Stafford Township School District
Superintendent's Educational Report
June 2025

Student Enrollment Report:
May 2024 – 2606
May 2025 – 2600

Choice Students:
May 2025 – 29

Staff Attendance Report:	May 2025
Certificated Staff	97%
Support Staff	97%

DRILL REPORT:

SCHOOL NAME	*DRILL TYPE*	*OCCUPANTS INVOLVED*		*DATE*	*TIME*
		Students	*Staff*		
Oxycocus Elementary	Fire Drill	171	65	5/7/2025	9:30 am
Oxycocus Elementary	Evacuation Drill	184	60	5/8/2025	9:30 am
Primary Learning Center	Fire Drill	326	65	5/2/2025	9:45
Primary Learning Center	Evacuation NonFire Dril	317	65	5/1/2025	9:36
Ocean Acres Elementary	Fire Drill	750	125	05/01/25	9:06 am
Ocean Acres Elementary	Non-Bomb Threat Evacuation	750	125	05/27/25	10:03 am
McKinley Avenue Elementary	Fire Drill	610	88	5/8/2025	1:30PM
McKinley Avenue Elementary	Evacuation/Non-Fire	586	98	5/12/25	10:45AM
Intermediate School	Fire Drill	638	100	5/8/25	1:30pm
Intermediate School	Evacuation/Non-Fire Drill	622	100	5/12/25	10:30am

Attachments are subject to change without notice

COMMITTEE OF THE WHOLE MEETING April 30, 2025

The Committee of the Whole Meeting of the Stafford Township Board of Education was held on April 30, 2025 at 6:09pm at the Stafford Township Arts Center (STAC).

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Gregory P. McGucklin, Esq.	Board of Education Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

None

B. CLOSED SESSION - Student Matters, Specifically HIB Related, Personnel Matters, Contractual Matters & Board Matters

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

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

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

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The public shall be excluded from discussion of and action of the hereinafter specified subject matters.
The general nature of the subject matter to be discussed is as follows:

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

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

A motion was made by Mr. Gioe and seconded by Mr. Washco to move on the above Resolution. Voice vote: All members present voted yes (5-0); motion passed.

A motion was made by Mr. Washco and seconded by Mr. Gioe to exit closed session. Voice vote: All members present voted yes (5-0); motion passed.

TIME IN: 6:10pm
TIME AT CONCLUSION OF CLOSED SESSION: 6:35pm

C. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

D. PERSONNEL/POLICY

Chairperson Tammy Wagner – Update (Policy Only)

Mr. Chidiac discussed the items on the personnel section of the agenda, reviewed the transfers/changes of assignment for the 2024-2025 and 2025-2026 school year, various postings district-wide, various shared services agreements and the policy revision to Policy 9120 – Public Information Program.

E. SPECIAL EDUCATION/CURRICULUM

Chairperson Matthew Regulski – Update

Mrs. Bush reported that Mr. Chidiac conducted a Special Education Parent Advocate Forum; where issues and concerns regarding cameras in the classroom, buses, and cafeteria and DYFS investigations were discussed. Along with District Administration and Board President, twelve parents and the County Special Crimes Unit were in attendance.

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Mrs. Bush discussed the NJSLA three-to-four-day training for grades 3-6, pre-K inclusion grant and the Envision intervention math study.

F. FINANCE/BUILDINGS&GROUNDS

Chairperson Joseph Washco – Update

Mrs. LaGuardia discussed the Budget Application Approval for Tax Incentive Application Aid.

G. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Mr. Washco and seconded by Mr. Cooney to adjourn the meeting at 6:49pm. Voice vote: All members present voted yes (5-0); motion passed.

_____
Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-20-2025

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BUSINESS MEETING April 30, 2025

The Business Meeting of the Stafford Township Board of Education was held on April 30, 2025 at 7:02pm at the Stafford Township Arts Center (STAC) and was live streamed over the web.

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Gregory P. McGuckin, Esq.	Board of Education Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

- Mrs. D'Alessandro recognized the "Steam Tank" finalists, emphasizing their unique achievement as the only team from Ocean County to reach the finals. These young inventors and entrepreneurs from grades 1-2 (Ocean Acres School) and grades 5-6 (Intermediate School) were commended for their outstanding work. Out of hundreds of schools in New Jersey, Stafford Township's teams made it to the final round of this competition, organized by the School Boards.

  Mrs. D'Alessandro spoke about the Steam Tank program, highlighting its focus on teaching students to identify problems and develop innovative solutions for sustainable, healthy, equitable, and safe New Jersey communities. She noted that 430 K-12 STEAM teams across the state presented their solutions to real-world problems.

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Grades 1-2 Team (Ocean Acres School): Congratulations were extended to four students for advancing to the 2025 Steam Tank Challenge final round. They created a recycling board game from scratch that teaches people how to recycle. Their team teacher, Mrs. Watson was also acknowledged for assistance. The final competition is in three weeks.

Mrs. Ducker then shared information about the Intermediate School team:

- Grades 5-6 Team (Intermediate School): She expressed pride in the sixth-grade students who created the "State Grocery Gadget." This is a mobility device designed to help individuals with mobility issues transport groceries in and out of their homes without heavy lifting or bending. Mrs. Ducker highlighted that these sixth-grade students competed against middle school students (seventh and eighth graders) statewide, not just within Ocean County. The invention has the potential to "change lives for millions of people."

Mr. Chidiac emphasized that teachers and staff are the "two most important pillars of our school community," celebrating their "passion, commitment, and heart." Mr. Chidiac said that Teachers of the Year are described as those who create "spaces of transformation" where students are "seen, heard, empowered." Mr. Chidiac praised Staff Members of the Year for their "care, teamwork, and dedication," providing essential support behind the scenes.

Mr. Chidiac thanked the Retirees for their "tremendous impact" on students and the community, with best wishes for their future endeavors. The Superintendent proudly stated that the Stafford Township School District's staff is "amazing," making the district "unique and special."

- Oxycocus – Mr. Wilkinson and Mr. Meyer presented and/or acknowledged the following staff members with their respective award:
  - Colleen Eldridge – Retiree
  - Susan Kennard – Retiree
  - Mary Cummins – Retiree
  - Janice O'Brien – Support Staff Recognition
  - Alyssa Elia-Way – Teacher of the Year

- PLC's – Ms. Reo and Mr. Meyer presented and/or acknowledged the following staff members with their respective award:
  - Susan Vliet – Retiree
  - Lynn Norman - Retiree
  - Dena O'Brien – Retiree
  - Debbie Dealessandro – Support Staff Recognition
  - Amanda Toth – Teacher of the Year
  - Kelsey Schmidt – Educational Services Professional

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Unofficial

- Ocean Acres – Mrs. D'Alessandro and Mrs. Lowe presented and/or acknowledged the following staff members with their respective award:
  Maura Davis – Retiree
  Diane O'Keefe – Retiree
  Roman Isaryk – Support Staff Recognition
  Alexandra Reilly – Teacher of the Year

- McKinley – Mrs. Eberle and Ms. Aliseo presented and/or acknowledged the following staff members with their respective award:
  Giacinto D'Agostino – Retiree
  Lena Colucci - Retiree
  Maryanne Tallon - Retiree
  Andres Martinez – Support Staff Recognition
  Kelly Bodziak – Teacher of the Year

- Intermediate – Mrs. Zaun and Mrs. Ducker presented and/or acknowledged the following staff members with their respective award:
  Kathleen Redling – Retiree
  Susan Cassaro – Retiree
  Linda Fishman – Retiree
  Michelle Horn – Support Staff Recognition
  Jennifer Rowland – Teacher of the Year

- Transportation – Mrs. LaGuardia presented and/or acknowledged the following staff members with their respective award:
  Jonathon Hughes – Retiree
  Harold Hammonds – Support Staff Recognition

The acknowledgments concluded with a special video tribute to all honorees.

PUBLIC BUDGET HEARING

8:00pm - A motion was made by Mr. Washco and seconded by Mr. Gioe to open the Public Budget Hearing and discuss the 2025-2026 budget. Voice vote: All members present voted yes (5-0); motion passed.

BUDGET PRESENTATION

~ The 2025-2026 Budget as presented by George Chidiac, Superintendent and Lourdes LaGuardia, School Business Administrator.

- The 2025-2026 public budget, developed jointly by Mr. Chidiac and Mrs. LaGuardia was presented. This budget was particularly challenging due to state-level complexities and significant state aid reductions over the past seven years.

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The district's budget philosophy is "students first," focusing on meeting students' physical, social, emotional, and academic needs while maintaining class sizes of 21-24 students. Budget development is guided by student needs, state mandates, curriculum needs, contractual obligations, and facility needs, with the process beginning informally in November and State Aid figures released in March.

Key budget highlights and enhancements include:

- **Curriculum & Learning:** "LinkIt Program" ($65,000), "I-Ready Math" ($60,000), Math Additional Practice Books ($5,000), and ECA Program Consumables ($30,000).
- **Technology Enhancements:** Overhead projector revamp ($80,000) and Chromebook replenishment for 5th graders in 2025-2026 ($130,000).

Mrs. LaGuardia, the Business Administrator, provided further financial details. She emphasized that budget development follows strict timelines, but district needs, especially increased enrollments and revenue shortfalls, necessitate regular communication between the administration and Board. Student enrollment is at an all-time high, with a 7% increase and over a hundred new students in the last four years. Additionally, there's been a 26% increase in "at-risk" or "special education" students, significantly impacting the budget.

Projected cost increases of 8.5% for the 2025-2026 school year are due to increased enrollment and inflation, leading to decreased contingencies. Student services account for 71% of the budget. The estimated average daily cost per child is $77 for general education and $160 for those requiring specialist assistance.

To manage costs, the district utilizes sound purchasing and shared services. Significant capital projects are underway, with state approval for up to $1.8 million (requiring a 60% district match) for mechanical upgrades, HVAC, and roofing, offsetting $4.5 million in general operations costs. A recent referendum also secured voter approval for $75 million for building renovations, including expanding pre-kindergarten space and updating infrastructure.

Revenue drivers are primarily fixed, with the local levy accounting for 70% of projected revenues ($36,656,985). State aid, once the second-highest resource, now provides only 11% of total revenues, having decreased by over 15% in recent years due to the S2 funding formula modification. Despite a slight increase of $123,380 in state aid this year, the district has lost 48% of its state aid allocation in the last eight years. Other revenue sources include collaborations, interest revenue, shared services agreements (e.g., with LBI and Eagleswood), a $240,000 withdrawal from the maintenance reserve for security, and discretionary grants. The preschool budget is a separate submission, partly subsidized by private providers.

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The Debt Service Fund, separate from the operating budget, finances capital projects approved by voters and is subsidized by annual state aid ($232,152 this year). Community growth, with a $43 million net taxable ratable increase, helps offset taxpayer impact. The general levy, limited to a 2% increase, accounts for 73% of the operating budget. The total proposed levy for 2025-2026 is $36,656,009.85. The tax impact for an average Stafford homeowner (valued at $296,476) is projected to increase by $213.38, from $2,216 to $2,430.

The presentation concluded with Mr. Chidiac giving thanks to Mrs. LaGuardia, the Board and administrators for their hard work in navigating a challenging budget while maintaining services for students and staff.

A motion was made by Mr. Washco and seconded by Mr. Gioe to open Communication from the Public for Public Budget Hearing Only. Voice vote: All members present voted yes (5-0); motion passed.

COMMUNICATION FROM THE PUBLIC (PUBLIC BUDGET HEARING ONLY)

None

8:27pm - A motion was made by Mr. Washco and seconded by Mr. Gioe to close the Public Budget Hearing and resume the regular Business Meeting. Voice vote: All members present voted yes (5-0); motion passed.

B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment

C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

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

1. March 13, 2025 Committee of the Whole Meeting – 1 Absence (B. Fenlon)
2. March 13, 2025 Business Meeting – 1 Absence (B. Fenlon)
3. March 13, 2025 Closed Session – 1 Absence (B. Fenlon)
4. March 18, 2025 Special Meeting – 1 Absence (M. Regulski)
5. March 18, 2025 Closed Session – 1 Absence (M. Regulski)
6. April 3, 2025 Board Retreat – No Absences
7. April 3, 2025 Closed Session – No Absences

A motion was made by Mr. Washco and seconded by Mr. Cooney to approve Approval of Minutes of Previous Meeting(s) #1-7. Roll call vote: five (5) members present voted yes; motion passed.

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D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

E. CORRESPONDENCE TO AND FROM THE BOARD

None

F. BOARD BUSINESS

1. There were eight incidents of harassment, intimidation, and bullying.

2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Intermediate #2, Intermediate #3, Intermediate #4, Intermediate #5.

3. To approve the attached Memorandum of Agreement between Stafford Township Board of Education and Stafford Township Administrators' Association for the period July 1, 2025 to June 30, 2028.

4. To approve the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan for the school years 2025-2026 through 2027-2028.

5. To approve the attached Comprehensive Equity Plan for the school years 2025-2026 through 2027-2028.

6. BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes the School Business Administrator to issue a Request for Proposal and/or Request for Bid for the following services for the 2025-2026 school year: Neurology Services, Nursing Services, Speech Services, Environmental Specialist

A motion was made by Mr. Cooney and seconded by Mrs. Strouse to approve Board Business item(s) #1-6. Roll call vote: five (5) members present voted yes; motion passed.

NEW BUSINESS

G. FINANCE/INSURANCE/TRANSPORTATION

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other

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appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

The Board President, Mrs. Wagner stated that Finance/Insurance/Transportation Item #G-21 needs to be amended to list the pending approvals:

On paragraph 7 add "pending final approvals from the Commissioner of Education". On paragraph 8 to change from "has been granted" to "is under review". Under paragraph 10a, to add "pending New Jersey Department of Education final approval". Under paragraph 11 to add "pending New Jersey Department of Education final approval".

A motion was made by Mr. Gioe and seconded by Mr. Washco to Amend Item #G-21. Voice vote: All members present voted yes (5-0); motion approved.

1. To approve for payment of April 2025 bills list totaling $2,106,589.24 as attached. (G-1)

   Fund 10 - $1,307,080.16
   Fund 20 - $278,940.37
   Fund 30 - $391,152.28
   Fund 40 - $0
   Fund 60 - $91,815.04
   Fund 61 - $1,489.42
   Fund 62 - $36,111.97

   *Note - $671,917.43 of the amounts listed were made as EFT payments. (G-1a)

   *To approve for payment of March 2025 additional bills list totaling $231,820.40 as attached. (G-1b)

   Fund 10 - $173,962.66
   Fund 20 - $37,805.14
   Fund 30 - $6,570
   Fund 40 - $0
   Fund 60 - $0
   Fund 61 - $1,648.74
   Fund 62 - $11,833.86

   *Note - $1,603.01 of the amounts listed were made as EFT payments. (G-1c)

2. To approve for payment of payroll

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a. dated March 14, 2025 totaling $1,554,136.92
b. dated March 28, 2025 totaling $1,594,401.74

3. To accept the Treasurer's Report for the month of February 2025.

4. To accept the Secretary's Report for the month of February 2025.

5. Certification of Overexpenditures:

   Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Lourdes LaGuardia, Board of Education Secretary, certify that as of February 2025 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

   _____ _____
   Board of Education Secretary Date

   Board Resolution:

   Through the adoption of this resolution, we, the Stafford Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that as of February 2025 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the business administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. To approve the attached line item transfers for February 2025.

7. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of April 2025 and to execute mid-cycle contracts such as utilities and out-of-district contracts. Specifics of these transactions, if any, will be provided for ratification at the next regular scheduled board meeting.

8. To approve the attached list of donations.

9. To approve the Preschool Private Provider Budget Workbook Submission for participation in the Preschool Program for the 2025-2026 school year.
   a. Happy Days Preschool I
   b. Happy Days Preschool II
   c. Little Graduates Preschool and Learning Center
   d. The Learning Experience

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10. To approve the attached five-year Master Collaborative Service Agreement with Educational Services Commission of New Jersey (ESCNJ) for the 2025-2026 school year, commencing July 1, 2025. (Year 1 of 5)

11. To approve the attached Agreement from X-Tel Communications for Ethernet 2000 M (2Gb) EDIA and IP Addresses 16 (13 usable) at a cost of $1,672 monthly for 36 months, commencing August 2025. X-Tel bid through E-Rate – Category 1 funding.

12. To approve the attached proposal from ATRA Janitorial Supply of Pompton Plains, NJ for the Serving Counter at Intermediate School. The total cost of this proposal is $278,697 and is based on pricing through OMNIA Partners Bid #23FS4.

13. To approve an in district tuition contract with Eagleswood Township Board of Education for student #25734 in the amount of $35,113 prorated for the ERI program plus $100 per month for related services for the 2024-2025 school year, commencing March 24, 2025.

14. To approve the out of district tuition contract with the Barnegat Board of Education for student #0108747 for the 2024-2025 school year, commencing September 4, 2024 at an annual tuition cost of $16,494. This is a McKinney Vento student and Stafford Township Board of Education is responsible for the payment for education of this student until June 2025.

15. To approve the out of district tuition contract with Children's Center of Monmouth County, Inc. for student #25722 for the 2024-2025 school year, commencing February 21, 2025 at an annual tuition cost of $28,798.58. Stafford Township is responsible for the education of this student.

16. To approve student #22666 to receive home instruction for the 2024-2025 school year, commencing March 8, 2025 and ending May 6, 2025 at a rate of $51.44/hour. This student will receive 5 hours of home instruction per week.

17. To approve student #23050 to receive home instruction for the 2024-2025 school year, commencing March 17, 2025 and ending April 11, 2025 at a rate of $51.44/hour. This student will receive 10 hours of home instruction per week.

18. To approve the attached School Bus Emergency Evacuation Drill Reports for Intermediate, McKinley, Ocean Acres, Primary Learning Center, Oxycocus School and Happy Days I and II that took place on April 8th, 9th and 10th, 2025.

19. To accept Award of New Electric Supply Contract (RSCP) with Direct Energy for a 24-month term, May 2025 through May 2026 as bidded through the NJ School Boards ACES Member Agreement at a contract price of:

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Bid Group	Supplier	Contract Price
AGS prim/sec, MGS	Direct Energy Business	$.07927/kwh (Fixed-Energy Charge)

Capacity and transmission charges will be passed through monthly as actual costs.

20. To accept Award of New Electric Supply Contract (Street-Lighting) with Approved Energy for a 24-month term, May 2025 through May 2026 as bidded through the NJ School Boards ACES Member Agreement at a contract price of:

Bid Group	Supplier	Contract Price
CSL, SPL	Approved Energy	$.07927/kwh (All-In Fixed Charge)

21. To approve the following Resolution:

ADOPTION OF THE FINAL BUDGET
2025-2026

Adoption of the FINAL BUDGET, with modifications to the TENTATIVE BUDGET approved by the NJDOE Interim Executive County Superintendent.

WHEREAS, the Stafford Township Board of Education adopted a TENTATIVE budget on April 3, 2025, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the TENTATIVE budget was approved by the Executive County Superintendent of Schools on April 7, 2025, and

WHEREAS, the TENTATIVE budget was advertised in the legal section of the Atlantic City Press on April 17, 2025, and

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

WHEREAS, Stafford Township School District is below local fair share and spending below adequacy to be eligible to participate in this program.

WHEREAS, Stafford Township School District is eligible to increase expenditures by $1,096,342 and qualify for Tax Levy Incentive Aid in the amount of $52,207 pending final approvals from the Commissioner of Education.

WHEREAS, Stafford Township School District is under review to increase expenditures based on the following reasons: to maintain teaching positions and programs due to continuing increase in enrollment growth, purchase additional

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textbooks for language arts, to purchase chrome book computers and classroom projectors for teaching and students for its 1:1 initiative, and to maintain indoor air quality and rising costs associated with heating and cooling.

WHEREAS, the FINAL BUDGET including the increase in accordance with the tax levy incentive aid was presented to the public during a public hearing held at the Stafford Township Arts Center, Manahawkin, NJ, on April 30, 2025.

WHEREAS, the Board of Education has substantiated the need to make modifications as submitted to the State and to amend the Tentative Budget as follows, pending NJ Department of Education final approval. The Board of Education authorizes the Business Administrator to make necessary changes for submission, pending NJ Department of Education final approval.

Increase in Revenues:

Revenue Budget Line	Description	Tentative Budget	Final Budget	Change	Explanation
10-1210-000	Tax Levy	$35,612,850	$36,656,985	$1,044,135	Tax Levy Incentive Program
10-3190-000	Other State Aid	$0	$52,207	$52,207	Tax Levy Incentive Aid
TOTAL		$35,612,850	$36,709,192	$1,096,342	

Increase in Appropriations:

Budget Appropriation Line	Description	Tentative Budget	Change	Final Budget	Explanation
11-000-100-566	OOD special ed	$221,552	$129,038	$350,590	Increased need for special ed programs
11-000-213-500	Other Professional Svcs	$400	$62,483	$62,883	Health and safety 1:1 in-district special needs students
11-000-221-104	Salary Other Professional Staff	$137,200	$48,355	$185,555	At risk, social, emotional supports: I&RS
11-000-230-331	Legal	$40,036	$32,935	$72,971	Compliance Increased cost district representation Spec Ed
11-000-262-100	Salaries	$1,119,031	$48,000	$1,167,031	Custodial: facility safety and security
11-000-262-622	Electric	$545,208	$134,000	$679,208	Safety and security; increasing expenditures
11-000-270-518	Contracted Services (SpecEd Students)	$444,448	$136,615	$581,063	Compliance special needs OOD
11-110-100-101	Kindergarten Salaries of Teachers	$1,339,603	$60,283	$1,399,886	Class size: Enrolment increases Kindergarten
11-120-100-101	Grades 1-5 Salaries of Teachers	$7,284,184	$49,713	$7,333,897	Class size: Enrolment increases
11-190-100-610	General Supplies	$370,665	$79,200	$449,865	School Supply: technology upgrades learning component
11-190-100-640	Textbooks	$183,550	$25,428	$208,978	Teaching needs: new students and replacements
11-000-291-220	Benefit -Social Security	$819,959	$14,133	$834,092	FICA required employer contribution

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11-204-100-101	Salaries Teachers LLD	$706,597	$62,133	$768,730	At Risk Special Ed - Increased needs Increased Enrollments
11-213-100-101	Salaries Teachers Resource	$1,482,700	$62,133	$1,544,833	At Risk Special Ed - Increased needs Increased Enrollments
11-212-100-101	Salaries of Teachers MD	$340,573	$62,133	$402,706	Special Ed : Increased needs Increased Enrollments
11-212-100-106	Other Salaries Instructions MD	$525,922	$49,818	$575,740	Special Ed Aide : Increased needs Increased Enrollments
11-216-100-101-	Salaries -PSD	$422,860	$39,942	$462,802	Special Ed : Increased needs Increased Enrollments

NOW, THEREFORE, BE IT RESOLVED that in consideration of the above, the Board of Education hereby adopts the following FINAL Budget for SY2025-2026 pending NJ Department of Education final approval:

SY2025-2026	Budget	Tax Levy
General Fund	$49,614,436	$36,656,985
Special Revenue	$8,017,179	$0
Debt Service	$682,800	$450,648
Total Base Budget	$58,314,415	$37,107,633

Adjustment for ENROLLMENT

BE IT RESOLVED that the Stafford Township Board of Education includes in the final budget the adjustment for enrollment in the amount of $174,780. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

Adjustment for HEALTH CARE COSTS

BE IT RESOLVED that the Stafford Township Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of $1,116,968. The additional funds will be used to pay for the additional increases in health benefit premiums.

Use of BANKED CAP

BE IT RESOLVED that the Stafford Township Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of $580,076 for the purpose of maintaining programs. The district intends to complete said purposes by June 2026.

Unofficial
Attachments are subject to change without notice

Maintenance Reserve Withdrawal

BE IT RESOLVED that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a $200,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

Emergency Reserve Withdrawal

BE IT RESOLVED that the general fund appropriations include a $40,000 withdrawal from the Emergency Reserve Account for the 2025-2026 school year to improve school security in the district.

Travel and Related Expense Reimbursement 2025-2026

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

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

WHEREAS, the Stafford Township Board of Education established $50,000 as the maximum travel amount for the current school year and has expended $16,000 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of $50,000 for the 2025-2026 school year.

A motion was made by Mr. Washco and seconded by Mr. Cooney to approve Finance/Insurance/Transportation item(s) #1-21. Roll call vote item #1: five (5) members present voted yes; motion passed. Roll call vote item #2: four (4) members present voted yes; motion passed. Mr. Gioe abstained on item #2. Roll call vote items #3-21: five (5) members present voted yes; motion passed.

H. BUILDINGS/GROUNDS/CAFETERIA

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals.

Attachments are subject to change without notice
Unofficial

1. To approve the submission of Form #72 Consolidation Agreement with Long Beach Island School District to provide food services for the 2025-2026 school year as per the Department of Agriculture regulations.

2. To approve the attached Shared Services Agreement with Long Beach Island School District to provide food services for the 2025-2026 school year.

A motion was made by Mrs. Strouse and seconded by Mr. Cooney to approve Buildings/Grounds/Cafeteria item(s) #1-2. Roll call vote: five (5) members present voted yes; motion passed.

I. CURRICULUM/INSTRUCTION/TECHNOLOGY

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Student Learning Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

1. To approve the attached revised district calendar for the 2024-2025 school year.

2. To approve the attached district calendar for the 2025-2026 school year.

3. To approve the attached Stafford Township School District school hours for the 2025-2026 school year.

4. To approve the attached Extended School Year Program, beginning July 7, 2025 and ending August 14, 2025. This program will be held at the McKinley Avenue Elementary School.

A motion was made by Mr. Cooney and seconded by Mr. Washco to approve Curriculum/Instruction/Technology item(s) #1-4. Roll call vote: five (5) members present voted yes; motion passed.

J. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

Attachments are subject to change without notice
Unofficial

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial assignments/appointments may be changed as district needs develop unless otherwise stipulated. The Personnel/Policy Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals.

1. To approve the attached list of substitutes for the 2024-2025 school year.

2. To approve the change of assignment for the attached list of personnel for the 2024-2025 and the 2025-2026 school year.

3. To approve the following resignations:
    a. Rachell Yatkowitz, Teacher Aide, effective April 1, 2025
    b. Melissa Stager, Teacher Aide, effective March 17, 2025
    c. Megan Fastige, Teacher Aide, effective April 7, 2025
    d. Rachel Jones, Teacher Aide, effective April 15, 2025
    e. Carla Nodine, Teacher Aide, effective July 1, 2025
    f. Christine MacCotter, Teacher Aide, effective April 30, 2025
    g. Susan Townsend, Teacher Aide, effective April 14, 2025
    h. Nina DeFilippo, Teacher Aide, effective, April 15, 2025

4. To approve to rescind the offer of PT Teacher Aide contract to Kaitlyn Sorbara for the 2024/2025 school year.

5. To approve the following leaves:
    a. Employee ID #6722, unpaid family leave FMLA, beginning March 24, 2025 and returning April 15, 2025
    b. Employee ID #6663, unpaid leave of absence, beginning March 3, 2025 and returning April 8, 2025
    c. Employee ID #6452, unpaid leave of absence, beginning February 14, 2025 (1/2 day PM) and returning February 24, 2025
    d. Employee ID #6334, unpaid contractual child rearing leave REVISED, beginning January 27, 2025 and returning March 26, 2025
    e. Employee ID #6870, unpaid leave of absence, beginning February 27, 2025 and returning March 3, 2025 AND beginning March 6, 2025 and returning March 10, 2025
    f. Employee ID #6786, unpaid leave of absence, beginning March 12, 2025 (1/2 day PM) and returning March 13, 2025

Attachments are subject to change without notice
Unofficial

g. Employee ID #6746, unpaid leave of absence, beginning March 13, 2025 and returning March 14, 2025
h. Employee ID #6788, unpaid leave of absence, beginning March 19, 2025 and returning March 24, 2025
i. Employee ID #6870, unpaid leave of absence, beginning March 14, 2025 and returning March 24, 2025
j. Employee ID #6452, unpaid leave of absence, beginning March 14, 2025 and returning March 17, 2025
k. Employee ID #4543, unpaid leave of absence, beginning March 18, 2025 and returning March 19, 2025
l. Employee ID #6665, unpaid leave of absence, beginning March 26, 2025 and returning March 27, 025
m. Employee ID #5825, unpaid leave of absence, beginning March 31, 2025 and returning May 1, 2025
n. Employee ID #6821, unpaid leave of absence, beginning March 10, 2025 and returning March 17, 2025 AND beginning March 24, 2025 and returning March 25, 2025
o. Employee ID #6174, unpaid contractual childrearing leave, beginning September 1, 2025 and returning July 1, 2026

6. To approve the attached revised job descriptions:
   a. A-23 Transportation Assistant Coordinator
   b. C-11 Transportation Dispatcher

7. To approve Jamie Weber as Homebound Instruction Teacher for the 2024-2025 school year.

8. To approve the affiliation with Stafford Township Board of Education and University of Pittsburgh for the 2024-2025 school year.

9. To approve the affiliation with Stafford Township Board of Education and Columbia University for the 2025-2026 school year.

10. To approve the attached list of student fieldwork placements for the 2024-2025 and 2025-2026 school years.

11. To approve Rachel Schenk as Elementary School Teacher, Grade 2, Ocean Acres Elementary School, beginning May 5, 2025 and ending June 30, 2025, Step 4, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenure fill-in position.

12. To approve the attached contract between the Stafford Township Board of Education and Lourdes LaGuardia, Business Administrator, beginning July 1, 2025 and ending June 30, 2026. This contract has been approved by the Executive County Superintendent.

Unofficial
Attachments are subject to change without notice

13. To approve the attached contract between Stafford Township Board of Education and Stephanie Bush, Director of Personnel, beginning July 1, 2025 and ending June 30, 2026.

14. To approve Jessica Fedor as Elementary School Teacher, Grade 2, Ocean Acres Elementary School, beginning May 5, 2025 and ending June 30, 2025, Step B, +MA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenured track leave replacement position.

15. To approve Rachel Goodman as Elementary School Teacher, Grade 5, Intermediate School, beginning April 1, 2025 and ending June 30, 2025, Step C, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenured track leave replacement position.

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

A motion was made by Mr. Cooney and seconded by Mr. Gioe to approve Personnel item(s) #1-15. Roll call vote: five (5) members present voted yes; motion passed.

K. POLICY/LEGISLATIVE

The Committee of the Whole has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certify, pursuant to N.J.S.A. 18A:11-1, that the attached policies and regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2024-2025 board/district goals.

NO ACTION ITEMS

L. ADVANCED PLANNING

M. PUBLIC COMMENT

None

N. BOARD INFORMATIONAL ITEMS

O. CLOSED SESSION

None

Attachments are subject to change without notice
Unofficial

ADJOURNMENT

A motion was made by Mr. Washco and seconded by Mr. Cooney to adjourn the meeting at 8:32pm. Voice vote: All members present voted yes (5-0); motion passed.

_____
Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-20-2025

Unofficial
Attachments are subject to change without notice

COMMITTEE OF THE WHOLE MEETING

May 12, 2025

The Committee of the Whole Meeting of the Stafford Township Board of Education was held on May 12, 2025 at 6:05pm at the Stafford Township Arts Center (STAC).

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

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

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

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

~2025/2026 District Goals and Board Goals – Adoption Presentation – George J. Chidiac

B. CLOSED SESSION

None

C. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

Attachments are subject to change without notice

Mr. Chidiac shared the following:

a. Superintendent Evaluation – please finish, Mr. Chidiac to be RICED
b. Graduation – June 12th
c. Shared Services
d. Donaldson Hearing – Appeal (potential) – Non-tenured – appeal process – dual role

D. PERSONNEL/POLICY

Chairperson Tammy Wagner – Update (Policy Only)

1. To discuss the **first reading** of following **revised** policy:

   - 9120 Public Information Program

Mr. Chidiac shared that the following items were discussed at the committee meeting:

a. May 15 – Contract Renewals/Non Renewals
b. Transfers and Change of Assignments – Voluntary
c. Supervisor of Curriculum & Instruction – Megan Banach
d. Postings – Board Recs
e. STEA Sidebar – Field Trip – Statehouse $20 trip contracted, $25 subs and $28 field trips proposed – Board not a lot of field trips

E. SPECIAL EDUCATION/CURRICULUM

Chairperson Matthew Regulski – Update

Dr. Regulski shared that Mrs. Bush & Mr. Reilly discussed End of Year Assessments and Adaptive PE supplies.

F. FINANCE/BUILDINGS&GROUNDS

Chairperson Joseph Washco – Update

Mr. Washco shared that Mrs. LaGuardia discussed the following items at the committee meeting:

a. Referendum
b. ROD Replacement
c. Oxycocus Fire Reimbursement
d. Budget – still on hold
e. Payroll
f. Shared Services $156k
g. STAC – Chicago Tribute

Attachments are subject to change without notice

Mr. Chidiac relayed that the PTO is donating $5,000 for the Intermediate Gym storage room to be turned into a Fitness Center. Weight lifting fitness, pegs, etc. Staff will be able to use it in the morning and afternoon. The donation will be on the June board agenda for approval. Mr. Cooney – five machines – Police Department – Facilities can pick up.

G. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Dr. Regulski and seconded by Mr. Morello to adjourn the meeting at 6:33pm. Voice vote: All members present voted yes (7-0), motion passed.

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-20-2025

Attachments are subject to change without notice

District Goals
2024-2025

Stafford Township School District
May 12, 2025

Attachments are subject to change without notice

District Goals 2024-2025

1. Continue to support the implementation of our English Language Arts program – Wonders (K-5)/Study Sync (6th)
2. Continue to support the implementation of LinkIt for the intervention and referral services process.
3. Continue to provide a least restrictive environment for our special education students.

Attachments are subject to change without notice

Goal 1: Continue to support the implementation of our English Language Arts program– Wonders (K-5)/Study Sync (6th)

Action Plan	Progress Update
• Update the English Language Arts Curriculum for Grades K-6 to reflect the new New Jersey Student Learning Standards • Monitor Year 2 implementation of the program • Provide Professional Development to new staff/staff that have not used the program • Provide opportunity for grade level articulation to discuss pacing and common assessments	• COMPLETED

Attachments are subject to change without notice

Goal 2: Continue to support the implementation of LinkIt for the Intervention and Referral Services Process.

Action Plan	Progress Update
• Provide training on the I&RS Process and Multi-Tiered Support Systems • Provide training as needed to new staff/staff that have not used LinkIt	• COMPLETED

Attachments are subject to change without notice

Goal 3: Continue to provide a least restrictive environment for our special education students.

Action Plan	Progress Update
• Development of the RISE and STAR programs to provide for the needs of our students in self-contained classes. • Continue to have students in self-contained classes mainstreamed for specials. • Professional development as needed for staff to understand the continuum services and how to provide for students in the least restrictive environment	• COMPLETED

Attachments are subject to change without notice

Board Goals
2024-2025

Stafford Township School District
May 12, 2025

Attachments are subject to change without notice

Board of Education Goals 2024-2025

1. To assess and address the District's facility needs in a prioritized order.

2. Commit to an educationally and fiscally sound budget to meet the needs of all students.

3. To meet the needs of our students academically, socially and emotionally.

Attachments are subject to change without notice

Goal #1: To assess and address the District's facility needs in a prioritized order.

Action Plan	Progress Update
• ROD Grants: - Intermediate – HVAV Upgrades - Ocean Acres – HVAC Upgrades - Ocean Acres – Partial Roof Replacement • Referendum - State of the art Preschool addition onto the Oxycocus building - Upgrades throughout the entire district for health, safety and security with a primary focus on Ocean Acres, the Primary Learning Center and the connector wing on the campus • Expand the Primary Learning Center parking lot	• ROD GRANTS - Intermediate - HVAC Upgrades - COMPLETED - Ocean Acres - HVAC Upgrades – COMPLETED - Ocean Acres - Partial Roof Replacement - COMPLETED • REFERENDUM – Passed • PLC PARKKING LOT EXPANSION - COMPLETED

Attachments are subject to change without notice

Goal #2: Commit to an educationally and fiscally sound budget to meet the needs of all students.

Action Plan	Progress Update
• In January, Superintendent, Business Administrator and district administrators to meet with Board of Education Committees to review tentative department/school budgets and special requests. • In March, after state aid is released from the governor's office the tentative budget will be submitted to the Board of Education for approval. At a special budget meeting the Superintendent will present the tentative budget to the Board of Education. • After the County Superintendent of Schools approves the tentative budget, a special budget meeting will be established. At this meeting the final budget will be presented to the general public.	• COMPLETED

Attachments are subject to change without notice

Goal #3: To meet the needs of our students academically, socially, and emotionally.

Action Plan	Progress Update
• Continue to foster a positive climate for students via social emotional learning through various districtwide programs. • Staff will be provided various forms of training and professional development related to SEL • Students will participate in various activities related to SEL • Strategies/Activities will be implemented in each school to improve school climate, creating an environment where student SEL skills can be developed • Provide mental health service resources for both staff and students	• COMPLETED

Attachments are subject to change without notice

District Goals 2025-2026

Stafford Township School District
May 12, 2025

Attachments are subject to change without notice

District Goals 2025-2026

1. Continue to implement district programs, including using benchmark assessments to monitor student progress and drive instruction in the classroom.
2. Provide targeted professional development opportunities and professional development days for staff to support instructional practices across the curriculum, with emphasis on ELA and math.
3. Enhance inclusionary practices with special education classrooms and continue to provide differentiation to students.

Attachments are subject to change without notice

Goal 1: Continue to implement district programs, including using benchmark assessments to monitor student progress and drive instruction in the classroom.

Action Plan	Progress Update
• Set assessment calendar for the 2025-26 school year • Utilized certified staff meetings to review data • Continued Professional Development with LinkIt and how to utilized the data • Monitor student progress in I&RS via action plans and progress monitoring	

Attachments are subject to change without notice

Goal 2: Provide targeted professional development opportunities and professional development days for staff to support instructional practices across the curriculum, with emphasis on ELA and math.

Action Plan	Progress Update
• Professional Days outlined on school calendar for 2025-26 • Send staff to workshop/conferences as needed and turn key to staff at certified staff meetings. • Train new staff at orientation on the curricular programs and follow up through the year • School Based professional development arranged by the principals	

Attachments are subject to change without notice

Goal 3: Enhance inclusionary practices with special education classrooms and continue to provide differentiation to students.

Action Plan	Progress Update
• Professional development opportunities for staff training on inclusive practices, differentiation, and the use of assistive technologies • Specialized training for staff on sensitivity and understanding accommodations and modifications needed in the mainstream • Make sure that students have access to appropriate support and resources.	

Attachments are subject to change without notice

Board of Education Goals 2025-2026

Stafford Township School District
May 12, 2025

Attachments are subject to change without notice

Board of Education Goals 2022-2026

1. Promote a collaborative teaching, learning, and assessment environment that inspires creativity, innovation, and differentiation to support all learners.
2. Continue communication with the community to ensure transparency and continue collaboration.
3. Strive to maintain consistent oversight of the budget to provide the most enriching and complete academic experience for every student.

Attachments are subject to change without notice

Goal #1: Promote a collaborative teaching, learning, and assessment environment that inspires creativity, innovation, and differentiation to support all learners.

Action Plan	Progress Update
• Provide ongoing professional development for teachers on collaborative teaching, differentiated instruction, and the use of technology • Continue to provide resources for successful implementation of Wonders for K-5 ELA/Literacy program and Study Sync Grade 5 ELA/Literacy • Utilize assessment data to assess student progress to inform instructional decisions and provide timely support.	

Attachments are subject to change without notice

Goal #2: Continue communication with the community to ensure transparency and continue collaboration.

Action Plan	Progress Update
• Presentations at BOE meetings by the administrative team will cover various topics throughout the school year. • Website will continue to be enhanced to add information for public consumption. • School and student information and highlights will continue to be shared through the district communication methods. will continue to share school and student information and highlights through existing district communication channels (district website, X, etc)	

Attachments are subject to change without notice

Goal #3: Strive to maintain consistent oversight of the budget to provide the most enriching and complete academic experience for every student.

Action Plan	Progress Update
• Create a budget framework that outlines how funds are allocated, ensuring alignment with district priorities and educational goals. • Prioritize student needs and identify areas where investment will have the greatest impact on student learning and well-being. • Report at committee meetings/Keep the public informed about budget decisions and their potential impact on students.	

Attachments are subject to change without notice

BUSINESS MEETING May 12, 2025

The Business Meeting of the Stafford Township Board of Education was held on May 12, 2025 at 7:05pm at the Stafford Township Arts Center (STAC) and was live streamed over the web.

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

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

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

~ Student Recognition – Districtwide

- The meeting highlighted Special Education and Inclusion, featuring performances by the "Sparklers," a local cheerleading group working with the recreation department and schools.

- Several students received special recognition:

    - An Intermediate student, was recognized for being selected by New Jersey Transit to record announcements for their rail lines during Autism Acceptance Month. He also appeared on Good Morning America, featured with the Eagles Autism Foundation's all-abilities football team.

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- An Intermediate student, was honored for her "outstanding performance in fitness week," excelling in challenges like the crate lift and earning a weightlifting belt.

B. SUPERINTENDENT'S EDUCATIONAL REPORT – Attachment

Mr. Chidiac conveyed the following:

Oxycocus – April was a short but exciting month due to Spring Break. The students honored Autism Awareness Day with wearing blue and blowing bubbles for Autism. Morning enrichment classes are in full swing with three separate classes (Playdoh Club, Lego Club and Social Skills-Friendship Club). Classes have been utilizing the various activities in Hope's Garden to celebrate Spring! Additionally, Arbor Day picture contest winners participated in the Arbor Day Celebration of planting a tree with township officials. There were 40 staff children that participated in "Take your child to work day".

PLC - April started off with Autism Awareness Day. Staff and students wore blue and shared positive stories of acceptance for all student differences. On April 9th, they celebrated Lamar Day where all of the students wore red and learned about good leadership qualities. They celebrated "Take Your Child to Work Day" with over 50 additional "students". It was a great day with a volleyball game and pizza party at lunchtime. In the middle of the month, they enjoyed taking their Spring pictures. They finished the month by celebrating Arbor Day with a tree planting and a student play.

Ocean Acres - April kicked off with Autism Awareness Day. Students and staff wore blue and had a bubble parade. Before spring break, the second-grade students took the In View assessment. This test assesses the students' cognitive abilities and skills important to future academic success. Additionally, the school celebrated the spring season with their annual egg hunts and parties. Many parents volunteered to assist with the festive activities. The staff had a Quack Attack hunt for ducks and prizes. The month came to a close with visits from many children of the staff members for the annual Take Your Child to Work Day.

McKinley – April kicked off with Spring Family Art Night. It was an amazing night for all. Thank you to Mrs. Willadsen for all her hard work putting this show together each year. They celebrated Take Your Child to Work Day on April 14th. In addition to spending time in the classroom, different activities were set up for the students to participate in including a kickball match and a musical session of Boomwhackers. The day ended with an ice cream party with officers from Stafford Police Department. On Monday, April 28th , they celebrated Arbor Day. Students had been asked earlier in the month to create a poster or write a poem about saving the trees. Two winners from each class were chosen by their peers and participated in a tree planting ceremony on the McKinley school grounds. Officials from Stafford Township came to the tree planting and had an opportunity to view all of the student

Attachments are subject to change without notice

entries and hear some of the poems. Student posters were sent down to Town Hall to be displayed for all to see. They ended the month with the start of NJSLA testing. A special thanks to the staff for fully preparing our students each step of the way!

Intermediate - The Spring enrichment programs wrapped up this month. The students in the Fishing Club caught some nice fish on their culminating trip to the Ocean Acres Lake. Sixth grade students participated in Project Aware in collaboration with the Stafford Township Police Department, EMT and Southern Ocean Medical Center staff. This event raises awareness around drug and alcohol use and prepares our students to Get Out, Get Help and Do the Right Thing. Intermediate math stars participated in the Ocean County Math League Contest this month. Results will be coming soon.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

NO ACTION ITEMS

D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

E. CORRESPONDENCE TO AND FROM THE BOARD

None

F. BOARD BUSINESS

1. There were no incidents of harassment, intimidation, and bullying.

2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Ocean Acres #2, McKinley #3, McKinley #4, Intermediate #4, Intermediate #5, Intermediate #6, Intermediate #7, Intermediate #8

3. To approve to reschedule the following Board of Education meetings:

    a. Committee of the Whole originally scheduled for September 11, 2025 moved to September 18, 2025 at 6:00pm

    b. Business Meeting originally scheduled for September 11, 2025 moved to September 18, 2025 at 7:00pm

4. To approve to adopt the attached 2025-2026 Stafford Township Board of Education Goals.

Unofficial
Attachments are subject to change without notice

5. To approve to adopt the attached 2025-2026 Stafford Township Board of Education District goals.

6. To approve the attached Sidebar Agreement. This addendum shall be effective for the 2024-2027 Collective Bargaining Agreement between Stafford Township Education Association (STEA) and Stafford Township Board of Education.

7. To approve the attached Sidebar Agreement between Stafford Township Education Association (STEA) and Stafford Township Board of Education dated May 12, 2025 with regard to Bus Driver Rates for Class Trips.

A motion was made by Mr. Gioe and seconded by Mr. Washco to approve Board Business item(s) #1-7. Roll call vote: six (6) members present voted yes, motion passed.

NEW BUSINESS

G. FINANCE/INSURANCE/TRANSPORTATION

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

1. To approve for payment of May 2025 bills list totaling $482,288.05 as attached. (G-1)

   Fund 10 - $239,435.82
   Fund 20 - $142,090.05
   Fund 30 - $0
   Fund 40 - $0
   Fund 60 - $92,789.87
   Fund 61 - $208.35
   Fund 62 - $7,763.96

   *Note - $21,605.19 of the amounts listed were made as EFT payments. (G-1a)

   *To approve for payment of April 2025 additional bills list totaling $25,982.20 as attached. (G-1b)

   Fund 10 - $25,580.52

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Unofficial

Fund 20 - $0
Fund 30 - $0
Fund 40 - $0
Fund 60 - $401.68* 6.25 Lunch Refund
Fund 61 - $0
Fund 62 - $0

*Note - $9,756.23 of the amounts listed were made as EFT payments. (G-1c)

2. To approve for payment of payroll

   a. dated April 15, 2025 totaling $1,602,701.36

3. To accept the Treasurer's Report for the month of March 2025.

4. To accept the Secretary's Report for the month of March 2025.

5. Certification of Overexpenditures:

   Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Lourdes LaGuardia, Board of Education Secretary, certify that as of March 2025 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

   _____ _____
   Board of Education Secretary Date

   Board Resolution:

   Through the adoption of this resolution, we, the Stafford Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that as of March 2025 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the business administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. To approve the attached line item transfers for March 2025.

7. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of May 2025 and to execute mid-cycle contracts such as utilities and out-of-district contracts. Specifics of these transactions, if any, will be provided for ratification at the next regular scheduled board meeting.

Unofficial
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8. To approve to write off $2,571.47 of stale checks in the General Account dating from 2022-2024.

9. To reapprove the attached SEHBP Medical Plan Rates, as presented by Brown and Brown Benefit Advisors from July 1, 2025 to December 31, 2025.

10. To reapprove the attached Delta Dental Plan Rates, as presented by Brown and Brown Benefit Advisors from July 1, 2025 to June 30, 2026.

11. To approve the attached Prescription Plan Renewal Rates, as well as the Trust Agreement for the Prescription Plan as presented by Brown and Brown Benefit Advisors from July 1, 2025 to June 30, 2026.

12. To approve the attached Vision Plan Renewal Rates, as presented by Brown and Brown Benefit Advisors from July 1, 2025 to June 30, 2026.

13. To approve the attached NJDOE Preschool Education Program Contracts as private providers for participation in the Preschool Program for the 2025-2026 school year. Compensation in the amount of $16,163 per student will be paid to each preschool:
    a. Happy Days Preschool I
    b. Happy Days Preschool II
    c. Little Graduates Preschool and Learning Center
    d. The Learning Experience

14. To approve the attached extension of contract to Educational Data Services, Inc., Saddle Brook, NJ for the cooperative purchase of teaching, office and custodial supplies for the 2025-2026 school year for a fee of $6,375.

15. To approve the attached proposal from Jersey Shore Awning Company Inc of Neptune, NJ for the Entrance Awning at the Primary Learning Center. The total cost of this proposal is $36,500 and was the lowest quote of three that were obtained.

16. To approve the attached revised ESCNJ cooperative pricing contract with Mobilease Modular Space, Inc. of Pedricktown, NJ for a 156'x64' Modular Building consisting of 8 classrooms with restrooms for a 24-month operating lease of $22,040 per month, commencing September 2025 plus additional costs of:
    - General conditions/delivery/install $ 330,000.00
    - Building and deck foundations if required $ 65,500.00
    - Aluminum decks/ramps/steps $ 33,300.00
    - Plumbing connections per scope $ 96,600.00
    - Electrical connections per scope $ 198,050.00
    - Data/communications $ 42,870.00
    - Site restoration $ 25,000.00

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- Parking lot $ 111,200.00
- Curb parking lot $ 28,900.00
- Sidewalks $ 22,795.00
- B inlets and OCS inlet $ 35,200.00
- Subsurface detention system $ 198,000.00
- Yard drain basins and storm piping $ 59,100.00
- Teardown and return delivery $ 137,000.00

Further, costs for plumbing, electrical and data/communications to be determined. This proposal is part of the Referendum Projects.

17. To approve the attached Shared Service Agreement with Beach Haven Board of Education to provide Child Study Team Services to Beach Haven Elementary School at a cost of $3,100 per pupil for the 2025-2026 school year. (Year 1 of 2)

18. To approve the attached Shared Service Agreement with Long Beach Island School District to provide a Technology Specialist/Network Administrator to Long Beach Island for two days per week at a cost of $52,530 for the 2025-2026 school year.

19. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Board Certified Behavior Analyst to Eagleswood Elementary School for one day per week and/or as needed at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

20. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Registered Behavior Technician (RBT) to Eagleswood Elementary School for one day per week and/or as needed at a cost of $175.00 per day for the 2025-2026 school year, commencing September 1, 2025.

21. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide an English as a Second Language Teacher (ESL) to Eagleswood Elementary School for one half day per week at a cost of $200.00 per day for the 2025-2026 school year, commencing September 1, 2025.

22. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Teacher of World Language to Eagleswood Elementary School for one day per week at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

23. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Learning Disabled Teacher Consultant (LDTC) to Eagleswood Elementary School for two full school days per week at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

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24. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a School Psychologist to Eagleswood Elementary School for one full school day per week and/or on an as needed basis at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

25. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Physical Education Teacher to Eagleswood Elementary School for two full school days per week at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

26. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Speech Therapist to Eagleswood Elementary School for two full school days per week at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

27. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide an Art Teacher to Eagleswood Elementary School for one full school day per week at a cost of $400.00 per day for the 2025-2026 school year, commencing September 1, 2025.

28. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Curriculum/Special Education Director and/or Administrator to Eagleswood Elementary School on an as needed basis for the 2025-2026 school year, commencing July 1, 2025.

29. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide Administrative Assistants to the Superintendent to Eagleswood Elementary School on an as needed basis for the 2025-2026 school year, commencing July 1, 2025.

30. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Facilities Supervisor to Eagleswood Elementary School on an as needed basis for the 2025-2026 school year, commencing July 1, 2025.

31. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Technology Director to Eagleswood Elementary School on an as needed basis for the 2025-2026 school year, commencing July 1, 2025.

32. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a HVAC Technician to Eagleswood Elementary School on an as needed basis at a cost of $22.00 per hour and/or $176.00 per day for the 2025-2026 school year, commencing July 1, 2025.

33. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide an Electrician to Eagleswood Elementary School on an as

Unofficial
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needed basis at a cost of $34.00 per hour for the 2025-2026 school year, commencing July 1, 2025.

34. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Substitute Safety Officer to Eagleswood Elementary School on an as needed basis at a cost of $30.00 per hour or $240.00 per day for the 2025-2026 school year, commencing September 1, 2025.

35. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Substitute Custodian to Eagleswood Elementary School on an as needed basis at a cost of $16.00 per hour for the 2025-2026 school year, commencing July 1, 2025.

36. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide Transportation Services to Eagleswood Elementary School on an as needed basis at a cost of $26.50 per hour up to 5.5 hours, field trips at a rate of $25 per hour with a 2-hour daily minimum, ESY at a rate of $26.50 per hour with a 3-hour daily minimum for the 2025-2026 school year, commencing on July 1, 2025.

37. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Speech Therapist to Eagleswood Elementary School at a cost of $51.44 per hour for the 2024-2025 school year, commencing May 5, 2025.

38. To approve an in-district tuition contract with Eagleswood Board of Education for student #HA for a prorated tuition charge based upon the estimated cost per pupil of $27,854 for the Preschool Disabilities Program, plus $400 per month for related services for 2024-2025, commencing May 19, 2025.

A motion was made by Dr. Regulski and seconded by Mr. Cooney to approve Finance/Insurance/Transportation item(s) #1-38. Roll call vote item #1: six (6) members present voted yes; motion passed. Roll call vote item #2: five (5) members present voted yes; motion passed. Mr. Gioe abstained on item #2. Roll call vote items #3-38: six (6) members present voted yes; motion passed.

H. BUILDINGS/GROUNDS/CAFETERIA

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals.

1. NOW, THEREFORE, BE IT RESOLVED that the Stafford Township Board of Education approve the renewal contract (year 2 of 5) for Food Service Management for the 2025-2026 school year, with an option for three (3) one (1) year extensions thereafter at the Board's discretion to Maschio's Food Services

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Inc located at 525 East Main Street, Chester, NJ 07930. It is the recommendation of the Business Administrator that the Stafford Township Board of Education approve the contract to Maschio's Food Services Inc (hereinafter referred to as the "FSMC"), subject to the following contractual provisions:

The FSMC shall receive, in addition to the costs of operation, a fee of $0.22 per reimbursable meal and meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as the cost of operation. The district guarantees the payment of such costs and fee to the FSMC. The 2025-2026 Total Cost of the Contract is projected to be $804,515.53 as found on the Response and Projected Operating Statement (Form 23).

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

The per meal management fee of $0.22 will be multiplied by total meals.

FSMC guarantees that the return to the District from the Food Service Program for the school year will be $15,000. If the annual operating statement shows a return of less than $15,000, Maschio's Food Services Inc will pay the difference between the actual and the guaranteed amount. Financial terms of the Contract are based upon the assumptions as stated in Section II A, Paragraph 8, and Section BBB (Guarantee Conditions and Assumptions) in the Contract. If there is a change in conditions, including, without limitation, changes to the preceding assumptions, the parties agree to enter negotiations concerning the impact of such changes, and the financial terms of the Contract, including any guarantee, shall be adjusted accordingly.

2. To approve the attached School Services Meal Price List for Student and Adult cafeteria purchases for the 2025-2026 school year.

3. To approve the submission of Form #72 Consolidation Agreement with Eagleswood Township School District to provide food services for the 2025-2026 school year as per the Department of Agriculture regulations.

4. To approve the attached Shared Services Agreement with Eagleswood Township School District to provide food services for the 2025-2026 school year.

Attachments are subject to change without notice

A motion was made by Dr. Regulski and seconded by Mr. Washco to approve Buildings/Grounds/Cafeteria item(s) #1-4. Roll call vote: six (6) members present voted yes; motion passed.

I. CURRICULUM/INSTRUCTION/TECHNOLOGY

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Student Learning Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

1. To approve the professional development requests shown on the attached listing.

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

J. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial assignments/appointments may be changed as district needs develop unless otherwise stipulated. The Personnel/Policy Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2024-2025 board/district goals.

1. To approve the attached list of substitutes for the 2024-2025 school year.

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2. To approve the change of assignment for the attached list of personnel for the 2024-2025 school year.

3. To approve the following leaves:
   a. Employee ID #6786, unpaid leave of absence, beginning 3/13/25 and returning 3/17/25 and beginning 3/19/25 (1/2 day PM) and returning 3/20/25 and beginning 3/27/25 (1/2 day AM) and returning 3/28/25 and beginning 4/8/25 (1/2 day AM) and returning 4/9/25.
   b. Employee ID #6663, unpaid leave of absence, beginning April 8, 2025 and returning April 28, 2025
   c. Employee ID #6452, unpaid leave of absence, beginning April 10, 2025 (1/2 day AM) and returning April 10, 2025 (1/2 day PM)
   d. Employee ID #6182, unpaid family leave INTERMITTENT, beginning April 30, 2025 and returning July 1, 2025
   e. Employee ID #4451, unpaid family leave, beginning May 1, 2025 and ending June 2, 2025

4. To approve the following retirement:
   a. Julie O'Brien, Bookkeeper, effective September 1, 2025

5. To approve the following resignations:
   a. Stacey Smith, Teacher Aide, effective April 30, 2025
   b. Samantha Richter, RBT, effective July 1, 2025
   c. Tyler Osborne-Lomax, RBT, effective July 1, 2025
   d. Madeline Steeb, Teacher Aide, effective July 1, 2025
   e. Jillian Lucas, Teacher, effective July 1, 2025
   f. Summer Gigerian, School Counselor, effective July 1, 2025
   g. Lori Gunsten, Teacher Aide, effective July 1, 2025
   h. Ann-Marie Donovan, Bus Attendant, effective May 29, 2025
   i. Kayla Reinhardt, RBT, effective May 27, 2025

6. To approve Jill Potts as Homebound Instruction Teacher for the 2024-2025 school year.

7. To approve the affiliation with Stafford Township Board of Education and Moravian University for the 2025-2026 school year.

8. To approve the contracts for all tenured and non-tenured administrators as listed on the attachment for the 2025-2026 school year, beginning July 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

9. To approve the contracts for all tenured and non-tenured certified staff as listed on the attachment for the 2025-2026 school year, beginning September 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

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10. To approve the contracts for all teacher aides as listed on the attachment for the 2025-2026 school year, beginning September 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

11. To approve the contracts for all cafeteria/playground aides as listed on the attachment for the 2025-2026 school year, beginning September 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

12. To approve the contracts for all bus attendants and tenured and non-tenured bus drivers and bus mechanic as listed on the attachment for the 2025-2026 school year, beginning September 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

13. To approve the contracts for all custodians, maintenance workers, mechanics and mail courier as listed on the attachment for the 2025-2026 school year, beginning July 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

14. To approve the contracts for all tenured and non-tenured affiliated secretaries as listed on the attachment for the 2025-2026 school year, beginning July 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

15. To approve the contracts for all non-affiliated staff as listed on the attachment for the 2025-2026 school year, beginning July 1, 2025 and ending June 30, 2026. Contracts are being approved at this time in order to comply with applicable law or board policy.

16. To approve the change of assignment for the attached list of personnel for the 2025-2026 school year.

17. To approve the transfers for the attached list of personnel for the 2025-2026 school year.

18. To approve Jonathan Pandolfo as Health and Physical Education Teacher, Grades 5-6, Intermediate School, beginning September 1, 2025 and ending June 30, 2026, Step J, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

19. To approve Rachel Schenk as Elementary School Teacher, Grade 2, Ocean Acres Elementary School, beginning September 1, 2025 and ending June 30, 2026, Step B, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

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20. To approve Emily Raylman as Elementary School Teacher, Grade 2, Ocean Acres Elementary School, beginning September 1, 2025 and ending June 30, 2026, Step B, of the Stafford Township Board of Education/STEA Agreement.

21. To approve Joseph Sauer as School Safety Officer, Ronald L. Meinders Primary Learning Center, beginning September 1, 2025 and ending June 30, 2026.

22. To approve Maris Horner as Elementary School Teacher, Grade 2, Ocean Acres Elementary School, beginning September 1, 2025 and ending June 30, 2026, Step A, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

23. To approve Stephanie Soares as Elementary School Teacher, Grade 4, McKinley Avenue Elementary School, beginning September 1, 2025 and ending June 30, 2026, Step A, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

24. To approve Sarah Baart as Speech Language Specialist, Grades 3&4, McKinley Avenue Elementary School, beginning September 1, 2025 and ending June 30, 2026, Step H, +CCC, of the Stafford Township Board of Education/STEA Agreement.

25. To approve Kathleen Schrock as Elementary School Teacher, LLD Class, Intermediate School, beginning September 1, 2025 and ending June 30, 2026, Step D, BA+15, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

26. To approve Jacqueline Geardino as Speech Language Specialist, Grades 5&6, Intermediate School, beginning September 1, 2025 and ending June 30, 2026, Step B, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenure track leave replacement position.

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

A motion was made by Dr. Regulski and seconded by Mr. Gioe to approve Personnel item(s) #1-26. Roll call vote: six (6) members present voted yes; motion passed.

K. POLICY/LEGISLATIVE

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

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regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2024-2025 board/district goals.

1. To approve the **first reading** of following **revised policy:**

    - 9120 Public Information Program

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

L. ADVANCED PLANNING

M. PUBLIC COMMENT

None

N. BOARD INFORMATIONAL ITEMS

O. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Dr. Regulski and seconded by Mr. Cooney to adjourn the meeting at 7:30pm. Voice vote: All members present voted yes (6-0); motion passed.

_____

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-20-2025

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STAFFORD TOWNSHIP SCHOOL DISTRICT

MISSION STATEMENT

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

Adopted: August 18, 2016

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STAFFORD TOWNSHIP SCHOOL DISTRICT

Non-Affiliated Employee Handbook

2025-2026

Attachments are subject to change without notice

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INTRODUCTION

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

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

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

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

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

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

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

Attachments are subject to change without notice

EMPLOYMENT CONTRACTS, ASSIGNMENTS AND EVALUATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Recommended Salary Ranges for Hiring New Non-Affiliated Employees:
Administrative Assistant: $50,000-$70,000
Bookkeeper: $40,000-$50,000
Head Bookkeeper: $50,000-$70,000
Non-Affiliated Secretary: $40,000-$50,000
Coordinator: $45,000-$65,000
System Specialist: $40,000-$50,000
Information Technology Supervisor: $60,000-$75,000
Director of Facilities: $65,000-$95,000
Data Analyst: $50,000-$65,000
HVAC Technician: $40,000-$65,000

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HEALTH, PENSION AND OTHER BENEFITS

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

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

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

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

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

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

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

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

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

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

*Note: The wages are subject to Social Security Taxes

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

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

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

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

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

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

ABSENCES AND LEAVES

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

Each building has a sign-in sheet. Employees must sign in on a daily basis on the designated form before 9:00 a.m. Employees are not permitted to sign multiple days at a time (either in

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advance of a date or after a date has passed). These sign in sheets will be used to compare to the RED ROVER daily attendance report (see below).

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

1. A staff member who anticipates absence from work will record the absence (including all necessary reporting information) in Red Rover before 7:00 a.m. on the date of the intended absence. If the absence is not reasonably anticipated in advance, and the absence cannot be recorded in Red Rover before 7:00 a.m. on the date of the absence, then the staff member shall call his/her immediate supervisor and the RED ROVER Coordinator.

2. If the absence is not recorded in Red Rover before 7:00 a.m. on the date of the absence and a call needs to be made to the supervisor and RED ROVER Coordinator, the following information must be provided:

    a. The employee's name, job title, assigned school and shift (if applicable);

    b. The day and date of the intended absence; and

    c. The reason for the absence.

3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the immediate supervisor.

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

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

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

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

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

Vacation days are non-cumulative, however, employees shall be permitted to carry over up to five (5) unused days per year. Carried over vacation days must be used in the next school year or they will be forfeited.

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

See Stafford Township Board of Education Policy #4433 *(always check the district website for any revisions that may have been made to these policies.)*

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

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

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

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

Illness days are reserved for the following reasons:

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

Illness days shall not be used for:

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

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

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

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

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

Sick Day Bank:
Each employee may voluntarily contribute one (1) of his/her illness days to the sick day bank annually by selecting the "yes" option on the sick bank donation form. If you choose not to contribute you simply select the "no" option. If neither option is selected, your decision will automatically be "no". Should an employee want to contribute more than 1 sick day, the maximum number of days you can donate is 5. However, should the bank become depleted, any member may donate additional days to the bank. At the time of retirement, a member may donate the balance of their sick days to the bank.

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

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

Sick Day Bank days may be requested by completing the Sick Bank Request form available on the district website.
The Sick Day Bank committee shall be as follows:

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- Three participating members appointed by the Superintendent

At the end of each school year, the Business Administrator shall provide the members with a written accounting of the number of days used, the number of individuals who utilized days and the number of days remaining.

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

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

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

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

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

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

Unused Time:

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

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

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

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

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

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

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

Employees are encouraged to provide as much advance notice of the leave as possible. Even if an employee is not sure of a specific date of the unpaid leave, if the employee is aware of the circumstances that will/may necessitate the leave in advance (e.g., at the start of the school

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year), employees are encouraged the contact the Superintendent as soon as possible. When the time comes to then request specific dates, the employee can be sure the applicable timeframes are met and the district can appropriately prepare for their absence. The Superintendent may consider the amount of notice provided in its determination of leave approval).

