

July 2025 Attachments

I-C	Resolution Authorizing Closed Session	Complete
V-A	June 11, 2025 Board Meeting Minutes	Complete
V-B	June 11, 2025 Closed Board Meeting Minutes	Complete
V-C	June 30, 2025 Board Meeting Minutes	Complete
V-D	June 30, 2025 Closed Board Meeting Minutes	Complete
VI-A-1	Monthly Wellness Report	Complete
A-1	HIB Report	Complete
A-2	Waterford Township School District Remote Learning Plan for the 2025-2026 School Year	Complete
A-7-a	Policy #8505- Wellness Policy/Nutrient Standards for Meals and Other Foods	Complete
A-7-b	Policy #2365- Acceptable Use of Generative Artificial Intelligence (AI)	Complete
C-1	Board Secretary's Certification for May 2025	Complete
C-3	Financial Reports for May 2025	Complete
C-4	Bills Lists	Complete
C-10-b-1	Policy #6470- Payment of Claims	Complete
C-10-c-1	Regulation #8310.2- Disposal of Required Records	Complete
C-10-C-2	Regulation #8310- Public Records	Complete

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING – June 11, 2025
WATERFORD ELEMENTARY SCHOOL**

DRAFT

V-A

I. MEETING CALLED TO ORDER 5:31 P.M.

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

A. ROLL CALL OF ATTENDANCE

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

Members absent: Rosemarie Hunter

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

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

A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the business not anticipated at the time of the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. Galante, seconded by Mr. McClintock, and carried by unanimous voice consent to approve the resolution authorizing closed session.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by, Mr. O'Donnell, seconded by Mr. DeVuyst and carried by unanimous voice consent to return to open session at 7:01 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. DeNafo read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the Statement to the Public.

II. COMMITTEE REPORTS

A. EDUCATION- none

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

C. BUSINESS- Mr. Hoover gave an oral report

III. PRESENTATIONS

A. Students of the 4th Marking Period-

1. **K- Wesley Trendler-** Ms. Bowden/Ms. Fieger

2. **1st- Marcus Brown-** Ms. Griffin

3. **2nd- Emma Mathews-** Ms. Gallagher/Ms. Wallen

4. **3rd- Gabriella Deku-** Ms. Stephan

5. **4th- Nathan Lisnyj-** Ms. Kalusa

6. **5th- Antonio Paganafanador-** Mr. Moore

7. **6th- Carsyn Murtha-** Ms. King

B. Substitute of the 4th marking Period-

1. **Christopher Fottrell-** Dr. Nolan

C. DREAMS Presentation- Thomas Richards Early Education Center Staff

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

D. Mrs. Galante from WTHSA presented Dr. Nolan with a token of their appreciation.

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

None

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

V. MINUTES

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

A. Board Meeting May 14, 2025

B. Closed Session May 14, 2025

VI. SUPERINTENDENT'S REPORT

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

A. Monthly District Reports-

1. Monthly Wellness Report (See Attachment)

2. Fire/Security Drill Log

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved
Atco	5/12/025	2:58 PM	77 degrees, sunny	Fire	210	45
Atco	5/30/2025	14:07	77 degrees partly cloudy ☁️	Nonfire Evacuation	209	43
TR	5/2/25	2:20 PM	86 degrees, sunny	Nonfire Evacuation	243	68
TR	5/6/25	2:17 PM	75 degrees,	Fire	256	68
WES	5/19/2025	9:13 AM	64 degrees, sunny	Fire	396	74
WES	5/27/2025	9:35 AM	65 degrees, cloudy	Evac Bomb threat	399	66

B. Enrollment:

Grade	2024-2025 # of Students	2025-2026 # of Students
PK (3 yr. old)	82	61
PK (4 yr. old)	72	106
PK (5 yr. old)	1	0
Sub Total:	155	167
K	110	80
1 st	111	110
2 nd	108	111
3 rd	96	108
4 th	110	96
5 th	114	110
6 th	114	114

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

Sub Total:	763	729
Total:	918	896

Grade	2023/2024 Title I/ESY	2024/2025 Title I/ESY
PK	22	11
K	20	24
1 st	25	19
2 nd	22	24
3 rd	11	9
4 th	16	13
5 th	20	9
6 th	0	4 (@ Hammonton)
Total:	136	113

C. Suspension Report:

Suspension:	TR	Atco	WES
In School Suspension	0	0	5
Out of School Suspension	0	1	8

VIII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

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

1. **Harassment, Intimidation and Bullying (HIB) Report:**
Acknowledge receipt/affirm HIB Investigations. (See Attachment A-1).
2. **Comprehensive Equity Plan and Statement of Assurance:**
Approve the Comprehensive Equity Plan for 2025-2026 through 2027-2028 school years and submission of the Comprehensive Equity Plan Statement of Assurance for 2025-2026.
3. **School Security State of Assurance for 2024-2025:**
Approve the submission of the School Security Statement of Assurance for the 2024-2025 school year.
4. **Fieldwork Experience for fall, 2025:**
Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Kelly Akras	Stockton	District	1	Raso	9/8/2025-12/19/2025	100 hours
Bianca DiVentura	Stockton	District	PK	Litchko	9/8/2025-12/19/2025	80 hours

5. **College Clinical Practice Placement for fall, 2025 and Spring, 2026 Semesters:**
Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Danielle Komis	Rowan	District	3	Romsteadt	9/2/2025-10/27/2025	25 hours/week for 8 weeks

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

6. Approve the following policy for the first reading:
n/a
7. Approve the following policy for the second reading:
n/a
8. Acknowledge receipt of the following regulations:
n/a

B. PERSONNEL

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by a roll call vote to approve items 1 through 17 and addendum items 18-21.

1. Resignation of Certified Staff Member(s):

Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
Catania, Alana	WES	Teacher -- Grade 6	30-50-G6 / AAU	6.30.25

2. Resignation of Non-Certified Staff Member(s):

Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
Borger, Christelle	WES	Paraprofessional	20-50-S6 / BCU	6.30.25
Cureton, Hailey	TR	Paraprofessional	20-45-EX / AOD	6.30.25
Renzulli, Angelina	Atco	Paraprofessional	20-40-EX / BBM	6.30.25
Rouse, Payton	Atco	Paraprofessional	20-40-EX / BBN	6.30.25

3. Resignation of On-Call Staff Member(s):

Approve the resignation of the following On-Call staff member(s):

Name	Location	Position	Effective Date
Tonczyczyn, Heather	District	Licensed Professional Counselor	6.30.25

4. Appointment of Certified Staff for the 2025-2026 School Year:

Please approve the following staff member for the position listed below pending receipt of the required documents:

Name	Assignment	Location	From	To	Step	Salary	UPC	FTE
Gallagher, Kellina	Teacher (Kindergarten)	TR	8.26.25	6.30.26	6 BA	\$63,625	30-45-K1 / ALI	1.0

5. Appointment of On-Call Staff:

Approve the following On-Call staff member for the 2025-2026 school year, pending receipt of required documents:

Name	Assignment	Contract	Guide	Step	Hourly Rate	Pay Code
Bodine, Michael	Mechanic	WTEA Support	Secretary B	25	\$26.84	H:28

6. Transfer of Support Staff Member(s):

Approve the transfer of the following Support Staff member:

Name	Current Location	Current Assignment	Current UPC	New Location	New Assignment	New UPC	Effective Date
Valentino, Ryan	District	Permanent Custodian Substitute	70-10-S8 / AUC	WES	Custodian - PM	21-50-C3 / AYR	7.01.25

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

7. Salary Adjustment:

Approve the adjustment in salary for employee #5163 to reflect an hourly rate of \$18.45 for all secretarial work performed from 12.04.24 through 6.30.25.

8. Perfect Attendance Award—May 2025:

Acknowledge and congratulate Lisa DiRenzo, who will receive a \$50.00 Amazon gift card for her perfect attendance record during the month of May. Lisa has been with the district in many capacities during her twenty-one year employment with us and currently serves as the district's Title I / Basic Skills Coordinator. Congratulations Lisa!!!!

9. Leave-of-Absence Request:

Approve the request for a leave-of-absence for the following staff member:

Staff Member	Dates	Classification
4048	5.27.25 – 5.30.25	Administrative LOA - Unpaid

10. Appointment of Substitutes for the 2025-2026 School Year:

Approve the following Substitutes for the 2025-2026 school year, pending receipt of the required documents:

Name	Substitute Position	Rate (Gr. 1-6)	Rate (Gr. PreK - K)
Borger, Christelle	Paraprofessional	\$18.75 / hr.	\$ 20.63 / hr.
	Non-Instructional (Cafeteria) Aide	17.66 / hr.	19.42 / hr.

11. Substitute Staff--2025 Extended School Year (ESY) Summer Learning Program:

Approve the following substitute for the 2025 Extended School Year (ESY) Summer Learning Program:

Name	Assignment	Hourly Rate (WES)	Hourly Rate (TR)
Fottrell, C.	Teacher	\$19.86 / hr	\$21.85 / hr
	Paraprofessional	18.75 / hr	20.63 / hr

12. Appointment of Staff Members for the 2025 Extended School Year (ESY) Summer Learning Program:

Approve the following staff members to provide services for the 2025 Extended School Year (ESY) Summer Learning Program:

Name	Position	Number of Days	Rate / Hour	Hours / Day	Total	Account Number	Pay Code
Marzili, Christy	Paraprofessional	19	\$17.36	3.25	\$1,071.98	11-422-100-106-01-03-000	H:74

13. Resignation of Staff Member – 2025 Extended School Year (ESY) Program

Approve the resignation of the following staff member for the 2025 Extended School Year Program:

Name	Position	Number of Days	Rate / Hour	Hours / Day	Total	Account Number
Hall, Kami	Nurse	19	\$55.00	3.25	\$3,396.25	11-422-213-104-01-03-000

14. Title I Summer Learning Academy Program 2024-2025 - Certified Staff Trainer:

Approve the following certified staff member to provide Title I Summer Learning Academy i-Ready Training:

Name	Rate/Hour	Total Hours	Amount	Account #
Michelini, Candice	\$41.00	Up to 2 hours	\$82.00	20-275-200-104-00-04-000

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

15. Approve the following policy for the first reading:
n/a
16. Approve the following policy for the second reading:
n/a
17. Acknowledge receipt of the following regulations:
n/a

18. Resignation of Staff Member – 2025 Extended School Year (ESY) Program:

Approve the resignation of the following staff member for the 2025 Extended School Year Program:

Name	Position	Number of Days	Rate / Hour	Hours / Day	Total	Account Number
Phillips, Prudence	Paraprofessional	19	\$18.88	3.25	\$1,165.84	11-422-100-106-01-03-000

19. Appointment of Staff Members for the 2025 Extended School Year (ESY) Summer Learning Program:

Approve the following staff members to provide services for the 2025 Extended School Year (ESY) Summer Learning Program:

Name	Position	# of Days	Rate / Hour	Hours / Day	Total	Account Number
Saunders, Kate	Nurse	Up to 19	\$55.00	Up to 3.25 hrs / day on an 'as needed' basis	n/a	11-422-213-104-01-03-000
Troike, Ashley	Nurse	Up to 19	55.00	Up to 3.25 hrs / day on an 'as needed' basis	n/a	11-422-213-104-01-03-000
Biggs, Michelle	Site Coordinator	19	55.00	3.25	\$3,396.25	11-422-240-104-01-03-000

20. Substitute Staff--2025 Extended School Year (ESY) Summer Learning Program:

Approve the following substitute for the 2025 Extended School Year (ESY) Summer Learning Program:

Name	Assignment	Hourly Rate (WES)	Hourly Rate (TR)
Cocco, Nicholas	Teacher	\$21.25 / hr	\$23.38 / hr
	Paraprofessional	18.75 / hr	20.63 / hr

21. Create/Abolish Support Staff Positions:

Approve the created Support Staff positions for the 2025-2026 school year. (See Attachment B-21).

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by a roll call vote to approve items 1 through 11 and addendum items 12 through 14..

1. Board Secretary's Certifications for the month of April 2025 (See Attachment C-1):

In accordance with 18A:17-9 for the month of April 2025, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of April 2025, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies that the following changes in anticipated revenue amounts and revenue sources.

2. Board of Education Monthly Financial Certification:

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of April 2025 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Financial Reports for the month April 2025 (as per attached):

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

4. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$ 532,555.29
- Bills List #2- \$ 38,998.95
- Bills List #3- \$ 2,436.04
- Nutri-Serve- \$ 47,895.51

5. Contracts:

Vendor	Purpose	From	To	Amount	Attachment
KS State Bank	Lease of Access Points and Firewall	6/11/25	6/11/30	\$12,894.19	N/A
Garrison Architects	Architect of Record	7/1/25	6/30/26	Various	C-5-a
First Student	Transportation	7/1/25	6/30/26	\$2,381,288.04	N/A
South Jersey School Doctors, LLC	School Physician Services	7/1/25	6/30/26	\$10,000	N/A
Nutri-Serve	School Food Services	7/1/25	6/30/26	\$43,000	N/A

6. Transportation:

SID#	Vendor	School	From	To	Amount	Send/Receive	Attachment
9605318945	Waterford Twp.	Hamilton Twp.	9/1/24	6/30/25	\$1,110	Receive	N/A
7013112395	Waterford Twp.	Hamilton Twp.	9/1/24	6/30/25	\$1,110	Receive	N/A
8321989429	Winslow Twp.	Folsom	3/1/25	6/30/25	\$311.50	Send	N/A

7. Grants:

Grantor	School	Amount	Purpose	Attachment
NJ Schools Insurance Group	District	\$2,476	Preventative Maintenance Software	C-7-a
WTH&SC	WES	\$240	Dry Erase Boards	N/A
Waterford Twp. Police Dept.	TRECC	\$550	Bounce House	N/A
WTH&SC	WES	\$2,447	Gaga Pit	N/A
WTH&SC	Atco	\$1,882	Gaga Pit	N/A

8. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
9605318945	Hamilton Twp. Mercer	9/1/24	6/30/25	\$14,718	Receive	N/A
7013112395	Hamilton Twp. Mercer	9/1/24	6/30/25	\$14,718	Receive	N/A
8275457547	ACSSSD	7/7/2025	8/7/25	\$2,420	Send	N/A

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

1242928340	East Mountain School	7/1/25	6/30/26	\$81,826.50	Send	N/A
4286992618	Orchard Friends School	7/7/25	8/15/25	\$15,000	Send	N/A
6646697845	Brookfield Academy	9/5/25	6/30/26	\$75,877.20	Send	N/A
9136913852	Brookfield Academy	9/4/25	6/30/26	\$75,877.20	Send	N/A

9. Out of District Professional Development for the 2025-2026 School Year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Kondas, Heather	5/22/25	10/17/25	Atlantic City, NJ	2025 NJPSA/FEA/NJASCD Fall Conference	\$210	11-000-223-580-58-01-040

10. Approve the purchase of a 2025 Ford Transits van for \$70,050.72 from All American Fleet through the Educational Services Commission of NJ bid #23/24-11 and to finance it through KS State Bank at 5.74% for 5 years.

