19/25		A120	Amazon Capital Services		4,298.42
	500192	07/10/24	ELA & Math Supplies			\$122.46
	501162	03/25/25	PE Equipment			\$720.00
	501189	03/31/25	Supplies			\$206.64
	501190	03/31/25	Teacher Supply			\$205.16
	501218	04/07/25	Supplies			\$27.05
	501227	04/08/25	Supplies			\$348.20
	501242	04/14/25	Supplies			\$579.57
	501243	04/14/25	Supplies			\$166.93
	501244	04/14/25	Supplies			\$229.73
	501245	04/14/25	Supplies			\$45.87
	501246	04/14/25	Supplies			\$31.98
	501252	04/15/25	Supplies			\$130.12
	501263	04/15/25	Books			\$52.40
	501276	04/28/25	Teacher Supply			\$39.89
	501277	04/28/25	Supplies			\$251.44
	501278	04/28/25	Supplies			\$211.97
	501287	04/29/25	Supplies			\$87.04
	501288	04/29/25	Supplies			\$169.27
	501289	04/29/25	Supplies			\$95.34
	501291	04/30/25	Supplies			\$296.18
	501298	05/05/25	Supplies			\$53.19
	501300	05/05/25	Supplies			\$194.73
	501321	05/12/25	Supplies			\$33.26
051359	05/19/25		A258	AME Inc.		99,429.42
	500345	08/12/24	HVAC			\$99,429.42
051360	05/19/25		7814	ARCHBISHOP DAMIANO SCHOOL		4,685.12
	500135	07/02/24	Tuition			\$4,685.12
051361	05/19/25		A293	Audubon Plumbing Supply		1,556.62
	501238	04/14/25	Supplies			\$513.57
	501293	05/07/25	Supplies			\$988.91
	501318	05/12/25	Supplies			\$54.14
051362	05/19/25		0655	BERKETT; JOHN		6,231.91
	501336	05/14/25	Tuition			\$6,231.91
051363	05/19/25		0810	BRATTELLI LLC; VERONICA		2,992.00
	500522	09/12/24	OT Services			\$2,992.00
051364	05/19/25		A306	Cardio Partners, Inc.		161.00
	501261	04/15/25	Supplies			\$161.00

Check Journal Harrison Twp Board of Ed
 Rec and Unrec checks Hand and Machine checks

05/14/25 15:24

Starting date 5/19/2025 Ending date 5/19/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051365	05/19/25		0792	CARROLL; COLLEEN		750.00
	500321	08/06/24		OT Services		\$750.00
051366	05/19/25		0038	CLEARVIEW REGIONAL SCHOOL DISTRICT		14,962.50
	500456	09/04/24		Joint Transp.		\$2,809.21
	500547	09/18/24		Diesel Fuel		\$1,560.29
	500716	11/06/24		Aid-in-Lieu		\$10,593.00
051367	05/19/25		7599	CM3 BUILDING SOLUTIONS, INC.		5,533.00
	501266	04/23/25		Labor		\$684.00
	501312	05/12/25		Service		\$3,496.00
	501331	05/13/25		Service		\$1,353.00
051368	05/19/25		8214	DATA RECOGNITION CORP.		3,875.10
	501038	02/18/25		Service Scoring		\$3,875.10
051369	05/19/25		6793	DELL COMPUTER CORPORATION		43,696.98
	501285	04/28/25		Supplies		\$43,696.98
051370	05/19/25		A301	Everything2Go.com		1,088.00
	501233	04/09/25		Table		\$1,088.00
051371	05/19/25		A288	Facilities Management Express, LLC		5,600.00
	501251	04/14/25		Subscription		\$5,600.00
051372	05/19/25		0532	FLEXON; CHAD		500.00
	501323	05/12/25		Dis. Insurance		\$500.00
051373	05/19/25		0072	G.C.S.S.S.D.		1,521.00
	500807	11/25/24		NP Nursing		\$1,521.00
051374	05/19/25		1073	GATEWAY REGIONAL HIGH SCHOOL DISTRICT		16,666.00
	500416	08/27/24		24-25 Behavior Services		\$16,666.00
051375	05/19/25		1055	GCSSSD - CRESS		6,669.00
	500480	09/09/24		HB Instruction		\$3,825.00
	500481	09/09/24		Speech Therapy		\$660.00
	500679	10/21/24		Deaf Services		\$149.00
	500796	11/21/24		O.T.		\$660.00
	500797	11/21/24		P.T.		\$1,375.00
051376	05/19/25		0037	GLOUCESTER CTY SPEC SERVICES		6,469.01
	500512	09/11/24		1:1 Aide		\$3,696.00
	500544	09/18/24		Transp. Agreement		\$2,773.01
051377	05/19/25		0057	GLOUCESTER TOWNSHIP BOE		1,358.69
	501044	02/21/25		Tuition		\$1,358.69
051378	05/19/25		0081	GOPHER SPORTS EQUIPMENT		886.09
	501171	03/25/25		PE Equipment		\$886.09
051379	05/19/25		A196	Gorman, DAnella & Morlok		1,548.00
	500318	08/07/24		Legal Services		\$1,548.00
051380	05/19/25		1169	GRAINGER		388.31
	501273	04/28/25		Parts		\$388.31
051381	05/19/25		0859	HEENAN, LISA		500.00
	501282	04/28/25		Dis. Reimb.		\$500.00

Check Journal
Rec and Unrec checks

Harrison Twp Board of Ed
Hand and Machine checks

05/14/25 15:24

Starting date 5/19/2025

Ending date 5/19/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051382	05/19/25		7121	HILLYARD / MID-ATLANTIC		3,506.31
	501154	03/24/25		Supplies		\$1,090.44
	501225	04/08/25		Supplies		\$1,987.04
	501240	04/14/25		Supplies		\$428.83
051383	05/19/25		8032	HOFFMAN'S EXTERMINATING		370.00
	500150	07/02/24		Pest Control		\$370.00
051384	05/19/25		6807	ILLI; COLLEEN		323.21
	501307	05/06/25		Supplies		\$323.21
051385	05/19/25		A296	Jarvis Electric Motors, Inc.		1,955.75
	501265	04/23/25		Parts & Labor		\$1,186.35
	501275	05/06/25		Parts & Labor		\$769.40
051386	05/19/25		0326	JC MAGEE SECURITY SOLUTIONS, INC.		822.50
	501310	05/12/25		Closures		\$620.00
	501314	05/12/25		Labor		\$202.50
051387	05/19/25		9125	Johnson Controls Fire Protection LP		188.00
	501309	05/12/25		Service		\$188.00
051388	05/19/25		0241	JONES SCHOOL SUPPLY CO., INC.		343.35
	501257	04/15/25		Supplies		\$343.35
051389	05/19/25		A289	KCS Recycling & Disposal		624.75
	501237	04/14/25		Service		\$624.75
051390	05/19/25		0857	KINGSWAY REGIONAL SCHOOL DIST.		2,256.14
	500310	08/06/24		Bus Repairs & Maint.		\$2,256.14
051391	05/19/25		7491	KLEEN AIR SYSTEMS, INC.		8,600.00
	501211	04/07/25		Duct Cleaning		\$8,600.00
051392	05/19/25		7701	LARC SCHOOL		19,384.92
	500101	07/01/24		24-25 SY		\$19,384.92
051393	05/19/25		A308	MacNeil; Nicholas		150.00
	5J0021	05/14/25		Db 10-481 / Cr 10-101		\$150.00
051394	05/19/25		0075	NJ ADVANCE MEDIA		526.44
	501283	04/28/25		Public Notice		\$526.44
051395	05/19/25		9862	NJ E-ZPass		300.00
	501302	05/06/25		Toll Replenish		\$300.00
051396	05/19/25		9080	NJ MOTOR VEHICLE COMMISSION		350.00
	501290	04/29/25		Reg. Renewals		\$350.00
051397	05/19/25		0124	NJSCA		255.00
	500918	01/13/25		Conference		\$255.00
051398	05/19/25		A294	Northeast Services LLC		570.00
	501274	04/28/25		Service		\$570.00
051399	05/19/25		0025	NUTRI-SERVE FOOD MGMT., INC.		35,951.07
	500586	09/25/24		Caf. Expenses		\$35,951.07
051400	05/19/25		A233	Pandolfo DC; Mark P.		110.00
	501281	04/28/25		DOT Physical		\$110.00

Check Journal Harrison Twp Board of Ed
 Rec and Unrec checks Hand and Machine checks