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

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

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

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

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

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

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

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

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

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

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

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EMPLOYEE PROFESSIONAL DEVELOPMENT AND TRAVEL

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

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

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

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

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

An employee must submit official college transcripts to the Human Resources office in a sealed envelope from the accredited institution and complete the appropriate form (available on the

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district's intranet). This form and transcripts must be submitted prior to January 31st of the calendar year. Salary adjustments will be made on the subsequent contract beginning July 1st.

College Credit Compensation:
30 credits toward BA…….$100 per year**
60 credits toward BA…….$250 per year**
90 credits toward BA…….$350 per year**
BA Degree……..$500 per year**
Total Possible: $500

**Part time employees will receive ½ of these increments

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

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

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

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

Certification	*Stipend*
Any CompTIA Professional Series Certification*	$300 per cert.
Microsoft Certifications	
Microsoft Certified Technology Specialist (MCTS)**	$400
Microsoft Certified IP Professional (MCITP)**	$800
Microsoft Certified Master (MCM)**	$1,200
Cisco Certifications	
Cisco Certified Entry Network Technician (CCENT)***	$400
Cisco Certified Network Associate (CCNA)***	$800
Cisco Certified Network Professional (CCNP)***	$1,200
VMware Certifications	
VMware Certified Professional (VCP)	$600
VMware Certified Advanced Professional (VCAP)	$1,200

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

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

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

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

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

AFFIRMATIVE ACTION AND EMPLOYEE GRIEVANCE PROCEDURES

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

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

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

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

It is important that every employee is aware of his/her right not to be discriminated against or sexually harassed within the workplace. Further, it is also important for an employee to know that he/she must report a violation using appropriate reporting procedures, specifically noting that any violations should be reported to the employee's immediate supervisor or to the district Affirmative Action Officer. A form is available for this purpose on the district's intranet. Therefore, in addition

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to the district policies that provide the information about the applicable laws and district practices, the district has corresponding regulations, as listed below, which guide individuals as to the steps to take if they believe a violation of the policy has occurred. These regulations are all available on the district's intranet website or may be obtained by contacting the district's Affirmative Action Officer.

Regulation 1530 – EEO/Affirmative Action Program For Employment and Contract Practices Plan
Complaint Procedure
Regulation 3362 – Sexual Harassment of Teaching Staff Members Complaint Procedure
Regulation 4352 – Sexual Harassment of Support Staff Members Complaint Procedure

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

Regulation # 1510 – Rights of Persons with Handicaps or Disabilities – Policy on Non-Discrimination
Regulation #2260 – Affirmative Action Program for School and Classroom Practices
Regulation #5750 – Equal Educational Opportunity Complaint Procedure
Regulation #5751 – Sexual Harassment of Pupils

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

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

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

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

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

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Complaint/Grievance Procedure:

1. Level One: An employee with a grievance shall first discuss it with his/her immediate supervisor, identifying it as a Level One grievance, in an attempt to resolve the matter informally at that level.

2. Level Two: If, within five (5) school days following the Level One discussion, the matter is not resolved to the satisfaction of the employee, he/she may set forth his/her complaint/grievance in writing to the immediate supervisor, identifying it as a Level Two grievance. The written complaint/grievance shall contain a request for a meeting with the immediate supervisor within seven (7) school days after his/her receipt of the grievance. Following the meeting, the immediate supervisor shall communicate his/her decision to the employee, in writing, within five (5) working days.

3. Level Three: The employee may appeal the immediate supervisor's decision to the Superintendent. The appeal to the Superintendent must be made in writing, within seven (7) school days after receiving the immediate supervisor's decision. The appeal must indicate that it is a Level Three grievance and it must set forth the grounds upon which the grievance is based. The Superintendent shall attempt to resolve the matter as quickly as possible. Within a period not to exceed seven (7) school days of receipt of the employee's written appeal, the Superintendent shall communicate his/her decision in writing, along with supporting reasons, to the employee and the immediate supervisor.

4. Level Four: If the grievance is not resolved to the aggrieved person's satisfaction, he/she may request a review by the Board of Education. The request for review shall be submitted in writing through the Superintendent within seven school days after receiving the immediate supervisor's decision. The Superintendent shall forward the request, along with all related documents, to the Board of Education. The Board of Education shall, at the next regular Board meeting, review the grievance, hold a hearing with the aggrieved person, if requested, and render a decision as quickly as possible. At any meeting with the Board, the employee may be represented by any person of his/her choosing. The decision of the Board shall be final.

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

WORKPLACE ACCIDENTS AND INJURIES

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

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

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

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

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

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

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

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

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

EXPECTATIONS FOR EMPLOYEE CONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Code of Ethics/Model Civility/Conflicts of Interest:
The district recognizes the individual rights of employees and in no way intends to infringe on the individual expression rights of its employees. However, in the interest in maintaining a safe, ethical, harassment free environment for all of its employees, students, parents/guardians and members of the community, the district expects that its employees will conduct themselves in a civil, ethical and professional manner. These expectations are more specifically set forth in Stafford Township Board of Education Policies 4211.2, 4214 and 4215. Some examples of these expectations include but are not limited to: Represent themselves honestly; Endeavoring to establish good working relationships with other employees, professional as well as non-professional; Treating parents/guardians and other members of the public with courtesy and respect;
Upholding all rules and regulations as set by the Board and the Superintendent; Keeping the trust under which confidential information may be given; Protecting and caring for district property; Refraining from using abusive, threatening or obscene language or display of temper; Refrain from engaging in any activity in which the employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the employee's duties; and Refrain from using or attempting to use the employee's position to secure unwarranted privileges, advantages or gifts.

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

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

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

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

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

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

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

TECHNOLOGY & ACCEPTABLE USE OF COMPUTERS/COMPUTER NETWORKS

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

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

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

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

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

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

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

MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised: 06/2010 – tls
Revised: 04/2011
Revised: 04/2012
Revised: 06/2013
Revised: 06/2014
Revised: 06/2016
Revised: 07/2022
Revised: 05/2024
Revised: 10/2024
Revised: 5/22/2025

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SIGNATURE AND AUTHORIZATION OF RECEIPT

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

Signature: _____ Date: _____

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STAFFORD TOWNSHIP SCHOOL DISTRICT

Substitute Training Manual

2025-2026

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AFFIRMATIVE ACTION IN EMPLOYMENT AND CLASSROOM PRACTICES

The district is committed to providing a safe, healthy environment for all students and staff that promotes respect, dignity, and equality. The purpose of the Affirmative Action policies and procedures is to create and preserve an educational environment free from unlawful harassment and discrimination.

Discrimination based upon any of the following characteristics, whether in *employment* or *classroom* practices, is **strictly prohibited**.

Protected characteristics include: race, creed, color, religion, national origin, nationality, ancestry, age, sex (including pregnancy), marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, and socioeconomic status.

The district has a variety of policies dealing with Affirmative Action, which contain more detailed information about the applicable laws and the specific prohibited conduct. These policies can be found on our district website at www.staffordschools.org

In order to ensure that these policies are followed and that discrimination and harassment are eliminated, the district has implemented procedures outlining the steps to take if you are aware of or you feel you are the victim of harassment or discrimination. In addition, the district has implemented procedures outlining the steps for parents and guardians to take in the event they feel their child is a victim of harassment and/or discrimination. You should be familiar with these procedures as well so that you may direct parents and guardians appropriately.

Although the specific procedures may vary from district to district, there is one procedure that remains the same in all districts: if you are aware of or feel you are the victim of harassment or discrimination based upon a protected category, you can and should contact your immediate supervisor or your district's Affirmative Action Officer.

The Affirmative Action Officer for the Stafford Township School District is Kristin Ducker who be reached at kducker@staffordschools.org and 609-978-5700 ext. 1127.

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RIGHT TO KNOW – BLOODBORNE PATHOGEN EXPOSURE

During a typical school day, students often get scraped knees, paper cuts, or bruises while in class, on the playground, or school bus. As a school district employee, you need to be aware of the potential danger of Bloodborne Pathogens.

Bloodborne Pathogens are microorganisms that are present in human blood and body fluids that can infect and cause disease in humans. Bloodborne Pathogens are transmitted in the workplace by entering your body in a variety of ways such as open cuts, skin abrasions, dermatitis, acne and the mucous membranes of the mouth eyes or nose.

You can become infected accidentally by injuring yourself on a contaminated object such as broken glass, sharp metal, knives or orthodontic devises. You can also become infected by touching a contaminated object and transferring the infection my touching your mouth, eyes, nose or open skin.

For your protection, both federal and state regulations require that each school district create an Exposure Control Plan, which contains guidelines for how to prevent exposure and what actions to take in the event exposure occurs. The regulations and district policy/regulation/procedure also contain provisions for removal of waste as well as certain minimum training and record keeping requirements. The district's Exposure Control Plan lists all job classifications and tasks in which exposure is possible, describes the required workplace controls to eliminate or minimize exposure and requires the Hepatitis B vaccine be available to employees who have occupational exposure and requires training to those employees. This plan will be updated annually. For questions about the plan, please contact the Building Principal.

Occupational exposure means reasonably anticipated skin, eye, mucous membrane contact or skin piercing contact with blood or body fluid that may result from the performance of an employee's duties. School District employees who have the potential for occupational exposure are those employees whose duties require close contact with pupils and any other job classification designated by the Superintendent and reflected in the Exposure Control Plan.

There are a number of methods and practices that will prevent or reduce exposure. Hand washing is the most basic, but one of the most effective practices that keeps you from transferring contamination from your hands to other surfaces or other parts of your body. In addition you should not eat, drink, apply cosmetics, or lip balm, or handle contact lenses where there is a reasonable likelihood of occupational exposure. Equipment such as gloves can protect you from contact with blood or other potentially infectious materials.

The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

Gloves can be torn or punctured and should be replaced if this occurs. Gloves should be removed using the following procedure so that no pathogens from the contaminated cloves contact your hands:

1. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
2. With the exposed hand, peel the second clove from the inside, tucking the first glove inside the second.
3. Dispose of the entire bundle promptly.

Specific care must be taken to never touch the outside of the glove with bare skin and every time you remove your gloves you must wash your hands with soap and running water as soon as possible.

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When bodily contact with body wastes or fluids occurs, hands and other skin areas that have come in contact with a person's body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least ten seconds. Hands and other skin areas should then be dried with paper towels.

Soiled items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids. If necessary for the treatment of stains, the item may be soaked in cold water. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.

When treating soiled rugs, body wastes and fluids should be removed as previously discussed. A rug shampoo with a germicidal detergent should be applied with a brush and, when dried, vacuumed. The vacuum bag will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

With regard to hard surfaces, employees are to wear gloves while disinfecting hard surfaces and equipment. Body wastes and fluids should be removed as previously discussed and a disinfectant applied to the affected surface.

Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly discarded down a drainpipe. Gloves should be discarded in appropriate receptacles.

Specific attention must be paid to the disposal of “Sharps”. These are defined as any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for tine tests and blood sampling. The school nurse shall keep a log of all sharps used on a monthly basis. All sharps shall be placed in a medical waste container that is: rigid; leak resistant; impervious to moisture; has sufficient strength to prevent tearing or bursting under normal conditions of use and handling; puncture resistant; sealed to prevent leakage during transport; and labeled. When the medical waste container is 75% full, appropriate personnel will handle disposal of same. The Director of Facilities will arrange for the contracted vendor to pick up the Sharps container. The vendor will provide a completed transmittal form at the time of pick up. A copy of the transmittal form will be kept by the school nurse and a copy submitted to the Business office.

It should be noted that any container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard, in accordance with federal regulations.

The benefits of using of gloves as a means of protection is clear, but there are also other forms of protective equipment that can be used such as gowns, lab coats, protective eyewear, masks, mouthpieces and resuscitation bags. The effectiveness of protective equipment depends on the user. You should be trained to use the equipment properly; the equipment must be appropriate for the task and must fit properly. In addition all equipment must be free of flaw that could compromise safety and you must use the equipment each time you perform a task involving blood or body fluids. ALWAYS remove the equipment as soon as possible if it becomes penetrated by blood or body fluids. Contaminated equipment should be handled in the same manner as stated above.

As with any accident or injury, exposure to blood or body fluid should be reported to the school nurse or supervisor as soon as possible. Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up. The route of exposure and the circumstances under which exposure occurred shall be documented.

This training information was partially created and fully reviewed by a Certified School Nurse. You will receive the district policy and regulation on Bloodborne Pathogens, a copy of the Public Employees Occupational Safety and Health Act regulation on Bloodborne Pathogens, and the location of the district’s Exposure Control Plan. You will also receive information for the district representative to whom you can contact regarding any questions you may have.

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ADMINISTRATION OF EPINEPHRINE

An epinephrine auto-injector is a disposable drug delivery device that is easily transportable, about the size of a magic marker, and contains a pre-measured dose of epinephrine, a powerful drug used to treat a single anaphylactic episode. As a designated administrator of epinephrine, it is important for you to be aware of the common causes of allergic reactions.

Common causes of anaphylaxis include: food – most commonly, peanuts, walnuts, pecans, fish, shellfish, eggs, milk, soy and wheat; medication; insect stings; latex

Less common causes of anaphylaxis include: exercise; food-dependent exercise-induced anaphylaxis, which occurs when a person eats a specific food and exercises within three to four hours after eating; idiopathic anaphylaxis, which is anaphylaxis with no apparent cause.

Anyone who is designated to administer epinephrine should review the students' Individualized Emergency Healthcare Plan so as to be aware of the symptoms that may trigger an allergic reaction in that specific student. You must also become familiar with recognizing the symptoms of allergic or anaphylactic reactions and triggers that cause these reactions for each student.

Some examples of symptoms that may occur during an allergic reaction or anaphylaxis: Mouth reactions include: Itching, tingling, or swelling of lips, tongue, and mouth. Skin reactions include: Hives, itchy rash, swelling on the face or extremities. Stomach symptoms include: Nausea, abdominal cramps, vomiting, diarrhea. General symptoms include: Panic, sudden fatigue, chills, feeling of impending doom

It is important to note that the severity of symptoms can change quickly and that skin symptoms, such as itching and hives, occur in the majority of food allergic reactions, but anaphylaxis does not require the presence of such skin symptoms.

Examples of potentially life-threatening symptoms that may occur: Throat symptoms include: Tightening of throat, hoarseness, and hacking cough**.** Lung symptoms include: Shortness of breath, repetitive coughing, wheezing**.** Heart symptoms include: thready pulse, passing out, fainting, paleness, and blueness

If a reaction is progressing, several of the above body systems may be affected.

The most dangerous symptoms include breathing difficulties and a drop in blood pressure, causing shock, and are manifested by symptoms like paleness, dizziness, faintness or passing out.

Anaphylaxis is likely when any ONE of the criteria below is fulfilled: (1) Acute onset of an illness with involvement of skin/mucosal tissue, such as: Hives, Generalized itch/flush, or Swollen lips/tongue/uvula ***AND*** Airway compromise, such as: Trouble getting air, Wheeze or bronchospasm, or High-pitched breathing noises; ***OR*** Reduced blood pressure or associated symptoms, such as: Decreased muscle tone, Fainting, Paleness, dizziness, or Blue, weak pulse. (2) Two or more of the following after exposure to suspected or known allergen for that patient: Skin/mucosal tissue, such as hives, generalized itch/flush, swollen lips/tongue/uvula; Airway compromise, such as trouble getting air, wheeze or bronchospasm, high-pitched breathing noises; Associated symptoms, such as decreased muscle tone, fainting, or Gastrointestinal symptoms, such as crampy abdominal pain, vomiting. (3) Hypotension, or low blood pressure, after exposure to known allergen for that patient, however you are not expected to measure and determine a rate of drop in blood pressure as part of this training.

It is important to note that any of these symptoms may begin within **several minutes to two hours** after exposure to the allergen.

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These are the steps to follow the Emergency Use of an Epinephrine Auto-Injector:

Determine if anaphylaxis is reasonably suspected based on the symptoms identified in the student's Emergency Health Plan. If there is a reasonable probability that anaphylaxis is occurring or about to occur, then treat the situation like an anaphylactic emergency.

Do not leave the student alone. Call 911 and then follow the district's policies and procedures for medical emergencies. Paramedics, the school nurse, the student's parents, and appropriate school administrator(s) should be notified immediately.

Most severe allergic reactions in children primarily involve trouble breathing. Children will likely need to sit calmly and upright as they are treated for their breathing problems.
However, if there is evidence of faintness, loss of consciousness or confusion, lay the child flat. If a child is very ill and needs to be treated in a lying position with legs raised, they should stay in that position, if possible, during transportation to a hospital. Do not change to an upright position, except if the child is vomiting, *do not* lay the child flat. If the child has evidence of faintness or loss of consciousness *and* vomiting, then he/she should be put down on his/her side, so that the child does not choke on the vomit.

Prepare to administer auto-injectable epinephrine, as indicated by the student's health care provider on the Emergency Health Plan. See the following steps:

a. Have the student sit down,
b. Reassure the student and avoid moving him or her, and
c. Check the auto-injector for expiration date and color. (To be effective, the solution in the auto-injector should be clear and colorless)

To administer the Epinephrine Auto-Injector adhere to the following sequence:

1. **Grasp the auto-injector in one hand and form a fist around the unit. With the other hand, pull off the safety cap.** (To avoid injecting yourself after removing the cap(s), never place your own fingers or hand over either end of the device. If you accidentally inject yourself, then use the back-up auto-injector to treat the student. You should go to the hospital emergency room as well.)

2. **Hold the tip of the auto-injector near the student's outer thigh.** (The auto-injector can be injected through the student's clothing, if necessary.)

3. Press firmly and hold the tip into the OUTER THIGH so that the auto-injector is perpendicular (at a 90° angle) to the thigh. You may hear a click.

4. **Hold the auto-injector firmly in place for 10-15 seconds.** (After the injection, the student may feel his or her heart pounding. This is a normal reaction.)

5. **Remove the auto-injector from the thigh and massage the injection area for several seconds.**

6. **Check the tip. If the needle is exposed, the dose has been delivered. If the needle is not exposed, repeat steps 2 through 5.**

7. **Dispose of the auto-injector in a "sharps" container or give the expended auto-injector to the paramedics when they arrive.**

8. **Call 911, if not previously called.**

9. **Call for the school nurse, if not previously called.**

If the anaphylactic reaction is due to an insect sting, remove the stinger (if there is one) as soon as possible after administering the auto-injector. Remove the stinger quickly by scraping with a fingernail, plastic card, or piece of cardboard. Apply an ice pack to the sting area. Do NOT push, pinch, or squeeze, or further imbed the stinger into the skin because such action may cause more venom to be injected into the student.

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You should continue to observe the student until the emergency responders arrive. In some circumstances a second administration of epinephrine may be necessary. You must also monitor the student's airway and breathing. If trained in CPR, begin CPR immediately if the student stops breathing.

When emergency responders arrive, provide them with a copy of the students Emergency Health Plan, tell them the time epinephrine was administered and the dose administered. If the auto-injector has not been disposed of in a sharps container, give the expended auto-injector to the paramedics.

If ordered by a health care provider, send a spare auto-injector along with the student to the hospital. A staff member should accompany the child to the hospital and follow procedures in accordance with the district policies regarding the care of students during emergencies.

Any student who receives epinephrine should be transported to a hospital emergency room, even if symptoms appear to have subsided. Some individuals have an anaphylactic reaction, and the symptoms go away only to return a few hours later. This is called a bi-phasic reaction. Often the symptoms of the bi-phasic reaction occur in the respiratory system and take the individual by surprise. Therefore, after a serious reaction observation in a hospital setting is necessary for at least four hours after initial symptoms subside because delayed and prolonged reactions may occur even after proper initial treatment.

In addition, emergency medical care must be obtained immediately because severely allergic students who have experienced anaphylaxis may need emergency respiratory care, cardiac care, or even resuscitation if they stop breathing. At a minimum, these students will need professional care to determine whether additional epinephrine, steroids, antihistamines, or other treatment is required. Follow-up diagnosis and care by health care professionals after the administration of epinephrine is important for recovery.

The school nurse should document the incident on the student's health record.

Epinephrine auto-injectors should be **stored at room temperature** until the marked expiration date, at which time the unit must be replaced. Auto-injectors should not be refrigerated as this could cause the device to malfunction. Auto-injectors should not be exposed to extreme heat (such as in the glove compartment or trunk of a car during the summer) or to direct sunlight. Heat and light shorten the life of the product and can cause the epinephrine to degrade. To be effective, the solution in the auto-injector should be clear and colorless.

School Districts are required to keep epinephrine auto-injectors in unlocked secure locations to be readily available during an emergency. This will vary depending upon the student's schedule and the circumstances surrounding the possible emergency. In addition to the nurse's office, possible locations for unlocked secure storage of epinephrine include the principal's office, the cafeteria, a classroom, the teacher's room, on the person of the designee, etc. Availability of epinephrine should be addressed in the students Emergency Health Plan.

One final reminder: Epinephrine is medication held by the school through the authorization of a health care provider's order. Only school nurses, designees, or students able to self-medicate, should have epinephrine auto-injectors on their person.

This training information was partially created and fully reviewed by a Certified School Nurse. It is consistent with the training protocols established by the New Jersey Department of Education and New Jersey department of Health and Senior Services.

This information will be supplemented with specific information regarding the child or children to whom you will be administering Epinephrine. You will also receive information about the district policies/regulations/procedures, which will tell you information about the district representative to whom you can contact regarding any questions you may have.

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CONFIDENTIALITY

Even if your position in the district does not include the maintenance or records, all district employees will have access to or will learn of confidential information about pupils for a variety of reasons. This information must be kept confidential and only shared in accordance with the provisions explained here.

Student records and the information contained within them must be kept confidential. The confidentiality of that information and the rights of the pupil and the pupil's parents or guardians are governed under federal law – Federal Education Rights and Privacy Act, or FERPA, as well as state law.

What is a Student "Record"? Any record, file, document or other material maintained by an educational institution, containing any information directly related to a student, which is maintained in any format or medium. This definition is very broad and includes, among other things, personal information, enrollment records, grades, schedules, discipline records, photos, videos, etc. It is important to note that personal observations are not student records.

Confidentiality laws grant an adult pupil or a minor pupil's parent/guardian three rights: The right to access records within a reasonable time of request and an individual available to interpret the records if necessary; The right to challenge and or request an amendment to a record in the file (the steps for this process include the district administrative channels, followed by the Board of Education, and the final step is the state or federal government); The third right is the right to consent, in writing, to release the confidential record or information.

There are exceptions to this third right, where release does not require consent: school officials with legitimate educational interests, other schools into which a student is transferring or enrolling, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain students for, or on behalf of, the school, accrediting organizations, judicial orders or lawfully issued subpoenas, health and safety emergencies, state and local authorities within a juvenile justice system pursuant to specific state law. In additional the law does not require consent to release directory information so long as the adult pupil or parent/guardian was told of the directory and given the opportunity to opt out.

Directory information includes pupil's name, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil and other similar information.

With regard to confidentiality of student records, medical records are given a heightened level of privacy and are required to be kept separate from the rest of a student's cumulative file.

Also, special education information must be kept confidential. The law requires that pupils not be needlessly labeled as needing special education.

Another issue that is related to confidentiality is the Protection of Pupils Rights Amendment, or PPRA, which further protects the privacy or students. This amendment states that before pupils are required to participate in a survey, evaluation or analysis about certain topics, the adult pupil or parent/guardian of a minor must be given an opportunity to review the questions to be asked as well as an opportunity to opt out.

Topics covered by this amendment include: Political affiliations of pupil or pupil's parent/guardian; mental or psychological problems of the pupil or the pupil's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others with whom the respondents have close family relationships – such as with lawyers, physicians and ministers; religious practices, affiliations, or beliefs of the pupil or parents/guardians; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If you have any questions about this information, please contact the Building Principal.

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HARASSMENT, INTIMIDATION & BULLYING

Like other disruptive behavior, **Harassment, Intimidation and Bullying** interfere with a student's ability to learn and achieve high academic standards, and also with a school's ability to educate its students in a safe and civil environment.

For this reason, students are expected to act in an age-appropriate manner that shows the proper regard for the rights and welfare of other students, staff, school facilities and the educational process in general. Any acts of **Harassment, Intimidation and Bullying** are prohibited.

In addition, employees and volunteers are expected to model appropriate behavior, treat others with civility and respect, and refuse to tolerate **Harassment, Intimidation and Bullying.**

What is **Harassment, Intimidation and Bullying?** The definition of HIB is established at N.J.S.A. 18A: 37-14 and is provided below. The HIB definition below has been separated into component parts for ease of reading and comprehension. Bold type has been added to emphasize selected provisions.

HIB Definition

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it is **a single incident** or **a series of incidents**, that:

- Is reasonably perceived as being motivated by either any **actual or perceived characteristic**, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by **any other distinguishing characteristic**; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or **off school grounds**, as provided for in N.J.S.A. 18A:37-15.3, that
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that**
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of **physically or emotionally harming** a student or **damaging the student's property**, **or** placing a student in reasonable **fear of physical or emotional harm** to his/her person **or** damage to his/her property; **or**
- Has the effect of **insulting or demeaning** any student or group of students; or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or app.

Discipline for an act of **Harassment, Intimidation and Bullying** must follow the code of student conduct and must also be progressive in nature so as to end the bullying. While there are a range of appropriate consequences, such as behavioral evaluation with a possible referral to the child study team, supportive interventions and referral services, the consequences must take into account the nature of the behavior, age of the student and the student's history of problem behavior.

In addition, appropriate consequences and remedial action will also be taken against any employee or volunteer who commits an act of **Harassment, Intimidation and Bullying**, as these individuals are expected to model appropriate behavior for students.

The district mandates that every employee and volunteer take action whenever they become aware of an incident of bullying that has a substantial interference on school operations or that occurs on school property, at any school function, on the school bus or at the bus stop. This means that every incident must be reported using the district reporting procedures.

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Employees and volunteers are also required to tell others to report incidents through any means allowable by policy and procedure. Reports can even be anonymous, although this alone will not form the basis for disciplinary action.

The school district, and quite possibly individual employees, will be held liable if they knew or should have known about harassment and failed to take action to end the harassment. This is why reporting is so important!

Once an incident is reported, investigation must take place promptly in accordance with district policy and procedure.

When conducting an investigation it is important to speak to bystanders. Even though you are not the individual responsible for conducting the investigation and are just reporting the information, be sure to report the names of the bystanders. They often have important information and should be encouraged to speak up and report the **Harassment, Intimidation and Bullying** themselves.

Retaliation - against a student, employee or volunteer – for reporting an incident of **Harassment, Intimidation and Bullying** is prohibited. In fact, any individual who retaliates against another for reporting will themselves face consequences and appropriate remedial action.

Likewise, false accusations of **Harassment, Intimidation and Bullying** are not acceptable and any individual who is found to have made false accusations against another – as a means of retaliation or as its own means of **Harassment, Intimidation and Bullying** shall also face consequences and appropriate remedial action.

In accordance with the law, you will receive information about the district Policy on Harassment Intimidation & Bullying and the Regulation on Harassment Intimidation & Bullying (see pg. 15 of this training manual). In addition, all policies, regulations and reporting forms are available on the district's website. You are expected to be familiar with them and to know how to access them.

The Anti-Bullying Coordinator for the district is Kristin Ducker who can reached at kducker@staffordschools.org and 609-978-5700 ext. 1127.

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STAFFORD TOWNSHIP SCHOOL DISTRICT

Substitute Teacher Handbook

2025-2026

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Introduction

This booklet is your guide to success as a substitute teacher in the Stafford Township School District. The contents have been arranged to assist you in finding the answers to many of the questions and problems which may confront you as a substitute in the various schools throughout the system.

Serving as a substitute is one of the most difficult assignments within the school system. It requires the ability to spontaneously walk into any classroom setting – self-contained, physical education, individualized, departmentalized – and carry out the daily activities as would the regularly assigned teacher. Because of the extraordinary expectations and demands, substitute teacher training is imperative. The better prepared, organized and able to carry out the requirements and demands of being a substitute teacher, the greater the possibility of the substitute to be an effective facilitator in the learning process. We hope that this booklet will help facilitate your journey on becoming an effective substitute teacher.

Welcome

You, as a substitute teacher, are one of the most vital parts of our schools system. It would be extremely difficult for us to operate our schools on a satisfactory basis without you. Providing the best and highest quality education for our students is our everyday goal. Having reliable, fully qualified professional substitutes in our classrooms has always been a high priority for schools. In these days of education reform, with increased teacher in-service and outside-of-regular-classroom obligations, it is even more important that our substitute teachers be focused on student learning and skilled in effective instruction.

We wish to extend to you a most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program of our schools. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.

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Administration Building
250 North Main Street
Manahawkin, NJ 08050

www.staffordschools.org

George J. Chidiac
Superintendent

Barbara D'Apuzzo
Director of Personnel

Voice: 609.978.5700
Extension 1400
Fax: 609-597-4335

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Dear Stafford Substitute Teacher:

We are very pleased to have you join our family and would like to wish you a successful school year.

Substitutes play an essential role in the education of our students and allow quality instruction of our students to continue when illness or events cause a staff member to be absent. For this reason what you do is critical to each and every one of our students.

Substitute teachers also ensure the safety of our students. For this reason, I would like to emphasize how important it is to check the list of students who are staying after school for Extended Day program ***every day***. These students are placed in the program because no one is able to be home to provide care immediately after school. Therefore, it is vital to the safety of our students that you make certain they report to the program rather than go home. Please know that this is a required job function for all of our substitutes and failure to do so will result in immediate removal from the district's substitute list.

I am confident that you understand the importance of your role in guaranteeing the safety of each of our students and we look forward to working with you.

Again, thank you for all you do for our students and have a great year!

Yours in education,

George J. Chidiac
Superintendent

Stafford Township School District

Administration

George J. Chidiac, Superintendent
Lourdes LaGuardia, Board Secretary/School Business Administrator
Stephanie Bush, Director of Curriculum, Instruction & Planning
Sean Reilly, Director of Special Services
Kristin Ducker, Vice Principal
Richard Meyer, Vice Principal
Jennifer Lowe, Vice Principal
Jacqueline Aliseo, Vice Principal

Schools

Stafford Intermediate
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Hope Zaun
Phone: 609-978-5700 X1191

Ocean Acres Elementary
489 Nautilus Drive
Manahawkin, NJ 08050
Principal: Susan D'Alessandro
Phone: 609-978-5700 X1198

McKinley Avenue Elementary
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Tiffany Eberle
Phone: 609-978-5700 X1134

Oxycocus Elementary
250 North Main Street
Manahawkin, NJ 08050
Director of Preschool: William Wilkinson
Phone: 609-978-5700 X1270

Ronald L. Meinders Primary Learning Center
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Dawn Reo
Phone: 609-978-5700 X1306

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How to be a Successful Substitute Teacher

Role of the Substitute Teacher

The substitute teacher is a certificated employee in charge of the classroom in the absence of the regular teacher. The substitute teacher is responsible for delivery of the instructional program to the class. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety, and security of students in the classroom.

A substitute teacher needs to work closely with the teacher assistants and/or regular staff to maintain the continuity and routine of the regular classroom program. The substitute teacher is responsible for providing for the needs of the class, and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner.

Substitutes are not entitled to a planning period. During breaks from classroom duties, substitutes are to report to the school office for assignment from the principal. Note that substitutes are entitled to a 45 minute lunch period during the school day.

Please refer to the district website: www.staffordsschools.org for up to date policies and regulations regarding dress code for pupils, teaching staff members and other information you should familiarize yourself with.

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Reporting to the School

Arrival time

The following must be done as soon as you arrive:

- Sign in at the Visitor Station/Main Office
- Stop in the main office for a school map and room key
- Scan for Share911
- Review lesson plans for the day, books, materials, and special procedures – if you have any questions ask the neighboring teacher
- Review emergency plans, as well as specific behavior intervention plans for students
- Review Student Health Concerns list – if you have any questions, contact the school nurse immediately
- It is important to familiarize yourself with any unusual changes in school schedules such as fire drills, altered class schedules or activities day. If the school secretary or greeter does not apprise you of an unusual school schedule change, be sure to ask.
- Each school has emergency evacuation plans in case of a fire, lock down, or other potentially dangerous situation so that you can successfully evacuate students safely. Know the location of Emergency Response Guide. Also locate the school evacuation map in the classroom. If you cannot find the necessary information, contact the main office.
- Put your personal belongings in a secure place when you arrive

In the Classroom

Review the following:

- Daily lesson plans
- Worksheets/activities or other produced materials for carrying out today's activities in the classroom
- Attendance and lunch count directions and materials
- Special procedures (It is important that you do not vary from the practices of the regular teacher)
- Seating Chart
- Review list of all students that will be staying after school for the day
- Notes regarding specific students (i.e., special education, individual health problems, and behavior problems)
- Names of student helpers

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Substitute Responsibilities

The following are applicable to all substitute assignments:

- Introduce yourself to the class. Write your name on the board. Greet students in a positive, confident manner. The first few minutes set the tone for the rest of the day.
- Start class promptly, this helps to reduce discipline problems.
- Record attendance and send to the greeter's station.
- Record lunch count and send to the cafeteria.
- Open and read all parent communication. Forward any unusual requests to the building principal. If you have questions regarding parental communication, contact the main office as soon as possible.
- Supervise students at all times. Circulate the classroom and offer assistance.
- Assist students with getting ready for dismissal and walk students to the appropriate dismissal location.
- Make sure all students attending Extended Day or after school programs get to the appropriate location – and DO NOT get on the bus at dismissal.
- Doing personal business during a substitute assignment is prohibited. The following are examples of unacceptable behavior: reading the newspaper, magazines, book, etc., personal phone calls on school phones or cell phone, and using the Internet for non-school related purposes.
- Remember to leave correspondence for the classroom teacher – letting him/her know what you were able to cover and any problems you encountered.
- If you need assistance resolving a problem, call the main office.

Classroom Instruction

- Follow the teacher's lesson plans as closely as you can. If you find it necessary to deviate, be sure to leave a note for the teacher with that information. Teachers spend a lot of time preparing when they will be out, show respect by doing what is asked.
- It is a good idea to have some plans and activities of your own that can be used if the class covers the planned material before the end of the day.
- Grade work when possible (unless the teacher's directions state otherwise). Teachers appreciate it when simple grading is completed. It is a nice touch for teachers to be able to come back and some of the assignments have already been graded. Grade any objective or simple type of assignments in the free time you have. Leave short answers, essays, or themes for the classroom teacher to grade.
- Use clear, consistent instructions in directing every activity.
- Leave the teacher's desk (and classroom) organized at the end of the day. Use paperclips and sticky notes to organize student work – you can never organize too much! The more organized you leave the room; the more you will be appreciated.
- Be flexible. When transitions do not go as well as planned or when you find out you have music at 10:00 instead of math, do not lose your head (or your sense of humor).

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Classroom Management

- Start the day out quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know "anything does not go." Your first words and actions usually go a long way to set the day's discipline.
- You are legally responsible for the student's safety. While on school grounds, students are NOT to be left unattended at any time. Do not release a student to anyone without approval from the parent or main office. When in doubt - ASK.
- Maintain established routines as much as possible. Try to hold to time schedules, routines, etc.
- With any group, smile, be friendly, show enthusiasm, and be positive. Try to see that every student experiences some success or praise.
- Whenever talking with a student, squat down to their eye level. However, do not get in their "personal space."
- Encourage students to think of alternative solutions to the conflict. Help the student see the consequences of his/her actions. Do not get into a power struggle with the student. Attempt to give the student options, which allow him/her to maintain dignity.
- Solve problems on the spot. Never degrade students, but do handle problem situations when they occur.
- Deal with the individual student, not the group when corrections are necessary. Have all the facts. Listen to both sides of a story. Focus attention on the problem. Give the child the benefit of the doubt.
- Reward good behavior. Praise behavior that you like. This shows the students the behavior you want instead of what you do not want.
- Be a positive role model. Students learn by example.
- As a professional, maintain the use of conservative, non-controversial, acceptable language when in the classroom. The use of foul or vulgar language creates a potentially volatile situation for the students as well as the teacher.
- The only time it is legal to physically restrain a student is when it is determined the student will injure him/herself or others. The amount of restraint that can be applied is the absolute minimum to control the situation.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.
- The principal and other staff members are ready to assist you with special problems; however, the general tone of the classroom is your responsibility. Include the names and brief descriptions of any special problems you may have or feel are worthy of comment in your correspondence with the teacher. If necessary, complete a Student Discipline Referral to the main office. (See next page for referral form)

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Accidents

Accidents in the classroom, hallways, or on the playground should be reported to the principal's office and the nurse's office immediately. An accident form is available from the school nurse and should be completed for any accident involving a student or an adult. There is a nurse on duty in each building to administer first aid and follow up on other necessary procedures.

Meetings and Conferences

In general, daily substitute teachers are not expected to attend faculty, committee, or parent meetings. Long-term substitutes will receive specific directions from the building principal.

At the End of the Day

Complete a final written report to the classroom teacher. Be sure to include:

- What you were able to complete in the lesson plans.
- What you were unable to complete, and why.
- What you added to the lesson plans, and why.
- Which students were helpful and which were problems (be specific and give details).
- Leave completed student work for the teacher.
- Return supplies and equipment to their proper storage areas.
- Attach all referral slips (to the office or nurse, etc) to your note to the teacher.
- Before they leave for the day, remind students of homework. Have students straighten and clean the area around their desks.
- Close windows, turn off lights and equipment, and make sure the room is in good order before locking the door.
- Return all keys to the main office.

Substitute Appraisal

- Please read over the form on the next page. The form identifies the areas that are of high importance for teachers and tasks to help you. Please know your performance is important to us and has great impact on student achievement.
- The form identifies the areas that are of high importance for teachers. Tasks are prioritized to help you.
- We are committed to your success and all questionable appraisals will be reviewed with the building principals. Suggestions and ideas for improvement will be shared with you at a scheduled meeting.

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Confidentiality of Student Information

- Releasing of student information to the wrong individual is a violation of district policy 8330 and regulation 8330 (available on the district website at www.staffordschools.org)
- Releasing of student information to the wrong individual is also a violation of numerous laws (district and individual that released the information will be held liable):
  - Federal Education Rights and Privacy Act (FERPA) & related state laws (N.J.S.A. 18A:36-19; N.J.A.C. 6A32-7.1 to 7.5);
    - These laws generally require that student records cannot be released or shared with anyone besides a student's parent/guardian unless that parent/guardian gives written consent.

      Definition of "record" includes:
      - Any record, file, document or other material maintained by an educational institution
      - Containing any information directly related to a student
      - Maintained in any format or medium

      Of course there are a few exceptions to this general requirement. These exceptions are as follows:
      - School officials with "legitimate educational interests"
      - Other schools into which a student is transferring or enrolling
      - Specified officials for audit or evaluation purposes
      - Appropriate parties in connection with financial aid
      - Organizations conducting certain students for, or on behalf of, the school
      - Accrediting organizations
      - Judicial orders or lawfully issued subpoenas
      - Health and safety emergencies
      - State and local authorities within a juvenile justice system pursuant to specific state laws. These exceptions are narrowly interpreted by the courts such that the law will weigh in favor of not releasing the information.
  - Health Insurance Portability and Accountability Act (HIPAA) & related state law (N.J.S.A. 18A:40 – 4): These laws provide added protection to health and medical information. They generally state that covered entities may only release protected health information for the purposes of facilitating treatment, payment or healthcare operations. Schools are considered covered entities.
    - Example – One little statement could violate all of these laws:
      Situation: Student C's parents call you because Student C is being teased by Student D. You tell Student C's parents that you understand why they are upset but to try to give Student D a break because he has some emotional and behavioral disabilities which cause him to act this way, you believe that

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Student D might even be bipolar – but in any event, you say that you will talk to Student D and see what you can do. You think you are trying to calm the situation. However, Student C's parents relay that information back to Student C. Now Student C tells all of his/her friends – and soon everyone in the class is making fun of Student D. Student D is extremely depressed and unable to attend school or even get out of bed.

- This is a violation of district policy and every law discussed above:
  - FERPA – this is information contained in the student's records
  - HIPPAA – this is medical information
  - If true – is an invasion of privacy as the reasonable individual would not want this information shared
  - If false – is defamation of character because it brings down Student D'S image to the community
  - Infliction of emotional distress – Student D is suffering emotional harm which is leading to physical harm
  - If something else happens between Student D and any other student, the student's parents will say that you and the district were "on notice" of problems
  - Law Against Discrimination – Student D may claim that he/she was bullied and discriminated against because of his/her emotional and behavioral disabilities.
- People are creative – they will bring actions under every claim just to see which ones will stick.

- **Key Points to remember:**
  - Can be held individually liable and breaking these policies is a violation of confidentiality and the law
  - At a minimum – you will be a witness called to testify
  - ERR ON THE SIDE OF CAUTION – assume the information you are giving is confidential and assume the person is not permitted to have access to that information (then verify you are doing the right thing before you give an answer or provide any information).
  - It is understandable that when someone is asking you questions, they want answers and you want to give it to them – but if its confidential information you cannot –
    - Easy way out - say "Law and district policy do not permit me to tell you that"
  - Before you share information – think about why you are sharing it and think about whom you are talking to (if there is not educational or safety purpose for providing the information – DO NOT SHARE IT!).

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Emergency Procedures

Procedures to follow when calling your school office to notify of an emergency:

- Call the school office
- Give your name
- Give your extension number, phone number or room number.
- Describe the condition clearly and accurately.
- Do not hang up! Let the person you are talking to end the conversation; other information may be needed.

Policies that must be followed in every emergency preparedness situation:

- All possible steps will be taken to assure the safety of the pupils who attend our schools.
- For all emergencies, the teacher is the authority in the classroom and must act as reason dictates. If time permits, the teacher will receive and follow the directions of the principal.
- The teacher must stay with the children at all times.
- The teacher will not release the children without direction from the principal.

Fire Drill and Evacuation Plans

Each teacher is responsible for seeing that the Fire Drill and Evacuation Plan is posted in a conspicuous place in each classroom to which the teacher is assigned. Each teacher is also responsible for informing all students in each classroom of the evacuation plan for that room.

Special Instructions to the teacher:

- Remove the roll book
- Check for evacuation of all students
- Turn off the lights
- Close all doors and windows
- Proceed with the class to the evacuation area
- If a disaster is within the evacuation path or area, proceed in opposite direction
- Take roll (attendance)
- Keep all students quiet, orderly, and away from emergency personnel and vehicles
- Stay with your students and follow the directions of the administrator or emergency personnel
- Review and respond to messages on Share911 to report your status

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RED ROVER: AUTOMATED SUBSTITUTE CALLER

Red Rover is an automated system used to find substitutes for teachers and other staff during short term, temporary absences. Red Rover allows staff to register their own absences using a web site or an Interactive Voice Response phone system. Red Rover then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. The administrative management functions of Frontline provide administrators with full information about absences and substitute assignments.

You will then have access to Red Rover once all required paperwork is completed with Human Resources and Payroll. If you have questions or comments regarding the use of the Red Rover, please contact the Human Resources at 609-978-5700 x1400.

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STAFFORD TOWNSHIP SCHOOL DISTRICT

Substitute Instructional Support Staff Handbook

2025-2026

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Introduction

This booklet is your guide to success as a substitute support staff in the Stafford Township School District. The contents have been arranged to assist you in finding the answers to many of the questions and problems which may confront you as a substitute in the various schools throughout the system.

Serving as a substitute is one of the most difficult assignments within the school system. It requires the ability to spontaneously walk into any classroom setting – self-contained, physical education, individualized, departmentalized – and carry out the daily activities as would the regularly assigned staff member. Because of the extraordinary expectations and demands, substitute training is imperative. The better prepared, organized and able to carry out the requirements and demands of being a substitute, the greater the possibility of the substitute to be an effective facilitator in the learning process. We hope that this booklet will help facilitate your journey on becoming an effective substitute.

Welcome

Providing the best and highest quality education for our students is our everyday goal. You, as a substitute, are one of the most vital parts of our schools system. It would be extremely difficult for us to operate our schools on a satisfactory basis without you. Having reliable, fully qualified professional substitutes in our schools has always been a high priority for.

We wish to extend to you a most cordial welcome as a substitute staff member. Your daily work is an important contribution to the instructional program of our schools. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.

Please refer to the district website: www.staffordschools.org for up to date policies and regulations regarding dress code (Policy #4216) and other information you should familiarize yourself with.

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Administration Building
250 North Main Street
Manahawkin, NJ 08050

www.staffordschools.org

George J. Chidiac
Superintendent

Barbara D'Apuzzo
Director of Personnel

Voice: 609.978.5700
Extension 1400
Fax: 609-597-4335

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Dear Stafford Substitute:

We are very pleased to have you join our family and would like to wish you a successful school year.

Substitutes play an essential role in the education of our students and allow quality instruction of our students to continue when illness or events cause a staff member to be absent. For this reason what you do is critical to each and every one of our students.

I am confident that you understand the importance of your role in guaranteeing the safety of each of our students and we look forward to working with you.

Again, thank you for all you do for our students and have a great year!

Yours in education,

George J. Chidiac
Superintendent

Stafford Township School District

Administration

George J. Chidiac, Superintendent
Lourdes LaGuardia, Board Secretary/School Business Administrator
Stephanie Bush, Director of Curriculum, Instruction & Planning
Sean Reilly, Director of Special Services
Kristin Ducker, Vice Principal
Richard Meyer, Vice Principal
Jennifer Lowe, Vice Principal
Jacqueline Aliseo, Vice Principal

Schools

Stafford Intermediate
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Hope Zaun
Phone: 609-978-5700 X1191

Ocean Acres Elementary
488 Nautilus Drive
Manahawkin, NJ 08050
Principal: Susan D'Alessandro
Phone: 609-978-5700 X1198

McKinley Avenue Elementary
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Tiffany Eberle
Phone: 609-978-5700 X1134

Oxycocus Elementary
250 North Main Street
Manahawkin, NJ 08050
Director of Preschool: William Wilkinson
Phone: 609-978-5700 X1270

Ronald L. Meinders Primary Learning Center
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Dawn Reo
Phone: 609-978-5700 X1198

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Reporting to the School

Arrival time

You should attempt to arrive at the school 30 minutes prior to the beginning of class. The following must be done as soon as you arrive:

- Sign in at the Visitor Station/Main Office
- Stop in the main office for a school map
- Scan for Share911
- Review special procedures and instructions from the classroom teacher or principal
- Review Student Health Concerns list – if you have any questions, contact the school nurse immediately
- It is important to familiarize yourself with any unusual changes in school schedules such as fire drills, altered class schedules or activities day. If the school secretary or greeter does not apprise you of an unusual school schedule change, be sure to ask.
- Each school has emergency evacuation plans in case of a fire, lock down, or other potentially dangerous situation so that you can successfully evacuate students safely. Know the location of Emergency Response Guide. Also locate the school evacuation map in the classroom. If you cannot find the necessary information, contact the main office.
- Put your personal belongings in a secure place when you arrive

In the Classroom

Review the following:

- Worksheets/activities or other produced materials for carrying out today's activities in the classroom
- Attendance and lunch count directions and materials
- Special procedures
- Seating Chart

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Substitute Teacher Assistant Responsibilities

Under the direction of the classroom teacher:

- Assist in organizing and preparing materials for instruction
- Help to reinforce skills in small groups or with individual students
- Assist student groups in carrying out special assignments
- Assist teacher in producing, collecting, and organizing materials for instruction
- Supervise students in cafeteria, restrooms, hallways, library, and playground
- Assist in keeping room attractive by organizing materials, preparing bulletin boards, and arranging classroom furniture for special purposes

Remember:

- The assistant, as part of the entire staff, is a member of a team. All share responsibility for the school program.
- A warm relationship, established through mutual respect, should exist among students, teachers, and assistants.
- The classroom teacher has the responsibility for planning, instructing, and evaluating.
- Careful planning is necessary to insure harmony and cooperative effort between assistants and teachers. In cases where problems are not solved successfully by the assistant and teacher, the principal will assume leadership.
- The teacher assistant will not replace the teacher as an instructor. The assistant will help by carrying out the plans of the professional. Evaluation of students is the responsibility of the teacher.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.

Substitute Cafeteria/Playground Aide Responsibilities

- Review health concern list for all classes that you are responsible for.
- During the lunch period you will assist students with purchasing their lunch, opening their lunch, and cleaning the table and floor area after the class has eaten their lunch.
- Outside on the playground you are responsible for monitoring all student activity. All cafeteria assistants should spread out around the perimeter of the playground to monitor all students that are on the playground.
- During "in-days", cafeteria assistants are responsible for planning activities for students during recess. These activities must include all students.
- You are responsible for the safety of students while serving as a cafeteria assistant.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.

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Substitute Secretary Responsibilities

- When you arrive, you should familiarize yourself with the building map and route sheet. You should meet the building principal and discuss any special happenings in the building while you are there.
- Familiarize yourself with the phone system and extension numbers for teachers in the building and around the district.
- Always answer the phone, "Hello my name is _____. You have reached the _____ school. How can I help you?"
- Receive and route incoming calls and correspondence.
- File reports and other information as necessary.
- Perform word processing and related technical tasks.
- Performs other tasks related to the efficient operation of the office as assigned.
- Remember attitude goes a long way. You are the first impression of our school – make it a good one.
- Report all incidents of harassment, intimidation and bullying to the teacher and principal in accordance with Policy and Regulation 5512.

Accidents

Accidents in the classroom, hallways, or on the playground should be reported to the principal's office and the nurse's office immediately. An accident form is available from the school nurse and should be completed for any accident involving a student or an adult. There is a nurse on duty in each building to administer first aid and follow up on other necessary procedures.

Meetings and Conferences

In general, daily substitute teachers are not expected to attend faculty, committee, or parent meetings. Long term substitutes will receive specific directions from the building principal.

At the End of the Day

Complete a final written report to the classroom teacher. Be sure to include:

- What you were able to complete in the lesson plans.
- What you were unable to complete, and why.
- What you added to the lesson plans, and why.
- Return supplies and equipment to their proper storage areas.
- Have students straighten and clean the area around their desks.
- Close windows, turn off lights and equipment, and make sure the room is in good order before locking the door.

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Substitute Appraisal

- Please know your performance is important to us and has great impact on student achievement. Feedback regarding your performance will be documented in AESOP.
- We are committed to your success and all feedback will be reviewed with the building principals. Suggestions and ideas for improvement will be shared with you at a scheduled meeting.

Confidentiality of Student Information

- Releasing of student information to the wrong individual is a violation of district policy 8330 and regulation 8330 (available on the district website at www.staffordschools.org)
- Releasing of student information to the wrong individual is also a violation of numerous laws (district and individual that released the information will be held liable):
    - Federal Education Rights and Privacy Act (FERPA) & related state laws (N.J.S.A. 18A:36-19; N.J.A.C. 6A32-7.1 to 7.5);
        - These laws generally require that student records cannot be released or shared with anyone besides a student's parent/guardian unless that parent/guardian gives written consent.

          Definition of "record" includes:
            - Any record, file, document or other material maintained by an educational institution
            - Containing any information directly related to a student
            - Maintained in any format or medium

          Of course there are a few exceptions to this general requirement. These exceptions are as follows:
            - School officials with "legitimate educational interests"
            - Other schools into which a student is transferring or enrolling
            - Specified officials for audit or evaluation purposes
            - Appropriate parties in connection with financial aid
            - Organizations conducting certain students for, or on behalf of, the school
            - Accrediting organizations
            - Judicial orders or lawfully issued subpoenas
            - Health and safety emergencies
            - State and local authorities within a juvenile justice system pursuant to specific state laws. These exceptions are narrowly interpreted by the courts such that the law will weigh in favor of not releasing the information.

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- Health Insurance Portability and Accountability Act (HIPAA) & related state law (N.J.S.A. 18A:40 – 4): These laws provide added protection to health and medical information. They generally state that covered entities may only release protected health information for the purposes of facilitating treatment, payment or healthcare operations. Schools are considered covered entities.
    - Example – One little statement could violate all of these laws: Situation: Student C's parents call you because Student C is being teased by Student D. You tell Student C's parents that you understand why they are upset but to try to give Student D a break because he has some emotional and behavioral disabilities which cause him to act this way, you believe that Student D might even be bipolar – but in any event, you say that you will talk to Student D and see what you can do. You think you are trying to calm the situation. However, Student C's parents relay that information back to Student C. Now Student C tells all of his/her friends – and soon everyone in the class is making fun of Student D. Student D is extremely depressed and unable to attend school or even get out of bed.
    - This is a violation of district policy and every law discussed above:
        - FERPA – this is information contained in the student's records
        - HIPPAA – this is medical information
        - If true – is an invasion of privacy as the reasonable individual would not want this information shared
        - If false – is defamation of character because it brings down Student D'S image to the community
        - Infliction of emotional distress – Student D is suffering emotional harm which is leading to physical harm
        - If something else happens between Student D and any other student, the student's parents will say that you and the district were "on notice" of problems
        - Law Against Discrimination – Student D may claim that he/she was bullied and discriminated against because of his/her emotional and behavioral disabililties.
    - People are creative – they will bring actions under every claim just to see which ones will stick.

- **Key points you need to remember:**
    - Can be held individually liable and breaking is a violation of confidentiality policy and the law
    - At a minimum – you will be a witness called to testify
    - ERR ON THE SIDE OF CAUTION – assume the information you are giving is confidential and assume the person is not permitted to have access to that information (then verify you are doing the right thing before you give an answer or provide any information).

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- It is understandable that when someone is asking you questions, they want answers and you want to give it to them – but if its confidential information you cannot –
    - Easy way out - say “Law and district policy do not permit me to tell you that”
    - Before you share information – think about why you are sharing it and think about who you are talking to (if there is not educational or safety purpose for providing the information – DO NOT SHARE IT!).

Emergency Procedures

Procedures to follow when calling your school office to notify of an emergency:

- Call the school office
- Give your name
- Give your extension number, phone number or room number.
- Describe the condition clearly and accurately.
- Don’t hang up! Let the person you are talking to end the conversation; other information may be needed.

Policies that must be followed in every emergency preparedness situation:

- All possible steps will be taken to assure the safety of the pupils who attend our schools.
- For all emergencies, the teacher is the authority in the classroom and must act as reason dictates. If time permits, the teacher will receive and follow the directions of the principal.
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- Remove the roll book
- Check for evacuation of all students
- Turn off the lights
- Close all doors and windows
- Proceed with the class to the evacuation area
- If a disaster is within the evacuation path or area, proceed in opposite direction
- Take roll (attendance)
- Keep all students quiet, orderly, and away from emergency personnel and vehicles

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- Review and respond to messages on Share911 to report your status
- Stay with your students and follow the directions of the administrator or emergency personnel

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Red Rover is an automated system used to find substitutes for teachers and other staff during short term, temporary absences. Red Rover allows staff to register their own absences using a web site or an Interactive Voice Response phone system. Frontline then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. The administrative management functions of Red Rover provide administrators with full information about absences and substitute assignments.

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Stafford Township School District
Transportation Operations
Manual



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2025-2026

STAFFORD TOWNSHIP BOARD OF EDUCATION
PROCEDURE

Revised ~ 5/21/2025

PROCEDURE MANUAL
TRANSPORTATION DEPARTMENT
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Appendices:

- DAILY INSPECTION SHEET/PRE-TRIP
- SAMPLE EVALUATIONS
- SIGN-IN SHEETS
- BUS LINEUP SAMPLE
- PRE-SCHOOL DROP OFF FORM
- BUS CONDUCT FORM
- MOTORISTS PASSING SCHOOL BUSES WHILE LOADING/UNLOADING STUDENTS
- HAZARD REPORT
- DOT DRUG AND ALCOHOL FLOWCHART GUIDELINES
- MONTHLY MILEAGE FORM

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Date Adopted: 5/2/1985
Date Revised: 5/90, 5/98, 2/08, 5/09, 4/10, 04/11, 5/12, 5/13, 5/14, 5/15, 6/16, 5/17, 6/18, 5/19, 5/20, 1/24

CHAPTER 1
INTRODUCTION

This manual has been developed to give the staff member a comprehensive reference point for many of the questions that may arise in the course of their daily work responsibilities. While no manual can answer every question or address every issue, the most prevalent of areas are addressed, which provide a necessary cohesiveness to the department. Please direct any questions to the Transportation Coordinator if the area is not outlined in this manual.

Drivers are required to maintain this manual on the bus at all times along with all memos, staff meeting minutes, agendas, and updates that are distributed. There is an index tab for these areas. Drivers and attendants may be asked to produce the manual at any time for review. Attendants are also required to maintain the manual, but since the driver will be maintaining the manual on the bus, attendants are not required to keep their manual on the bus. **Staff members will be issued only one manual during their affiliation with the Stafford Township Board of Education.**

The policies and procedures in this manual are not intended to be contractual commitments by the Stafford Township Board of Education, and staff members should not construe them as such. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment terms are intended or can be implied by any statements in the manual.

The policies and procedures are intended to be a guide for management and staff members to be followed. Stafford Township Board of Education reserves the right to revoke, change, or supplement guidelines at any time without notice.

This manual will be updated on an as needed basis during the school year by the Transportation Coordinator as the need arises. The Transportation Coordinator will review the manual annually with the School Business Administrator and any updates will be submitted for approval to the Stafford Township Board of Education.

Substitute bus drivers and attendants are assigned as interim replacements, to temporarily supplement the work force. While substitute bus drivers and attendants receive all legally mandated benefits (such as worker's compensation insurance, pension and social security) they are ineligible for all of the Stafford Township School District's other benefit programs. Substitute bus drivers and attendants are expected to comply with the provisions of this manual, Board of Education Policies and other directives of the Transportation Department.

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CHAPTER 2
TRANSPORTATION DEPARTMENT GOALS AND OBJECTIVES

The Transportation Department is a vital part of our school district and falls under the umbrella of Business Operations.

Business Operations maintains and adheres to four primary goals and therefore, we as the Transportation Department also must keep these goals in mind on a daily basis, so that job responsibilities may be met. These goals are highlighted as followed:

- To provide a safe & secure environment for all students and staff within the Stafford Township School District.
- To provide an environment where operational costs and business-related services are obtained while meeting the district's educational needs.
- To insure a dedicated business operations staff whose purpose is to provide business services to staff, students, and community.
- To insure that the business operations staff is offered the resources needed to build a foundation for teamwork.

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CHAPTER 3
ATTENDANCE AND ABSENTEEISM

The timely expression that ninety percent of doing your job is being there is never more true and evident than with the Transportation Department. Our ability to provide safe and efficient transportation for all of our students is a necessity for our students' overall educational experience. While we realize that illnesses, family, and personal needs are part of everyday life, a satisfactory attendance rate based upon the Stafford Township Board of Education's Board Policy is expected at all times. Staff members are also bound by all provisions adopted by the Board of Education in regards to the conditions in which illness days, family illness days, personal days, and any other leaves may be utilized. Depending upon the nature of your status and affiliation with the Stafford Township Board of Education, you may or may not be eligible for the aforementioned leaves.

ILLNESS DAY- Illness days are provided to staff members in case of an ***ILLNESS*** for that particular staff member. If a driver or attendant is absent for more than two (2) consecutive work days, a doctor's note will be required before returning to work. Doctor's notes may also be requested on an individual basis.

FAMILY ILLNESS DAY- Family Illness days are provided for the sole purpose of being used when an immediate family member is ill. Using a family illness day for any other reason is not permitted. Immediate Family is defined as "child, spouse/civil union partner, or any blood relative living in the employee's household."

PERSONAL DAYS– To be utilized for personal business that **cannot** be conducted outside of normal work hours. Personal Days cannot be taken in conjunction with a holiday without prior approval of the transportation coordinator and the superintendent.

DEATH IN FAMILY – In the event of death in the immediate family, an employee will be excused from duty without loss of pay for a period not to exceed five (5) days. Immediate family shall include: spouse, children, parent, grandparent, grandchildren, brother/sister, brother/sister spouse, guardian and any others who are dependent upon or reside with the employee. Parent, grandparent, brothers and sisters of spouses/civil union partners are also included. Employees will be excused one (1) day for an aunt or uncle for observation of the funeral.

The Stafford Township Board of Education Policy and provisions of the collective bargaining agreement will be utilized to determine all other leaves including, but not limited to: Leave of Absence, Child-Rearing Leave, and Leave without Pay.

TRANSPORTATION CALL OUT PROCEDURES

The coordination of runs and substitute drivers during an anticipated absence is crucial to insuring children are transported according to a pre-determined schedule. Staff drivers and aides need to fully collaborate with the following procedures. Staff members may also contact the supervisor to apprise management of their situation.

- All transportation employees will be required to enter their absences into Frontline/AESOP as soon as possible, but no later than **two hours** prior to scheduled arrival times for their shift. In case of an emergency, where absence is required after the two hour window, staff will be required to call transportation office at 609-978-5700 x1062 to report the absence (staff may leave a message). Absences received after this will be accepted, but may result in the loss of the day's pay.
- For afternoon runs, absences must be reported to the transportation office **2 hours** prior to the arrival time. (If absence is reported into Frontline/AESOP prior to the morning shift, no phone call is necessary). Staff must call 609-978-5700 x 1062. Staff may leave a message if no one answers the phone, or email office at *transportationoffice@staffordschools.org.*
- All staff is expected to check the fuel level of their buses at the end of the day to ensure that the fuel tank has at least a half a tank of fuel. If the bus has less than half a tank of gas, the driver is expected to refuel the bus before ending their shift, keeping in mind pump hours and days of operation.
- All staff is expected to keep necessary bus paperwork (seating charts, bus stop locations, turning directions, etc.) up to date and placed in a location that is easily accessible. Updates should be completed at the end of the day before leaving the bus. Any necessary updates/notes can be uploaded into Frontline/AESOP at the time of entering absence.
- All staff is required to check their emails at the beginning and end of their shifts to check for important notifications and or route changes.
- When the district must adjust routes due to staff absences, all changes will be emailed out to the impacted staff as soon as feasible, but no later than the beginning of the impacted staff members start time. If a staff members work hours will be adjusted, due to these changes, the staff member will receive a phone call from the department, notifying of the time change.

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CHAPTER 4
SCHOOL LOCATIONS AND HOURS OF OPERATIONS

Intermediate School (5th and 6th)	7:30 a.m. - 2:10 p.m. Delayed Opening ~ 9:30 a.m. – 2:10 p.m. Early Dismissal ~ 11:30 a.m.
McKinley School (3rd. and 4th)	7:30 a.m. - 2:10 p.m. Delayed Opening ~ 9:30 a.m. – 2:10 p.m. Early Dismissal ~11:30 a.m.
Oxycocus School (Pre-K)	9:05 a.m. - 3:45 pm Delayed Opening ~ 11:05 a.m. – 3:45 p.m. Early Dismissal ~ 1:05 p.m.
Ocean Acres (1st and 2nd)	8:20 a.m. – 3:00p.m. Delayed Opening ~ 10:20 a.m. – 3:10 p.m. Early Dismissal ~ 12:20 p.m.
Primary Learning Center (PLC) (K)	8:20 a.m. – 3:00p.m. Delayed Opening ~ 10:20 a.m. – 3:10 p.m. Early Dismissal ~ 12:20 p.m.

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CHAPTER 5
INCLEMENT WEATHER PROCEDURES

EMERGENCY SCHOOL CLOSINGS may be necessary due to inclement weather. Please plan where your child will go if there is an Emergency School Closing. In addition to closing school during inclement weather, two other options may be utilized which you need to be aware of and prepared for:

DELAYED OPENING

In the event that weather conditions are anticipated to be hazardous only for a short time in the morning (i.e. ice) the district will announce on local radio stations (see below) a two hour delayed opening. Please be advised that an abbreviated hot and cold menu will be available to students. If a delayed opening occurs, school hours will be as follows:

Intermediate School	**9:30 a.m. to 2:10 p.m.**
McKinley Avenue School	**9:30 a.m. to 2:10 p.m.**
Ocean Acres	**10:20 a.m. to 3:10 p.m.**
Primary Learning Center	**10:20 a.m. to 3:10 p.m.**
Oxycocus School	**11:05 a.m. to 3:45 p.m.**

DRIVERS AND ATTENDANTS ARE TO REPORT TO THE GARAGE 2 HOURS AFTER NORMAL ARRIVAL TIME

EARLY DISMISSAL

In the event that weather conditions necessitate school closing early, an announcement will be made on the local radio stations (see below). An abbreviated hot and cold menu will be available to students. Students will be dismissed as follows:

Intermediate School Dismissal	**11:30AM**
McKinley Avenue School Dismissal	**11:30AM**
Ocean Acres Dismissal	**12:20PM**
Primary Learning Center Dismissal	**12:20PM**
Oxycocus School Dismissal	**1:05PM**

In the event of an early dismissal, PM pre-school will be canceled.

DRIVERS AND ATTENDANTS ARE TO REPORT TO THE GARAGE AT 10:50 AM

School cancellations and announcements will be made via blackboard connect.