11. Business-Related Policies:

- a. Approve the following policies for the first reading:
 1. Policy #6470- Payment of Claims
- b. Approve the following policies for the second reading:
 - n/a
- c. Acknowledge receipt of the following regulations:
 1. Regulation #6470- Payment of Claims

12. Contracts:

Vendor	Purpose	From	To	Amount	Attachment
DLC Technology Solutions	Access Points	6/11/25	Completion	\$54,936.65	D-12-a
DLC Technology	Firewall Cluster	6/11/25	Completion	41,306.31	D-12-b

13. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
5209922732	Bancroft School, Voorhees	7/7/2025	6/30/2026	\$79,930.20	Send	No
4356214621	Bancroft School, Mt. Laurel	7/7/2025	6/30/2026	157,890.60	Send	No
3310476652	Bancroft School, Mt. Laurel	7/7/2025	6/30/2026	157,890.60	Send	No

14. Authorize the purchasing of school supplies from the following vendors:

Subject	Vendor	Amount Awarded
General Classroom Supplies	School Specialty, LLC	\$33,449.81
Athletic Supplies	BSN Sports, LLC	\$10.79
	United Supply Corp.	\$104.28
	S&S Worldwide, Inc.	\$12.00
Audio Visual Supplies	Bluum USA Inc.	\$10.00
	Paper Clips Inc.	\$133.92
	United Supply Corp.	\$158.58
Paper/Copy Duplicator Supplies	Staples Contract & Commercial, LLC	\$297.10

WATERFORD TOWNSHIP BOARD OF EDUCATION
June 11, 2025

Custodial Supplies	United Supply Corp. W.B. Mason Co., Inc. W.W. Grainger, Inc. dba Grainger	\$69.27 \$354.20 \$250.54
Elementary Science Supplies	School Specialty, LLC Nasco Education, LLC Carolina Biological Supply Co. VWR Funding, Inc dba Wards Science United Supply Corp. EAI Education dba Eric Armin Inc.	\$211.95 \$84.70 \$14.86 \$20.34 \$99.85 \$28.12
Fine Art Supplies	Cascade School Supplies, Inc. Blick Art LLC School Specialty, LLC Nasco Education, LLC National Art & School Supplies, Inc. W.B. Mason Co., Inc.	\$283.48 \$237.32 \$844.94 \$95.61 \$51.42 \$280.93
Health and Trainer Supplies	Henry Schein, Inc. School Health Corporation Performance Health Holdings, dba Medco Supply	\$404.32 \$1,983.93 \$136.99
Library Supplies	Cascade School Supplies United School Corp. Demco, Inc. OTC Brands Inc. dba OTC Direct, Inc.	\$130.72 \$13.29 \$110.16 \$40.79
Math Supplies	United Supply Corp.	\$5.32
Music Supplies	Shar Products Company dba Shar Music United Supply Corp. Music & Arts K&S Music, Inc.	\$73.06 \$35.27 \$245.02 \$143.99
Office and Toner Supplies	Staples Contract & Commercial LLC	\$7,302.80
Physical Education Supplies	School Specialty, LLC BSN Sports, LLC Nasco Education, LLC School Health Corporation United Supply Corp. S&S Worldwide, Inc.	\$192.53 \$166.08 \$27.47 \$395.25 \$463.70 \$81.62
Science Supplies	School Specialty, LLC Nasco Education, LLC VWR Funding, Inc. dba Wards Science	\$34.94 \$32.68 \$8.35 \$40.32
Special Needs	School Specialty, LLC Nasco Education, LLC School Health Corporation United Supply Corp. Charles J. Becker & Bro. Inc dba Becker's School S&S Worldwide, Inc.	\$624.81 \$9.56 \$44.94 \$345.99 \$62.87 \$15.98
Teaching Aids	Cascade School Supplies, Inc. School Specialty, LLC Kurtz Bros., Inc. Nasco Education LLC Lakeshore Learning Materials, LLC United Supply Corp. Really Good Stuff, LLC United Sales USA Corp. Charles J. Becker & Bro. Inc dba Becker's School	\$193.07 \$1,376.77 \$131.01 \$40.24 \$316.66 \$135.88 \$1,931.79 \$21.89 \$8.98

WATERFORD TOWNSHIP BOARD OF EDUCATION

June 11, 2025

	S&S Worldwide, Inc.	\$26.46
	OTC Brands Inc dba OTC Direct, Inc.	\$17.08
Technology Supplies	United Supply Corp.	\$36.10
	Pitsco Education, LLC	\$18.52
	Midwest Technology Products	\$371.35
World Languages	Teacher's Discovery, Inc. American Eagle Co., Inc	\$90.97
Cafeteria Consumable Supplies	United Supply Corp.	\$73.76

D. BYLAWS—Barbara Libak Fanz

1. Approve the following policy for the first reading :
n/a
2. Approve the following policy for the second reading :
n/a
3. Acknowledge receipt of the following regulations:
n/a

VIII. REPORTS

- a. **Legislation-** Mr. Leach gave an oral report.
- b. **Camden County School Boards Association-** no report.
- c. **New Jersey School Boards Association-** no report.
- d. **Camden County Educational Services Commission-** Mr. De Vuyst gave an oral report.
- e. **Hammonton-** no report
- f. **Board President's Report-** Mr. DeNafo gave an oral report.
Happy Birthday to Mr. Leach and Mr. Galante.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

A motion was made by Mr. McClintock, seconded by Mr. Hoover and carried by unanimous roll call vote to terminate employee #5029 and withhold in increment from employee #4742.

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

none
- B. A motion was made by Mr. Leach seconded by Mr. Galante and carried by unanimous voice consent to close the meeting to the public.

XI. MEETING ADJOURNMENT at 8:10

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

Respectfully Submitted,



Daniel J. Fox
Assistant Superintendent for Business/Board Secretary

JUNE MONTHLY WELLNESS REPORT

Date	Description	School	Class(es) Involved	Menu	Celebration/Curricular	CCS
6/13/25	EOY party	WES	Schaller	pizza, water ice, juice/water and pretzel bites,	celebration	
6/13/25	EOY party	WES	Young	icecream, whipped cream, chocolate sauce	celebration	
6/13/25	EOY party	WES	Stephan	chicken nuggets, french fries, fruit, ice pops and popcorn/chips	celebration	
6/13/25	EOY party	WES	Kalusa	water ice	celebration	
6/13/25	EOY party	WES	Chance		celebration	
6/13/25	EOY party	WES	Kennevan	Cupcakes, Goldfish, popcorn, water ice (if nice weather) Capri sun roaring waters & water.	celebration	
6/13/25	EOY party	WES	Borman	cookies, popsicles, water, soft pretzels	celebration	
6/13/25	EOY party	WES	DeNafo	cookies, popsicles, water, soft pretzels	celebration	
6/13/25	EOY party	WES	Shropshire	cookies, popsicles, water, soft pretzels	celebration	
6/13/25	EOY party	WES	Ingemi	cookies, popsicles, water, soft pretzels	celebration	
6/13/25	EOY party	WES	Moore	cookies, popsicles, water, soft pretzels	celebration	
6/13/25	EOY party	WES	Huesken		celebration	
6/13/25	EOY party	WES	Johnson		celebration	
6/13/25	EOY party	WES	Catania	pizza, pretzels, water ice, juice, water	Celebration	
6/13/25	EOY party	WES	King	chick fil a nuggets, potato chips, juice	celebration	
6/13/25	EOY party	WES	Gray	chik fil nuggets and waterice	celebration	
6/13/25	EOY party	WES	Poulton	fruit, water ice, cookie cake, chips	celebration	
6.17.2025	EOY Party	Atco	Ercol	Ice cream Sprinkles Chocolate Fudge Whipped cream	Celebration	
6.17.2025	EOY Party	Atco	Griffin	Ice Cream Pizza Juice Boxes	Celebration	
6.17.2025	EOY Party	Atco	Iadonisi,Sorce	popsicles and pretzel tray, water and juice boxes	Celebration	
6.17.2025	EOY Party	Atco	Brown	Juice Boxes Ice cream sandwiches Sprinkles Mini Marshmallows Chocolate Chips Chocolate Syrup Strawberry Syrup Whipped Cream Maraschino Cherries	Celebration	
6.17.2025	EOY Party	Atco	Schafer	popcorn, popsicles, and juice boxes	Celebration	
6.17.2025	EOY Party	Atco	Raso	Ice Cream Sundae bar-vanilla/chocolate ice cream dominos pizza Pirate's Booty puffed corn bags Pretzel snack bags Fruit Juice boxes	Celebration	
6.17.2025	EOY Party	Atco	O'Donnell	> Pizza > Pretzels > Fruit > Cookies > Juice Boxes > Water > Plates > Napkins	Celebration	
6.17.2025	EOY Party	Atco	Gallagher	Sally: Pretzel tray Sweet: Johnny Pop Popsicles Fruit: precut fruit tray from S.R. Juice: Honest Juice Boxes	Celebration	

6/17/2025	EOY Party	Atco	Campanella	Pizza, watermelon, juice boxes, ice cream and toppings for ice cream theme	Celebration	
6/17/2025	EOY Party	Atco	Weidmann	popcorn, donuts, pineapple, watermelon, honest juice boxes	Celebration	
6/17/2025	EOY Party	Atco			Celebration	
6/17/2025	EOY Party	Atco			Celebration	
6/12	EOY Party	TR	K - Allen	Ice Cream Sundaes	Celebration	
6/12	EOY Party	TR	K - Bowden/Fieger	chick fil a nugget tray and water ice, popcorn	Celebration	
6/12	EOY Party	TR	K - DiPasquale/Papeika	Pizza, Rice crispy treats	Celebration	
6/12	EOY Party	TR	K - Handzus	Chick fil a, Rila's water ice Juice box	Celebration	
6/12				Sweet: Popsicles (Johnny Pops Organic Rainbow flavor) Salty: Pretzel Tray (Pretzel Factory) Juice: Honest Juice boxes Fruit: pre cut tray from Palladinos Market	Celebration	
6/12	EOY Party	TR	K - Peterson	Water ice, Fruit,	Celebration	
6/17	EOY Party	TR	PK - Antolik	Pretzels, Hawaiian Punch	Celebration	
6/19	EOY Party	TR	PSD - Borda	Cupcake, fruit tray, juice/water, pizza or nugget tray.	Celebration	
6/17	EOY Party	TR	PK - Clark	Pretzel sticks, ice cream cups, water, juice boxes	Celebration	
6/17	EOY Party	TR	PK - Intessimoni	Pizza, Rila's water ice	Celebration	
6/17	EOY Party	TR	PK - Iacono	Bottled Water, Capri Sun Fruit Punch, Ice Cream tubs, Sprinkles, cherries, whipped cream	Celebration	
6/18	Mystery Reader			Water Ice		
6/17	EOY Party	TR	PK - Litchko	Pretzel tray, water, juice boxes, ice pops.	Celebration	
6/19	EOY Party	TR	PK - McGowan	Chicken nuggets, fruit, ice cream sundaes bar, water, juice	Celebration	
6/17	EOY Party	TR	PK - Meeler	pizza, honest juice boxes, fresh fruit and mini donuts	Celebration	
6/17	EOY Party	TR	PK - Oleson	Bagels, cream cheese, chicken nuggets, munchkins, fruit, yogurt, juice	Celebration	
6/17	EOY Party	TR	PK - Pagano	Dominos pizza, fruit, bags of pretzels, ice cream cups, juice/water	Celebration	
6/17	EOY Party	TR	PK - Paulson	Apple sauce pouches, juice boxes, pizza, water ice cups	Celebration	
6/17	EOY Party	TR	PK - Phillips	Pizza, juice, water	Celebration	
6/17	EOY Party	TR	PK - Smierciak	Ice cream, chips, juice	Celebration	
6/19	EOY Party	TR	PK - Vento	Pirates Booty, Ice Pops/Water Ice, Water	Celebration	
6/19	PK EOY Festival	TR	All PK Classes	Hot dog, water, soft pretzel, ice pops	Celebration	
6/17	K Field Day	TR	All K classes	Ice Pops	Celebration	

**Waterford Township School District
Emergency Virtual / Remote Instruction Plan
2025-2026**

Equitable Access and Opportunity to Instruction

1. *Is the LEA ensuring equitable access and opportunity to instruction for all students?*
 - WTSD will provide virtual or remote Instruction to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction, in the following way:
 - Parents completed technology information surveys via the Realtime Parent portal to assess needs with respect to devices and internet access.
 - The district will follow up with families who do not have necessary access to ensure they can still access the instructional program in an equitable manner. This may result in taking actions such as lending devices for students to borrow so students have what they need.
2. *Does the program ensure that all students' varied and age-appropriate needs are addressed?*
 - Teachers will continue to deliver the District curriculum during virtual instruction. Waterford Township's curriculum is a differentiated model of instruction that uses data to monitor student strengths for the purpose of providing enrichment as well as identifies gaps in instruction for the purpose of providing intervention.
3. *Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.*
 - Students will zoom in (or use Google Meet) for instruction, **following the in-person building schedule.**
 - To prepare students for remote instruction, staff will:
 - Follow all technology protocols, so that students have access to a device.
 - Ensure that all students' families in your classroom have the **in-person building schedule** and **zoom** (or Google Meet) **link(s)** to log in, as well as usernames/passwords to access Google Classroom, SeeSaw, Reflex, etc. (anything they need to be able to access virtually on a regular basis).
 - Provide links for Tier III interventions, special education/related services, and enrichments. (Note: ICR teachers will collaborate with the classroom teacher to send out links: self-contained and POR classrooms will send out all links to their families).
 - **POS & Tier III services/minutes will be maintained synchronous instruction.**
 - Breaks:
 - Teachers will provide zoom breaks throughout the day; while students cannot maintain engagement on zoom (or Google Meet) for a complete school day, they will receive synchronous instruction for at least 2 hours daily and will receive a minimum of 2 hours of asynchronous work each day. For most students, they will receive more than the minimum 2 hours of synchronous instruction.
 - Asynchronous work will be assigned that students can complete during breaks.
 - For example, students may be asked to sign in for ELA and the teacher will teach a reading or math mini-lesson; at that point, they may give students a 15-minute break to read independently/begin math practice problems, so that they may practice applying the reading/math skill, strategy, etc. from the mini-lesson.
 - Staff will document student concerns (not logging in, technology issues, family schedule conflicts, etc.) and share with their building principals regularly.

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

Special Needs

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

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

English Language Learners

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

Attendance

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

Safe Delivery of Meals Plan

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

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

Facilities

1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?

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

Other Considerations

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

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

APSSD

- Was your plan shared with all sending districts? Yes

Board of Education Approval

Plan Posted on LEA Website

- The plan was posted on the district website on 8-1-2024, following Board of Education approval on 7-17-24.