05/14/25 15:24

Starting date 5/19/2025 Ending date 5/19/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051401	05/19/25		0993	PERETTI; MARGARET		262.48
	501328	05/12/25		Supplies		\$262.48
051402	05/19/25		8270	PRECISION AUDIO		850.00
	501284	04/28/25		Supplies		\$850.00
051403	05/19/25		9875	Professional Medical Staffing		6,045.00
	500325	08/06/24		Nurse		\$6,045.00
051404	05/19/25		7445	RICOH USA, INC.		4,760.83
	500184	07/08/24		Copier leases		\$4,760.83
051405	05/19/25		0950	RODANO; ANNALISA		500.00
	501324	05/12/25		Dis. Reimbursement		\$500.00
051406	05/19/25		A281	Russo, Karen		51.38
	501325	05/12/25		Supplies		\$51.38
051407	05/19/25		9647	Salem County Special Services School District		774.00
	501111	03/11/25		Home Instruction		\$774.00
051408	05/19/25		9814	Service Tire Truck Centers		925.94
	501329	05/12/25		Bus Parts		\$925.94
051409	05/19/25		A284	SPOT Therapy		600.00
	501047	02/24/25		PT Services		\$600.00
051410	05/19/25		0906	SPS MECHANICAL INC.		247.50
	501269	04/23/25		Labor		\$247.50
051411	05/19/25		0415	STAPLES ADVANTAGE		717.38
	501296	05/05/25		Supplies		\$717.38
051412	05/19/25		9858	Steves Auto Supply		74.28
	501270	04/23/25		Bus Parts		\$74.28
051413	05/19/25		0673	TAG'S AUTO SUPPLY, INC.		207.58
	501292	05/06/25		Supplies		\$180.78
	501330	05/13/25		Parts		\$26.80
051414	05/19/25		9853	Toppi; Annamarie		94.95
	501280	04/28/25		Supplies		\$35.96
	501308	05/06/25		Supplies		\$58.99
051415	05/19/25		A267	TRANE U.S. Inc.		878.00
	501250	04/14/25		Supplies		\$878.00
051416	05/19/25		7344	TRISTATE HVAC EQUIPMENT, LLC		16,451.54
	501210	04/07/25		Parts & Labor		\$16,285.64
	501320	05/12/25		Supplies		\$165.90
051417	05/19/25		0573	UPS Supply Chain Solutions, Inc.		127.96
	501333	05/13/25		Shipping		\$127.96
051418	05/19/25		0055	W.B. Mason		749.00
	501134	03/18/25		Water		\$749.00
051419	05/19/25		0310	WageWorks, Inc.		97.25
	500263	07/25/24		Benefit Admin fees		\$97.25

Starting date 5/19/2025

Ending date 5/19/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051420	05/19/25		0225	WARREN'S HARDWARE		428.99
	500317	08/07/24		Supplies		\$428.99
051421	05/19/25		A261	Wax; Dr. Craig M.		625.00
	500415	08/27/24		District Physician		\$625.00
051422	05/19/25		9889	WILSON LANGUAGE TRAINING CORP.		540.00
	501271	04/23/25		Supplies		\$540.00
051423	05/19/25		0231	WOLFINGTON BODY COMPANY, INC.		484.99
	501272	04/23/25		Bus Parts		\$226.19
	501286	04/29/25		Bus Parts		\$13.05
	501303	05/06/25		Bus Parts		\$245.75
051424	05/19/25		9363	Wristband Resources		6,456.00
	501267	04/17/25		Supplies		\$6,456.00
051425	05/19/25		A251	Yung; Sarah		1,246.44
	501177	04/01/25		Mileage		\$1,246.44

HARRISON TOWNSHIP BOARD OF EDUCATION
MULLICA HILL, NEW JERSEY

RESOLUTION: **A RESOLUTION APPROVING THE PURCHASE OF GOODS OR SERVICES THROUGH THE USE OF STATE CONTRACTS**

WHEREAS; New Jersey Statute 18A:18A-10 allows a board of education, without advertising for bids, by resolution to purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property.

BE IT RESOLVED: **That the Board of Education of Harrison Township approves the following state contract vendors for the fiscal year 2025-26:**

<u>Vendor</u>	<u>Goods or Service</u>	<u>State Contract No.</u>
School Specialty	School & Office Supplies	22-Food-06175
WB Mason	School & Office Supplies	89850
Dell	Computers	M0483/19TELE00656
Ricoh USA	Copiers & Supplies	140602/PAM2075
Gov Connection	Technology Access Points	NCPA01-44
Northeast Mechanical (T1372)	HVAC, Electrical	24-GNSV1-97475
Northeast Plumbing	HVAC, Plumbing, Electrical	24-GNSV1-97474

Dated: May 19, 2025

Stacey Muscarella, President
Harrison Township Board of Education

Attest: _____
Lisa M. Ridgway, Board Secretary

Agreement for Professional Services
Between
Gloucester County Special Services School District
and
HARRISON TOWNSHIP School District

<p style="text-align: center;">CRESS 25-26 sy</p>
--

This agreement is made and entered into by the HARRISON TOWNSHIP School District ("School District") and the Gloucester County Special Services School District ("GCSSSD") for Professional Services in the 2025-2026 school year. This Agreement shall commence on July 1, 2025.

I. Responsibilities of GCSSSD:

- A. GCSSSD will provide the following Professional Services, as requested by the School District. Related Services including evaluation, treatment, consultation, staff recruitment and supervision, and training for:
 - a. Assessments
 - 1. Augmentative/Assistive Technology
 - 2. Functional Behavior
 - 3. Related Services (OT, PT, Speech)
 - 4. Specialized Speech-Language
 - b. Educational Consultation Services
 - 1. Autism Consultation/Support
 - 2. Behavior Consultation/Support
 - 3. Educational Associate/Program Assistant
 - c. Professional Development
 - 1. In-Service Training/Workshops
 - 2. Sign Language Instruction
 - d. Professional Services
 - 1. Augmentative/Assistive Technology Consultation
 - 2. Behavior Consultation
 - 3. Educational Consultant
 - 4. Educational Interpreter with Sign Language
 - 5. Homebound Instructor
 - 6. Inclusion Services
 - 7. Itinerant Specialized Teaching
 - 8. Occupational and Physical Therapy
 - 9. Occupational and Physical Therapy Assistant
 - 10. Parent Workshops
 - 11. Sign Language Instruction
 - 12. Social Worker
 - 13. Speech-Language Therapy
 - 14. Teacher of the Deaf
 - 15. Deaf/Hard of Hearing/Cochlear Implant
- B. GCSSSD will provide services, records, and reports in accordance with all regulations affecting the School District in force during the period of this agreement.
- C. The Professional Services provided by GCSSSD will be in response to specific written requests (Service Proposal) from the School District. All services provided will comply with applicable New Jersey state and federal regulations.
- D. GCSSSD will ensure that all staff is appropriately certified as required by New Jersey State regulations to perform these Professional Services. Staff will be assigned and evaluated by the GCSSSD.
- E. GCSSSD staff will collaborate with School District staff in the provision of the Professional Services.

- F. GCSSSD shall bill the School District and provide the School District with a monthly record for Professional Services rendered upon request.
- G. GCSSSD will maintain general liability, auto liability and school board liability insurance throughout the term of this agreement. Such limit for each line of insurance shall not be less than \$1,000,000 per occurrence/claim/incident. Upon request from the School District, evidence of such insurance will be made available to the School District by GCSSSD.
- H. GCSSSD will maintain workers' compensation coverage in accordance with the applicable New Jersey Statutes for their employees throughout the term of this agreement. Upon request from the School District, evidence of such insurance will be made available to the School District by GCSSSD.

II. Responsibilities of the School District:

- A. The School District shall make available to the GCSSSD all records and information relevant to the School District and relevant to students for whom the Professional Services are being rendered on a timely basis.
- B. To assist GCSSSD in fulfilling its responsibilities under this agreement, the School District shall provide, at the School District's expense, all necessary supplies and equipment including wi-fi access to meet the needs of GCSSSD in connection herewith as determined in consultation with the School District.
- C. The School District will provide adequate facilities for the services to be performed on the School District premises.
- D. The School District shall pay the fees as provided on the attached appendix and make payment in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
- E. The School District Child Study Team Director will send a Request for Services form to CRESS. Once CRESS determines the service request can be fulfilled a Service Proposal defining the start date and cost of the services to be rendered will be generated and the Service Proposal will be sent to the School District. The Service Proposal is used as a basis for the contract and serves as an agreement to initiate billable services.
- F. The School District understands and agrees that request for services is in great demand and that GCSSSD faces competition from a variety of persons and entities, and further that GCSSSD's workforce requires substantial and continuous expenditures of time and money to develop and maintain the quality of services expected by client districts. The School District also recognizes and acknowledges that by reason of its engagement of GCSSSD, the School District will be introduced to GCSSSD's employees and contracted therapists. During the Term of this Agreement and for a period of twelve (12) months following the Term, the School District agrees not to solicit, contact, divert, encourage or induce any person who is (or was within the previous twelve (12) months) an employee, associate, consultant, agent or representative of GCSSSD to leave the employ of GCSSSD or hire such person or in any way interfere with GCSSSD's relationship with such person, without GCSSSD's prior written consent.
- G. The School District agrees that it would be extremely difficult to measure the damages that might result from any breach of this Section. Therefore, the School District agrees that, upon a breach of Section F, the School District shall pay to GCSSSD liquidated damages equal to the cost of services for one full school year based on the level of services previously provided by the employee, associate, consultant, agent or representative of GCSSSD. The parties hereto agree that the non-compete clause contained herein is reasonable and shall abide by same.
- H. The School District will pay all additional costs generated by unique requests. The School District will be billed for student(s) who do not report for their scheduled assessment. When student(s) fail to report for any other scheduled service or services, the School District will be billed at the fee listed on the attached fee chart.
- I. When services requested are not utilized, the School District will be billed for sixty (60) school days as if the services were being utilized. If the service provider is assigned to another school district within the sixty (60) days billing will cease at the inception of the new assignment.

- J. It is understood that GCSSSD shall not be held responsible for the failure of a specialist/therapist/professional or other contracted/hourly individual to provide services, but will make reasonable effort to provide alternative services should such failure occur.
- K. The amount of all legal fees and costs incurred by GCSSSD in relation to contracted services with the School District, whether for disciplinary action, termination, or any other matter in which GCSSSD deems in its sole discretion it has the need for such legal services, shall be borne by GCSSSD.