Also, updated information will be immediately posted on the home page of the district's website (www.staffordschools.org) or you may call the district at 609-978-5700

In an effort to increase efficiency and communication with our staff and our families, we have implemented a rapid callout system that allows parents and staff to receive both text and voice messages. Please visit the human resource office and request that they update or change your primary phone number in the system to your cell phone if you wish to start receiving text messages. Transportation will also be utilizing the snow chain in case there is a breakdown of the rapid callout system.

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CHAPTER 6
DRIVER DUTIES AND OBLIGATIONS

The Board of Education requires all school bus drivers employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. The school bus driver will possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and is subject to all the Federal and State requirements to maintain the appropriate license. In addition to all Board of Education policies and procedures as well as the duties specifically outlined in the Job Description, the following are the responsibilities of the school bus driver:

Responsibilities

- The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order.
- Arrive to the garage no later than 15 minutes prior to route departure time, you need this to do your complete Pre-Trip of your bus or van.
- School ID is to be worn at all times ~ no exceptions.
- Arrive at the garage no earlier than 20 minutes to departure time.
- Clock in no earlier than 20 minutes prior to your departure, this applies to both the AM and PM.
- If time clock is not utilized the transportation coordinator or the designee will enter times that are on file.
- **Check Bulletin Board and mailbox prior to and at the conclusion of each route sequence.**
- Complete Pre-Trip form daily prior to departing the garage with a bus at all times. Pre-Trips are to be done morning and afternoon. As part of the pre-trip inspection drivers are to check the status of the camera system. Drivers must also check for evidence of mold during the pre-trip inspection.
- Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
- Report any repair need to the mechanics immediately and complete the repair order forms.
- Maintain updated routes and seating charts at all times on their buses these routes are to be easily obtainable and legible for substitute bus drivers. Copy of the seating chart is to be kept in the transportation office and updated immediately when changes are made. ***Paperwork is to be placed on the seat of the bus when departing AM & PM***
- Drivers are to create their own route sheet following the route provided by the transportation office. Hints for substitute drivers should be added. Example: blue house/yellow mailbox, the 4th street on the right or landmark ~ Pet Store.
- Maintain and keep this manual updated at all times. All memos and notices received should be placed in this manual.
- Drivers are required to adhere to all procedures outlined in this manual including, but not limited to bus breakdown procedures, accident procedures, radio usage procedures, etc.
- Keys are to be placed in the garage on the corresponding bus number hook and are **not** to be left in the buses at any time.
- For their own safety, drivers are **NEVER** to go inside the mechanics' work area for any reason.
- Abide by all of the rules of the road at all times.
- Driver is to address each student by name, learning each name within a timely manner.
- Greet all students as they enter and depart the bus. Driver is also to greet any parent/guardians at the stop.
- Document any incidents warranting a bus conduct report due to a student's behavior. All conduct reports must be written on the proper bus conduct form. These reports are to be submitted to the Transportation Coordinator or designee immediately.
- Drivers are **NOT** permitted to alter routes or change student bus stops without reviewing with and receiving prior authorization from the Transportation Coordinator or designee.
- Report any cases where 300 feet does not exist between stops.
- Report any cases where you experience poor visibility at an intersection.

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- Adhere to any driving restrictions implemented by the Transportation Coordinator or designee. See appendix.
- Maintain a fuel level of at least ½ tank at all times. Fuel is to be obtained only at the Stafford Township Fuel Depot on Haywood Road. Please be aware of the Stafford Township Fuel Depot's hours of operation and that our school calendar do not necessarily coincide. Fueling difficulties must be reported to the office by radio immediately.
- Drivers are not to share a nozzle at the fuel pumps, all drivers must fill in their own code when fueling.
- Drivers are to indicate how much fuel was dispensed along with the mileage and date on the Monthly Fuel Log.
- Transport only **authorized** individuals.
- No unauthorized individuals should board the bus. This includes parents or guardians. The only time a parent/guardian is allowed to board a bus is when they are acting as an authorized chaperone on a field trip.
- Adhere to established routes, designated bus stops, and keep to the assigned schedule. Drivers are permitted to make subtle changes to the route, but are required to:
- Clearly document all changes.
- Maintain a copy of the updated changes on the bus at all times.
- Provide notification of changes in writing to the transportation office requesting the change.
- <u>Examples of subtle changes are:</u>
  - Changing a student's stop to match that of a sibling.
  - Flip-Flopping the order of stops in which they are completed as long as no students' pick-up or drop-off times change.

  <u>Examples of changes not permitted:</u>
  - Consolidating bus stops.
  - Adding bus stops.
  - Authorizing door-to-door transportation.

- Obey all traffic laws and observe mandatory school bus safety regulations
- Report bus discipline and violations, including incidents of harassment, intimidation and bullying, to the building principal via the Transportation Coordinator or designee and in accordance with district policy. All Bus Conduct Reports are to be sent to the Transportation Coordinator of designee electronically. The school bus driver will never exclude a pupil from the school bus, but if unable to manage a pupil, the school bus driver will report the unmanageable pupil to the Principal, Transportation Coordinator or designee of the school in which the pupil attends.
- Report all accident and pupil injuries to the transportation supervisor or designee and complete all required paperwork.
- Participate in emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and bus rules. Emergency Evacuation drills are to be completed twice per school year and are scheduled by the Transportation Coordinator, who is to seek input from school principals as to the dates selected.
- Drivers are to perform **daily** interior bus cleaning duties, sweeping, cleaning windows, and refueling of the vehicle.
- Drivers are to remove any snow from the bus roof prior to leaving the yard, this is the law.
  - If you are unable to do so a doctor's note must be supplied and updated year to year.
- Attend CST meetings when deemed necessary by Transportation Coordinator or designee.
- Attend bus conduct meetings with Principals and/or designee.
- Maintain records of your fingerprint and medical examiner certificate (DMV physical) deadline. Drivers are to report to the office no later than 90 days prior to their license expiration and medical examiner certificate expiration dates to obtain the necessary renewal paperwork. This is your responsibility to keep these records up to date not the Transportation Office.
- Report arrests affecting employment to Superintendent in accordance with Policy 4159 and applicable law.
- Always inspect bus after each use and after each route. Leaving a child on the bus is a criminal offence and

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could lead to prosecution.

- Student information is to remain confidential. You are not to share student information with any individual unless that individual is a school official with a legitimate interest in educating the student or it is an emergency situation and the information has to be shared in order to protect the student. If you have a question about whether or not information can be shared with another individual, please contact the Transportation Coordinator.
- If a driver uses a spare bus, they are to make sure that the bus is fueled up and swept after using it. No bus is to be returned without being cleaned and fueled. It must be left clean for the next driver needing it.
- Video cameras are to be checked before leaving the yard. Buses are not to leave the yard without a properly functioning camera system.
- When a bus breakdown occurs the list of students who were on the bus must be brought to the Transportation Office immediately upon returning to the bus garage.
- Attendants are to check along with driver, checking for any students or items left behind
- Other duties as deemed necessary by the Transportation Coordinator or designee.
- Buses are not to idle longer than 3 minutes
- Any motor vehicle incident is to be reported to the Transportation Coordinator, this includes all infractions, except parking tickets, including those where you are not at fault. This includes anything that occurred in any of your personal vehicles.
- Drivers are not to utilize any student bathroom when students are present ~ this includes any Extended Day Program.

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CHAPTER 7
ATTENDANT DUTIES AND OBLIGATIONS

In addition to all Board of Education policies and procedures as well as the duties specifically outlined in the Job Description, the following are the responsibilities of the school bus attendant:

- To have a ***complete*** working knowledge of all assigned or selected bus routes.
- To follow out directives and tasks assigned by bus driver.
- To assist the driver with the daily interior bus cleaning duties.
- To properly arrange the seatbelts after the route.
- To assist the driver with all students regardless of classification with a priority focused upon students with disabilities.
- Assist bus driver in maintaining student conduct on the bus.
- Assist young or disabled students in boarding and departing the bus.
- Collect all personal items left on the bus and attempts to find the owner. If the owner cannot be found items are to be placed in the lost and found bin.
- Provide instruction to students regarding passenger safety and ensures that students wear their seat belts when the bus is so equipped.
- Participate in scheduled emergency bus exit drills.
- Attends scheduled meetings pertaining to student's special needs when requested by the Transportation Coordinator
- Attendants are highly encouraged to seek out additional training opportunities that would enhance their job performance.
- To conduct a walk-through inspection with the driver to check for any items or children on the bus after every route.
- No attendant is to get off on Oxycocus Road.
- Attendants are to exit the bus only after it has been backed up into the assigned parking slot.
- Attendants may not use a cellular phone on the bus, except in the case of emergency. They are not to text or utilize it in any other way while riding on the bus.
- Attendants are to move around the bus and interact with students.
- Attendants are to sit in a position where they have clear visibility of all students. Not up front with the driver.
- Report arrests affecting employment to Superintendent in accordance with Policy 4159 and applicable law.
- Other duties as assigned by the Transportation Coordinator and in-line with job duties.
- Arrive no earlier than 20 minutes prior to departure.
- Clock in no more than 10 minutes prior to departure time in both the AM and PM.
- Attendants are not to utilize any student bathroom when students are present ~ this includes any Extended Day Program.

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CHAPTER 8

CELL PHONE POLICY
BUS DRIVER RESPONSIBILITY

The Board of Education requires all school bus drivers employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. The school bus driver will possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and is subject to all the Federal and State requirements to maintain the appropriate license.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a pupil from the school bus, but if unable to manage a pupil, the school bus driver will report the unmanageable pupil to the Principal of the school in which the pupil attends and the Transportation Coordinator or designee.

The Principal or designee, upon receiving such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the pupil from the bus and the pupil's parent/guardian(s) or legal guardian(s) shall provide for the pupil's transportation to and from school during the time of exclusion or as outlined in the transportation handbook.

In the event of an emergency, the school bus driver shall follow procedures established by this Board. The school bus driver will immediately inform the Transportation Coordinator of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death or property damage. The school bus driver must also complete a Preliminary School Bus Accident Report prescribed by the Commissioner of Education and provide the Report to the Transportation Coordinator of the receiving school by the end of the next working day. The Transportation Coordinator of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.

A school bus driver, during the driver's work schedule, may only use a cellular or district two-way communication system for school related business. The driver is prohibited from using a cellular telephone while operating a school bus, **THIS ALSO INCLUDES ANY HAND HELD DEVICE** A cellular, or other wireless telephone, may only be used for school related business by the school bus driver while operating the school bus, when the school bus is parked in a safe area off a highway or in an emergency situation. A driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

The school bus driver is responsible for the safety of his/her pupils and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of his/her school bus.

N.J.S.A. 18A:25-2
N.J.S.A. 39:3B-25
N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

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CHAPTER 9
KEYS AND FUELING

- Fuel is to be obtained at the designated place of purchase only. At the time of this publication, the Stafford Fuel Depot off of Haywood Road is the authorized fuel location.
- Fuel tanks are to never be left below ½ tank as our vehicles are to be utilized in the case of an emergency response scenario.
- If you know that you are going to be out the following day, please be courteous and fill the tank and sweep the bus for the sub driver. You cannot expect the sub driver to clean up a messy bus if they received it that way.
- Fuel nozzles are not to be shared by bus drivers; all drivers must enter their own information.
- Any fuel spillage at the pumps is to be reported to the office of the Stafford Fuel Depot and the Transportation Coordinator or designee immediately.
- When fueling up the vehicle, all drivers must be standing next to the pump regardless of weather conditions.
- One fuel fob will be assigned to each bus.
- Fuel fobs are to be utilized at all times when obtaining fuel. Any fuel pump malfunction must be reported to the office by radio immediately. No fobs are to be shared between bus drivers.
- Keys are to be stored on the garage key board after all routes. Keys are not to be left in the bus between routes or at any time.
- Fuel mileage logs must be filled out daily. See sample of correctly fill out form.

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CHAPTER 10
RADIO USAGE

Radios are installed in each bus for safety and security reasons are to be used only when necessary. Communications by other means should be utilized whenever possible to keep the radio waves clear for potential situations that may arise where radio communication is necessary and/or urgent. Whenever communicating via radio, the following 10-codes are to be utilized.

Radio 10 CODES

10-1 Student Crisis
10-2 Radio Check
10-3 Cancel pickup for "student's name"
10-4 Acknowledged/Copied/Received
10-5 Call office by phone after route
10-7 No parent/guardian for "student's name" at stop
10-8 Parent/guardian at stop, but student is not on bus
10-9 Repeat
10-12 Wait for direction by office
10-20 Location
10-24 Assignment Complete
10-25 Destination….
10-30 Student had an "accident- soiled clothing" on the bus
10-31 Possibility of a weapon on the bus
10-36 Bus Breakdown at….
10-50 Suspicious Vehicle at….
10-53 Bus Fire at….
10-77 Bus Evacuation at….
10-85 Bus Accident at….
10-99 Emergency at….

Radio usage should be kept to a minimum and codes are to be utilized whenever possible. A copy of the codes is to be left in the bus at all times.

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CHAPTER 11
ROUTING

- Routes are to be completed annually with the usage of transportation software program Versa-Trans by the Transportation Coordinator ***or designee***. Bus information will be place on the parent portal.
- Route selections will be conducted based upon the current terms and conditions of the contractual agreement between the Stafford Township Education Association and the Stafford Township Board of Education. Currently, and subject to change based upon the current contractual agreement in place, school year routes will be selected during the second full week of August and will be done so by seniority. All drivers are required to attend. Vacations should be planned so you are in attendance.
- Each contracted driver will be given 10 minutes to select a route. If a route is not selected during this time period, the next most senior driver may make a selection.
- Transportation Coordinator is to assign and reassign school buses to drivers as he/she sees the need to complete.
- Transportation Office is to process jointures annually for out-of-district placed students.

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CHAPTER 12
DRIVING RESTRICTIONS

Road and traffic conditions are periodically evaluated for the safety of our students. Thus, restrictions have been placed on bus stops and travel patterns. Drivers are responsible for complying with the restrictions listed below. If a route inadvertently outlines a restricted turn listed below, it is the responsibility of the driver to report the inaccuracy to the Transportation Coordinator or designee immediately and use an alternate means of travel until the route has been updated accordingly. These restrictions do not apply in emergency situations or road construction situations in which no other alternatives are possible.

- ✔ No students are to cross the following streets:
  - Bay Avenue (From Rt. 9 to Hillard Blvd.)
  - Cedar Bridge Road, both in Warren Grove and Manahawkin.
  - Lighthouse Drive
  - Mermaid Drive (Points south of the Mermaid/Neptune intersection). Students may cross if their bus stop is at or north of the Mermaid/Neptune Intersection.
  - Nautilus Drive
  - Neptune Drive
  - Route 539
  - Route 9
  - Route 72
- ✔ The following turns are not permitted:
  - Rudder/Nautilus: The only turn permissible at this intersection is a right hand turn onto Rudder Avenue while traveling on Nautilus Northbound. All other turns at this intersection are not permitted.
  - Lighthouse/Rudder: Similarly to Rudder/Nautilus restriction listed above, the only turn permissible at this intersection is a right hand turn onto Rudder while traveling Northbound on Lighthouse. All other turns are not permitted.
  - Left turns onto Route 72 from Barnacle.
  - Left turns from Forecastle Eastbound onto Barnacle.
  - Left turns from Mermaid onto Windlass.
  - Any turns at the Flipper/Mermaid intersection.
  - Left turns from Cedar Hill Drive onto Route 9 Northbound.
  - Left turns from Paul King Farm Road onto McKinley Avenue.
  - Left turns from Hudson Road onto McKinley Avenue.
  - Left turns from The Learning Experience Day Care to Route 72.
- ✔ K-Turns should not be utilized unless it is the only available option. When doing a K-Turn the following rules are to be applied at all times:
  - The student(s) is to be on the bus at the time when the driver is backing up the bus. When loading student(s), the student boards the bus prior to the driver completing the K-Turn. When unloading student, the K-Turn is completed prior to unloading of the student*(s).*
  - K-turns are not permitted to be completed anywhere except within a cul-de-sac unless prior written authorization outlining the approval is issued by the Transportation Office. Further, K-turns are never to be completed at any type of intersection without prior written authorization by the Transportation Office.
- ✔ Drivers are not permitted at any time to back up a bus if they miss a stop or street along their route.

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CHAPTER 13
FIELD TRIP PROCEDURES

Drivers may sign up for any trips that may be of interest. Trips will be assigned by the Transportation Coordinator or designee in accordance with the agreement outlined between the Stafford Township Board of Education and Stafford Township Education Association.

Driver Responsibilities on Field Trips

- All passengers including but not limited to staff members, chaperones, and students are to respect the authority of the bus driver. Staff members are to assist the driver in terms of ensuring that their students are upholding to the bus rules.
- Drivers are to clearly communicate with the teacher as to the time for all passengers to return to the bus for departure back to school. Drivers are to also supply the teacher a cell phone number for means of contact.
- Drivers are to "sign-out" an EZ-Pass from the mechanics when a trip destination requires travel on toll roads.
- Drivers are to submit an accurate time sheet during the next pay period. At no time should drivers "hold- off" or "save up" field trip hours to submit at another time.
- Drivers are not permitted to deviate from the destinations outlined on the field trip form without consent of the Transportation Coordinator or designee.
- Drivers are to return to the garage for any trips that are within Manahawkin unless prior consent to remain at the trip destination has been granted by the Transportation Coordinator. Field trips to Barnegat and Waretown may also require the driver to return to the garage due to the proximity of this particular destination and the garage.
- Any field trip cancellations will be completed based upon the field trip cancellation procedures established in January 2010.
- Drivers utilizing another driver's bus or a spare bus for the field trip must sweep and fuel the bus. If unable to do it the day of the trip it must be done the morning of the next day.
- When going on a class trip, drivers are to go over bus evacuation with student/teachers/chaperones prior to the bus leaving the school

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CHAPTER 14
LOADING AND UNLOADING STUDENTS

LOADING

- Activate yellow/amber warning lights no less than 300 feet from the designated stop.
- Stop bus completely so that the front bumper is no less than ***10 feet from*** the students at the designated stops. This forces the student to walk towards the bus which makes for clearer visibility for the driver. This is as per the S-Endorsement guidelines established by the Division of Motor Vehicles.
- Shift transmission into Neutral or Park.
- Apply parking brake.
- Students are to be "signaled by the driver" when it is safe for them to approach the bus to board.
- Monitor all mirrors continuously.
- Driver should greet the students
- Driver should know all students names within a reasonable amount of time.
- When boarding the bus, the driver is to remind the passengers to utilize the handrail.
- Check that students are to be ***seated*** and accounted for prior to proceeding. Driver should be using overhead interior mirror at this time.
- Remind passengers to secure seatbelts.
- Check all exterior mirrors again before moving the bus. If the bus is equipped with the Abigail's System you still must double check. Do not rely solely on this system.
- Close the door.
- Check to make sure red lights have deactivated. If for some reason red lights do not deactivate, driver is to then deactivate the master switch.
- Engage the Transmission into "drive".
- Turn on left turn signal.
- Allow congested traffic to disperse.
- Check all mirrors again before proceeding.

UNLOADING

- Activate yellow/amber warning lights no less than 300 feet from the designated stop.
- Stop bus completely so that the front bumper is no less than ***10 feet from*** the bus stop. This forces the student to walk away from the bus which makes for clearer visibility for the driver. This is as per the S-Endorsement guidelines established by the Division of Motor Vehicles.
- Monitor all mirrors continuously to make sure it is safe for students to exit.
- Double Check all exterior mirrors again.
- Place the transmission into Neutral or Park.
- Engage the parking brake.
- Open the door.
- Greet the students/wish them a good night.
- Remind students to cross only in front of the bus and to use the handrail. It is against all DMV rules for a student to walk behind a school bus.
- Count the students as they are exiting the bus.
- Recount students once they have exited the bus before moving the vehicle. Make sure that each student is accounted for. Check Abigail's System after count if the bus is equipped with this system. Do not rely totally on this system.
- Monitor students' whereabouts with special concern for those children who are crossing.
- After students have dispersed and it is safe to proceed, close the door.
- Shift transmission into "drive"
- Release the parking brake.
- Turn on left turn signal.
- Allow congested traffic to disperse.
- Check all mirrors again and proceed when safe to do so.

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CHAPTER 15
ACCIDENT REPORTING PROCEDURES

DRIVERS

- **All** accidents are to be reported by radio regardless of the severity of the accident. Not reporting an accident that could be classified as a "minor bump-up" or "fender bender" is unacceptable.

- Immediately radio the office with the accident location, number of passengers on board, severity of the accident, and whether there are any injuries.

- Do not to leave the scene of the accident, regardless of whether passengers are on board. If it is not safe to leave the bus in the exact location of the accident, then pull over to the side of the road in a safe area immediately. Do not to continue route under any circumstances.

- Do not proceed until clearance is issued by the Police Department and either the Mechanic or Transportation Coordinator.

- Driver is to submit to a drug and alcohol test as per outlined DOT procedures indicated at the conclusion of this chapter.

- Submit seating chart with a list of students who were present at the time of the accident and complete the driver's accident report.

OFFICE

- Contact Stafford Police Department (or appropriate department if accident occurs outside of Stafford Township) at 597-8581 immediately if the accident involves two or more vehicles or if there are any passengers on the bus. If there are any injuries reported by the driver, contact 911. Office will not contact Police Department if minor one vehicle accident occurs such as a driver making minimal contact with signs, tree limbs, etc.
- Contact the Business Administrator's Office. Contact Business Administrator's cell phone if someone at the office cannot be reached.
- Contact Superintendent's Office if contact at the Business Administrator's office was not successful.
- Refer to DOT testing procedures to determine necessity of drug and/or alcohol testing and proceed accordingly. Procedures are included in the appendices of this manual.
- Notify schools – Principal and School Nurse. The School Nurse will examine all students who were on the bus at the earliest possible time following the accident. Office is to provide list by e-mail as to which students were passengers at the time of accident.
- Contact schools insurance company and fax copy of the Driver's Report of Accident form.
- Fax Driver's accident report to Business Administrator's office.
- Obtain Police Report from the Police Department and forward to Business Administrator's office.
- Provide list of students to the applicable schools.
- Notify all parent/guardians by phone as to the facts of the accident.
- Provide list of students and/or seating chart to the Stafford Township Police Department (or responding police agency).
- Report chargeable accidents to the New Jersey Department of Education; Ocean County Office.
- Maintain any available video footage for a period of 3 years following the date of accident.
- Obtain and maintain photos of all vehicles when possible.

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MECHANICS

- Report to the accident scene and determine whether bus is safe to be utilized.
- Provide report to the Transportation Coordinator.
- Contact the pre-approved towing vendor when towing is necessary

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CHAPTER 16
BUS BREAKDOWN PROCEDURES
SAFETY OF THE STUDENT IS ALWAYS THE TOP PRIORITY

1) Driver is to radio the shop – "Bus # to shop" and give the following information to the mechanic(s). Also keep in mind to utilize ten codes outlined in chapter 10 of this manual.
   - Location.
   - Description of the bus problem to the best of his/her ability.
   - Set out triangles as per NJ State traffic law.
   - Whether students are present on the bus.
   - Begin compiling your student list.
   - Wait until spare bus arrives to unload the students unless an evacuation is necessary- smoke, fire, fluids leaking inside the bus, etc.
   - Update office after the students are loaded on the spare bus and when the route resumes. If the driver has another route to complete after the current route (for example the breakdown occurs during the Inter/McKinley route and the driver has an Oxy, PLC or OA route following), the estimated delay time needs to be given to the office as well. Any delays with approximate times for following routes need to be provided at this time.
   - Radio the office upon their arriving at their destination.
   - Driver may move bus to a safer location in non-emergency cases if the bus permits the driver to do so.
   - Driver is to supply to the office a list of all students on the bus at the time of breakdown.

2) Mechanics:
   - If both mechanics are present, one mechanic will take the repair truck to the site and one will take a spare bus.
   - If one mechanic is present and a standby driver is at the garage, the standby driver will take a spare bus to the site and the mechanic will take the repair truck to the site as well.
   - A pre-trip inspection of the spare bus must be completed prior to leaving the garage area.
   - If one mechanic is present and there are no spare drivers, mechanics is to inform office that there are no drivers on premises. Mechanic will then take spare bus to the site and arrangements through the office will be made to deliver the repair truck to the mechanic if the truck is needed.
   - Upon arrival to the scene, mechanic should assist students transferring to the spare bus.
   - Under no circumstances should a bus be repaired while students are on the bus. All buses need to be test driven prior to being used again. Therefore, no buses should be repaired on site and continued to be used immediately. Other arrangements to pick-up, drop-off students, and transfer students will be needed.
   - Mechanic is to contact office by radio or by phone as to whether a tow truck is necessary. This contact should be made regardless of whether or not a tow truck is needed
   - After the bus is returned to garage, mechanics are to diagnose the reason for breakdown and update the office as to the reason for breakdown and the estimated date of when the bus will be available.

3) Office:
   - Call the police department on every bus breakdown regardless of location.
   - Contact all schools that are affected by the breakdown and inform them that a breakdown has taken place.
   - Notify the Superintendent's Office and the Business Administrator's Office as to the breakdown and any additional information that is known at that time.
   - Contact all schools when they receive notification from driver as to their ETA at the school.
   - Provide list of students who were on the bus at time of the breakdown to the school main office secretaries when deemed necessary by the Transportation Coordinator.
   - Blackboard Connect is to be used notifying parents/guardians of any delays.

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CHAPTER 17
EVALUATIONS

Evaluations will be conducted in accordance with the agreement between the STEA and the Stafford Township Board of Education, Board Policy and applicable law.

Bus videos can be used for In-Service Training.

CHAPTER 18
STUDENT MANAGEMENT AND DISCIPLINARY CONCERNS

Driver's primary responsibility rests with transporting students to and from school in a safe and professional manner. Unfortunately at times, students' behavior may not be appropriate which necessitates action taken by the driver. Driver should not address disciplinary concerns in a manner that could jeopardize the safety of other passengers.

Drivers are expected to address minor disciplinary issues and take appropriate action. Drivers should change student's assigned seats in cases where a shift of seat assignment can minimize potential conflict with students who may not get along. Updated copy of the seating chart is to be maintained in the Transportation Office at all times.

Bus Conduct Reports are to be filled out on the proper form and submitted to the Transportation Office. Bus conduct reports are to be submitted to the office at the conclusion of the route in which the student acted inappropriately. Prompt action to address the concern is of the essence, so the submission of the report is paramount.

Bus Conduct Reports will then be reviewed by the Transportation Coordinator and forwarded to the Principal(s). Reports of harassment, intimidation and bullying must be provided verbally to the Principal on the day of the incident and a written report must following in writing within two (2) days of the incident, in accordance with applicable law and district policy.

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CHAPTER 19
VEHICLE PARKING TAGS

All district staff members are required to possess a vehicle parking tag that is issued by the Stafford Township School District. Any staff member who does not possess a tag needs to complete the form listed in the appendix and submit it to the Transportation Coordinator/designee. If a staff member obtains another vehicle or uses another vehicle, the information must be updated on the aforementioned form and again submitted to the Transportation Coordinator/designee. The Transportation Coordinator/designee is to then submit the information to the Business Administrator's Office for processing.

Drivers and attendants are not to park in the administration parking lot. The parking lot behind the bus garage must be utilized.

CHAPTER 20
EMERGENCY SITUATIONS

1) Under normal conditions, students, regardless of grade level are to be dropped off only at their designated bus stop unless previous arrangements have been completed by the parent/guardian (i.e. dropping off student at another stop along the same route). However, in case of an emergency (flood, fire, etc.) where the designated stop is not attainable due to reasons such as, but not limited to road conditions the following is to apply:

   Driver is not to drop off student at an alternate stop unless a parent/guardian is at the alternate stop. For the safety of the student, students are to be taken to a school. The school may or may not be the school the child attends depending upon the situation as it may in the best interest to bring student to another school. Intermediate/McKinley students will be brought to the next school serviced by that bus. OA, PLC and OXY students will brought back to the OXY extended day program.

   - The first thing that a driver is to do when approaching a bus stop where it is not safe to drop off a student is to radio the office to inform the transportation office of all the facts (bus stop, child name, etc.) and wait for direction by the transportation office.

2) Office will contact the school in which the child will be transported to and inform that a student will be dropped off at their building.

3) If there are a large number of students that will be transported to a school, the names of the students will be obtained by the Principal when children arrive to the school rather than the driver attempting to communicate all of the information on the radio. Transportation Office and Principal will discuss the student's names upon arrival. Parent/guardians will be contacted by the Transportation Office and/or school based upon the most efficient way of getting information to parent/guardians.

4) Transportation Office will speak with those parent/guardians in which an alternate bus stop needs to be established due to an emergency where parent/guardians lack the ability of picking up student at the school.

5) Students that are driven to an alternate bus stop must then be dropped off only if the parent/guardian or designee is present.

Attachments are subject to change without notice

CHAPTER 21
BASIC DOs AND DON'Ts

DO

1. ***PUT SAFETY FIRST.***
2. **C**heck the bus to ensure no student is on the bus after **EVERY** route. This also applies even in cases where drivers have two consecutive routes. Always check bus before beginning 2nd route and so on. Driver and bus attendants are expected to physically walk the aisles and visually inspect bus. In the afternoon, check bus after your last stop. Do not return to garage and then inspect bus.
3. Drop students off at their appropriate stop. If that is not possible, for any reason, contact the office with child information and then bring student back to school.
4. Report **ANY** and **EVERY** accident, whether students are on the bus or not, and whether damage was done or not.
5. Report inappropriate incidences that occur between students, or inappropriate interactions which may have taken place with adults along your routes.
6. Develop and use a signal (hand up, etc.) to request attention.
7. Maintain professional demeanor at all times
8. Contact transportation office whenever in "doubt" for guidance.
9. Properly complete a pre-trip inspection. As part of the inspection, always check camera system LCD panel to verify the system is properly working.
10. Use 10- codes whenever possible.
11. Make sure your video camera is working properly before leaving the yard.
12. Maintain confidentiality of all information. No information is to be shared with parents at any time about any students excluding their own child. For example, a driver cannot report to a parent that they have had difficulty with another student on that bus with regard to behavior. No information of this magnitude is to be alluded to or shared in any way, shape, or form with other parents. Any inquiries made by parents as to concerns and behaviors of other students are to be directed to either the Transportation Office or the School Principal. The Transportation Office is also to be made aware of any such inquires. ***No exceptions.***
13. ***PUT SAFETY FIRST.***
14. Dress appropriately using the "Stafford Dress Code". Remember we are transporting small children.

DO NOT

1. Touch a child other than to use the least amount of force necessary to protect a student from themselves, from others, and to protect you.
2. Give information on any topic that is not directly related to your duties and your knowledge. Direct individuals with questions to a source who would have accurate information. Always contact transportation office to share the request for information.
3. Use a louder voice than necessary to get attention and provide direction and never use inappropriate language. First and foremost we are an educational institution. Everything we do and every employee should approach their duties keeping this in mind. We all work to educate students in developing appropriate behavior.
4. Drop off Kindergarten or Ocean Acres student without a parent/guardian or designee at the stop. The same can be stated for special needs students that require an aide on the bus. The office must be contacted on occasions when a driver approaches stop and no parent/guardian or designee is at the stop for a Kindergarten student.

Attachments are subject to change without notice

5. Authorize door-to-door transportation or make any drastic changes to a bus route without prior consent from the transportation office.
6. Allow fuel gauge to go below one-half tank. This applies to any bus you drive that day.
7. Allow unauthorized individuals to board bus. This includes parent/guardians. They are not allowed on bus.
8. Speed or drive faster than weather conditions permit.
9. Be disrespectful to parent/guardians, children, or fellow staff members.
10. Forget that we transport young children.
11. Discard any written communication from parent/guardians. All letters and notes are to be presented to the transportation office upon receipt.
12. Use a cell phone; turn it off when driving the bus.
13. **Do not** leave the yard if your camera is not functioning properly, ask the mechanics to check this out, you will be assigned a spare bus if it cannot be immediately repaired.
14. Do not use the radio for anything but school communication. No personal conversation.
15. Play only age appropriate radio stations on the bus.

This page is subject to change during the school year on an as needed basis

CHAPTER 22
GARAGE ENTERING PROCEDURE

- When entering the garage "after hours" for any reason, a phone call; including leaving a voice mail message, must be placed to the Transportation Coordinator (ext. 1063) prior to entering the facility.
- Drivers and attendants are to utilize the lounge, not sit with the mechanics.
- All staff must refrain from entering the workshop; this is for safety/insurance reasons.
- Speed limit for the bus garage is 5 miles per hour.

Attachments are subject to change without notice

CHAPTER 23
STANDBY DRIVERS

- Standby Drivers – if at all possible, there will be a standby driver for both the morning and afternoon routes
- Standby driver is asked to arrive at the garage at 6:45.
- Standby driver is to ask the mechanic what buses they are to pre-trip on that particular day and begin immediately. The standby driver is to do a complete pre-trip of all these buses, indicating any problems and submitting the paperwork to the mechanic so any problems can be addressed. Once the pre- trip has been completed the buses are to be turned off. Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
    - Standby drivers are to make sure that these buses have more than a ½ tank of fuel. If the gauge is at ½ tank the bus is to be taken to the Stafford Fuel Depot and filled up.
    - Standby driver is to make sure that the bus is swept and clean. Making sure that the trash can is emptied in the dumpster.
    - If the standby driver finds the bus dirty, they are to report it to the Transportation Coordinator, they are then to sweep it and empty the trash can.
    - There should be a broom, trashcan, clipboard, glass cleaner, paper towels, vomit bags and vomit clean up dust on each spare bus. Please check for these supplies when doing the pre-trip.
    - All paperwork should be in order on each bus. Clipboards and pencil/pen are to be kept in a very conspicuous location so that it is easily found by any driver.
    - A spare bus **must be pre-tripped** before it can be brought out to a driver.
    - **Standby driver is to remain in the yard until 9:15 AM waiting for any breakdowns.**
- Standby driver is to ask the mechanic which bus they are to use that day and if any additional ones should be pre-tripped. **Arrival time is 2:00 PM**
    - The standby driver is to do a complete pre-trip of all these buses, indicating any problems and submitting the paperwork to the mechanic so the problems can be addressed.
    - Driver is the last in line when leaving the yard and is to remain in the football field.
    - Bus is to be parked heading out of the football field so that the driver can see the PLC exit gate.
    - Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
    - Driver is to make sure that the bus is clean, sweep the bus and they have arranged the seatbelts.
    - Bus is to remain there with the radio on until the last PLC bus has left the school. o Driver will radio the office to let them know that the last bus has left the campus. o At this time the standby driver can proceed back to the bus yard.
    - **Afternoon standby driver is to remain until 4:30 PM**

Standby Drivers are to make sure that all spare buses are kept clean and fueled at all times.

Attachments are subject to change without notice

CHAPTER 24
Terroristic Threats/Weapons on Bus
These are suggested guidelines as not every situation is the same

If there is a verbal terroristic threat:

- Bus Driver will radio transportation office of threat. When making the call give clear and concise wording of what the threat was (exact words, no guessing, no inferring)
- Transportation office will call 911 immediately and notify Superintendent or designee.
- If possible, separate child from backpack
    - Do NOT search bag or child
- If possible, move child to front of bus
- The driver should attempt to pull over safely. Example: shoulder of the road and notify transportation of your location. Transportation will advise STPD
- Continue to wait for directives from the STPD and the transportation office
- Transportation Office will inform building administrator of the bus situation
- Administration will call the family of the child that is accused
- Administration will send notification of bus incident to families after the incident

If a weapon is observed and/or mentioned (not being used/concealed):

- Pull over to a safe area immediately. Consider evacuating the bus. Belongings should be left on the bus. Call the Transportation Office while pulling the bus over and advise them of the incident. When making the call give clear and concise wording of what the threat was (exact words, no guessing, no inferring)
- Transportation Office will call 911 and relay any recommendations from the STPD to the driver. If possible, will provide estimated arrival time of STPD. Transportation Office will also notify Superintendent or designee and building administration
- Wait for STPD to arrive
- Do not touch the weapon to avoid accidental discharge and destruction of latent fingerprints
- Move students away from where the weapon is located if you have not already asked them to evacuate the bus
- Cooperate with law enforcement and provide requested information

Please Note: During emergency situations please utilize your best judgement based on the situation and scenario. You are protected under the good Samaritan Law and abiding by district practices to the best of your ability. There is no right or wrong when an emergency takes place under these circumstances.

Attachments are subject to change without notice

PERSONS SHOOTING AT OR ON THE SCHOOL BUS/HOLDING GUN IN HAND

Choose the best option from RUN, HIDE or FIGHT:

RUN

- If the bus cannot drive away from the danger, EVACUATE as many students as possible from the bus and direct them to move to a position out of sight of the bus, use objects for cover or run in a zig zag manner if it is an open area without cover
- CLEAR the area of as many students/others as is safely possible
- Have an escape route and plan in mind for the entire bus route
- Students should leave belongings behind
- Help others escape if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where an active shooter may be
- Keep your hands visible
- Call 911 when you are safe

HIDE (or take cover on the bus)

- Hide in an area out of the shooter's view
- Students may use books or other objects for cover and lay as low to the floor of the bus as possible if they cannot safely evacuate and run to safety
- Cell phones should be silenced

FIGHT

- As a last resort and only when lives are in imminent danger
- Attempt to incapacitate the shooter
- Bus drivers can use driving tactics to disable the shooter (hard braking and sharp turns) if the shooter/armed person is on the school bus
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the shooter

ARMED PERSON SEEN (outside of bus) OR GUNFIRE HEARD

If there is an armed person or gunfire heard in the vicinity of a school bus:

- Drive away from armed person or gunfire if it is safe to do so or stop and take cover.
- Call Transportation. They will contact 911 and determine where it is safe to go.
- Transportation Coordinator will notify the superintendent or designee and building administration
- Tell students to get on the floor of the bus with heads down until you are in a safe location.
- Lock the bus door.
- Notify Transportation when/where you have reached safety/stopped.

Please Note: During emergency situations please utilize your best judgement based on the situation and scenario. You are protected under the good Samaritan Law and abiding by district practices to the best of your ability. There is no right or wrong when an emergency takes place under these circumstances.

Attachments are subject to change without notice

Chapter 25
Emergency Responses for Threats to School Buildings

Types of Emergency Responses

- Shelter in Place is a response for an external threat. If you have entered the school and they are in a shelter in place or otherwise, you must remain in the school until the shelter in place is lifted. After the shelter in place is lifted, check with the main office and see if you can leave through the main doors.

- Lockdown is a response for an internal threat. If you have entered the school and they are having a lockdown or otherwise, get to the nearest room, take cover and remain there until the lockdown is over (if the room is empty, close the door as it should lock behind you). If you are in the bathroom when the lockdown is initiated, remain in the bathroom and stand on the toilet until you hear the all clear on the overhead system.

- Active Shooter is an internal threat where an individual is attempting to kill staff and students. This is similar to a lockdown drill. If you have entered the school and they are having an active shooter drill or otherwise, get to the nearest room, take cover and remain there until the drill is over (if the room is empty, close the door as it should lock behind you). If you are in the bathroom when the drill is initiated, remain in the bathroom and stand on the toilet until you hear the all clear on the overhead system.

- Bomb Threat is a response when someone has stated there is a bomb in the building or nearby. If you have entered the school and they are in a bomb threat situation or otherwise, get to the nearest room, take cover and remain there until the threat is cleared (if the room is empty, close the door as it should lock behind you). If you are in the bathroom when the threat is initiated, go to the nearest classroom/office and remain there until you hear the all clear on the overhead system.

- Fire Drill is a response when there is a possible fire in the building. If you have entered the school and they are having a fire drill or otherwise, go to the nearest exit and leave the building. Remain outside with other staff/students until you hear the all clear from building administration.

- Evacuation for Non-Fire Threat is a response in which staff/students are not safe inside the building, such as a gas leak. If you have entered the school and they are having a non-fire threat drill or otherwise, go to the nearest exit and leave the building. Remain outside with other staff/students until you hear the all clear from building administration.

Please Note: During emergency situations please utilize your best judgement based on the situation and scenario. You are protected under the good Samaritan Law and abiding by district practices to the best of your ability. There is no right or wrong when an emergency takes place under these circumstances. Implement to the best of your ability A.L.I.C.E – Alert, Lockdown, Inform, Counter, Evacuate

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In the event that a school is doing any of these drills, the bus driver/attendant should be aware of the terminology to not disrupt the drill in progress. In the event that this is an actual emergency, wait for further directions and/or radio information from transportation office. For example, school is in a lockdown upon buses to be arriving for dismissal and you cannot pull up to the school.

Intermediate – Buses divert to parking lot directly behind McDonald's (Manahawkin Commons Shopping Mall)

McKinley – Buses divert to parking lot directly behind McDonald's (Manahawkin Commons Shopping Mall)

PLC – Buses divert to parking lot directly behind McDonald's (Manahawkin Commons Shopping Mall)

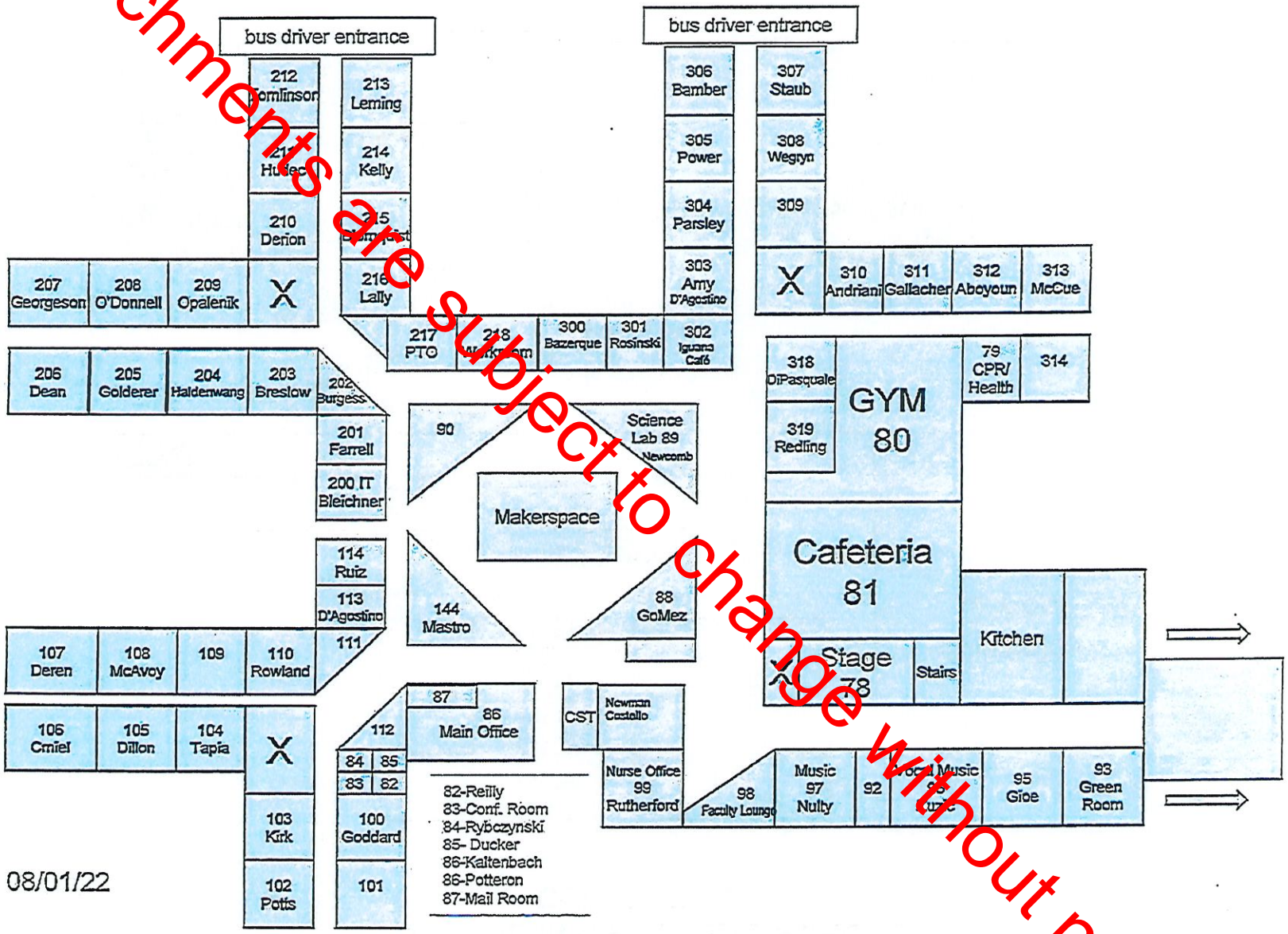
Ocean Acres - Buses divert to Ocean Acres Lake Park Parking Lot/Country Club

Oxycocus – Buses go to Southern Regional

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Attachments are subject to change without notice

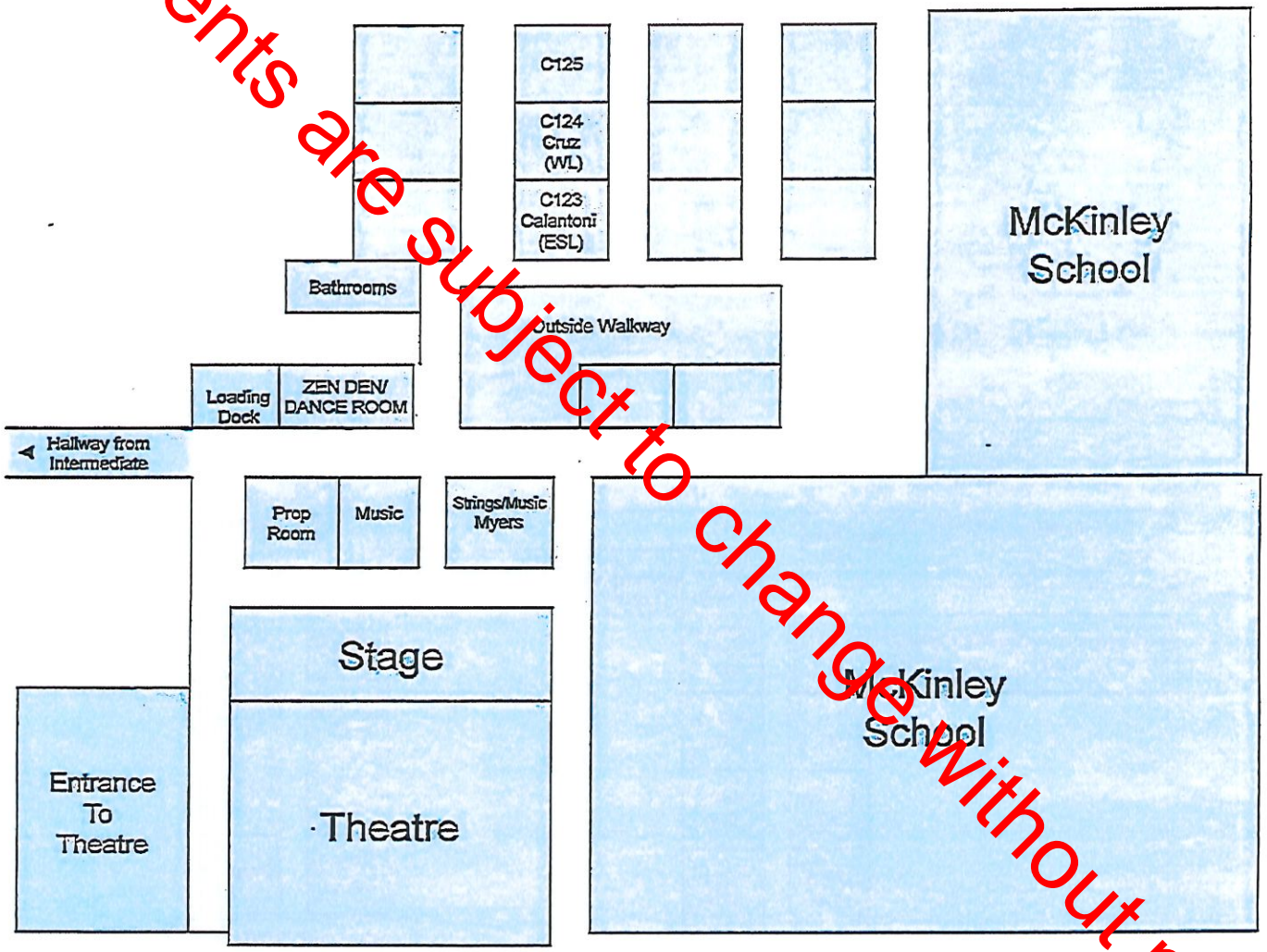
STAFFORD INTERMEDIATE SCHOOL 2022-2023



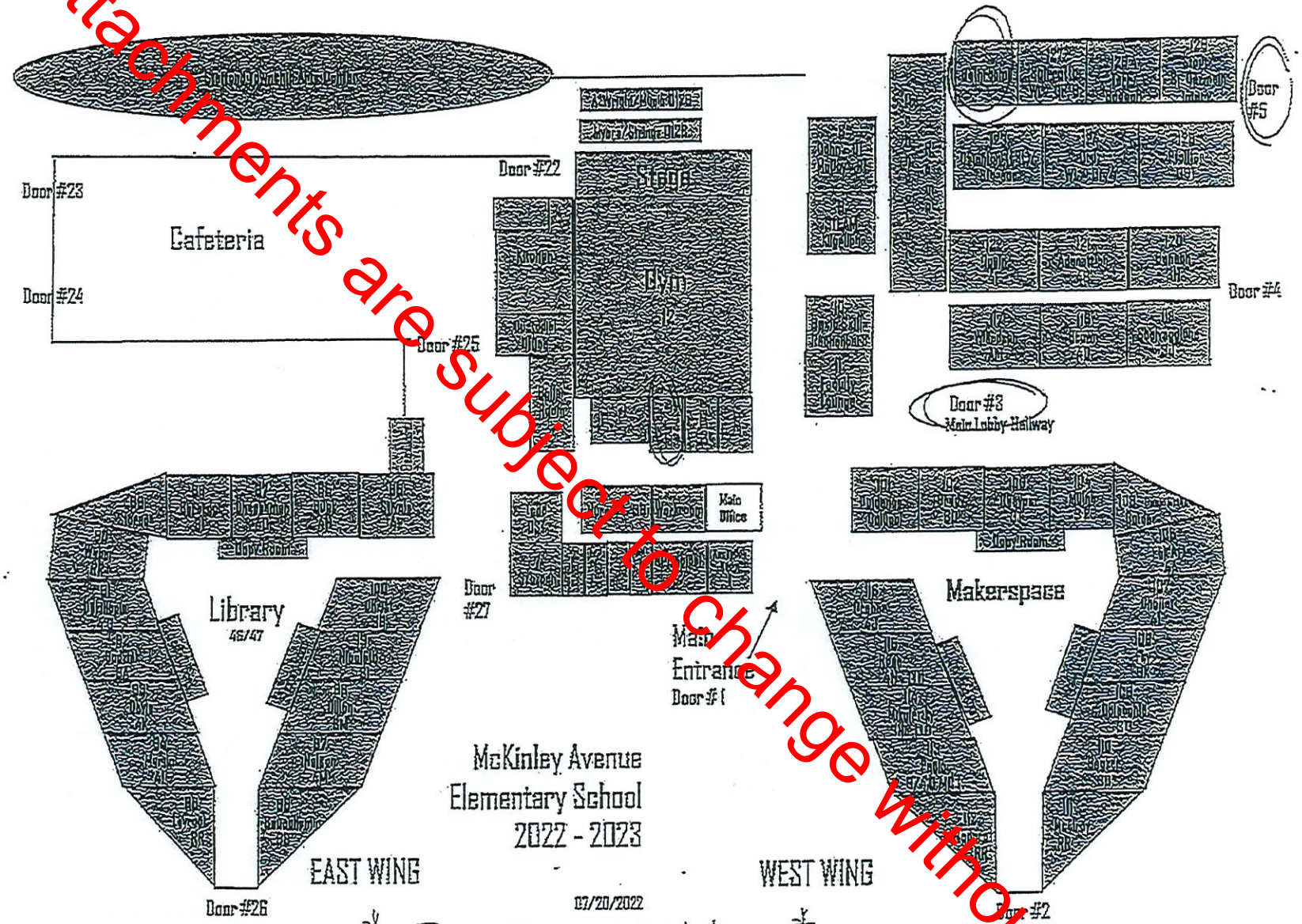
08/01/22

Attachments are subject to change without notice

STAFFORD INTERMEDIATE SCHOOL
CONNECTOR



08/01/22



* Bus Driver Map *

Attachments are subject to change without notice

Attachments are subject to change without notice

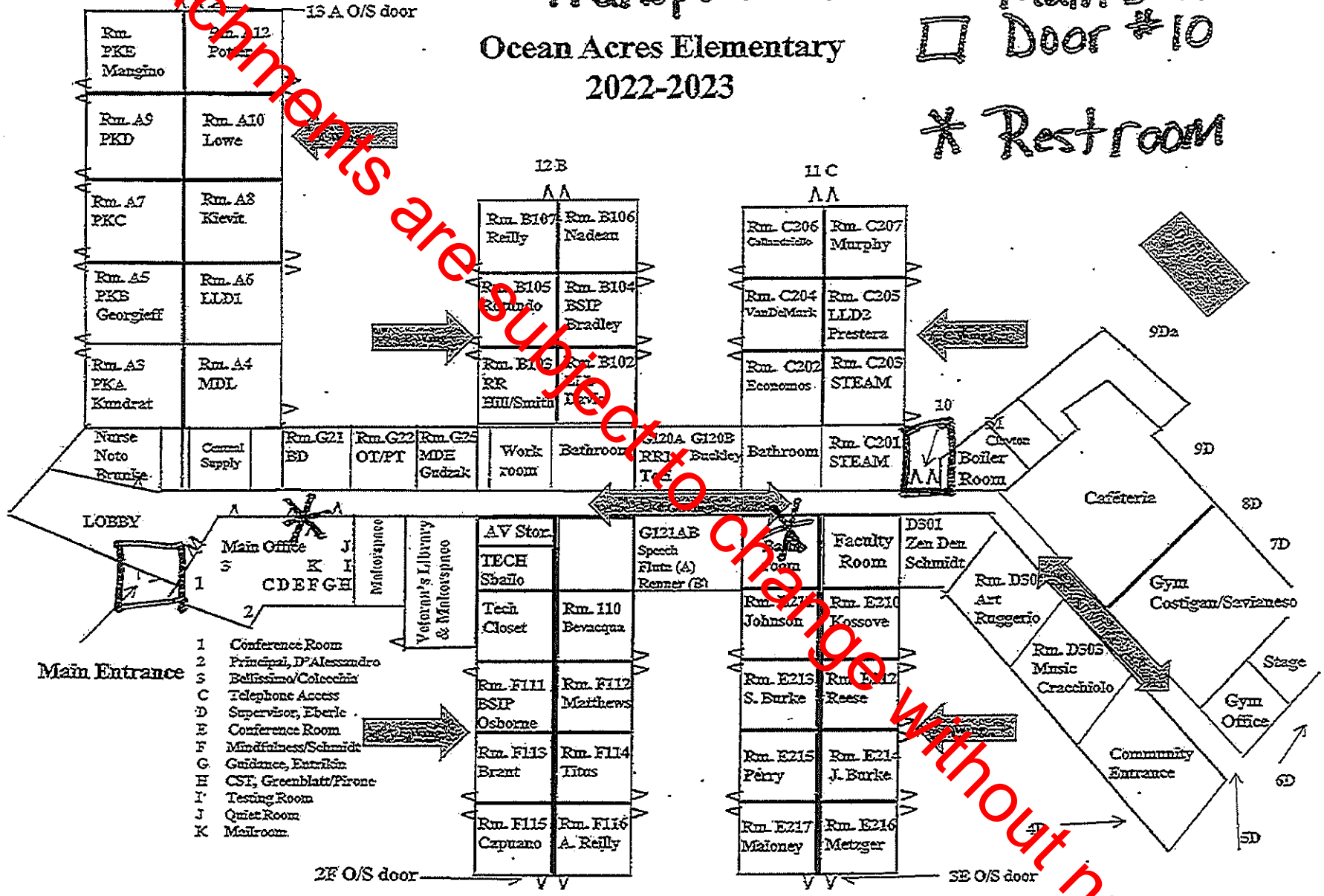
Transportation

Main Door

Door #10

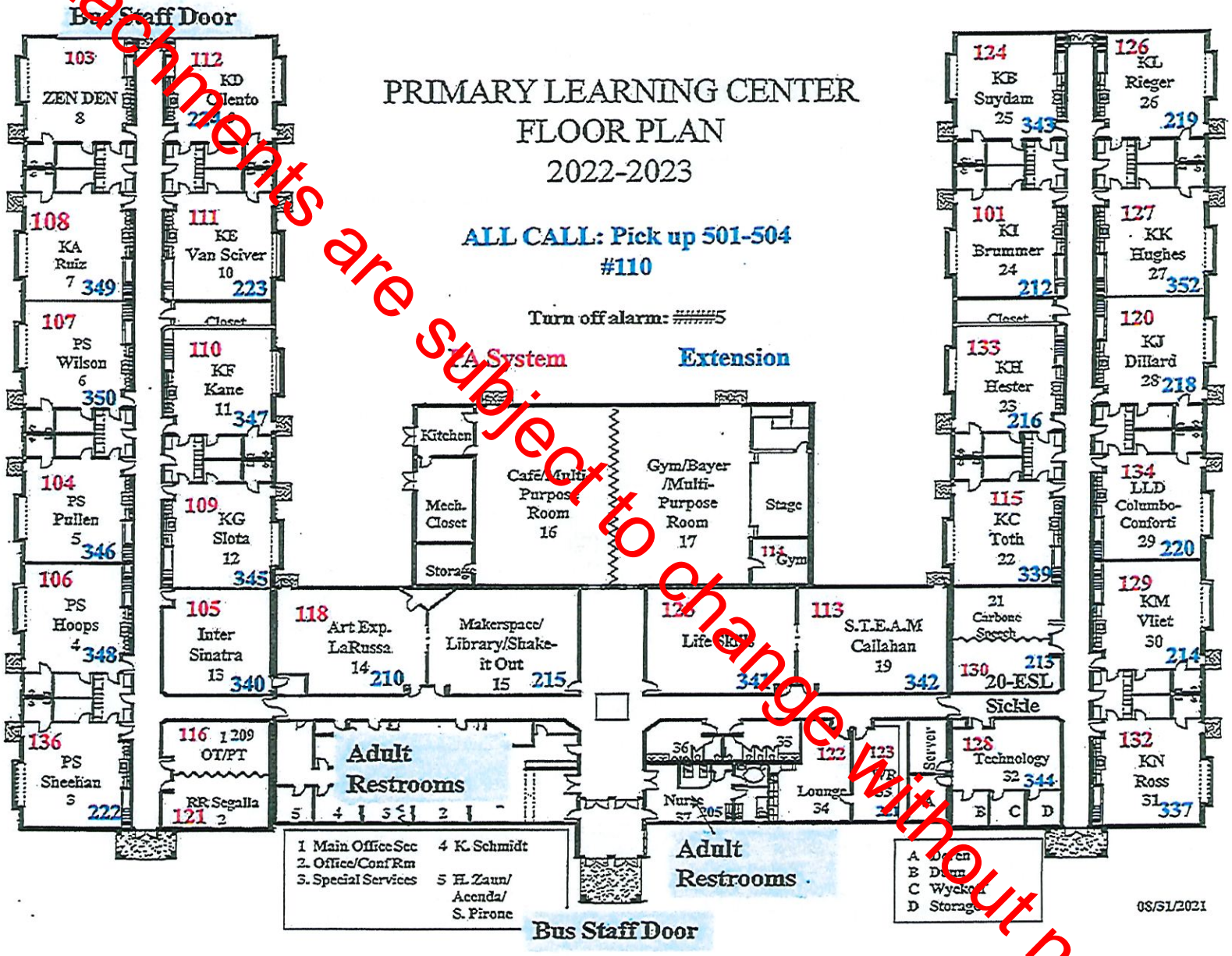
* Restroom

Ocean Acres Elementary
2022-2023

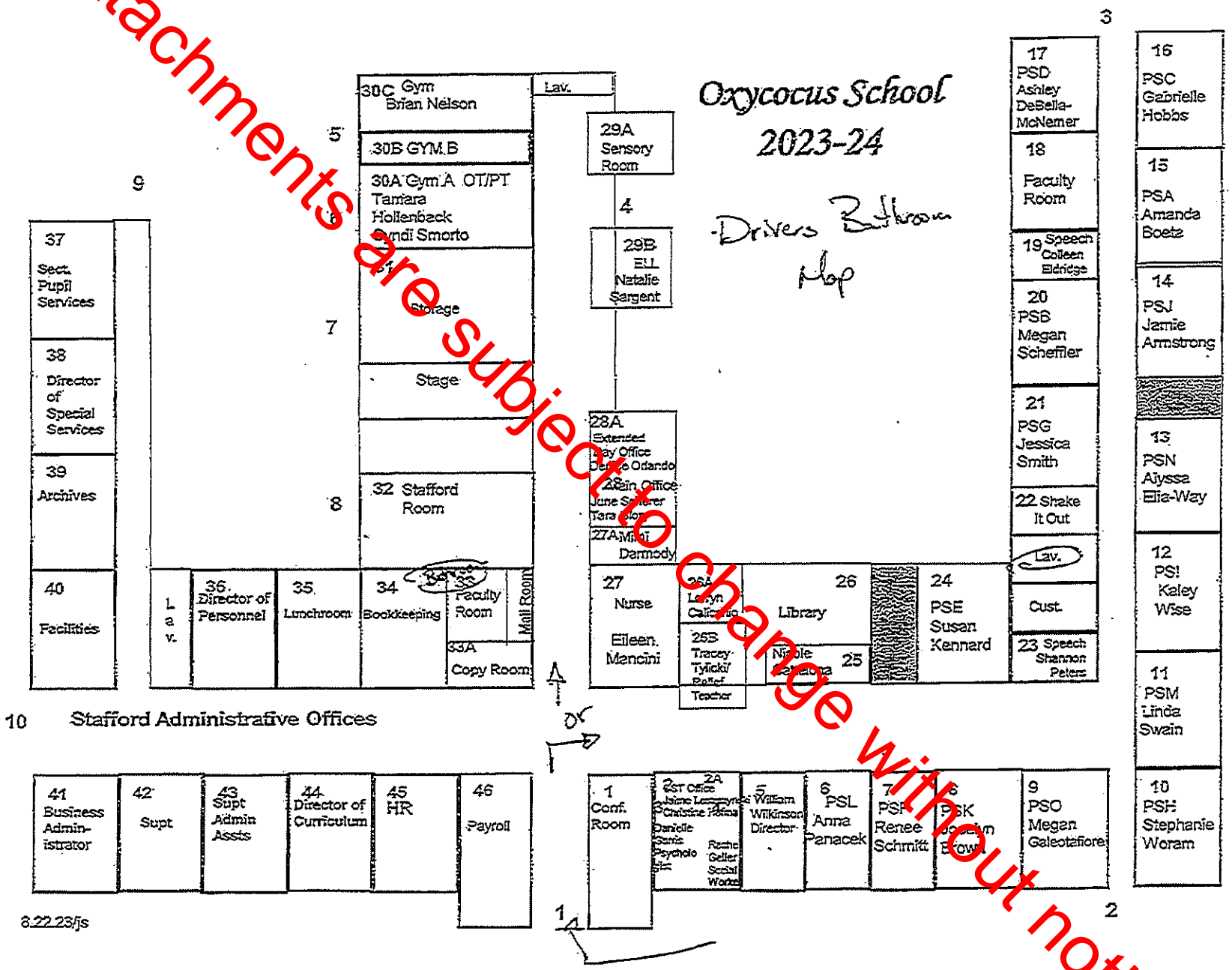


Attachments are subject to change without notice

PRIMARY LEARNING CENTER FLOOR PLAN 2022-2023



Attachments are subject to change without notice



Stafford Township School District

Substitute Custodial Manual

2025-2026

Attachments are subject to change without notice

SUBSTITUTE CUSTODIAN

Substitute custodians are assigned as interim replacements, to temporarily supplement the work force or to assist in the completion of a special project. Substitute assignments are limited to a duration as needed by the Stafford Township School District. An assignment that lasts beyond any initially stated period does not in any way imply a change in employment status. Substitute custodians retain substitute status unless and until notified of a change. While substitute custodians receive all legally mandated benefits to which they are entitled (such as worker's compensation insurance, social security, and possibly benefits under the Affordable Care Act) they are ineligible for all of the Stafford Township School District's other benefit programs.

Substitute custodian assignments for one or more days will be made from a "Substitutes On Call List".

WORK HOURS

Substitute custodians' work hours, work days and locations are determined by the Director of Facilities. Substitute custodians working (4) hours will be entitled to a (15) minute break after the first (2) hours worked. Substitute custodians working (8) hours will be entitled to a (15) minute break after the first (2) hours worked, a (30) minute lunch break after (4) hours worked and a (15) minute break after (6) hours.