Essential Employees

1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.
 - Essential employees include administrative, secretarial, and lead custodial staff.
 - Superintendent: Michael Nolan, mnolan@wtsd.org
 - Business Administrator: Chris Eberly, ceberly@wtsd.org
 - Payroll: Denise Niedoba dniedoba@wtsd.org
 - District Technology Coordinator: Ed Leypoldt eleypoldt@wtsd.org
 - Supervisor of Facilities: James Weaver jweaver@wtsd.org
 - Transportation Coordinator: Aimee Poris aporis@wtsd.org
 - Supervisor of Food Services: Christine Storey cstroey@wtsd.org

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Operations
8505/Page 1 of 8

WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

8505 WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. Food service staff, in consultation with the Principal or designee, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - d. Food service staff will place the healthier food items in the service line where students are more likely to choose them.



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

- e. The principal will provided the parents with the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
- 2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
 - a. The Principal will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or designee will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
 - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.
- 3. Goals for Physical Activity
 - a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during teacher physical education for students to participate in physical activities.



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

- (3) Students will be encouraged by school staff members supervising teacher physical education to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
 - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
 - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- 4. Goals for Other School-Based Activities - The following activities will be coordinated in each school in the district:
 - a. Each school in the district will establish a Wellness Committee comprised of the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students where age appropriate, at least one food service staff member, and at least one Home & School executive committee member.
 - b. The Principal or designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
 - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

activities will be planned and coordinated by each school's Wellness Committee.

- d. The Principal will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
- e. The School Wellness Committee will work to integrate nutrition education throughout the school day and after school programs to provide a consistent message to parents and students.
- f. Food shall not be used as a reward for academic performance or behavior unless noted as part of the student's Individualized Education Plan (IEP).

5. Annual School Progress Report

- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools before June 30.
- b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

6. Annual District Summary Progress Report

- a. Upon receiving the Annual School Progress Report from each school, the Superintendent or designee will compile an Annual District Summary Progress Report to be presented to the Board of Education at a public meeting before the beginning of the school year. The public will be provided an opportunity to review and comment on the



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

Annual District Summary Progress Report at the Board meeting.

- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day.

1. Meal Service

The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the smart snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA. Students shall be given thirty (30) minutes to eat lunch between the hours of 10:00 a.m. and 2:00 p.m.

2. Beverages

The school district will comply with the HHFKA beverage requirements and beverage portion requirements for elementary, middle, and secondary schools. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

3. Ala Carte Sales

- a. The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:
 - (1) Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations;
 - (2) All food and beverage items listing sugar, in any form, as the first ingredient; and
 - (3) All forms of candy.

4. Fundraising

- a. All fundraising involving the sale of food/beverage items takes place outside the regular school day. An exception is made for half days when there is no food service. This must be consistent across all schools.
- b. A copy of this policy must be disseminated to the Home & School Council. They must refrain from using restricted items as fundraisers.
- c. Fundraising activities that take place outside of school, such as cookie dough or frozen pizza, are exempt from the nutrition standards. Distribution of order forms and foods not intended for consumption at school may continue. Nutrition standards do not apply during non- school hours, such as during school dances and plays.

5. Celebrations

Strong effort shall be made to include health choices when planning these activities. The teacher will create the menu and it shall be sent to the School Wellness Committee one week prior to the event. The Wellness Committee will submit a list of celebrations with menus at the end of each month for inclusion in the board agenda. This does not apply to students with an Individualized Health Care Plan requiring special dietary needs.



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

- a. Classroom celebrations may include one item from the following categories:
 - (1) Sugar: Candy, Cake, Cupcakes, etc.
 - (2) Salt: Chips, Popcorn, Pretzel, etc.
 - (3) Fruit
 - (4) Juice
 - b. Celebrations are to be limited to four (4) per year. The principal may approve one (1) additional celebration per year for unanticipated events. These events include Halloween, Winter Break, Spring Recess and End of Year Party.
 - c. All food must be store bought with a list of ingredients and nutritional label.
 - d. **As part of the WTSD Positive Behavior Supports in School programs, staff may include a variety of items as rewards that students may choose or may utilize tickets to purchase. These items are to be consumed after school hours. Reward carts must include healthy choices.**
6. Birthday Celebrations shall occur in the school cafeteria during lunch. The district will purchase cupcakes once per month for the students having a birthday during that month. This will occur on the last Wednesday of each month that school is in session. July and August birthdays will be celebrated in June. Preschool birthday celebrations will be held in the classroom. This does not apply to students with an Individualized Health Care Plan requiring special dietary needs. Parents may not bring in food items for their child's birthday.
7. Curricular Events
- a. Strong effort shall be made to include healthy choices when planning these activities. A copy of the menu shall be sent to the School Wellness Committee members and the parents one week prior to the event. The Wellness Committee will submit a list of curricular events including food with menus at the end of each month for inclusion in the board agenda. The teacher shall be responsible for the



WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

coordination of alternate foods for students with allergies. This does not apply to students with an Individualized Health Care Plan requiring special dietary needs. The following will not be allowed:

- (1) Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations;
 - (2) All food and beverage items listing sugar, in any form, as the first ingredient; and
 - (3) All forms of candy.
- b. The food must be tied to a curriculum goal, be included in the teachers' lesson plans and identify the Core Curriculum Content Standards.
 - c. All food must be store bought with a list of ingredients and nutritional label.

C. District Coordinator

The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.

D. Publication/Dissemination

This Policy will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 17 December 2014

Revised: 16 September 2015

Revised: 18 August 2021

Revised: 11 October 2022

Revised: 20 August 2025



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

PROGRAM

2365/page 1 of 4

Acceptable Use of Generative
Artificial Intelligence (AI)

Dec 24

[See POLICY ALERT No. 234]

2365 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, “AI” means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, “AI tools” means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, “assignment” means any task or work required of a student as part of a student’s educational and co-curriculum program in the district.

The Board recognizes the potential of AI tools to enhance and transform a student’s educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, to ensure the responsible use of AI and to maintain academic integrity, students shall be required to comply with the district’s Acceptable Use of Generative Artificial Intelligence Plan (AI Plan) that will include proper citation and/or documentation methods to support the content provided by an AI tool in a student assignment.

The Superintendent or designee may designate an AI Coordinator to oversee the use of all AI tools in the district and may designate additional AI Coordinators and/or committees to monitor the use of all AI tools within the district.

The Superintendent or designee, in consultation with district staff and AI Coordinator(s), shall develop the district’s AI Plan.

PROGRAM



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

2365/page 2 of 4

Acceptable Use of Generative
Artificial Intelligence (AI)

[Select the options below to be included in the district's locally developed AI Plan:

The district's AI Plan will include details addressing the following issues:

- ☐ 1. A list of the schools, departments, and/or grade level(s) in the district where a staff member is authorized to permit student use of AI in assignments;
- ☐ 2. An explanation on when, how, and to what extent a staff member may permit a student to use AI in assignments;
- ☐ 3. A procedure that requires each staff member authorized to permit students to use AI in assignments to inform the students at the time of the assignment the conditions in which AI may be used;
- ☐ 4. A procedure for the Superintendent or designee and the AI Coordinator(s) in the district to approve and review the use of AI tools and a process to ensure strategies will be implemented in the district to address any issues regarding student use of AI in assignments. This may include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access;
- ☐ 5. A procedure to inform parents and receive parental consent in the beginning of each school year for the student to be permitted to use AI for assignments in accordance with this Policy and the district's AI Plan;
- ☐ 6. A list of prohibited uses of AI that violate this Policy or the district's Code of Student Conduct, which may include any use of AI which does not align with the conditions set when the assignment was provided to the student; using AI to complete an assignment in a way that falsely represents the assignment as the student's own; using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s); using AI with confidential student or staff personal information; and other prohibited behaviors and/or conduct listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources;

PROGRAM



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

2365/page 3 of 4

Acceptable Use of Generative
Artificial Intelligence (AI)

- ___ 7. A list of consequences if a student violates any provision of this Policy or AI Plan which may include, but not be limited to, the consequences listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources or Policy and Regulation 5600 – Student Discipline/Code of Conduct;
- ___ 8. A procedure where the AI Coordinator(s) in the district, supervisors, administrative staff members, and other staff members review the procedures used in determining the activities where AI may be permitted to be used by students to ensure staff members are implementing AI procedures in accordance with this Policy and the district's AI Plan;
- ___ 9. An approved list of AI platforms that may be used by students in assignments;
- ___ 10. A procedure to be used by a staff member to address suspected plagiarism or academic dishonesty using AI in a student's assignment in accordance with the provisions of Policy 5701;
- ___ 11. A procedure to ensure a student accused of any alleged violation of the provisions of this Policy or the district's AI Plan is provided appropriate due process before making a final determination on the student's conduct in accordance with the provisions of Policy and Regulation 5600 – Student Discipline/Code of Conduct;
- ___ 12. The method(s) or format(s) to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.

PROGRAM



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

2365/page 4 of 4

Acceptable Use of Generative
Artificial Intelligence (AI)

The district's AI Plan will be reviewed and/or revised as needed.

In the event the Superintendent determines a provision(s) of this Policy or the district's AI Plan becomes inapplicable, inappropriate, undesirable, and/or irrelevant for any reason in the school setting, the Superintendent may revise or suspend a provision(s) of this Policy or the district's AI Plan. In such case, the Superintendent will report to the Board the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions.

Adopted: 20 August 2025



BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF APRIL 2025

In accordance with 18A:17-9 for the month of May, 2025, the Cash Reconciliation report and the Board Secretary's report are in agreement.

In accordance with 18A:17-9 for the month of May, 2025, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10c.3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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

Code	Source	Amount
1320	Tuition – In State	12,816
1420	Transportation Fees	5,187
1510	Interest on Investment	
	Interest on Capital reserve	27,716
	Interest on Maintenance Reserve	14,006
1980	Extraordinary Aid	
3121	Transportation Aid	
4200	Medicaid Reimbursement	
1990	Unrestricted Misc. revenue	
Total		59,725

/s/ Daniel J. Fox

Daniel J. Fox, Board Secretary

INVESTMENT REPORT

May 2025

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

General Account	\$2,019,567.58
NJ Cash Management Fund ~ Current ACC.....	\$1,532,011.95
NJ Cash Management Fund ~ Capital Reserve.....	\$1,264,458.93
NJ Cash Management Fund ~ Maintenance	\$590,728.32
Payroll.....	\$3,576.56
Agency	\$160,510.92
Flexible Spending Account.....	\$6,405.62
UCC Trust.....	\$23,763.96
TOTAL	<u>\$5,601,023.84</u>

AVERAGE INTEREST RATE

INTEREST EARNED FROM INVESTMENTS

General Account	\$1,942.73	1.36%
NJ Cash Management Fund ~ Current ACC.....	\$5,502.20	4.23%
NJ Cash Management Fund ~ Capital Reserve.....	\$4,541.32	4.23%
NJ Cash Management Fund ~ Maintenance	\$2,121.60	4.23%
Payroll.....	\$55.56	1.36%
Agency.....	\$167.14	1.36%
Flexible Spending Account.....	\$6.72	1.36%
UCC Trust.....	\$36.81	1.36%
TOTAL INTEREST FOR May 2025	<u>\$14,374.08</u>	
Amount Previously Reported	<u>\$172,098.89</u>	
TOTAL JULY 1ST TO DATE	<u>\$186,472.97</u>	

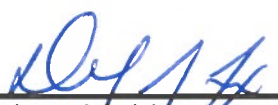
DETAILED BREAKDOWN NJSA 40A:5-15.2

Certificates of Deposit:

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

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



 Signature Business Administrator

6/24/25

 Date

017

STUDENT ACTIVITY REPORT May 2025						
Account #	Account Description	Advisor Name	Opening Balance 7/1/2024	Deposits	Withdrawals	Ending Balance 4/30/2025
95-499-BA	Book Fines ~ Atco	Liz Seth	\$319.56	\$49.00	\$0.00	\$368.56
95-499-BT	Book Fines ~ TR	Liz Seth	\$67.65	\$64.00	\$0.00	\$131.65
95-499-SC	WES Student Council	Meaghan Knoll	\$21.74	\$0.00	\$0.00	\$21.74
95-499-WE	Field Day ~ WES	Meaghan Knoll	\$11.60	\$0.00	\$0.00	\$11.60
95-499-BW	Book Fines ~ WES	Liz Seth	\$97.00	\$29.25	\$0.00	\$126.25
95-499-C	Community Relief Fund	Erica Ravenkamp	\$1,508.46	\$0.00	\$0.00	\$1,508.46
95-499-FW	School Fund Raisers ~ WES	Ryan Ciavaglia	\$30.82	\$0.00	\$0.00	\$30.82
95-499-WM	Wildcat Mentor Program	Ryan Ciavaglia	\$28.97	\$0.00	\$0.00	\$28.97
95-499-HS	Home & School	Brandi Sylvia	\$0.00	\$56.00	\$0.00	\$56.00
95-499-ST	Staff Activity Account	Mike Nolan	\$435.00	\$0.00	\$0.00	\$435.00
95-101	Cash ~ Student Activity Account		\$2,520.80	\$198.25	\$0.00	\$2,719.05

Start date 5/1/2025

End date 5/31/2025

06/24/25 10:09

TR#	Transfer Description	Amount	To Account	From Account
2841	05/02/25 :RNSCRD >2025-05-02	4,000.00	11-000-270-514-00-14-000	CONTRACTED SERV - SP
2842	05/02/25 :RNSCRD >2025-05-02	6,950.00	11-000-270-513-00-14-000	JOINTURE REG ED
2844	05/08/25 :ECHCRD >2025-05-08	720.69	11-000-211-300-00-19-000	Student Information System
2856	05/14/25 :Funds for supplies.	120.00	11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV
2857	05/20/25 :NNSCRD >2025-05-20	5,000.00	11-000-270-518-30-14-000	Contracted Serve SPED ESC
2865	05/31/25 :Reallocate Subs.	1,500.00	11-000-213-104-01-09-000	HEALTH SUBS DIST
		2,447.00	11-000-262-107-01-09-000	CAFE AIDE SUBS DIST
		2,500.00	11-000-262-110-01-09-000	CUSTODIAL SUBS
		5,000.00	11-120-100-101-01-09-000	TCH GRADES 1-5 - SUBS D
		2,500.00	11-213-100-106-01-09-000	AIDE RESOURCESUBS DIST
		1,500.00	- - - - -	HEALTH SUBS DIST
		2,447.00	- - - - -	CAFE AIDES TR
		2,500.00	- - - - -	CUSTODIAL SALARIES WES
		5,000.00	- - - - -	GRADE 6 TEACHER SAL WES
		600.00	- - - - -	TCH RESOURCE PROGRAM SUB
		1,900.00	- - - - -	RESOURCE AIDE SAL WES
2870	05/31/25 :SPSSSECT >2025-05-31.	552.00	11-000-219-390-00-03-000	CST OUTSIDE EVAL
2871	05/31/25 :SPSSSECT >2025-05-31.	200.00	11-000-219-104-21-03-000	ROVING SUBS SPECIAL
		895.00	11-000-219-104-21-03-000	ROVING SUBS SPECIAL
		500.00	11-000-219-104-21-03-000	ROVING SUBS SPECIAL
		400.00	11-000-219-104-21-03-000	ROVING SUBS SPECIAL
		83.26	11-000-219-104-21-03-000	ROVING SUBS SPECIAL
2874	05/31/25 :SECTATCO >2025-06-09.	66.03	11-000-218-104-01-01-040	GUIDANCE EXTRA TIME ATCO
		14.81	11-000-240-105-01-01-040	SCHL ADMIN OT ATCO
		103.86	11-000-262-107-01-01-040	CAFE AIDE EXTRA TIME ATC
		55.00	11-209-100-101-01-01-040	BD Teacher Extra Atco
2896	05/31/25 :Funds for OT.	5.00	11-000-218-104-01-02-060	GUIDANCE EXTRA TIME
		150.00	11-000-240-105-01-02-060	SCHL ADMIN SECT TR