Additional Understandings:

This Agreement shall be effective as of the later date of party execution.

Both parties will promote a coordinated effort by mutual periodic evaluation of the program.

The services contracted include time for direct service, preparation, and travel. Additional Professional Services beyond the contractual hours/days as requested by the School District in writing (i.e. interpreting for extracurricular activities, attendance on a field/class trip, etc.) will be billed at the specified rate as designated on the attached fees appendix.

The total amount for a school year is based on up to and including 37 weeks of service.

A "day" of service is 7 hours (.5 hour for lunch is not billed to the School District).

Schedule of services will be determined in conjunction with the GCSSSD Professional Staff member assigned to the School District and designated School District officials.

This Agreement shall be governed by, construed, and interpreted under the common and statutory law of the State of New Jersey, unless superseded by any applicable Federal law or regulation, without regard to New Jersey's choice of law rules.

If any paragraph or portion of any paragraph or any part of this Agreement is determined to be invalid, null or void for any reason whatsoever, then remaining parts or portions of this Agreement shall continue in full force and effect and shall not be affected in any way by the parts or portions determined to be invalid.

This Agreement constitutes the entire understanding between and among the parties hereto and all prior agreements, understandings, and covenants are hereby terminated.

This Agreement may be amended only by the written consent of both parties. The School District must provide notice by April 15 of the intent not to renew the contract for the upcoming school year. Failing such notice, this Agreement shall renew for an additional successive one (1) year period upon the same terms and conditions contained herein. Prior to termination, any and all past due balances owed to GCSSSD will be paid in full.

Board President

HARRISON TOWNSHIP Board of Education

Board President

Board of Education of the Special Services
School District of the County of Gloucester

Business Administrator/Board Secretary

HARRISON TOWNSHIP Board of Education

Business Administrator/Board Secretary

SCHOOLS FOR NEURODIVERSITY
GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT CRESS
1340 Tanyard Road • Sewell, NJ 08080 Ph.: 856-415-7530
Kathleen Monti, Director of Educational Support Services • Dana Lamonica, Supervisor, CRESS

FEES - 2025-2026

PROGRAM/SERVICE		IN-COUNTY		OUT-OF-COUNTY	
Professional Services					
• Occupational and Physical Therapy		\$617.00	per diem	\$699.00	per diem
		\$112.00	per hour	\$126.00	per hour
• Occupational Therapy Assistant and Physical Therapy Assistant		\$428.00	per diem	\$510.00	per diem
		\$105.00	per hour	\$121.00	per hour
• Speech-Language Therapy (in-district/school services)		\$617.00	per diem	\$698.00	per diem
		\$112.00	per hour	\$126.00	per hour
• Educational Interpreter with Sign Language		\$464.00	per diem	\$508.00	per diem
	(Hourly-2 hour minimum)	\$104.00	per hour	\$14.00	per hour
• Educational Interpreter with Sign Language - GCSSSD ESY Program		\$387.00	per diem	\$425.00	per diem
• Teacher (Special Education or Teacher of the Deaf/Hard of Hearing)		\$617.00	per diem	\$699.00	per diem
		\$112.00	per hour	\$126.00	per hour
• Homebound Instructor		\$104.00	per hour	\$110.00	per hour
• Educational Associate		\$55.00	per hour	\$67.00	per hour
• Social Worker (Direct)		\$617.00	per diem	\$699.00	per diem
		\$112.00	per hour	\$126.00	per hour
• Care Manager Assessor		\$71.00	per hour	\$500.00	per diem
• Subsitute Nurse - Bankbridge Schools	Full	\$433.00	per diem		
	Half Day - 3 hours	\$250.00	per diem		
Educational Consultation Services					
• Behavior, Inclusion, Assistive Technology, Reading and Writing Supports, Speech, Deaf/Hard of Hearing/Cochlear Implant, Teacher of the Handicapped/Students with Disabilities					
		\$795.00	per diem	\$816.00	per diem
• Social Worker Consultation		\$134.00	per hour	\$152.00	per hour
Assessments					
• Assistive Technology (Communication)		\$2,244.00	per	\$2,448.00	per
• Assistive Technology (Reading and Writing Supports)		\$1,632.00	per	\$1,938.00	per
• Functional Behavior Assessment (FBA)		\$1435.00	per	\$1596.00	per
• Related Services Evaluations (OT, PT, Speech-Language)		\$479.00	per	\$525.00	per
• Specialized Evaluation		\$719.00	per	\$801.00	per
Professional Development					
• In-Service Training/Workshop*	Full Day - 6	\$1,433.00	per	\$1,739.00	per
	Half Day - 3 hours	\$714.00	per	\$869.00	per
	Less Than Half Day	\$367.00	per	\$464.00	per
Rowan Medicine Center					
• Physical Therapy		\$150.00	per hour		
• Physical Therapy Assistant		\$125.00	per hour		
• Occupational Therapy		\$130.00	per hour		

Board approved 3/11/25

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

IDEA 25/26

**Agreement to Provide Additional Remedial Services
for Nonpublic I.D.E.A. Students****2025-2026 School Year**


FIN. #12

In consideration of the terms and conditions set forth below, **Gloucester County Special Services School District** (referred to as GCSSSD) and **Harrison Township School District** (referred to as the District), it is agreed as follows:

1. GCSSSD shall provide to the District local district I.D.E.A. instructional services for eligible nonpublic students who attend a nonpublic school in the District during the 2025-2026 school year effective July 1, 2025 and terminating June 30, 2026. The instruction will be provided in compliance with all applicable federal and state regulations at the site of the nonpublic students' school. GCSSSD will maintain the student records on site for the school year.
2. The District shall confirm the initial list of eligible I.D.E.A. nonpublic school students to be served.
3. The District shall pay to GCSSSD a sum not to exceed the I.D.E.A. allotment for the 2025-2026 school year. Payments shall be made within forty-five days from date of bill.
4. Notice of termination of services for the 2025-2026 school year must be provided in writing by either party by June 30, 2026.
5. This Agreement constitutes the entire understanding of the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.
6. If any provision or part of this Agreement shall be deemed unlawful or invalid for any reason, only such provision(s) or part(s) shall be eliminated, and the remaining provision(s) or part(s) hereof shall remain valid and binding upon the parties.

Intending to be legally bound, the authorized representatives of GCSSSD and the District have executed this agreement on the dates indicated below based on duly adopted resolutions authorizing this agreement.

Business Administrator/Board Secretary
Harrison Township School District



Business Administrator/Board Secretary
Gloucester County Special Services School District

4/3/2025

Date_____
Date_____
Witness

Witness

4/3/2025

Date_____
Date

4/3/2025

**AGREEMENT BETWEEN
HARRISON TOWNSHIP BOARD OF EDUCATION
AND
HOPE IN MOTION PHYSICAL THERAPY LLC**

Agreement made on July 1, 2025 by and between Hope In Motion Physical Therapy LLC.
(hereinafter referred to as "HOPE") and Harrison Township Schools (hereinafter referred to as "School").

WITNESSETH

Whereas, School desires to engage the services of HOPE, an LLC which arranges for licensed professionals to provide physical therapy services for the benefit of School's clients and their care: and

Whereas, HOPE is willing to provide School a therapy program including certain services and therapist, and is registered/licensed and practicing their profession under the laws of this State;

In consideration of the mutual consideration herein set forth, the parties, intending to be legally bound hereby agree as follows:

1. The therapy services provided by HOPE shall be of good quality and performed in accordance with reasonable rules, regulations and policies of the School, a copy of which are attached.
2. HOPE shall furnish to such clients of the School, as designated by the School during the term of this Agreement, such therapy services as are deemed necessary on a case-by-case basis as determined by HOPE and Administrator of the School.
3. HOPE shall be responsible for the coordinating, scheduling and providing of staff for the services to be rendered.
4. In fulfilling this Agreement, HOPE shall consult and communicate with the Administrator, teachers, and when appropriate, others involved in client care.
5. This Agreement shall commence on July 1, 2025. Either party may terminate this Agreement if the other party defaults in the performance of or compliance with any of its duties or obligations hereunder and fails to cure such defaults within fourteen (14) days after receipt of written notice thereof. Upon termination, the parties shall have no further liability or obligation under the Agreement, except as provided herein. Prior to termination, any and all past due balances owed to HOPE will be paid in full. Final invoice for services rendered will be provided by HOPE within five (5) days of said termination and will be required to be paid by School within fifteen (15) days of receipt unless other arrangements have been agreed upon by both parties. This Agreement shall be for a period commencing on July 1, 2025 through June 30, 2026. Termination may be made by either party by providing sixty (60) days written notice prior to the anniversary date. Failing notice of termination, this Agreement shall renew for an additional successive one (1) year period upon the same terms and conditions contained herein. This Agreement may be amended at any item subject to mutual written agreement of the parties hereto.
6. HOPE agrees to provide, as requested, customary and reasonable in-service education programs to the personnel of the School, in areas related to therapy at the regular hourly rate. This charge will include preparation time to be agreed upon by HOPE and the School in advance; hours for such in-service will need to be pre-approved.