Shifts and hours will vary by school.

If the substitute custodian leaves school property before their work schedule is finished they must notify the Director of Facilities or the Supervisor in person, if they are in the building or by cell phone at the numbers on page 3. Failure to do so will result in immediate assignment termination.

Specific authorization from the Director of Facilities is required in advance to work beyond your scheduled hours.

All substitute custodians are required to sign in and out. Substitutes must also log their hours worked in Schoolfi.

Altering, falsifying or tampering with time records, working unauthorized hours will result in assignment termination.

Substitute custodians must plan their time so they report promptly to work ready to start at their scheduled time and remain on the job until their scheduled end time with authorized break periods.

PAY PERIOD

Substitute custodians will receive a paycheck on the 15th and 30th of the month.

Attachments are subject to change without notice

ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment the Stafford Township School District expects substitute custodians to be reliable and punctual in reporting for work. Absenteeism and tardiness are disruptive and place a burden on other employees and the District. Either may lead to immediate assignment termination.

PROPER NOTIFICATION OF NON-SCHEDULED ABSENCE

Attendance is a requirement. In the rare instances when a substitute custodian absolutely cannot avoid being late, he/she is to notify the Facility Director, 609-978-5700 ext. 1045 or 732-232-9360

If the substitute custodian is going to be absent he/she is to notify the Director of Facilities or Facilities office by 11 am of the day of reporting prior to his/her scheduled start time. If no one is available to take the call in the office the substitute custodian must notify the Supervisor. A voicemail message is not acceptable.

A substitute custodian is considered a No Call/No Show if they are absent from work and fail to notify the Director of Facilities, Facilities Office or the Supervisor as stated in (b) above. A no call/no show imposes a serious hardship on the staff and district. Unless an extreme emergency prevents the substitute custodian from calling as required they may be subject to immediate assignment termination.

WORK RELATED INJURIES

The Stafford Township School District provides a uniform procedure for reporting and documenting work related accidents, injuries, illnesses and exposure to cleaning products.

If the substitute custodian is injured during work hours they are expected to notify the Director of Facilities immediately. If treatment is necessary then the substitute custodian will be sent to a hospital emergency room or a physician designated by the district.

The Director of Facilities shall, within twenty-four hours of the accident/injury shall make sure the employee reports the accident to a school nurse and complete the appropriate forms and follow the district procedures for reporting accidents/injuries.

The Director of Facilities must receive documentation from a physician or hospital authorizing the substitute custodian's ability to return to work.

EVALUATIONS

The Director of Facilities will conduct periodic observations. The observation is to provide the substitute custodian and supervisor the opportunity to discuss job tasks, identify and correct deficiencies, encourage and recognize strengths and discuss positive, purposeful approaches for positive job performance.

Attachments are subject to change without notice

SCHOOL DISTRICT EQUIPMENT/PROPERTY

Substitute custodians are responsible for the proper use, care and operation of all district owned equipment and property.

At the end of the work schedule, the substitute custodians are responsible for cleaning their equipment, emptying mop buckets and cleaning mops.

DRESS CODE

All substitute custodians are to wear district provided uniforms while working on school property.

IDENTIFICATION BADGE

Substitute custodians are required to wear appropriate work attire.

TRAINING

All new substitute custodians will receive training in proper cleaning procedures at the start of their assignment, including PPE Training.

EXPECTATIONS

All substitute custodians are expected to follow all applicable policies, procedures, rules and directives of the Stafford Township School District. Failure to do so may lead to immediate assignment termination. Questions should be directed to the Director of Facilities or Custodial Supervisor.

CLEANING PROCEDURES & MAINTENANCE RESPONSIBILITIES

BATHROOM PROCEDURE

- Clean toilet bowls, urinals and flush-o-meters with disinfectant**
- Clean countertops, sinks and mirrors**
- Wipe down walls, doors and partitions**
- Empty waste receptacles and wipe down any stainless steel**
- Fill towel, soap and toilet paper dispensers**
- Sweep and wet mop floors with disinfectant**
- Clean any debris off ceiling tiles and light fixtures**
- Report any plumbing problems to your Supervisor immediately.

Attachments are subject to change without notice

CLASSROOM PROCEDURE

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

If a classroom contains a bathroom – Use bathroom procedure

ALL OFFICES

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

FACULTY ROOM

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

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

Attachments are subject to change without notice

SIGNATURE AND AUTHORIZATION OF RECEIPT

I (Print Name)_____have received a copy of the Stafford Township School District Substitute Custodial Handbook.

Signature: _____ Date: _____

Prepared by: Richard Czajkowski, 11/14/2008
Revised by Michael Nikola, Director of Facilities 5/1/2023

Revised & Reapproved: Annually at the June Board of Education Meeting

Attachments are subject to change without notice

Stafford Township School District

Custodian, Building Mechanics & Grounds Procedure Manual

2025-2026

Attachments are subject to change without notice

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Attachments are subject to change without notice

CLEANING PROCEDURES
MAINTENANCE RESPONSIBILITIES

BATHROOM PROCEDURE

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

CLASSROOM/STAC/TRANSPORTATION PROCEDURE

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

If a classroom contains a bathroom – Use bathroom procedure

ALL OFFICES

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

FACULTY ROOM

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

DRESS CODE

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

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

Attachments are subject to change without notice

CAFETERIAS/ GYMS

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

MEDIA CENTERS AND LIBRARIES

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

When doubling up – do only items with a **

NURSES OFFICE

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

COMMON AREAS

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

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

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

****REMEMBER TO****

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

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

BASKETBALL SET-UP

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

- Close and lock gates to girls and boys gang BR 300 wing
- Close and lock gates by main office
- Close and lock gate in 300 wing hallway
- Player and audience enter front door only – Doors to remain locked event

Attachments are subject to change without notice

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

OCEAN ACRES

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

OXYCOCUS

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

DAILY DAY CUSTODIAN RESPONSIBILITIES

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

Attachments are subject to change without notice

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

MONTHLY RESPONSIBILITIES

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

NIGHT CUSTODIAN DAILY RESPONSIBILITIES

2pm – 10pm Shift

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

3pm – 11pm Shift

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

Attachments are subject to change without notice

BUILDING MECHANICS DAILY RESPONSIBILITIES

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

WEEKLY GROUNDS MAINTENANCE SCHEDULE

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

<u>Cutting Season (April – November)</u>

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

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

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

<u>Early Spring - Late Summer</u>

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

<u>Mulch</u>

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

Attachments are subject to change without notice

Winter Schedule

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

EXPECTATIONS FOR SNOW AND ICE REMOVAL

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

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

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

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

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

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

PLOWING OF PARKING LOTS

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

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

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

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

Attachments are subject to change without notice

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

SIDEWALK, CURBS, AND ENTRANCES

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

SNOW AND/OR ICE CONDITIONS DEVELOP AFTER SCHOOL HOURS

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

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

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

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

STATE OF EMERGENCY

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

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

Thank you for your anticipated cooperation.

Signature _____ Date _____

Attachments are subject to change without notice

SNOW REMOVAL PROCEDURES

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

Attachments are subject to change without notice

EMERGENCY CLOSINGS, SNOW REMOVAL ASSIGNMENTS & BUILDING/SITE PROCEDURES

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

2019/2020 - F350
Will first clear Oxycocus bus yard, plow yard and help clear between buses. Next, plow driver parking lot behind Oxycocus School. Salt after snow is removed. Then plow the Administration parking lot and salt it. Oxycocus Custodian will assist with snow removal between buses and salt before cleaning school sidewalks.

2020 - F350
Will then report to Ocean Acres to help with plowing and salting.

2019 – F350
Will then report to McKinley and PLC to plow and salt.

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

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

2017 F350
Will first plow Ocean Acres parking spots, bus loop and receiving areas. Will next report to the campus to assist.

Bobcat 1
Start removing snow from the Intermediate sidewalks, starting at the main entrance and working your way around to the back of Intermediate and finally continuing to the back of McKinley School.

Bobcat 2
Start at PLC, then continue to the main entrance of McKinley School working your way back towards the STAC.

Bobcat 3
Remove snow from Ocean Acres sidewalks. Other staff will be called in if needed.

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

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

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

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

Attachments are subject to change without notice

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

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

These assignments may change based on district needs.

Attachments are subject to change without notice

STAFFORD TOWNSHIP SCHOOL DISTRICT
CELL PHONES

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

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

CUSTODIAL SHIFTS - DAY SHIFT/NIGHT SHIFT
6:00am – 2:00pm, 7:00am – 3:00pm
2:00pm – 10:00pm, 3:00pm – 11:00pm

BUILDING MECHANICS
6:00am – 2:00pm
8:00am – 4:00pm

HVAC & OPENING PERSON
6:30am – 2:30pm
8:00am – 4:00pm

GROUNDS
7:00am – 3:00pm

Times subject to change due to season

Attachments are subject to change without notice

SECURITY DRILLS

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

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

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

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

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

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

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

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

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

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

Attachments are subject to change without notice

FIRE WATCH / POWER FAILURE

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

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

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

CONTRACTORS AND VENDORS AUTHORIZATION TO WORK IN BUILDINGS

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

CALLING OUT SICK/EMERGENCY PROCEDURES

Day shift: If you need to call out for any reason please make sure that you call The Director of Facilities at ext. 1044 or 1045 or cell 732-232-9360.

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

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

Attachments are subject to change without notice

Stafford Township School District

Facilities Forms

Attachments are subject to change without notice

LOADING DOCK
DELIVERY LOG

DATE & TIME	TRUCKING COMPANY	PACKAGE FROM (COMPANY)	RETURN ADDRESS

Attachments are subject to change without notice

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

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

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

Facility Name: _____

Address: _____

Phone No.: _____

TESTS FOR THE YEAR _____

MONTHLY TEST RECORD OF ALL EQUIPMENT – 30 SECOND DURATION

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

ANNUAL TEST RECORD OF ALL EQUIPMENT – 60 MINUTE DURATION

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

Attachments are subject to change without notice

REQUEST FOR SUPPLIES

Name:_____ Building: _____

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

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

Completed:_____ Date: _____

Attachments are subject to change without notice

Stafford Township School District
Manahawkin, NJ

SUPPORT STAFF NOTIFICATION OF LEAVE

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

Name: Position:

Date(s) of Absence: Substitute Needed: ☐ Yes ☐ No
If "Yes": ☐ Full Day ☐ Half Day (a.m.) ☐ Half Day (p.m.)

☐ Vacation Day(s) ☐ Out-of-District Meeting

☐ Professional Day(s) ☐ Other:

Professional Development Information:

Location:

Provider:

Topic:

Cost:

Please Select Appropriate QSAC Designation(s):

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

SIGNED: _____ Date: _____

_____ Date: _____
Signature – Principal and/or Immediate Supervisor

_____ Date: _____
Signature – Director of Personnel

_____ Date: _____
Signature – Superintendent of Schools

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

kkk 02/2015

For Office Use Only
_____ ***PO*** _____ ***Reg.*** _____ ***IS***
_____ ***BA*** _____ ***PW*** _____ ***AC***

Attachments are subject to change without notice

Stafford Township Board of Education

Employee Safety Manual

Attachments are subject to change without notice

OPENING STATEMENT

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

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

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

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

EMPLOYEE RESPONSIBILITY

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

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

SAFETY PROGRAM

Electric

- The body is a conductor of electricity and could receive a shock. The shock may be a slight tingle, twinge, jolt, bump or SUDDEN DEATH. The following rules must be followed. Unless it is part of your regular duties, do not adjust or repair any electrical equipment

    1. Report job connected injuries immediately to the school nurse. If the nurse is not on duty, report injuries to your immediate Supervisor.
    2. An accident report must be filed immediately
    3. A list of approved medical treatment facilities is on file with all nurses. In an extreme emergency, Southern Ocean County Hospital should be used for treatment.
    4. If the accident/incident results in time lost at work, a Worker's Compensation form must be filed and all claims must be sent to the Business Office.
    5. Before an employee may return to work, the attending physician must give the employee a written statement to that effect.

Attachments are subject to change without notice

Ladders

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

Lifting Procedures

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

Machinery

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

Safety Equipment

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

Attachments are subject to change without notice

Safety Regulations and Inspections

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

Spills and Leaks of Hazardous and/or Toxic Substances

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

Attachments are subject to change without notice

Fire Safety

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

Grounds

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

STAFFORD TOWNSHIP ELEMENTARY SCHOOL DISTRICT INDOOR AIR QUALITY PROCEDURES

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

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

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

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STAFFORD TOWNSHIP SCHOOL DISTRICT

Staff Training Manual

2025-2026

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AFFIRMATIVE ACTION IN EMPLOYMENT AND CLASSROOM PRACTICES

The district is committed to providing a safe, healthy environment for all students and staff that promotes respect, dignity, and equality. The purpose of the Affirmative Action policies and procedures is to create and preserve an educational environment free from unlawful harassment and discrimination.

Discrimination based upon any of the following characteristics, whether in *employment* or *classroom* practices is **strictly prohibited**.

Protected characteristics include: race, creed, color, religion, national origin, nationality, ancestry, age, sex (including pregnancy), marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, and socioeconomic status.

The district has a variety of policies dealing with Affirmative Action, which contain more detailed information about the applicable laws and the specific prohibited conduct. These policies can be found on our district website at www.staffordschools.org

In order to ensure that these policies are followed and that discrimination and harassment are eliminated, the district has implemented procedures outlining the steps to take if you are aware of or you feel you are the victim of harassment or discrimination. In addition, the district has implemented procedures outlining the steps for parents and guardians to take in the event they feel their child is a victim of harassment and/or discrimination. You should be familiar with these procedures as well so that you may direct parents and guardians appropriately.

Although the specific procedures may vary from district to district, there is one procedure that remains the same in all districts: if you are aware of or feel you are the victim of harassment or discrimination based upon a protected category, you can and should contact your immediate supervisor or your district's Affirmative Action Officer.

The Affirmative Action Officer for the Stafford Township School District is Kristin Ducker who can be reached at kducker@staffordschools.org and 609-978-5700 ext. 1127.

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RIGHT TO KNOW – BLOODBORNE PATHOGEN EXPOSURE

During a typical school day, students often get scraped knees, paper cuts, or bruises while in class, on the playground, or school bus. As a school district employee, you need to be aware of the potential danger of Bloodborne Pathogens.

Bloodborne Pathogens are microorganisms that are present in human blood and body fluids that can infect and cause disease in humans. Bloodborne Pathogens are transmitted in the workplace by entering your body in a variety of ways such as open cuts, skin abrasions, dermatitis, acne and the mucous membranes of the mouth eyes or nose.

You can become infected accidentally by injuring yourself on a contaminated object such as broken glass, sharp metal, knives or orthodontic devises. You can also become infected by touching a contaminated object and transferring the infection my touching your mouth, eyes, nose or open skin.

For your protection, both federal and state regulations require that each school district create an Exposure Control Plan, which contains guidelines for how to prevent exposure and what actions to take in the event exposure occurs. The regulations and district policy/regulation/procedure also contain provisions for removal of waste as well as certain minimum training and record keeping requirements. The district's Exposure Control Plan lists all job classifications and tasks in which exposure is possible, describes the required workplace controls to eliminate or minimize exposure and requires the Hepatitis B vaccine be available to employees who have occupational exposure and requires training to those employees. This plan will be updated annually. For questions about the plan, please contact the Building Principal.

Occupational exposure means reasonably anticipated skin, eye, mucous membrane contact or skin piercing contact with blood or body fluid that may result from the performance of an employee's duties. School District employees who have the potential for occupational exposure are those employees whose duties require close contact with pupils and any other job classification designated by the Superintendent and reflected in the Exposure Control Plan.

There are a number of methods and practices that will prevent or reduce exposure. Hand washing is the most basic, but one of the most effective practices that keeps you from transferring contamination from your hands to other surfaces or other parts of your body. In addition you should not eat, drink, apply cosmetics, or lip balm, or handle contact lenses where there is a reasonable likelihood of occupational exposure. Equipment such as gloves can protect you from contact with blood or other potentially infectious materials.

The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.

Gloves can be torn or punctured and should be replaced if this occurs. Gloves should be removed using the following procedure so that no pathogens from the contaminated cloves contact your hands:

1. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
2. With the exposed hand, peel the second clove from the inside, tucking the first glove inside the second.
3. Dispose of the entire bundle promptly.

Specific care must be taken to never touch the outside of the glove with bare skin and every time you remove your gloves you must wash your hands with soap and running water as soon as possible.

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When bodily contact with body wastes or fluids occurs, hands and other skin areas that have come in contact with a person's body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least ten seconds. Hands and other skin areas should then be dried with paper towels.

Soiled items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids. If necessary for the treatment of stains, the item may be soaked in cold water. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.

When treating soiled rugs, body wastes and fluids should be removed as previously discussed. A rug shampoo with a germicidal detergent should be applied with a brush and, when dried, vacuumed. The vacuum bag will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

With regard to hard surfaces, employees are to wear gloves while disinfecting hard surfaces and equipment. Body wastes and fluids should be removed as previously discussed and a disinfectant applied to the affected surface. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly discarded down a drain pipe. Gloves should be discarded in appropriate receptacles.

Specific attention must be paid to the disposal of “Sharps.”“Sharps” are defined as any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for urine tests and blood sampling. The school nurse shall keep a log of all sharps used on a monthly basis. All sharps shall be placed in a medical waste container that is: rigid; leak resistant; impervious to moisture; has sufficient strength to prevent tearing or bursting under normal conditions of use and handling; puncture resistant; sealed to prevent leakage during transport; and labeled. When the medical waste container is 75% full, appropriate personnel will handle disposal of same. The Director of Facilities will arrange for the contracted vendor to pick up the sharps container. The vendor will provide a completed transmittal form at the time of pick up. A copy of the transmittal form will be kept by the school nurse and a copy submitted to the Business office.

It should be noted that any container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard, in accordance with federal regulations.

The benefits of using of gloves as a means of protection is clear, but there are also other forms of protective equipment that can be used such as gowns, lab coats, protective eyewear, masks, mouthpieces and resuscitation bags. The effectiveness of protective equipment depends on the user. You should be trained to use the equipment properly; the equipment must be appropriate for the task and must fit properly. In addition all equipment must be free of flaw that could compromise safety and you must use the equipment each time you perform a task involving blood or body fluids. ALWAYS remove the equipment as soon as possible if it becomes penetrated by blood or body fluids. Contaminated equipment should be handled in the same manner as stated above.

As with any accident or injury, exposure to blood or body fluid should be reported to the school nurse or supervisor as soon as possible. Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up. The route of exposure and the circumstances under which exposure occurred shall be documented.

This training information was partially created and fully reviewed by a Certified School Nurse. You will receive the district policy and regulation on Bloodborne Pathogens, a copy of the Public Employees Occupational Safety and Health Act regulation on Bloodborne Pathogens, and the location of the district’s Exposure Control Plan. You will also receive information for the district representative to whom you can contact regarding any questions you may have.

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ADMINISTRATION OF EPINEPHRINE

An epinephrine auto-injector is a disposable drug delivery device that is easily transportable, about the size of a magic marker, and contains a pre-measured dose of epinephrine, a powerful drug used to treat a single anaphylactic episode. As a designated administrator of epinephrine, it is important for you to be aware of the common causes of allergic reactions.

Common causes of anaphylaxis include: food – most commonly, peanuts, walnuts, pecans, fish, shellfish, eggs, milk, soy and wheat; medication; insect stings; latex

Less common causes of anaphylaxis include: exercise; food-dependent exercise-induced anaphylaxis, which occurs when a person eats a specific food and exercises within three to four hours after eating; idiopathic anaphylaxis, which is anaphylaxis with no apparent cause.

Anyone who is designated to administer epinephrine should review the students' Individualized Emergency Healthcare Plan so as to be aware of the symptoms that may trigger an allergic reaction in that specific student. You must also become familiar with recognizing the symptoms of allergic or anaphylactic reactions and triggers that cause these reactions for each student.

Some examples of symptoms that may occur during an allergic reaction or anaphylaxis: Mouth reactions include: Itching, tingling, or swelling of lips, tongue, and mouth. Skin reactions include: Hives, itchy rash, swelling on the face or extremities. Stomach symptoms include: Nausea, abdominal cramps, vomiting, diarrhea. General symptoms include: Panic, sudden fatigue, chills, feeling of impending doom.

It is important to note that the severity of symptoms can change quickly and that skin symptoms, such as itching and hives, occur in the majority of food allergic reactions, but anaphylaxis does not require the presence of such skin symptoms.

Examples of potentially life-threatening symptoms that may occur: Throat symptoms include: Tightening of throat, hoarseness, and hacking cough**.** Lung symptoms include: Shortness of breath, repetitive coughing, wheezing**.** Heart symptoms include: thready pulse, passing out, fainting, paleness, and blueness

If a reaction is progressing, several of the above body systems may be affected.

The most dangerous symptoms include breathing difficulties and a drop in blood pressure, causing shock, and are manifested by symptoms like paleness, dizziness, faintness or passing out.

Anaphylaxis is likely when any ONE of the criteria below is fulfilled: (1) Acute onset of an illness with involvement of skin/mucosal tissue, such as: hives, generalized itch/flush, or swollen lips/tongue/uvula; ***AND*** airway compromise, such as: trouble getting air, wheeze or bronchospasm, or high-pitched breathing noises; ***OR*** reduced blood pressure or associated symptoms, such as: decreased muscle tone, fainting, paleness, dizziness, or blue, weak pulse. (2) two or more of the following after exposure to suspected or known allergen for that patient: skin/mucosal tissue, such as hives, generalized itch/flush, swollen lips/tongue/uvula; airway compromise, such as trouble getting air, wheeze or bronchospasm, high-pitched breathing noises; associated symptoms, such as decreased muscle tone, fainting, or gastrointestinal symptoms, such as crampy abdominal pain, vomiting. (3) hypotension, or low blood pressure, after exposure to known allergen for that patient, however you are not expected to measure and determine a rate of drop in blood pressure as part of this training.

It is important to note that any of these symptoms may begin within **several minutes to two hours** after exposure to the allergen.

These are the steps to follow the Emergency Use of an Epinephrine Auto-Injector:

Determine if anaphylaxis is reasonably suspected based on the symptoms identified in the student's Emergency Health Plan. If there is a reasonable probability that anaphylaxis is occurring or about to occur, then treat the situation like an anaphylactic emergency.

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Do not leave the student alone. Call 911 and then follow the district's policies and procedures for medical emergencies. Paramedics, the school nurse, the student's parents, and appropriate school administrator(s) should be notified immediately.

Most severe allergic reactions in children primarily involve trouble breathing. Children will likely need to sit calmly and upright as they are treated for their breathing problems. However, if there is evidence of faintness, loss of consciousness or confusion, lay the child flat. If a child is very ill and needs to be treated in a lying position with legs raised, they should stay in that position, if possible, during transportation to a hospital. Do not change to an upright position, except if the child is vomiting, *do not* lay the child flat. If the child has evidence of faintness or loss of consciousness *and* vomiting, then he/she should be put down on his/her side, so that the child does not choke on the vomit.

Prepare to administer auto-injectable epinephrine, as indicated by the student's health care provider on the Emergency Health Plan. See the following steps:

1. Have the student sit down,
2. Reassure the student and avoid moving him or her, and
3. Check the auto-injector for expiration date and color. (To be effective, the solution in the auto-injector should be clear and colorless).

To administer the Epinephrine Auto-Injector adhere to the following sequence:

1. **Grasp the auto-injector in one hand and form a fist around the unit. With the other hand, pull off the safety cap.** (To avoid injecting yourself after removing the cap(s), never place your own fingers or hand over either end of the device. If you accidentally inject yourself, then use the back-up auto-injector to treat the student. You should go to the hospital emergency room as well.)

2. **Hold the tip of the auto-injector near the student's outer thigh.** (The auto-injector can be injected through the student's clothing, if necessary.)

3. **Press firmly and hold the tip into the OUTER THIGH so that the auto-injector is perpendicular (at a 90° angle) to the thigh.** You may hear a click.

4. **Hold the auto-injector firmly in place for 10-15 seconds.** (After the injection, the student may feel his or her heart pounding. This is a normal reaction.)

5. **Remove the auto-injector from the thigh and massage the injection area for several seconds.**

6. **Check the tip.** If the needle is exposed, the dose has been delivered. If the needle is not exposed, repeat steps 2 through 5.

7. **Dispose of the auto-injector in a "sharps" container or give the expended auto-injector to the paramedics when they arrive.**

8. **Call 911, if not previously called.**

9. **Call for the school nurse, if not previously called.**

If the anaphylactic reaction is due to an insect sting, remove the stinger (if there is one) as soon as possible after administering the auto-injector. Remove the stinger quickly by scraping with a fingernail, plastic card, or piece of cardboard. Apply an ice pack to the sting area. Do NOT push, pinch, or squeeze, or further imbed the stinger into the skin because such action may cause more venom to be injected into the student.

You should continue to observe the student until the emergency responders arrive. In some circumstances, a second administration of epinephrine may be necessary. You must also monitor the student's airway and breathing. If trained in CPR, begin CPR immediately if the student stops breathing.

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When emergency responders arrive, provide them with a copy of the students Emergency Health Plan, tell them the time epinephrine was administered and the dose administered. If the auto-injector has not been disposed of in a sharps container, give the expended auto-injector to the paramedics.

If ordered by a health care provider, send a spare auto-injector along with the student to the hospital. A staff member should accompany the child to the hospital and follow procedures in accordance with the district policies regarding the care of students during emergencies.

Any student who receives epinephrine should be transported to a hospital emergency room, even if symptoms appear to have subsided. Some individuals have an anaphylactic reaction, and the symptoms go away only to return a few hours later. This is called a bi-phasic reaction. Often the symptoms of the bi-phasic reaction occur in the respiratory system and take the individual by surprise. Therefore, after a serious reaction observation in a hospital setting is necessary for at least four hours after initial symptoms subside because delayed and prolonged reactions may occur even after proper initial treatment.

In addition, emergency medical care must be obtained immediately because severely allergic students who have experienced anaphylaxis may need emergency respiratory care, cardiac care, or even resuscitation if they stop breathing. At a minimum, these students will need professional care to determine whether additional epinephrine, steroids, antihistamines, or other treatment is required. Follow-up diagnosis and care by health care professionals after the administration of epinephrine is important for recovery.

The school nurse should document the incident on the student's health record.

Epinephrine auto-injectors should be **stored at room temperature** until the marked expiration date, at which time the unit must be replaced. Auto-injectors should not be refrigerated as this could cause the device to malfunction. Auto-injectors should not be exposed to extreme heat (such as in the glove compartment or trunk of a car during the summer) or to direct sunlight. Heat and light shorten the life of the product and can cause the epinephrine to degrade.

To be effective, the solution in the auto-injector should be clear and colorless.

School Districts are required to keep epinephrine auto-injectors in unlocked secure locations to be readily available during an emergency. This will vary depending upon the student's schedule and the circumstances surrounding the possible emergency. In addition to the nurse's office, possible locations for unlocked secure storage of epinephrine include the principal's office, the cafeteria, a classroom, the teacher's room, on the person of the designee, etc. Availability of epinephrine should be addressed in the students Emergency Health Plan.

One final reminder: Epinephrine is medication held by the school through the authorization of a health care provider's order. Only school nurses, designees, or students able to self-medicate, should have epinephrine auto-injectors on their person.

This training information was partially created and fully reviewed by a Certified School Nurse. It is consistent with the training protocols established by the New Jersey Department of Education and New Jersey department of Health and Senior Services.

This information will be supplemented with specific information regarding the child or children to whom you will be administering Epinephrine. You will also receive information about the district policies/regulations/procedures, which will tell you information about the district representative to whom you can contact regarding any questions you may have.

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CONFIDENTIALITY

Even if your position in the district does not include the maintenance or records, all district employees will have access to or will learn of confidential information about pupils for a variety of reasons. This information must be kept confidential and only shared in accordance with the provisions explained here.

Student records and the information contained within them must be kept confidential. The confidentiality of that information and the rights of the pupil and the pupil's parents or guardians are governed under federal law – Federal Education Rights and Privacy Act, or FERPA, as well as state law.

What is a Student "Record"? Any record, file, document or other material maintained by an educational institution, containing any information directly related to a student, which is maintained in any format or medium. This definition is very broad and includes, among other things, personal information, enrollment records, grades, schedules, discipline records, photos, videos, etc. It is important to note that personal observations are not student records.

Confidentiality laws grant an adult pupil or a minor pupil's parent/guardian three rights: The right to access records within a reasonable time of request and an individual available to interpret the records if necessary; The right to challenge and or request an amendment to a record in the file (the steps for this process include the district administrative channels, followed by the Board of Education, and the final step is the state or federal government); The third right is the right to consent, in writing, to release the confidential record or information.

There are exceptions to this third right, where release does not require consent: School officials with legitimate educational interests, other schools into which a student is transferring or enrolling, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain students for, or on behalf of, the school, accrediting organizations, judicial orders or lawfully issued subpoenas, health and safety emergencies, state and local authorities within a juvenile justice system pursuant to specific state law. In additional the law does not require consent to release directory information so long as the adult pupil or parent/guardian was told of the directory and given the opportunity to opt out.

Directory information includes pupil's name, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil and other similar information.

With regard to confidentiality of student records, medical records are given a heightened level of privacy and are required to be kept separate from the rest of a student's cumulative file.

Also, special education information must be kept confidential. The law requires that pupils not be needlessly labeled as needing special education.

Another issue that is related to confidentiality is the Protection of Pupils Rights Amendment, or PPRA, which further protects the privacy or students. This amendment states that before pupils are required to participate in a survey, evaluation or analysis about certain topics, the adult pupil or parent/guardian of a minor must be given an opportunity to review the questions to be asked as well as an opportunity to opt out.

Topics covered by this amendment include: political affiliations of pupil or pupil's parent/guardian; mental or psychological problems of the pupil or the pupil's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others with whom the respondents have close family relationships – such as with lawyers, physicians and ministers; religious practices, affiliations, or beliefs of the pupil or parents/guardians; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If you have any questions about this information, please contact the Building Principal.

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HARASSMENT, INTIMIDATION & BULLYING

Like other disruptive behavior, **Harassment, Intimidation and Bullying** interfere with a student's ability to learn and achieve high academic standards, and also with a school's ability to educate its students in a safe and civil environment.

For this reason, students are expected to act in an age-appropriate manner that shows the proper regard for the rights and welfare of other students, staff, school facilities and the educational process in general. Any acts of **Harassment, Intimidation and Bullying** are prohibited.

In addition, employees and volunteers are expected to model appropriate behavior, treat others with civility and respect, and refuse to tolerate **Harassment, Intimidation and Bullying.**

What is **Harassment, Intimidation and Bullying?** The definition of HIB is established at N.J.S.A. 18A: 37-14 and is provided below. The HIB definition below has been separated into component parts for ease of reading and comprehension. Bold type has been added to emphasize selected provisions.

HIB Definition

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it is **a single incident** or **a series of incidents**, that:

- Is reasonably perceived as being motivated by either any **actual or perceived characteristic**, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by **any other distinguishing characteristic**; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or **off school grounds**, as provided for in N.J.S.A. 18A:37-15.3, that
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that**
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of **physically or emotionally harming** a student or **damaging the student's property**, **or** placing a student in reasonable **fear of physical or emotional harm** to his/her person **or** damage to his/her property; **or**
- Has the effect of **insulting or demeaning** any student or group of students; or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or app.

Discipline for an act of **Harassment, Intimidation and Bullying** must follow the code of student conduct and must also be progressive in nature so as to end the bullying. While there are a range of appropriate consequences, such as behavioral evaluation with a possible referral to the child study team, supportive interventions and referral services, the consequences must take into account the nature of the behavior, age of the student and the student's history of problem behavior.

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In addition, appropriate consequences and remedial action will also be taken against any employee or volunteer who commits an act of **Harassment, Intimidation and Bullying**, as these individuals are expected to model appropriate behavior for students.

The district mandates that every employee and volunteer take action whenever they become aware of an incident of bullying that has a substantial interference on school operations or that occurs on school property, at any school function, on the school bus or at the bus stop. This means that every incident must be reported using the district reporting procedures.

Employees and volunteers are also required to tell others to report incidents through any means allowable by policy and procedure. Reports can even be anonymous, although this alone will not form the basis for disciplinary action.

The school district, and quite possibly individual employees, will be held liable if they knew or should have known about harassment and failed to take action to end the harassment. This is why reporting is so important!

Once an incident is reported, investigation must take place promptly in accordance with district policy and procedure.

When conducting an investigation it is important to speak to bystanders. Even though you are not the individual responsible for conducting the investigation and are just reporting the information, be sure to report the names of the bystanders. They often have important information and should be encouraged to speak up and report the **Harassment, Intimidation and Bullying** themselves.

Retaliation - against a student, employee or volunteer - for reporting an incident of **Harassment, Intimidation and Bullying** is prohibited. In fact, any individual who retaliates against another for reporting will themselves face consequences and appropriate remedial action.

Likewise, false accusations of **Harassment, Intimidation and Bullying** are not acceptable and any individual who is found to have made false accusations against another – as a means of retaliation or as its own means of **Harassment, Intimidation and Bullying** shall also face consequences and appropriate remedial action.

In accordance with the law, you will receive information about the district Policy on Harassment Intimidation & Bullying and the Regulation on Harassment Intimidation & Bullying (see pg. 15 of this training manual). In addition, all policies, regulations and reporting forms are available on the district's website. You are expected to be familiar with them and to know how to access them.

The Anti-Bullying Coordinator for the district is Kristin Ducker who can be reached at kducker@staffordschools.org and 609-978-5700 ext. 1127.

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Stafford Township School District

Purchasing Manual

2025-2026

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Appendices A through G … (Pages 24 -39)

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INTRODUCTION AND PURPOSE

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

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

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

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

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

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

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

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

Mandatory Training

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

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

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ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

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

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

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

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

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

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

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

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

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E. Vendor Certification

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

F. Violations of the Policy -Sanctions

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

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

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

Possible Conflict of Interest

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

CRIMINAL CODE CITATIONS

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

Title 2C -- Criminal Code

2C:27-9 Unlawful Official Business Transaction

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

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

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

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

Authority to Purchase—School Business Administrator/Board Secretary

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

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

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

Authorized Purchases

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

Purchase Order

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

Unauthorized Purchases

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

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

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

Penalties for Unauthorized Purchases

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

Corrective Action for Non-compliance

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

2. Memo to Superintendent

Attachments are subject to change without notice

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

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

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

District Sanctions to Violations

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

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

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

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

Purchasing Prohibitions

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

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

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

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

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

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

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

Purchasing Guidance

1. Cancellation of Purchase Orders - Guidance
All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Contracts; Purchase Order Required - Guidance
The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

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

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

PURCHASE ORDER PROCESS

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

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

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

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4. **Description of Items, Services, Costs and Catalogue Numbers** - Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers and costs.

5. **Shipping Costs** - Shipping and handling costs are to be added to all requisitions. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

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

   "10% Estimated Shipping and Handling"

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

6. **Delivery Address - Attention of** - The delivery address should include a name of a person or a specific department.

7. Please try to plan and combine all orders to same vendor for multiple registrations or requests.

   Please verify your figures for accuracy. Please note: **The Board of Education is exempt from paying New Jersey Sales Tax.**

8. **Budget Account Number** – Please be sure the correct Budget Account Number is selected on the requisition.

9. **State Contract Orders** – When ordering through State Contract vendors please include on the requisition:
   a. State Contract Number;
   b. INJCP must be included on all State Contract requisitions/purchase orders;
   c. Shipping and Handling Included; and
   d. Appropriate documentation when required.

10. **Quotations** – If quotations are obtained, please attach to the requisition a copy of each written quotation received. Two quotations MUST be provided.

11. **Bids** - If bids are obtained, please include the following on the requisition:

    a. Bid Date; and
    b. Bid Number
    c. BOE Approval Date

B. <u>Responsibilities of Administrator/Supervisor or Principal – Reviewing a Requisition</u>

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

1. **<u>Requisition Completion</u>**
   They must check to determine that items <u>1-11</u> previously noted (Responsibilities of the Originator) have been *properly completed.*

2. **<u>Requisitions</u>** are to be approved online by the appropriate administrator.

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C. Responsibilities of the Superintendent

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

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

D. Responsibilities of Business Office

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

Special attention is given to the following:

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

2. **What is being ordered and the cost**

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

The Quotation Limit	**$ 6,600.00**
The Bid Limit	**$44,000.00**
Student Transportation Contracts	**$22,400 – Regardless of QPA or not**

3. **Document Check – State Law**
   Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

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

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

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

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

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

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

E. Responsibility of the Vendor

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

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

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

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

METHODS OF PROCUREMENT

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

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

Examples of Bidding:

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

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

District
Furniture, AV Equipment

Technology
Computer Supplies/Equipment
Printers / Computers
Interactive Boards

Athletics
Athletic Supplies/Equipment
Physical Education Supplies/Equipment

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

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

Bids and Purchasing:

1. **Bid Limit - $44,000**

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

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

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

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

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

2. **Annual Bids**

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

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

3. **Exceptions to the Bid Limit**

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

Attachments are subject to change without notice

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

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

The Purchasing Agent should be contacted concerning exceptions to bidding.

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

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

Examples:

Fax Machines Supplies	Fitness Equipment
Payroll Checks	Maintenance Equipment
Two Way Radios	Tech Services

Award of Contract - Price and Other Factors

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

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

Quotations and Purchasing

1. Quotation Limits - $6,600 through $43,999
   The quotation limit (threshold) is now $6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $6,600 and less than $44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

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

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

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

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

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

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

Professional Services	**Academic/Operational Services**
Medical	(Contracts less than $44,000)
Auditing; Accounting	Instructional Improvement
Legal	Educational Consultants
Engineering, Architectural	Professional Development

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

Best Practices in Awarding Service Contracts (2010)

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

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

D. Competitive Contracting (Certain Contracts over $44,000)
This procurement method is used for certain contracts over $44,000.00.

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

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

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

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

E. State Contract Purchasing

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

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

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

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

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

❷ ***Computers***

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

- *Contact the Director of Technology Information*

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

Other State Contract Purchasing

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

Purchase Order Requirements -State Contract

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

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

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OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

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

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

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

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

B. Emergency Contracts

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

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

C. EUS—Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

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

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

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

E. Increasing a Purchase Order Amount

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. An appropriate form to request an increase has been prepared and is available from the Business Office.

Attachments are subject to change without notice

F. Purchase Order Requirements

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

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

See the Appendix for the Purchase Order Requirements Chart

G. Renewal of Contracts—Services

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

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

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

H. Student Activity Account Purchases

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

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

- Field Trips
- Playground Equipment

SELECT PURCHASING TOPICS

A. Meals; Refreshments and Catering

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

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

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

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

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

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

- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***
  Light meals and refreshments* are permitted for all board members and for employees who are required to attend a board of education meeting.

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

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

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

Documentation Required—Light Meals and Refreshments

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

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

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

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

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

Attachments are subject to change without notice

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

ShopRite Costco

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

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

B. Miscellaneous Permitted and Non-Permitted Purchases

1. Permitted Purchases

- Commencement; Convocation Activities
All reasonable costs for commencement; convocation activities are permitted.

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

- Library Books; Magazines, Videos/DVDs/CDs
All library books, magazines and multi-media presentation materials shall be for educational or operational purposes.

- T-Shirts
The Superintendent will consider, on a case by case basis, requests for the purchase of T-Shirts. It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account.

2. Non-Essential and Prohibited Purchases

- Carnivals
- Gifts for Employees
- Teacher appreciation gifts/activities
- Plaques-Local Determination
- Bereavement flowers; baskets
- Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

Attachments are subject to change without notice

C. Textbooks; Approval and Purchase

1. Approval of Textbooks

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Director of Curriculum, has set up procedures to have textbooks approved by the Board of Education.

2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

a) Complete the District Textbook Evaluation and Approval form

b) Submit textbook and form to the Office of Curriculum and Instruction, who will prepare the Board resolution.

3. Purchase of Textbooks and Curriculum Department Review

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

a. The purchase is in accordance with a textbook replacement plan;
b. Textbooks have been identified as stolen or destroyed; or
c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review.

Budget Accounts
As always, only textbooks and teacher editions of the textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.

D. Travel Reimbursement-Purchase Order—Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

a. Written Approval of the Superintendent—prior to travel event
The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement. All workshop/travel requests must be submitted **at least 30 days in advance**.

b. Board of Education Approval—prior to travel event
The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.

Attachments are subject to change without notice

c. Reimbursement Procedures
Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Approvals in writing;
2. Travel Report;
3. Receipts for hotel and meals (when applicable);
4. Mileage Travel Form;
5. Driver's License; Insurance Card; and
6. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event.

Purchase Order Deadline—Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about **February 1st**, unless on an earlier date set by the Business Administrator. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Business Administrator

RECEIPT OF GOODS/SERVICES

A. Receipt of Goods and Services (APPENDIX B)

2. **Problems Encountered with Receipt of Goods**

- ***Problem:*** **Back Orders**
  Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

  Process to Follow: **Back Orders**
  If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

  - Mark off received in Genesis and then upload any packing slips.
  - Notify the Bookkeeping Office of all back orders.

- ***Problem:*** **Items Missing from Order**
  Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

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Process to Follow: **Items Missing**

- Call the company and tell them what was missing.
- Upon receipt of the missing item in the next shipment, check off electronically in Genesis receiving the items and upload the packing slip.
- Keep the Bookkeeping Office apprised (via email) when calling the company.

Problem: **Items Damaged; Wrong Item**

Sometimes you will receive items that are damaged or the wrong item.

Process to Follow: **Items Damaged; Wrong Item**

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- Email Bookkeeping Office that the item(s) were returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Upon receipt of the missing/wrong item in the next shipment, check off in Genesis Receiving and upload the Bill of Lading, showing that the returned item was shipped.

Problem: **Discontinued Item**

Sometimes the items you requested have been discontinued.

***Process to Follow*: Discontinued Item**

- Email Business Office.
- Do not call the company for a replacement item. You must complete a new purchase order.

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APPENDIX

A. Entering Requisitions from Employee Portal

B. How to Receive Purchased Items in the Employee Portal

C. Formal Bid Process

D. Emergency Purchases/Contracts

E. Chart – Purchase Order Requirements

F. Federal Contracts

1. Debarment and Suspension
2. Federal Programs/Targeted Students
3. Compliance with 2 CFR Part 200

G. Federal Contracts—Chart of Thresholds

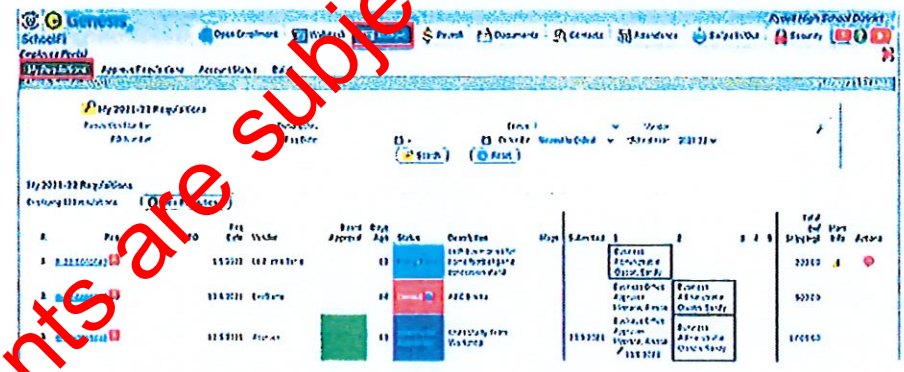
Attachments are subject to change without notice

Entering Requisitions from the Employee Portal

To work with Requisitions, log into your employee portal. The same place you get your pay stub.



Once in your portal, click on the ***Budget*** tab. The ***My Requisitions*** tab is where you will enter a new requisition as well as view all previous requisitions entered by you for this school year.



You have the ability to search your list of requisitions by using the fields listed in the search section of this screen.

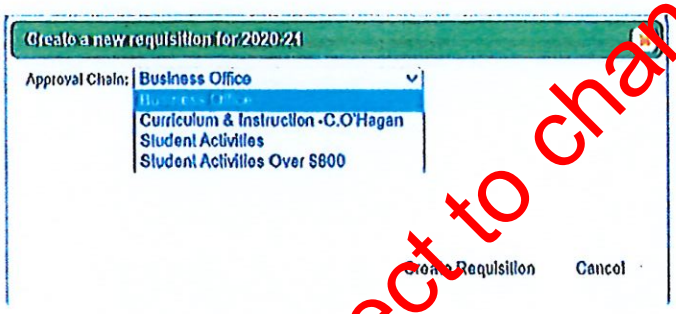
NOTE: throughout Genesis you will notice when entering new data in a field the data is red. This means the data is not saved. ***Be sure to save often.*** If you move to another area and do not save the data will be lost and you will have to re-enter.

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Entering a New Requisition

1. Click on the ***New Requisition*** button.

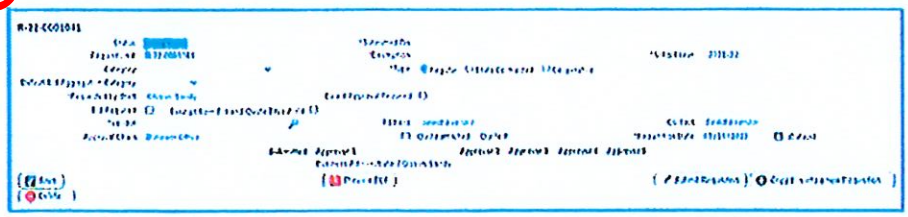
1. If you are able to enter requisitions for more than one group, you will see more than one option when you use the ***Approval Chain*** drop-down. Select the group for which this requisition is being entered and then click the ***Create Requisition*** button.



1. The Requisition Entry screen opens. Everything entered on this screen becomes a purchase order after the approval process is complete. Notice that it has three sections. See below for instructions on entering in each Section.

Attachments are subject to change without notice

Section A – Order specifications



- **Requisition #** - the requisition number is automatically assigned by the system and should not be changed.

- **Description** – this field is what will show on your reports for board approval. Enter a description that will best describe this order so it is understandable to the board members. For example: Office Supplies.

- **Category** – if your district's business office has set up categories, use this drop-down to select the category to which this order applies.

- **Type**–
  1. Regular – most orders fall into this category
  2. State Contracted – if this order is to a vendor your district has a state contract with, select this option. After selecting this option, the State Contract # field opens where you can enter the state contract number for this vendor.

     *State Contract #:
  3. Cooperative – if your district uses a co-op, such as Ed-Data, for ordering you can indicate that this is a cooperative order by selecting this option. After selecting this option, the Co-op Contract # field opens where you can enter the co-op contract number for this vendor.

     *Coop Contract #:

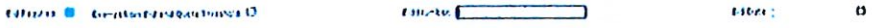
- Default Bid Aggregation Category – if your district has setup up Bid Aggregation Categories, use this drop-down to select the category to which this ENTIRE order is applied. If there are multiple categories in this order, select nothing here. You will select the individual categories when entering the line items.

- **Board Approval Required** – when you check this box, a field opens where you can enter the date this order was board approved. Use for circumstances where the board had to approve the item or event prior to the PO being entered.

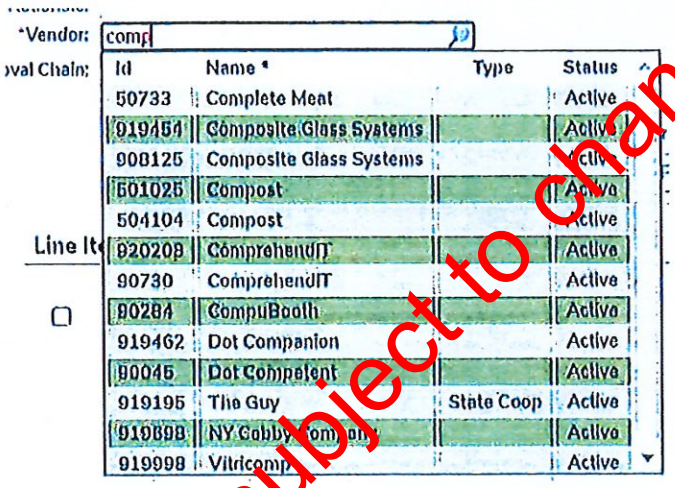
Board Approval Required ☑ Approved Date:

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- **Bid Required** – if this order had gone to bid and you are now entering the order to the vendor who won the bid. Check this box and the Bid Number and Bid Date fields open allowing you to enter that pertinent data.



- **Vendor** – in this field, begin typing the vendor's name and the vendors will appear in a drop-down. When you see the vendor you wish to use, click on their name. To see all of your district's vendors, press the space bar in this field.



After clicking on the desired vendor, you will see their name in the field is red. Click on the ***Save*** button at the bottom of Section A and the vendor's address and contact information will be populated on the screen.

- **Quote Attached** – if you have a quote for this order, check this box. If the quote has a number, you can enter that in the **Quote #** field.



- **Requisition Date** – this field defaults to today's date (or the first day of next school year if you are pre-entering for next year). If

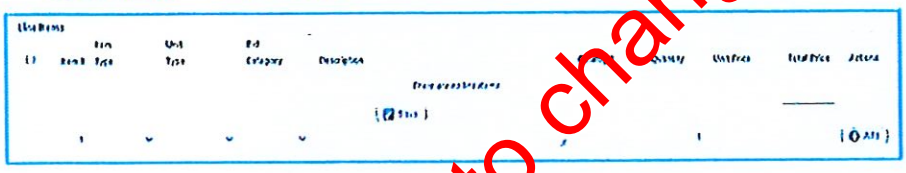
Attachments are subject to change without notice

you need to change the date you can click on the calendar icon and choose another date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY.

- **Approvals** – displays the approval path this requisition will follow.

When you are finished with Section A, click the ***Save*** button.

Section B – Line Items



- **Item #**- this field defaults to 1, meaning it's your first item on the order.
  1. If you would like the first line of the order to be a heading (for example: Software Renewal for the YYYY-YY School Year) you can take the 1 out of the Item # field and take the 1 out of the Quantity field. Key the heading in the Description field and click Add. You will notice that the heading becomes line 0 and you have a new item field with 1 ready to start entering the order items.

- **Item Type** – Click the drop-down and select an item type. This field is not required.



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1. NOTE: Selecting the Fixed Asset option for an item flags this item as a Fixed Asset for the district. You will be able to run a report showing all of the district's fixed assets.

- **Unit Type** – Click the drop-down and select a unit type. This field is not required.

- **Bid Category** – if you selected a default category in Section A, this will be populated. If not, you can choose the category required for each line item here. Use the drop-down to select the appropriate category.

- **Description** – key in your item description. There is no limit to the number of characters. To expand this field so you can see everything you're typing, drag the field by using the lines in the lower, right corner.

- **Catalog #** - if your item has a number, you can enter that here.

- **Quantity** – enter the number of this item you are ordering.

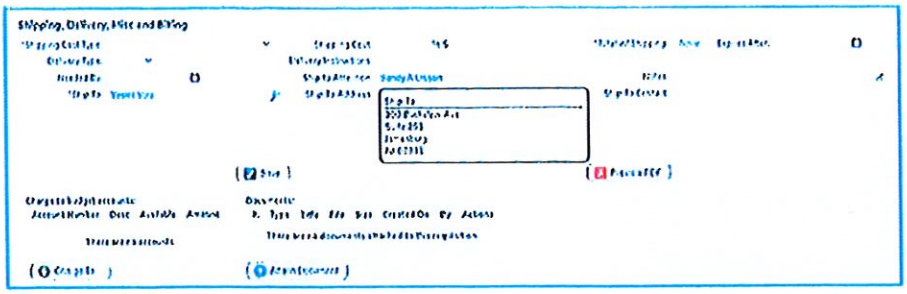
- **Unit price** – enter the price of the item.

After entering the line-item data, click the ***Add*** button. This will calculate your Total Price and open a section where you can enter item #2. Always click ***Add***, <u>not</u> ***Save*** when entering line-item data. If you do not click ***Add***, your item data will be erased. Repeat until you are finished entering all of your order items.

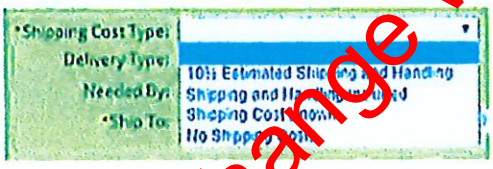
NOTE: if you go back and make any corrections or changes to a line item <u>after</u> you have clicked the ***Add*** button, click the ***Save*** button. Do not click the ***Add*** button as that will just add another line item.

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Section C – Shipping, Delivery, Misc. and Billing



- **Shipping Cost Type** – using the drop-down, select the appropriate Shipping Cost Type. This field is required.



- **Shipping Cost** – if there is a known shipping cost, and you have entered "Shipping Cost Known" for the Shipping Cost Type, enter the dollar amount or the percentage in the appropriate field. If any other Shipping Cost Type has been selected, leave these fields blank.

- **Expires After** – if you would like to have a date printed on the requisition and purchase order that shows the date the order expires if not received, use the calendar icon to select the appropriate date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY – and you must key the slashes.

- **Delivery Instructions** – whatever is keyed in this field will appear below the ship-to address on the requisition and purchase order. It can be used to display special instructions for the vendor (such as "Deliver between 8am and 4pm").

- **Needed by** – if you would like to have a "needed by" date printed on the requisition and purchase order, use the calendar icon to

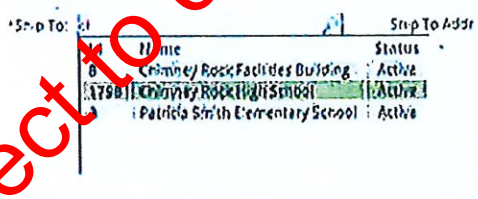
Attachments are subject to change without notice

select the appropriate date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY – and you must key the slashes.

- **Ship To Attention** – enter the name of the person to whom this order should be shipped.

- **Notes** – this is for your internal use. Whatever is keyed in this field will not appear on the requisition or purchase order.

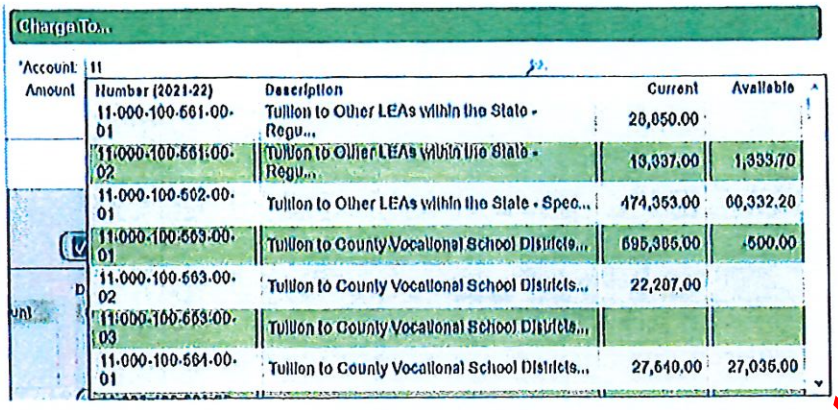
- **Ship to** – if your district has just one ship to location, that location automatically is populated in this field. If you have more than one, key the name in the ship to field and the options will appear in a drop-down where you can select the appropriation location by clicking on its name. To see all of your district's ship to addresses, press the space bar in this field.



After clicking on the desired ship to you will see the name in the field is red. Click on the *Save* button at the bottom of Section C and the ship to address information will be populated on the screen.

- **Charge to budget accounts** – to enter the account number(s) to which this order is to be charged, click on the ***Charge To*** button. When the Charge To window opens, begin typing in the account number. As you keep keying in each piece of the account number the list will narrow down. When you see the proper account number, click on it. Enter the amount to be charged to this account, if different than what is shown. Then click on the ***Charge To*** button. If you need to add more account numbers, repeat this process.

Attachments are subject to change without notice



- **Documents** – anything that can be saved to your computer can be attached to a requisition. To electronically attach documents to the requisition, click the ***Attach Document*** button. In the ***Type*** drop-down, select the appropriate document type. Then in the ***Name*** field, key in a description of the document (such as Quote from Vendor, or Contract). Use the ***Choose File*** button to navigate to the location the document is saved on your computer. Select the document and click ***Open***. You can attach as many documents as you want.



Note that throughout the screen there are ***Preview PDF*** buttons. At any time, you can click on the button to see what your requisition will look like when you print it. It is also where you can print a hard copy from here if desired.

NOTE: To remove an attached document, click on the red circle with the minus sign. This will delete the attached document from the requisition. You can only delete a document when the requisition is in the Filling Form status. Once it is submitted, it cannot be removed.

Attachments are subject to change without notice

Documents:

#.	Type	Title	File	Size	Created On	By	Actions
1.	Quote	Vendor Quote #123456		56 kb	3/16/2022	Sandy Olsson	

Attach Document

At this point your requisition is in the **Filling Form** status. When it is in this status it is still in your control, and you can still make changes to it.

When you are ready to send the requisition through the approval process, click on the ***Submit Requisition*** button located in Section A. The requisition will then be in the **Waiting for Approvals** status and can no longer be changed by you.

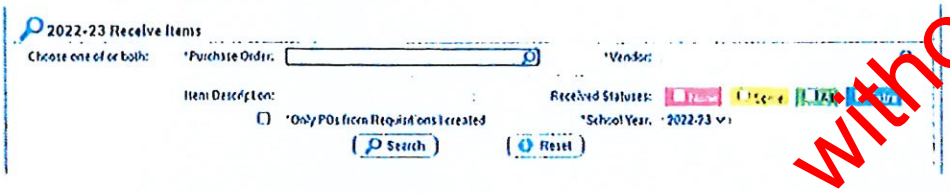
If a requisition is denied and sent back to you, a message indicating the reason for denial will be attached. Correct the required items, then re-submit it through the approval process.

Once a requisition has gone through all of the approval levels, the status will become "Turned into a PO." You will then be able to see the purchase order number assigned to your requisition.

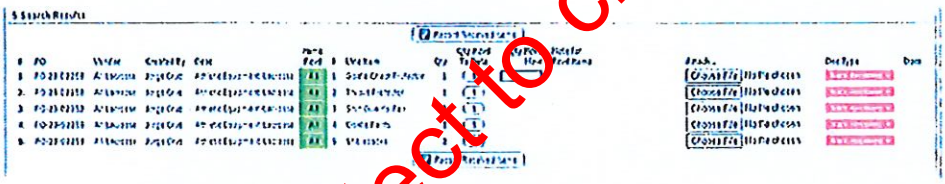
Attachments are subject to change without notice

How to Receive Purchased items in the Employee Portal

When you log into the Employee Portal, go to the **Budget** tab. Click on the **Receive Items** button. You will be brought to a list of all the purchase order line items that are available for your certification of receiving the goods or services.



After you perform a search, you will be presented with the individual line items for all Purchase Orders that are active in the receiving module that you have access to.



To receive items, enter the quantity received in the **Qty Rcvd Now** column. You have the option to add a note and you can also attach a file.

Recording received items in the Employee Portal

Attachments are subject to change without notice

FORMAL BID PROCESS

Process	Time Line
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Business Administrator/Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Business Administrator/Purchasing Agent	One Week
Legal advertisement sent to newspaper.	Three Day Advance Notice
Bid Date/Time - must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. Business Administrator/Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

Attachments are subject to change without notice

(Appendix C)

EMERGENCY CONTRACTS (18A:18A-7)

A. *Background*

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative conveniences.

B. *Definition of Emergency*

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

C. *Process in Declaring an Emergency*

1. **Superintendent of Schools Notified**
   The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. **Business Administrator/Purchasing Agent Notified**
   The official in charge of the building or facility wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

   Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. **Awarding of Contract by Business Administrator/Purchasing Agent**
   If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. **Filing of Documents with State and County by Board Secretary/School Business Administrator**
   In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. **Approval by Board of Education**
   The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

(Appendix D)

Attachments are subject to change without notice

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	*AFFIRMATIVE ACTION EVIDENCE (AA)*	*BUSINESS REGISTRATION CERTIFICATE (BRC)*	*CHAPTER 271 PCD (PAY TO PLAY) (271)*
Up to $ 6,600	No	No	No
$ 6,600 - $17,499	No	**YES**	No
$17,500 - $43,999	No	**YES**	**YES**
***$40,000 – and over**	**YES**	**YES**	**YES**

Affirmative Action Evidence Exemptions	**Business Registration Certificate Exemptions**	**Chapter 271 (PCD) Exemptions**
• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.	• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. • Non-profit Organizations ***Exempt Situations*** • Emergency Purchases – No payment unless BRC is on file. • Employee settlements paid to attorneys; • Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. • Purchase made entirely through School Student Activity Funds.	• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. • Non-profit Organizations • New Jersey School Boards Association • Contract Renewals • Public Utilities, e.g. PSE&G ***Exempt Situations*** • Emergency purchases; • Litigation payments to parties through court order.