47,709.65 Report Total

CASH RECEIPTS AND DISBURSEMENTS REPORT
WATERFORD TOWNSHIP BOARD OF EDUCATION
ALL FUNDS
May 2025

FUNDS	BEGINNING CASH	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH
GOVERNMENT FUNDS				
1 General Fund [Fund 10]	\$ 3,564,097.96	\$ 2,723,889.59	\$ 4,509,236.24	\$ 1,778,751.31
1b Capital Reserve [10-116]	\$ 1,259,917.61	\$ 4,541.32	\$ -	\$ 1,264,458.93
1b Maintenance Reserve [10-117]	\$ 588,606.72	\$ 2,121.60	\$ -	\$ 590,728.32
2 Special Revenue [Fund 20]	\$ 648,788.23	\$ 349,875.72	\$ 331,981.50	\$ 666,682.45
1b Internal Services [Fund 71]	\$ 29,587.71	\$ -	\$ 13,580.75	\$ 16,006.96
Total Government Funds [General]	\$ 6,090,998.23	\$ 3,080,428.23	\$ 4,854,798.49	\$ 4,316,627.97
5 Cafeteria Account [Fund 61]	\$ 73,543.28	\$ 134,540.96	\$ 142,473.33	\$ 65,610.91
Total Enterprise Funds [61-64]	\$ 73,543.28	\$ 134,540.96	\$ 142,473.33	\$ 65,610.91
TOTAL GOVERNMENT & ENTERPRISE	\$ 6,164,541.51	\$ 3,214,969.19	\$ 4,997,271.82	\$ 4,382,238.88
TRUST & AGENCY FUNDS				
6a Agency [Fund 90]	\$ 303,597.83	\$ 512,137.27	\$ 716,987.50	\$ 98,747.60
7 Payroll [Fund 91]	\$ 2,264.85	\$ -	\$ -	\$ 2,264.85
8 Unemployment Trust [Fund 92]	\$ 33,002.34	\$ 36.81	\$ 9,275.19	\$ 23,763.96
6b Flexible Spending Acct [Fund 93]	\$ 5,611.18	\$ 1,300.00	\$ 505.56	\$ 6,405.62
9 Student Activity Fund [Fund 95]	\$ 2,673.05	\$ 46.00	\$ -	\$ 2,719.05
Total Trust & Agency Funds	\$ 347,149.25	\$ 513,520.08	\$ 726,768.25	\$ 133,901.08
TOTAL ALL FUNDS	\$ 6,511,690.76	\$ 3,728,489.27	\$ 5,724,040.07	\$ 4,516,139.96



Denise Niedoba, Accountant

6.23.25

Date

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$1,778,751.31
102-106	Cash Equivalents		\$6,700.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$1,264,458.93
117	Maintenance Reserve Account		\$590,728.32
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$184.68	
141	Intergovernmental - State	\$1,478,721.04	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$43,977.30	
153, 154	Other (net of estimated uncollectable of \$_____)	\$1,041.40	\$1,523,924.42

Loans Receivable:

131	Interfund	\$87,307.07	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$87,307.07
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$30,291,680.00	
302	Less Revenues	(\$28,690,017.02)	\$1,601,662.98

Total assets and resources

\$6,853,533.03

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$27,176.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$119,331.24
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$8,748.05
Total liabilities		\$155,255.29

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$3,001,362.49
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Reserved Fund Balance:

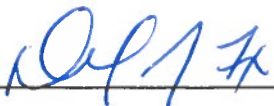
761	Capital Reserve Account - July 1	\$1,147,171.08
604	Add: Increase in Capital Reserve	\$25,000.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	(\$329,922.00)
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
		\$842,249.08
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
		\$0.00
764	Maintenance Reserve Account - July 1	\$571,722.24
606	Add: Increase in Maintenance Reserve	\$5,000.00
310	Less: Bud. w/d from Maintenance Reserve	(\$47,500.00)
		\$529,222.24
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
		\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
		\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$33,261,347.00
602	Less: Expenditures (\$29,720,606.48)	
	Less: Encumbrances (\$2,997,225.49)	(\$32,717,831.97)
		\$543,515.03
	Total appropriated	\$4,916,348.84
Unappropriated:		
770	Fund balance, July 1	\$639,339.54
771	Designated fund balance	\$3,764,834.36
303	Budgeted fund balance	(\$2,622,245.00)
	Total fund balance	\$6,698,277.74
	Total liabilities and fund equity	<u>\$6,853,533.03</u>

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$33,261,347.00	\$32,717,831.97	\$543,515.03
Revenues	(\$30,291,680.00)	(\$28,690,017.02)	(\$1,601,662.98)
Subtotal	<u>\$2,969,667.00</u>	<u>\$4,027,814.95</u>	<u>(\$1,058,147.95)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$25,000.00	\$117,287.85	(\$92,287.85)
Less - Withdrawal from reserve	(\$329,922.00)	(\$329,922.00)	\$0.00
Subtotal	<u>\$2,664,745.00</u>	<u>\$3,815,180.80</u>	<u>(\$1,150,435.80)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,664,745.00</u>	<u>\$3,815,180.80</u>	<u>(\$1,150,435.80)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$5,000.00	\$19,006.08	(\$14,006.08)
Less - Withdrawal from reserve	(\$47,500.00)	(\$47,500.00)	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,622,245.00</u>	<u>\$3,786,686.88</u>	<u>(\$1,164,441.88)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	15,663,293	0	15,663,293	14,389,756	Under	1,273,537
00520	SUBTOTAL – Revenues from State Sources	14,579,430	0	14,579,430	14,279,430	Under	300,000
00570	SUBTOTAL – Revenues from Federal Sources	48,957	0	48,957	20,831	Under	28,126
Total		30,291,680	0	30,291,680	28,690,017		1,601,663
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	4,176,272	87,345	4,263,617	3,768,843	376,624	118,150
10300	Total Special Education - Instruction	1,841,917	12,125	1,854,042	1,521,350	177,856	154,837
11160	Total Basic Skills/Remedial – Instruct.	985,074	(135,106)	849,968	744,343	84,866	20,759
17100	Total School-Sponsored Co/Extra Curricul	13,000	(5,000)	8,000	138	0	7,863
20620	Total Summer School	139,312	(30,673)	108,639	82,102	2,917	23,620
29180	Total Undistributed Expenditures - Instr	12,793,975	123,663	12,917,638	12,717,590	193,539	6,509
29680	Total Undistributed Expenditures – Atten	117,038	4,543	121,581	106,557	13,733	1,291
30620	Total Undistributed Expenditures – Healt	193,539	1,484	195,023	166,890	25,268	2,865
40580	Total Undistributed Expend – Speech, OT,	362,126	968	363,094	307,070	55,387	637
41080	Total Undist. Expend. – Other Supp. Serv	515,060	31,501	546,561	475,065	59,400	12,096
41660	Total Undist. Expend. – Guidance	172,215	(1,730)	170,485	149,729	18,050	2,706
42200	Total Undist. Expend. – Child Study Team	413,053	1,494	414,547	367,943	41,569	5,035
43200	Total Undist. Expend. – Improvement of I	188,830	(23,715)	165,115	141,262	11,083	12,769
43620	Total Undist. Expend. – Edu. Media Serv.	516,585	(48,097)	468,488	437,563	27,604	3,321
44180	Total Undist. Expend. – Instructional St	73,757	(25,858)	47,899	38,651	1,176	8,071
45300	Support Serv. - General Admin	451,397	18,975	470,372	406,762	60,351	3,258
46160	Support Serv. - School Admin	600,752	(9,522)	591,230	526,076	56,718	8,437
47200	Total Undist. Expend. – Central Services	474,297	1,070	475,367	439,416	35,416	535
51120	Total Undist. Expend. – Oper. & Maint. O	1,743,410	(41,580)	1,701,830	1,466,340	195,052	40,438
52480	Total Undist. Expend. – Student Transpor	3,043,359	86,724	3,130,083	2,417,181	695,582	17,320
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,964,239	(41,073)	3,923,166	3,202,668	646,974	73,524
75880	TOTAL EQUIPMENT	76,200	(3,400)	72,800	71,427	0	1,373
76260	Total Facilities Acquisition and Constr	401,803	0	401,803	165,640	218,060	18,103
Total		33,257,210	4,137	33,261,347	29,720,606	2,997,225	543,515

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		15,368,770	0	15,368,770	14,088,039	Under	1,280,731
00150	10-1320	Tuition from LEAs Within State		38,883	0	38,883	51,699		(12,816)
00250	10-14[2-4]0	Transportation Fees from Other LEAs		1,000	0	1,000	6,187		(5,187)
00300	10-1__	Unrestricted Miscellaneous Revenues		224,640	0	224,640	172,109	Under	52,531
00330	10-1__	Interest Earned on Maintenance Reserve		5,000	0	5,000	19,006		(14,006)
00340	10-1__	Interest Earned on Capital Reserve Funds		25,000	0	25,000	52,716		(27,716)
00410	10-3116	School Choice Aid		433,182	0	433,182	433,182		0
00420	10-3121	Categorical Transportation Aid		1,164,511	0	1,164,511	1,164,511		0
00430	10-3131	Extraordinary Aid		300,000	0	300,000	0	Under	300,000
00440	10-3132	Categorical Special Education Aid		1,665,961	0	1,665,961	1,665,961		0
00460	10-3176	Equalization Aid		10,736,075	0	10,736,075	10,736,075		0
00470	10-3177	Categorical Security Aid		279,701	0	279,701	279,701		0
00540	10-4200	Medicaid Reimbursement		48,957	0	48,957	20,831	Under	28,126
Total				30,291,680	0	30,291,680	28,690,017		1,601,663

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02060	11-105-100-936	Local Contribution – Transfer to Special		117,600	0	117,600	117,600	0	0
02080	11-110-__-101	Kindergarten – Salaries of Teachers		482,456	(25,684)	456,772	408,267	45,360	3,145
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		2,501,343	107,249	2,608,592	2,331,640	257,276	19,675
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		502,755	(8,845)	493,910	432,061	49,513	12,336
02500	11-150-100-101	Salaries of Teachers		2,100	6,500	8,600	8,423	0	177
02540	11-150-100-320	Purchased Professional – Educational Ser		7,000	(180)	6,820	6,820	0	0
03000	11-190-1__-106	Other Salaries for Instruction		171,019	(3,310)	167,709	111,351	16,879	39,479
03020	11-190-1__-320	Purchased Professional – Educational Ser		16,105	100	16,205	2,803	0	13,402
03040	11-190-1__-340	Purchased Technical Services		10,800	14,350	25,150	25,148	0	2
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		17,905	4,125	22,030	15,586	5,660	783
03080	11-190-1__-610	General Supplies		330,323	(50,143)	280,180	250,744	1,528	27,907
03100	11-190-1__-640	Textbooks		0	48,550	48,550	48,137	407	6
03120	11-190-1__-8__	Other Objects		16,866	(5,367)	11,499	10,262	0	1,237
04500	11-204-100-101	Salaries of Teachers		147,714	74,427	222,141	196,657	21,515	3,969
04520	11-204-100-106	Other Salaries for Instruction		23,533	(2,500)	21,033	2,738	4,052	14,244
04600	11-204-100-610	General Supplies		550	(216)	334	333	0	1
06000	11-209-100-101	Salaries of Teachers		164,292	390	164,682	146,600	15,852	2,230
06020	11-209-100-106	Other Salaries for Instruction		600	0	600	0	0	600
06100	11-209-100-610	General Supplies		300	120	420	401	0	19
06500	11-212-100-101	Salaries of Teachers		78,952	(10,852)	68,100	57,375	6,375	4,350
06520	11-212-100-106	Other Salaries for Instruction		250	(30)	220	0	0	220
06600	11-212-100-610	General Supplies		0	5,961	5,961	4,213	29	1,718
07000	11-213-100-101	Salaries of Teachers		1,297,910	(42,039)	1,255,871	1,016,378	117,452	122,041
07020	11-213-100-106	Other Salaries for Instruction		12,624	16,550	29,174	26,714	2,248	212
07100	11-213-100-610	General Supplies		8,650	(3,014)	5,636	5,072	37	527
08500	11-216-100-101	Salaries of Teachers		68,907	(1,500)	67,407	59,292	6,758	1,358

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
08520	11-216-100-106	Other Salaries for Instruction		19,365	(18,000)	1,365	0	0	1,365
08600	11-216-100-6__	General Supplies		2,520	(1,550)	970	470	0	500
09260	11-219-100-101	Salaries of Teachers		2,000	(552)	1,448	0	0	1,448
09300	11-219-100-320	Purchased Professional-Educational Servi		13,750	(5,070)	8,680	5,107	3,538	35
11000	11-230-100-101	Salaries of Teachers		973,074	(139,906)	833,168	728,107	84,866	20,195
11040	11-230-100-320	Purchased Professional-Education Service		0	10,500	10,500	10,500	0	0
11060	11-230-100-340	Purchased Technical Services		10,000	(5,050)	4,950	4,485	0	465
11100	11-230-100-610	General Supplies		2,000	(650)	1,350	1,252	0	98
17000	11-401-100-1__	Salaries		13,000	(5,000)	8,000	138	0	7,863
20000	11-422-100-101	Salaries of Teachers		34,575	(4,472)	30,103	28,434	0	1,669
20020	11-422-100-106	Other Salaries of Instruction		18,775	(3,500)	15,275	15,174	0	101
20500	11-422-200-1__	Salaries		20,932	9,379	30,311	28,810	0	1,502
20520	11-422-200-3__	Purchased Professional and Technical Ser		14,155	(10,789)	3,366	0	2,880	486
20540	11-422-200-[4-5]	Purchased Services (400-500 series)		50,675	(21,541)	29,134	9,684	0	19,450
20560	11-422-200-6__	Supplies and Materials		200	250	450	0	37	413
29000	11-000-100-561	Tuition to Other LEAs within the State -		10,087,987	45,500	10,133,487	10,127,363	6,100	24
29020	11-000-100-562	Tuition to Other LEAs within the State -		410,328	47,173	457,501	434,091	23,397	13
29040	11-000-100-563	Tuition to County Voc. School District-R		78,750	(31,367)	47,383	37,854	9,464	65
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools		263,729	(130,100)	133,629	120,713	12,844	72
29100	11-000-100-566	Tuition to Priv. School for the Disabled		1,911,284	192,457	2,103,741	1,959,861	141,735	2,144
29140	11-000-100-568	Tuition – State Facilities		41,897	0	41,897	37,707	0	4,190
29500	11-000-211-1__	Salaries		86,868	188	87,056	74,171	12,884	1
29585	11-000-211-199	Unused Vac Pay to Term/Retired Staff		0	1,326	1,326	1,326	0	0
29600	11-000-211-3__	Purchased Professional and Technical Ser		29,570	3,229	32,799	30,882	779	1,138
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series		500	(200)	300	130	70	100
29640	11-000-211-6__	Supplies and Materials		100	0	100	48	0	52
30500	11-000-213-1__	Salaries		177,639	2,250	179,889	162,404	16,868	617
30540	11-000-213-3__	Purchased Professional and Technical Ser		11,610	(1,869)	9,741	231	8,400	1,110
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series		190	0	190	0	0	190
30580	11-000-213-6__	Supplies and Materials		4,100	1,103	5,203	4,255	0	948
40500	11-000-216-1__	Salaries		229,726	(7,995)	221,731	199,344	22,023	364
40520	11-000-216-320	Purchased Professional – Educational Ser		129,700	8,578	138,278	105,003	33,275	0
40540	11-000-216-6__	Supplies and Materials		2,000	700	2,700	2,524	3	173
40560	11-000-216-8__	Other Objects		700	(315)	385	199	86	100
41000	11-000-217-1__	Salaries		507,560	(5,588)	501,972	445,923	44,521	11,528
41020	11-000-217-320	Purchased Professional – Educational Ser		0	42,429	42,429	27,439	14,879	112
41040	11-000-217-6__	Supplies and Materials		7,500	(5,340)	2,160	1,704	0	456
41500	11-000-218-104	Salaries of Other Professional Staff		162,940	(2,228)	160,712	144,349	15,725	637
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass		750	0	750	0	0	750
41580	11-000-218-390	Other Purchased Professional & Technical		7,500	1,000	8,500	5,380	2,325	795
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series		50	(50)	0	0	0	0