7. HOPE shall be covered by professional liability insurance in connection with therapy services performed in the School in an amount not less than \$1,000,000 per claim/\$3,000,000 aggregate. HOPE shall provide the School proof of such coverage in the form of a copy of policy or certificate within thirty (30) days of commencement of Agreement.
8. School shall assume all administrative responsibility as listed for the therapy services provided under the terms of the Agreement.
9. To assist HOPE with fulfilling its responsibilities under the Agreement, School shall provide, at School's sole expense, all necessary supplies, therapy equipment and use of office equipment to meet the needs of HOPE in connection herewith as determined in consultation with School.
10. School shall provide adequate, clean space in an area designated for therapy services, which is suitable to meet client needs. School shall make available to HOPE adequate space and facilities, including workspace, to perform administrative tasks in connection with HOPE clinical services hereunder.
11. School shall compensate HOPE for all therapy services rendered at the rate of \$85 per hour for HOPE, including direct client therapy, consultation services, travel time, screenings, preparation and planning of treatment reports, attendance at required meetings and in-service presentation. HOPE agrees to provide up to 20 hours per month of services for 10 months (regular school year) plus up to 30 hours from July 1, 2025 through August 31, 2026 (including ESY). Each day of treatment will include approximately 10% time for non-contract functions inclusive of therapy preparation, documentation. The rate for evaluations will be \$400 per evaluation including assessment time, observations, and writing of reports. The School Administrator in coordination with HOPE will approve any changes in hours.
12. HOPE shall bill School for services rendered on a monthly basis. School shall remit all amounts payable to HOPE within thirty (30) days following receipt of each such invoice/statement.
13. Both parties agree to comply with the requirements of the Title VI Civil Rights Act of 1964.
14. Any notice required under the Agreement shall be in writing, sent by certified mail return receipt requested, to the respective parties at the addresses indicated below:

In the case of the School:

Harrison Township School
120 North Main Street
Mullica Hill, NJ 08062
Attn: Lori Hynes

In the case of HOPE

Hope In Motion Physical Therapy, LLC
14 Marino Drive
Clarksboro, NJ 08020
Attn: Christianna Farrell

15. HOPE agrees to keep and make available all of its books, documents and records during the term of the Agreement and for a period of three (3) years after the termination of the Agreement.
16. This Agreement constitutes the entire understanding the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.
17. If any provision or part of the Agreement shall be deemed unlawful or invalid for any reason only such provision or part(s) shall be eliminated, and the remaining provisions or parts hereof shall remain valid and binding upon the parties.

18. This Agreement shall be governed by and construed in accordance with the applicable laws of the State of New Jersey.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto set their hands and seals.

Date: _____

**HOPE IN MOTION PHYSICAL
THERAPY, LLC**

By: _____
Witness

By: _____

Date: _____

HARRISON TOWNSHIP SCHOOLS

By: _____
Witness

By: _____

Professional Medical Staffing, LLC Staffing Agreement

This Agreement entered this May 7, 2025, by and between Professional Medical Staffing, LLC, herein after called "**Agency**", doing business as Professional Medical Staffing and Harrison Township School District

BACKGROUND

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

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

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

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

I. AGREEMENT TERM AND TERMINATION

Initial Term. This Agreement shall commence July 1, 2025, and shall continue in until June 30, 2026, terms unless terminated by either party.

With Cause. This Agreement may immediately terminate prior to the expiration term in the event of another party's material breach and its obligations as provided for hereunder, if such breach is not cured within ten (10) business days of written notice to the other party detailing such breach. If the parties mutually agree that such breach is of a nature that it cannot be cured within ten (10) day period or instances where a cure period or notice would immediately and irrevocably jeopardize patient safety, then either party may immediately terminate this Agreement.

Without Cause. Either party may terminate this Agreement without cause upon thirty (30) days prior written notice to the other party.

The parties further agree that **the Agency's** duty to supply personnel is subject to the availability of personnel and failure of the Agency to provide personnel and or the failure of Client to require personnel does not constitute a breach of the Agreement.

II. DESCRIPTION OF SERVICES

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

The **Client** shall communicate the details of the assignment such as start date, duration, location, job description/duties and primary point of contact names. Each party will maintain ongoing communication regarding status of service request, order fulfillment, performance feedback and any other pertinent data.

The client understands that **the Agency** establishes each bill rate per job description and assignment duties and establishes the pay rates for each employee assigned based on job description, work experience, competencies, and skills. **The client** agrees not to change and/or reassign personnel without prior consent from **the Agency**. **The client** acknowledges that **the Agency** reserves the right to adjust the bill rates in accordance with the change in service request and job requirements.

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

III. AGENCY SCREENING AND HIRING STANDARDS

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

- Verification of employment history, professional references, and RN Licensure
- Proof of clearance to work in the United States
- State and/or FBI criminal clearance
- Child Abuse/Sexual Misconduct Release
- Proof of negative Drug Screen
- Proof of Agency Orientation
- Finger printing through NJDOE
-

Clinical Personnel must additionally show proof of the following.

- Proof of PPD
- Current CPR
- Primary source verification of education, professional license

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

IV. NON-DISCRIMINATION

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

IV. AGENCY RESPONSIBILITIES

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

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

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

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

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

V. QUALITY ASSURANCE AND REPORTING PROCESSES

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

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

VI. FEES, BILLING AND PAYMENT TERMS

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

VII. TIME KEEPING

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

VIII. RECRUITMENT AND HIRING POLICY

The **client** cannot refer to, transfer, recruit or employ **Agency** personnel without the written or verbal consent of the **Agency**.

IX. INDEPENDENT CONTRACTOR RELATIONSHIP

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

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

X. INDEMNIFICATION

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

XI. INSURANCE

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

- Workers' Compensation
- State Disability
- General Liability Insurance
- Professional Liability Insurance

XII. CLIENT CONFIDENTIALITY & HIPAA SECURITY AND PRIVACY

Agency and its personnel shall agree to maintain **Client** confidentiality and conduct themselves accordingly and not disclose to third parties any information related to business practices, programs, financial information, or any

other confidential information to comply with all Federal and State laws and regulations. **Agency** agrees to fully comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its associated regulations, and more specifically, in 45 C.F.R. §§ 160 and 164, Standards for Privacy of Individually Identifiable Health Information, Final Rule (the, "Final Privacy Rule"), and in 45 C.F.R. §§ 160, 162 and 164, Health Insurance Reform Security Standards, Final Rule (the "Final Security Rule") collectively referred to as ("HIPAA"), as they may be applicable to Agency.

XIII. SAFETY IN THE WORKPLACE

Safety in the workplace is a shared responsibility, and we are initiative-taking in controlling costs associated with workplace injuries. To ensure the safety and well-being of workers, the **Agency** reserves the right to conduct an on-site safety inspection. **Clients** must adhere to OSHA operating standards, provide personal protective equipment, and authorize personnel who have demonstrated competency to perform job duties and utilize equipment.

Despite the promotion of safety in the workplace sometimes injuries are unavoidable. In the event an **Agency** employee sustains an injury while performing his/her job duties the **Client** is responsible for notifying the **Agency** immediately. An individual who sustains serious injuries requiring emergency treatment should be sent to the nearest hospital, and all other injuries should be treated at a designated **Agency** Facility. The injured worker may be released to return to work and assume full duty immediately. When applicable, individuals who are released to work with restrictions may be able to perform modified duties. In the event **Clients** cannot accommodate modified work duties, **Agency** will identify replacement personnel to perform work duties of original service request. The injured worker may be assigned to work at an **Agency** Branch office. The **Agency** will instruct the **Client** to complete a report and provide the names of any witnesses if applicable. An **Agency** representative will contact you to discuss the injury and plan of action for personnel to return to work safely.

XIV. COMPLIANCE WITH CLIENT POLICIES AND PROCEDURES.

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

XV. COMPLIANCE WITH LAWS

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

XVI. REMOVAL

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

XVII. ENFORCEMENT OF AGREEMENT

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

XVIII. AMENDMENTS/WAIVER

No waiver of any provision of this Agreement may be amended or waived unless such amendment or waiver is in writing and signed by both parties. The waiver by either party of a breach of any provision in this

Agreement shall not operate or be construed as a waiver of any subsequent breach.

XIX. SEVERABILITY

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

XX. ASSIGNMENT/DELEGATION

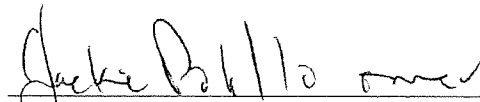
This Agreement cannot be assigned or delegated, in whole or in part, by either party without prior written consent of the other party. If a party consents to any such assignment or delegation, such consent is subject to the condition that all terms and conditions of this Agreement are binding on the assignees or delegates. All notices or other communications required under this Agreement shall be deemed duly given if in writing, delivered personally or sent by registered or certified mail, return receipt requested, first-class postage prepaid.

BILLING RATE SCHEDULE

Job Category

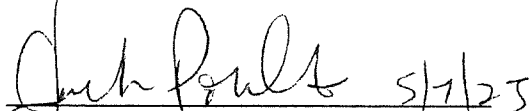
LPN \$55.00/Hourly

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



Print Name/Title

Print Name/Title



Authorized Signature/Date

Authorized Signature/Date

**VIA ELECTRONIC MAIL**

April 1, 2025

Ms. Lisa Ridgway, Business Administrator
Harrison Township School District
120 North Main Street
Mullica Hill, NJ 08062

Dear Ms. Ridgway:

Thank you for choosing Phoenix Advisors as your Municipal Advisor and Continuing Disclosure Services. We have enclosed our annual professional services agreement, which includes our scope of services, compensation information and certain regulatory disclosures.