*Based upon a QPA $44,000 Bid Threshold

(Appendix E)

Attachments are subject to change without notice

FEDERAL CONTRACTS

1. **Debarment and Suspension for Federal Contracts**

   Debarment and Suspension *(E.O. 12549 and E.O. 12689)* – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). **SAM Exclusions** contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

2. **Federal Programs/Targeted Students**

   Purchase orders using Federal Funds shall include on the document:

   (a) Name of Federal Program

   (b) Targeted Group of Students

3. **Compliance - Uniform Administrative Regulations—2 CFR Part 200**

   All purchases using Federal Funds shall be in compliance with the Uniform Administrative Regulations—2 CFR Part 200

Attachments are subject to change without notice

(Appendix F)

Federal Contracts—Chart of Thresholds

Description of Goods/Services	Amount	Procurement Method
Goods and Services	Less than $6,600	Sound Business Practice
Goods and Services	$6,600-$43,999	Quotation or Bid
Goods and Services	$44,000 or more	Bid
Professional Services	Less than $3,500	Simple Proposal
Professional Services	$3,500-$39,999	Request for Proposals (RFP)*
Professional Services	$40,000 or more	Competitive Contracting
Educational Consultant Services	Less than $3,500	Simple Proposal
Educational Consultant Services	$3,500 - $39,999	Request for Proposals (RFP)*
Educational Consultant Services	$40,000 or more	Competitive Contracting
Instructional Improvement Services	Less than $3,500	Simple Proposal
Instructional Improvement Services	$3,500 - $39,999	Request for Proposals (RFP)*
Instructional Improvement Services	$40,000 or more	Competitive Contracting
Professional Development Services	Less than $3,500	Simple Proposal
Professional Development Services	$3,500 - $39,999	Request for Proposals (RFP)*
Professional Development Services	$40,000 or more	Competitive Contracting
Sole Source (Proprietary) [a]	Less than $3,500	Simple Proposal
Sole Source (Proprietary) [a]	$3,500 - $39,999	Proprietary Quotation
Sole Source (Proprietary) [a]	$40,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than $3,500	Simple Proposal
Services Provided by Government Units/Schools	$3,500 - $39,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	$40,000 or more	Competitive Contracting

***RFPs must be publicized when federal funds are being used.**

Attachments are subject to change without notice

(Appendix G)

Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ACE OUTDOOR POWER EQUIPMENT	11-000-263-610-00-100	2633	PO-25-00064	Emergency anticipated service Inv: 346800	June '25		49.52
							49.52
Amanda Eble & Matthew Guarino	11-000-270-505-00-500	5724	PO-25-01232	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - CG	June '25		588.50
							588.50
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01577	Fire Remediation Replacement Items-OXY Inv: 1QGY-7DTN-RNGT	June '25		213.60
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01577	Fire Remediation Replacement Items-OXY Inv: 1D7G-JJRP-QJ6C	June '25		1,331.63
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01586	Preschool Items for Students Inv: 1JY6-MTK4-1H[illegible]R	June '25		1,099.65
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01586	Preschool Items for Students Inv: 16K7-JVLL-3YFJ	June '25		366.55
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01586	Preschool Items for Students Inv: 1GPR-36JT-GJG3	June '25		729.15
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01598	Fire Remediation Replacement- OXY OT/PT Inv: 1PCG-DKGV-LVH1	June '25		1,690.30
AMAZON.COM SERVICES INC	11-000-261-610-50-105-001	5325	PO-25-01598	Fire Remediation Replacement- OXY OT/PT Inv: 13R3-3LDJ-P4DP	June '25		103.96
AMAZON.COM SERVICES INC	11-216-100-610-50-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1MLG-CVKN-7HWG	June '25		8.80
AMAZON.COM SERVICES INC	20-250-100-600-50-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1HY6-HD43-3G1Q	June '25		39.97
AMAZON.COM SERVICES INC	20-250-100-600-60-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1MLG-CVKN-7HWG	June '25		32.38
AMAZON.COM SERVICES INC	20-250-100-600-50-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1MLG-CVKN-7HWG	June '25		52.96
AMAZON.COM SERVICES INC	20-250-100-600-65-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1MLG-CVKN-7HWG	June '25		10.40
AMAZON.COM SERVICES INC	20-250-100-600-70-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1MLG-CVKN-7HWG	June '25		10.36
AMAZON.COM SERVICES INC	20-250-100-600-75-110	5325	PO-25-01628	OT/PT OXY & Spec Ed Supplies Inv: 1MLG-CVKN-7HWG	June '25		10.40
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01631	Non Public- LCA Inv: 1F7M-641X-QTWJ	June '25		17.02
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01631	Non Public- LCA Inv: 1KW6-N7MK-X7P1	June '25		17.53
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01631	Non Public- LCA Inv: 1L7G-H4J9-TCKT	June '25		17.65
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01631	Non Public- LCA Inv: 1Y96-F6K7-WD3F |	June '25		217.50
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01631	Non Public- LCA Inv: 1V1V-N3TD-MTDK	June '25		91.36
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01631	Non Public- LCA Inv: 1CTD-PXY7-H1XQ	June '25		-17.48
AMAZON.COM SERVICES INC	20-231-200-600-00-118	5325	PO-25-01643	Materia lfor St. Mary's Inv: 1YVK-3KJQ-WCD1	June '25		75.88

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Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
AMAZON.COM SERVICES INC	20-231-200-600-00-118	5325	PO-25-01643	Materia lfor St. Mary's Inv: 11Q6-R66G-JC1Y	June '25		83.01
AMAZON.COM SERVICES INC	20-231-200-600-00-118	5325	PO-25-01643	Materia lfor St. Mary's Inv: 1NH6-WTGX-W917	June '25		456.49
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01646	Student Items for Stepping Up/Family Fun Inv: 1Y9F-149W-7J4Y	June '25		39.99
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01647	Butterfly Kits & Larvae for Preschool Inv: 1DJ3-XXPP-7HVJ	June '25		624.88
AMAZON.COM SERVICES INC	20-510-100-600-00-118	5325	PO-25-01648	Non Public- St. Mary Inv: 1M3R-47TY-MW7C	June '25		993.50
AMAZON.COM SERVICES INC	11-190-100-610-65-100	5325	PO-25-01649	Teaching Supply Oa Inv: 1GV6-KXWG-M7QV	June '25		81.24
AMAZON.COM SERVICES INC	11-000-261-610-50-105	5325	PO-25-01650	Maint Supplies needed for OA MCK OXY Inv: 1JC4-PFLD-77HX	June '25		71.31
AMAZON.COM SERVICES INC	11-000-261-610-60-105	5325	PO-25-01650	Maint Supplies needed for OA MCK OXY Inv: 1JC4-PFLD-77HK	June '25		27.12
AMAZON.COM SERVICES INC	11-000-261-610-65-105	5325	PO-25-01650	Maint Supplies needed for OA MCK OXY Inv: 1JC4-PFLD-77HK	June '25		256.48
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-25-01655	Non Public- St. Mary Inv: 1JWY-3LWC-HCWC	June '25		42.99
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-25-01655	Non Public- St. Mary Inv: 1RCJ-X3FH-7R36	June '25		85.98
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-25-01655	Non Public- St. Mary Inv: 1TFP-GGCY-G6DV	June '25		416.88
AMAZON.COM SERVICES INC	62-992-330-600-00-105	5325	PO-25-01667	STAC Supplies Inv: 1GCW-9TQF-1X64	June '25		72.99
AMAZON.COM SERVICES INC	11-000-240-600-75-103	5325	PO-25-01670	office supplies Inv: 1NCP-6P11-6M76	June '25		38.99
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01673	Packing Tape for Preschool Teachers Inv: 147N-4RFT-6KYW	June '25		35.19
AMAZON.COM SERVICES INC	11-190-100-610-65-100	5325	PO-25-01675	Teaching Supply Oa Inv: 1N9L-QRN1-CPCC	June '25		9.79
AMAZON.COM SERVICES INC	11-190-100-610-65-100	5325	PO-25-01675	Teaching Supply Oa Inv: 19D9-PG4H-MD7V	June '25		229.54
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-25-01682	Non public- St. Mary Inv: 1VFF-KVVX-PWVQ	June '25		1,499.21
AMAZON.COM SERVICES INC	20-501-100-640-00-118	5325	PO-25-01682	Non public- St. Mary Inv: 1VFF-KVVX-PWVQ	June '25		.60
AMAZON.COM SERVICES INC	11-000-240-600-70-103	5325	PO-25-01695	General Office Supplies Inv: 1191-DNRW-94CY	June '25		44.80
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01697	Projector Bulb for LCA Inv: 1XG6-NH17-3F7M	June '25		7.23
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-25-01697	Projector Bulb for LCA Inv: 1QH4-HMVT-3KPK	June '25		146.99
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-25-01697	Projector Bulb for LCA Inv: 1XG6-NH17-3F7M	June '25		8.57
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01698	Preschool Prevent Teach Reinforce Guide Inv: 11GW-3DQX-R73V	June '25		46.95

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Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
AMAZON.COM SERVICES INC	11-000-240-600-75-103	5325	PO-25-01705	glow day suuplies Inv: 1KW3-7DW1-949F	June '25		84.63
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01712	Preschool Play Tunnels Inv: 1TLN-NXWW-JMCM	June '25		532.75
AMAZON.COM SERVICES INC	20-250-100-600-00-110	5325	PO-25-01717	Friendship Field Day Inv: 1VN4-4D6K-7JT7	June '25		69.75
AMAZON.COM SERVICES INC	11-000-213-600-50-101	5325	PO-25-01719	AED Supply Inv: 1PKY-CY3R-3QVL	June '25		12.00
AMAZON.COM SERVICES INC	11-000-213-600-60-101	5325	PO-25-01719	AED Supply Inv: 1PKY-CY3R-3QVL	June '25		12.00
AMAZON.COM SERVICES INC	11-000-213-600-65-101	5325	PO-25-01719	AED Supply Inv: 1PKY-CY3R-3QVL	June '25		11.98
AMAZON.COM SERVICES INC	11-000-213-600-70-101	5325	PO-25-01719	AED Supply Inv: 1PKY-CY3R-3QVL	June '25		12.00
AMAZON.COM SERVICES INC	11-000-213-600-75-101	5325	PO-25-01719	AED Supply Inv: 1PKY-CY3R-3QVL	June '25		12.00
AMAZON.COM SERVICES INC	11-000-216-610-75-100	5325	PO-25-01728	Non public supply/CST supply/Student Supply Inv: 1MLK-LW4N-4N19	June '25		12.92
AMAZON.COM SERVICES INC	11-000-219-600-50-100	5325	PO-25-01728	Non public supply/CST supply/Student Supply Inv: 1MLK-LW4N-4N19	June '25		19.76
AMAZON.COM SERVICES INC	11-216-100-610-50-110	5325	PO-25-01728	Non public supply/CST supply/Student Supply Inv: 1MLK-LW4N-4N19	June '25		9.49
AMAZON.COM SERVICES INC	20-501-100-640-00-119	5325	PO-25-01728	Non public supply/CST supply/Student Supply Inv: 1MLK-LW4N-4N19	June '25		59.06
AMAZON.COM SERVICES INC	11-190-100-610-65-100	5325	PO-25-01732	Teaching Supply Oa Inv: 11Q7-P6KN-T3R1	June '25		241.08
AMAZON.COM SERVICES INC	11-190-100-610-65-100	5325	PO-25-01732	Teaching Supply Oa Inv: 1LXG-HMGH-F7XX	June '25		46.99
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01736	Preschool items for students Inv: 196J-JN6P-9HXX	June '25		735.66
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-25-01744	Preschool Items for Students Inv: 17N1-FQHM-JCFX	June '25		1,559.84
AMAZON.COM SERVICES INC	62-992-330-600-00-105	5325	PO-25-01752	STAC Supplies Inv: 1RXJ-1NFN-PM6T	June '25		49.29
							14,921.49
ARIAS CARLOS	11-000-270-505-00-500	5475	PO-25-01227	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - OA	June '25		588.50
ARIAS CARLOS	11-000-270-505-00-500	5475	PO-25-01227	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - AA	June '25		588.50
							1,177.00
ATLANTIC PRINTING AND DESIGN	11-000-230-610-00-114	4607	PO-25-01602	BOE President Signature Stamper (Supt Office) Inv: 2252029	June '25		33.16
							33.16
BAGELS & BEYOND	62-992-330-600-00-100	1592	PO-25-01323	Bagels for STAC Events Inv: 91040 4/5/25	June '25		45.50

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
BAGELS & BEYOND	62-992-330-600-00-100	1592	PO-25-01323	Bagels for STAC Events Inv: 992747 5/3/25	June '25		32.50
BAGELS & BEYOND	62-992-330-600-00-100	1592	PO-25-01323	Bagels for STAC Events Inv: 993731 5/17/25	June '25		32.50
							110.50
BARLOW AUTOMOTIVE LLC	11-000-270-615-00-121-001	4132	PO-25-01729	Oil cooler lines for HVAC Van #7 Inv: 179558	June '25		106.69
							106.69
BARNEGAT TWP. SCHOOLS	11-000-100-569-00-500	1185	PO-25-01059	Tuition Inv: APR 25 VSR	June '25		2,016.25
BARNEGAT TWP. SCHOOLS	11-000-100-569-00-500	1185	PO-25-01059	Tuition Inv: APR 25 GSR	June '25		2,016.25
BARNEGAT TWP. SCHOOLS	11-000-100-569-00-500	1185	PO-25-01604	Tuition 2024-2025 Inv: APRIL 25	June '25		1,832.66
							5,865.16
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-25-00759	1:1 Nursing Services - OA Inv: 98195FD1661 4/7/25	June '25		2,090.00
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-25-00759	1:1 Nursing Services - OA Inv: 25292FE1610 4/29/25	June '25		900.00
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-25-00759	1:1 Nursing Services - OA Inv: 106804FD1629 4/14/25	June '25		1,663.75
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-25-00759	1:1 Nursing Services - OA Inv: 125316FE1627 5/1/25	June '25		852.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-65-300	4402	PO-25-00759	1:1 Nursing Services - OA Inv: 134595FE1696 5/5/25 JW	June '25		2,287.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-50-300	4402	PO-25-01640	1:1 Nursing Services - OXY Inv: 125285FE1668 4/28/25	June '25		1,332.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-50-300	4402	PO-25-01640	1:1 Nursing Services - OXY Inv: 125316FE1629 5/2/25	June '25		487.50
BAYADA HOME HEALTH CARE INC	11-000-217-320-50-300	4402	PO-25-01640	1:1 Nursing Services - OXY Inv: 134583FE1958 5/5/25	June '25		2,198.75
BAYADA HOME HEALTH CARE INC	11-000-213-300-75-300	4402	PO-25-01700	Building Coverage- Nursing Inv: 86077FD1673 3/27/25	June '25		446.25
BAYADA HOME HEALTH CARE INC	11-000-213-300-70-300	4402	PO-25-01700	Building Coverage- Nursing Inv: 86077FD1673 3/24/25	June '25		148.75
BAYADA HOME HEALTH CARE INC	11-000-213-300-60-300	4402	PO-25-01700	Building Coverage- Nursing Inv: 86077FD1673 3/28/25	June '25		595.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-60-325	4402	PO-25-01700	Building Coverage- Nursing Inv: 86077FD1673 3/25/25	June '25		318.75
BAYADA HOME HEALTH CARE INC	11-000-213-300-70-325	4402	PO-25-01706	Building Coverage- Nursing Inv: 92220FD1758 4/1/25	June '25		531.25
BAYADA HOME HEALTH CARE INC	11-000-213-300-70-325	4402	PO-25-01706	Building Coverage- Nursing Inv: 106804FD1630 4/17/25	June '25		170.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-70-300	4402	PO-25-01706	Building Coverage- Nursing Inv: 106804FD1630 4/15/25	June '25		191.25
BAYADA HOME HEALTH CARE INC	11-000-213-300-70-325	4402	PO-25-01706	Building Coverage- Nursing Inv: 106804FD1630 4/17/25	June '25		255.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-75-325	4402	PO-25-01706	Building Coverage- Nursing Inv: 98492FD1663 4/8/25	June '25		425.00

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Stafford Township Board of Education
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BAYADA HOME HEALTH CARE INC	11-000-213-300-50-300	4402	PO-25-01706	Building Coverage- Nursing Inv: 106804FD1630 4/14/25	June '25		595.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-65-300	4402	PO-25-01706	Building Coverage- Nursing Inv: 92220FD1758 4/3/25	June '25		403.75
BAYADA HOME HEALTH CARE INC	11-000-213-300-75-325	4402	PO-25-01706	Building Coverage- Nursing Inv: 98492FD1663 4/10/25	June '25		425.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-60-300	4402	PO-25-01706	Building Coverage- Nursing Inv: 92220FD1758 4/4/25	June '25		595.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-75-325	4402	PO-25-01706	Building Coverage- Nursing Inv: 98492FD1663 4/10/25	June '25		637.50
							17,550.00
BIT DIRECT, INC.	11-000-270-610-00-600	4495	PO-25-01668	HP Envy 17.3-cw 1000 17.3" touchscreen Notebook Inv: 5034315	June '25		1,458.00
							1,458.00
BROWN & BROWN BENEFIT ADVISORS, INC.	11-000-291-270-00-200	4437	PO-25-00692	Benefits Brokerage Services 24/25 (2nd half) Inv: 128947 6/25	June '25		2,000.00
							2,000.00
Buckeye International, Inc.	11-000-262-610-70-104	5699	PO-25-01659	Large Black Liners - all schools Inv: 90668616	June '25		430.32
Buckeye International, Inc.	11-000-262-610-50-104	5699	PO-25-01659	Large Black Liners - all schools Inv: 90668616	June '25		430.32
Buckeye International, Inc.	11-000-262-610-60-104	5699	PO-25-01659	Large Black Liners - all schools Inv: 90668616	June '25		430.32
Buckeye International, Inc.	11-000-262-610-65-104	5699	PO-25-01659	Large Black Liners - all schools Inv: 90668616	June '25		430.32
Buckeye International, Inc.	11-000-262-610-75-104	5699	PO-25-01659	Large Black Liners - all schools Inv: 90668616	June '25		430.32
							2,151.60
BUS PARTS WAREHOUSE	11-000-270-615-00-121	1177	PO-25-01635	Electric Door Motor Inv: IN177326	June '25		296.16
BUS PARTS WAREHOUSE	11-000-270-615-00-121	1177	PO-25-01636	7x9.5 Glass HTD for mirror Inv: IN177325	June '25		35.99
BUS PARTS WAREHOUSE	11-000-270-615-00-121	1177	PO-25-01639	Pebble Step Tread for Bus # 171 Inv: IN177614	June '25		168.06
BUS PARTS WAREHOUSE	11-000-270-615-00-121	1177	PO-25-01641	Flat Replacement Mirror Bus 213 Inv: IN177327	June '25		45.45
							545.66
CANON USA, INC	62-992-330-420-00-420	5417	PO-25-01687	Maint/Usage Copier STAC - Feb - April Inv: 6011716501	June '25		216.36
CANON USA, INC	11-000-251-340-00-300	5417	PO-25-01770	Maint/Usage - ADM & Oxy Copiers - 02/15/2025 - 05/14/2025 Inv: 6011895612 2/15/25 - 5/14/25	June '25		38.30
CANON USA, INC	11-190-100-500-50-500	5417	PO-25-01770	Maint/Usage - ADM & Oxy Copiers - 02/15/2025 - 05/14/2025 Inv: 6011895612 2/15/25 - 5/14/25	June '25		61.46
							316.12

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CAROLYN SCHNEIDER/PLACA	11-000-270-505-00-500	4345	PO-25-01237	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - LP	June '25		588.50
							588.50
CHILDREN'S CENTER OF MONMOUTH COUNTY	11-000-100-566-00-500	5749	PO-25-01692	Out of District Tuition Inv: 25-135-4 APR 25	June '25		7,276.72
							7,276.72
COMEGNO LAW GROUP PC	11-000-230-339-00-329	5235	PO-25-01771	Legal Services - April 2025 Inv: 7104 STA-7421-03565	June '25		437.00
							437.00
CONNOLLY TERRIANNE AND KEVIN	11-000-270-505-00-500	5480	PO-25-01241	2024-2024 School Year AIL Payment Inv: 2ND PYMT AIL - JC	June '25		588.50
							588.50
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-25-01519	Supplies for Concessions Inv: 5/14/25 1023 230 11 802	June '25		158.88
							158.88
CRAFTMASTER HARDWARE, LLC	11-000-261-610-70-105	5378	PO-25-01677	repair door INT Inv: 592496	June '25		118.69
							118.69
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-25-01476	DPF Cleaning and Thermal DPF Serv. For Bus #151 Inv: CW0543	June '25		250.00
							250.00
DASTI MURPHY & MCGUCKIN PC	11-000-230-331-00-323	5283	PO-25-01721	Legal Services - APRIL Inv: 140897 4/25	June '25		1,496.00
DASTI MURPHY & MCGUCKIN PC	11-000-230-331-00-323	5283	PO-25-01721	Legal Services - APRIL Inv: 140898 4/25	June '25		693.00
							2,189.00
DELTA DENTAL, INC.	11-000-291-270-00-200	2583	PO-25-00690	Employee Dental Coverage 24/25 (2nd half) Inv: PM00000001152877 6/25 ACTIVE	June '25		29,078.32
DELTA DENTAL, INC.	11-000-291-270-00-200-001	2583	PO-25-00690	Employee Dental Coverage 24/25 (2nd half) Inv: PM00000001152879 6/25 COBRA	June '25		325.43
DELTA DENTAL, INC.	11-000-291-270-00-200-001	2583	PO-25-00690	Employee Dental Coverage 24/25 (2nd half) Inv: PM00000001152878 6/25 RETIREE	June '25		3,998.14
							33,401.89
DEMARSICO CINDY AND ARTIE	11-000-270-505-00-500	5476	PO-25-01224	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - LD	June '25		588.50
							588.50
EDUCATION ACADEMY, THE	11-000-100-566-00-500	1773	PO-25-00310	OOD Tuition Inv: JUNE 25	June '25		3,433.10
EDUCATION ACADEMY, THE	11-000-100-566-00-500	1773	PO-25-00317	OOD Tuition Inv: JUN 25 HD	June '25		3,433.10
							6,866.20
EDUCATIONAL SPECIALIZED ASSOCIATES LLC	20-250-100-300-50-300	5052	PO-25-01711	Outside Evaluation-OXY Inv: 4392 3/22/25	June '25		500.00
							500.00

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
EI US LLC DBA: LEARNWELL	11-219-100-320-70-300	3826	PO-25-01720	Hospital Tutoring with IEP Inv: INV251577	June '25		251.37
							251.37
ELITE REHABILITATION SERVICES LLC	20-250-100-300-75-300	4560	PO-25-01710	OT/PT Services Inv: SSTAF115CB	June '25		720.00
ELITE REHABILITATION SERVICES LLC	20-250-100-300-75-300	4560	PO-25-01710	OT/PT Services Inv: STAF115JB	June '25		2,754.00
ELITE REHABILITATION SERVICES LLC	20-250-100-300-50-300	4560	PO-25-01710	OT/PT Services Inv: SSTAF115CB	June '25		3,366.00
ELITE REHABILITATION SERVICES LLC	20-250-100-300-75-300	4560	PO-25-01710	OT/PT Services Inv: STAF115RM	June '25		1,692.00
ELITE REHABILITATION SERVICES LLC	20-250-100-300-60-300	4560	PO-25-01710	OT/PT Services Inv: STAF115RMS JF	June '25		324.00
							8,856.00
FERGUSON ENTERPRISES, INC.	11-000-261-610-65-105	5242	PO-25-01368	Maintenance supplies for OA Inv: 24403[illegible]	June '25		291.53
							291.53
FERRER AMY AND PAUL	11-000-270-505-00-500	5465	PO-25-01236	2024-2025 School Year AIL Payment Inv: 1ND PYMT AIL - JF	June '25		588.50
FERRER AMY AND PAUL	11-000-270-505-00-500	5465	PO-25-01236	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - EF	June '25		588.50
							1,177.00
FOUNDATION FOR EDUCATIONAL ADMIN., INC	11-000-221-800-00-800	2354	PO-25-01696	Legal One AAO Cert program for S. Bush Inv: 000078913 SB	June '25		500.00
							500.00
GARDEN STATE BOBCAT, INC.	11-000-270-615-00-121-001	3740	PO-25-01716	AC Mount for Bobcat Buildings and Grounds Inv: P58600	June '25		111.76
							111.76
GOPHER SPORT	11-000-261-610-50-105-001	188	PO-25-01645	Fire Remediation Replacement Inv: IN444125	June '25		2,470.05
							2,470.05
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038150 4/2/25	June '25		18.12
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038211 4/3/25	June '25		15.40
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038796 4/9/25	June '25		59.77
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038821 4/9/25	June '25		71.34
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038887 4/10/25	June '25		22.38

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 039049 4/11/25	June '25		17.72
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 040497 4/28/25	June '25		15.04
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 040588 4/29/25	June '25		22.34
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 040715 4/30/25	June '25		26.61
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038910 4/10/25	June '25		78.70
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 038977 4/10/25	June '25		92.85
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01551	Emergency Purchases not to exceed $600 for April 2025 Inv: 040733 4/30/25	June '25		41.72
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-25-01668	10 Wiper Blades for various buses Inv: 040845 5/1/25	June '25		88.70
GSAC CORPORATION	11-000-270-615-00-121-001	4890	PO-25-01672	Brakes, Rotors and Calipers for Mailvan Inv: 041799CM 5/12/25	June '25		-128.66
GSAC CORPORATION	11-000-270-615-00-121-001	4890	PO-25-01672	Brakes, Rotors and Calipers for Mailvan Inv: 041098 5/5/25	June '25		382.54
GSAC CORPORATION	11-000-270-615-00-121-001	4890	PO-25-01708	Parts for HVAC Van # 7 Chevy Express Inv: 041583 5/9/25	June '25		590.88
							1,415.45
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-003A-202504-01 4/25 INT	June '25 EFT		3,596.89
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-001A-202504-01 4/25 MCK	June '25 EFT		3,992.09
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-004A-202504-01 4/25 PLC	June '25 EFT		4,209.30
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-005A-202504-01 4/25 OA	June '25 EFT		708.21
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-002A-202504-01 4/25 STAC	June '25 EFT		2,953.13
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-006A-202504-01 4/25 OXY	June '25 EFT		2,409.54
							17,869.16
HARTER EMILY AND STEVEN	11-000-270-505-00-500	5467	PO-25-01234	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - EH	June '25		588.50
HARTER EMILY AND STEVEN	11-000-270-505-00-500	5467	PO-25-01234	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - SH	June '25		588.50
							1,177.00
HILLYARD, INC.	11-000-262-610-50-104	3557	PO-25-01693	Paper Products - All Schools Inv: 605822447	June '25		1,847.04

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Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
HILLYARD, INC.	11-000-262-610-60-104	3557	PO-25-01693	Paper Products - All Schools Inv: 605822447	June '25		1,847.04
HILLYARD, INC.	11-000-262-610-65-104	3557	PO-25-01693	Paper Products - All Schools Inv: 605822447	June '25		1,847.04
HILLYARD, INC.	11-000-262-610-70-104	3557	PO-25-01693	Paper Products - All Schools Inv: 605822447	June '25		1,847.04
HILLYARD, INC.	11-000-262-610-75-104	3557	PO-25-01693	Paper Products - All Schools Inv: 605822447	June '25		1,847.04
							9,235.20
HOCH DAN	11-000-270-505-00-500	5466	PO-25-01229	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - VH	June '25		588.50
HOCH DAN	11-000-270-505-00-500	5466	PO-25-01229	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - SH	June '25		588.50
							1,177.00
HOME DEPOT	11-000-262-610-65-105	2374	PO-25-01489	Emergency Maintenance Supplies for District Schools Inv: 4/30/25 0951 04 51062	June '25		83.96
HOME DEPOT	11-000-262-610-50-105	2374	PO-25-01489	Emergency Maintenance Supplies for District Schools Inv: 4/15/25 0951 05 70432	June '25		8.47
HOME DEPOT	11-000-262-610-60-105	2374	PO-25-01489	Emergency Maintenance Supplies for District Schools Inv: 05/07/25 0951 01 94514	June '25		7.94
HOME DEPOT	11-000-262-610-70-105	2374	PO-25-01489	Emergency Maintenance Supplies for District Schools Inv: 5/14/25 0951 00051 95086	June '25		3.72
							104.09
HOPE ZAUN	11-000-240-581-70-500	4750	PO-25-01694	mileage reimbursement for HZ Inv: REIMBURSE MILEAGE	June '25		51.64
							51.64
JOHNSTONE SUPPLY	11-000-261-420-75-400	2127	PO-25-01601	Replace Pump at PLC service room Inv: 266-S100547649.001	June '25		428.45
							428.45
JOSEPH SILIPIGNI	11-000-262-890-00-800	5095	PO-25-01768	Boiler License Renewal Inv: BOILER LIC RENEWAL REIMB	June '25		164.18
							164.18
Justin and Paige Sheplin	11-000-270-505-00-500	5721	PO-25-01238	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - ES	June '25		588.50
Justin and Paige Sheplin	11-000-270-505-00-500	5721	PO-25-01238	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - JS	June '25		588.50
							1,177.00
K & S MUSIC, INC.	20-250-100-600-00-CO	4624	PO-25-01606	Non public-LCA Inv: 1380107	June '25		139.00
							139.00
KOSINSKI ERIC	11-000-270-505-00-500	5473	PO-25-01225	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - IK	June '25		588.50
							588.50

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Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
LABORATORY CORP OF AMERICA HOLDINGS	11-000-230-590-00-500	5335	PO-25-01653	Employee Drug Testing Inv: 83391025	June '25		321.60
							321.60
LADACIN NETWORK, INC.	11-000-100-566-00-500	1455	PO-25-00306	OOD Tuition Inv: 2025 APR PH	June '25		7,121.92
							7,121.92
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01527	Non Public Supply-LCA Inv: 90641662	June '25		31.49
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01527	Non Public Supply-LCA Inv: 90543745	June '25		78.30
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01527	Non Public Supply-LCA Inv: 90552548	June '25		169.07
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01599	Non public- LCA Inv: 90647709	June '25		376.07
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01599	Non public- LCA Inv: 90652476	June '25		8.09
LAKESHORE LEARNING MATERIALS	20-218-100-600-00-100	1122	PO-25-01674	Let's Get Moving Activity Mats for Preschool Inv: 90782108	June '25		1,565.71
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01690	Non public-LCA Inv: 90797830	June '25		487.31
LAKESHORE LEARNING MATERIALS	20-250-100-600-00-CO	1122	PO-25-01690	Non public-LCA Inv: 90790087	June '25		150.24
							2,866.28
LITTLE GRADUATES PRESCHOOL	20-218-200-321-00-300	5345	PO-25-00039	Pre-School Tuition 2024-2025 Inv: JUN 25	June '25 EFT		21,605.19
							21,605.19
LOU'S ELECTRIC, INC	11-000-262-420-60-400	4876	PO-25-01056	Emergency diagnosis of McK School parking lot lights Inv: 26243	June '25		500.00
							500.00
MACHADO LAW GROUP	11-000-230-331-00-323	5217	PO-25-01707	Legal Fees- APRIL Inv: 4469 4/25	June '25		2,958.62
							2,958.62
Marcelo and Marcela Cawen	11-000-270-505-00-500	5587	PO-25-01242	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - LC	June '25		588.50
							588.50
MARKEY CHRISTA AND JAMES	11-000-270-505-00-500	5477	PO-25-01230	2024/2025 School Year AIL Payment Inv: 2ND PYMT AIL - EM	June '25		588.50
MARKEY CHRISTA AND JAMES	11-000-270-505-00-500	5477	PO-25-01230	2024/2025 School Year AIL Payment Inv: 2ND PYMT AIL - JM	June '25		588.50
							1,177.00
MARTI EMILY AND JASON	11-000-270-505-00-500	5474	PO-25-01226	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - EM	June '25		588.50
							588.50
MASCHIO'S FOOD SERVICES, INC.	62-992-330-600-00-100	5648	PO-25-01378	Supplies for Concessions Inv: IN0100736 4/25	June '25		24.42

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Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

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MASCHIO'S FOOD SERVICES, INC.	62-992-330-600-00-100	5648	PO-25-01378	Supplies for Concessions Inv: IN0100733 4/25	June '25		135.74
MASCHIO'S FOOD SERVICES, INC.	62-992-330-600-00-100	5648	PO-25-01378	Supplies for Concessions Inv: IN0100735 4/25	June '25		206.48
MASCHIO'S FOOD SERVICES, INC.	62-992-330-600-00-100	5648	PO-25-01430	Supplies for Concessions Inv: IN0100734 4/25	June '25		325.38
MASCHIO'S FOOD SERVICES, INC.	11-000-230-610-00-115	5648	PO-25-01703	Staff Recognition Board Meeting Event Inv: IN0100738 4/25	June '25		369.95
MASCHIO'S FOOD SERVICES, INC.	60-990-310-300-00-300	5648	PO-25-01742	School Lunch Program - APRIL Inv: IN0100801 APR 25	June '25		85,099.48
							86,161.45
MATTHEW BLEICHNER	11-000-221-581-00-500	5491	PO-25-01754	Tech Yearly Mileage Reimbursement - Bleichner Inv: TRAVELING TECH 24/25	June '25		100.00
							100.00
MATTHEW SCIRROTTO	11-000-221-581-00-500	5404	PO-25-01757	Tech Yearly Mileage Reimbursement - Scirrotto Inv: TRAVELING TECH 24/25	June '25		300.00
							300.00
MEADOWBROOK INDUSTRIES LLC	11-000-262-420-00-405	4075	PO-25-00062	Trash Removal District wide 2024-2025 school year Inv: JUNE 25	June '25		6,370.00
MEADOWBROOK INDUSTRIES LLC	62-992-330-420-00-420	4075	PO-25-01187	Dumpsters for STAC Dance Comps Inv: 0000358377 4/25	June '25		735.00
							7,105.00
Melissa Minarik	11-000-270-505-00-500	5720	PO-25-01228	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - AR	June '25		588.50
							588.50
Mike Rank and Nicole Segal	11-000-270-505-00-500	5583	PO-25-01231	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - MR	June '25		588.50
Mike Rank and Nicole Segal	11-000-270-505-00-500	5583	PO-25-01231	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - MR	June '25		588.50
							1,177.00
MOBY MAX, LLC	20-250-100-600-00-CD	5437	PO-25-01701	Online Student License-Non public LCA Inv: 497512	June '25		780.00
MOBY MAX, LLC	20-510-100-600-00-119	5437	PO-25-01747	Non public- LCA Inv: 497857	June '25		598.00
							1,378.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-502-219-330-00-300	1407	PO-25-00472	Chapters 192 & 193 Services Inv: 25-05689 5/25	June '25		5,808.70
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-506-100-390-00-300	1407	PO-25-00472	Chapters 192 & 193 Services Inv: 25-05689 5/25	June '25		2,395.40
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-507-219-330-00-300	1407	PO-25-00472	Chapters 192 & 193 Services Inv: 25-05689 5/25	June '25		5,304.80
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-507-219-330-00-301	1407	PO-25-00472	Chapters 192 & 193 Services Inv: 25-05689 5/25	June '25		570.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-508-100-390-00-300	1407	PO-25-00472	Chapters 192 & 193 Services Inv: 25-05689 5/25	June '25		2,790.00

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-250-100-300-50-300	1407	PO-25-01702	Outside Evaluation-Oxy Inv: 25-05598 4/25	June '25		695.00
							17,563.90
MONTROSE ENVIRONMENTAL SOLUTIONS, INC	11-000-262-420-50-400	5444	PO-25-00860	3 year re-inspection and 6 month surveillance Inv: CINV-392307	June '25		1,300.00
							1,300.00
MR. CHRISTOPHER WYCKOFF	11-000-221-581-00-500	2303	PO-25-01755	Tech Yearly Mileage Reimbursement - Wyckoff Inv: TRAVELING TECH 24/25	June '25		300.00
							300.00
MR. WILLIAM DEREN	11-000-221-581-00-500	3194	PO-25-01748	Tech Yearly Mileage Reimbursement - Deren Inv: TRAVELING TECH 24/25	June '25		300.00
							300.00
NATIONAL VISION ADMINISTRATORS LLC	11-000-291-270-00-200-001	3500	PO-25-00691	Employee Vision Benefit 24/25 (2nd half) Inv: 4457224 6/25 COBRA	June '25		69.78
NATIONAL VISION ADMINISTRATORS LLC	11-000-291-270-00-200	3500	PO-25-00691	Employee Vision Benefit 24/25 (2nd half) Inv: 4457223 6/25 ACTIVE	June '25		6,645.26
NATIONAL VISION ADMINISTRATORS LLC	11-000-291-270-00-200-001	3500	PO-25-00691	Employee Vision Benefit 24/25 (2nd half) Inv: 4457225 6/25 RETIREE	June '25		1,059.72
							7,774.76
NEW YORK LIFE INSURANCE COMPANY	11-000-291-290-00-000	5204	PO-25-00013	Long-Term Disab. - non-affil emp/admin 24/25 Inv: 64449 5/25	June '25		683.46
							683.46
NICOLE WILDES	11-000-270-511-00-500	5433	PO-25-00348	Parental Transportation Contract (JW) Inv: JUN 25	June '25		1,450.00
							1,450.00
NOREGON SYSTEMS, INC.	11-000-270-390-00-306	5299	PO-25-01608	JPRO with Fault Guidance & NextStep Repair Renewal Inv: INV00276699	June '25		2,199.00
							2,199.00
OCEAN MEDICAL MD PA	11-000-213-300-00-500	2201	PO-25-00016	School Student Physician Inv: 24/25SY PYMT 2	June '25		1,300.00
							1,300.00
PARK ELECTRIC, INC.	11-000-261-610-70-105	4122	PO-25-01688	Rooftop INT Innovative Lab (motor) Inv: P48551	June '25		2,461.22
							2,461.22
PHILLY PRETZEL FACTORY	62-292-330-600-00-100	5717	PO-25-01336	Supplies for Concessions Inv: 001771 APR 25	June '25		480.00
							480.00
PLATT KENNETH AND CAROLINA	11-000-270-505-00-500	5470	PO-25-01222	2024/2025 School Year AIL Payment Inv: 2ND PYMT AIL - IP	June '25		588.50
							588.50

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PREFERRED BEHAVIORAL HEALTH OF NJ INC DBA: PREFERRED BEHAVIORAL HEALTH CARE	20-250-100-300-70-300	5484	PO-25-01746	Outside Evaluation-INT Inv: 4/10/25 EVAL	June '25		350.00
							350.00
PRESS OF ATLANTIC CITY	11-000-230-590-00-526	1426	PO-25-01613	2025-2026 BUDGET Inv: I0000213487-0417	June '25		1,517.49
PRESS OF ATLANTIC CITY	11-000-230-590-00-526	1426	PO-25-01741	BOE MEETING CHANGE 9-18-25 Inv: 09953D29-0026 5/17/25	June '25		46.16
							1,563.65
PRIME LUBE INC.	11-000-270-615-00-121	5448	PO-25-01550	Bulk Diesel Oil for all Diesel Buses- Chevron Delo 400 15W40 Inv: 01061285-IN	June '25		2,436.88
							2,436.88
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-25-00339	estimated translating services for the 2024-2025 Inv: #0223240425 4/25 PLC	June '25		108.80
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-25-00339	estimated translating services for the 2024-2025 Inv: #0223240425 4/25 MCK	June '25		41.60
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-25-00339	estimated translating services for the 2024-2025 Inv: #0223240425 4/25 OA	June '25		39.00
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-25-00339	estimated translating services for the 2024-2025 Inv: #0223240425 4/25 OXY	June '25		147.55
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-25-00339	estimated translating services for the 2024-2025 Inv: #0223240425 4/25 INT	June '25		94.25
							431.20
RICE DANA	11-000-270-505-00-500	5492	PO-25-01243	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - CR	June '25		588.50
							588.50
RITZ ENTERPRISE, LLC	11-000-262-610-00-100	5755	PO-25-01656	Moving Supplies - OXY Inv: 97948	June '25		186.00
RITZ ENTERPRISE, LLC	11-000-262-610-00-100	5755	PO-25-01699	Moving Supplies - OXY Inv: 98020	June '25		156.00
							342.00
ROBERT SMITH	11-000-262-800-00-800	4738	PO-25-01730	Reimbursement for boilers license Inv: REIMB BOILERS LISC	June '25		164.18
							164.18
SANDPAPER, The	62-992-330-590-00-500	3579	PO-25-01396	Advertising for STAC Inv: 153832 4/16/25	June '25		546.00
SANDPAPER, The	62-992-330-590-00-500	3579	PO-25-01396	Advertising for STAC Inv: 154015 4/23/25	June '25		546.00
SANDPAPER, The	62-992-330-590-00-500	3579	PO-25-01657	Advertising for STAC Inv: 154733 5/14/25	June '25		546.00
							1,638.00

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Sarah and Matthew Brady	11-000-270-505-00-500	5584	PO-25-01220	2024/2025 School Year AIL Payment Inv: 2ND PYMT AIL - EB	June '25		588.50
							588.50
SASSO, MICHELLE	11-000-270-518-00-500	5741	PO-25-01483	Parental Transportation Contract (MS/RG - JV) Inv: 6/25	June '25		1,720.50
							1,720.50
SCHNEBERGER RYAN AND LISA	11-000-270-505-00-500	5468	PO-25-01240	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - NS	June '25		588.50
SCHNEBERGER RYAN AND LISA	11-000-270-505-00-500	5468	PO-25-01240	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - JS	June '25		588.50
							1,177.00
SCHOOL HEALTH SUPPLY	20-250-100-600-50-110	1088	PO-25-01565	Medical gloves for classroom staff Inv: CINV000223587	June '25		47.74
SCHOOL HEALTH SUPPLY	20-250-100-600-60-110	1088	PO-25-01565	Medical gloves for classroom staff Inv: CINV000223587	June '25		47.74
SCHOOL HEALTH SUPPLY	20-250-100-600-65-110	1088	PO-25-01565	Medical gloves for classroom staff Inv: CINV000223587	June '25		47.74
SCHOOL HEALTH SUPPLY	20-250-100-600-70-110	1088	PO-25-01565	Medical gloves for classroom staff Inv: CINV000223587	June '25		47.72
SCHOOL HEALTH SUPPLY	20-250-100-600-75-110	1088	PO-25-01565	Medical gloves for classroom staff Inv: CINV000223587	June '25		47.74
							238.68
SCHOOL SPECIALTY, LLC	11-000-261-610-50-105-001	5278	PO-25-01575	Student Items for Classroom Inv: 308104687160	June '25		190.42
SCHOOL SPECIALTY, LLC	11-190-100-610-70-100	5278	PO-25-01597	General School Supplies Inv: 208135569142	June '25		205.04
SCHOOL SPECIALTY, LLC	20-218-100-600-00-100	5278	PO-25-01609	Fruit & Veggie Items for Prek Classroom Instruction Inv: 208135577001	June '25		2,904.12
							3,299.58
SHAR PRODUCTS COMPANY	20-250-100-600-00-CO	3332	PO-25-01623	Non Public Supply-LCA Inv: #INV9971295791	June '25		449.25
							449.25
Sherese DenDekker	11-000-270-505-00-500	5733	PO-25-01257	2024-2025 School Year AIL Payment Inv: AIL - 24/25 GL	June '25		588.50
							588.50
SHI INTERNATIONAL CORP.	11-000-251-600-00-100	4233	PO-25-01740	Wireless Keyboard/Mouse - BA Office Inv: B19767005	June '25		25.94
							25.94
SONITROL SECURITY OF DELAWARE VALLEY, INC.	11-000-261-420-65-400	4886	PO-25-01660	Service call - OA Inv: 333103	June '25		837.00
							837.00
SOUTHERN REGIONAL HIGH SCHOOL	11-000-222-500-00-500	1489	PO-25-01734	Shared Service Agreement - Library Media Specialist Inv: INV-25-0001063 3/21 - 4/11	June '25		203.16
							203.16

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
STABILE ASHLEY AND BRIAN	11-000-270-505-00-500	5471	PO-25-01223	2024/2025 School Year AIL Payment Inv: 2ND PYMT AIL - AS	June '25		588.50
STABILE ASHLEY AND BRIAN	11-000-270-505-00-500	5471	PO-25-01223	2024/2025 School Year AIL Payment Inv: 2ND PYMT AIL - LS	June '25		588.50
							1,177.00
STAPLES CONTRACT & COMMERCIAL, INC.	20-250-100-600-00-CO	3965	PO-25-01615	Non Public-St. Mary Inv: 6031673360	June '25		4,799.92
							4,799.92
SUMMIT MEDICAL GROUP PA DBA: CITY MD	11-000-270-390-00-301	5254	PO-25-01652	DOT Physical Exams for JT, BR and CR for April 2025 Inv: 34250K2983	June '25		110.00
SUMMIT MEDICAL GROUP PA DBA: CITY MD	11-000-270-390-00-301	5254	PO-25-01652	DOT Physical Exams for JT, BR and CR for April 2025 Inv: 34178K2983	June '25		220.00
							330.00
TAPINTO LOCAL LLC DBA: TAPinto Stafford - LBI	62-992-330-590-00-500	5725	PO-25-01266	Advertising for STAC Inv: 54082 5/25	June '25		425.00
							425.00
TEACHING STRATEGIES, LLC DBA: UTJ HOLDCO, INC	20-218-200-330-00-300	5640	PO-25-01562	Preschool Curriculum Online Portfolios Inv: INV215322	June '25		11,250.00
							11,250.00
TRANE, INC	11-000-261-610-75-105	3086	PO-25-01689	Parts needed for AC units - PLC Inv: 19115919	June '25		349.10
TRANE, INC	11-000-261-610-75-105	3086	PO-25-01689	Parts needed for AC units - PLC Inv: 19115742	June '25		5.60
TRANE, INC	11-000-261-610-75-105	3086	PO-25-01689	Parts needed for AC units - PLC Inv: 19115927	June '25		414.39
							769.09
UNITED SUPPLY CORP.	11-000-261-610-50-105-001	5324	PO-25-01589	Preschool Items for Students Inv: 758387	June '25		5,969.95
							5,969.95
UNUM	11-000-291-290-00-000	1809	PO-25-00014	STAA Employee Disability - 24/25 Inv: 0550271-001 3 6/25	June '25		534.76
							534.76
VENTRIELLO HOLLIE AND ANTHONY	11-000-270-505-00-500	5469	PO-25-01235	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - SV	June '25		588.50
VENTRIELLO HOLLIE AND ANTHONY	11-000-270-505-00-500	5469	PO-25-01235	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - LV	June '25		588.50
							1,177.00
VICTOR SBAILO	11-000-221-581-00-500	4729	PO-25-01753	Tech Yearly Mileage Reimbursement - Sbailo Inv: TRAVEL TECH 24/25	June '25		100.00
							100.00
Victoria and Richard Hannum	11-000-270-505-00-500	5722	PO-25-01244	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - OH	June '25		588.50
							588.50
VILARDI RYAN AND KELLY	11-000-270-505-00-500	5478	PO-25-01239	2024-2025 School Year AIL Payment Inv: 2ND PYMT AIL - ZV	June '25		588.50

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							588.50
WESTERN PEST CONTROL, INC	11-000-262-420-00-405	2664	PO-25-00058	Maint/repair Services 24/25 Inv: 05032025 MAY 25	June '25		300.00
WESTERN PEST CONTROL, INC	11-000-262-420-00-405	2664	PO-25-00058	Maint/repair Services 24/25 Inv: 06032025 JUN 25	June '25		300.00
							600.00
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01637	Passenger side heated mirror Bus # 173 Inv: CM151342MX1	June '25		-39.06
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01637	Passenger side heated mirror Bus # 173 Inv: 156312M	June '25		236.24
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01637	Passenger side heated mirror Bus # 173 Inv: CM155923M	June '25		-100.00
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01638	Injection Control Sensor Bus # 144 Inv: CM155923M	June '25		-100.00
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01638	Injection Control Sensor Bus # 144 Inv: 156314M	June '25		148.46
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01642	Mirror Heated Blue Bird Bus #213 Inv: 156314M	June '25		125.60
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01642	Mirror Heated Blue Bird Bus #213 Inv: CM155923M	June '25		-100.00
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01715	Door Seal for Entrance door Inv: 156933M	June '25		123.30
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01733	Defogger Fan Bus 156 Inv: 157037M	June '25		104.52
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01738	Interior Dome Lights Bus 153 Inv: 157039M	June '25		95.74
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01745	Three Batteries for Bus 171 Inv: 157131M	June '25		446.58
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01745	Three Batteries for Bus 171 Inv: CM155923M	June '25		-100.00
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01751	Horn and Contact Plate for Bus 203 Inv: 157132M	June '25		73.61
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01761	Emergency Window Switch for Bus 141 Inv: 157161M	June '25		37.03
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01762	Mount Kit for Stepwell Step Bus 145 Inv: 157159M	June '25		134.84
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01764	Entry Door Micro Switch Bus 172 Inv: 157160M	June '25		183.60
							1,270.46
Y.A.L.E. SCHOOL EAST, INC.	11-000-100-566-00-500	5740	PO-25-01482	Out of District Tuition Inv: #EAST/JUNE25 21 (JL)	June '25		5,869.65
							5,869.65

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
June 2025 Bills List

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	206	197,877.10		197,877.10
11 General Current Expense	190 Regular Programs - Undistributed	7	875.14		875.14
11 General Current Expense	216 Special Education - Preschool Disabilities - Full-Time	2	18.29		18.29
11 General Current Expense	219 Special Education - Home Instruction	1	251.37		251.37
	Fund total:		**199,021.90**		**199,021.90**
20 Special Revenue Fund	218 Preschool Education	11	40,900.28		40,900.28
20 Special Revenue Fund	231 ESSA Title I, Part A	3	615.38		615.38
20 Special Revenue Fund	241 ESSA Title III	5	431.20		431.20
20 Special Revenue Fund	250 IDEA Part B	37	20,535.26		20,535.26
20 Special Revenue Fund	501 Nonpublic Textbooks Aid	9	410.47		410.47
20 Special Revenue Fund	502 Nonpublic Aux Services - Basic Skills/Remedial	1	5,808.70		5,808.70
20 Special Revenue Fund	506 Nonpublic Hand - Supplemental Instruction	1	2,395.40		2,395.40
20 Special Revenue Fund	507 Nonpublic Hand - Handicapped Services	2	5,874.80		5,874.80
20 Special Revenue Fund	508 Nonpublic Hand - Corrective Speech	1	2,790.00		2,790.00
20 Special Revenue Fund	510 Nonpublic Technology Initiative Program	2	1,591.50		1,591.50
	Fund total:		**81,352.99**		**81,352.99**
60 Enterprise Fund	990 Other Enterprise Funds	1	85,099.48		85,099.48
	Fund total:		**85,099.48**		**85,099.48**
62 Imported	992 Imported	17	4,578.04		4,578.04
	Fund total:		**4,578.04**		**4,578.04**
	Grand totals:	300	**370,052.41**		**370,052.41**

Attachments are subject to change without notice

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President

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Vice President

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Business Administrator

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
June 2025 Bills List - EFT

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-003A-202504-01 4/25 INT	June '25 EFT		3,596.89
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-001A-202504-01 4/25 MCK	June '25 EFT		3,992.09
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-004A-202504-01 4/25 PLC	June '25 EFT		4,209.30
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-005A-202504-01 4/25 OA	June '25 EFT		708.21
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-002A-202504-01 4/25 STAC	June '25 EFT		2,953.13
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-25-00030	Solar Supply 2024-2025 Inv: NJ-05-006A-202504-01 4/25 OXY	June '25 EFT		2,409.54
							17,869.16
LITTLE GRADUATES PRESCHOOL	20-218-200-321-00-300	5345	PO-25-00039	Pre-School Tuition 2024-2025 Inv: JUN 25	June '25 EFT		21,605.19
							21,605.19

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Stafford Township Board of Education
Bills and Claims
June 2025 Bills List - EFT

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	6	17,869.16		17,869.16
	Fund total:		**17,869.16**		**17,869.16**
20 Special Revenue Fund	218 Preschool Education	1	21,605.19		21,605.19
	Fund total:		**21,605.19**		**21,605.19**
	Grand totals:	7	**39,474.35**		**39,474.35**

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President

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Vice President

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Business Administrator

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Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ALL RISK RESTORATION	11-000-261-420-50-400-001	2897	PO-25-01774	Oxycocus Fire - All Risk Invoice SI-19418 Inv: SI-19418	May '25 Mid - All Risk	003048	167,895.03
							167,895.03
AMAZON.COM SERVICES INC	11-190-100-610-70-100	5325	PO-25-01448	General Teaching Supplies Inv: 1C44-K7CH-QX6R	May 25 Midcycle	002971	47.97
AMAZON.COM SERVICES INC	11-000-222-600-60-102	5325	PO-25-01467	Library Books Inv: 1PRD-PG19-RGD3	May 25 Midcycle	002971	51.89
							99.86
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5501 0291 148 3/14/25 - 4/11/25 MCK	May 25 Midcycle	002972	3,961.66
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 6654 296 3/22/25 - 4/22/25 MCK LTG	May 25 Midcycle	002972	113.60
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5501 0699 407 3/31/25 - 4/29/25 INT	May 25 Midcycle	002972	5,057.58
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5501 0699 191 3/14/25 - 4/11/25 STAC	May 25 Midcycle	002972	2,187.60
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5002 8603 376 3/18/25 - 4/15/25 TRANS	May 25 Midcycle	002972	729.83
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 1953 565 3/18/25 - 4/15/25 OXY MN	May 25 Midcycle	002972	1,644.28
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 1953 375 3/25/25 - 4/23/25 OXY ST LTG	May 25 Midcycle	002972	737.70
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5501 0291 411 3/22/25 - 4/22/25 OXY N MN LTG	May 25 Midcycle	002972	470.55
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 0148 969 3/20/25 - 4/17/25 OA	May 25 Midcycle	002972	5,720.79
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 0148 621 3/20/25 - 4/17/25 NAUT MN	May 25 Midcycle	002972	1,542.25
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 0148 225 3/20/25 - 4/17/25 NAUT LTG	May 25 Midcycle	002972	111.41

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Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5001 1859 399 3/19/25 - 4/16/25 OA SIGN	May 25 Midcycle	002972	55.98
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-25-00029	Electric Delivery & Supply Charge 2024-2025 Inv: 5500 0147 649 3/14/25 - 4/11/25 LC	May 25 Midcycle	002973	1,643.77
							23,977.00
BEST PRICED PRODUCTS	11-000-261-610-50-105-001	5753	PO-25-01624	Fire Remediation Replacement Inv: 778648	May 25 Midcycle	003046	529.99
BEST PRICED PRODUCTS	11-000-261-610-50-105-001	5753	PO-25-01624	Fire Remediation Replacement Inv: 777436	May 25 Midcycle	003046	2,947.44
							3,477.43
BLOOM AT THE SHORE, LLC DBA: PEGGY ANN THE GIRLS FLORIST	11-000-230-610-00-115	5637	PO-25-01727	Flowers for TOTY county breakfast Inv: 10000000	May 25 Midcycle	003041	90.00
							90.00
BNG INFLATABLES LLC	20-280-200-400-00-400	4960	PO-25-01684	activities for students for Dare Day 2025 Inv: 5/23/25 DARE DAY	May 25 Midcycle	002982	3,500.00
							3,500.00
CELLCO PARTNERSHIP DBA: VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-25-00031	Wireless/Internet Chrgs Inv: 6109030640 2/21/25 - 3/20/25	May 25 Midcycle	002987	58.03
CELLCO PARTNERSHIP DBA: VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-25-00031	Wireless/Internet Chrgs Inv: 6109030641 2/21/25 - 3/20/25	May 25 Midcycle	002987	758.79
CELLCO PARTNERSHIP DBA: VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-25-00031	Wireless/Internet Chrgs Inv: 6111524468 3/21/25 - 4/20/25	May 25 Midcycle	002987	58.03
CELLCO PARTNERSHIP DBA: VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-25-00031	Wireless/Internet Chrgs Inv: 6111524469 3/21/25 - 4/20/25	May 25 Midcycle	002987	758.89
							1,633.74
COMCAST BUSINESS COMMUNICATIONS, LLS	11-190-100-500-50-500	1460	PO-25-00374	WAN Options OA, OXY & MCK Campus Inv: 240471765 4/25	May 25 Midcycle	003036	1,549.28
COMCAST BUSINESS COMMUNICATIONS, LLS	11-190-100-500-65-500	1460	PO-25-00374	WAN Options OA, OXY & MCK Campus Inv: 240471765 4/25	May 25 Midcycle	003036	1,549.28
							3,098.56
COSTCO WHOLESALE CORPORATION	11-212-100-610-70-100	4750	PO-25-01452	Iguana Cafe Inv: 4/28/25 1025 230 12 805	May 25 Midcycle	002974	76.38
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-25-01519	Supplies for Concessions Inv: 4/29/25 1025 230 10 808	May 25 Midcycle	002974	260.53
COSTCO WHOLESALE CORPORATION	11-000-230-610-00-115	4750	PO-25-01709	Cases of Water for BOE Inv: 5/13/25 1025 230 29 802	May 25 Midcycle	003042	16.97
							353.88
DEVIN MULLIN DBA: MIMICUS MARKETING LLC	20-280-200-600-00-113	5631	PO-25-01679	Shirts for students staff members and STPD for Dare Day 2025 Inv: 0029 DARE DAY 25 SHIRTS	May 25 Midcycle	002977	6,055.80
DEVIN MULLIN DBA: MIMICUS MARKETING LLC	20-280-200-600-00-118	5631	PO-25-01679	Shirts for students staff members and STPD for Dare Day 2025 Inv: 0029 DARE DAY 25 SHIRTS	May 25 Midcycle	002977	430.20
							6,486.00
FED EX	11-000-230-530-00-500	1385	PO-25-01714	Mailing - Fed Ex April 29, 2025 Inv: 8-851-05556 ACCT 1926-2825-3	May 25 Midcycle	003043	56.80

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Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							56.80
JOEY'S PIZZA & PASTA	20-280-200-600-00-113	2916	PO-25-01681	food for students for Dare Day 2025 Inv: 5/28/25 DARE DAY	May 25 Midcycle	002976	1,300.00
							1,300.00
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	L LAGUARDIA	Petty Cash	25-0591	003039	95.00
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	L LAGUARDIA	Petty Cash	25-0591	003039	113.00
							208.00
MICHAEL J KLEBACHER DBA: JERSEY SHORE DJ'S	20-280-200-600-00-113	5580	PO-25-01685	Entertainment fro dare Day 2025 Inv: 052825 DARE DAY	May 25 Midcycle	002975	595.00
							595.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-250-200-300-00-300	1407	PO-25-01676	IDEA Inv: 25-05526 APR 25	May 25 Midcycle	002978	3,711.56
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	11-000-270-518-00-500	1407	PO-25-01680	Transportation Service for March 2025 Inv: 25-05527 MAR 25	May 25 Midcycle	002978	54,583.78
							58,295.34
MS. MARYBETH WEIDENHOF	11-000-230-610-00-115	4297	M WEIDENHOF	Petty Cash	25-0565	003035	36.80
MS. MARYBETH WEIDENHOF	62-992-330-600-00-100	4297	M WEIDENHOF	Petty Cash	25-0592	003040	8.34
MS. MARYBETH WEIDENHOF	62-992-330-600-00-100	4297	M WEIDENHOF	Petty Cash	25-0593	003047	108.35
MS. MARYBETH WEIDENHOF	62-992-330-800-00-800	4297	M WEIDENHOF	Petty Cash	25-0593	003047	133.29
							286.78
NICOLE WILDES	11-000-270-511-00-500	5433	PO-25-00348	Parental Transportation Contract (JW) Inv: MAY 25	May 25 Midcycle	003037	1,450.00
							1,450.00
NJ ASSOC. OF SCHOOL BUSINESS OFFICIALS	11-000-251-592-00-500	1283	PO-25-00502	NJASBO Workshop Registrations 2024-2025 (LL) Inv: 200026467 AUDIT 4/15/25	May 25 Midcycle	002979	145.00
NJ ASSOC. OF SCHOOL BUSINESS OFFICIALS	11-000-251-592-00-500	1283	PO-25-00502	NJASBO Workshop Registrations 2024-2025 (LL) Inv: 200026466 PURCHASING 3/25/25	May 25 Midcycle	002979	145.00
							290.00
NJ DIV. OF ALCOHOLIC BEV. CONTROL	62-992-330-300-00-300	5382	PO-25-01722	Social Affair Permit - Neil Diamond Tribute 7-17-2025 Inv: NEIL DIAMOND TRIBUTE 7/17/25	May 25 Midcycle	003044	100.00
							100.00
NJ DIVISION OF FIRE SAFETY	11-000-262-420-00-400	1708	PO-25-01731	Life Hazard for Transportation Building Inv: 5640864 REG#1530-069026	May 25 Midcycle	003045	191.00
							191.00
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-25-00025	Delivery Charges - 2024-2025 Inv: 22-0005-6409-63 3/28/25 - 4/30/25 OA	May 25 Midcycle	002980	4,999.19
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-25-00025	Delivery Charges - 2024-2025 Inv: 07-5081-9500-18 3/27/25 - 5/1/25 OXY	May 25 Midcycle	002980	3,099.89
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-25-00025	Delivery Charges - 2024-2025 Inv: 22-0005-3770-77 3/14/25 - 4/14/25 MCK	May 25 Midcycle	002980	4,182.45

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-25-00025	Delivery Charges - 2024-2025 Inv: 22-0009-6899-16 3/14/25 - 4/14/25 3/14/25 - 4/14/25 INT	May 25 Midcycle	002980	7,629.37
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-25-00025	Delivery Charges - 2024-2025 Inv: 22-0010-5695-4Y 3/14/25 - 4/14/25 PLC	May 25 Midcycle	002980	2,859.20
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-25-00025	Delivery Charges - 2024-2025 Inv: 22-0020-9651-68 03/27/25 - 4/30/25 TRANS	May 25 Midcycle	002980	463.02
							23,233.12
PROCARE SOFTWARE HOLDINGS LLC DBA: PROCARE SOFTWARE	61-990-320-340-00-300	5284	PO-25-01704	Monthly Transactions Fee-EDR Program Inv: APRIL 2025 TRANSACTION FEES	25-0566	No Check	1,240.50
							1,240.50
SASSO, MICHELLE	11-000-270-518-00-500	5741	PO-25-01483	Parental Transportation Contract (MS/RG - JV) Inv: MAY 2025	May 25 Midcycle	003038	1,720.50
							1,720.50
SOUTHERN O.C. CHAMBER OF COMMERCE, INC	11-000-251-890-00-800	4805	PO-25-01634	Membership - 2025 Inv: 13-10232 2025 MEMBERSHIP	May 25 Midcycle	002983	125.00
SOUTHERN O.C. CHAMBER OF COMMERCE, INC	62-992-330-420-00-420	4805	PO-25-01634	Membership - 2025 Inv: 13-10232 2025 MEMBERSHIP	May 25 Midcycle	002983	125.00
							250.00
SOUTHERN REGIONAL HIGH SCHOOL	11-000-222-500-00-500	1489	PO-25-01638	Shared Service Agreement - Library Media Specialist Inv: INV-25-0001061	May 25 Midcycle	002984	203.16
							203.16
STAFFORD TWP. BOE	20-218-200-200-00-200	1219	PO-25-01654	FICA Paid anticipated thru June 30, 2025 Pre-K Trans Bus Att. Inv: FICA FOR PREK TRANS ATTEND THRU 4/30 PAYROLL	FICA-Prek Bus Attend	No Check	7,079.78
STAFFORD TWP. BOE	20-218-200-200-00-200	1219	PO-25-01723	Health Bene - Pre-School Employees through June 2025 Inv: PREK H.B. THRU 6/30/2025	PREK HEALTH BENEFITS	No Check	710,214.76
STAFFORD TWP. BOE	20-218-200-200-00-200	1219	PO-25-01724	FICA through April 30, 2025 Inv: PREK FICA THRU 4/30/25	FICA-PREK	No Check	70,686.37
STAFFORD TWP. BOE	20-270-200-200-00-200	1219	PO-25-01726	FICA - Title II Inv: FICA TITLE II-PARTIAL	FICA-TITLE II-PARTIAL	No Check	1,516.65
							789,497.56
STAFFORD TWP. FUEL DEPOT	11-000-262-626-00-105	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: B&G GAS JAN 25	May 25 Midcycle	002985	639.10
STAFFORD TWP. FUEL DEPOT	11-000-262-626-00-105	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: B&G DIESEL JAN 25	May 25 Midcycle	002985	155.28
STAFFORD TWP. FUEL DEPOT	11-000-270-615-00-122	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: TRANS GAS JAN 25	May 25 Midcycle	002985	7,042.56

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
STAFFORD TWP. FUEL DEPOT	11-000-270-615-00-122	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: TRANS DIESEL JAN 25	May 25 Midcycle	002985	8,718.63
STAFFORD TWP. FUEL DEPOT	11-000-262-626-00-105	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: B&G GAS FEB 25	May 25 Midcycle	002985	617.93
STAFFORD TWP. FUEL DEPOT	11-000-262-626-00-105	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: B&G DIESEL FEB 25	May 25 Midcycle	002985	202.81
STAFFORD TWP. FUEL DEPOT	11-000-270-615-00-122	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: TRANS GAS FEB 25	May 25 Midcycle	002985	6,506.93
STAFFORD TWP. FUEL DEPOT	11-000-270-615-00-122	1569	PO-25-00707	Anticipated Fuel Charges for District School Buses & Facility Vehicles for July 2024 - June 2025 Inv: TRANS DIESEL FEB 25	May 25 Midcycle	002985	8,553.36
							32,436.60
STATE OF NEW JERSEY	11-000-291-270-00-200	4111	PO-25-00689	Employee Medical Health Benefits 24/25 (2nd half) Inv: 05/25	May 25 Midcycle EFT	No Check	619,633.44
							619,633.44
STATE OF NEW JERSEY	11-000-216-320-00-300	5136	PO-25-01055	Anticipated Costs Commission of the Blind Inv: 2024-2025 SY	25-0567	No Check	7,260.00
							7,260.00
TREASURER, STATE OF NJ	11-000-262-420-65-400	3017	PO-25-01661	Air Quality Permit - OA Inv: 250401370 ID#000000286168500	May 25 Midcycle	002981	1,090.00
							1,090.00
UGI CORPORATION	11-000-262-621-00-100	5730	PO-25-01219	Anticipated 3rd party Natural Gas Supplier Inv: G6627809 2/26/25 - 3/28/25 OA	May 25 Midcycle	002986	3,257.62
UGI CORPORATION	11-000-262-621-00-100	5730	PO-25-01219	Anticipated 3rd party Natural Gas Supplier Inv: G6609857 2/24/25 - 3/27/25 OXY	May 25 Midcycle	002986	1,827.41
UGI CORPORATION	11-000-262-621-00-100	5730	PO-25-01219	Anticipated 3rd party Natural Gas Supplier Inv: G6652927 3/14/25 - 4/14/25 MCK	May 25 Midcycle	002986	1,732.23
UGI CORPORATION	11-000-262-621-00-100	5730	PO-25-01219	Anticipated 3rd party Natural Gas Supplier Inv: G6652958 3/14/25 - 4/14/25 INT	May 25 Midcycle	002986	3,573.28
UGI CORPORATION	11-000-262-621-00-100	5730	PO-25-01219	Anticipated 3rd party Natural Gas Supplier Inv: G6652915 3/14/25 - 4/14/25 PLC	May 25 Midcycle	002986	1,232.39
							11,622.93
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-25-01479	Bolts for Bracket that attaches the alternator for Bus #144 Inv: 155141MX1	May 25 Midcycle	002988	159.84
							159.84
XEROX CORP.	11-000-270-593-00-506	2623	PO-25-00273	Maintenance Agreement - 2024/2025 Inv: 023423123 APR 25 TRANS	May 25 Midcycle	002989	26.05
XEROX CORP.	11-000-219-592-00-506	2623	PO-25-00273	Maintenance Agreement - 2024/2025 Inv: 023423124 APR 25 CST	May 25 Midcycle	002989	91.35

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
XEROX CORP.	11-000-221-500-00-506	2623	PO-25-00274	Curriculum Copier Lease Inv: 023423122 APR 25 CURR	May 25 Midcycle	002989	139.77
							257.17
XTEL COMMUNICATIONS, INC.	11-000-230-530-00-506	2495	PO-25-00028	Telephone Chrgs/Internet Access Inv: 49521 - 10000008549 APR 25	May 25 Midcycle	002990	3,791.08
							3,791.08

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	62	955,491.28		955,491.28
11 General Current Expense	190 Regular Programs - Undistributed	3	3,146.53		3,146.53
11 General Current Expense	212 Special Education - Multiple Disabilities	1	76.38		76.38
	Fund total:		**958,714.19**		**958,714.19**
20 Special Revenue Fund	218 Preschool Education	3	787,980.91		787,980.91
20 Special Revenue Fund	250 IDEA Part B	1	3,711.56		3,711.56
20 Special Revenue Fund	270 ESSA Title IIA / IID	1	1,516.65		1,516.65
20 Special Revenue Fund	280 ESSA Title IV	5	11,881.00		11,881.00
	Fund total:		**805,090.12**		**805,090.12**
61 Imported	990 Other Enterprise Funds	1	1,240.50		1,240.50
	Fund total:		**1,240.50**		**1,240.50**
62 Imported	992 Imported	6	735.51		735.51
	Fund total:		**735.51**		**735.51**
	Grand totals:	83	**1,765,780.32**		**1,765,780.32**

Attachments are subject to change without notice

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President

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Vice President

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Business Administrator

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List - EFT

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
PROCARE SOFTWARE HOLDINGS LLC DBA: PROCARE SOFTWARE	61-990-320-340-00-300	5284	PO-25-01704	Monthly Transactions Fee-EDP Program Inv: APRIL 2025 TRANSACTION FEES	25-0566	No Check	1,240.50
							1,240.50
STAFFORD TWP. BOE	20-218-200-200-00-200	1219	PO-25-01654	FICA Paid anticipated thru June 30, 2025 Pre-K Trans Bus Att. Inv: FICA FOR PREK TRANS ATTEND THRU 4/30 PAYROLL	FICA-Prek Bus Attend	No Check	7,079.78
STAFFORD TWP. BOE	20-218-200-200-00-200	1219	PO-25-01723	Health Bene - Pre-School Employees through June 2025 Inv: PREK H.B. THRU 6/30/2025	PREK HEALTH BENEFITS	No Check	710,214.76
STAFFORD TWP. BOE	20-218-200-200-00-200	1219	PO-25-01724	FICA through April 30, 2025 Inv: PREK FICA THRU 4/30/25	FICA-PREK	No Check	70,686.37
STAFFORD TWP. BOE	20-270-200-200-00-200	1219	PO-25-01726	FICA - Title II Inv: FICA TITLE II-PARTIAL	FICA-TITLE II-PARTIAL	No Check	1,516.65
							789,497.56
STATE OF NEW JERSEY	11-000-291-270-00-200	4111	PO-25-00689	Employee Medical Health Benefits 24/25 (2nd half) Inv: 05/25	May 25 Midcycle EFT	No Check	619,633.44
							619,633.44
STATE OF NEW JERSEY	11-000-216-320-00-300	5136	PO-25-01055	Anticipated Costs Commission of the Blind Inv: 2024-2025 SY	25-0567	No Check	7,260.00
							7,260.00

Attachments are subject to change without notice

Stafford Township Board of Education
Bills and Claims
May 2025 Additional Bills List - EFT

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	2	626,893.44		626,893.44
	Fund total:		**626,893.44**		**626,893.44**
20 Special Revenue Fund	218 Preschool Education	3	787,980.91		787,980.91
20 Special Revenue Fund	270 ESSA Title IIA / IID	1	1,516.65		1,516.65
	Fund total:		**789,497.56**		**789,497.56**
61 Imported	990 Other Enterprise Funds	1	1,240.50		1,240.50
	Fund total:		**1,240.50**		**1,240.50**
	Grand totals:	7	**1,417,631.50**		**1,417,631.50**

Attachments are subject to change without notice

_____
President

_____
Vice President

_____
Business Administrator

Attachments are subject to change without notice

STAFFORD TOWNSHIP BOARD OF EDUCATION

BOARD SECRETARY'S REPORT/TREASURER'S REPORT

ATTACHMENT:G-3. & G-4.