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
41620	11-000-218-6__	Supplies and Materials	975	(451)	524	0	0	524
42000	11-000-219-104	Salaries of Other Professional Staff	334,325	(2,222)	332,103	299,085	29,750	3,269
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	49,328	0	49,328	45,217	4,111	1
42080	11-000-219-390	Other Purchased Professional & Technical	20,000	3,650	23,650	16,210	7,440	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,400	866	5,266	4,214	269	784
42160	11-000-219-6__	Supplies and Materials	4,000	(800)	3,200	2,328	0	872
42180	11-000-219-8__	Other Objects	1,000	0	1,000	890	0	110
43020	11-000-221-104	Salaries of Other Professional Staff	27,660	233	27,893	16,093	0	11,801
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	56,409	(10,283)	46,126	42,746	3,006	374
43065	11-000-221-199	Unused Vac Pay to Term/Retired Staff	0	2,210	2,210	2,210	0	0
43080	11-000-221-176	Salaries of Facilitators, Math & Literac	82,007	(1,000)	81,007	72,699	8,078	230
43100	11-000-221-320	Purchased Prof. – Educational Services	21,000	(14,350)	6,650	6,556	0	94
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	400	(400)	0	0	0	0
43160	11-000-221-6__	Supplies and Materials	600	100	700	430	0	270
43180	11-000-221-8__	Other Objects	754	(225)	529	529	0	0
43500	11-000-222-1__	Salaries	130,546	(14,570)	115,976	104,601	10,275	1,099
43520	11-000-222-177	Salaries of Technology Coordinators	116,184	112	116,296	106,604	9,691	1
43525	11-000-222-199	Unused Vac Pay to Term/Retired Staff	0	10	10	0	0	10
43540	11-000-222-3__	Purchased Professional and Technical Ser	211,755	(20,779)	190,976	182,884	7,624	467
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	1,000	0	1,000	275	0	725
43580	11-000-222-6__	Supplies and Materials	57,100	(12,869)	44,231	43,199	13	1,019
44020	11-000-223-104	Salaries of Other Professional Staff	2,450	(520)	1,930	1,517	0	413
44040	11-000-223-105	Salaries of Secretarial & Clerical Assis	19,582	(3,430)	16,152	15,108	1,036	7
44060	11-000-223-110	Other Salaries	14,750	(6,005)	8,745	6,128	0	2,617
44065	11-000-223-199	Unused Vac Pay to Term/Retired Staff	0	884	884	884	0	0
44080	11-000-223-320	Purchased Professional – Educational Ser	28,600	(15,008)	13,592	11,121	0	2,471
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	7,775	(1,379)	6,396	3,893	140	2,363
44140	11-000-223-6__	Supplies and Materials	600	(400)	200	0	0	200
45000	11-000-230-1__	Salaries	232,147	5,375	237,522	216,809	19,632	1,082
45040	11-000-230-331	Legal Services	41,150	9,470	50,620	26,473	23,527	620
45060	11-000-230-332	Audit Fees	36,600	13,400	50,000	50,000	0	0
45080	11-000-230-334	Architectural/Engineering Services	2,300	(2,300)	0	0	0	0
45100	11-000-230-339	Other Purchased Professional Services	11,500	(2,800)	8,700	5,865	2,800	35
45120	11-000-230-340	Purchased Technical Services	7,300	(5,170)	2,130	938	442	750
45140	11-000-230-530	Communications/Telephone	56,350	(4,650)	51,700	43,116	8,562	22
45160	11-000-230-585	BOE Other Purchased Services	2,300	0	2,300	2,200	0	100
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	43,450	(4,500)	38,950	38,429	68	453
45200	11-000-230-610	General Supplies	3,750	4,550	8,300	3,135	5,121	43
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	1,500	2,500	4,000	3,698	199	102
45260	11-000-230-890	Miscellaneous Expenditures	450	3,100	3,550	3,506	0	44
45280	11-000-230-895	BOE Membership Dues and Fees	12,600	0	12,600	12,593	0	7

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
46000	11-000-240-103	Salaries of Principals/Assistant Princip	390,951	(16,218)	374,733	341,326	32,416	992
46020	11-000-240-104	Salaries of Other Professional Staff	11,250	(1,750)	9,500	51	9,000	449
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	165,524	4,635	170,159	155,347	13,829	982
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	18,727	2,874	21,601	17,368	1,405	2,828
46120	11-000-240-6__	Supplies and Materials	6,400	(19)	6,381	3,767	68	2,546
46140	11-000-240-8__	Other Objects	7,900	956	8,856	8,216	0	640
47000	11-000-251-1__	Salaries	398,857	332	399,189	366,043	32,813	334
47005	11-000-251-199	Unused Vac Pay to Term/Retired Staff	0	4,420	4,420	4,420	0	0
47040	11-000-251-340	Purchased Technical Services	56,015	(7,592)	48,423	47,534	845	44
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	4,190	(190)	4,000	2,328	1,589	82
47100	11-000-251-6__	Supplies and Materials	7,325	4,975	12,300	12,149	134	17
47140	11-000-251-832	Interest on Lease Purchase Agreements	6,310	(2,000)	4,310	4,302	0	8
47180	11-000-251-890	Other Objects	1,600	1,125	2,725	2,641	35	49
48500	11-000-261-1__	Salaries	84,489	81	84,570	77,522	7,047	1
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	288,590	(12,800)	275,790	223,424	45,275	7,091
48540	11-000-261-610	General Supplies	2,500	(1,750)	750	30	0	720
49000	11-000-262-1__	Salaries	335,707	820	336,527	301,686	27,645	7,196
49020	11-000-262-107	Salaries of Non-Instructional Aides	181,685	1,858	183,543	155,283	17,580	10,680
49040	11-000-262-3__	Purchased Professional and Technical Ser	5,562	4,200	9,762	9,680	0	82
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	61,060	23,000	84,060	71,911	11,703	446
49080	11-000-262-441	Rental of Land & Bldg. Oth. Than Lease P	12,767	788	13,555	13,555	0	0
49120	11-000-262-490	Other Purchased Property Services	21,200	(2,550)	18,650	16,474	1,213	963
49140	11-000-262-520	Insurance	99,650	1,151	100,801	100,551	0	250
49160	11-000-262-590	Miscellaneous Purchased Services	4,100	(1,625)	2,475	714	0	1,761
49180	11-000-262-610	General Supplies	99,321	(2,472)	96,849	91,693	3,006	2,150
49200	11-000-262-621	Energy (Natural Gas)	87,112	(16,420)	70,692	65,871	4,076	745
49220	11-000-262-622	Energy (Electricity)	286,444	(14,538)	271,906	216,503	54,302	1,101
49260	11-000-262-626	Energy (Gasoline)	2,000	0	2,000	1,453	186	361
49280	11-000-262-8__	Other Objects	470	400	870	700	0	170
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	25,250	(12,825)	12,425	8,648	3,425	352
50060	11-000-263-610	General Supplies	115	0	115	0	0	115
51020	11-000-266-3__	Purchased Professional and Technical Ser	121,000	(8,028)	112,972	87,891	19,592	5,489
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	1,548	(871)	677	81	0	596
51060	11-000-266-610	General Supplies	22,840	0	22,840	22,670	0	170
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	52,001	300	52,301	47,807	4,338	156
52100	11-000-270-350	Management Fee – ESC & CTSA Trans. Prog	35,000	20,784	55,784	45,436	10,347	1
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	7,500	0	7,500	5,500	0	2,000
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	86,210	4,419	90,629	37,076	53,554	0
52240	11-000-270-505	Contract Serv–Aid in Lieu Pymts–Choice S	9,320	1,273	10,593	2,542	8,051	0
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	1,695,000	15,213	1,710,213	1,343,564	366,050	599
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	45,150	(8,243)	36,907	25,810	8,679	2,418

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr		0	30,339	30,339	8,966	21,373	0
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors		453,125	(145,725)	307,400	242,087	65,313	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre		63,000	(49,268)	13,732	9,156	3,142	1,434
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &		78,000	20,651	98,651	73,650	24,353	648
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC		515,853	191,757	707,610	573,375	130,383	3,852
52400	11-000-270-593	Misc. Purchased Services - Transportatio		750	0	750	500	0	250
52420	11-000-270-610	General Supplies		1,700	5,223	6,923	1,511	0	5,412
52460	11-000-270-8__	Other objects		750	0	750	200	0	550
53180	11-1__-100-270	Health Benefits		1,169,421	(1,169,421)	0	0	0	0
53200	11-1__-100-280	Tuition Reimbursement		25,000	4,355	29,355	22,333	5,575	1,447
54180	11-2__-100-270	Health Benefits		723,206	(723,206)	0	0	0	0
59180	11-000-211-270	Health Benefits		205	(205)	0	0	0	0
59680	11-000-213-270	Health Benefits		98,119	(98,119)	0	0	0	0
60180	11-000-216-270	Health Benefits		37,159	(37,159)	0	0	0	0
60668	11-000-217-270	Health Benefits		10,173	(10,173)	0	0	0	0
61180	11-000-218-270	Health Benefits		47,826	(47,826)	0	0	0	0
61500	11-000-219-210	Group Insurance		1,850	(1,747)	103	103	0	0
61680	11-000-219-270	Health Benefits		38,203	(38,203)	0	0	0	0
62680	11-000-221-270	Health Benefits		58,149	(58,149)	0	0	0	0
63180	11-000-222-270	Health Benefits		22,641	(22,641)	0	0	0	0
63680	11-000-223-270	Health Benefits		6,642	(6,642)	0	0	0	0
64500	11-000-230-210	Group Insurance		1,500	(1,109)	391	391	0	0
64680	11-000-230-270	Health Benefits		44,951	(44,951)	0	0	0	0
65500	11-000-240-210	Group Insurance		3,080	(1,356)	1,724	1,062	0	662
65680	11-000-240-270	Health Benefits		120,238	(120,238)	0	0	0	0
66680	11-000-251-270	Health Benefits		128,654	(128,654)	0	0	0	0
68345	11-000-261-270	Health Benefits		8,256	(8,256)	0	0	0	0
68445	11-000-262-270	Health Benefits		71,056	(71,056)	0	0	0	0
69180	11-000-270-270	Health Benefits		29,556	(29,556)	0	0	0	0
71000	11-000-291-210	Group Insurance		0	6,967	6,967	3,205	3,550	213
71020	11-000-291-220	Social Security Contributions		228,015	0	228,015	187,408	40,594	13
71060	11-000-291-241	Other Retirement Contributions - PERS		282,500	(25,500)	257,000	256,878	0	122
71120	11-000-291-249	Other Retirement Contributions - Regular		32,400	0	32,400	26,556	5,844	0
71140	11-000-291-250	Unemployment Compensation		50,000	(5,375)	44,625	0	0	44,625
71160	11-000-291-260	Workmen's Compensation		150,000	(5,506)	144,494	144,364	0	130
71180	11-000-291-270	Health Benefits		274,276	2,592,479	2,866,755	2,421,134	430,524	15,097
71200	11-000-291-280	Tuition Reimbursement		0	10,392	10,392	9,462	930	0
71220	11-000-291-290	Other Employee Benefits		231,888	(218)	231,670	100,867	119,587	11,215
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff		69,275	0	69,275	28,905	40,370	0
73040	12-120-100-73__	Grades 1-5		53,700	(3,400)	50,300	49,218	0	1,082
75760	12-000-266-73__	Undist. Expend. – Security		22,500	0	22,500	22,209	0	291

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
76080	12-000-400-450	Construction Services	329,922	0	329,922	94,092	217,727	18,103
76140	12-000-400-721	Lease Purchase Agreements - Principal	68,550	0	68,550	68,550	0	0
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	3,331	0	3,331	2,998	333	0
Total			33,257,210	4,137	33,261,347	29,720,606	2,997,225	543,515

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$666,682.45
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$271,111.80	
142	Intergovernmental - Federal	\$37,905.71	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$309,017.51

Loans Receivable:

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

Resources:

301	Estimated Revenues	\$3,863,041.11	
302	Less Revenues	(\$3,546,823.09)	\$316,218.02

Total assets and resources

\$1,291,917.98

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$19,208.68
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$498,691.18
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$517,899.86

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$349,130.84
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$3,862,434.11
602	Less: Expenditures (\$3,089,022.99)	
	Less: Encumbrances (\$349,130.84)	(\$3,438,153.83)
	Total appropriated	\$773,411.12
Unappropriated:		
770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$607.00
	Total fund balance	\$774,018.12
	Total liabilities and fund equity	<u>\$1,291,917.98</u>

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,862,434.11	\$3,438,153.83	\$424,280.28
Revenues	(\$3,863,041.11)	(\$3,546,823.09)	(\$316,218.02)
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>(\$607.00)</u>	<u>(\$108,669.26)</u>	<u>\$108,062.26</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	35,091	0	35,091	25,305	Under	9,786
00770	Total Revenues from State Sources	2,895,348	0	2,895,348	2,711,118	Under	184,230
00830	Total Revenues from Federal Sources	815,002	0	815,002	692,800	Under	122,202
0083A	Other	117,600	0	117,600	117,600		0
Total		3,863,041	0	3,863,041	3,546,823		316,218
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	15,313	(118)	15,195	13,674	1,519	2
84100	Local Projects	33,209	0	33,209	17,859	7,437	7,913
85120	Total Instruction	1,419,369	(36,323)	1,383,046	1,108,200	122,690	152,156
86380	Total Support Services	1,593,579	36,323	1,629,902	1,262,984	202,135	164,783
88740	Total Federal Projects	799,689	118	799,807	686,306	15,349	98,152
Total		3,861,159	(0)	3,861,159	3,089,023	349,131	423,005