Rest assured that our professionals will serve as a valuable resource for all services provided over the term of this agreement. Of course, we are always available to answer general questions concerning secondary market disclosure requirements, municipal market conditions and outstanding debt issues, or to prepare preliminary financing analyses and review project proposals. Should you request additional services in connection with a specific engagement not governed by this agreement, such as debt issuance or financial consulting (all as more fully described in the Overview of Additional Services exhibit), you will receive a separate engagement letter inclusive of the scope of services and proposed compensation.

Please read this information carefully, then sign and return the agreement, at your convenience to phoenix@muniadvisors.com.

If you have any questions, please contact Phoenix Advisors at phoenix@muniadvisors.com or call (609) 291-0130.

Very Truly Yours,

Sherry L. Tracey

Sherry L. Tracey, Senior Managing Director



AGREEMENT
for
Municipal Advisor and Continuing Disclosure Services

THIS AGREEMENT (the "Agreement"), made and entered into on July 1, 2025, by and between Harrison Township School District, 120 North Main Street, Mullica Hill, NJ 08062 (the "Client"), and Phoenix Advisors, a division of First Security Municipal Advisors, Inc., 2000 Waterview Drive - Suite 101, Hamilton, NJ 08691 ("Phoenix Advisors"),

WITNESSETH:

WHEREAS Phoenix Advisors has expertise across a variety of disciplines, including but not limited to municipal advisor services, continuing disclosure, rating agency surveillance, project finance, debt management and budget/financial consulting, and being duly registered as a Municipal Advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), is qualified to perform such professional services;

WHEREAS the Client desires to engage Phoenix Advisors, or its successors or assigns, to perform the professional services set forth in the exhibits hereto; and

WHEREAS the terms and conditions under which Phoenix Advisors will provide such services to the Client are set forth herein;

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

General. Phoenix Advisors will perform the professional services set forth in the exhibits hereto.

Term. This Agreement shall have a term of one (1) year from the effective date noted above. This Agreement is subject to annual renewal and may be terminated by either the Client or Phoenix Advisors upon thirty (30) days prior written notice.

General Compensation. The client agrees to the compensation schedule as set forth in the exhibits hereto. There shall be no additional charge for out-of-pocket expenses incurred by Phoenix Advisors unless specifically agreed. Should any modification of fees become appropriate, the client shall receive written notification. In the event of termination of the agreement, Phoenix Advisors reserves the right to receive payment of its fee, calculated on a pro rata basis, for all services rendered under this Agreement up to and including the date of termination.

Professional Qualifications for Municipal Advisor Services. Under SEC and MSRB regulations, municipal advisor professionals owe a fiduciary duty to the Client. Any person that provides advice to municipal entities concerning the issuance of municipal securities must be registered with the SEC and the MSRB. Any Phoenix Advisors professional providing municipal advisory advice to our clients must hold a Series 50 Municipal Advisor Representative license. Phoenix Advisors



professionals who supervise the provision of municipal advisory advice must hold a Series 54 Municipal Advisor Principal license. All Phoenix Advisors municipal advisor professionals hold the appropriate licenses. All licensed professionals are subject to continuing education protocols.

Neither Phoenix Advisors nor any individual representing Phoenix Advisors possesses any authority concerning any decision of the Client or any official of the Client beyond the rendition of information or advice. Phoenix Advisors does not provide legal or accounting advice. None of the services contemplated in this Agreement shall be construed as legal advice or a substitute for legal services. The Client hereby acknowledges its responsibilities concerning federal securities laws and represents its intention to comply in all respects with federal securities laws. Phoenix Advisors and the Client agree, at their own expense, to operate in full compliance with all governmental laws, regulations, and requirements applicable to the duties conducted hereunder. Phoenix Advisors and the Client will obtain and maintain in force, at its own expense, all licenses, permits, and approvals required for its performance under this Agreement and will obtain all required authorizations and approvals prior to commencement of the services.

Disclosure of Conflicts of Interest. The MSRB requires Phoenix Advisors to provide written disclosure to the Client about material conflicts of interest. Disclosures required by the MSRB are set forth in the exhibits hereto.

Limitation of Liability. Under federal regulations, Phoenix Advisors has a fiduciary duty to our clients. We utilize extensive market data when providing advice regarding a financing, and we will bring our experience and available resources to bear to achieve a successful closing of your transaction. After closing, market movement, or other changing circumstances in the marketplace over which Phoenix Advisors has no control, may occur. While neither positive nor negative market movement can be guaranteed, Phoenix Advisors shall not be held responsible for any market realities that may negatively affect your financing. By understanding and accepting these limitations, the Client is *not* waiving any of its legal rights under applicable securities laws, nor any other laws the Client may be legally prevented from waiving.

Entire Agreement. The Agreement and all exhibits thereto constitute the entire agreement of the parties hereto and supersede all prior or contemporaneous oral or written communications, proposals and representations with respect to its subject matter, and this Agreement, including all exhibits thereto, prevails over any conflicting or additional terms of any quote, order, acknowledgment, or similar communication between the parties during the term of this Agreement, including all exhibits thereto, unless such additional terms are consented to by both parties in writing.

Successors and Assignees. The Agreement shall be binding upon and inure to the benefit of the parties hereto. This Agreement may be assigned by Phoenix Advisors or the Client to any entity which acquires all, or substantially all, of Phoenix Advisors' assets and key personnel.



Severability and Survival. If any provision of this Agreement is held to be invalid or unenforceable for any reason whatsoever, the remaining provisions shall remain valid and unimpaired, and shall continue in full force and effect. The covenants set forth above shall survive and shall continue to be binding notwithstanding the termination of this Agreement for any reason whatsoever.

Applicable Law. This Agreement shall be governed by the laws of the State of New Jersey.

IN WITNESS WHEREOF, The Client and Phoenix Advisors have caused this Agreement to be duly executed by their authorized representatives, as of the effective date noted above.

HARRISON TOWNSHIP SCHOOL DISTRICT

By: _____
Authorized Signatory

PHOENIX ADVISORS

By: Sherry L. Tracey
Sherry L. Tracey, Senior Managing Director



EXHIBIT I - CONTINUING DISCLOSURE OVERVIEW OF SERVICES

Phoenix Advisors has offered comprehensive continuing disclosure services since 2014. Under SEC Rule 15c2-12 (the "Rule"), issuers of municipal debt must regularly make secondary market disclosure of financial information and other disclosable events, as described in the continuing disclosure undertakings in the Official Statements that accompany their debt issues. With the cooperation of the client, Phoenix Advisors compiles the required information, files it in a timely fashion and provides confirmation of the filing for client records to demonstrate compliance with the Rule.

- **Codify Issues That Are Subject to Continuing Disclosure**
 - Obtain and examine the Client's Official Statements relating to its outstanding bond issues to research the requirements found in the prior undertakings.
 - Review the Client's financial statements for information concerning debt and lease obligations and other relevant obligations.
 - Discuss with the Client its filing and/or reporting obligations.
- **Disclosure Obligation & Debt Service Schedule Setup**
 - Capture critical data concerning continuing disclosure requirements and filings, along with principal and interest debt service payments for our proprietary database.
 - Apply database functions to each outstanding financial obligation with filing requirements.
 - Provide initial report to the Client to review and confirm for accuracy.
 - On an ongoing basis, enter into our database new financial obligations of which the Client has made us aware.
- **Monitor, React and Meet Filing Deadlines**
 - Actively monitor the Client's unique deadlines to ensure timely filing of required documents.
 - When possible, gather required documents from public sources, e.g., state and local websites.
 - Provide database-generated messages to give the Client sufficient advance notice of approaching filing deadlines.
 - Contact the Client by phone or email to pursue missing documents.
 - Monitor the evolving regulatory environment, including collaboration with the bond counsel community regarding interpretations and materiality.
- **File Financial and Operating Data**
 - File Operating Data in addition to filing Audited Financial information.
 - Work with the Client to assure that Operating Data reports, as filed, meet the requirements of the Client's prior undertakings.
 - If necessary, prepare the required Operating Data document to be filed in accordance with the Client's prior undertakings.



- **Confirm Filings to Client Promptly**
 - Forward to the client MSRB submission confirmations for disclosure filings made on EMMA.
 - Record and maintain EMMA filings in our proprietary database.
- **File Documents Uniformly, Accurately and Promptly**
 - Use consistent naming conventions and descriptive titles on EMMA filings to create a uniform and logical chronology.
 - Associate filings with appropriate CUSIP numbers on EMMA.
 - File documents on EMMA within forty-eight (48) hours of receipt.
 - In concert with the Client, identify relevant documents not required to be filed under the Client's prior undertakings and file them as voluntary submissions on EMMA. These may include budgets, debt statements, unaudited financial statements and bank loans.
- **Disclosure Events and Timely Filing of Notices**
 - Proactively monitor rating agency news and web sites for rating changes that affect the Client and file appropriate disclosure event notices on EMMA.
 - Proactively monitor rating changes affecting bond insurers or credit enhancement programs, e.g., state school bond enhancement programs, to determine which, if any, of the Client's bonds are affected and file appropriate disclosure event notices.
 - File event notices for the various disclosure events identified by the Rule on the Client's relevant financial obligations that are impacted.
- **Provide a Comprehensive Filing Report Each Year**
 - Annually prepare a continuing disclosure summary report containing each issue for which there is a continuing disclosure obligation, each required filing made and each disclosure event notice filed on the Client's behalf during the reporting year.
 - Include in the summary report a (5) year history of the Client's filings.
 - Prior to the publication of an offering document relating to municipal securities, the Continuing Disclosure Agent, if made aware of such offering, will prepare an interim report for the Client to review for completeness and accuracy.
 - The interim report will provide the basis for certain disclosures made in the offering document. The Continuing Disclosure Agent, bond counsel and other interested parties are entitled to rely upon the interim report.