MONTH OF APRIL 2025

	Opening Balances	Cash Receipts	Cash Disbursements	Ending Balances
Fund 10 Current Expense Health Benefit Capital Outlay Special Schools	$ 23,149,060.83	$ 3,660,146.69	$ 4,041,054.27	$ 22,768,153.25
Fund 20 Special Revenue	$ 1,563,355.34	$ 739,215.00	$ 737,022.29	$ 1,565,548.05
Fund 30 Capital Projects	$ 1,843,997.26	$ 5,326.29	$ 391,152.28	$ 1,458,171.27
Fund 40 Debt Service	$ 0.52	$ -	$ -	$ 0.52
Fund 60 Food Service	$ 491,245.23	$ 151,828.04	$ 91,821.29	$ 551,251.98
Fund 61 Extended Day	$ 921,544.19	$ 40,232.38	$ 37,596.42	$ 924,180.15
Fund 62 STAC	$ 401,266.91	$ 21,011.78	$ 71,096.49	$ 351,182.20
Balances	**$ 28,370,470.28**	**$ 4,617,760.18**	**$ 5,369,743.04**	**$ 27,618,487.42**
Treasurer				
Fund 10	$ 23,149,060.83	$ 3,751,551.46	$ 4,132,459.04	$ 22,768,153.25
Fund 20	$ 1,563,355.34	$ 646,668.73	$ 644,476.02	$ 1,565,548.05
Fund 30	$ 1,843,997.26	$ 5,326.29	$ 391,152.28	$ 1,458,171.27
Fund 40	$ 0.52	$ -	$ -	$ 0.52
Fund 60	$ 491,245.23	$ 151,828.04	$ 91,821.29	$ 551,251.98
Fund 61	$ 921,544.19	$ 41,373.88	$ 38,737.92	$ 924,180.15
Fund 62	$ 401,266.91	$ 21,011.78	$ 71,096.49	$ 351,182.20
Balances	**$ 28,370,470.28**	**$ 4,617,760.18**	**$ 5,369,743.04**	**$ 27,618,487.42**

Attachments are subject to change without notice

I certify that the Treasurer of School Monies and the Board Secretary's ending cash balances of Funds 10 through 61 for the month of April 2025 are correct and in agreement.

Lourdes LaGuardia, SBA/BS

REPORT OF THE TREASURER
TO THE STAFFORD TOWNSHIP BOARD OF EDUCATION
ALL FUNDS
As of : 04/30/25

	CASH REPORT				
	FUNDS	Beginning Cash Balance (1)	Cash Receipts This Month (2)	Cash Disbursements This Month (3)	Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Funds 10, 16 & 17	$ 23,149,060.83	$ 3,751,551.46	$ 4,132,459.04	$ 22,768,153.25
2	Special Revenue Fund - Fund 20	$ 1,563,355.34	$ 646,668.73	$ 644,476.02	$ 1,565,548.05
3	Capital Projects Fund - Fund 30	$ 1,843,997.26	$ 5,326.29	$ 391,152.28	$ 1,458,171.27
4	Debt Service Fund - Fund 40	$ 0.52	$ -		$ 0.52
5	**Total Governmental Funds [Ln 1 thru 4]**	$ 26,556,413.95	$ 4,403,546.48	$ 5,168,087.34	$ 25,791,873.09
	ENTERPRISE FUNDS				
6	Fund 60 - Cafeteria	$ 491,245.23	$ 151,828.04	$ 91,821.29	$ 551,251.98
7	Fund 61 - Preschool, Extended Day, STAC	$ 921,544.19	$ 41,372.88	$ 38,737.92	$ 924,180.15
8	Fund 62	$ 401,266.91	$ 21,011.78	$ 71,096.49	$ 351,182.20
9	**Total Enterprise Funds**	$ 1,814,056.33	$ 214,213.70	$ 201,655.70	$ 1,826,614.33
10	Total General Account [Ln 5-Ln 3+Ln 10]	$ 26,526,473.00	$ 4,612,433.89	$ 4,978,590.76	$ 26,160,316.15
11	**Total General Account + Capital Projects**	$ 28,370,470.28	$ 4,617,760.18	$ 5,369,743.04	$ 27,618,487.42
12	**TRUST AND AGENCY FUNDS (Fund 90)**				
13	Payroll	$ 3,665.23	$ 1,987,935.10	$ 1,987,399.21	$ 4,201.12
14	Payroll Agency	$ 227,945.87	$ 1,267,345.84	$ 1,282,129.50	$ 213,162.21
15	Unemployment Trust	$ 799,943.30	$ 2,303.71	$ 810.00	$ 801,437.01
16	McKinley Student Activity	$ 32,870.89	$ 80.57	$ 6,130.00	$ 26,821.46
17	Oxycocus Student Activity	$ 5,369.76	$ 15.47	$ -	$ 5,385.23
18	Intermediate Student Activity	$ 15,715.45	$ 15,447.35	$ 6,354.00	$ 24,808.80
19	Ocean Acres Student Activity	$ 22,054.73	$ 62.00	$ 776.35	$ 21,340.38
20	PLC Student Activity	$ 19,164.43	$ 56.95	$ -	$ 19,221.38
21	FSA Account	$ 10,242.03	$ 5,294.74	$ 5,784.91	$ 9,751.86
22	United For Stafford	$ 38,444.00	$ 110.75	$ -	$ 38,554.75
23	**Total Trust & Agency Funds (Lines 14-23)**	$ 1,175,415.69	$ 3,278,652.48	$ 3,289,383.97	$ 1,164,684.20
24	**Total All Funds (Lines 5+10+24)**	$ 29,545,885.97	$ 7,896,412.66	$ 8,659,127.01	$ 28,783,171.62

Attachments are subject to change without notice

Prepared and Submitted By:

Stephen J. Brennan, MBA, CPA
Stephen J. Brennan, MBA, CPA
Treasurer of School Monies

May 6, 2025

Form A-149 05/27/93

BANK RECONCILIATION

General Account

Bank Name		Ocean First				Prepared by: SB
Account Number		16006006442				5/6/2025
Statement Date		April 30, 2025				
Fund/Funds		10, 20, 40, 60, 61				
1	Balance per Bank					$ 20,202,750.06
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	from below	7,717.25				
2b						
2c						
2d						
2	Total D.I.T.'s		7,717.25			
3	Total Additions			7,717.25		
	Deductions					
	Outstanding Checks					
4	(Attach List)		247,715.81			
5	Other (Explain)		-			
6	Total Deductions			247,715.81		
7	Net Reconciling Items					(239,998.56)
8	Adjusted Balance per Bank as of:		April 30, 2025			$ 19,962,751.50

General Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Check Number	Check Amount
71679	68.46	2888	4,637.98
71819	250.00	2889	5,033.41
72277	1,000.00	2890	2,013.72
72281	500.00	2891	2,509.68
72301	250.00	2892	9,978.40
72325	250.00	2893	1,633.61
73308	29.75	2894	123.50
74489	11.61	2895	1,423.75
74491	59.07	2896	472.60
74499	29.91	2897	724.33
544	20.00	2898	3,500.00
838	4.65	2899	1,054.80
2762	23.94	2900	4,000.00
2852	24.82	2901	2,151.60
2868	1,920.00	2902	140.42
2880	148.60	2903	249.75
2885	90.90	2904	227.60
2886	50.00	2905	95.66
2887	50.00	2906	3,571.78
		2907	440.00
		2908	1,316.22
		2909	284.24
		Page 2	$ 197,360.05
			$ 247,715.81

Deposit Number	Deposit Amount
4/30/2025	$ 7,717.25
	$ 7,717.25

For Note Purposes Only

Returned Check Date	Returned Check Amount
	$ -

Attachments are subject to change without notice

BANK RECONCILIATION

General Account

Bank Name	Ocean First
Account Number	16006006442
Statement Date	April 30, 2025
Fund/Funds	10, 20, 40, 60, 61

Prepared by: SB
5/6/2025

General Account

Outstanding Checks

ı Er	April 30, 2025

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
2910	4,046.00	2941	199.89		
2911	3,104.00	2942	420.44		
2912	950.00	2943	100.00		
2913	13,108.20	2944	984.28		
2914	647.50	2945	1,005.00		
2915	2,100.00	2946	78.32		
2916	1,000.00	2947	650.21		
2917	22,248.00	2948	333.54		
2918	785.61	2949	30.55		
2919	7,971.40	2950	1,638.00		
2920	965.00	2951	1,720.50		
2921	60.11	2952	1,819.40		
2922	169.75	2953	190.60		
2923	288.90	2954	700.00		
2924	6,371.60	2955	1,845.00		
2925	10,315.53	2956	750.00		
2926	578.63	2957	19,320.00		
2927	1,300.67	2958	14,829.49		
2928	1,232.80	2959	316.12		
2929	59.88	2960	30.00		
2930	1,848.53	2961	6.84		
2931	36,142.91	2962	30.55		
2932	1,934.63	2963	70.00		
2933	125.88	2964	125.00		
2934	323.70	2965	89.98		
2935	32.48	2966	1,084.94		
2936	735.00	2967	2,089.36		
2937	66.52	2968	190.40		
2938	1,090.00	2969	300.00		
2939	1,132.59	2970	7,908.29		
2940	68.25	GRSP Solar	17,693.08		

197,360.05

Attachments are subject to change without notice

BANK RECONCILIATION

STAC Account

Bank Name			Ocean First			Prepared by: SB
Account Number			16006009685			5/6/2025
Statement Date			April 30, 2025			
Fund/Funds			10, 20, 40, 60, 61			
1	Balance per Bank					$ 1,395.02
	Reconciling Items					
	Additions					
		Deposits in Transit				
		Date	Amount			
	2a	from below	-			
	2b	ACH needed in GL				
	2c					
	2d					
2		Total D.I.T.'s		-		
3		Total Additions			-	
	Deductions					
		Outstanding Checks				
4		(Attach List)		-		
5		Other (Explain Const. Acct. *				
6		Total Deductions			-	
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:		April 30, 2025			$ 1,395.02

General Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2025

Check Number	Check Amount	Check Number	Check Amount
	$ -		$ -
Total Outstanding Checks:			$ -

Deposit Number	Deposit Amount
	$ -

For Note Purposes Only	
Returned Check Date	Returned Check Amount
	$ -

Attachments are subject to change without notice

* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account

Form A-149 05/27/93

BANK RECONCILIATION

Extended Day Account

Bank Name	Ocean First					Prepared by: SB
Account Number	16006002144					5/6/2025
Statement Date	April 30, 2025					
Fund/Funds	10, 20, 40, 60, 61					
1	Balance per Bank					$ 9,101.85
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	from below	-				
2b						
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions			-		
	Deductions					
	Outstanding Checks					
4	(Attach List)		-			
5	Other (Explain Const. Acct. *					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:	April 30, 2025				$ 9,101.85

General Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2025

Check Number	Check Amount	Check Number	Check Amount
	$ -		$ -
Total Outstanding Checks:			$ -

Deposit Number	Deposit Amount
	$ -

For Note Purposes Only

Returned Check Date	Returned Check Amount
	$ -

* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Device Insurance Account

Bank Name	Ocean First					Prepared by: SB
Account Number	16006001010					5/6/2025
Statement Date	April 30, 2025					
Fund/Funds	10, 20, 40, 60, 61					
1	Balance per Bank					$ 1,252.46
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	from below	-				
2b						
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions			-		
	Deductions					
	Outstanding Checks					
4	(Attach List)		-			
5	Other (Explain Const. Acct. *					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:	April 30, 2025				$ 1,252.46

General Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Check Number	Check Amount
	$ -		$ -
Total Outstanding Checks:			$ -

Deposit Number	Deposit Amount
	$ -

For Note Purposes Only

Returned Check Date	Returned Check Amount
	$ -

Attachments are subject to change without notice

* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account

17(

BANK RECONCILIATION

Construction Projects

30-101

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006558				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds	30				
1	Balance per Bank				$ 1,854,272.47
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		396,102.28		
5	Other (Explain)				
6	Total Deductions			396,102.28	
7	Net Reconciling Items				(396,102.28)
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 1,458,170.19

Construction Projects Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
21	$ 4,950.00		
22	$ 78,102.28		
23	$ 313,050.00		
	$ 396,102.28		$ -

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Construction Projects

30-101

Bank Name	New Jersey Cash Managem				Prepared by: SB
Account Number	000157488-171				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds	30				
1	Balance per Bank				$ 6,185,816.40
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s	-			
3	Total Additions		-		
	Deductions				
	Outstanding Checks				
4	(Attach List)	-			
5	Other (Explain)				
6	Total Deductions		-		
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 6,185,816.40

Construction Projects Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
	$ -		$ -

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Payroll Account

Bank Name	Ocean First Bank
Account Number	16006006459
Statement Date	April 30, 2025
Fund/Funds	90

Prepared by: SB
5/5/2025

1	Balance per Bank				$ 4,201.12
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)				
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 4,201.12

Payroll Account
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
See attached	$ -		
	$ -		$ -

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Agency Account

Bank Name	Ocean First
Account Number	16006006467
Statement Date	April 30, 2025
Fund/Funds	90

Prepared by: SB
5/5/2025

Agency Account

Outstanding Checks

ı Er	April 30, 2025

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
					.00

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Agency Account

90-101

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006467				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds	90				
1	Balance per Bank				$ 304,979.12
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		(0.78)			
2b					
2c					
2d					
2	Total D.I.T.'s		(0.78)		
3	Total Additions			(0.78)	
	Deductions				
	Outstanding Checks				
4	(Attach List)		91,816.13		
5	Other (Explain)				
6	Total Deductions			91,816.13	
7	Net Reconciling Items				(91,816.91)
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 213,162.21

Agency Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
Per Attached	91,816.13	Misc	$ (0.78)
Misc Adj			
	$ 91,816.13		$ (0.78)

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Agency Account

Bank Name	Ocean First
Account Number	16006006467
Statement Date	April 30, 2025
Fund/Funds	90

Prepared by: SB
5/5/2025

Agency Account
Outstanding Checks

ı Er April 30, 2025

Check Number	Check Amount	Check Number	Check Amount	Check Number	
197	77.42				
198	235.63				
199	109.91				
200	452.20				
201	38,790.98				
202	5,885.36				
203	2,960.18				
204	235.63				
AFLAC	4,063.82				
PENSERVE	39,005.00				
		Outstanding	91,816.13		

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

SUI Unemployment Account

Bank Name	Ocean First Bank
Account Number	16006006541
Statement Date	April 30, 2025
Fund/Funds	90

Prepared by: SB
5/5/2025

1	Balance per Bank				$ 801,437.01
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
	2a				
	2b				
	2c				
	2d				
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:		April 30, 2025		$ 801,437.01

Attachments are subject to change without notice

Unemployment Account
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount		Deposit Number	Deposit Amount
	$ -			

2142

BANK RECONCILIATION

McKinley Student Activity Account

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006517				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds	90				
	Balance per Bank				$ 26,821.46
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)*				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 26,821.46

McKinley Student Activity

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount
	$ -

Deposit Number	Deposit Amount
	$ -

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Oxycocus Student Activity Account

Bank Name		Ocean First Bank			Prepared by: SB
Account Number		16006006491			5/5/2025
Statement Date		April 30, 2025			
Fund/Funds		63			
1	Balance per Bank				5,385.23
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 5,385.23

Oxycocus Student Activity Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount
	$ -

Deposit Number	Deposit Amount

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Intermediate Student Activity Account

Bank Name		Ocean First Bank			Prepared by: SB
Account Number		16006006525			5/5/2025
Statement Date		April 30, 2025			
Fund/Funds		90			
1	Balance per Bank				$ 24,808.80
	Reconciling Items				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 24,808.80

Intermediate Student Activity Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
			$ -
	$ -		

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Primary Learning Center Student Activity Account

High School activities

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006483				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds					

1	Balance per Bank					$ 19,221.38
	Reconciling Items					
	Deposits in Transit					
	Date	Amount				
2a						
2b						
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions			-		
	Deductions					
	Outstanding Checks					
4	(Attach List)					
5	Other (Explain)					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of	April 30, 2025				$ 19,221.38

Primary Learning Center Student Activity
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
	$ -		

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Flexible Spending Account (FSA)

Bank Name			Ocean First Bank			Prepared by: SB
Account Number			16006006475			5/5/2025
Statement Date			April 30, 2025			
Fund/Funds			90			
1	Balance per Bank					$ 9,751.86
	Reconciling Items					
	Additions					
		Deposits in Transit				
		Date	Amount			
	2a					
	2b					
	2c					
	2d					
2		Total D.I.T.'s		-		
3		Total Additions			-	
	Deductions					
		Outstanding Checks				
4		(Attach List)		-		
5		Other (Explain)				
6		Total Deductions			-	
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:		April 30, 2025			$ 9,751.86

Flexible Spending Account
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number Claims	Check Amount		Deposit Number	Deposit Amount
	$ -			$ -

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

Ocean Acres Student Activity Account

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006509				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds	63				
1	Balance per Bank				21,340.38
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 21,340.38

Ocean Acres Student Activity Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount	Deposit Number	Deposit Amount
	$ -		

Attachments are subject to change without notice

Form A-149 05/27/93

BANK RECONCILIATION

United For Stafford Account

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006533				5/5/2025
Statement Date	April 30, 2025				
Fund/Funds	90				
1	Balance per Bank				$ 38,554.75
	Reconciling Items				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)				
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2025			$ 38,554.75

United For Stafford Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2025

Check Number	Check Amount
	$ -

Deposit Number	Deposit Amount

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Interim Balance Sheet
For the ten month period ending 04/30/2025

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		11,739,330.94
102-107	Cash Equivalents		6,187,265.3[illegible]
116	Investment - Capital Reserve Account		2,124,188.95
117	Investment - Maintenance Reserve Account		2,468,718.04
118	Investment - Current Expense Emergency Reserve Account		250,100.00
121	Tax Levy Receivable		2,756,336.00
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	1,411,548.00	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:		1,411,548.00
	Loans Receivable:		
			26,937,487.25

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	38,961,026.00	
302	Less Revenues	40,647,918.30	(1,686,892.30)
			(1,686,892.30)
		Total Assets and Resources:	**25,250,594.95**

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		431,515.54
			431,515.54

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		9,110,806.98		
754	Reserve for Encumbrances - Prior Year		34,245.00		
754+753	Reserve for Encumbrances - Current + Prior			9,145,051.98	
	Reserve Fund Balance:				
761	Capital Reserve Account		2,124,188.95		
604	Add: Increase in Capital Reserve		500.00		
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service		0.00	2,124,688.95	
764	Maintenance Reserve Account		2,468,718.04		
606	Add: Increase in Maintenance Reserve		500.00		
310	Less: Budgeted Withdrawal from Maintenance Reserve		200,000.00	2,269,218.04	
766	Current Expense Emergency Reserve Account		250,100.00		
607	Add: Increase in Current Expense Emergency Reserve		100.00		
312	Less: Budgeted Withdrawal from Current Expense Emergency Reserve		40,000.00	210,200.00	
	Appropriations				
601	Appropriations		46,263,763.89		
602	Less: Expenditures	33,189,948.83			
603	Encumbrances	9,145,051.98	(42,335,000.81)	3,928,763.08	
	Total Appropriated			17,677,922.05	
	Unappropriated				
770	Unassigned Fund Balance			13,605,034.00	
303	Budgeted Fund Balance			6,463,876.64	
					24,819,079.41
				Total Liabilities and Fund Equity:	**25,250,594.95**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	46,263,763.89	42,335,000.81	3,928,763.08
Revenues	(38,961,026.00)	(40,647,918.30)	(-1,686,892.30)
	7,302,737.89	**1,687,082.51**	**5,615,655.38**
Change in Capital Reserve:			
Plus: Increase in Capital Reserves (604)	500.00	500.00	.00
	500.00	**500.00**	**.00**
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	500.00	500.00	.00
Less: Budgeted Withdrawal from Maintenance Reserve (310)	200,000.00	200,000.00	.00
	(199,500.00)	**(199,500.00)**	**.00**
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
Less: Budgeted Withdrawal from Current Expense Emergency Reserve (312)	40,000.00	40,000.00	.00
	(39,900.00)	**(39,900.00)**	**.00**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2025

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
52xx	-	Transfers from Other Funds	0.00	0.00	0.00	400,000.00	Over	(400,000.00)
10-1xxx	370	From Local Sources	33,455,959.00	0.00	33,455,959.00	34,762,239.28	Over	(1,306,280.28)
10-3xxx	520	From State Sources	5,211,718.00	220,086.00	5,431,804.00	5,473,065.00	Over	(41,261.00)
10-4xxx	570	From Federal Sources	73,263.00	0.00	73,263.00	12,614.02	Under	60,648.98
	-	**Total Revenues/Sources Of Funds**	**38,740,940.00**	**220,086.00**	**38,961,026.00**	**40,647,918.30**	**Over**	**(1,685,892.30)**

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	11,090,030.00	(34,801.00)	11,055,229.00	8,771,892.05	1,810,834.06	472,532.88
11-2xx-100-xxx	10300	Special Education - Instruction	4,687,172.32	215,305.00	4,902,477.32	3,719,497.69	902,954.60	280,025.03
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	584,354.32	45,014.00	629,368.32	496,417.05	114,929.40	18,021.87
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	144,808.00	0.00	144,808.00	121,939.40	0.00	22,868.60
	72140	*Undistributed Expenditures:*						
11-000-100-xxx	29180	Instruction (Tuition)	641,175.66	(81,920.00)	559,255.66	246,457.77	85,413.92	227,383.97
11-000-211-xxx	29680	Attendance and Social Work Services	32,587.00	1,459.00	34,046.00	28,246.30	5,649.24	150.46
11-000-213-xxx	30620	Health Services	316,201.10	0.00	316,201.10	235,071.13	51,318.70	29,811.27
11-000-216-xxx	40580	Speech, OT, PT and Related Services	1,007,842.00	(7,331.00)	1,000,511.00	641,816.32	140,351.90	218,342.78
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	1,243,805.00	(332,582.00)	911,223.00	681,206.06	180,390.73	49,626.21
11-000-218-xxx	41660	Guidance	363,377.00	0.00	363,377.00	260,652.31	70,943.00	31,781.69
11-000-219-xxx	42200	Child Study Teams	1,194,221.56	77,010.00	1,271,231.56	983,622.84	227,308.75	60,299.97
11-000-221-xxx	43200	Improvement of Instruction	813,260.00	46,903.00	860,163.00	690,486.01	146,529.97	23,147.02
11-000-222-xxx	43620	Educational Media Services/School Library	41,226.00	(750.00)	40,476.00	1,099.44	51.89	39,324.67
11-000-223-xxx	44180	Instructional Staff Training	26,545.00	(200.00)	26,345.00	9,696.52	0.00	16,648.48
11-000-230-xxx	45300	General Administration	970,776.00	142,672.40	1,113,448.40	686,067.96	222,582.07	204,798.37
11-000-240-xxx	46160	School Administration	1,103,749.00	109,514.00	1,213,263.00	876,768.63	239,129.70	97,364.67
11-000-251-xxx	47200	Central Services	642,259.00	17,558.00	659,817.00	497,639.65	120,093.62	42,083.73
11-000-252-xxx	47620	Administrative Information Technology	97,307.00	77,356.17	174,663.17	80,982.17	61,699.48	31,981.52
11-000-261-xxx	48580	Required Maintenance for School Facilities	492,585.00	(10,872.81)	481,712.19	(55,544.04)	90,378.66	446,877.57
11-000-262-xxx	49340	Custodial Services	3,316,209.54	245,982.82	3,562,192.36	2,577,232.24	824,544.31	160,415.81
11-000-263-xxx	50100	Care and Upkeep of Grounds	195,349.00	10,000.00	205,349.00	147,264.25	23,545.74	34,539.01
11-000-266-xxx	51100	Security	249,797.00	5,716.00	255,513.00	163,124.98	34,994.91	57,393.11
11-000-270-xxx	52400	Student Transportation	3,260,003.00	77,043.00	3,337,046.00	2,365,244.80	649,101.42	322,699.78
11-xxx-xxx-2xx	71260	Employee Benefits	13,019,621.50	(348,700.00)	12,670,921.50	8,594,947.04	3,079,594.91	996,379.55
		Total General Expense	**45,534,261.00**	**254,376.58**	**45,788,637.58**	**32,821,798.58**	**9,082,340.98**	**3,884,498.02**

Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-73x	75880	Equipment	20,500.00	279,299.31	299,799.31	268,746.25	15,111.00	15,942.06
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	106,804.00	68,523.00	175,327.00	99,404.00	47,600.00	28,323.00
		Total Capital Outlay	**127,304.00**	**347,822.31**	**475,126.31**	**368,150.25**	**62,711.00**	**44,265.06**
		Total General Fund	**45,661,565.00**	**602,198.89**	**46,263,763.89**	**33,189,948.83**	**9,145,051.98**	**3,928,763.08**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Transfers from Other Funds							
10-52xx	680	Transfers from Other Funds	0.00	0.00	0.00	400,000.00	(400,000.00)
52xx	**-**	**Total Transfers from Other Funds**	**0.00**	**0.00**	**0.00**	**400,000.00**	**(400,000.00)**
- Local Sources							
10-1210	100	Local Tax Levy	33,076,010.00	0.00	33,076,010.00	33,076,010.00	0.00
10-1320	150	Tuition from LEAs Within State	110,000.00	0.00	110,000.00	63,775.40	46,224.60
10-1xxx	340	Interest Earned on Capital Reserve Funds	500.00	0.00	500.00	500.00	0.00
10-1xxx	330	Interest Earned on Maintenance Reserve Funds	500.00	0.00	500.00	500.00	0.00
10-1xxx	320	Interest Earned on Current Expense Emergency Reserve Funds	100.00	0.00	100.00	100.00	0.00
10-1xxx	350	Other Restricted Miscellaneous Revenues	268,849.00	0.00	268,849.00	1,621,353.88	(1,352,504.88)
10-1xxx	**370**	**Total Revenue from Local Sources**	**33,455,959.00**	**0.00**	**33,455,959.00**	**34,762,239.28**	**(1,306,280.28)**
- State Sources							
10-3116	410	School Choice Aid	432,941.00	0.00	432,941.00	432,941.00	0.00
10-3121	420	Categorical Transportation Aid	507,193.00	0.00	507,193.00	507,193.00	0.00
10-3131	430	Extraordinary Aid	400,000.00	0.00	400,000.00	441,261.00	(41,261.00)
10-3132	440	Categorical Special Education Aid	1,288,981.00	0.00	1,288,981.00	1,288,981.00	0.00
10-3176	460	Equalization Aid	2,343,968.00	0.00	2,343,968.00	2,343,968.00	0.00
10-3177	470	Categorical Security Aid	238,635.00	0.00	238,635.00	238,635.00	0.00
10-3xxx	500	Other State Aids	0.00	220,086.00	220,086.00	220,086.00	0.00
10-3xxx	**520**	**Total Revenue from State Sources**	**5,211,718.00**	**220,086.00**	**5,431,804.00**	**5,473,065.00**	**(41,261.00)**
- Federal Sources							
10-4200	540	Medicaid Reimbursement	73,263.00	0.00	73,263.00	12,614.02	60,648.98
10-4xxx	**570**	**Total Revenue from Federal Sources**	**73,263.00**	**0.00**	**73,263.00**	**12,614.02**	**60,648.98**
	-	**Total Revenues/Sources of Funds**	**38,740,940.00**	**220,086.00**	**38,961,026.00**	**40,647,918.30**	**(1,686,892.30)**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-936	2060	Local Contribution - Transfer to Special Revenue - Inclusion	301,840.00	0.00	301,840.00	301,840.00	0.00	0.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	1,440,391.00	(86,141.00)	1,354,250.00	1,034,175.20	242,705.60	77,369.20
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	6,877,971.50	54,277.00	6,932,248.50	5,568,391.33	1,318,650.43	45,206.74
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,392,747.50	(170,738.00)	1,222,009.50	968,416.29	240,977.36	12,615.85
subtotal	**subtotal**	**Total Regular Programs - Instruction**	**10,012,950.00**	**(202,602.00)**	**9,810,348.00**	**7,872,822.82**	**1,802,333.39**	**135,191.79**
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	22,000.00	0.00	22,000.00	5,311.17	0.00	16,688.83
11-150-100-320	2540	Purchased Professional-Educational Services	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
subtotal	**subtotal**	**Total Regular Programs - Home Instruction**	**27,000.00**	**0.00**	**27,000.00**	**5,311.17**	**0.00**	**21,688.83**
--- Regular Programs - Undistributed Instruction								
11-190-100-340	3040	Purchased Technical Services	405,302.00	94,010.00	499,312.00	424,819.82	954.55	73,537.63
11-190-100-500	3060	Other Purchased Services (400-500 series)	53,500.00	0.00	53,500.00	34,495.93	6,257.90	12,746.17
11-190-100-610	3080	General Supplies	340,850.00	74,791.00	415,641.00	224,384.51	1,288.22	189,968.27
11-190-100-640	3100	Textbooks	238,078.00	(1,000.00)	237,078.00	209,892.81	0.00	27,185.19
11-190-100-800	3120	Other Objects	12,350.00	0.00	12,350.00	135.00	0.00	12,215.00
subtotal	**subtotal**	**Total Regular Programs - Undistributed Instruction**	**1,050,080.00**	**167,801.00**	**1,217,881.00**	**893,728.07**	**8,500.67**	**315,652.26**
11-1xx-100-xxxx	**3200**	**Total Regular Programs - Instruction**	**11,090,030.00**	**(34,801.00)**	**11,055,229.00**	**8,771,862.06**	**1,810,834.06**	**472,532.88**
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	861,159.00	(288,159.00)	573,000.00	453,979.04	110,904.71	8,116.25
11-204-100-106	4520	Other Salaries for Instruction	282,093.00	89,773.00	351,866.00	272,017.98	60,261.03	19,586.99
11-204-100-610	4600	General Supplies	2,000.00	0.00	2,000.00	802.44	0.00	1,197.56
11-204-100-640	4620	Textbooks	10,400.00	0.00	10,400.00	2,471.47	0.00	7,928.53
11-204-100-xxx	**4660**	**Total Learning and/or Language Disabilities - Mild/Moderat**	**1,135,652.00**	**(198,386.00)**	**937,266.00**	**729,270.93**	**171,165.74**	**36,829.33**
--- Emotional Regulation Impairment:								
11-209-100-101	6000	Salaries of Teachers	214,084.32	(72,718.00)	141,366.32	114,286.90	24,213.20	2,866.22
11-209-100-106	6020	Other Salaries for Instruction	169,030.00	43,957.00	212,987.00	165,798.46	44,978.20	2,210.34
11-209-100-610	6100	General Supplies	1,700.00	(450.00)	1,250.00	155.24	0.00	1,094.76
11-209-100-640	6120	Textbooks	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
11-209-100-800	6140	Other Objects	7,400.00	(154.00)	7,246.00	808.62	0.00	6,437.38
11-209-100-xxx	**6160**	**Total Emotional Regulation Impairment**	**396,214.32**	**(29,365.00)**	**366,849.32**	**281,049.22**	**69,191.40**	**16,608.70**
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	287,015.00	87,393.00	374,408.00	282,403.53	62,498.30	29,506.17
11-212-100-106	6520	Other Salaries for Instruction	304,323.00	233,699.00	538,022.00	414,596.37	102,503.69	20,921.94
11-212-100-610	6600	General Supplies	2,950.00	1,500.00	4,450.00	1,564.44	76.38	2,809.18
11-212-100-800	6640	Other Objects	3,200.00	(896.00)	2,304.00	1,434.33	0.00	869.67
11-212-100-xxx	**6660**	**Total Multiple Disabilities**	**597,488.00**	**321,696.00**	**919,184.00**	**699,998.67**	**165,078.37**	**54,106.96**
-- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	1,438,589.00	9,191.00	1,447,780.00	1,094,956.43	272,126.02	80,697.55
11-213-100-106	7020	Other Salaries for Instruction	166,562.00	149,652.00	316,214.00	251,768.42	60,280.80	4,164.78
11-213-100-610	7100	General Supplies	3,325.00	0.00	3,325.00	1,787.64	0.00	1,537.36
11-213-100-xxx	**7160**	**Total Resource Room/Resource Center**	**1,608,476.00**	**158,843.00**	**1,767,319.00**	**1,348,512.49**	**332,406.82**	**86,399.69**
--- Autism:								
11-214-100-106	7520	Other Salaries for Instruction	0.00	4,364.00	4,364.00	4,363.38	0.00	0.62
11-214-100-xxx	**7660**	**Total Autism**	**0.00**	**4,364.00**	**4,364.00**	**4,363.38**	**0.00**	**0.62**
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	531,195.00	(65,880.00)	465,315.00	347,256.62	88,408.07	29,650.31

Attachments are subject to change without notice

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-216-100-106	8520	Other Salaries for Instruction	382,847.00	24,033.00	406,880.00	298,145.80	76,704.20	32,030.00
11-216-100-600	8600	General Supplies	8,600.00	0.00	8,600.00	2,536.85	0.00	6,063.15
11-216-100-xxx	**8640**	**Total Preschool Disabilities - Full-Time**	**922,642.00**	**(41,847.00)**	**880,795.00**	**647,939.27**	**165,112.27**	**67,743.46**
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	10,700.00	0.00	10,700.00	7,060.99	0.00	3,639.01
11-219-100-320	9300	Purchased Professional-Educational Services	16,000.00	0.00	16,000.00	1,302.74	0.00	14,697.26
11-219-100-xxx	**9420**	**Total Home Instruction**	**26,700.00**	**0.00**	**26,700.00**	**8,363.73**	**0.00**	**18,336.27**
subtotal special ed	**10300**	**Total Special Education - Instruction**	**4,687,172.32**	**215,305.00**	**4,902,477.32**	**3,719,497.69**	**902,954.60**	**280,025.03**
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	337,758.32	(7,127.00)	330,631.32	257,258.40	64,174.60	9,198.32
11-230-100-106	11020	Other Salaries for Instruction	245,671.00	52,141.00	297,812.00	238,860.58	50,754.80	8,196.62
11-230-100-610	11100	General Supplies	925.00	0.00	925.00	298.07	0.00	626.93
11-230-100-xxx	**11160**	**Total Basic Skills/Remedial - Instruction**	**584,354.32**	**45,014.00**	**629,368.32**	**496,417.05**	**114,929.40**	**18,021.87**
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	144,308.00	0.00	144,308.00	121,439.40	0.00	22,868.60
11-401-100-600	17040	Supplies and Materials	500.00	(500.00)	0.00	0.00	0.00	0.00
11-401-100-800	17060	Other Objects	0.00	500.00	500.00	500.00	0.00	0.00
11-401-100-xxx	**17100**	**Total School-Spon. Co/Extra-curricular Actvts. - Inst.**	**144,808.00**	**0.00**	**144,808.00**	**121,939.40**	**0.00**	**22,868.60**
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-561	29000	Tuition to Other LEAs Within the State-Regular	9,000.00	0.00	9,000.00	5,502.38	561.00	2,936.62
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	260,700.00	(96,553.00)	164,147.00	0.00	0.00	164,147.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	337,354.66	0.00	337,354.66	213,829.43	63,224.88	60,300.35
11-000-100-569	29160	Tuition - Other	34,121.00	14,633.00	48,754.00	27,125.96	21,628.04	0.00
11-000-100-xxx	**29180**	**Total Undistributed Expenditures - Instruction (Tuition)**	**641,175.66**	**(81,920.00)**	**559,255.66**	**246,457.77**	**85,413.92**	**227,383.97**
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	32,437.00	1,459.00	33,896.00	28,246.30	5,649.24	0.46
11-000-211-500	29620	Other Purchased Services (400-500 series)	150.00	0.00	150.00	0.00	0.00	150.00
11-000-211-xxx	**29680**	**Total Attendance and Work**	**32,587.00**	**1,459.00**	**34,046.00**	**28,246.30**	**5,649.24**	**150.46**
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	291,545.00	(18,000.00)	273,545.00	204,344.80	49,786.20	19,414.00
11-000-213-300	30540	Purchased Professional and Technical Services	14,180.00	18,383.00	32,563.00	26,039.00	1,532.50	4,991.50
11-000-213-500	30560	Other Purchased Services (400-500 series)	500.00	0.00	500.00	0.00	0.00	500.00
11-000-213-600	30580	Supplies and Materials	9,976.10	(490.79)	9,485.31	4,580.04	0.00	4,905.27
11-000-213-616	30585	Supplies - Menstrual Products	0.00	107.79	107.79	107.29	0.00	0.50
11-000-213-xxx	**30620**	**Total Undistributed Expenditures - Health Services**	**316,201.10**	**0.00**	**316,201.10**	**235,071.13**	**51,318.70**	**29,811.27**
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	969,842.00	(7,331.00)	962,511.00	616,198.10	133,091.90	213,221.00
11-000-216-320	40520	Purchased Professional - Educational Services	35,800.00	0.00	35,800.00	24,336.00	7,260.00	4,204.00
11-000-216-600	40540	Supplies and Materials	2,200.00	0.00	2,200.00	1,282.22	0.00	917.78
11-000-216-xxx	**40580**	**Total Speech, OT, PT and Related Services**	**1,007,842.00**	**(7,331.00)**	**1,000,511.00**	**641,816.32**	**140,351.90**	**218,342.78**
-- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	1,044,805.00	(332,582.00)	712,223.00	575,306.06	124,355.73	12,561.21
11-000-217-320	41020	Purchased Professional - Educational Services	191,000.00	0.00	191,000.00	105,900.00	56,035.00	29,065.00
11-000-217-600	41040	Supplies and Materials	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
11-000-217-xxx	**41080**	**Total Other Support Services Students-Extraordinary Serv.**	**1,243,805.00**	**(332,582.00)**	**911,223.00**	**681,206.06**	**180,390.73**	**49,626.21**
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	362,037.00	0.00	362,037.00	259,988.81	70,943.00	31,105.19
11-000-218-500	41600	Other Purchased Services (400-500 series)	340.00	0.00	340.00	0.00	0.00	340.00

Attachments are subject to change without notice

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-600	41620	Supplies and Materials	1,000.00	0.00	1,000.00	663.50	0.00	336.50
11-000-218-xxx	**41660**	**Total Undistributed Expenditures - Guidance**	**363,377.00**	**0.00**	**363,377.00**	**260,652.31**	**70,943.00**	**31,781.69**
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	1,012,959.56	33,353.00	1,046,312.56	819,282.37	205,034.47	21,995.72
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	132,302.00	137.00	132,439.00	110,365.00	22,072.96	[illegible]04
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	41,000.00	43,320.00	84,320.00	50,121.16	0.00	[illegible]198.84
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	3,350.00	0.00	3,350.00	1,544.82	201.32	[illegible]603.86
11-000-219-600	42160	Supplies and Materials	4,610.00	0.00	4,610.00	2,309.49	0.00	2,300.51
11-000-219-800	42180	Other Objects	0.00	200.00	200.00	0.00	0.00	200.00
11-000-219-xxx	**42200**	**Total Child Study Teams**	**1,194,221.56**	**77,010.00**	**1,271,231.56**	**983,622.84**	**227,308.75**	**60,299.97**
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	93,150.00	46,575.00	139,725.00	111,781.00	27,945.00	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	46,200.00	(18,320.00)	27,880.00	[illegible]34.33	3,166.68	12,478.99
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	96,312.00	5,612.00	101,924.00	[illegible]4,935.86	16,987.12	1.02
11-000-221-110	43060	Other Salaries	312,093.00	(1.00)	312,092.00	259,318.26	51,863.60	910.14
11-000-221-176	43080	Salaries of Facilitators, Math and Literacy Coaches	243,150.00	11,250.00	254,400.00	208,270.00	46,130.00	0.00
11-000-221-390	43120	Other Purchased Professional and Technical Services	695.00	0.00	695.00	0.00	0.00	695.00
11-000-221-500	43140	Other Purchased Services (400-500)	4,150.00	1,787.00	5,937.00	2,048.98	437.57	3,450.45
11-000-221-600	43160	Supplies and Materials	4,910.00	0.00	4,910.00	2,861.06	0.00	2,048.94
11-000-221-800	43180	Other Objects	12,600.00	0.00	12,600.00	9,037.52	0.00	3,562.48
11-000-221-xxx	**43200**	**Total Improvement of Instruction Services**	**813,260.00**	**46,903.00**	**860,163.00**	**690,486.01**	**146,529.97**	**23,147.02**
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-300	43540	Purchased Professional and Technical Services	2,941.00	0.00	2,941.00	0.00	0.00	2,941.00
11-000-222-500	43560	Other Purchased Services (400-500 series)	300.00	0.00	300.00	0.00	0.00	300.00
11-000-222-600	43580	Supplies and Materials	37,500.00	(750.00)	36,750.00	1,099.44	51.89	35,598.67
11-000-222-800	43600	Other Objects	485.00	0.00	485.00	0.00	0.00	485.00
11-000-222-xxx	**43620**	**Total Educational Media Services/School Library**	**41,226.00**	**(750.00)**	**40,476.00**	**1,099.44**	**51.89**	**39,324.67**
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-110	44060	Other Salaries	0.00	0.00	0.00	(2,100.00)	0.00	2,100.00
11-000-223-320	44080	Purchased Professional Educational Services	14,995.00	0.00	14,995.00	9,500.00	0.00	5,495.00
11-000-223-390	44100	Other Purchased Prof. and Tech. Services	4,650.00	0.00	4,650.00	1,000.00	0.00	3,650.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	6,200.00	(200.00)	6,000.00	1,296.52	0.00	4,703.48
11-000-223-600	44140	Supplies and Materials	700.00	0.00	700.00	0.00	0.00	700.00
11-000-223-xxx	**44180**	**Total Instructional Staff Training Services**	**26,545.00**	**(200.00)**	**26,345.00**	**9,696.52**	**0.00**	**16,648.48**
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	427,284.00	77,203.00	504,487.00	371,973.42	95,907.08	36,606.50
11-000-230-331	45040	Legal Services	76,120.00	(3,149.00)	72,971.00	33,386.97	1,311.00	38,273.03
11-000-230-332	45060	Audit Fees	40,000.00	0.00	40,000.00	34,000.00	0.00	6,000.00
11-000-230-334	45080	Architectural/Engineering Services	40,000.00	(3,365.60)	36,634.40	7,475.00	0.00	29,159.40
11-000-230-339	45100	Other Purchased Professional Services	17,100.00	0.00	17,100.00	5,293.00	0.00	11,807.00
11-000-230-340	45120	Purchased Technical Services	25,500.00	3,834.00	29,334.00	13,791.16	0.00	15,542.84
11-000-230-530	45140	Communications / Telephone	129,900.00	9,110.00	139,010.00	61,388.21	70,255.74	7,366.05
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	147,090.00	48,590.00	195,680.00	127,421.04	48,765.09	19,493.87
11-000-230-610	45200	General Supplies	17,210.00	100.00	17,310.00	6,784.19	6,278.16	4,247.65
11-000-230-820	45240	Judgments Against The School District	10,000.00	10,000.00	20,000.00	0.00	0.00	20,000.00
11-000-230-890	45260	Miscellaneous Expenditures	20,624.00	350.00	20,974.00	7,282.00	65.00	13,627.00
11-000-230-895	45280	BOE Membership Dues and Fees	19,948.00	0.00	19,948.00	17,272.97	0.00	2,675.03

Attachments are subject to change without notice

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-xxx	**45300**	**Total Support Services - General Administration**	**970,776.00**	**142,672.40**	**1,113,448.40**	**686,067.96**	**222,582.07**	**204,798.37**
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	551,537.00	46,574.00	598,111.00	488,380.80	99,539.12	10,191.08
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	523,574.00	46,240.00	569,814.00	366,110.79	127,731.28	75,971.93
11-000-240-300	46080	Purchased Professional and Technical Services	5,800.00	5,200.00	11,000.00	5,200.00	0.00	5,800.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	700.00	(45.00)	655.00	151.40	0.00	503.60
11-000-240-600	46120	Supplies and Materials	15,940.00	11,277.00	27,217.00	10,489.83	11,859.30	4,867.87
11-000-240-800	46140	Other Objects	6,198.00	268.00	6,466.00	6,435.81	0.00	30.19
11-000-240-xxx	**46160**	**Total Support Services - School Administration**	**1,103,749.00**	**109,514.00**	**1,213,263.00**	**876,768.63**	**239,129.70**	**97,364.67**
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	584,923.00	(4,942.00)	579,981.00	467,398.26	103,479.60	9,103.10
11-000-251-330	47020	Purchased Professional Services	28,228.00	(2,528.00)	25,700.00	1,529.00	0.00	24,171.00
11-000-251-335	47025	Purchased Professional Services - Public Relations Cost	5,000.00	0.00	5,000.00	3,200.00	0.00	1,800.00
11-000-251-340	47040	Purchased Technical Services	8,000.00	19,867.00	27,867.00	11,738.86	15,000.00	1,128.14
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	9,383.00	(282.00)	9,101.00	6,200.77	1,489.00	1,411.23
11-000-251-600	47100	Supplies and Materials	4,225.00	5,419.00	9,644.00	5,173.72	0.02	4,470.26
11-000-251-890	47180	Miscellaneous Expenditures	2,500.00	24.00	2,524.00	2,399.00	125.00	0.00
11-000-251-xxx	**47200**	**Total Central Services**	**642,259.00**	**17,558.00**	**659,817.00**	**497,639.65**	**120,093.62**	**42,083.73**
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	70,486.00	[illegible]	70,486.00	58,497.50	11,699.48	289.02
11-000-252-340	47540	Purchased Technical Services	24,321.00	12,329.01	36,650.01	12,329.01	0.00	24,321.00
11-000-252-600	47580	Supplies and Materials	2,500.00	65,027.16	67,527.16	10,155.66	50,000.00	7,371.50
11-000-252-xxx	**47620**	**Total Administrative Information Technology**	**97,307.00**	**77,356.17**	**174,663.17**	**80,982.17**	**61,699.48**	**31,981.52**
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	292,475.00	(24,133.00)	268,342.00	192,570.76	37,154.64	38,616.60
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	161,258.00	(44,098.61)	121,159.39	(282,668.10)	18,592.74	385,234.75
11-000-261-610	48540	General Supplies	34,852.00	57,358.80	92,210.80	34,553.30	34,631.28	23,026.22
11-000-261-xxx	**48580**	**Total Required Maintenance for School Facilities**	**492,585.00**	**(10,872.81)**	**481,712.19**	**(55,544.04)**	**90,378.66**	**446,877.57**
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	1,130,334.00	24,133.00	1,154,467.00	922,679.39	178,620.39	53,167.22
11-000-262-107	49020	Salaries of Non-Instructional Aides	270,812.00	47,557.00	318,369.00	249,808.38	64,845.36	3,715.26
11-000-262-300	49040	Purchased Professional and Technical Services	17,100.00	0.00	17,100.00	11,675.59	0.00	5,424.41
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	206,194.00	5,002.02	211,196.02	137,694.42	37,710.41	35,791.19
11-000-262-490	49120	Other Purchased Property Services	120,000.00	0.00	120,000.00	29,519.87	90,480.13	0.00
11-000-262-520	49140	Insurance	223,394.54	(28,830.00)	194,564.54	175,112.00	9,397.00	10,055.54
11-000-262-590	49160	Miscellaneous Purchased Services	59,125.00	(30,000.00)	29,125.00	18,810.60	0.00	10,314.40
11-000-262-610	49180	General Supplies	130,050.00	4,400.00	134,450.00	96,269.43	6,269.12	31,911.45
11-000-262-621	49200	Energy (Natural Gas)	270,000.00	123,955.80	393,955.80	247,048.53	146,907.27	0.00
11-000-262-622	49220	Energy (Electricity)	545,208.00	100,000.00	645,208.00	365,296.28	279,911.72	0.00
11-000-262-626	49260	Energy (Gasoline)	11,000.00	0.00	11,000.00	597.09	10,402.91	0.00
11-000-262-800	49280	Other Objects	14,000.00	355.00	14,355.00	7,231.16	0.00	7,123.84
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	44,673.00	0.00	44,673.00	44,671.50	0.00	1.50
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	274,319.00	(590.00)	273,729.00	270,818.00	0.00	2,911.00
11-000-262-xxx	**49340**	**Total Custodial Services**	**3,316,209.54**	**245,982.82**	**3,562,192.36**	**2,577,232.24**	**824,544.31**	**160,415.81**
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	141,574.00	0.00	141,574.00	115,842.48	23,168.48	2,563.04
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	16,300.00	3,669.00	19,969.00	17,473.50	0.00	2,495.50
11-000-263-610	50060	General Supplies	37,425.00	6,331.00	43,756.00	13,948.27	377.26	29,430.47
11-000-263-800	50080	Other Objects	50.00	0.00	50.00	0.00	0.00	50.00
11-000-263-xxx	**50100**	**Total Care And Upkeep Of Grounds**	**195,349.00**	**10,000.00**	**205,349.00**	**147,264.25**	**23,545.74**	**34,539.01**

Attachments are subject to change without notice

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	226,938.00	0.00	226,938.00	155,072.37	34,922.80	36,942.83
11-000-266-300	51020	Purchased Professional and Technical Services	14,555.00	0.00	14,555.00	0.00	0.00	14,555.00
11-000-266-610	51060	General Supplies	6,304.00	5,745.00	12,049.00	7,903.36	72.11	4,073.53
11-000-266-800	51080	Other Objects	2,000.00	(29.00)	1,971.00	149.25	0.00	1,821.75
11-000-266-xxx	**51100**	**Total Security**	**249,797.00**	**5,716.00**	**255,513.00**	**163,124.98**	**34,994.91**	**57,393.11**
subtotal of 11-000-26x-xxx	**51120**	**Total Operation and Maintenance of Plant Services**	**4,253,940.54**	**250,826.01**	**4,504,766.55**	**2,832,077.43**	**973,463.62**	**699,225.50**
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-107	52000	Salaries of Non-Instructional Aides	675,541.00	66,093.00	741,634.00	453,819.27	158,344.50	129,470.23
11-000-270-160	52020	Salaries for Pupil Trans. (Between Home and Sch)-Regular	1,553,427.00	21,248.00	1,574,675.00	1,271,392.04	285,297.15	17,985.81
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	12,000.00	(9,955.00)	2,045.00	0.00	0.00	2,045.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	4,500.00	641.00	5,141.00	4,846.08	0.00	294.92
11-000-270-390	52120	Other Purchased Professional and Technical Services	22,365.00	9,229.23	31,594.23	27,221.27	3,392.00	980.96
11-000-270-420	52140	Cleaning, Repair, and Maintenance Services	16,300.00	(13,691.00)	2,609.00	0.00	940.00	1,669.00
11-000-270-443	52180	Lease Purchase Payments - School Buses	78,027.00	(78,027.00)	0.00	0.00	0.00	0.00
11-000-270-503	52200	Contracted Services-Aid in Lieu Pymts- Non-Public School	28,000.00	(28,000.00)	0.00	0.00	0.00	0.00
11-000-270-505	52240	Contracted Services-Aid in Lieu Pymts- Choice School	68,075.00	(12,330.00)	55,745.00	28,084.70	27,659.50	0.80
11-000-270-511	52260	Contracted Services (Between Home and Sch)-Vendors	15,500.00	(1,000.00)	14,500.00	11,600.00	2,900.00	0.00
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	30,000.00	64,160.00	94,160.00	46,491.50	46,491.50	1,177.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSAs	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSAs	444,448.00	44,000.00	488,448.00	338,715.12	3,441.00	146,291.88
11-000-270-593	52400	Miscellaneous Purchased Services - Transportation	45,360.00	(2,197.00)	43,163.00	41,569.56	248.83	1,344.61
11-000-270-610	52420	General Supplies	8,200.00	(1,000.00)	7,200.00	4,220.83	0.00	2,979.17
11-000-270-615	52440	Transportation Supplies	237,000.00	18,871.77	255,871.77	133,577.13	120,386.94	1,907.70
11-000-270-800	52460	Other Objects	6,260.00	(1,000.00)	5,260.00	3,707.30	0.00	1,552.70
11-000-270-xxx	**52480**	**Total Student Transportation Services**	**3,260,003.00**	**77,043.00**	**3,337,046.00**	**2,365,244.80**	**649,101.42**	**322,699.78**
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	830,958.00	300,000.00	1,130,958.00	814,255.04	316,702.96	0.00
11-000-291-241	71060	Other Retirement Contributions - PERS	1,180,182.00	4,011.00	1,184,193.00	798,534.63	385,657.77	0.60
11-000-291-260	71160	Worker's Compensation	299,040.00	0.00	299,040.00	290,495.00	8,545.00	0.00
11-000-291-270	71180	Health Benefits	9,763,050.50	(692,221.00)	9,070,829.50	6,581,042.46	1,680,912.80	808,874.24
11-000-291-280	71200	Tuition Reimbursement	18,000.00	(5,200.00)	12,800.00	0.00	0.00	12,800.00
11-000-291-290	71220	Other Employee Benefits	759,287.00	49,111.00	808,398.00	110,619.91	687,776.38	10,001.71
11-000-291-299	71227	Unused Sick Payments to Terminated / Retired Staff	169,104.00	(4,401.00)	164,703.00	0.00	0.00	164,703.00
total unallocated benefits	**71240**	**11-000-291-2xx**	**13,019,621.50**	**(348,700.00)**	**12,670,921.50**	**8,594,947.04**	**3,079,594.91**	**996,379.55**
11-xxx-xxx-2xx	**71260**	**Total Employee Benefits**	**13,019,621.50**	**(348,700.00)**	**12,670,921.50**	**8,594,947.04**	**3,079,594.91**	**996,379.55**
	72140	**Total Undistributed Expenditures**	**29,027,896.36**	**28,858.58**	**29,056,754.94**	**19,712,082.38**	**6,253,622.92**	**3,091,049.64**
	72260	**Total General Expense**	**45,534,261.00**	**254,376.58**	**45,788,637.58**	**32,821,798.58**	**9,082,340.98**	**3,884,498.02**
- Capital Outlay								
--- Equipment								
- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	18,000.00	1,024.00	19,024.00	10,471.12	0.00	8,552.88
12-130-100-730	73060	Grades 6-8	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
	-	**Total Instructional Equipment - Regular Education**	**20,500.00**	**1,024.00**	**21,524.00**	**10,471.12**	**0.00**	**11,052.88**
--- Equipment - Undistributed:								
12-000-219-730	75580	Undist. Expend.-Support Services - Child Study Teams	0.00	2,125.00	2,125.00	2,124.82	0.00	0.18
12-000-252-730	75680	Undistributed Expenditures - Administrative Information Tech.	0.00	102,666.34	102,666.34	102,666.34	0.00	0.00

Attachments are subject to change without notice

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-000-270-733	75800	School Buses - Regular	0.00	140,666.20	140,666.20	140,666.20	0.00	0.00
12-000-300-730	75840	Undistributed Expenditures - Non-Instructional Services	0.00	32,817.77	32,817.77	12,817.77	15,111.00	4,889.00
	-	**Total Equipment - Undistributed**	**0.00**	**278,275.31**	**278,275.31**	**258,275.13**	**15,111.00**	**4,889.18**
12-xxx-xxx-73x	**75880**	**Total Equipment**	**20,500.00**	**279,299.31**	**299,799.31**	**268,746.25**	**15,111.00**	**15,942.06**
-- Facilities Acquisition and Construction Services								
12-000-400-390	76060	Other Purchased Professional and Technical Services	47,600.00	47,600.00	95,200.00	19,677.00	47,600.00	27,923.00
12-000-400-450	76080	Construction Services	0.00	20,923.00	20,923.00	20,523.00	0.00	400.00
12-000-400-800	76200	Other Objects	59,204.00	0.00	59,204.00	59,204.00	0.00	0.00
12-000-400-xxx	**76260**	**Total Facilities Acquisition and Construction Services**	**106,804.00**	**68,523.00**	**175,327.00**	**99,404.00**	**47,600.00**	**28,323.00**
12-xxx-xxx-xxx	**76400**	**Total Capital Outlay**	**127,304.00**	**347,822.31**	**475,126.31**	**368,150.25**	**62,711.00**	**44,265.06**
	84060	**Total General Fund**	**45,661,565.00**	**602,198.89**	**46,263,763.89**	**33,189,948.83**	**9,745,051.98**	**3,928,763.08**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Interim Balance Sheet
For the ten month period ending 04/30/2025

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		1,565,548.05
	Accounts Receivable:		
142	Intergovernmental - FederalAccounts Receivable:	1,572.42	
xxx	Other Current AssetsAccounts Receivable:		1,572.42
			1,567,120.47

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	8,441,034.92	
302	Less Revenues	6,726,416.36	1,714,618.56
			1,714,618.56
		Total Assets and Resources:	**3,281,739.03**

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
411	Intergovernmental Accounts Payable - State		664.49
421	Accounts Payable		179,973.00
481	Deferred Revenues		106,690.87
			287,328.36

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		933,062.97		
754+753	Reserve for Encumbrances - Current + Prior			933,062.97	
	Reserve Fund Balance:				
601	Appropriations		8,441,034.92		
602	Less: Expenditures	5,446,624.25			
603	Encumbrances	933,062.97	(6,379,687.22)	2,061,347.70	
					2,994,410.67
				Total Liabilities and Fund Equity:	**3,281,739.03**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	8,441,034.92	6,379,687.22	2,061,347.70
Revenues	(8,441,034.92)	(6,726,416.36)	(1,714,618.56)
	.00	**(346,729.14)**	**346,729.14**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2025

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	0.00	0.00	0.00	55,342.31	Over	(55,342.31)
20-3xxx	770	From State Sources	6,789,540.00	289,191.00	7,078,731.00	5,747,358.00	Under	1,331,373.00
20-4xxx	830	From Federal Sources	392,538.00	969,765.92	1,362,303.92	923,716.05	Under	438,587.87
	-	**Total Revenues/Sources Of Funds**	**7,182,078.00**	**1,258,956.92**	**8,441,034.92**	**6,726,416.36**	**Under**	**1,714,618.56**

Special Revenue Fund

State Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-218-100-xxx	87100	Total Preschool Education Aid	6,789,540.00	0.00	6,789,540.00	4,198,405.23	825,121.41	1,766,013.56
20-xxx-xxx-xxx	88190	Total Other State Projects	0.00	289,191.00	289,191.00	196,613.41	29,092.51	63,485.08
20-xxx-xxx-xxx		**Total State Projects**	**6,789,540.00**	**289,191.00**	**7,078,731.00**	**4,395,018.44**	**854,213.92**	**1,829,498.64**