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00730	20-1320	Tuition from LEAs - Preschool		0	0	0	0		0
00740	20-1__	Other Revenue from Local Sources		35,091	0	35,091	25,305	Under	9,786
00755	20-3218	Preschool Education Aid – Prior Year Car		184,230	0	184,230	0	Under	184,230
00760	20-3218	Preschool Education Aid		2,711,118	0	2,711,118	2,711,118		0
00775	20-441[1-6]	Title I		384,737	0	384,737	311,515	Under	73,222
00780	20-445[1-5]	Title II		56,839	0	56,839	43,965	Under	12,874
00790	20-447[1-4]	Title IV		16,159	0	16,159	16,159		0
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		273,014	0	273,014	243,911	Under	29,103
00809	20-4544	ARP ESSER NJTSS Mental Health Support		0	0	0	2		(2)
00814	20-4540	ARP - ESSER		61,831	0	61,831	61,340	Under	491
00825	20-4__	Other		22,423	0	22,423	15,908	Under	6,514
00835	20-5200	Transfers from Operating Budget – Presch		117,600	0	117,600	117,600		0
Total				3,863,041	0	3,863,041	3,546,823		316,218
Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				15,313	(118)	15,195	13,674	1,519	2
84100	20-__-__-__	Local Projects		33,209	0	33,209	17,859	7,437	7,913
85000	20-218-100-101	Salaries of Teachers		1,010,250	(56,598)	953,652	805,462	90,808	57,383
85020	20-218-100-106	Other Salaries for Instruction		307,004	20,275	327,279	266,961	28,600	31,718
85030	20-218-100-321	Purch Prof-Ed Services		51,000	0	51,000	6,117	0	44,883
85080	20-218-100-6__	General Supplies		36,115	0	36,115	27,180	3	8,932
85100	20-218-100-8__	Other Objects		15,000	0	15,000	2,480	3,280	9,240
86000	20-218-200-102	Salaries of Supervisors of Instruction		110,000	(9,535)	100,465	85,739	8,042	6,684
86020	20-218-200-103	Salaries of Program Directors		65,850	5,425	71,275	64,593	6,682	0
86040	20-218-200-104	Salaries of Other Professional Staff		36,450	44,858	81,308	73,330	7,277	701
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant		38,325	0	38,325	35,130	3,194	1
86080	20-218-200-110	Other Salaries		67,944	9,450	77,394	67,713	7,180	2,501
86100	20-218-200-173	Salaries of Community Parent Involvement		103,337	0	103,337	93,003	10,334	1
86120	20-218-200-176	Salaries of Master Teachers		105,175	(10,000)	95,175	33,475	6,998	54,702
86140	20-218-200-200	Personnel Services – Employee Benefits		637,245	11,550	648,795	548,183	92,113	8,499
86200	20-218-200-329	Purchased Professional – Educational Ser		101,000	(28,000)	73,000	18,170	8,400	46,430
86220	20-218-200-330	Other Purchased Professional Services		30,250	400	30,650	26,139	4,480	32
86240	20-218-200-420	Cleaning, Repair & Maintenance Services		43,476	18,939	62,415	31,834	9,821	20,761
86280	20-218-200-511	Contr. Trans. Serv. (Bet. Home & Sch)		95,532	28,000	123,532	98,391	25,030	111
86300	20-218-200-516	Contr. Trans. Serv. (Field Trips)		5,000	0	5,000	984	1,000	3,016
86320	20-218-200-580	Travel		1,200	0	1,200	645	125	430
86340	20-218-200-6__	Supplies and Materials		149,795	(34,764)	115,031	84,766	11,460	18,804
86360	20-218-200-8__	Other Objects		3,000	0	3,000	890	0	2,110
88500	20-__-__-__	Title I		384,737	0	384,737	289,709	5,916	89,111
88520	20-__-__-__	Title II		56,839	0	56,839	38,659	9,263	8,917
88560	20-__-__-__	Title IV		16,159	0	16,159	16,159	0	0
88620	20-__-__-__	I.D.E.A. Part B (Handicapped)		257,701	118	257,819	257,525	170	124

Starting date 7/1/2024 Ending date 5/31/2025 Fund: 20 Special Revenue Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88700	20-____-____-____ Other	22,423	0	22,423	22,423	0	0
88713	20-487-____-____ ARP-ESSER Grant Program	61,831	(0)	61,831	61,831	0	0
Total		3,861,159	(0)	3,861,159	3,089,023	349,131	423,005

Nutri-Serv Food MGT / Waterford Township

Financial Statement for: All Schools

For period: 2025-05-01 Thru 2025-05-31

Month
Serving Days: 21

Year
Serving Days: 167

Income - Breakfast

Income Category	Total Dollar sales	Number of Meals	Total Dollar sales	Number of Meals
Paid POS Used	1,713.32	1241	14,456.59	10491
Paid Chg Breakfast	0.00	850	0.00	4847
Paid Chg \$ Break Collected	34.50		439.04	
Spec Break POS Used	0.00	152	0.00	949
Red Break POS Used	0.00	486	0.00	2692
Free Breakfast	0.00	3152	0.00	20542
Free Break Chg \$ Collected	0.00		2.25	
Adult Breakfast/Alac	0.00		0.50	
Adult Break POS Used	2.00		5.00	
Alac Break POS Used	65.50		676.25	
Reimbursable:	1,747.82		14,897.88	
Non-Reimbursable:	67.50		681.75	
Total - Breakfast	1,815.32	5,881	15,579.63	39,521

Income - Lunch

Income Category	Total Dollar sales	Number of Meals	Total Dollar sales	Number of Meals
Paid Daily Lunch	0.00		0.00	2
Paid Lunch POS Used	9,559.94	2773	77,631.54	22602
Paid Chg Lunch	0.00	1431	0.00	8419
Paid Lunch Chg \$ Collected	1,271.59		7,009.02	
Spec Daily Lunch	0.00		0.00	2
Spec Lunch POS Used	0.00	193	0.00	1351
Red Lunch POS Used	0.00	588	0.00	4722
Red Lunch Chg \$ Collected	0.00		6.75	
Free Lunch	0.00	3934	0.00	29339
Free LunchChg \$ Collected	650.50		832.90	
Adult Lunches/Alac	45.00		363.66	
Adult Lunch POS Used	36.45		363.98	
Alac lunch Cash Daily	77.75		262.55	
Alac Lunch POS Used	6,450.51		50,460.44	
Reimbursable:	11,482.03		85,480.21	
Non-Reimbursable:	6,609.71		51,450.63	
Total - Lunch	18,091.74	8,919	136,930.84	66,437

Income - Other

Income Category	Total Dollar sales	Number of Meals	Total Dollar sales	Number of Meals
Over/short	0.00		-18.00	
Special Functions Sales	0.00		1,464.33	
E-Funds Chgs Collected	2,366.28		17,510.01	
Reimbursable:	0.00		0.00	
Non-Reimbursable:	2,366.28		18,956.34	
Total - Other	2,366.28	0	18,956.34	0
Total Meals:		14,800		105,958
Total Reimbursable:	13,229.85	1,771	100,378.09	13,823
Total Non-Reimbursable:	9,043.49		71,088.72	
State/Fed Reimbursement:	34,890.21		250,416.46	
Local Foods Reimbursement:	0.00		0.00	
Dinner Prg Reimbursement:	0.00		0.00	
F & Veg Prg Reimbursement:	0.00		0.00	
Total Sales for Period:	57,163.55	16,571	421,883.27	119,781
Commodities:	4,463.12		31,627.03	
Total Income:	61,626.67		453,510.30	

Special Functions Receivables:	0.00	Special Functions Receivables:	1,464.33
Special Functions Payments:	361.34	Special Functions Payments:	1,501.42
Special Functions Balance Owed:	0.00	Special Functions Balance Owed:	-37.09

Inventory Expenses

Nutri-Serv Food MGT / Waterford Township

Financial Statement for: All Schools

For period: 2025-05-01 Thru 2025-05-31

Food	Month			Year			
	Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
	Opening Inventory	11,368.60			5,132.70		
	Purchases	20,590.21			179,345.68		
	NOI Discount	-247.50			-5,631.95		
	Closing Inventory	12,375.46			12,375.46		
	Net Cost	19,335.85	31.376	1.167	166,470.97	36.707	1.390
Supplies and Cleaning							
	Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
	Opening Inventory	7,568.62			6,406.72		
	Purchases	864.70			14,114.17		
	Closing Inventory	7,958.24			7,958.24		
	Net Cost	475.08	.771	.029	12,562.65	2.770	.105
USDA Commodities							
	Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
	Opening Inventory	18,772.66			18,857.65		
	Warehouse	2,130.50			23,154.81		
	DOD	612.42			1,282.58		
	NOI Discount	247.50			5,631.95		
	Closing Inventory	17,299.96			17,299.96		
	TOT Value Used	4,463.12	7.242	.269	31,627.03	6.974	.264
	Total Inventory Expenses:	24,274.05	39.389	1.465	210,660.65	46.451	12.713

Miscellaneous Expenses

Nutri-Serv Food MGT / Waterford Township

Financial Statement for: All Schools

For period: 2025-05-01 Thru 2025-05-31

Month				Year		
Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
Misc Expense	0.00	.000	.000	646.14	.142	.005
Menus	150.00	.243	.009	1,170.00	.258	.010
Commodity Delivery	492.30	.799	.030	2,626.91	.579	.022
Subtotal:	642.30			4,443.05		
Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
Salaries	14,684.25	23.828	.886	143,272.34	31.592	1.196
Payroll Taxes Hourly	2,276.06	3.693	.137	22,207.19	4.897	.185
Workers Comp Mgmnt	587.37	.953	.035	5,730.90	1.264	.048
Subtotal:	17,547.68			171,210.43		
Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
Management Fee	5,261.25	8.537	.317	41,037.75	9.049	.343
Subtotal:	5,261.25			41,037.75		
Expense Category	Total Dollars	% of Income	Cost /Meal	Total Dollars	% of Income	Cost /Meal
General Insurance	536.57	.871	.032	5,235.19	1.154	.044
Office Supplies	140.00	.227	.008	2,124.49	.468	.018
Equipment & Supplie	0.00	.000	.000	427.03	.094	.004
Technology Exp	175.30	.284	.011	1,367.34	.302	.011
Subtotal:	851.87			9,154.05		
Total Misc Expenses:	24,303.10	39.436	1.467	225,845.28	49.799	13.629
Total Inventory Expenses:	24,274.05	39.389	1.465	210,660.65	46.451	1.759
Total Income:	61,626.67			453,510.30		
Net Income or Loss:	13,049.52		2.252	17,004.37		1.901

Memo: Prepaid Balance on Account	10,452.44
Memo: Uncollected Charges	17,942.33
Memo: Inventory (food) Loss	0.00

Nutri-Serve Food Management Certification
I declare that all meal costs, approve costs and commodity credits on this invoice are accurate; all Vendor Rebates/Volume Allowances that are returned to the district are true and accurate.
I further state that the appropriate support documentation and statement of the cost and credits are maintained on file with the SFA.
Please Note: All costs included are allowable costs.

Name:

Title:

Signature:

Statistical Data and Analysis
Nutri-Serv Food MGT / Waterford Township
 Financial Statement for: All Schools

For period: 2025-05-01 Thru 2025-05-31

	Month		Year
Number of Serving Days	21	Number of Serving Days	167
ADA	864	ADA	1,608
Total Student Breakfast	5,881	Total Student Breakfast	39521
Total Student Lunch	8,919	Total Student Lunch	66437
Ala Carte (Meal) Equiv	1,771	Ala Carte (Meal) Equiv	13823
Total Snacks	0	Total Snacks	0
TTI Meals for Participation	16,571	TTI Meals for Participation	119,781
TTI Meals for Cost Statistics	16,571	TTI Meals for Cost Statistics	119,781
Avg per Day Student Breakfast Served	280.05	Avg per Day Student Breakfast Served	236.65
Avg per Day Student Lunch Served	424.71	Avg per Day Student Lunch Served	397.83
Average per Day Total Meals	789.10	Average per Day Total Meals	717.25
Student Breakfast Participation (%)	.32	Student Breakfast Participation (%)	.15
Student Lunch Participation (%)	.49	Student Lunch Participation (%)	.25
Total Participation (%)	.91	Total Participation (%)	.45
Total Labor Hours	933.25	Total Labor Hours	11,337.25
Average labor Hours per day	44.44	Average labor Hours per day	67.89
Student Lunches Served per Labor Hour	9.56	Student Lunches Served per Labor Hour	5.86
Total Meals Server per labor hour	17.76	Total Meals Server per labor hour	10.57
Cash Income per Meal	1.34	Cash Income per Meal	1.43
Reimbursement per Meal	2.11	Reimbursement per Meal	2.09
Other / Receivables	0.00	Other / Receivables	0.00
Commodity Income per Meal	0.27	Commodity Income per Meal	0.26
Total Income per Meal	3.72	Total Income per Meal	3.79
Ala Carte \$ per Student per Day	0.00	Ala Carte \$ per Student per Day	0.00
Commodities Used per Student Lunch	.50	Commodities Used per Student Lunch	.48

Batch Count = 1

06/26/25 13:55

Batch Number	2	Batch 2	\$168,269.14	Batch Total
3779	4IMPRINT, INC.		\$3,041.47	Vend Total
P.O. #	501893 Jill Emmons- Appreciation		\$3,041.47	PO Total
11-000-230-610-00-23-000	SUPERINTENDENT SUPPLIES		\$3,041.47	
Inv# 29260792	\$3,041.47	06/26/25		
D263	ACTIVE CHEMICAL CORPORATION		\$383.00	Vend Total
P.O. #	501185 Water treatment service		\$383.00 P	PO Total
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN		\$383.00 P	
Inv# 96526	\$383.00 P	06/17/25		
3505	ALMA YORK-ZALESKY		\$32.15	Vend Total
P.O. #	501944 May Mileage Reimbursement		\$32.15	PO Total
11-190-100-580-58-00-000	MILEAGE		\$32.15	
Inv# May1--May 30 Mileage	\$32.15	06/17/25		
1153	ARCHWAY PROGRAMS, INC		\$2,833.62	Vend Total
P.O. #	501865 TUITION VR		\$2,833.62 P	PO Total
11-000-100-566-00-15-000	S.E. TUITIONS - PRIVATE		\$2,833.62 P	
Inv# INV-000087421 VR MAR	\$2,833.62 P	06/25/25		
4409	ATLANTIC CITY ELECTRIC 5500 3210 584		\$6,357.54	Vend Total
P.O. #	501191 Electric - Waterford Elem.		\$6,357.54 P	PO Total
11-000-262-622-00-20-100	ELECTRICITY WES		\$6,357.54 P	
Inv# 55003210584 6/25	\$6,357.54 P	06/25/25		
4410	ATLANTIC CITY ELECTRIC 5500 4710 475		\$2,727.75	Vend Total
P.O. #	501200 Electric - TRECC		\$2,727.75 P	PO Total
11-000-262-622-00-20-060	ELECTRICITY TR		\$818.32 P	
Inv# 55004710475 6/25	\$818.32 P	06/25/25		
20-218-262-622-00-20-060	Electric TR		\$1,909.43 P	
Inv# 55004710475 6/25	\$1,909.43 P	06/25/25		
4412	ATLANTIC CITY ELECTRIC 5500 9692 629		\$88.82	Vend Total
P.O. #	501194 Electric - Atco Elementary		\$88.82 P	PO Total
11-000-262-622-03-20-040	ELECTRICITY ATCO		\$88.82 P	
Inv# 55009692629 6/25	\$88.82 P	06/25/25		
4413	ATLANTIC CITY ELECTRIC 5500 9762 737		\$2,475.68	Vend Total
P.O. #	501199 Electric - Atco Elementary		\$2,475.68 P	PO Total
11-000-262-622-00-20-040	ELECTRICITY ATCO		\$2,475.68 P	
Inv# 55009762737 6/25	\$2,475.68 P	06/25/25		
4408	ATLANTIC CITY ELECTRIC 5501 2617 118		\$13.71	Vend Total
P.O. #	501186 Electric for Garage - TRECC		\$13.71 P	PO Total
11-000-262-622-02-20-060	ELECTRIC - GARAGE		\$4.11 P	
Inv# 55012617118 6/25	\$4.11 P	06/25/25		