- **Serve as your Liaison to DTC**
 - Debt service payments must be on time, in the correct amounts and with the correct references, in order to avoid clean up administration and reporting that can unnecessarily alarm investors.
 - Phoenix Advisors acts as an interface to facilitate the timely allocation and processing of funds through the complexities of DTC's rigid systems.
 - Leverage our existing relationships with DTC staff to help demystify their inner workings and guide you through the complexities of dealing with your book-entry principal and interest payments.
 - Provide timely reminders of your principal and interest payments through our Debt Caddie program, if applicable. Please note that at this time Debt Caddie is not yet available for private leases or loans, conduit debt issuances or Authority transactions.
 - Debt Caddie provides the Client with a detailed payment reminder with itemized principal and interest amounts due (per issue and in the aggregate, if applicable), for cross-checking against your own records and the payee's.
 - The Client will receive a separate reminder for each scheduled payment date throughout the contract year.

Client Responsibilities

- The occurrence of a disclosure event may not be apparent to the Continuing Disclosure Agent. It is ultimately the Client's responsibility to notify the Continuing Disclosure Agent of any reportable event.
- Clients are always notified by the rating agencies when their ratings are adjusted. It is incumbent upon the Client to notify the Continuing Disclosure Agent when the Client is so notified by the rating agencies or other entities.
- It is the responsibility of the Client to review submission confirmations for accuracy and completeness and retain copies of submission confirmations in its files.
- The Client must review the annual continuing disclosure summary report and relay to the Continuing Disclosure Agent within ten (10) calendar days any error, discrepancy, omission or concern relating to the accuracy or completeness of the report. It is agreed hereby that after ten (10) calendar days, and absent notice from the Client, the report is accepted by the Client as accurate and complete.
- If this process requires collaboration with any of the Client's other retained professionals, any fees of those professionals are solely the responsibility of the Client.
- It is essential that the Client notify Phoenix Advisors within ten (10) calendar days of the occurrence of any disclosure event requiring the filing of an event notice under the Rule or the Client's prior undertakings.



The disclosure events requiring such notification include:

- i. Principal and interest payment delinquencies;
- ii. Non-payment related defaults, if material;
- iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
- iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
- v. Substitution of credit or liquidity providers, or their failure to perform;
- vi. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- vii. Modifications to rights of security holders, if material;
- viii. Bond calls, if material, and tender offers;
- ix. Defeasances;
 - x. Release, substitution, or sale of property securing repayment of the securities, if material;
- xi. Rating changes;
- xii. Bankruptcy, insolvency, receivership or similar event of the obligated person;
- xiii. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
- xv. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
- xvi. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.



EXHIBIT II - COMPENSATION

Phoenix Advisors has a fiduciary duty to put your interests first in all matters relating to our engagement. There is no separate fee or obligation related to the appointment of Phoenix Advisors as your Municipal Advisor and Continuing Disclosure Agent, other than the fees for Continuing Disclosure Services noted below. As your Municipal Advisor and Continuing Disclosure Agent, we remain available to answer general questions concerning outstanding debt issues, market conditions, ratings, DTC payments or to prepare preliminary analyses, as requested. **Note that you will only be invoiced for Continuing Disclosure Services if you have a bond, lease or bank loan obligation outstanding during the contract year.**

FEES FOR CONTINUING DISCLOSURE SERVICES:

- ❖ \$1,350 base fee (for up to 0 outstanding issues), plus \$0 for each additional outstanding obligation, if filings are required.
- ❖ \$450 per issue set-up charge, discounted to \$200 if Phoenix Advisors serves as Municipal Advisor on the transaction.
- ❖ \$250 for each Event filing we make under the SEC's Event Disclosure Rule. Phoenix Advisors will waive this fee if engaged as Municipal Advisor on a transaction that involves such Event filing.
- ❖ \$250 for each Notice of Redemption made in connection with an outstanding term bond maturity.
- ❖ All fees are accumulated and invoiced towards the end of the relevant year.

If you request municipal advisor services for a specific engagement, such as the issuance of bonds, notes or leases, rating agency surveillance or other budget/financial consulting services, as more fully described herein, you will receive a separate engagement letter. Non-hourly compensation is **all-inclusive** – we do **not** charge for out-of-pocket expenses, fees for travel time or attendance at meetings without prior notification. Costs associated with debt issuance are customarily included in the bond authorization and would likely not be part of your current budget expenses. The details of compensation and municipal advisor services provided will be clearly delineated in the engagement letter.



EXHIBIT III - MSRB REQUIRED DISCLOSURES

Phoenix Advisors, a division of First Security Municipal Advisors, Inc. ("Phoenix Advisors"), is a licensed municipal advisor duly registered with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). The MSRB requires municipal advisors to provide their clients with certain disclosures relating to actual or potential material conflicts under Rule G-42.

MSRB Rule G-42 requires that all municipal advisors provide disclosures of legal or disciplinary events material to the integrity of the municipal advisor's management or advisory personnel. There are no legal or disciplinary events concerning Phoenix Advisors filed on the firm's Form MA, or associated personnel's Form MA-I, filed with the SEC. The MSRB's website is www.msrb.org and the Municipal Advisor Client Brochure is at www.msrb.org/sites/default/files/MSRB-MA-Clients-Brochure.pdf. SEC forms MA and MA-I are available on the SEC's EDGAR website at www.sec.gov/edgar/searchedgar/companysearch.

Having exercised reasonable diligence, we are aware of no material conflicts of interest that would preclude us from fulfilling our fiduciary duty on any transaction for which we are engaged. Should we become aware of any material conflict, we would immediately inform the affected parties. Phoenix Advisors makes the following disclosures in connection with our engagement:

General Mitigation of Conflicts. Phoenix Advisors has a fiduciary duty to our clients, which includes a duty of loyalty in performing all municipal advisor services. Accordingly, we are always ethically bound to deal honestly and in the utmost good faith with our clients, placing your interests ahead of ours at all times. We also mitigate potential conflicts by adhering to a high standard of suitability for any service rendered to our clients. Phoenix Advisors mitigates any potential conflict described below through our adherence to this fiduciary duty.

Other Business Lines. Phoenix Advisors offers a variety of services, including but not limited to Municipal Advisor services, fiscal/budgetary consulting, redevelopment advisory, and various post-issuance compliance services such as Continuing Disclosure Agent services. These offerings could lead to the appearance of a conflict through the cross-selling of our services; however, we clearly disclose that there is no contingency requiring a client to accept multiple services.

Other Municipal Advisory Relationships. Phoenix Advisors serves a broad array of other clients, such as school districts, cities and towns, fire districts, counties, and regional authorities that may, from time to time and depending on specific circumstances, have interests that compete with yours. Phoenix Advisors owes a fiduciary duty to any and all clients for whom it performs Municipal Advisory services. No other engagements or relationships would impair our ability to fulfill our regulatory duties to any client.

Third-Party Service Providers. From time to time, third-party service providers or vendors may host informative conferences, seminars, social events and other functions that are attended by industry participants, including Phoenix Advisors. We typically solicit competitive quotes for third-party services with or without attending any functions sponsored by vendors.



Non-Exclusive Relationship. Phoenix Advisors may represent, perform services for, and contract with as many additional clients, persons, or companies as we, in our sole discretion, see fit, provided those services do not pose a conflict of interest with the services we perform for our clients.

Ongoing Disclosure. All municipal advisors are required to provide to each client written documentation of their municipal advisor relationship. You have received a written agreement and/or engagement letter, that includes a scope of services, compensation information and disclosure of potential conflicts of interest, if any. We review each engagement to identify, mitigate or eliminate potential conflicts of interest.

Compensation-Based Potential Conflicts. MSRB Rule G-42 requires that all municipal advisors provide this information regarding the potential for conflicts arising from certain types of pricing.

Fixed Plus Variable Fee Contingent Upon Completion. Compensation includes both a fixed fee component and variable fee component, and the payment of such fees shall be contingent upon the completion of the engagement. This form of compensation may present a potential conflict of interest because, in certain circumstances, it could result in the recommendation of less time-consuming alternatives, failure to perform a thorough analysis of alternatives or a larger than necessary par amount.

Variable Fee Contingent Upon Completion. Compensation is based on the size of the engagement and the payment of such fees shall be contingent upon the completion of the engagement. While this form of compensation is customary in the municipal securities market, this may present a potential conflict of interest because it could create an incentive to recommend a financing that is unnecessary, disadvantageous, or includes a larger than necessary par amount.

Fixed Fee Contingent Upon Completion. Compensation is a fixed amount and the payment of such fees shall be contingent upon the completion of the engagement. The amount is usually based upon, among other things, the expected duration and complexity of the transaction and the scope of services to be performed. This form of compensation may present a potential conflict of interest because the transaction could require more work than originally contemplated, which could result in the recommendation of less time-consuming alternatives or failure to perform a thorough analysis of alternatives.

Hourly Fees. Compensation is based on the hourly fees of our personnel, with the aggregate amount equaling the number of hours worked by such personnel times an agreed-upon hourly billing rate. This form of compensation may present a potential conflict of interest because, absent an agreed upon maximum fee, there may not be a financial incentive to recommend alternatives that would result in fewer hours worked.