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	25,000.00	301,571.56	326,571.56	160,031.02	36,515.94	130,024.60
20-xxx-xxx-xxx	88520	Title II	0.00	46,841.67	46,841.67	36,681.40	0.00	10,160.27
20-xxx-xxx-xxx	88540	Title III	0.00	26,536.82	26,536.82	19,631.07	2,026.55	4,879.20
20-xxx-xxx-xxx	88560	Title IV	0.00	31,907.41	31,907.41	8,654.21	3,000.00	20,253.20
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	0.00	771,625.50	771,625.50	667,787.15	37,306.56	66,531.79
	-	Additional Federal Grants	367,538.00	(208,777.04)	158,820.96	158,820.96	0.00	0.00
20-xxx-xxx-xxx		**Total Federal Projects**	**392,538.00**	**969,765.92**	**1,362,303.92**	**1,051,605.81**	**78,849.05**	**231,849.06**
		Total Special Revenue Fund	**7,182,078.00**	**1,258,956.92**	**8,441,034.92**	**5,446,624.25**	**933,062.97**	**2,061,347.70**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	0.00	0.00	0.00	55,342.31	(55,342.31)
20-1xxx	**745**	**Total Local Sources**	**0.00**	**0.00**	**0.00**	**55,342.31**	**(55,342.31)**
- State Sources							
20-3218	760	Preschool Education Aid	6,789,540.00	0.00	6,789,540.00	5,492,000.00	1,297,540.00
20-3257	761	SDA Emergent Needs and Capital Maintenance in School Districts	0.00	56,613.00	56,613.00	56,613.00	0.00
20-32xx	765	Other Restricted Entitlements	0.00	232,578.00	232,578.00	198,745.00	33,833.00
20-3xxx	**770**	**Total from State Sources**	**6,789,540.00**	**289,191.00**	**7,078,731.00**	**5,747,358.00**	**1,331,373.00**
- Federal Sources							
20-4411-4414	775	Title I	25,000.00	301,571.56	326,571.56	197,265.56	129,306.00
20-4451-4455	780	Title II	0.00	46,841.67	46,841.67	39,072.67	7,769.00
20-4491-4494	785	Title III	0.00	26,536.82	26,536.82	17,029.82	9,507.00
20-4471-4474	790	Title IV	0.00	31,907.41	31,907.41	8,654.41	23,253.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	0.00	771,625.50	771,625.50	558,252.50	213,373.00
20-4541	806	ARP ESSER Subgrant Accelerated Learning Coaching and Educator Support Grant	59,283.00	(3,940.69)	55,342.31	0.00	55,342.31
20-4542	807	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	37,349.90	37,349.90	37,349.90	0.00
20-4543	808	ARP ESSER Subgrant Evidence-Based Comprehensive Beyond the School Day Activities Grant	0.00	546.76	546.76	546.76	0.00
20-4540	814	ARP ESSER	308,255.00	(242,710.57)	65,544.43	65,544.43	0.00
20-4546	829	ARP Homeless Children and Youth II Grant	0.00	37.56	37.56	0.00	37.56
20-4xxx	**830**	**Total from Federal Sources**	**392,538.00**	**969,765.92**	**1,362,303.92**	**923,716.05**	**438,587.87**
	-	**Total Revenues/Sources of Funds**	**7,182,078.00**	**1,258,956.92**	**8,441,034.92**	**6,726,416.36**	**1,714,618.56**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- State Projects								
-- Preschool Education Aid								
--- PEA Instruction								
20-218-100-101	85000	Salaries of Teachers	1,799,569.00	0.00	1,799,569.00	1,213,389.15	298,563.35	287,616.50
20-218-100-106	85020	Other Salaries for Instruction	861,652.00	1,322.45	862,974.45	672,241.33	152,432.91	38,300.21
20-218-100-321	85030	Purchased Professional-Educational Services	13,000.00	(2,670.00)	10,330.00	7,000.00	0.00	3,330.00
20-218-100-500	85040	Other Purchased Services (400-500 series)	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
20-218-100-600	85080	General Supplies	45,000.00	(12,600.00)	32,400.00	21,373.96	3,811.65	7,214.39
20-218-100-800	85100	Other Objects	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
20-218-100-xxx	**85120**	**Total Preschool Education Aid**	**2,727,721.00**	**(13,947.55)**	**2,713,773.45**	**1,914,004.44**	**454,807.91**	**344,961.10**
--- PEA - Support Services								
20-218-200-102	86000	Salaries of Supervisors of Instruction	92,115.00	1,035.00	93,150.00	74,520.00	18,630.00	0.00
20-218-200-103	86020	Salaries of Program Directors	131,882.00	1.00	131,883.00	109,901.64	21,980.32	1.04
20-218-200-104	86040	Salaries of Other Professional Staff	281,334.00	(5,946.00)	275,388.00	213,544.75	52,316.60	9,526.65
20-218-200-105	86060	Salaries of Secretarial and Clerical Assistants	97,466.00	1,850.08	99,316.08	83,041.84	16,273.64	0.60
20-218-200-110	86080	Other Salaries	91,895.00	196,592.31	288,487.31	253,353.01	35,133.80	0.50
20-218-200-173	86100	Salaries of Community Parent Involvement Specialist	109,287.00	73,657.00	182,944.00	146,355.04	36,588.76	0.20
20-218-200-176	86120	Salaries of Master Teachers	215,463.00	(76,155.00)	139,308.00	102,339.52	25,584.88	11,383.60
20-218-200-200	86140	Personal Services - Employee Benefits	718,676.00	0.00	718,676.00	0.00	0.00	718,676.00
20-218-200-321	86160	Purchased Educational Services - Contracted Pre-K	1,901,256.00	(58,538.12)	1,842,717.88	1,274,705.91	151,236.30	416,775.67
20-218-200-329	86200	Other Purchased Educational Services	0.00	2,670.00	2,670.00	2,625.00	0.00	45.00
20-218-200-330	86220	Other Purchased Professional Services	7,000.00	16,600.00	23,600.00	11,000.00	12,569.20	30.80
20-218-200-420	86240	Cleaning, Repair and Maintenance Services	52,000.00	(4,000.00)	48,000.00	0.00	0.00	48,000.00
20-218-200-511	86280	Contracted Services-Transportation (Bet. Home and School)	203,445.00	(133,818.72)	69,626.28	0.00	0.00	69,626.28
20-218-200-516	86300	Contracted Services - Transportation (Field Trips)	3,000.00	0.00	3,000.00	800.00	0.00	2,200.00
20-218-200-580	86320	Travel	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
20-218-200-600	86340	Supplies and Materials	50,000.00	0.00	50,000.00	754.68	0.00	49,245.32
20-218-200-800	86360	Other Objects	4,000.00	0.00	4,000.00	149.88	0.00	3,850.12
20-218-200-xxx	**86380**	**Total PEA - Support Services**	**3,959,819.00**	**13,947.55**	**3,973,766.55**	**2,273,091.27**	**370,313.50**	**1,330,361.78**
--- PEA - Facilities Acquisition and Construction Services								
20-218-400-731	87000	Instructional Equipment	58,000.00	0.00	58,000.00	310.84	0.00	57,689.16
20-218-400-732	87020	Noninstructional Equipment	44,000.00	0.00	44,000.00	10,998.48	0.00	33,001.52
20-218-400-xxx	**87040**	**Total PEA - Facilities Acquisition and Construction Services**	**102,000.00**	**0.00**	**102,000.00**	**11,309.32**	**0.00**	**90,690.68**
20-218-xxx-xxx	**87190**	**Total Preschool Education Aid**	**6,789,540.00**	**0.00**	**6,789,540.00**	**4,198,405.03**	**825,121.41**	**1,766,013.56**
-- Other State Projects								
20-xxx-xxx-xxx	88000	Nonpublic Textbooks	0.00	10,586.00	10,586.00	6,131.89	989.11	3,465.00
20-xxx-xxx-xxx	88020	Nonpublic Auxiliary Services	0.00	58,087.00	58,087.00	46,469.60	11,617.40	0.00
20-xxx-xxx-xxx	88040	Nonpublic Handicapped Services	0.00	77,447.00	77,447.00	61,957.60	15,489.40	0.00
20-xxx-xxx-xxx	88060	Nonpublic Nursing Services	0.00	26,910.00	26,910.00	26,910.00	0.00	0.00
20-xxx-xxx-xxx	88080	Nonpublic Technology Initiative	0.00	10,143.00	10,143.00	5,303.72	996.60	3,842.68
20-xxx-xxx-xxx	88090	Nonpublic Security Aid	0.00	49,405.00	49,405.00	41,573.65	0.00	7,831.35
20-492-xxx-xxx	88136	SDA Emergent Needs and Capital Maintenance in School Districts	0.00	56,613.00	56,613.00	8,266.95	0.00	48,346.05
20-xxx-xxx-xxx	**88190**	**Total Other State Projects**	**0.00**	**289,191.00**	**289,191.00**	**196,613.41**	**29,092.51**	**63,485.08**
	88200	**Total State Projects**	**6,789,540.00**	**289,191.00**	**7,078,731.00**	**4,395,018.44**	**854,213.92**	**1,829,498.64**
- Federal Projects								
-- Title I								

Attachments are subject to change without notice

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	25,000.00	154,000.00	179,000.00	143,200.00	35,800.00	0.00
20-xxx-100-500	88483	Other Purchased Services- Instruction (400-500 series)	0.00	200.00	200.00	0.00	0.00	200.00
20-xxx-100-600	88484	Instructional Supplies- Instruction	0.00	16,220.73	16,220.73	9,138.40	0.00	7,082.33
20-xxx-200-200	88491	Benefits	0.00	114,560.00	114,560.00	0.00	0.00	114,560.00
20-xxx-200-500	88494	Other Purchased Services - Support	0.00	10,000.00	10,000.00	6,537.00	0.00	3,463.00
20-xxx-200-600	88495	Supplies and Materials-Support	0.00	6,590.83	6,590.83	1,155.62	715.94	4,719.27
20-xxx-xxx-xxx	**88500**	**Total Title I**	**25,000.00**	**301,571.56**	**326,571.56**	**160,031.02**	**36,515.94**	**130,024.60**
-- Title II								
20-xxx-100-101	88501	Salaries- Instruction- Salaries of Teacher	0.00	5,166.00	5,166.00	1,160.00	0.00	4,006.00
20-xxx-200-100	88510	Salaries-Support	0.00	19,787.00	19,787.00	18,665.51	0.00	1,121.49
20-xxx-200-200	88511	Benefits	0.00	1,936.00	1,936.00	0.00	0.00	1,936.00
20-xxx-200-300	88512	Professional Tech Services-Support	0.00	9,655.62	9,655.62	8,390.62	0.00	1,265.00
20-xxx-200-500	88514	Other Purchased Services - Support	0.00	5,750.00	5,750.00	5,330.00	0.00	420.00
20-xxx-200-600	88515	Supplies and Materials-Support	0.00	4,547.05	4,547.05	3,135.27	0.00	1,411.78
20-xxx-xxx-xxx	**88520**	**Total Title II**	**0.00**	**46,841.67**	**46,841.67**	**36,681.40**	**0.00**	**10,160.27**
-- Title III								
20-xxx-100-110	88522	Salaries- Other Salaries	0.00	990.00	990.00	0.00	0.00	990.00
20-xxx-100-300	88523	Purchased Services- Instruction	0.00	5,702.72	5,702.72	5,702.72	0.00	0.00
20-xxx-100-600	88525	Instructional Supplies- Instruction	0.00	6,414.00	6,414.00	6,091.90	0.00	322.10
20-xxx-100-800	88526	Other Objects-Instruction	0.00	2,400.00	2,400.00	417.00	0.00	1,983.00
20-xxx-200-200	88531	Benefits	0.00	76.00	76.00	0.00	0.00	76.00
20-xxx-200-300	88532	Professional Tech Services-Support	0.00	2,500.00	2,500.00	1,120.00	0.00	1,380.00
20-xxx-200-500	88534	Other Purchased Services - Support	0.00	1,900.00	1,900.00	1,900.00	0.00	0.00
20-xxx-200-600	88535	Supplies and Materials-Support	0.00	6,554.10	6,554.10	4,399.45	2,026.55	128.10
20-xxx-xxx-xxx	**88540**	**Total Title III**	**0.00**	**26,536.82**	**26,536.82**	**19,631.07**	**2,026.55**	**4,879.20**
-- Title IV								
20-xxx-100-500	88544	Other Purchased Services- Instruction (400-500 series)	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
20-xxx-100-600	88545	Instructional Supplies- Instruction	0.00	10,746.41	10,746.41	7,879.77	0.00	2,866.64
20-xxx-200-400	88553	Purchased Property-Support	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00
20-xxx-200-600	88555	Supplies and Materials-Support	0.00	15,161.00	15,161.00	774.44	0.00	14,386.56
20-xxx-xxx-xxx	**88560**	**Total Title IV**	**0.00**	**31,907.41**	**31,907.41**	**8,654.21**	**3,000.00**	**20,253.20**
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-300	88603	Purchased Services- Instruction	0.00	205,693.00	205,693.00	172,793.45	1,750.00	31,149.55
20-xxx-100-500	88604	Other Purchased Services- Instruction (400-500 series)	0.00	434,253.22	434,253.22	406,391.86	27,861.36	0.00
20-xxx-100-600	88607	Instructional Supplies- Instruction	0.00	66,981.80	66,981.80	53,261.16	7,695.20	6,025.44
20-xxx-200-300	88612	Professional Tech Services-Support	0.00	64,608.48	64,608.48	35,340.68	0.00	29,267.80
20-xxx-200-600	88615	Supplies and Materials-Support	0.00	89.00	89.00	0.00	0.00	89.00
20-xxx-xxx-xxx	**88620**	**Total I.D.E.A. Part B (Handicapped)**	**0.00**	**771,625.50**	**771,625.50**	**667,787.15**	**37,306.56**	**66,531.79**
-- Additional Federal Grants								
20-487-xxx-xxx	88713	ARP ESSER Grant Program	308,255.00	(242,710.57)	65,544.43	65,544.43	0.00	0.00
20-488-xxx-xxx	88714	ARP ESSER Subgrant Accelerated Learning Coaching and Educator Support Grant	59,283.00	(3,940.69)	55,342.31	55,342.31	0.00	0.00
20-489-xxx-xxx	88715	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	37,349.90	37,349.90	37,349.90	0.00	0.00
20-490-xxx-xxx	88716	ARP ESSER Subgrant Evidence-Based Comprehensive Beyond the School Day Activities Grant	0.00	546.76	546.76	546.76	0.00	0.00
20-496-xxx-xxx	88719	ARP Homeless Children and Youth II Grant	0.00	37.56	37.56	37.56	0.00	0.00
20-xxx-xxx-xxx	**-**	**Total Additional Federal Grants**	**367,538.00**	**(208,717.04)**	**158,820.96**	**158,820.96**	**0.00**	**0.00**
20-xxx-xxx-xxx	**88740**	**Total Federal Projects**	**392,538.00**	**969,765.92**	**1,362,303.92**	**1,051,605.81**	**78,849.05**	**231,849.06**
	88760	**Total Special Revenue Fund**	**7,182,078.00**	**1,258,956.92**	**8,441,034.92**	**5,446,624.25**	**933,062.97**	**2,061,347.70**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Interim Balance Sheet
For the ten month period ending 04/30/2025

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		1,458,170.19
102-107	Cash Equivalents		1.08
	Accounts Receivable:		
	Loans Receivable:		
			1,458,171.27

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	77,544,324.00	
302	Less Revenues	73,956.13	77,470,367.87
			77,470,367.87
		Total Assets and Resources:	**78,928,539.14**

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			6,757,302.96	
601	Appropriations		80,642,985.14		
602	Less: Expenditures	-71,1446.00			
603	Encumbrances	6,757,302.96	(8,471,748.96)	72,171,236.18	
	Unappropriated:				
770	Unassigned Fund Balance		1,802,661.14		
303	Budgeted Fund Balance		1,802,661.14	0.00	
	Total Fund Balance			78,928,539.14	
					78,928,539.14
				Total Liabilities and Fund Equity:	**78,928,539.14**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	80,642,985.14	8,471,748.96	72,171,236.18
Revenues	(77,544,324.00)	(73,956.13)	(77,470,367.87)
	3,098,661.14	**8,397,792.83**	**(5,299,131.69)**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2025

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
30-1xxx		From Local Sources	0.00	0.00	0.00	73,956.13	Over	(73,956.13)
30-3xxx		From State Sources	0.00	334,620.00	334,620.00	0.00	Under	334,620.00
	980	Total Other Financing Sources	0.00	77,209,704.00	77,209,704.00	0.00	Under	77,209,704.00
	-	**Total Revenues/Sources Of Funds**	**0.00**	**77,544,324.00**	**77,544,324.00**	**73,956.13**	**Under**	**77,470,367.87**

Total Capital Projects Fund Expenditures

Facilities Acquisition and Construction Services

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	17,528,689.50	17,528,689.50	434,552.28	5,451,500.00	11,642,537.22
30-000-4xx-450	89080	Construction Services	0.00	63,107,725.64	63,107,725.64	1,277,223.72	1,305,802.96	60,528,698.96
30-000-4xx-800	89180	Other Objects	0.00	6,570.00	6,570.00	6,570.00	0.00	0.00
			0.00	**80,642,985.14**	**80,642,985.14**	**1,714,446.00**	**6,757,302.96**	**72,171,236.18**
		Total Capital Projects Fund Expenditures	**0.00**	**80,642,985.14**	**80,642,985.14**	**1,714,446.00**	**6,757,302.96**	**72,171,236.18**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	73,956.13	(73,956.13)
30-1xxx		**Total Revenue from Local Sources**	**0.00**	**0.00**	**0.00**	**73,956.13**	**(73,956.13)**
- State Sources							
30-3255	945	Additional State School Building Aid - EDA Grant	0.00	334,620.00	334,620.00	0.00	334,620.00
30-3xxx		**Total Revenue from State Sources**	**0.00**	**334,620.00**	**334,620.00**	**0.00**	**334,620.00**
- Other Financing Sources							
30-5xxx	980	Other Financing Sources	0.00	77,209,704.00	77,209,704.00	0.00	77,209,704.00
	980	**Total Other Financing Sources**	**0.00**	**77,209,704.00**	**77,209,704.00**	**0.00**	**77,209,704.00**
	-	**Total Revenues/Sources of Funds**	**0.00**	**77,544,324.00**	**77,544,324.00**	**73,956.13**	**77,470,367.87**

Attachments are subject to change without notice

Fund 30 - Statement of Appropriations Compared with Expenditures and Encumbrances

For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
- Facilities Acquisition and Construction Services								
-- Other Purchased Professional and Technical Services								
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	17,528,689.50	17,528,689.50	434,652.28	5,451,500.00	11,642,537.22
30-000-4xx-390	**89060**		**0.00**	**17,528,689.50**	**17,528,689.50**	**434,652.28**	**5,451,500.00**	**11,642,537.22**
-- Construction Services								
30-000-4xx-450	89080	Construction Services	0.00	63,107,725.64	63,107,725.64	1,273,223.72	1,305,802.96	60,528,698.96
30-000-4xx-450	**89080**		**0.00**	**63,107,725.64**	**63,107,725.64**	**1,273,223.72**	**1,305,802.96**	**60,528,698.96**
-- Other Objects								
30-000-4xx-800	89180	Other Objects	0.00	6,570.00	6,570.00	6,570.00	0.00	0.00
30-000-4xx-800	**89180**		**0.00**	**6,570.00**	**6,570.00**	**6,570.00**	**0.00**	**0.00**
	89200		**0.00**	**80,642,985.14**	**80,642,985.14**	**1,714,446.00**	**6,757,302.96**	**72,171,236.18**
	84060	**Total Capital Projects Fund Expenditures**	**0.00**	**80,642,985.14**	**80,642,985.14**	**1,714,446.00**	**6,757,302.96**	**72,171,236.18**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Interim Balance Sheet
For the ten month period ending 04/30/2025

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		0.52
	Accounts Receivable:		
	Loans Receivable:		
			0.52

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	677,150.00	
302	Less Revenues	677,150.00	0.00
			0.00
	Total Assets and Resources:		**0.52**

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
	Reserve Fund Balance:				
	Appropriations				
601	Appropriations		677,150.00		
602	Less: Expenditures	677,150.00			
603	Encumbrances	0.00	(677,150.00)	0.00	
	Total Appropriated			0.00	
	Unappropriated				
770	Unassigned Fund Balance			0.52	
					0.52
	Total Liabilities and Fund Equity:				**0.52**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	677,150.00	677,150.00	.00
Revenues	(677,150.00)	(677,150.00)	(.00)
	.00	**.00**	**.00**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2025

Revenues

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
	-	Total Revenue from Local Sources	446,919.00	0.00	446,919.00	446,919.00		0.00
	-	Total from Revenue from State Sources	230,231.00	0.00	230,231.00	230,231.00		0.00
	-	**Total Revenues**	**677,150.00**	**0.00**	**677,150.00**	**677,150.00**		**0.00**

Expenditures

Regular Debt Service

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	460,000.00	0.00	460,000.00	460,000.00	0.00	0.00
40-701-510-834	89600	Interest on Bonds	217,150.00	0.00	217,150.00	217,150.00	0.00	0.00
		Total Regular Debt Service Expenditures	**677,150.00**	**0.00**	**677,150.00**	**677,150.00**	**0.00**	**0.00**
		Total Debt Service Fund Expenditures	**677,150.00**	**0.00**	**677,150.00**	**677,150.00**	**0.00**	**0.00**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
- Local Sources							
40-1210	860	Local Tax Levy	446,919.00	0.00	446,919.00	446,919.00	0.00
	-	**Total Revenue from Local Sources**	**446,919.00**	**0.00**	**446,919.00**	**446,919.00**	**0.00**
- State Sources							
40-3160	890	Debt Service Aid Type II	230,231.00	0.00	230,231.00	230,231.00	0.00
	-	**Total from Revenue from State Sources**	**230,231.00**	**0.00**	**230,231.00**	**230,231.00**	**0.00**
	-	**Total Revenues**	**677,150.00**	**0.00**	**677,150.00**	**677,150.00**	**0.00**
Expenditures							
	-	**Total Debt Service Fund Expenditures**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Attachments are subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the ten month period ending 04/30/2025

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
- Regular Debt Service								
-- Redemption of Principal on Early Retirement Bonds								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	460,000.00	0.00	460,000.00	460,000.00	0.00	0.00
40-701-510-910	**89560**		**460,000.00**	**0.00**	**460,000.00**	**460,000.00**	**0.00**	**0.00**
-- Interest on Bonds								
40-701-510-834	89600	Interest on Bonds	217,150.00	0.00	217,150.00	217,150.00	0.00	0.00
40-701-510-834	**89600**		**217,150.00**	**0.00**	**217,150.00**	**217,150.00**	**0.00**	**0.00**
	89660	**Total Regular Debt Service Expenditures**	**677,150.00**	**0.00**	**677,150.00**	**677,150.00**	**0.00**	**0.00**
	-	**Total Debt Service Fund Expenditures**	**677,150.00**	**0.00**	**677,150.00**	**677,150.00**	**0.00**	**0.00**

School Business Administrator Signature _____ Date _____

Attachments are subject to change without notice

Stafford Township Board of Education
Monthly Transfer Report
2024-25 April

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	11,110,530.00	142,100.00	11,252,630.00	1,125,263.00	-175,877.00	-1.56	949,386.00	483,585.76
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	7,523,173.64	.00	7,523,173.64	752,317.36	-79,594.00	-1.06	672,723.36	566,015.89
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extra-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-xxx 11-4xx-2xx-xxx 12-4xx-100-xxx	144,808.00	.00	144,808.00	14,480.80	.00	.00	14,480.80	22,868.60
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		**18,778,511.64**	**142,100.00**	**18,920,611.64**	**1,892,061.16**	**-255,471.00**	**-1.35**	**1,636,590.16**	**1,072,470.25**
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	641,175.66	.00	641,175.66	64,117.57	-81,920.00	-12.78	-17,802.43	227,383.97
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	1,947,612.66	3,400.00	1,951,012.66	195,101.27	76,444.00	3.92	271,545.27	161,368.24
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	839,805.00	.00	839,805.00	83,980.50	46,703.00	5.56	130,683.50	39,795.50
General Administration	11-000-230-xxx	970,776.00	42,135.40	1,012,911.40	101,291.14	100,537.00	9.93	201,828.14	184,798.37
School Administration	11-000-240-xxx	1,103,749.00	.00	1,103,749.00	110,374.90	109,514.00	9.92	219,888.90	97,364.67
Central Services & Administrative Information Technology	11-000-25x-xxx	739,566.00	19,585.17	759,151.17	75,915.12	75,329.00	9.92	151,244.12	74,065.25
Operation and Maintenance of Plant Services	11-000-26x-xxx	4,253,940.54	68,067.37	4,322,007.91	432,200.79	182,758.64	4.23	614,959.43	689,931.90
Student Transportation Services	11-000-270-xxx	3,260,006.00	.00	3,260,003.00	326,000.30	77,043.00	2.36	403,043.30	322,699.78
Personal Services-Employee Benefits	11-xxx-xxx-2xx	13,019,621.50	.00	13,019,621.50	1,301,962.15	-348,700.00	-2.68	953,262.15	986,379.55
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		**26,776,249.36**	**133,187.94**	**26,909,437.30**	**2,690,943.74**	**237,708.64**	**.88**	**2,928,652.38**	**2,783,787.23**
Equipment	12-xxx-xxx-73x	.00	256,150.31	256,150.31	25,615.03	20,000.00	7.81	45,615.03	4,889.00

Attachments are subject to change without notice

Stafford Township Board of Education
Monthly Transfer Report
2024-25 April

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change transfers	Remaining Transfers Out Allowed	Account Balance
Facilities Acquisition and Construction Services	12-000-4xx-xxx	106,804.00	68,523.00	175,327.00	17,532.70	.00	.00	17,532.70	28,323.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		**106,804.00**	**324,673.31**	**431,477.31**	**43,147.73**	**20,000.00**	**4.64**	**63,147.73**	**33,212.00**
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		**45,661,565.00**	**599,961.25**	**46,261,526.25**	**4,626,152.63**	**2,237.64**	**.00**	**4,628,390.27**	**3,889,469.48**

School Business Administrator Signature

Date

Attachments are subject to change without notice

Stafford Township Board of Education
Account Maintenance Report
Appropriation Adjustments and Transfers for 2024-25 04/01/2025 - 04/30/2025

[Adjustment] Tx: 42107 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/1/2025	11	11-000-270-615-00-121	TRANS SUPPLY-STUDENT VEHICLES	Adjustment	93,557.80	3,247.50	96,805.30
4/1/2025	11	11-000-270-615-00-122	VEHICLE FUEL	Adjustment	135,000.00	-3,247.50	131,752.50
						.00	

[Adjustment] Tx: 42142 Budget Transfer request from 6218 Glory, Tara

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/1/2025	20	20-218-100-600-00-100	PRESCHOOL INSTR. SUPPLY	Adjustment	45,000.00	-12,600.00	32,400.00
4/1/2025	20	20-218-200-330-00-300	OTHER PURCHASED PROFESSI	Adjustment	11,000.00	12,600.00	23,600.00
						.00	

[Adjustment] Tx: 42143 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/1/2025	11	11-209-100-800-60-800	BD FIELD TRIPS MCK	Adjustment	.00	13.97	13.97
4/1/2025	11	11-209-100-800-65-800	BD FIELD TRIPS OA	Adjustment	6,446.00	-13.97	6,432.03
						.00	

[Adjustment] Tx: 42145 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/1/2025	11	11-000-270-390-00-300	DRIVER/AIDES IN-SERVICE	Adjustment	4,145.00	-1,461.77	2,683.23
4/1/2025	11	11-000-270-615-00-121	TRANS SUPPLY-STUDENT VEHICLES	Adjustment	96,805.30	3,713.77	100,519.07
4/1/2025	11	11-000-270-615-00-122	VEHICLE FUEL	Adjustment	131,752.50	-2,252.00	129,500.50
						.00	

[Adjustment] Tx: 42168 SUPPLIES LOST IN THE OXY FIRE

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/2/2025	11	11-000-261-420-50-400-001	OXY FIRE PURCH SERV-MAINT RESERVE MONEY/INSURANCE	Adjustment	.76	-40,000.00	-39,999.24
4/2/2025	11	11-000-261-610-50-105-001	OXY FIRE SUPPLY-MAINT RESERVE/INS	Adjustment	2,236.88	40,000.00	42,236.88
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 42184 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/3/2025	11	11-000-270-593-00-506	TRANS. COPIER CHARGES	Adjustment	2,713.00	-410.00	2,303.00
4/3/2025	11	11-000-270-615-00-120	TIRES/TUBES-STUDENT VEHICLES	Adjustment	14,271.00	410.00	14,681.00
						.00	

[Adjustment] Tx: 42192 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/3/2025	11	11-000-213-300-60-300	CONTR NURSE SERV MCK	Adjustment	2,664.50	615.25	3,279.75
4/3/2025	11	11-000-213-300-70-300	CONTR NURSE SERV INT	Adjustment	8,155.50	-615.25	7,540.25
						.00	

[Adjustment] Tx: 42218 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/4/2025	11	11-212-100-800-60-800	MD FIELD TRIPS MCK	Adjustment	609.00	25.00	634.00
4/4/2025	11	11-212-100-800-65-800	MD FIELD TRIPS OA	Adjustment	390.00	-25.00	365.00
						.00	

[Adjustment] Tx: 42325 ROD ARCHITECT FEES

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/4/2025	30	30-000-401-390-65-R501	ROD ROOF PROJECT-ARCHITECT-OA	Adjustment	.00	6,000.00	6,000.00
4/4/2025	30	30-000-401-390-65-R502	ROD HVAC UPGRADES-ARCHITECT-OA	Adjustment	.00	59,150.00	59,150.00
4/4/2025	30	30-000-401-450-65-R501	23-24 ROD ROOF CONSTRUCTION PROJ OA	Adjustment	471,065.00	-6,000.00	465,065.00
4/4/2025	30	30-000-401-450-70-R502	23-24 ROD HVAC CONSTRUCTION PROJ INTERMEDIATE	Adjustment	1,939,375.00	-59,150.00	1,880,225.00
						.00	

[Adjustment] Tx: 42354 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/7/2025	11	11-212-100-800-70-[illegible]	MD FIELD TRIPS INTER	Adjustment	722.00	4.00	726.00
4/7/2025	11	11-212-100-800-75-800	MD FIELD TRIPS PLC	Adjustment	33.00	-4.00	29.00
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 42359 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/7/2025	20	20-250-100-300-00-300	IDEA BASIC PUR PROF SERV	Adjustment	103,500.30	-11,844.00	91,656.30
4/7/2025	20	20-250-100-300-50-300	IDEA BASIC PUR PROF SERV OXY	Adjustment	46,339.70	5,598.00	51,937.70
4/7/2025	20	20-250-100-300-60-300	IDEA BASIC PUR PROF SERV MCK	Adjustment	4,786.00	540.00	5,326.00
4/7/2025	20	20-250-100-300-75-300	IDEA PUR PROF SERV PLC	Adjustment	10,517.00	5,706.00	16,223.00
						.00	

[Adjustment] Tx: 42414 Budget Transfer request from 4582 Orlando, Denise

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/9/2025	61	61-990-320-340-00-300	EXTEND DAY PUR TECH SERV	Adjustment	15,241.00	-200.00	15,041.00
4/9/2025	61	61-990-320-610-00-100	EXTENDED DAY SUPPLIES	Adjustment	6,365.00	200.00	6,565.00
						.00	

[Adjustment] Tx: 42450 BARNEGAT MCKINNEY VENTO STUDENT CDM

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/9/2025	11	11-000-100-562-00-500	SPEC ED OTH LEAS	Adjustment	178,780.00	-14,633.00	164,147.00
4/9/2025	11	11-000-100-569-00-500	TUITION - OTHER	Adjustment	34,121.00	14,633.00	48,754.00
						.00	

[Adjustment] Tx: 42451 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/10/2025	20	20-250-100-300-00-300	IDEA BASIC PUR PROF SERV	Adjustment	91,656.30	-350.00	91,306.30
4/10/2025	20	20-250-100-300-65-300	IDEA BASIC PUR PROF SERV OA	Adjustment	3,550.00	350.00	3,900.00
						.00	

[Adjustment] Tx: 42452 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/10/2025	11	11-000-270-390-00-300	TRANS SOFTWARE RENEWAL	Adjustment	19,500.00	1,691.00	21,191.00
4/10/2025	11	11-000-270-420-00-400	PURCHASED SERVICES	Adjustment	6,300.00	-1,691.00	4,609.00
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 42463 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/10/2025	11	11-000-217-320-50-300	PURCH PROF SERV OXY	Adjustment	51,947.00	24,000.00	75,947.00
4/10/2025	11	11-000-217-320-60-300	PURCH PROF SERV MCK	Adjustment	25,560.00	-24,000.00	1,560.00
						.00	

[Adjustment] Tx: 42464 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/10/2025	20	20-250-100-300-00-300	IDEA BASIC PUR PROF SERV	Adjustment	91,306.30	-600.00	90,706.30
4/10/2025	20	20-250-100-300-50-300	IDEA BASIC PUR PROF SERV OXY	Adjustment	51,937.70	600.00	52,537.70
						.00	

[Adjustment] Tx: 42486 TEACHER AIDE O/T ADJUSTMENTS

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/11/2025	11	11-000-217-100-60-003	O/T EXTRAORD AIDE MCK	Adjustment	12,151.00	1,141.00	13,292.00
4/11/2025	11	11-000-217-100-75-001	EXTRAORD AIDE PLC	Adjustment	74,286.00	-1,141.00	73,145.00
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 42565 APRIL 15TH PAYROLL

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/14/2025	11	11-000-217-100-50-003	O/T EXTRAORD AIDE OXY	Adjustment	13,887.00	1,810.00	15,697.00
4/14/2025	11	11-000-217-100-60-003	O/T EXTRAORD AIDE MCK	Adjustment	13,292.00	456.00	13,748.00
4/14/2025	11	11-000-217-100-65-001	EXTRAORD AIDE OA	Adjustment	95,353.00	884.00	96,237.00
4/14/2025	11	11-000-217-100-65-003	O/T EXTRAORD AIDE OA	Adjustment	1,965.00	879.00	2,844.00
4/14/2025	11	11-000-217-100-70-003	O/T EXTRAORD AIDE INTER	Adjustment	5,616.00	723.00	6,339.00
4/14/2025	11	11-000-217-100-75-001	EXTRAORD AIDE PLC	Adjustment	73,145.00	-4,969.00	68,176.00
4/14/2025	11	11-000-217-100-75-003	O/T EXTRAORD AIDE PLC	Adjustment	3,459.00	217.00	3,676.00
4/14/2025	11	11-000-230-100-00-001-004	SUPERINTENDENTS SALARY	Adjustment	227,100.00	-63.00	227,037.00
4/14/2025	11	11-000-230-100-00-003-001	Human Resources Extra Comp	Adjustment	10,000.00	63.00	10,063.00
4/14/2025	11	11-000-240-105-65-002	SUB SCHOOL SEC OA	Adjustment	50,347.00	1,360.00	51,707.00
4/14/2025	11	11-000-240-105-70-002	SUB SCHOOL SEC INT	Adjustment	20,422.00	814.00	21,236.00
4/14/2025	11	11-000-240-105-75-001	SCHOOL SECRETARY PLC	Adjustment	136,190.00	-2,174.00	134,016.00
4/14/2025	11	11-000-270-107-00-001	ATTENDANTS SALARY	Adjustment	541,202.00	-4,970.00	536,232.00
4/14/2025	11	11-000-270-160-00-001-001	TRANS. SECRETARY SALARY	Adjustment	115,153.00	-10,537.00	104,616.00
4/14/2025	11	11-000-270-160-00-001-002	TRANS. COORD. SALARY	Adjustment	137,677.00	15,507.00	153,184.00
4/14/2025	11	11-000-270-160-00-002	SUB DRIVER SALARY	Adjustment	64,237.00	1,290.00	65,527.00
4/14/2025	11	11-000-270-160-00-002-001	TRANS SUB SECRETARY SAL	Adjustment	731.00	154.00	885.00
4/14/2025	11	11-000-270-160-00-003	DRIVERS O/T	Adjustment	-2,452.00	-1,476.00	-3,928.00
4/14/2025	11	11-000-270-160-00-[illegible]0[illegible]	DRIVER TRAINING	Adjustment	6,736.00	32.00	6,768.00
4/14/2025	11	11-110-100-101-75-001	KINDER TEACH PLC	Adjustment	1,326,190.00	-6,635.00	1,319,555.00
4/14/2025	11	11-110-100-101-75-002	KINDER SUB TEACH PLC	Adjustment	42,998.00	6,635.00	49,633.00
4/14/2025	11	11-120-100-101-60-002	GRADE 1-5 SUB TEACH MCK	Adjustment	69,840.00	4,192.00	74,032.00

Attachments are subject to change without notice

[Adjustment] Tx: 42565 APRIL 15TH PAYROLL

4/14/2025	11	11-120-100-101-65-002 GRADE 1-5 SUB TEACH OA	Adjustment	76,543.00	8,688.00	85,231.00
4/14/2025	11	11-120-100-101-70-001 GRADES 1-5 TEACHER INTER	Adjustment	1,570,889.50	-18,385.00	1,552,504.50
4/14/2025	11	11-120-100-101-70-002 GRADE 1-5 SUB TEACH INTR	Adjustment	70,820.00	7,157.00	77,977.00
4/14/2025	11	11-130-100-101-70-001 GRADES 6 TEACHER INTER	Adjustment	1,217,335.50	-1,652.00	1,215,683.50
4/14/2025	11	11-150-100-101-70-001 HOME BOUND INSTR INTER	Adjustment	3,108.00	849.00	3,957.00
4/14/2025	11	11-150-100-101-75-001 HOME BOUND INSTR PLC	Adjustment	1,459.00	-849.00	610.00
4/14/2025	11	11-204-100-101-60-001 SLD TEACHER MCK	Adjustment	125,819.00	-84.00	125,735.00
4/14/2025	11	11-204-100-101-70-004 ESY SLD/LLD INTER	Adjustment	146.00	-146.00	.00
4/14/2025	11	11-204-100-101-75-002 SLD SUB TEACHER PLC	Adjustment	1,228.00	230.00	1,458.00
4/14/2025	11	11-204-100-106-65-001 SLD ASSISTANT OA	Adjustment	97,793.00	-1,216.00	96,577.00
4/14/2025	11	11-204-100-106-65-002 SLD SUB ASSISTANT OA	Adjustment	4,186.00	152.00	4,338.00
4/14/2025	11	11-204-100-106-70-002 SLD SUB ASSISTANT INTER	Adjustment	4,686.00	1,064.00	5,750.00
4/14/2025	11	11-209-100-101-00-004 ESY BD TEACHER	Adjustment	942.00	-331.00	611.00
4/14/2025	11	11-209-100-101-70-002 BD SUB TEACHER INTER	Adjustment	220.00	115.00	335.00
4/14/2025	11	11-209-100-106-70-003 BD ASSISTANT O/T INTER	Adjustment	2,843.00	216.00	3,059.00
4/14/2025	11	11-212-100-106-60-003 MD ASSISTANT O/T MCK	Adjustment	2,058.00	1,361.00	3,419.00
4/14/2025	11	11-212-100-106-65-003 MD ASSISTANT O/T OA	Adjustment	10,918.00	1,510.00	12,428.00
4/14/2025	11	11-212-100-106-70-001 MD ASSISTANT INTER	Adjustment	131,493.10	-2,871.00	128,622.10
4/14/2025	11	11-213-100-101-50-001 RESOURCE TEACHER OXY	Adjustment	11,624.00	-496.00	11,128.00
4/14/2025	11	11-213-100-106-60-002 RR SUB AIDES MCK	Adjustment	1,178.00	112.00	1,290.00
4/14/2025	11	11-214-100-106-50-001 PDD ASSISTANT OXY	Adjustment	3,548.00	384.00	3,932.00
4/14/2025	11	11-216-100-106-50-001 PSD ASSISTANT OXY	Adjustment	377,877.00	-93.00	377,784.00

Attachments are subject to change without notice

[Adjustment] Tx: 42565 APRIL 15TH PAYROLL

4/14/2025	11	11-216-100-106-50-003	PSD TEACH ASSIST O/T	Adjustment	2,207.00	93.00	2,300.00
4/14/2025	11	11-219-100-101-00-001	HOME BOUND SPECIAL ED	Adjustment	2,736.00	-617.00	2,119.00
4/14/2025	11	11-219-100-101-75-001	HOME BOUND SP ED PLC	Adjustment	3,666.00	617.00	4,283.00
4/14/2025	11	11-230-100-106-65-001	INTER CLASS AIDE OA	Adjustment	125,368.00	-995.00	124,373.00
4/14/2025	11	11-230-100-106-70-003	O/T INTERV AIDE INT	Adjustment	.00	50.00	50.00
4/14/2025	11	11-230-100-106-75-002	INTERV AIDS SUBS PLC	Adjustment	2,779.00	532.00	3,311.00
4/14/2025	11	11-230-100-106-75-003	O/T INTERV AIDE PLC	Adjustment	3,394.00	413.00	3,807.00
4/14/2025	11	11-401-100-100-00-003	ENRICHMENT SALARIES	Adjustment	142,717.00	-399.00	142,318.00
4/14/2025	11	11-401-100-100-00-003-003	SPECIAL ED ENRICHMENT SALARY	Adjustment	1,591.00	399.00	1,990.00
						.00	
4/14/2025	20	20-218-200-104-00-001	PRESCH OTHER PROF STAFF	Adjustment	277,591.00	-1,688.00	275,903.00
4/14/2025	20	20-218-200-105-00-002	PRESCH SUB SECRETARY	Adjustment	1,194.00	240.00	1,434.00
4/14/2025	20	20-218-200-110-00-002	PREK SECURITY GUARD SUB SALARY	Adjustment	4,020.00	1,448.00	5,468.00
						.00	
4/14/2025	62	62-992-330-100-00-001-002	STAC SAFETY OFFICER SALARY	Adjustment	5,600.00	2,159.00	7,759.00
4/14/2025	62	62-992-330-100-00-002	STAC STAFF SUBS	Adjustment	10,711.00	1,469.00	12,180.00
4/14/2025	62	62-992-330-270-00-200	STAC STAFF HEALTH BENEFITS	Adjustment	80,500.00	-3,628.00	76,872.00
						.00	

[Adjustment] Tx: 42566 PURCHASE OF CEILING TILES

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/14/2025	11	11-000-261-610-00-105	DISTRICT MAINT SUPPLY M1	Adjustment	2,752.00	-253.00	2,499.00
4/14/2025	11	11-000-261-610-65-105	OA M1 SUPPLIES	Adjustment	9,100.00	132.00	9,232.00
4/14/2025	11	11-000-261-610-70-105	INTERMEDIATE M1 SUPPLIES	Adjustment	6,500.00	121.00	6,621.00
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 42597 STAFF APPRECIATION BREAKFAST

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/15/2025	11	11-000-230-610-00-114	SUPERINTENDENT'S SUPP	Adjustment	3,860.00	528.00	4,388.00
4/15/2025	11	11-000-230-610-00-600	SUPPLIES AND MATERIALS	Adjustment	855.00	-528.00	327.00
						.00	

[Adjustment] Tx: 42645 AMAZON SUPPLIES

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/16/2025	61	61-990-320-340-00-300	EXTEND DAY PUR TECH SERV	Adjustment	15,041.00	-9.00	15,032.00
4/16/2025	61	61-990-320-610-00-100	EXTENDED DAY SUPPLIES	Adjustment	6,565.00	9.00	6,574.00
						.00	

[Adjustment] Tx: 42678 Budget Transfer request from 4013 Ashton, Donna M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/17/2025	11	11-000-270-420-00-400	PURCHASED SERVICES	Adjustment	4,609.00	-2,000.00	2,609.00
4/17/2025	11	11-000-270-615-00-121	TRANS SUPPLY-STUDENT VEHICLES	Adjustment	100,519.07	2,000.00	102,519.07
						.00	

[Adjustment] Tx: 42686 CHAMBER OF COMMERCE MEMBERSHIP

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/17/2025	11	11-000-251-600-00-100	BUS. OFFICE EXP & SUPPLY	Adjustment	9,568.00	-24.00	9,544.00
4/17/2025	11	11-000-251-890-00-800	MEMBERSHIPS/DUES	Adjustment	2,500.00	24.00	2,524.00
						.00	
4/17/2025	62	62-992-330-420-00-420	STAC PURCHASED SERVICE	Adjustment	7,788.00	125.00	7,913.00
4/17/2025	62	62-992-330-590-00-500	STAC ADVERTISING	Adjustment	33,500.00	-125.00	33,375.00
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 43074 Budget Transfer request from 4013 Ashton, Donna M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2025	11	11-000-270-610-00-600	GENERAL SUPPLIES	Adjustment	6,000.00	-1,000.00	5,000.00
4/29/2025	11	11-000-270-615-00-121	TRANS SUPPLY-STUDENT VEHICLES	Adjustment	102,519.07	2,000.00	104,519.07
4/29/2025	11	11-000-270-800-00-800	TRANS MISC EXPENSE	Adjustment	6,260.00	-1,000.00	5,260.00
						.00	

[Adjustment] Tx: 43076 SUPPLIES FOR OA TOILETS

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2025	11	11-000-261-610-00-105	DISTRICT MAINT SUPPLY M1	Adjustment	2,499.00	-96.00	2,403.00
4/29/2025	11	11-000-261-610-65-105	OA M1 SUPPLIES	Adjustment	9,232.00	96.00	9,328.00
						.00	

Attachments are subject to change without notice

[Adjustment] Tx: 43094 APRIL 30TH PAYROLL TRANSFERS

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2025	11	11-000-213-100-00-002	SUB NURSE SALARY	Adjustment	1,600.00	-80.00	1,520.00
4/29/2025	11	11-000-213-100-70-002	SUB NURSE INTER	Adjustment	1,920.00	80.00	2,000.00
4/29/2025	11	11-000-217-100-50-003	O/T EXTRAORD AIDE OXY	Adjustment	15,697.00	1,577.00	17,274.00
4/29/2025	11	11-000-217-100-60-001	EXTRAORD AIDE MCK	Adjustment	188,460.00	-6,038.00	182,422.00
4/29/2025	11	11-000-217-100-60-003	O/T EXTRAORD AIDE MCK	Adjustment	13,748.00	441.00	14,189.00
4/29/2025	11	11-000-217-100-65-001	EXTRAORD AIDE OA	Adjustment	96,237.00	-119.00	96,118.00
4/29/2025	11	11-000-217-100-65-002	EXTRAORD SUBS OA	Adjustment	10,000.00	1,153.00	11,153.00
4/29/2025	11	11-000-217-100-65-003	O/T EXTRAORD AIDE OA	Adjustment	2,844.00	481.00	3,325.00
4/29/2025	11	11-000-217-100-70-001	EXTRAORD AID INTER	Adjustment	169,456.00	3,992.00	173,448.00
4/29/2025	11	11-000-217-100-70-003	O/T EXTRAORD AIDE INTER	Adjustment	6,339.00	1,022.00	7,361.00
4/29/2025	11	11-000-217-100-75-001	EXTRAORD AIDE PLC	Adjustment	68,176.00	-3,992.00	64,184.00
4/29/2025	11	11-000-217-100-75-003	O/T EXTRAORD AIDE PLC	Adjustment	3,676.00	1,483.00	5,159.00
4/29/2025	11	11-000-230-100-00-001-004	SUPERINTENDENTS SALARY	Adjustment	227,037.00	-375.00	226,662.00
4/29/2025	11	11-000-230-100-00-003-001	Human Resources Extra Comp	Adjustment	10,063.00	375.00	10,438.00
4/29/2025	11	11-000-240-105-60-001	SCHOOL SECRETARY MCK	Adjustment	98,402.00	-180.00	98,222.00
4/29/2025	11	11-000-240-105-60-002	SUB SCHOOL SEC MCK	Adjustment	8,082.00	180.00	8,262.00
4/29/2025	11	11-000-240-105-65-002	SUB SCHOOL SEC OA	Adjustment	51,707.00	1,472.00	53,179.00
4/29/2025	11	11-000-240-105-70-002	SUB SCHOOL SEC INT	Adjustment	21,236.00	801.00	22,037.00
4/29/2025	11	11-000-240-105-75-001	SCHOOL SECRETARY PLC	Adjustment	134,016.00	-2,273.00	131,743.00
4/29/2025	11	11-000-270-107-00-001-001	ATTENDANTS-SPECIAL ED.	Adjustment	35,914.00	-642.00	35,272.00
4/29/2025	11	11-000-270-107-00-003	ATTENDANTS OVERTIME	Adjustment	2,747.00	627.00	3,374.00
4/29/2025	11	11-000-270-107-00-003-001	ATTENDANTS DOUBLE BACK RUNS	Adjustment	15.00	15.00	30.00

Attachments are subject to change without notice

[Adjustment] Tx: 43094 APRIL 30TH PAYROLL TRANSFERS

4/29/2025	11	11-000-270-160-00-001	DRIVERS SALARY	Adjustment	1,089,367.00	-690.00	1,088,677.00
4/29/2025	11	11-000-270-160-00-001-002	TRANS. COORD. SALARY	Adjustment	153,184.00	690.00	153,874.00
4/29/2025	11	11-000-270-160-00-001-003	TRANS. MECHANIC SALARY	Adjustment	146,963.00	1,548.00	148,511.00
4/29/2025	11	11-000-270-160-00-002	SUB DRIVER SALARY	Adjustment	65,527.00	7,733.00	73,260.00
4/29/2025	11	11-000-270-160-00-002-001	TRANS SUB SECRETARY SAL	Adjustment	885.00	127.00	1,012.00
4/29/2025	11	11-000-270-160-00-003	DRIVERS O/T	Adjustment	-3,928.00	-7,920.00	-11,848.00
4/29/2025	11	11-000-270-160-00-003-002	TRANS. MECHANIC O/T SAL	Adjustment	11,263.00	-1,548.00	9,715.00
4/29/2025	11	11-000-270-160-00-003-003	DRIVER DOUBLE BACK RUNS	Adjustment	30.00	60.00	90.00
4/29/2025	11	11-000-270-161-00-001	DRIVER SAL-SPEC ED RUNS	Adjustment	2,686.00	-641.00	2,045.00
4/29/2025	11	11-000-270-162-60-003	MCK FIELD TRIP SALARY	Adjustment	4,206.00	641.00	4,847.00
4/29/2025	11	11-110-100-101-75-001	KINDER TEACH PLC	Adjustment	1,319,555.00	-28,803.00	1,290,752.00
4/29/2025	11	11-110-100-101-75-002	KINDER SUB TEACH PLC	Adjustment	49,633.00	6,865.00	56,498.00
4/29/2025	11	11-120-100-101-60-002	GRADE 1-5 SUB TEACH MCK	Adjustment	74,032.00	7,440.00	81,472.00
4/29/2025	11	11-120-100-101-65-001	GRADES 1-5 TEACHER OA	Adjustment	2,494,606.00	9,440.00	2,504,046.00
4/29/2025	11	11-120-100-101-65-002	GRADE 1-5 SUB TEACH OA	Adjustment	85,231.00	7,870.00	93,101.00
4/29/2025	11	11-120-100-101-70-002	GRADE 1-5 SUB TEACH INTR	Adjustment	77,977.00	6,628.00	84,605.00
4/29/2025	11	11-130-100-101-70-001	GRADES 6 TEACHER INTER	Adjustment	1,215,683.50	-9,440.00	1,206,243.50
4/29/2025	11	11-150-100-101-65-001	HOME BOUND INSTR OA	Adjustment	1,500.00	-322.00	1,178.00
4/29/2025	11	11-150-100-101-70-001	HOME BOUND INSTR INTER	Adjustment	3,957.00	322.00	4,279.00
4/29/2025	11	11-204-100-101-65-001	SLD TEACHER OA	Adjustment	125,684.00	-172.00	125,512.00
4/29/2025	11	11-204-100-101-75-002	SLD SUB TEACHER PLC	Adjustment	1,458.00	172.00	1,630.00
4/29/2025	11	11-204-100-106-60-001	SLD ASSISTANT MCK	Adjustment	85,500.00	-2,189.00	83,311.00

Attachments are subject to change without notice

[Adjustment] Tx: 43094 APRIL 30TH PAYROLL TRANSFERS

4/29/2025	11	11-204-100-106-60-002	SLD SUB ASSISTANT MCK	Adjustment	3,308.00	152.00	3,460.00
4/29/2025	11	11-204-100-106-65-002	SLD SUB ASSISTANT OA	Adjustment	4,338.00	760.00	5,098.00
4/29/2025	11	11-204-100-106-65-003	SLD ASSIST. O/T OA	Adjustment	540.00	45.00	585.00
4/29/2025	11	11-204-100-106-70-002	SLD SUB ASSISTANT INTER	Adjustment	5,750.00	1,232.00	6,982.00
4/29/2025	11	11-209-100-101-00-004	ESY BD TEACHER	Adjustment	611.00	-503.00	108.00
4/29/2025	11	11-209-100-101-65-002	BD SUB TEACHER OA	Adjustment	288.00	57.00	345.00
4/29/2025	11	11-209-100-101-70-002	BD SUB TEACHER INTER	Adjustment	335.00	58.00	393.00
4/29/2025	11	11-209-100-106-70-003	BD ASSISTANT O/T INTER	Adjustment	3,059.00	388.00	3,447.00
4/29/2025	11	11-212-100-106-60-002	MD SUB AIDES MCK	Adjustment	1,639.00	76.00	1,715.00
4/29/2025	11	11-212-100-106-60-003	MD ASSISTANT O/T MCK	Adjustment	3,419.00	1,414.00	4,833.00
4/29/2025	11	11-212-100-106-65-003	MD ASSISTANT O/T OA	Adjustment	12,428.00	3,005.00	15,433.00
4/29/2025	11	11-212-100-106-70-001	MD ASSISTANT INTER	Adjustment	128,622.10	-4,927.00	123,695.10
4/29/2025	11	11-213-100-106-65-002	RR SUB AIDES OA	Adjustment	446.00	70.00	516.00
4/29/2025	11	11-213-100-106-75-001	RR ASSISTANT PLC	Adjustment	11,849.00	-70.00	11,779.00
4/29/2025	11	11-214-100-106-50-001	PDD ASSISTANT OXY	Adjustment	3,932.00	432.00	4,364.00
4/29/2025	11	11-216-100-101-50-001	PSD TEACHER OXY	Adjustment	417,629.00	7,971.00	425,600.00
4/29/2025	11	11-216-100-101-50-003	PSD TEACHER EXTRA	Adjustment	135.00	513.00	648.00
4/29/2025	11	11-216-100-106-50-001	PSD ASSISTANT OXY	Adjustment	377,784.00	-8,622.00	369,162.00
4/29/2025	11	11-216-100-106-50-003	PSD TEACH ASSIST O/T	Adjustment	2,300.00	138.00	2,438.00
4/29/2025	11	11-219-100-101-00-001	HOME BOUND SPECIAL ED	Adjustment	2,119.00	-647.00	1,472.00
4/29/2025	11	11-219-100-101-65-001	HOME BOUND SP ED OA	Adjustment	1,000.00	647.00	1,647.00
4/29/2025	11	11-230-100-106-65-001	INTER CLASS AIDE OA	Adjustment	124,373.00	-1,252.00	123,121.00

Attachments are subject to change without notice

[Adjustment] Tx: 43094 APRIL 30TH PAYROLL TRANSFERS

4/29/2025	11	11-230-100-106-65-002	INTER AIDS SUBS OA	Adjustment	2,200.00	36.00	2,236.00
4/29/2025	11	11-230-100-106-70-002	INTERV AIDS SUBS INT	Adjustment	292.00	228.00	520.00
4/29/2025	11	11-230-100-106-75-002	INTERV AIDS SUBS PLC	Adjustment	3,311.00	532.00	3,843.00
4/29/2025	11	11-230-100-106-75-003	O/T INTERV AIDE PLC	Adjustment	3,807.00	456.00	4,263.00
4/29/2025	11	11-401-100-100-00-003	ENRICHMENT SALARIES	Adjustment	142,318.00	-600.00	141,718.00
4/29/2025	11	11-401-100-100-00-003-003	SPECIAL ED ENRICHMENT SALARY	Adjustment	1,990.00	600.00	2,590.00
						.00	
4/29/2025	20	20-218-200-104-00-001	PRESCH OTHER PROF STAFF	Adjustment	275,903.00	-915.00	274,988.00
4/29/2025	20	20-218-200-105-00-002	PRESCH SUB SECRETARY	Adjustment	1,434.00	240.00	1,674.00
4/29/2025	20	20-218-200-110-00-002	PREK SECURITY GUARD SUB SALARY	Adjustment	5,468.00	675.00	6,143.00
						.00	
4/29/2025	62	62-992-330-100-00-001-002	STAC SAFETY OFFICER SALARY	Adjustment	7,759.00	2,800.00	10,559.00
4/29/2025	62	62-992-330-100-00-002	STAC STAFF SUBS	Adjustment	12,180.00	2,506.00	14,686.00
4/29/2025	62	62-992-330-270-00-200	STAC STAFF HEALTH BENEFITS	Adjustment	76,872.00	-5,306.00	71,566.00
						.00	

[Adjustment] Tx: 43153 PREK BUS ATTENDANTS MOVED TO FUND 20

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/30/2025	20	20-218-200-110-00-001	Bus Attendants Salaries	Adjustment	39,725.00	92,546.27	132,271.27
4/30/2025	20	20-218-200-511-00-500	Contracted Services-Transportation	Adjustment	162,172.55	-92,546.27	69,626.28
						.00	

Attachments are subject to change without notice

Acceptance of Donations/Profits
June 2025

Donator	Amount	To Be Used For	Deposit in Account
PTO	$5,000	Towards Exercise Room Equipment for Students & Staff @ Intermediate School	Intermediate Fitness Room 20-001-200-600-00-100
Stafford Township Police	2008 Ford Crown Victoria (estimated value $1,879) 2009 Ford Crown Victoria (estimated value $2,496)	Security @ McKinley Campus & Ocean Acres School	N/A

km/5-28-2025

Attachments are subject to change without notice

TAX ALLOCATIONS FOR STAFFORD TOWNSHIP SCHOOL DISTRICT

2025-2026

$37,107,633

MONTH	GENERAL FUND	DEBT SERVICE	TOTAL PAYMENT
July, 2025	$ 3,054,749	$ 225,324	$ 3,280,073
August, 2025	$ 3,054,749	$ 225,324	$ 3,280,073
September, 2025	$ 3,054,749		$ 3,054,749
October, 2025	$ 3,054,749		$ 3,054,749
November, 2025	$ 3,054,749		$ 3,054,749
December, 2025	$ 3,054,749		$ 3,054,749
			$ -
Sub-Total 2025	**$ 18,328,494**	**$ 450,648**	**$ 18,779,142**
			$ -
January, 2026	$ 3,054,749		$ 3,054,749
February, 2026	$ 3,054,749		$ 3,054,749
March, 2026	$ 3,054,749		$ 3,054,749
April, 2026	$ 3,054,748		$ 3,054,748
May, 2026	$ 3,054,748		$ 3,054,748
June, 2026	$ 3,054,748		$ 3,054,748
			$ -
Sub-Total 2026	**$ 18,328,491**	**$ -**	**$ 18,328,491**
			$ -
Total:	**$ 36,656,985**	**$ 450,648**	**$ 37,107,633**

We would like to request that all payments be received on the 1st of the indicated month. Please process our request in the prior month to ensure that we receive payment by the 1st as requested.

LL/km/5-16-2025

Attachments are subject to change without notice

2025-2026
ESTIMATED COST PER PUPIL FOR TUITION PURPOSES

Title	Tuition Rate
Preschool Disabilities (PSD)	$21,082 plus $25 for each ½ hour session of a related service
Kindergarten	$12,772
Grades 1-5	$14,664
Grade 6	$14,548
Learning Disabilities (LD)	$22,643 plus $25 for each ½ hour session of a related service
Multiple Disabilities (MD)	$39,949 plus $25 for each ½ hour session of a related service
Emotional Regulation Impairment (ERI)	$32,526 plus $25 for each ½ hour session of a related service
Extended School Year (ESY)	4-Week Program $3,000 plus $25 for each ½ hour session of a related service 6-Week Program $4,455 plus $25 for each ½ hour session of a related service

Board Approval Date: 6-5-2025

LL//km/5-21-2025

Attachments are subject to change without notice

JMT Associates
1908 New Jersey Avenue
Haddon Heights, NJ 08035

609 605-3761
info@jmtassociates.us

Invoice/Renewal Proposal

Stafford Township BOE
250 North Main Street
Manahawkin, NJ 08050

ASC
Allied States Cooperative
Contract Holder

Contract # 22-7429

Date	Quote #
5/13/2025	12027

JMT Associates provides Technology Services and Supplies, Records Retention Services and Fixed Asset Inventory and Reporting Services to School Districts and Muncipalities. SPIN 143037408

P.O. No.	Project
	Fixed Asset Report

Quantity	Description	Unit Cost	Total
	Fixed Asset update		
1	Fixed Asset Management Report as of June 30, 2025 with "ACFR" ready chart, annual depreciation and accumulated depreciation	1,250.00	1,250.00
1	Renewal Discount	-150.00	-150.00
	Like last year, district will provide completed spreadsheet listing all assets purchased and deleted during the school year.		
	Final report will include annual depreciation and current value in "ACFR" ready format..		

Total $1,100.00

Notes: Proposal is valid for 30 days. Please make purchase order or checks payable to JMT Associates

For additional information
please contact: info@jmtassociates.us

Attachments are subject to change without notice

MONTROSE ENVIRONMENTAL

Ecological, Remediation, Permitting and Compliance
Northeast Municipal 2025 Rate Sheet

Principal/ Associate	
Managing Principal	$386
Senior Principal	$287
Principal	$263
Senior Associate	$243
Associate	$232

Professional	
Senior Professional III	$227
Senior Professional II	$210
Senior Professional I	$182
Project Professional III	$165
Project Professional II	$145
Project Professional I	$131
Staff Professional III	$108
Staff Professional II	$98
Staff Professional I	$87

Administrative/Technical Editor	
Administrative Director	$225
Administrative Manager	$203
Administrative Supervisor	$143
Administrative Professional III	$119
Administrative Professional II	$89
Administrative Professional I	$78
Senior Technical Editor	$167
Project Technical Editor	$143
Staff Technical Editor	$10

CADD/GIS	
Senior Designer/Architect/GIS	$222
Project Designer/Architect/GIS	$159
Staff Designer/Architect/GIS	$11[illegible]
CAD Drafter	$[illegible]
CAD Technician	$81

Construction/Field Services	
Construction Manager	$204
Senior Field Supervisor	$182
Project Field Supervisor	$139
Senior Equipment Operator	$139
Equipment Operator	$116
Senior Technician II	$139
Senior Technician I	$116
Technician II	$91
Technician I/Laborer	$65

DIRECT EXPENSES
Subcontract Fees: Cost +15%
Other Direct Project Expenses (including travel and materials): Cost +10%
General & Administrative Fee: Labor and Other Direct Costs +5%

ADDITIONAL RATE NOTES
Non-professional labor provided over 8 hours per day or on weekends and holidays will be charged at 1.5x the hourly rate.
Litigation support including deposition and trial will be charged at 1.5x the hourly rate.
Unit prices for equipment utilized on projects will be provided upon request.

Attachments are subject to change without notice

The personnel charges and direct expenses indicated above are for calendar year 2025 only and are subject to change January 1 of each calendar year or upon 30 days' notice to the client.

AGREEMENT FOR PROFESSIONAL SERVICES
Between
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
And
Stafford Township School District

This agreement is made and entered into by the "**Stafford Township School District**", (hereinafter referred to as the School District) and the Burlington County Special Services School District/Educational Services Unit (hereinafter referred to as ESU) for Professional Services for the **2025-2026** school year.

Responsibilities of the Educational Services Unit:

1. The ESU will provide the following Professional Services, as requested by the School District, to include:
    a. Child Study Team Staffing and Evaluations, participation in eligibility and IEP meetings, counseling and other related CST services
    b. Physical, Occupational and Speech Therapy evaluations, consultation and therapy services
    c. Home Instruction, Supplemental Instruction, basic skills, and classroom instruction/consultation
    d. Transition Services, Work-Based Learning Coordination, and Job Coaching
    e. Functional Behavior Assessments, Behavioral Services, and Consultations
    f. Deaf and Hard of Hearing Itinerant Services
    g. Reading Specialist services
    h. Instructional coaching
    i. Nonpublic Services and entitlements (separate agreement)
    j. Professional development (separate agreement needed if specialized)
2. The ESU will provide services, records and reports in accordance with all regulations affecting the School District in force during the period of this agreement.
3. The ESU will ensure that all of their staff is appropriately certified as required by New Jersey Department of Education regulations to perform the Professional Services. All staff complete mandatory personnel requirements such as criminal history checks, NJDOE required trainings, and other requirements enforced at their date of hire.
4. The Professional Services provided by ESU staff will be in response to specific written requests from the School District. All services provided will comply with applicable New Jersey State and Federal regulations. ESU administration will collaborate with School District staff in the provision of the Professional Services.
5. The ESU bills semi-monthly and provides the School District with a record of Professional Services rendered.
6. Any service needs not reflected in this agreement must be discussed with the ESU administration for consideration.
7. Out of County rate applies to the location where the services are provided, not the location of the student's home district.
8. No Show Charges (including Destination Charge) are in effect for Professional Services as stated on the Fee Schedule. One-hour minimum notice is required to avoid this charge for in-county services. Two-hour minimum notice is required for out-of-county services.
9. Refer to Professional Services Agreement rates for additional details such as no show, half day rate, and block day rate.
10. Related Services Billing- refer to Program Descriptors and Service Request Form for details.
11. Deaf and Hard of Hearing (Itinerant and CST Services) Billing- refer to the Service Request for details.

Responsibilities of the School District:

1. The School District shall make available to the ESU all records and information relevant to the School District and relevant to students for whom the Professional Services are being rendered, including IEPs for individual service requests.
2. The School District will provide adequate facilities and technology for Professional Services to be performed on the School District premises, such as computer, internet access, and fax access.
3. All block bill services require the School District to provide testing materials to the evaluator providing service as part of a block bill. When test materials are not provided for block services, an ESU lending fee of $25/day per test kit, and a $15 protocol fee per assessment, will be billed to the School District.

4. The School District shall pay to ESU the following Fee Schedule Rates for Professional Services:

Attachments are subject to change without notice

SERVICE TYPES	IN COUNTY	OUT OF COUNTY
EVALUATIONS		
Behavioral Consultation	$105/HR	$118/HR
Functional Behavior Assessment	$1,390	$1,445
Functional Behavior Assessment with Behavior Intervention Plan	$1,510	$1,693
Learning Evaluation	$505	$555
Occupational Therapy Evaluation	$375	$398
Occupational Therapy Evaluation W/Sensory Profile	$492	$525
Occupational Therapy Sensory Profile	$380	$450
Physical Therapy Evaluation	$375	$398
Psychological Evaluation	$505	$555
Speech Evaluation (Articulation)	$370	$390
Speech Evaluation (Language)	$505	$555
Speech Evaluation (Language/Articulation)	$540	$590
Social Evaluation	$404	$455
NOTICE No Show In-/County Charges will apply - Evaluations: $150.00 (Out of County is an Additional $50)		
CHILD STUDY TEAM SERVICES		
Learning Disabilities Teacher / Consultant	$98/HR	$120/HR
Psychologist	$590 Day Block Rate	$725 Day Block Rate
Social Worker	$300 ½ Day Block Rate	$375 ½ Day Block Rate
*** NOTICE No Show Charges will apply: Hourly Services - One (1) hour at agreement rate except where noted in the agreement***		
ADDITIONAL SERVICES		
Board Certified Behavior Analyst (BCBA)	$105/HR $640 Day Block Rate $335 ½ Day Block Rate	$120/HR
Instructional Coach	$105/HR	$115/HR
Job Coaching	$49/HR	$60/HR
Professional Development	$320/HR UNLESS SPECIALIZED	$350/HR UNLESS SPECIALIZED
Reading Specialist	$95/HR $595 Day Block Rate $320 ½ Day Block Rate	$110/HR
Teacher	$85/HR $530 Day Block Rate $280 ½ Day Block Rate	$98/HR
Teacher of the Deaf (TOD)	$140/HR $815 Day Block Rate $420 ½ Day Block Rate	$160/HR
Work Based Instruction (WBI) Coordinator	$95/HR	$102/HR
THERAPY SERVICES		
Occupational Therapy Physical Therapy Speech Therapy	$105/HR $640 Day Block Rate $335 ½ Block Rate	$120/HR $745 Day Block Rate $385 ½ Day Block Rate
DISTRICT PARTICIPATION		
Burlington County Professional Development Institute (BCPDI)	$1.85 per resident student based on ASSA count	$1.95 per resident based on ASSA count
Burlington County School Crisis Response Team (BCSCRT)	$685 under 1,000 students $925 1,000 students or more	

Minimum 1-hour billing for Single Service discipline in one physical location (except where noted- refer to agreement).