Batch Count = 1

06/26/25 13:55

Batch Number	2	Batch 2	\$168,269.14	Batch Total
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[4408] ATLANTIC CITY ELECTRIC 5501 2617 118 **\$13.71 Vend Total**P.O. # 501186 Electric for Garage - TRECC \$13.71 P PO Total20-218-262-622-00-20-060 Electric TR \$9.60 PInv# 55012617118 6/25 \$9.60 P 06/25/25**[F703] ATLANTIC COUNTY SPECIAL SERVICES SCHOOL** **\$3,800.16 Vend Total**P.O. # 501313 Out of County Fee \$3,800.16 P PO Total11-000-100-565-01-15-000 TUITION SSD AIDES ESY \$3,800.16 PInv# 25-00900 \$3,800.16 P 06/25/25**[1152] BANCROFT A NEW JERSEY NON PROFIT CORPORA** **\$42,852.08 Vend Total**P.O. # 501065 Tuition ST \$14,795.80 P PO Total11-000-100-566-30-15-000 Private School Secondary \$14,795.80 PInv# WATER0525 ST MAY \$14,795.80 P 06/17/25P.O. # 501299 24/25 TUITION AG \$7,584.00 P PO Total11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE \$7,584.00 PInv# WATER0525-01 AG MAY \$7,584.00 P 06/17/25P.O. # 501300 24/25 TUITION HL \$14,795.80 P PO Total11-000-100-566-30-15-000 Private School Secondary \$14,795.80 PInv# WATER0525 HL MAY \$14,795.80 P 06/17/25P.O. # 501301 24/25 TUITION CC \$5,676.48 P PO Total11-000-100-566-30-15-000 Private School Secondary \$5,676.48 PInv# WATER0525 CC MAY \$9,795.80 P 06/17/25Inv# 149-2025R Credit due (\$4,119.32) P 06/26/25**[2060] BROOKFIELD ACADEMY** **\$4,235.00 Vend Total**P.O. # 501591 Homebound Services \$4,235.00 P PO Total11-150-100-320-00-00-000 Homebound Instruction Gen Ed \$3,465.00 PInv# INV-30065 \$2,145.00 P 06/17/25Inv# INV-30066 \$1,320.00 P 06/17/2511-219-100-320-00-00-000 Homebound Instruction - Sped \$770.00 PInv# INV-30142 \$220.00 P 06/18/25Inv# INV-30166 \$550.00 P 06/18/25**[Q579] BSN SPORTS, LLC** **\$174.00 Vend Total**P.O. # 501899 H.Kondas \$174.00 PO Total20-018-100-600-00-01-000 Healthy U Supplies \$174.00Inv# 929953455 \$174.00 06/17/25**[4269] CAMPBELL LOCK & SAFE, INC.** **\$955.00 Vend Total**P.O. # 501204 Lock services for district \$955.00 P PO Total11-000-261-420-00-20-040 REQUIRED MAINTENANCE \$110.00 PInv# 34165 \$110.00 P 06/25/2511-000-261-420-00-20-100 REQUIRED MAINTENANCE \$845.00 PInv# 34125 \$370.00 P 06/25/25Inv# 34148 \$370.00 P 06/25/25

Batch Number	2	Batch 2	\$168,269.14	Batch Total
4269	CAMPBELL LOCK & SAFE, INC.		\$955.00	Vend Total
P.O. #	501204	Lock services for district	\$955.00 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE	\$845.00 P	
Inv# 34156		\$105.00 P	06/25/25	
2136	CC EDUCATIONAL SERVICES COMMISSION		\$8,310.00	Vend Total
P.O. #	501062	Preschool Collaborative	\$1,050.00 P	PO Total
20-218-200-329-00-02-060		PEA SPT EDUCATIONAL SERV	\$1,050.00 P	
Inv# 5V1647		\$1,050.00 P	06/18/25	
P.O. #	501096	Services; Amanda Magenta	\$7,260.00 P	PO Total
11-000-216-320-00-53-000		SPEECH SERVICES	\$1,814.40 P	
Inv# 5V1648		\$1,814.40 P	06/17/25	
11-000-216-320-00-83-000		OT SERVICES	\$5,445.60 P	
Inv# 5V1648		\$5,445.60 P	06/17/25	
2989	CC TECHNICAL SCHOOLS		\$9,463.60	Vend Total
P.O. #	501002	2024/2025 Tuition	\$9,463.60 P	PO Total
11-000-100-563-00-15-000		TUITION TO COUNTY VOCATI	\$9,463.60 P	
Inv# 24-25 Tuition June		\$4,731.80 P	06/18/25	
Inv# 24-25 Tuition May		\$4,731.80 P	06/18/25	
1004	COURIER-POST (ACCT 988870)		\$83.40	Vend Total
P.O. #	501159	Legal Ads	\$83.40 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE	\$83.40 P	
Inv# order 11342971		\$36.63 P	06/17/25	
Inv# Order 11343021		\$46.77 P	06/17/25	
4468	EMPIRE EVENTS, LLC		\$820.00	Vend Total
P.O. #	501946	Field Day -WES	\$410.00	PO Total
20-026-100-400-00-01-040		HSA OBSTACLE COURSE GRANT	\$410.00	
Inv# 39151953		\$410.00	06/17/25	
P.O. #	501965	Field Day - 6.17.2025	\$410.00	PO Total
20-026-100-400-00-01-040		HSA OBSTACLE COURSE GRANT	\$410.00	
Inv# 39152231		\$410.00	06/26/25	
4518	FIEGER; MEGAN		\$196.98	Vend Total
P.O. #	501942	Staff incentives - HSA grant	\$91.98	PO Total
20-033-200-600-00-02-060		HSA Staff Incentives	\$91.98	
Inv# staff incentive		\$91.98	06/17/25	
P.O. #	501950	Staff incentives	\$105.00	PO Total
20-033-200-600-00-02-060		HSA Staff Incentives	\$105.00	
Inv# Staff incentives		\$105.00	06/18/25	

Batch Number	2	Batch 2	\$168,269.14	Batch Total
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4461 GALLAGHER, CARLY**\$27.50 Vend Total**

P.O. # 501410 Mileage; Amanda Magenta

\$27.50 P PO Total

11-000-216-800-58-53-000

SPEECH TRAVEL

\$27.50 P

Inv# Mileage-June

\$27.50 P 06/25/25

J643 GARDEN STATE LABORATORIES**\$2,000.00 Vend Total**

P.O. # 501848 Water Testing

\$2,000.00 P PO Total

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

REQUIRED MAINTENANCE

\$180.00 P

Inv# 591604

\$90.00 P 06/17/25

Inv# 591606

\$90.00 P 06/17/25

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

REQUIRED MAINTENANCE

\$700.00 P

Inv# 591604

\$350.00 P 06/17/25

Inv# 591606

\$350.00 P 06/17/25

20-218-261-420-00-20-060

Required Maintenance

\$1,120.00

Inv# 591604

\$560.00 P 06/17/25

Inv# 591606

\$560.00 P 06/17/25

3835 GARRISON; JASON**\$200.00 Vend Total**

P.O. # 501184 Board meeting video

\$200.00 P PO Total

11-000-230-339-00-23-000

OTHER PURC PROF SERV

\$200.00 P

Inv# 707

\$200.00 P 06/18/25

4200 GIBBINS; EMMA**\$31.58 Vend Total**

P.O. # 501436 Mileage

\$31.58 P PO Total

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

MILEAGE INSTRUCTION STAF

\$31.58 P

Inv# Mileage-June

\$31.58 P 06/25/25

2621 GLOUCESTER COUNTY SPECIAL SERVICES SCHL**\$670.50 Vend Total**

P.O. # 501314 Amanda Magenta; TOD

\$372.50 P PO Total

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

EXTRAORDNRY

\$372.50 P

Inv# 5V4556

\$372.50 P 06/17/25

P.O. # 501529 Educational Consultant Service

\$298.00 P PO Total

11-000-216-320-01-02-060

COMMISSION FOR THE BLIND

\$298.00 P

Inv# 5V4834

\$298.00 P 06/25/25

J744 HAMMONTON GAZZETTE**\$57.28 Vend Total**

P.O. # 501954 LEGAL ADS

\$57.28 PO Total

11-000-230-530-00-23-000

COMMUNICATIONS/POSTAGE

\$57.28

Inv# 619408

\$24.30 P 06/25/25

Inv# 619409

\$32.98 P 06/25/25

2186 HERMAN; KELLY**\$37.51 Vend Total**

P.O. # 501079 Mileage; Amanda Magenta

\$37.51 P PO Total

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

PSY TRAVEL

\$37.51 P

Inv# Mileage-May/June 25

\$37.51 P 06/25/25

Batch Number	2	Batch 2		\$168,269.14	Batch Total
2029		HEWITT PSYCHIATRIC, PC		\$1,200.00	Vend Total
P.O. #	501972			\$600.00	PO Total
11-000-218-390-00-05-000		GUIDANCE SERVICES		\$600.00	
Inv# 42188		\$600.00	06/26/25		
P.O. #	501973			\$600.00	PO Total
11-000-218-390-00-05-000		GUIDANCE SERVICES		\$600.00	
Inv# 43033		\$600.00	06/26/25		
2712		INTERACTIVE KIDS EDUCATIONAL SERVICES, L		\$780.00	Vend Total
P.O. #	501216	BCBA; Amanda Magenta		\$780.00 P	PO Total
11-000-217-320-00-03-000		EXTRAORDNRY		\$780.00 P	
Inv# 2269		\$780.00 P	06/17/25		
4396		KONDAS; HEATHER		\$79.55	Vend Total
P.O. #	501952	End of the Year Celebration PC		\$29.84	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$29.84	
Inv# Amazon confetti		\$29.84	06/26/25		
P.O. #	501966	End of the year Celebration		\$49.71	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		\$49.71	
Inv# shoprte		\$49.71	06/26/25		
3784		LINDENWOLD PUBLIC SCHOOL DISTRICT		\$6,099.60	Vend Total
P.O. #	501539	homeless tuition		\$6,099.60 P	PO Total
11-000-100-561-00-15-000		TUITION TO OTHER LEAS, R		\$6,099.60 P	
Inv# 5V0111 May/June		\$6,099.60 P	06/25/25		
Z048		MANNA; CHRISTINE PETTY CASH		\$182.37	Vend Total
P.O. #	501968	Staff Spotlight/Breakfast		\$182.37	PO Total
11-000-240-610-00-06-100		SCHOOL ADMIN SUPPLIES		\$182.37	
Inv# staff spotlight		\$182.37	06/26/25		
4498		MINUTEMAN PRESS - BAR MARKETING CORP		\$134.10	Vend Total
P.O. #	501947	Admin. Letterhead- J. Emmons		\$134.10	PO Total
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV		\$134.10	
Inv# 8341		\$134.10	06/17/25		
W074		NEW JERSEY COALITION FOR INCLUSIVE EDUCA		\$125.00	Vend Total
P.O. #	501903	PK Inclusion Conference		\$125.00	PO Total
20-218-200-580-58-02-060		TRAVEL		\$125.00	
Inv# 6/6 conference @kean		\$125.00	06/17/25		
4088		NJ SCHOOL JOBS		\$225.00	Vend Total
P.O. #	501974	Job Postings		\$225.00	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE		\$225.00	
Inv# 19681		\$225.00	06/26/25		

Batch Number	2	Batch 2	\$168,269.14	Batch Total
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A932 NOLAN; MICHAEL A.**\$263.13 Vend Total**