**If you have any questions about your relationship with Phoenix Advisors,
call your Municipal Advisor professional at 866-291-8180**



Note: The following overviews are not formal Scopes of Services. For a specific engagement, a more detailed Scope of Services tailored to the actual services requested will be provided.

EXHIBIT IV - OVERVIEW OF ADDITIONAL SERVICES

DEBT ISSUANCE

At Phoenix Advisors, we believe the client deserves a complete understanding of the municipal debt issuance process. We guide you through the marketplace, addressing any questions and concerns at each juncture. There are various types of debt financing available to municipal issuers, including general obligation bonds, notes, leases, bank loans, ESIPs and State/Federal loan programs, to name a few. Our primary objectives are to develop a strategic plan that fits your needs, to coordinate the financing process, to take an active, constructive role on your behalf in the execution of the transaction, and to provide post-issuance analysis and administration. As Municipal Advisor for an issuance of debt, we perform the following:

1. Initial Planning, analysis and pre-referendum work, if applicable.
 - Provide analytical and support services for financial planning efforts, including a comprehensive review of the client's timetable and capital budget strategy.
 - Develop comprehensive tax impact analyses based on debt service payments (current and future), offsetting aid/revenue, tax base trends and project revenue constraints (i.e., energy savings, project fund investment income, new revenue streams, etc.).
 - Provide an evaluation of financing options/alternatives and structure financial models to demonstrate each option's benefits, costs and tax impacts.
 - To enhance public understanding of the financing, we assist in the preparation of marketing materials, public presentations and community information, as needed.
2. Develop a strategic plan that fits your needs.
 - Design a sound plan of finance that considers your existing financial strengths and growth patterns to ensure the success of the current and future transactions.
 - Assess the cost-benefit of available financing options, structures & concepts.
 - Recommend appropriate structure, terms, credit enhancements and timing-to-market.
 - Prepare clear and concise public presentations to State oversight boards, governing bodies, rating agencies or bond insurers.
3. Coordinate the financing process.
 - Establish a timeline identifying key events, dates, and responsibilities.
 - Manage communication and workflow transparently among the working group.
 - Contribute to preparation of the Official Statement and other required offering documents consistent with market standards and satisfactory to interested parties.
 - Develop rating agency strategy, researching and preparing a comprehensive rating presentation to obtain the best possible result. (**See Rating Agency Expertise herein.**)
 - Prepare specifications, solicit and evaluate bids, and recommend the most cost-effective, qualified providers of third-party services, if necessary.



4. Execute the transaction.
 - Utilize real-time market statistics and reference points to evaluate the market environment and determine suitable timing, terms, and structure.
 - Coordinate public bid solicitation for competitive sales and manage the underwriter selection process for negotiated sales.
 - Conduct investor outreach to educate investors and underwriters about your offering.
 - Participate actively in the sale of your debt, provide live translation of events during competitive bid submissions, and dialogue strategically with underwriters if negotiated.
5. Administration, post-issuance analysis and reporting.
 - Administer efficient closing – flow of funds, closing documents, debt service schedules.
 - Provide options for investment of bond proceeds, if necessary.
 - Produce summary report(s) and follow-up analysis.
 - Monitor outstanding debt and market conditions for refunding opportunities.
 - Assist with secondary market reporting requirements, if engaged. (**See Continuing Disclosure herein.**)

DEBT MANAGEMENT, BUDGET/FISCAL CONSULTING & CAPITAL PLANNING

Our professionals have extensive experience in debt management, budget/fiscal consulting, and capital planning. Services in this area will be tailored to your specific needs, which may include any of the following specialized tasks and services:

- Analyze existing and future obligations in the context of debt capacity, debt per capita, and amortization, including mitigation options such as restructuring and refinancing.
- Provide analytical services for financial planning efforts and assist with long-range capital budget, financing strategy and debt service projections.
- Review third-party solicitations with respect to debt refinancing, financial products, or RFP responses, and assess their viability.
- Review budget operations, including revenue shortfalls or expenditure overflows based on changes in the tax levy, other revenues, state aid, debt service and other expenditures, and quantify impacts on the taxpayers, ratepayers, and other stakeholders.
- Develop customized debt management and/or fund balance policies.
- Provide quantitative analysis relating to the defeasance of outstanding debt and/or tax impact analysis relating to the proposed issuance of new debt.
- Assistance with the investment of bond proceeds and reserve funds.
- Serving as “bidding agent” to obtain a portfolio of open market U.S. Treasury securities at a cost-effective price.



ENERGY SAVINGS IMPROVEMENT PROGRAMS

Phoenix Advisors has been the leader in providing municipal advisory services on ESIP financings. Since the new ESIP law was enacted in 2009, Phoenix Advisors and its professionals have served as municipal advisor on more ESIP financings than any other New Jersey municipal advisory firm.

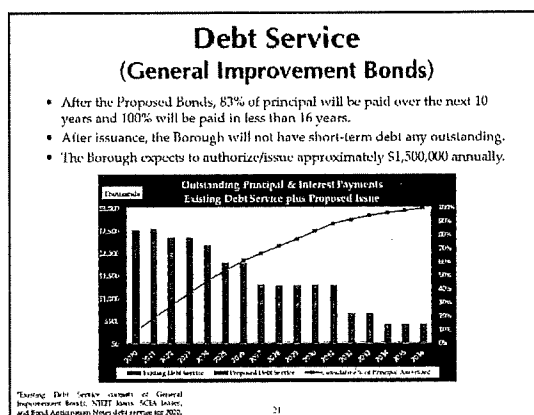
- Provide advice regarding renewable energy and energy efficient projects through either a lease purchase or bond financing through the Energy Savings Improvement Program.
- Evaluate competitive bids for Energy Savings Company ("ESCO") services and/or professional engineering/energy approach towards execution of ESIP. Provide input as to the value of ESCO guarantees and their costs.
- Advise as to costs/benefits of lease purchase financing versus refunding bond financing (competitive, negotiated, private placement methods) given existing legal constraints, market conditions and credit factors.
- Review and analyze the proposed project, projected energy savings, optimal repayment schedule and project timing, and advise in final structuring decisions to ensure annual debt service levels meet preferred debt service coverage ratios and do not exceed projected energy savings and incentives.
- Solicit proposals from lessors or investment banking firms and prepare or review the various financing documents prepared in connection with the ESIP.
- Coordinate the application to the Local Finance Board and meet with the Division of Local Government Services and Board of Public Utilities staff, as needed.

RATING AGENCY EXPERTISE

A proactive, strategic approach to interaction with rating agencies is essential to achieving a successful outcome since a strong underlying credit rating is critical to achieving the best possible financing. With this goal, Phoenix Advisors takes the lead in the rating process by recommending the appropriate rating agency (or agencies) and helps you interact with them more effectively.

Each agency uses its own proprietary evaluation methodology, which our professionals have studied and are intimately familiar with. A municipal credit rating is generally comprised of four parts:

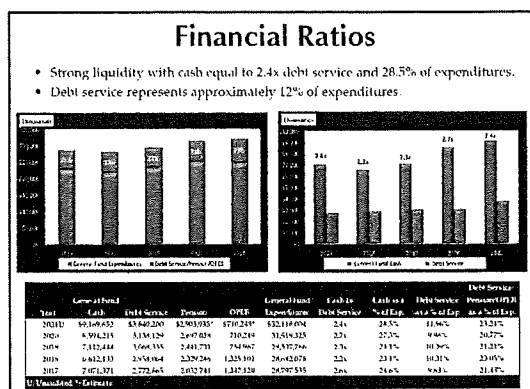
- i. economic data and taxpayer / ratepayer base
- ii. financial performance, liquidity, and reserves
- iii. debt and liabilities
- iv. management and policies



We prepare a comprehensive presentation tailored to your unique characteristics and circumstances, emphasizing the areas on which the rating agencies are expected to focus during their review. We understand the economic, demographic and financial ratios that impact your credit rating and will help you put your best foot forward by highlighting your strengths. From local



wealth/income metrics to fund balance ratios, our presentation will serve as a guide for the discussion to ensure we touch upon all the key areas.



Our professionals take the lead in discussions but give you ample opportunity to elaborate on each topic. We request a list of questions from the credit analyst in advance to avoid surprises. In addition to emphasizing your strengths, it is important to address proactively what could be perceived as limitations, giving you the ability to structure the discussion. We will work with you and the credit analyst to provide any information requiring follow-up after the presentation.

A stronger credit rating attracts broader appeal in the capital markets, which leads to more cost-effective financings. Whether for a new issue or a periodic surveillance review, Phoenix Advisors helps you to interact with the rating agencies more effectively.

POLICY

HARRISON TOWNSHIP BOARD OF EDUCATION

PROPERTY
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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:



POLICY

HARRISON TOWNSHIP BOARD OF EDUCATION

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School Integrated Pest Management Plan
M

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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School Integrated Pest Management Plan

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.



POLICY

HARRISON TOWNSHIP BOARD OF EDUCATION

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School Integrated Pest Management Plan

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:



**SHARED SERVICES AGREEMENT BETWEEN
THE KINGSWAY REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION AND
THE HARRISON TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION
FOR
SCHOOL BUS MAINTENANCE SERVICES**

THIS AGREEMENT made this 24th day of April 2025, by and between the Kingsway Regional School District Board of Education, County of Gloucester, a local education agency in the State of New Jersey, with offices located at 213 Kings Highway, Woolwich Township, NJ 08085, (hereinafter "Kingsway"), and the Harrison Township School District Board of Education, County of Gloucester, a local education agency in the State of New Jersey, with offices located at 120 North Main Street, Mullica Hill, NJ 08062, (hereinafter "Harrison"), constitutes a Shared Services Agreement (hereinafter "Agreement") as public bodies pursuant to the Uniform Shared Services and Consolidation Acts (N.J.S.A. 40A:65-1 et seq.).