***Block Rate - Full Day: 6.5 Hrs Half Day: 3.25 Hrs --- (compensated time) Block Rate is not applicable for summer services.**

****Itemized billing NOT available for Block Rate and Half Day Services. Half Day Services are for am or pm blocks not midday scheduling.***

Occupational Therapy Sensory Profile: Current OT evaluation must be available and have been completed within 18 months of the request.

NOTE: Out of County rate applies to the location where the services are provided, not the location of the student's home district.

Attachments are subject to change without notice

Destination Charge:

A destination charge for services will be rendered for sites outside of Burlington County, NJ. For non-Burlington County School Districts, the charge will be calculated in units of time from 20 Pioneer Boulevard, Westampton Township, Burlington County, NJ to the out of county site where services are rendered. The round trip calculation will be based on the time traveling to and from the destination site at the rate listed on the Professional Services Agreement for the hourly rate of the specific discipline. The destination charge is in addition to the out of county rate for the service.

For Burlington County districts, the destination charge will apply as described above for all sites 35 miles or greater from the Westampton address. The destination charge is in addition to the out of county rate for the service. NJ State Agencies are excluded from the destination charge.

Covenant Not to Compete:

The parties agree that staff members placed by the Unit are not to be recruited and/or offered employment for a period of one year from the date of placement in an assigned district. Both parties to this agreement acknowledge that this expectation represents good business practices between the Unit and the School District.

Unanticipated Delayed Openings, and/or Early Dismissal:

In the event of a delayed opening and/or early dismissal as a result of an extraordinary event (e.g. weather related conditions), administrative dismissal, or prior to a holiday, all block bill full and half days will be charged at the established block rate. For hourly service requests that exceed 3 hours or more, the district will be billed for the full requested time. This includes, but is not limited to, educational interpreters, related services, and instructional services.

Additional Understandings:

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

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

C. This Agreement may be amended only by the written consent of both parties. This agreement may be terminated at any time, for any reason by either party, upon a sixty (60) day advance notice to the other party. If both parties consent in writing, the sixty (60) day notice can be waived.

Stafford Township School District

By: _____
President, Board of Education
Stafford Township School District

Date: _____

ATTEST

_____
Board Secretary

BCSSSD

By: _____
Odise A. Carr, President, Board of Education
Burlington County Special Services School District

Date: _____

_____
Board Administrator/Board Secretary
Andrew C. Willmott, CPA

Attachments are subject to change without notice

Educational Specialized Associates LLC

Shaping the Future of Child Study Team Services

Bilingual Assessments at no additional cost 7.2025-6.2026

Client Name: _____ D.O.B: _____ Age: _____ Grade: _____

School: _____

Case Manager: _____ Phone #_____ Email: _____

Parent/ Guardian Name: _____ Email: _____

Address: _____

Phone No: _____/_____

Service(s) required (check all that apply): ◯ **Bilingual Assessments Request Date:** _____ **Report Due Date:** _____

Bilingual (Language) of the Evaluation _____ **Translation:** ◯ **$200 (in person) Virtual:** ◯ **$100**

◯ **Parent Report Summary Bilingual (non-certified) $100 fee**

	Initial_____	**Re-Evaluation**_____	**Annual**_____
◯ Educational Evaluation	$ 500.00		
◯ Psychological Evaluation	$ 500.00		
◯ Social History Assessment	$ 450.00		
◯ Speech & Language Assessment	$ 500.00		
◯ Speech Therapy/Teletherapy	$ 125.00 per hour		
◯ FBA-Functional Behavior Assessment	$ 800.00		
◯ Functional Behavior Plan	$ 400.00		
◯ Psychoeducational Evaluation	$ 800.00		
◯ Neurological Evaluation	$ 800.00		
◯ Psychiatric Evaluation	$ 800.00		
◯ Telepsychiatry Evaluation	$ 700.00		
◯ Counseling/Teletherapy	$ 125.00 per hour		
◯ Occupational Therapy Evaluation	$ 500.00		
◯ Physical Therapy Evaluation	$ 500.00		
◯ Physical & Occupational Therapy	$ 125.00 per hour		

◯ **Child Study Team Meetings $ 125.00 per discipline:** ◯ **LDTC** ◯ **Psychologist** ◯ **Speech** ◯ **Social Worker**

◯ Pre-Planning meeting ◯ Annual review ◯ ID Meeting ◯ Re-eval ◯ Eligibility **Date:** _____ **Time:**_____

◯ IEP Development-Writing	$ 255.00 per student		
◯ Eligibility Report Development	$ 135.00 per student		
◯ Revision of IEP	$ 155.00 per student		
◯ 504 Planning Development	$ 150.00 per student		
◯ Flowchart Management	$ 155.00 per student		
◯ Compliance Filing Auditing	$ 180.00 per hour		
◯ Home Instruction	$ 75.00 per hour		
◯ Wilson Reading Program	$ 125.00 per hour		
◯ Services not listed request: _____			

All Service cancellations with less than 24 hours notice shall remain billable.

_____ _____ _____

Requestor Name Signature Date

27 West Street Bloomfield, NJ 07003 | Phone: 973.226.5224 Fax: 973.226.1042

www.educationalspecializedassociates.com

eduassociates@verizon.net

Attachments are subject to change without notice

AGREEMENT
FOR THE PROVISION OF
EDUCATIONAL SERVICES
2025-2026

This Agreement made for the 2025-2026 school year by and between: **Stafford Township Schools** ("District") and the Monmouth-Ocean Educational Services Commission, with offices at 900 Green Grove Road, Tinton Falls, New Jersey 07712 ("MOESC").

RECITALS:

The District requests the services of: **Child Study Team and/or Related Services as listed on the 2025-2026 MOESC Fee Schedule.**

AGREEMENT

In consideration of the mutual covenants herein contained, the District and MOESC agree as follows:

1. The attached standard terms and conditions are incorporated herein.

2. MOESC shall provide certified educational professionals to provide the services, as defined herein, during the time frame specified herein, at the facility/facilities of the District as the District shall specify, at a cost of the requested services per discipline as specified in the MOESC Fee Schedule. Please note: If requesting "Per Diem", any hours over 6.5 hours will be charged at the hourly rate per discipline.

3. Payment is due upon receipt based upon the District's monthly bill payment schedule.

4. The District recognizes that MOESC shall be utilizing independent contractors for these services and shall attempt, but is not obligated, to provide the same contractor for the duration of the request. Any change should be reported to the Director Special Services, no later than 48 hours before the change is made.

Attachments are subject to change without notice

MOESC

SUMMARY OF RESPONSIBILITIES

A. Responsibilities of the MOESC:

1. Provide properly certified educational professionals to perform the independent, advisory services specified in the Agreement, which shall be an independent contractor of MOESC.

2. Follow the direction of the District and its administration in the delivery of the contracted-for services.

3. Provide testing equipment and materials for Speech Correction and Child Study Team services.

4. Provide liability insurance. The insurance certificate must name the DISTRICT, as an additionally insured. The minimum liability insurance limits should be $1 million per occurrence and $2 million aggregate.

5. Maintain feedback from requesting districts as to the services provided.

6. Abide by the District's daily schedule.

B. Responsibilities of District Board of Education to MOESC:

1. Provide access to appropriate, secure, safe and climate-controlled facility including janitorial services, and appropriate and timely removal of snow and ice from sidewalks, stairs and parking lots including the application of salt/sand.

2. Notify MOESC assigned staff member of facility closings no later than 6:00 a.m. on the day of closing or as soon as the decision is made.

3. Supervise, direct and administer the MOESC independent contractor so as to regulate MOESC's contribution to the District's educational program.

4. Facilitate any acceptable recommendations of the MOESC independent contractor into the educational program.

5. Make available a telephone within the facility for MOESC independent contractor calls in accordance with the District's existing practices.

6. Provide the MOESC office with the District's daily schedule and updates as necessary ten (10) days prior to revision.

Attachments are subject to change without notice

7. Provide the appropriate educational program supervision of MOESC independent contractors.

8. Promptly report any and all MOESC independent contractor performance questions or problems to MOESC.

9. Provide only students appropriately registered in the District.

10. Agrees not to employ or contract with the independent educational professional assigned by MOESC to the District for any position within the District or assignment within the District for a period of eighteen (18) months from the date of the agreement for the provision of certified educational professionals between the District and the MOESC, unless the District purchases the MOESC's consent by paying the MOESC a fee in the amount of $15,000 to defray the costs incurred by MOESC. MOESC expends considerable effort and time to find and then arrange for certified personnel to provide such services to the District and other school districts.

II. PROGRAM IMPLEMENTATION

The District shall provide a minimum of thirty (30) days' notice to MOESC for the implementation of a Program for a specific date. MOESC cannot guarantee the implementation of a Program upon less notice.

III. TERMINATION

This Agreement may be terminated without cause by the District or MOESC upon no less than thirty (30) days" notice.

IV. LEGAL

This Agreement contains the entire Agreement of the parties and no representations, inducements, promise or agreements, oral or otherwise, not embodied herein shall be of any force and effect and shall not be modified except by the written Agreement of the parties.

Any notice being given under this Agreement shall be duly and properly given and delivered by telefax directed to the Superintendent and by first-class mail and certified mail, return receipt requested, postage pre-paid to the Superintendent.

This Agreement supersedes any prior negotiations, discussions or communications between the parties.

Neither party may sell, assign, transfer or otherwise dispose of its obligations without the other party's prior written consent, which consent shall not be unreasonably withheld.

Attachments are subject to change without notice

MOESC

V. CLAIMS BY OR DISPUTES WITH THIRD PARTIES

In the event any claims or disputes arise in any way involving MOESC provided services with persons or entities not a party to this Agreement, then the District shall (1) notify MOESC immediately of learning of any such claim or dispute, and (2) cooperate with any MOESC decision or action to support or defend its services as the MOESC may determine in its sole discretion, including, but not limited to, attending, participating and joining in meetings, conferences, hearings and dispute resolution proceeding through the use of MOESC staff, attorneys or experts.

VI. ARBITRATION

Any controversy or claim arising out of or relating to this Agreement or its breach shall be confidentially resolved by arbitration in accordance with the then governing rules of the American Arbitration Association. The prevailing party shall be entitled to recover from the non-prevailing party as part of the arbitration award any costs and expenses, including attorney's fees and arbitration fees which the prevailing party incurred.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this 5 day of June 2025.

DISTRICT PRESIDENT BOARD OF EDUCATION

DISTRICT SECRETARY BOARD OF EDUCATION

Scott McCue
MOESC PRESIDENT BOARD OF EDUCATION

Christopher Mullins
MOESC SECRETARY BOARD OF EDUCATION

Attachments are subject to change without notice

MOESC Monmouth-Ocean Educational Services Commission
900 Green Grove Road, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-493-4515 • www.moesc.org

2025-2026 FEE SCHEDULE

Attachments are subject to change without notice

Aide Placement Public Schools (APPS) - Paraprofessionals

Includes hiring, employing, evaluating, single health benefits (for Full Time), pension payments, payroll and W2 services.

Part Time / ESY	$ 32	per hour
Full Time	$ 51,500	per year

Child Study Team Services

Full Testing: Social Worker/Psychologist/LDTC, Report Only, No Meeting (1 to 75 Evals)	$ 400	per evaluation *(1 to 75)*
Full Testing: Social Worker/Psychologist/LDTC, Report Only, No Meeting (76+ Evals)	$ 380	per evaluation *(76+)*
Functional Behavioral Assessment	$ 540	per assessment
Social Worker - per diem*	$ 585	per day
Social Worker - per hour	$ 95	per hour
Counseling Services - per diem*	$ 650	per day
Counseling Services - per hour	$ 105	per hour
Bilingual Full Testing: Social Worker/Psychologist/LDTC, Report Only, No Meeting	$ 695	per evaluation
Bilingual Social Worker/Psychologist/LDTC - Services	$ 165	per hour
Psychologist / LDTC - per diem*	$ 650	per day
Psychologist / LDTC - per hour	$ 105	per hour
Speech - Evaluations	$ 400	per evaluation
Speech - Services - per diem*	$ 895	per day
Speech - Services - per hour	$ 145	per session/hour
Bilingual Speech - Evaluations	$ 695	per evaluation
Bilingual Speech - Services	$ 165	per session/hour
Occupational Therapy - Evaluations	$ 400	per evaluation
Occupational Therapy - Services - per diem*	$ 895	per day
Occupational Therapy - Services - per hour	$ 145	per hour
Physical Therapy - Evaluations	$ 400	per evaluation
Physical Therapy - Services - per diem*	$ 895	per day
Physical Therapy - Services - per hour	$ 145	per hour
Physical Therapy Assistant - Services - per diem* (must be supervised by a PT)	$ 465	per day
Physical Therapy Assistant - Services - per hour (must be supervised by a PT)	$ 75	per hour
Behaviorist - Board Certified Behavior Analyst (BCBA) - per diem*	$ 1,020	per day
Behaviorist - Board Certified Behavior Analyst (BCBA) - per hour	$ 165	per hour
Behaviorist - Registered Behavior Technician (RBT must be supervised by a BCBA)	$ 83	per hour

* Per diem = 6.5 hours per calendar day. If over 6.5 hours/day, then per diem + per hour charges will apply.

MOESC Monmouth-Ocean Educational Services Commission
900 Green Grove Road, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-493-4515 • www.moesc.org

2025-2026 FEE SCHEDULE

Attachments are subject to change without notice

Contracted Business, Administrative & Technology Services

Business Office Services*			
Business Administrator	$	150	per hour
Management / Assistant Business Administrator	$	100	per hour
Payroll	$	75	per hour
Accounts Payable / Accounts Receivable	$	60	per hour
Administrative Assistant	$	50	per hour
On-Site & Substitute Administrative Services*	$	150	per hour
Teacher Evaluations* - Pre-conference, Observation, Post-conference, Written Eval.	$	300	per evaluation
Technology Services*			
System & Network Administrators	$	150	per hour
Level I Technician	$	100	per hour
Level II Technician	$	75	per hour

* Travel is not included in the above rate(s), and will be additionally billed to the District @$50/hr + mileage as applicable.

Electronics Recycling Sevices

Reimburseable Items *(Free Pick-up with 50 functional, non-obsolete and unlocked units per pick-up location)* : computers, laptops, servers, tablets & Chromebooks. Free Pick-up Items *(with 50 Reimburseable Items per pick-up location)* : keyboards, mice, LCD monitors, printers, scanners, copiers, telefax machines, interactive whiteboards, associated computer components and parts, digital storage devices, networking devices, UPS equipment, LCD TVs, VCRs, DVD players, radios, stereos, video game consoles, projection devices, movie and slide projectors, cell phones, PDAs, MP3 players, iPods, Walkman music players, digital and analog telephones, calculators, adding machines, typewriters, cash registers, power cords and batteries associated with any of the above. Fees Apply for CRT monitors and CRT TVs. Non-Reimburseable Items: Any non-functional, obsolete, or locked units and/or the Free Pick-up Items listed above.

Reimbursement Items:
Computers $3 per unit,
Laptops $5 per unit,
Servers $3 per unit,
Tablets $6 per unit,
Chromebooks $3 per unit.
(Free Pick-up with minimum 50 functional, non-obsolete, unlocked above items per pick-up location)

Home Instruction

MOESC Services	$	75	per hour
Outside Agency Services - Administrative Fee		7%	

IDEA and ESEA

Administrative Fee (from Allocations) - Based upon Expenditures Only	6%

Nonpublic Chapter 192/193

Administrative Fee (from Allocations) - Based upon NJ State Approved Rates	6%

Nonpublic Chapter 226 Nursing

Administrative Fee (from Allocations) - Based upon NJ State Approved Rates	6%

Nonpublic Security

Administrative Fee - NJ State Grant	7%

Nonpublic Technology

Administrative Fee (from Allocations) - NJ State Grant	5%

Nonpublic Textbooks

Administrative Fee - NJ State Grant	7%

MOESC
Monmouth-Ocean Educational Services Commission
900 Green Grove Road, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-493-4515 • www.moesc.org

2025-2026 FEE SCHEDULE

Attachments are subject to change without notice

Nursing Services

Certified School Nurse - Public School	(CSN)	$	85	per hour
Registered Nurse	(RN)	$	75	per hour
Licensed Practical Nurse	(LPN)	$	60	per hour
Intensive / 1:1 Student Nurse Services*, Registered Nurse (RN)**		$	95	per hour
Intensive / 1:1 Student Nurse Services*, Licensed Practical Nurse (LPN)**		$	85	per hour

* To include (but not be limited to): Oxygen Administration, Tracheotomy cleanings, seizure monitoring, diabetes management, medication administration, specialized treatments, school bus, etc. per doctor, 504, IEP, ISP, Health Plan or other guidance.

** Minimum hourly charges may apply.

Professional Development (PD)

Professional Development, Half-Day *(@MOESC's 100 Tornillo Way Location)*	$	125	per person
Professional Development, Full-Day* *(@MOESC's 100 Tornillo Way Location)*	$	225	per person
Google for Education Training, Half-Day	$	149	per person
Google for Education Training, Full Day*	$	249	per person
Google for Education Training, 2-Day Boot Camp	$	399	per person
Virtual/On-Demand PD Courses and Webinars	$	50	per workshop/person
Virtual/On-Demand Courses and Webinars *(District Membership up to 20 Participants)*	$	900	per year
Personalized Webinar *(Based upon District Needs, up to 25 attendees)*	$	150	per hour
In-Your-District Certified Staff Training: *Full-Day*, Half-Day, or Hourly*		TBD	
- Pricing will be negotiated with the District, and based upon course length, content, number of attendees, etc.			

* Per diem includes up to 6.5 hours/day.

Restraint Training

Certification Full-day = Approx 6 hrs *Minimum 5, Maximum 30 participants* *(Can be combined w/Re-Cert 1/2-day)*	5 - 9 Participants	$	178	per person
	10 - 14 Participants	$	128	per person
	15 - 19 Participants	$	102	per person
	20 - 25 Participants	$	82	per person
	26 - 30 Participants	$	66	per person
Re-Certification 1/2-day = Approx 3 hrs *Minimum 5, Maximum 30 participants* *(Can be combined w/Re-Cert 1/2-day)*	5 - 9 Participants	$	128	per person
	10 - 14 Participants	$	77	per person
	15 - 19 Participants	$	61	per person
	20 - 25 Participants	$	51	per person
	26 - 30 Participants	$	41	per person

Right To Know (RTK)

Training - On-Site		$	625	on-site/day
Training - Virtual		$	400	virtual/day
Training - Co-op	(Minimum 5 District Attendees)	$	60	per person

School Security Officer Services

Unarmed	$	60	per hour
Armed	$	80	per hour

MOESC
Monmouth-Ocean Educational Services Commission
900 Green Grove Road, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-493-4515 • www.moesc.org

2025-2026 FEE SCHEDULE

Attachments are subject to change without notice

Student Tuition Programs

Regional Achievement Academy (w/o an IEP) Grades 6-12	$	6,300	per month
Regional Achievement Academy (w/ an IEP) Grades 6-12	$	8,300	per month
• Individual Therapeutic, Group and Substance Abuse Counseling *(included)*			
• Vocational and Life Skills *(included)*			
• Community-Based and Adventure Education *(included)*			
Alternative Interim Program (w/o an IEP) - *45 to 90 days only* **Grades 6-12**	$	400	per day
Alternative Interim Program (w/ an IEP) - *45 to 90 days only* **Grades 6-12**	$	475	per day
Drug or Alcohol Screening	$	100	per test
1:1 Aide - per Diem	$	285	per day

Title I, II, III, IV: *Every Student Succeeds Act (ESSA)* Services

Student Auxiliary, Administrative and Supervisory Services		
Title I, Part A - (Fee from Allocations) - Based upon State Approved Rates	5.0%	Administrative Fee
Title I, Part D - (Fee from Allocations) - Based upon State Approved Rates	5.0%	Administrative Fee
Title II, Part A - (Fee from Allocations) - Based upon State Approved Rates	5.0%	Administrative Fee
Title III - (Fee from Allocations) - Based upon State Approved Rates	2.0%	Administrative Fee
Title III, Immigrant - (Fee from Allocations) - Based upon State Approved Rates	2.0%	Administrative Fee
Title IV, Part A - (Fee from Allocations) - Based upon State Approved Rates	2.0%	Administrative Fee

Transportation Services

Contracted Routes		5.5%	Administrative Fee
Aide in Lieu Management		5.5%	Administrative Fee
NonPublic additional bidding/procurement (after 1st bid is not successful) (fee includes advertising, reconfiguring of route, staff time and resources)	$	50	per additional bid

Virtual School (New Jersey Virtual School™ www.njvs.org) Supervised by NJ Certified Teachers

Credit Recovery Course	$	350	per student*
Semester Course	$	350	per student*
Comprehensive Course	$	650	per student*
Comprehensive Course - Five (5) or more students per course	$	450	per student*
Advanced Placement - Comprehensive Course	$	800	per student*
Advanced Placement - Five (5) or more students per course	$	600	per student*
Personal Financial Literacy	$	225	per student*
Health - Credit Recovery	$	350	per student*
Health - Semester Course	$	650	per student*
Home School Core Content: Five (5) Comprehensive Courses	$	3,000	per student*
GED (General Educational Development) High School Diploma Course	$	450	per student*
Short-Term Instruction (minimum 2 weeks, school year only)	$	80	per wk/stud/course*
Summer School - Credit Recovery	$	300	per student*
Summer School - Semester Course	$	350	per student*
Summer School - Comprehensive Course	$	650	per student*
Drop Course Fee (Non-Refundable after the Drop Period ends)	$	100	per student/course**

* Required Texts/Materials are not included in the course cost(s). Some courses may require the purchase of additional materials. Please see *www.njvs.org* for specific course requirements.

** Refund requests must be submitted through *help.njvs.org -> Submit a Request*. A full refund may be granted if requested within one (1) day of enrollment (the Drop Period) with the NJVS. After the Drop Period, NJVS administration will determine refund eligibility (if any), however a $100 Drop Course Fee is non-refundable.

VENDOR	SOFTWARE	DESCRIPTION	RENEWAL COST	PRIOR YEAR COST	FUNDS USED	GASB CATEGORY
Wasabi	Cloud Storage Services	Cloud Storage Services for Data Backup	$2,024.65	Amazon (AWS) $2,700.00 (to date)	LOCAL	Technology Support
EnergyCap, Inc.	EnergyCap	Professional Software License & Maintenance Agreement	$4,719.00	$4,290.00	LOCAL	District Admin
Brightly Software, Inc.	Maintenance Direct, PM Direct & Inventory Direct	Maintenance Help Desk; Inventory & Account Set Up	*$5570.40 Not sure if Facilities is renewing*	$7,352.08	LOCAL	Technology Support
Red Rover	Absence Management, Time Tracking & Hiring	Tracking Leave/Absences for Employees & Substitute Scheduling; Time Tracking & Hiring/Onboarding for New Hires	$32,500.00 + $3,500.00 - Year One Set Up Fees	$49,590.84	LOCAL	District Admin
Active Internet Tech, LLC	FinalSite	Website and Blackboard Connect	$19,174.00 (Year 3 of 5)	$18,722.00 (Year 2 of 5)	LOCAL	District Admin
Genesis	Genesis	Student Information System to include: Annual Maintenance Fee for Student Information System, Staff Management & Payroll System; Frontline IEP Interface; NJIIS Interface; VersaTrans Interface; Blackboard Connect; CCP Cafeteria Interface; HIBster Export Interface; OneRoster Export Interface; Destiny Follett Interface; Clever 3rd Party Interface; Payschools Import; LinkIt 3rd Party Software Export; FitnessGram; 7x24 Off-Site Secure Data Backup Services & Quarterly Server Maintenance/Patching	$34,737.00	$33,680.50	LOCAL	District Student Data Base/District Admin
Stronge & Assoc Educ Consulting	STRONG	Strong Leader Evaluation System	$1,144.00	$880.00	LOCAL	District Admin
Follett School Solutions, Inc.	Destiny Library	Destiny District Member Library & Titlepeek Online Service for Inter, McK & Ocean Acres	*$3,728.69**	$3,514.32	LOCAL	Classroom
Educational Development Software	HIBster	Anti-Bullying	$3,570.00	$3,400.00	LOCAL	District Admin
Frontline Placement Technologies	IEP Direct	Special Services IEP's	$23,703.66	$22,574.91		Student Evaluations
CDW-G	GoGuardian	District & Grades 3-6 Web Protection	$30,999.50	$29,690.50	LOCAL	Technology Support/Classroom
CDW-G	Microsoft Licensing	Desktop & Server Licenses	$27,869.60	$27,036.28	LOCAL	District Admin
Simple Computer Solutions	Smoothwall	Firewall Protection Services	$0.00 Year 3 of 3	$0.00 Year 2 of 3	LOCAL	Technology Support
CDW-G	Veritas BackUp Exec	Server Backup Licensing	Yearly Renewal - March, 2026	$2,476.83	LOCAL	Technology Support
SHI	VMWare	Virtual Server Licensing	$8,832.00 (Year 1 of 3)	$5,504.00	LOCAL	Technology Support
Core BTS	Smartnet	Total Care Warranty/Support	$12,586.97	$14,833.00	LOCAL	Technology Support
Global Sign	SSL Certificates	SSL Certificates	$464.00	$464.00	LOCAL	Technology Support
*: No official renewal quote received yet; this number shows the increase percentage from 23-24						

Technology 2025-26 5-28-26

Attachments are subject to change without notice

Vendor	Software	Description	Renewal Cost for 25-26	24-25	cost by school based on 24-25	cost by student based on 24-25cost	Funds Used	GASB Category	23-24 cost for history
Link It	Link It	platform is an assessment management, data analytics, and intervention support solution	$60,837.50	$57,696.00	INT: $14,375 MCK: $15,375 OA: $12, 375 PLC: $6,459 *excludes PD cost	INT: $21.55 MCK: $18.47 OA: $19.61 PLC: $23.57	ESEA/LOCAL	Classroom	$54,588.00
Learning A-Z	Raz-Plus & Reading A-Z; Science A-Z	downloadable, projectable, printable teacher materials, covering all the skills necessary for effective reading instruction. Science for Grade 6	$42,680.00	$43,128.84	INT: $14,076.15 MCK: $10,653.68 OA*: $10,[illegible] PLC*: $ 26[illegible].65 OXY: $[illegible]	INT: $21.10 MCK: $16.80 OA: $14.17 PLC: $12.77 OXY:$5.35	ESEA/LOCAL	Classroom	$32,777.32
Brain Pop, LLC	Brain Pop, Brain Pop Combo & Brain Pop Jr.	Educational Streaming Video for all content areas	$11, 245.11 $5,508.00 ELL	$10,713.75	INT: $1,727 MCK: $3,480.75 OA: $2,268.00 PLC: $2,268.00	INT: $4.08 MCK:$5.49 OA: $3.59 PLC: $8.27	LOCAL	Classroom	$9, 962.25
Teamology	Project TEAM	understand and improve emotional health in order to give every child access to the support they need to succeed in school	TBD	$1,500	OA: $2,000 PLC: $1,500	OA:$3.16 PLC: $5.47	LOCAL	Classroom	$3,500.00
3P Learning, Inc.	Mathseeds & Reading Eggs	carefully structured lessons and highly engaging math games that cover the foundational skills needed for school success. It now combined with Reading Eggs- Hundreds of online reading lessons, phonics games and books for ages 2-13	$18,068.00	$15,147.60	OA: $10,333.00 PLC: $4,814.60	OA:$16.40 PLC: $17.57	LOCAL	Classroom	$18,350.00
Generation Genius, IN	Science/MATH	Educational Streaming Video Science & Math components	$7,182.00	$6,462.00	INT: $1,615.50 MCK: $1,615.50 OA: $1,615.50 PLC: $1,615.50	INT: $2.42 MCK: $2.55 OA: $2.56 PLC: $5.89	LOCAL	Classroom	$6,662.00
Achieve 3000, INC	Achieve 3000	supplemental online literacy program that provides nonfiction reading content to students in grades preK–12 and focuses on building phonemic awareness, phonics, fluency, reading comprehension, vocabulary, and writing skills.	TDBt	$56, 597.15	INT: $25,500.90 MCK: $24,500.90	INT: $37.62 MCK: $38.64	LOCAL	Classroom	$54,240.00
Mystery Science, INC	Mystery Science	Education Videos for K-5 in Science	$6,780.00	$5,980.00	INT: $1,495.00 MCK: $1,495.00 OA:$1,495.00 PLC: $1,495.00	INT: $2.24 MCK: $2.35 OA: $2.36 PLC:$5.45	LOCAL	Classroom	$5,580.00
Nearpod, INC	Flocabulary	maps to your content and standards across the curriculum. We help your students build vocabulary, develop literacy skills and deepen content knowledge through an engaging and culturally-responsive platform.	$9, 224.00	$8, 954.40	INT: $2,558.40 MCK: $2,558.40 OA: $2,558.40 PLC: $1,279.20	INT: $3.84 MCK: $4.04 OA:$ 4.05 PLC: $4.66	LOCAL	Classroom	$8,610.00
~~Defined Learning, LLC~~	~~Defined Learning~~	~~Utilized for Gifted and Talented Instruction~~	**Not using**	~~$1,095~~	~~INT: $547.50 MCK: $547.50~~	~~INT: $16.10 MCK: $30.41~~	~~LOCAL~~	~~Classroom~~	~~$850.00~~
Quaver Music	Quaver	QuaverMusic gives you access to 36 weeks of lesson plans for grades PreK-8. The curriculum supports a variety of pedagogies, including M.L.T., Orff, and Kodály. Each lesson is aligned with National Core Arts Standards and offers a seriously fun learning experience for every student.	$5,400.00	$5,400.00	INT: $2,400.00 MCK: $2,400.00 OA: $600.00	INT: $3.60 MCK: $3.80 OA: .95	LOCAL	Classroom	$5,400.00
Screen Castify	ScreenCastify	Make learning more personal in your blended, hybrid, or flipped classroom with on-demand video/New Language Componet (additional cost)	$9,775.00	$8,500	INT: $3,072.00 MCK: $2,286.00 OA*: $2,000.00 PLC*:$642.00 OXY: $500.00 *includes PK students	INT:$4.60 MCK:$3.60 OA:$2.65 PLC:$1.92 OXY:$2.73	LOCAL	Classroom	$3,630.00
Committee for Childre	Second Step	programs help students build social-emotional skills—like nurturing positive relationships, managing emotions, and setting goals	$8,334.00	$7,785.00	INT: $2,595.00 MCK: $2,595.00 OA: $2,595.00	INT: $3.89 MCK: $4.09 OA: $4.11	LOCAL	Classroom	$6,986.88
Curriculum Associates	I-Ready	program helps with diagnostic platform for assessment and math practice and tiered intervention	$53,394.00	$52,764.00			ESSA/Local	Classroom	
SAAVAS	Envision Online	We purchase the workbooks and it includes an online component for students/staff lesson plans	already paid	part of price with workbooks			LOCAL	Classroom	
McGraw Hill	Wonders/StudySync/Reading Works	We purchase the workbooks and it includes an online component for students/staff lesson plans	already paid	part of price with workbooks			LOCAL	Classroom	
	Note: these were purchased as part of either a 5 year or 6 year purchase, and online subscription was combined with book licenses.								

Attachments are subject to change without notice

Curr. 2025-26
5-29-25

VENDOR	SOFTWARE	DESCRIPTION	RENEWAL COST	PRIOR YEAR COST	FUNDS USED	GASB CATEGORY
Frontline Placement Technologies	IEP Direct	Special Services IEPs	$23,703.60	$22,574.91	Local	Student Evaluations
Learnix, LLC	Ultimate SLP	Special Services- Speech therapy materials		$924.63	Grant	Speech therapy
NCS Pearson, INC	Q-Interactive Digital License	Special Services-Administer and score tests		$1,160.00	Grant	Examiner tests
NCS Pearson, INC	WISC-V Q-Global Scoring	Special Servcies-Scoring subscription		$63.00	Grant	Digital Scoring
NCS Pearson, INC	WPPSI-IV Score Report	Special Services-Cognitive Functioning Assessment		$50.00	Grant	Digital Scoring
NCS Pearson, INC	Q-Interactive Site License	Special Services-900 Uses (iPad assessment system)		$1,485.00	Grant	Testing
Pro Ed, INC	Edmark 2E Online	Special Services-Student Reading Program		$1,553.00	Grant	Student Reading Program
Riverside Insights	WJ IV Testing Subscription	Special Services- Student assessments	$2,827.50	n/a	Grant & Local	Student Assessments
Special Services 2025-2026						
5/23/2025						

Attachments are subject to change without notice

FACILITIES SERVICES 2025-2026

VENDOR	DESCRIPTION	YEARLY RENEWAL COST	LAST YEAR'S COST
Harrington Fire Protection	Annual Inspection of Fire Extinguishers & Kitchen Suppression Inspections	TBD	1,940.00
Johnson Controls Fire	Annual Service Agreement Renewal Fire Alarm Services	TBD	41,262.18
Johnson Controls HVAC	Annual Service Agreement for HVAC Controls & Software	33,832.00	31,100.00
Kencor Inc	Annual Maintenance of Elevators at Oxy and Intermediate	168.00	168.00
Sonitrol Security	Annual Service, Maintenance and Monitoring of the Security System	61,525.56	58,896.48
Vanguard Energy Partners	Annual Operations and Maintenance Service Proposal	TBD	6,338.19
Fyr-Fyter Sales and Service	Annual Inspection of Sprinkler System & Hood Cleaning	TBD	5,450.00
Noveda	Annual Monitoring Service – Intermediate School	1,400.00	1,260.00
Noveda	Annual Monitoring Service – Oxycocus School	1,000.00	900.00
Noveda	Annual Monitoring Service – Ocean Acres School	900.00	800.00
Genserve (Year 2 of 2)	As per agreement $160 per hour for maintenance and service	2,320.00	2,320.00
Western Pest (Year 2 of 2)	As per agreement for 8 locations, $300 monthly fee and $353 for bi-annual tick treatments	4,240.00	4,240.00
Lou's Electric (Year 2 of 2)	As per agreement, $95 per hour for straight time	$95/hour for straight time	$95/hour for straight time
Wasak	Water treatment for boilers at Ocean Acres and Oxycocus Schools	$1,677	$1,677
Master Library	Annual Subscription for Work Orders and Inventory	3,050.00	$7,352.08 (SchoolDude)
Meadowbrook (Year 2 of 2)	Annual Trash Removal Contract	79,560.00	76,440.00

5-28-2025

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Stafford Township School District
Office of Instructional Services
Manahawkin, NJ 08050
Professional Development Requests
For Approval at: 6/5/2025
Board of Education Meeting

Date of Workshop	*Provider, Location (Description/"Title")*	*Attendance is Mandatory (M), Optional (O), ETTC Hours (E)*	*Attendee*	*If Annual Event: total Attendance and Cost for Previous Year*	*Total Cost for Each Date, Each Attendee*
10/21/25 &10/22/25	NJ Science Convention- Annual convention- Princeton Marriott at Forrestal	O	Kelly Newcomb Susan Kilgallon Robyn Watson		$1005 (Title III funds) +$467.55 (travel) = $1,472.55
10/20/25-10/23/2025	NJBSA, NJ School Boards Workshop, AC Convention Center, Atlantic City	O	Megan Banach		Group Rate
8/14/25-8/15/2025	CPI- Crisis Prevention Intervention, CPI training w/intermediate physical skills- Philadelphia Airport Marriott	M	Sherry Dohn		$3,149.00 + $125.96 (travel)= $3,274.96
8/20/2025	CPI- Training - Autism specialty comp- w/recertification - Virtual	M	Sherry Dohn		$1,800.00

The Superintendent has reviewed all documentation for compliance with NJAC 6A:23A-7.5 and said documentation is available upon request. *bp*

Attachments are subject to change without notice

June 5, 2025

To approve the following substitutes for the 2024-2025 school year:

a. Vivian Lombardo= Teacher Aide
b. +Jennifer Van Daley= CPA
c. +Debra Hein= County Teacher
d. Kenneth Reed= Safety Officer
e. Isabella Compitello= Extended Day Aide
f. Theresa Petersen= Teacher Aide
g. Lisa Maguire= CPA

>Indicates rehire
*Indicates upgrade
+Indicates an additional position
#TA w/certification

Revised 5/19/2025

Attachments are subject to change without notice

Attachments are subject to change without notice

Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide	Certification Expiration Date
Accatatta	Jaclyn							☑											
Ackers-Cilley	Anne	☑							☑										
Alessi	Makayla		☑						☑										1/3/2029
Arabiana	Arman										☑								
Arnone	Jessica								☑										
Arthur	Summer																		
Aurisano	Jessica							☑	☑	☑									
Bagnall	Anita		☑					☑	☑										
Baranco	Linda							☑				☑							
Barton	Michael	☑																	
Belli	Diane	☑																	
Bernstein	Heather								☑										
Bevilaque	Donna		☑						☑	☑									5/1/2027
Bevilaqua	Kaitlyn		☑						☑										12/30/2029
Blauvelt	Candace	☑																	
Bonsignore	Fred		☑									☑							
Bosland	Cathy	☑																	
Bradley	Lisa	☑																	
Brandt	Genee		☑						☑										3/7/2028
Brill	Denise	☑																	
Briones	Belgica										☑								
Brummer	Amy		☑																
Bowser	Richard												☑						
Brummer	Samantha								☑										
Bruno	Alexandra					☑													5/31/2027
Buonavolonta	Thomas												☑						
Burns	Brenda		☑						☑										9/1/2026
Busco	John								☑										
Buzby	Nancy		☑						☑										3/5/2025
Calazzo	Jessica		☑						☑										1/1/2027
Caprara	Theresa							☑											
Carbone	Felicia																	☑	
Carroll	Janice	☑																	
Carson	Isabel								☑										
Carson	Kayla																		
Caruso	Jaime		☑						☑										01/27/2026
Chanda	Koryn	☑																	
Cherubino	Jaclyn		☑						☑	☑		☑							8/11/2027
Clarke	Christine							☑	☑	☑									
Cohen	Brian												☑						
Compitello	Isabella																	☑	
Conklin	Cameron															☑			
Conner	Lauren		☑																
Cooney	Sophia								☑	☑									
Cormann	Christopher	☑																	
Cornell	Sally											☑							
D'Agostino	Gianna								☑										
D'Agosto	Katrina	☑																	
Davern	Kenneth															☑			
Davies	Lissette											☑							
Davies	Janine								☑	☑		☑							
Dearie-Scott	Erin		☑																11/20/2024
Decker	Hailey		☑						☑										
DeHart	Jennifer	☑						☑	☑	☑	☑								
DeHart	Kenneth										☑								
DelRio	Graziella								☑										
Dempsey	Barbara		☑																
DeNigris	Sara	☑							☑										1/28/2026

Attachments are subject to change without notice

Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide	Certification Expiration Date
Destefanis	John	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	
DeToma	Toni	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☐	☐	☐	☐	☐	
DeVito	Scott	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Du Bois	Denise	☑	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Ebner	Nicole	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Elliot	James	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	
Erb	Samantha	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Erdwein	Eileen	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	
Esposito	Lucio	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Farrand	Edward	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	9/1/2026
Fastnacht	Lidia	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Fastige	Charles	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	
Fay-Allikmaa	Allison	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Ferrara	Donna	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Ferrari-Medin	Alicia	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	
Firneno	Nicole	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Fix	Agnes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	
Fiuta	Lauren	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Fox	David	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	
Gallagher	Joseph	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Garsman	Jonathon	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Georges-Mich	Jouseline	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Gerena	Shayla	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Giberson	Alison	☐	☑	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Giberson	Thomas	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	
Giorgianni	Frank	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	3/2/2028
Glidden	Robert	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	
Glidden	Julia	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☑	☐	☐	☐	☐	☐	☐	
Gosling	Laura	☑	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Gramo	Dana	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Graziano	Donna	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Grippaldi	Erin	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Grob	Theodore	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	
Guglielmini	Dori Jo	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Gulino	Joshua	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Guido	Charissa	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	12/15/2027
Gutierrez	Neneth	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Hanley	Karen	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Heim	Pamela	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	
Hein	Debra	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	05/05/2030
Henry	Robert	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Hester	Kathleen	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Hom	Mayeling	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Houser	Halee	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Houser	Shjon	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	7/9/2025
Hudacko	Tina	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	
Hyland	Jonathan	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	
Hynes	Judith	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Iovine	Caleigh	☐	☑	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	1/11/2029
Itte	Edward	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	
Jackson	Marina	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Jakubas	Loretta	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Jenkins	Emily	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	
Jenkins	Louis	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Johnson	Christopher	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Jones	Brittany	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Jones	Rachel	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Jones	William	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	

Attachments are subject to change without notice

Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide	Certification Expiration Date
Kaczynski	Jill								☒										
Kalebota	Adrienne											☒							
Kalman	Emily							☒	☒	☒									
Kane	Abigail																	☒	
Kaprowski	Kenneth		☒																3/6/2028
Karkoska	Robert															☒			
Klunk	Debra								☒										
Kostick	Craig																☒		
Kraljevich	Jennifer			☒															
Krauchick	Courtney						☒												5/31/2025
Kusznikow	Allison								☒										
Lanza	Elizabeth		☒																8/1/2026
LaRussa	Gary															☒			
LaSala	Jennifer																		
Latronico	Amanda				☒														09/07/2028
Lechleiter	Barbara							☒		☒		☒						☒	
Lenz	Stacie						☒												5/31/2025
LeVance	Kaitlyn		☒																
Litterio	Abigail	☒																	
Lockwood	Rebecca																	☒	
Loughran	Kathleen	☒																	
Lowe	Delaney																		
Lubeski	Lisa								☒										
Lucas	Denise	☒																	
Luttrell	Nicholas														☒				
Macolino	Juliana																		
Maguire	Lisa									☒									
Mahoney	Linda								☒										
Maldari	Anne								☒										
Mancini	Mari		☒						☒										10/1/2026
Manka	Kathryn	☒																	
Manochio	Jennifer							☒	☒										
Marzella	Marisa					☒													
Matusek	Colleen														☒				
Mauro	Anne							☒	☒	☒									
May	Tommy	☒																	
Mazyk	Courtney							☒	☒	☒									
McCarter	Keri								☒										
McDowall	Shaelin								☒										
McGowan	Tracey								☒		☒	☒							
McManus	Michelle	☒																	
Melanson	Olivia		☒																9/4/2029
Mele	Kathleen																	☒	
Menoni	Peter												☒						
Meyers	Shannon		☒						☒										8/1/2027
Miller	Jennifer							☒	☒	☒									
Mink	Marbella	☒																	
Mirisola	Mary		☒																
Mokar	Alice	☒																	
Morales	Mary Jo										☒								
Morrin	Michael		☒																
Miotkiewicz	Jamie					☒													
Moscatello	Leighann		☒					☒	☒	☒									
Muldowney	Jennifer	☒																	
Nash	Rachel		☒																5/8/2024
Nebbia	Denise		☒						☒										3/12/2029
Negowetti	Alison	☒																	
Nellis	Jessica		☒																4/4/2028

Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide	Certification Expiration Date
Nevins	Sherri	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Newman	Mary	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Nicolini	Priscilla	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Nikola	Christie	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Obenshine	John	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Oslovich	Jenna	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Oyola	Nicholas	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Palomino	Solange	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Paterina	Jelson	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Patterson	Nicole	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Payne	Sarah	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Peak	Audrey	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Perez	Elisabeth	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Peterson	Theresa	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Petit	Agnes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Petrizzi	Rocklyn	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Piparo	Stephanie	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Ponce	Jean	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Portock	Patricia	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Pounds	Austin	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Provaznik	Wayne	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Pulizzano	Jennifer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Puzak	Kristin	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Quinn	Cynthia	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rabinowitz	Brittany	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rasmussen	Kayla	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Reed	Kenneth	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Regan	Amy	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Reilly	Ellen	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rieder	Ryan	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rios	Madelyn	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rivera	Jennifer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Roberts	Maureen	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Robinson	Breanna	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rodriguez	Samantha	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Romano	Alexa	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Romanow	Tanya	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Ronk	Edward	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rozek	Robert	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Salese	Nicholas	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sarf	Audrey	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sari	Paula	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Schmidt	Robert	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Schriever	Beth	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Schwelgardt	Maria	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Scofield	Dyana	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sembler	Teresa	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Schaffer	Deborah	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sheehan	Jennifer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sheppard	Deborah	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sherry	Christine	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Seitz	Richard	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Silberberg	Lori	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sinopoli	Diane	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Skalski	Beth Ann	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Skelly	Meghan	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Smentkowski	Melissa	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Smith	Allyson	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

2/7/2030

4/1/2026

06/11/2029

11/19/2029

8/31/2027
5/1/2029

Attachments are subject to change without notice

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Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide	Certification Expiration Date
Smith	Brittany	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Smith	Christine	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	03/22/2029
Smith	Emily	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Smith	Kaylee	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	09/25/2025
Sodano-Shinc	Angela	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Sorbara	Kaitlyn	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sorbara	Karen	☐	☑	☐	☐	☐	☐	☑	☑	☑	☐	☑	☐	☐	☐	☐	☐	☐	2/23/2022
Spanvill	Santa	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☑	☐	☐	☐	☐	☐	☐	
Stefanacci	Meghan	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Stelling	Clare	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Stewart	Cynthia	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☑	
Strickler	Sarah	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Struble	Donna	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sullivan	Stephanie	☑	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Sutter	Michelle	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sweeney	Leigh	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sweeney	William	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Tatur	Matthew	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Tegano	Kristine	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	1/4/2026
Tooker	Daniel	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	
Toro	Cody	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☑	
Townsend	Susan	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Treglia	Jodi	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	6/2026
Trovato	Angela	☑	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Truby	Vera	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Tyler	Michael	☑	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Uccellini	Amanda	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	03/19/2030
Urban	Terese	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	
Vaccarelli	Tina	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Valente	Susan	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
VanDaley	Jennifer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	
VanDyk	Kelly	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	
Van Norman	Karen	☐	☑	☐	☐	☐	☐	☐	☑	☐	☐	☑	☐	☐	☐	☐	☐	☐	
Velasco	Virgilio	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	
Vinci-Taylor	Kristen	☐	☑	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	3/12/2029
Wallace	Colleen	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Walk	Allson	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Waller	James	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	
Wamsley	Roseann	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Weidenhof	Elizabeth	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	
Weidenhof	Keith	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	
Weikel	Will	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Williams	Dorment	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Williams	Douglas	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Willey	Marion	☐	☐	☐	☐	☐	☐	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	
Wolfgang	Julia-Anne	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Yatkowitz	Rachell	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Zambardi	Gianna	☐	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Zarrillo	Stephen	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	
Zitzner	Amanda	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	11/25/2029

Stafford Township School District
PERSONNEL CHANGE OF ASSIGNMENT 2025-2026 SCHOOL YEAR
June 5, 2025

	Last Name	First Name	Beginning Date	Ending Date	Current Assignment/Location	New Assignment/Location
1	Heinrichs	Gretchen	9/1/2025	6/30/2026	Bus Attendant- Transportation	Bus Driver- Transportation
2	Navantieri	Debralynn	9/1/2025	6/30/2026	Bus Attendant- Transportation	Bus Driver- Transportation
3	Mikuletzky	Meghan	9/1/2025	6/30/2026	Teacher-Resource- MCk/Int	Teacher- Resource- McKinley
4	Crombie	Dina	9/1/2025	6/30/2026	Cafeteria Playground Aide- PLC	PT Teacher Aide-Regular Ed.- PLC
5	McElroy	Molly	9/1/2025	6/30/2026	Teacher-Resource- MCk/Int	Teacher- Resource- McKinley

Attachments are subject to change without notice

Stafford Township School District

PERSONNEL TRANSFER OF ASSIGNMENTS 2025-2026 SCHOOL YEAR

June 5, 2025

	Last Name	First Name	Beginning Date	Ending Date	Current Assignment/Location	New Assignment/Location
1	Denise	Madison	9/1/2025	6/30/2026	Teacher- Resource - McKinley	Teacher- Resource - Intermediate
2	Leavey	Meredith	9/1/2025	6/30/2026	LDTC- PLC/Oxycocus	LDTC- Oxycocus
3	Quinn	Taryn	9/1/2025	6/30/2026	Behaviorist- Ocean Acres	Behaviorist - Intermediate
4	Banach	Megan	7/1/2025	6/30/2026	Supervisor of Curr & Instruction- Oxycocus	Supervisor of Curr & Instruction- Administration

Attachments are subject to change without notice

Summer Camp Teachers

1	Brittany Jones
2	Matthew Tatur
3	Jill Potts
4	Megan White (Pending Certification)
5	Delaney Lowe (Pending Certification)
6	Shjon Houser

Summer Camp Teacher Aides

7	Marielis Gutierrez
8	Halee Houser
9	Lisa Bonno
10	Linette Herring
11	Cody Toro
12	Loretta Jakubas
13	Angela Wiesemann
14	Angela Carey
15	Abigail Kane
16	Michelle Houser
17	Christina Villani
18	Carrie McDowell
19	Ivette Zambardi
20	Colleen Ficken
21	Rebecca Lockwood
22	Shayla Gerena
23	Shaelin McDowall
24	Isabella Compitello

Substitutes

25	Tiffanie Colecchia - Teacher
26	Katherine Barone- Aide
27	Maria Guertin- Aide
28	Kelly Smith- Aide
29	Denise Hart- Aide

Attachments are subject to change without notice

ESY Coordinator 7:45 am-12:15 pm (up to 165 hours)

Lowe Jen

ESY Substitute Coordinator

Germain Elise

Smolens MaryFrancis

	ESY Teacher (MD) 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
1	Gudzak	Loren	
2	Hahl	Tiffany	
3	Rowland	Jennifer	
4	Haugh	Madison	
	ESY Speech Language Pathologist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
5	McCugh	Alexis	
6	Geardino	Jacqueline	
	ESY Occupational Therapist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
7	Bruther	Tracey	
	ESY Physical Therapist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
8	McCoy	Pia	
	ESY BCBA Certified 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
9	Kilgallon	Dan	
	ESY Registerd Behavior Technician 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
	ESY School Nurse 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
10	Doran	Carol	
	ESY Teacher Aides (MD) 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
11	Buczynski	Amiee	
12	Witorski	Robin	
13	Zuhl	Allison	
14	Keymer	Anne	
15	Levenson	Carol	
16	Osborne	Tyler	
17	Bersen	Joyce	
18	Rondinone	Kathleen	
19	Rogers	Sharron	
20	Giles	Heather	
21	Musco	Lori	
22	Wescott	Kelli	
23	Carbone	Stephanie	
24	Bisogno	Brielle	
25	Sutton	Patti	

Attachments are subject to change without notice

26	Budd	Dawn	
27	Keppe	Erin	
28	Pezza	Christine	
	ESY Teacher (PSD) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
29	Cattelona	Nicole	
30	Elia-Way	Alyssa	
31	Galeotafiore	Megan	
32	Schmitt	Renee	
	ESY Teacher Aides (PSD) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement		
33	Colino	Katerina	
34	Miljus	Zachary	
35	Schwartz	Gina	
36	Tallman	Jaime	
37	Mullins	Cara	
38	Payne	Sarah	
39	Barrata	Annabel	
	ESY Teacher (ERI) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
40	Reeves	Brooke	
41	Bamber	Thomas	
	ESY Teacher Aides (ERI) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
42	Horne	Michelle	
	ESY Teacher 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
43	Conforti	Janet	
44	Segalla	Alicia	
45	Vaughan	Kelly	
46	Levrock	Kelly	
47	Paolo	Heather	
48	Nadeau	Jennifer	
49	D'Agostino	Amy	
	ESY Teacher Aides 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
50	Melchiorri	Loribeth	
51	Appleton	Susan	
52	Rowley	Jeannine	
53	Cassanno	Brenda	
54	Farrand	Edward	
55	Santiago	Kristie	
56	Stillwell	Susan	
57	Henry	Robert	
58	Stark	Nicole	
59	Smith	Shauna	

Attachments are subject to change without notice

60	Coppola	Maureen	
61	Tampone	Judy	
62	Leone	Crystal	
63	Mullen	Kelly	
	Summer CST School Pyschologist (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)		
64	Costello	Thomas	
65	Pirone	Shannon	
66	Szczepan	Stephanie	
67	Garris	Danielle	
	Summer CST School Social Worker (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)		
68	Newman	Elizabeth	
	Summer CST LDTC (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)		
69	Leavey	Meredith	
70	Greenblatt	Christina	
	Summer CST Translator (as needed/per STEA/BOE agreement)		
	Summer CST Speech Correctionist (Per diem rate 6 hours-10 days each/per STEA/BOE agreement)/		
71	Terry	Chelsey	
72	McCugh	Alexis	
73	Geardino	Jacqueline	
	Summer CST Gen Ed teachers (up to 8 days/per STEA/BOE agreement)		
74	McCue	Elizabeth	
75	Debella-McNemer	Ashley	
76	DiPasquale	Daniel	
77	Swain	Linda	
78	Burgess	Nadine	
79	Kilgallon	Susan	
80	Derion	Jenna	
81	Dean	Madison	
	Summer CST Spec Ed teachers (up to 8 days/per STEA/BOE agreement)/		
82	McCue	Elizabeth	
83	Bambe	Thomas	
84	Debella-McNemer	Ashley	
85	Derion	Jenna	
86	Weram	Stephanie	

Attachments are subject to change without notice

ESY Transportation Staff 2025

	Last Name	First Name	Position
1	Alaimo	Maria	Bus Attendant
2	Appleton	Susan	Bus Attendant
3	Broderick	Lenore	Bus Attendant
4	Exel	Michele	Bus Attendant
5	Fedor	Mary Kay	Bus Attendant
6	Gerardo	Gina	Bus Attendant
7	Gers	Mary	Bus Attendant
8	Haines-Mueller	Eva	Bus Attendant
9	Hazelton	Valerie	Bus Attendant
10	Hofmann	Linda	Bus Attendant
11	Hollingshead	Brenda	Bus Attendant
12	Houser	Michele	Bus Attendant
13	Kelly	Elizabeth	Bus Attendant
14	Keymer	Anne	Bus Attendant
15	Knoerzer	Leatha	Bus Attendant
16	Miljus	Zachary	Bus Attendant
17	O'Boyle	Sarah	Bus Attendant
18	Parisi	Tara	Bus Attendant
19	Pucci	Holly	Bus Attendant
20	Robles	Jennifer	Bus Attendant
21	Rodriguez	Kristin	Bus Attendant
22	Rogers	Jennifer	Bus Attendant
23	Rowley	Jeannine	Bus Attendant
24	Schweitzer	Deborah	Bus Attendant
25	Sliker	Linda	Bus Attendant
26	Smith	Shaunna	Bus Attendant
27	Soper	Peggy	Bus Attendant
28	Spezzaferra	Nicole	Bus Attendant
29	Szafranski	Sherri	Bus Attendant
30	Tallman	Jaime	Bus Attendant
31	Vazquez-Santiago	Sandra	Bus Attendant
32	Witkowski	Robin	Bus Attendant
33	Yatauro	Donna	Bus Attendant

	Last Name	First Name	Position
34	Bain	Greg	Bus Driver
35	Basile	David	Bus Driver
36	Bodony	Emily	Bus Driver
37	Budd	Miranda	Bus Driver
38	Davis	Lillian	Bus Driver
39	Di Carlo-Cottone	Michele	Bus Driver
40	Forte	Christopher	Bus Driver
41	Guertin	Timothy	Bus Driver
42	Hammonds	Harold	Bus Driver
43	Hammonds	Helen	Bus Driver
44	Hargrove	Lisa	Bus Driver
45	Heinrichs	Gretchen	Bus Driver
46	Hersch	John	Bus Driver
47	Kelley	James	Bus Driver
48	Kern	David	Bus Driver
49	Levy-Minetti	Janet	Bus Driver
50	Lewis	Tracey	Bus Driver
51	Levh	Richard	Bus Driver
52	Mamudoski	Eileen	Bus Driver
53	McCrudden	Patricia	Bus Driver
54	McGinty	Mary	Bus Driver
55	Mernagh	Eugene	Bus Driver
56	Navantieri	Debralynn	Bus Driver
57	Palmer	Kristina	Bus Driver
58	Revinski	Chester	Bus Driver
59	Rzemyk	Brenda	Bus Driver
60	Salmons	Cynthia	Bus Driver
61	Scully	Patricia	Bus Driver
62	Soper	Frederick	Bus Driver
63	Sullivan	Daniel	Bus Driver
64	Szczepaniak	Richard	Bus Driver
65	Tagliaferro	Joseph	Bus Driver
66	Verrier	Lauren	Bus Driver
67	Whittaker	Colleen	Bus Driver

Attachments are subject to change without notice

SUBSTITUTE PAY RATES
2025-2026 SY
June 6, 2025

	POSITION	RATE
1	NJ CERTIFIED TEACHERS	$115/DAY
2	COUNTY CERTIFIED TEACHERS	$115/DAY
3	LONG TERM TEACHERS	$150/DAY
4	NURSES	$200/DAY
5	SECRETARIES	$16/HOUR
6	TEACHER AIDES	$16/HOUR
7	CAFETERIA/PLAYGROUND AIDES	$16/HOUR
8	TRANSPORTATION AIDES	$16/HOUR
9	BUS DRIVERS	$25/HOUR
10	BUS MECHANICS	$34/HOUR
11	CUSTODIANS	$16/HOUR
12	STAC TECHNICIANS	$20/HOUR
13	SAFETY OFFICERS	$30/HOUR
14	ELECTRICIAN	$33/HOUR

Attachments are subject to change without notice

Stafford Township School District
Salary
June 5, 2025

	Last Name	First Name	Position	Salary
1	Mesagna	Christine	Bookkeeper	$48,000 + $500 BA Stipend

Attachments are subject to change without notice

Stafford Township Board of Education Policy

9120 PUBLIC INFORMATION PROGRAM

The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives.

Only the Board President or Board Member(s) authorized by the board president may speak for the board or for the district, when authorized by the Superintendent, whether online or offline. This is in compliance with board policy.

Board members shall continue to be responsible for monitoring their own interactions on social media sites, and shall not participate in any conversation where a quorum of board members is formed by their participation.

The Board President may distribute Board of Education information via a Board of Education approved medium and/or platform(s). Such information may include, but not be limited to: the posting of monthly agendas, Board and District happenings, Board Member spotlights, press releases, etc.

Any information distributed by the Board President on District platform(s) shall not include individual opinions of Board Members (i.e. political speech) or confidential items.

The Board President, forty-eight (48) hours prior to disseminating such information, shall provide each Board member with a copy of the information to be distributed. In the event a Board member objects, for any reason, to the content of the information to be distributed, the Board member must inform the Board President in writing within the same forty-eight (48) hour window prior to the information being distributed. The Board President shall not distribute any information that is objected to by a majority of the Board. If the proposed information is objected by a minority, the Board President shall use their discretion in whether or not to distribute the material.

The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee. Any information impacting law enforcement reports/ investigations will first be discussed with and will only be released with the approval of law enforcement and in accordance with the uniform memorandum of agreement between school districts and law enforcement.

Attachments are subject to change without notice

Stafford Township Board of Education Policy

COMMUNITY
9120
Public Information Program

The school district will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal or designee for the pupils in their school building or by the Program Administrator for pupils in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.

The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available and appropriate, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass

Attachments are subject to change without notice

mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.
The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relation, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted: 22 July 2004
Revised: 20 November 2008
Revised: 16 July 2009
Revised: 24 July 2013
Revised:

Attachments are subject to change without notice

Stafford Township School District
Special Services
2024-2025 School Year

In-district Tuition Students
June 2025

ID#	District	Class	Building
25290	Barnegat	6	Intermediate
25289	Barnegat	LLD	Ocean Acres
25621	Barnegat	MD	Intermediate
25666	Eagleswood	ERI	Intermediate
25734	Eagleswood	ERI	Ocean Acres
25785	Eagleswood	3F	Oxycocus

Out of District Tuition
June 2025

ID#	School
23753	Education Academy
22497	Education Academy
24527	Lehmann School
22509	Shore Center for Autism
21588	Shore Center for Autism
23403	Hawkswood School
24714	Hawkswood School
23050	Y.A.L.E. School Northfield Campus
23229	Y.A.L.E. School Northfield Campus
25722	Children's Center of Monmouth County

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Stafford Township School District
Manahawkin, NJ 08050

"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"

Oxycocus Elementary School
William Wilkinson, Director of Early Childhood Education
"A Great Place to Begin!"

MONTHLY REPORT

MAY 2025

MISSION STATEMENT

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

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REQUIRED INFORMATION

ENROLLMENT		***HEALTH REPORT***	
PEA Grant	113	Student Visits	110
PSD	73	Staff Visits	15
		Medications	22
		CST Meetings/Screenings	2
		Trips	0
TOTAL	***186***	***TOTAL***	***149***

REQUIRED DRILLS

DRILL	***DATE***	***TIME***	***OCCUPANTS***
Fire Drill	5/7/2025	9:30 am	236
Non-Fire Evacuation	5/8/2025	9:30 am	238

Stafford Township School District
Manahawkin, NJ

"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"

Primary Learning Center
Dawn Reo, Principal

"Believe and Succeed"

Monthly Report
May 2025

MISSION STATEMENT

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Required Information:

Enrollment:
Grade K: 255
Grade DK: 5
Special Education: 15
PreK: 60
Total Enrollment: 335

Choice: 4

Health Reports:
Visits: 250
Medications: 15
Staff Contacts: 1
Screenings: 595
Accidents: 0
Workman's Comp: 1
Total Visits: 862

Required Drills:

Drill	Date	Time	Occupants
Evacuation Non Fire	May 1, 2025	9:36	382
Fire Drill	May 2, 2025	9:35	385

Stafford Township School District
Manahawkin, NJ

"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"

Ocean Acres Elementary School
Susan D'Alessandro, Principal
Growing by Leaps and Bounds

Monthly Report
May 2025

MISSION STATEMENT

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Required Information:

Enrollment:
Grade 1: 319
Grade 2: 315
Grade K: 1
Pre-K: 120
Total Enroll: 755

Health Reports:
Visits: 953
Medications: 49
Staff/Parent Contact: 132
In person Parent Conferences: 0
Screenings: 6
Accidents: 3
Work. Comp: 5
Total Visits: 1148

Drill	*Date*	*Time*	*Occupants*
Fire Drill	05/01/25	9:06	850
Non-Bomb Threat Evac.	05/27/25	10:03am	850

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.Stafford Township School District
Manahawkin, NJ

"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"

McKinley Avenue Elementary School
Tiffany Eberle, Principal

"Learning Today, Leading Tomorrow"

Monthly Report
May, 2025

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Required Information:

Enrollment:

Grade 3:	314
Grade 4:	295
Special Education:	26
Total Enrollment:	635
Choice:	8

Health Reports:

Visits:	545
Medications:	139
Staff Contacts:	5
Screenings:	483
Accidents:	0
Workman's Comp.:	2
Total Visits:	1,174

Required Drills:

Drill	*Date*	*Time*	*Occupants*
Fire Drill	5/8/2025	1:30 pm	698
Lockdown	5/12/2025	10:45 am	684

Stafford Township School District
Manahawkin, NJ

"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"

Intermediate School
Hope Zaun, Principal

"Believe and Succeed"

Monthly Report
May 2025

MISSION STATEMENT

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Required Information:

Enrollment:
3rd Grade: 1
4th Grade: 2
5th Grade: 327
6th Grade: 341
Total Enrollment: 671 records

Special Ed: 172
Choice: 11

Health Reports:

Total Visits: 350

Medications: 130
Staff Contact: 12
Screenings: 175
Accidents: 0
Workman's Comp: 2

Required Drills:

Drill	*Date*	*Time*	*Occupants*
Fire Drill	5/8/25	1:30 pm	738
Evacuation/ Non-Fire Drill	5/12/25	10:30 am	722