WITNESSETH:

WHEREAS, by Resolution adopted on April 24, 2025, the Kingsway Regional School District Board of Education authorized entry into an Agreement between the parties; and

WHEREAS, the Boards of Education have concluded that the students, faculty, and residents will benefit from a shared services agreement; and

WHEREAS, the Boards of Education, recognize an ongoing need to provide cost-effective means to provide support services between the Kingsway Regional and Harrison Township School Districts; and

WHEREAS, the Kingsway Regional School District will manage Harrison Township School District's school bus maintenance services under the direction of the Harrison transportation supervisor, and;

WHEREAS, the Harrison Township School District Board of Education will ensure cost-effective school bus maintenance services by contracting with the Kingsway Regional Board of Education's transportation department to provide school bus maintenance services to the Harrison Township School district; and

NOW THEREFORE, the Kingsway Regional Board of Education and Harrison Board of Education, in consideration of the mutual promises and covenants herein set forth, agree as follows:

RECITALS

1. DELEGATION OF TASK

- a) Nature and Extent of Services, Harrison hereby delegates to the BOE, and the BOE hereby accepts from Harrison, the responsibility to perform the services described in this Agreement. The terms of delegation are limited to this Agreement.

2. PROVISIONS OF SERVICES

- a) Description of Services. The services to be provided by the BOE shall generally be described as contained in Schedule "A" a copy of which is submitted herewith, and incorporated herein by reference.

3. **LIMITATION OF DELEGATION.** To the extent that this Agreement constitutes a delegation of authority by Harrison, this Agreement shall not be construed to delegate any authority other than the authority to as set forth in Schedule "A" or as described in this Agreement. Neither Harrison nor BOE intends by the Agreement to create an agency relationship other than that which may be specifically required by the Shared Services and Consolidation Act for the limited purpose of BOE managing Harrison's school bus maintenance.

4. **REPORTING REQUIREMENTS.** On a periodic basis, BOE, through its superintendent of schools, will report to the Harrison Board of Education's superintendent, status of this Shared Services Agreement.

5. **ESTIMATED COSTS.** Consistent with the requirements of N.J.S.A, 40A:65-1 *et seq.*, the Uniform Shared Services and Consolidation Act, the parties estimate that the cost of the services to be provided by BOE shall be as defined in Schedule "B" of this Agreement.

6. DURATION OF AGREEMENT.

- a) This Agreement shall be effective as of July 1, 2025 through June 30, 2026.
- b) In the event that either party seeks to terminate this Agreement, said party shall provide at least 90 days' written notice in advance of the date of the termination. In the event that either party does not wish to renew this Agreement, said party shall provide at least 60 days' written notice in advance of the June 30, 2026 end date. Should the parties not give such notice, then they are bound to commence good faith negotiations for the renewal of this Agreement on or about April 1, 2026.

7. **GOVERING LAW**. The terms of this Shared Services and Consolidation Act Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of New Jersey, including all matters of enforcement, validity and performance.
8. **SEVERABILITY AND MODIFCATION**. In the event that any portion of this Agreement shall be made inoperative by reason of judicial, administrative, or other ruling, the remainder of this Agreement shall remain in full force and effect.
9. **AVAILABILITY OF AGREEMENT**. A copy of this Agreement shall be on file and open to public inspection at the offices of Harrison and the BOE.
10. **NO ASSIGNMENT**. This Agreement may not be assigned by either party.
11. **USE OF PRIVATE CONTRACTOR**. If BOE utilizes the services of a private contractor to perform all or most of the services to be provided pursuant to this Agreement, or all or most of a specific and separate segment of the services, then BOE shall be required to award the contract for the work to be performed by a private contractor under such contract in accordance with the Local Public Contract Law and under a Fair and Open Process as may be applicable. Warranty work will be exempt from this process.
12. **SUPPORT REQUESTS**. Harrison will specify one person from the Harrison township school district central administrative team to be a liaison to the BOE and will also identify clerical support relative to this Shared Services Agreement.
13. **EFFECTIVE DATE**. The Agreement shall be effective as of July 1, 2025, which date shall be considered the commencement date of this Agreement.
14. **EXECUTIVE OF COUTNERPARTS**. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective Executives and their corporate seals affixed hereto and attested by their respective Clerk and Secretary the day and year first above written.

ATTEST: KINGSWAY REGIONAL BOARD OF EDUCATION


JENNIFER CAVALLARO-FROMM
PRESIDENT


JASON SCHIMPF
BOARD SECRETARY

ATTEST: HARRISON TOWNSHIP BOARD OF EDUCATION

STACEY MUSCARELLA
PRESIDENT

LISA RIDGWAY
BOARD SECRETARY

SCHEDULE A

Scope of Services:

The service provider shall:

- Diagnose, repair, maintain and service all district school buses in a safe and efficient manner in accordance with the district's preventative maintenance program.
- Maintain detailed records of repair orders, including vehicle issues, repairs performed, parts used, labor hours, and any required follow-up maintenance.
- Assist in the preparation of district buses for required onsite state inspection.
- Provide assistance, when feasible, with the startup of school buses at Harrison's bus depot during cold weather, upon request by Harrison.

Exclusions:

The following services are **not** included in this agreement:

- Responding to breakdowns or other emergencies outside of Harrison's bus depot.
- Transporting or repairing school buses at breakdown locations.
- Transporting school buses to the Kingsway Regional transportation depot for maintenance or repair.
- Provide daily onsite support at the Harrison bus yard.

SCHEDULE B

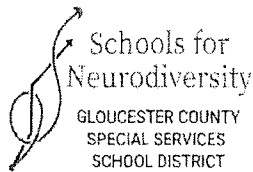
The hourly rate for vehicle maintenance services for the **2025-2026** school year shall be **\$71.50** and will be paid by Harrison to Kingsway Regional. In addition to the hourly rate, a **\$20.00 shop fee** will be applied to each work order.

Furthermore, a **one-time fee of \$150.00** will be charged for each state inspection, totaling **\$300.00 annually**.

Kingsway Regional shall submit monthly invoices detailing the hours of service provided and any parts purchased on behalf of Harrison. Payments from Harrison to Kingsway Regional shall be due following Harrison's monthly Board of Education meeting.

Timely payment is a material condition of this agreement, and Harrison shall ensure the prompt remittance of all amounts due to Kingsway Regional in accordance with this agreement.

Except for the payments expressly outlined herein, neither party shall bear any additional financial responsibility to the other under this agreement.



Schools for Neurodiversity *TRANS. #2*
Gloucester County Special Services School District
1340 Tanyard Road
Sewell, NJ 08080
856 – 468 – 6530

March 12, 2025

Dear Lisa Ridgway
Business Administrator
Harrison Township Public School

Enclosed are three copies of your 2025-2026 Contract for Participation in Cooperative Transportation Services and a copy of the 2025-2026 Cooperative Transportation Guidelines.

The Gloucester County Special Services School District (GCSSSD) performs a Countywide Cooperative Transportation Routing Service for homeless/public/non-public/special education/vocational transportation needs. GCSSSD receives transportation requests for students who need transportation. Route requests are collected, collated, and bid or quoted combining students from several districts. All necessary paperwork is initiated by GCSSSD; and, in fact, the signing of the attached contract eliminates individual joint agreements.

GCSSSD's administrative fee for 2025-2026 will remain the same
as it has been for the last 30 years:

Seven percent (7%) of a district's portion of each cooperative route for **special education, vocational, public, and homeless students.**

Four percent (4%) of a district's portion for each cooperative route for **nonpublic students.**

Please present the enclosed contract to your Board for approval. Sign each copy (**original signatures required**), **affix your Board seal**, and return all three copies to GCSSSD by **May 23, 2025**. In addition, we will need a **certified copy of your Board Meeting minutes** showing the approval of the Participation Agreement with us. Once the County Superintendent has approved the contract, a fully executed copy will be returned to you.

We look forward to serving your district in the 2025-2026 school year.

Sincerely,

Alyssa Valori

Alyssa Valori
Director of County Services - Transportation

Enclosures

c: James Dundee, Superintendent, Special Services
Christopher Retzbach, School Business Administrator/Board Secretary

**2025-2026 CONTRACT FOR
PARTICIPATION IN COOPERATIVE TRANSPORTATION**

THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and **Harrison Township Public School**, Gloucester County, New Jersey, by and through **Lisa Ridgway**, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide transportation services pursuant to the 2025-2026 Gloucester County Special Services School District Transportation Guidelines annexed hereto and made an express part of this Agreement.
2. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Transportation Guidelines.
3. District contracts for Cooperative Transportation Routing for Homeless, Nonpublic, Special Education, and Vocational routes.
4. District agrees to participate in the Gloucester County Special Services School District Transportation Project Services for the school year 2025-2026 which period shall not exceed twelve (12) months.
5. District acknowledges that this Agreement is not self-renewing and may be renewed only by means outlined in the Gloucester County Special Services School District Transportation Guidelines and for renewal periods not to exceed one (1) year.

President, Gloucester County Date
Special Services School District

President, District Date
Board of Education

Board Secretary, Gloucester County Date
Special Services School District

Board Secretary, District Date
Board of Education

SEAL

County Superintendent of Schools Date