P.O. # 501971

\$263.13 PO Total

11-000-230-610-00-23-000

SUPERINTENDENT SUPPLIES

\$263.13

Inv# Stage skirts

\$263.13

06/26/25

3678 NORTHEAST ELECTRICAL SERVICES, LLC**\$6,345.64 Vend Total**

P.O. # 501205 Electrical repairs in district

\$1,604.64 P PO Total

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

REQUIRED MAINTENANCE

\$1,604.64 P

Inv# 10834

\$195.72 P

06/26/25

Inv# 10835

\$195.03 P

06/26/25

Inv# 10841

\$1,213.89 P

06/26/25

P.O. # 501775 Additional Lighting Gymnasium

\$4,741.00 P PO Total

12-000-400-450-00-28-040

CONSTRUCTION ATCO

\$4,741.00

Inv# 10735

\$4,741.00

06/25/25

3841 NORTHEAST PLUMBING SERVICES, LLC**\$19,380.75 Vend Total**

P.O. # 501206 Maintenance/repairs - Atco

\$5,111.68 P PO Total

11-000-261-420-00-20-040

REQUIRED MAINTENANCE

\$5,111.68 P

Inv# 71342

\$924.20 P

06/17/25

Inv# 71439

\$545.00 P

06/18/25

Inv# 71462

\$2,879.48 P

06/25/25

Inv# 71529

\$763.00 P

06/25/25

P.O. # 501207 Maintenance/Repairs - TRECC

\$4,349.46 P PO Total

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

REQUIRED MAINTENANCE

\$1,304.83 P

Inv# 71461

\$1,239.43 P

06/25/25

Inv# 71494

\$65.40 P

06/25/25

20-218-261-420-00-20-060

Required Maintenance

\$3,044.63 P

Inv# 71461

\$2,892.03 P

06/25/25

Inv# 71494

\$152.60 P

06/25/25

P.O. # 501208 Maintenance/Repairs - WES

\$9,919.61 P PO Total

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

REQUIRED MAINTENANCE

\$9,919.61 P

Inv# 16907

\$460.00 P

06/18/25

Inv# 71430

\$1,265.44 P

06/18/25

Inv# 16445

\$1,674.04 P

06/25/25

Inv# 71458

\$4,464.46 P

06/25/25

Inv# 71509

\$490.50 P

06/25/25

Inv# 71514

\$1,035.50 P

06/25/25

Inv# 71523

\$529.67 P

06/25/25

O298 ORCHARD FRIENDS SCHOOL**\$10,422.50 Vend Total**

P.O. # 501864 TUITION AGR

\$10,422.50 P PO Total

11-000-100-566-30-15-000

Private School Secondary

\$10,422.50 P

Inv# 2302 AGR June

\$10,422.50 P

06/17/25

Batch Number	2	Batch 2		\$168,269.14	Batch Total
S113		PENN POWER GROUP, LLC.		\$650.00	Vend Total
P.O. #	501960	April Inspection Atco and TR		\$650.00	PO Total
11-000-261-420-00-20-040		REQUIRED MAINTENANCE		\$325.00	
Inv# 4718841		\$325.00	06/25/25		
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$325.00	
Inv# 4718840		\$325.00	06/25/25		
U267		PORIS; AIMEE		\$609.79	Vend Total
P.O. #	501955	EOY Driver Meeting		\$609.79	PO Total
11-000-270-610-00-14-000		SUPPLIES & MATERIALS		\$609.79	
Inv# eoy for bus drivers		\$609.79	06/25/25		
P857		PROFESSIONAL HEALTHCARE STAFFING		\$2,080.00	Vend Total
P.O. #	501843	1:1 NURSING SERVICES		\$2,080.00 P	PO Total
11-000-217-320-00-03-000		EXTRAORDNRY		\$2,080.00 P	
Inv# 2952		\$2,080.00 P	06/17/25		
3870		RASO; GEORGIANN		\$216.60	Vend Total
P.O. #	501945	Womens Grant - Raso		\$34.12	PO Total
20-002-100-600-00-01-040		HOLIDAY CRAFTS GR1		\$34.12	
Inv# Walmart		\$34.12	06/17/25		
P.O. #	501951	Womens Grant 1st Grade		\$79.90	PO Total
20-002-100-600-00-01-040		HOLIDAY CRAFTS GR1		\$79.90	
Inv# eoy gifts		\$79.90	06/26/25		
P.O. #	501953	Womens Grant GR1		\$102.58	PO Total
20-002-100-600-00-01-040		HOLIDAY CRAFTS GR1		\$102.58	
Inv# eoy gifts		\$102.58	06/26/25		
4084		READYREFRESH BY NESTLE		\$871.15	Vend Total
P.O. #	501167	Deliveries/rental 24/25 WES/TR		\$871.15 P	PO Total
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES		\$604.28 P	
Inv# 05F6703424199		\$261.75 P	06/25/25		
Inv# 15F0439300559		\$342.53 P	06/25/25		
20-218-262-610-00-20-000		Custodial Supplies		\$266.87 P	
Inv# 05F6703424199		\$266.87 P	06/25/25		
4191		SONITROL SECURITY OF DELAWARE VALLEY		\$4,686.88	Vend Total
P.O. #	501272	Monitoring Services-District		\$3,382.88 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN		\$3,039.48 P	
Inv# 333603		\$3,039.48 P	06/18/25		
20-218-262-420-00-20-060		Routine Maint TR		\$343.40 P	
Inv# 333603		\$343.40 P	06/18/25		
P.O. #	501959	Cell Communicator and Labor		\$1,304.00 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$1,304.00	
Inv# 333785		\$1,304.00	06/25/25		

Batch Number	2	Batch 2	\$168,269.14	Batch Total
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1121 SOUTH JERSEY GAS CO.**\$1,369.07 Vend Total**

P.O. # 501180 Gas services for Atco Elem.

\$806.38 P PO Total

11-000-262-621-00-20-040

NATURAL GAS ATCO

\$806.38 P

Inv# Acct 9559720000

\$806.38 P 06/25/25

P.O. # 501181 Gas services for WES

\$562.69 P PO Total

11-000-262-621-00-20-100

NATURAL GAS WES

\$562.69 P

Inv# Acct 4487620000

\$562.69 P 06/25/25

T985 T-MOBILE**\$90.54 Vend Total**

P.O. # 501218 Service for 2024/2025

\$90.54 P PO Total

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

CLEANING, REPAIR MAINTEN

\$90.54 P

Inv# Acct 992461888

\$90.54 P 06/25/25

3643 TTI ENVIRONMENTAL, INC.**\$2,550.00 Vend Total**

P.O. # 501760 RTK Compliance 24-25

\$2,550.00 PO Total

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

REQUIRED MAINTENANCE

\$2,550.00

Inv# INV904

\$2,550.00 06/17/25

V982 UGI ENERGY SERVICES, LLC**\$1,308.15 Vend Total**

P.O. # 501187 Energy services - Atco

\$143.62 P PO Total

11-000-262-621-00-20-040

NATURAL GAS ATCO

\$143.62 P

Inv# G6695360

\$143.62 P 06/18/25

P.O. # 501188 Energy services - WES

\$206.62 P PO Total

11-000-262-621-00-20-100

NATURAL GAS WES

\$206.62 P

Inv# G6695359

\$206.62 P 06/18/25

P.O. # 501189 Energy services - TRECC

\$957.91 P PO Total

11-000-262-621-00-20-060

NATURAL GAS TR

\$870.58 P

Inv# G6686307

\$490.00 P 06/25/25

Inv# G6695361

\$380.58 P 06/25/25

20-218-262-621-00-20-060

Gas - TR

\$87.33 P

Inv# G6686307

\$87.33 P 06/25/25

F303 VIKING PEST CONTROL**\$151.64 Vend Total**

P.O. # 501260 Pest Control Services

\$151.64 P PO Total

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

CLEANING, REPAIR MAINTEN

\$151.64 P

Inv# 902810029

\$75.82 P 06/17/25

Inv# 902911969

\$75.82 P 06/25/25

3780 WAGEWORKS, INC.**\$200.00 Vend Total**

P.O. # 501044 Flex Spending Account

\$200.00 P PO Total

11-000-251-340-00-25-000

BUSINESS SERVICES

\$200.00 P

Inv# INV7862570 May 25

\$100.00 P 06/18/25

Inv# INV7970956 June 25

\$100.00 P 06/26/25

Batch Number	2	Batch 2	\$168,269.14	Batch Total
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2485	WATERFORD TWP. B.O.E. CAFETERIA	\$318.75	Vend Total
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P.O. #	501387	PBSIS tickets	\$16.25	P	PO Total
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11-190-100-610-00-06-100	REG PRGM - INST SUPPLIES	\$16.25	P	
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Inv# 11-3-06/19/2025-1	\$16.25	P	06/25/25
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P.O. #	501405	Biurthday Treats	\$302.50	P	PO Total
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11-000-230-610-00-23-000	SUPERINTENDENT SUPPLIES	\$302.50	P	
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Inv# 11-3-06/19/2025-2	\$302.50	P	06/25/25
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2485	WATERFORD TWP.B.O.E. CAFETERIA	\$112.73	Vend Total
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P.O. #	501040	BOARD MEALS	\$112.73	P	PO Total
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11-000-230-630-00-23-000	BOARD SUPPLIES	\$112.73	P	
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Inv# 11-3-06/16/2025-1	\$112.73	P	06/18/25
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1006	WATERFORD; TOWNSHIP OF	\$14,533.50	Vend Total
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P.O. #	501311	2024-2025 SRO Shared service C	\$14,533.50	P	PO Total
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11-000-266-300-00-23-000	SECURITY SERVICES	\$11,346.80	P	
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Inv# 2025-12A	\$4,906.80	P	06/17/25
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Inv# 2025-13	\$6,440.00	P	06/25/25
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20-218-266-300-00-23-060	Security Services	\$3,186.70	P	
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Inv# 2025-12A	\$1,226.70	P	06/17/25
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Inv# 2025-13	\$1,960.00	P	06/25/25
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4247	WEAVER; JAMES	\$135.56	Vend Total
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P.O. #	501963	Mileage Reimbursement	\$49.82	P	PO Total
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11-000-262-590-58-20-000	MAINTENANCE TRAVEL	\$49.82		
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Inv# May mlieage	\$49.82		06/25/25
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P.O. #	501964	Reimbursement to James Weaver	\$85.74	P	PO Total
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11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	\$85.74		
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Inv# home depot	\$85.74		06/25/25
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3675	WILLIAMS SCOTSMAN, INC	\$1,278.81	Vend Total
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P.O. #	501178	Trailer rental - Atco School	\$1,278.81	P	PO Total
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11-000-262-441-00-20-040	Rental of Land & Buildings	\$1,278.81	P	
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Inv# 9023950284	\$1,278.81	P	06/26/25
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Total for Report =	\$168,269.14
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Batch Number	3	Batch 3		\$1,189.97	Batch Total
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4592 FOX, DANIEL J. - PETTY CASH**\$126.45 Vend Total**

P.O. # 501786 Storage Files

\$30.30 P PO Total

11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV		\$30.30	
Inv# Plastic folders		\$30.30	06/17/25	

P.O. # 501957 Board Supplies

\$96.15 P PO Total

11-000-230-630-00-23-000	BOARD SUPPLIES		\$96.15	
Inv# brd meet supplies		\$96.15	06/25/25	

U562 NOLAN; MICHAEL - PETTY CASH**\$93.66 Vend Total**

P.O. # 501970

\$93.66 PO Total

11-000-230-610-00-23-000	SUPERINTENDENT SUPPLIES		\$93.66	
Inv# Amazon-sumr books		\$93.66	06/25/25	

2026 OFFICE BASICS, INC.**\$35.10 Vend Total**

P.O. # 501943 NAMEPLATES- (Eberly) J.EMMONS

\$35.10 PO Total

11-000-251-890-00-25-000	MISC CENTRAL SERV		\$35.10	
Inv# I-2737668		\$35.10	06/18/25	

4668 WEAVER, JAMES - PETTY CASH**\$934.76 Vend Total**

P.O. # 501941 Reimbursment for Gasoline

\$87.22 P PO Total

11-000-262-626-01-20-000	GASOLINE		\$87.22	
Inv# Gas purchase		\$87.22	06/17/25	

P.O. # 501949 Reimbursment Home Depot

\$318.58 P PO Total

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES		\$318.58	
Inv# Home Depot		\$318.58	06/18/25	

P.O. # 501958 Reimbursment to Fulton Debit

\$528.96 PO Total

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES		\$453.72	
Inv# Home depot suppl		\$453.72	06/25/25	

11-000-262-626-01-20-000	GASOLINE		\$75.24	
Inv# delta gas		\$75.24	06/25/25	

Total for Report =**\$1,189.97**

Batch Number	6	Batch 6		\$160,475.79	Batch Total
1513	COMMONLIT, INC.			\$3,850.00	Vend Total
P.O. #	601060	Contract for WES		\$3,850.00	PO Total
11-190-100-340-05-05-100	ELA Services WES			\$3,850.00	
Inv#	INV-010225	\$3,850.00	07/10/25 ✓		
4669	COMPUTER SOLUTIONS, INC.			\$21,864.00	Vend Total
P.O. #	601149	Application Maintenance		\$21,864.00	PO Total
11-000-251-340-00-25-000	BUSINESS SERVICES			\$21,864.00	
Inv#	149337	\$17,664.00 P	07/10/25 ✓		
Inv#	149338	\$4,200.00 P	07/10/25 ✓		
4523	DLC TECHNOLOGY SOLUTIONS, INC.			\$51,055.60	Vend Total
P.O. #	601045	Tiers 3 Network Support		\$43,755.60	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$43,755.60	
Inv#	11393	\$43,755.60	07/10/25 ✓		
P.O. #	601046	Axient data backup solution		\$7,300.00 P	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$7,300.00	
Inv#	11394	\$7,300.00	07/10/25 ✓		
2780	E2E EXCHANGE LLC			\$725.00	Vend Total
P.O. #	601147	Erate consulting payment 1		\$725.00	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$725.00	
Inv#	C1 2026-3152	\$725.00	07/10/25 ✓		
3118	EDUCATIONAL DATA SERVICES, INC.			\$695.00	Vend Total
P.O. #	601150	Licensing & Maintenance		\$695.00 P	PO Total
11-000-251-340-00-25-000	BUSINESS SERVICES			\$695.00 P	
Inv#	2507-00602	\$695.00 P	07/10/25 ✓		
4589	GATOR NETWORKING SERVICES, INC.			\$2,029.16	Vend Total
P.O. #	601066	Misc Network drops		\$2,029.16	PO Total
11-000-222-610-00-19-000	TECH SUPPLIES DIST			\$2,029.16	
Inv#	26951	\$2,029.16	07/10/25 ✓		
3852	HARDENBERGH INSURANCE GROUP			\$12,390.00	Vend Total
P.O. #	601026	Student Accident Insurance		\$5,680.00 P	PO Total
11-000-230-520-00-23-000	INSURANCE			\$5,680.00	
Inv#	18208	\$5,680.00	07/10/25 ✓		
P.O. #	601097	Pollution Policy		\$6,710.00 P	PO Total
11-000-262-520-00-23-000	INSURANCE			\$6,710.00	
Inv#	18363	\$6,710.00	07/10/25 ✓		
3270	HMH-CARRIER CLINIC			\$11,689.50	Vend Total
P.O. #	601076	25/26 TUITION HG		\$11,689.50 P	PO Total
11-000-100-566-30-15-000	Private School Secondary			\$11,689.50 P	
Inv#	AUGUST HG	\$4,286.15 P	07/10/25 ✓		
Inv#	JULY HG	\$7,403.35 P	07/10/25 ✓		

Batch Number	6	Batch 6		\$160,475.79	Batch Total
3358	MCGOVERN; JACLYN			\$1,197.00	Vend Total
P.O. #	601022	25/26 Tuition Reimbursement		\$798.00	PO Total
11-000-291-280-00-10-000		TUITION REIMB NJEA		\$798.00	
Inv#	Tuition 2 Classes	\$798.00	07/10/25		
P.O. #	601023	25/26 tuition reimbursement		\$399.00 P	PO Total
11-000-291-280-00-10-000		TUITION REIMB NJEA		\$399.00	
Inv#	Tuition 1 class	\$399.00	07/10/25		
3614	NIEDOBA; DENISE			\$14.92	Vend Total
P.O. #	601138	Reimbursement for Calendar		\$14.92	PO Total
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV		\$14.92	
Inv#	Calendar	\$14.92	07/10/25		
1008	NJ PRINCIPALS & SUPERVISOR			\$905.00	Vend Total
P.O. #	601042	Membership; Amanda Magenta		\$905.00	PO Total
11-000-219-890-00-03-000		CST OTHER OBJECTS		\$905.00	
Inv#	000080551	\$905.00	07/10/25		
2236	NJSBA - TRENTON			\$13,012.13	Vend Total
P.O. #	601068	2025-2026 PAA - Nancy Gibbins		\$499.00 P	PO Total
11-000-251-340-00-25-000		BUSINESS SERVICES		\$499.00	
Inv#	INV-28251-Y4M5P6	\$499.00	07/10/25		
P.O. #	601078	2025-2026 NJSBA Dues		\$12,513.13 P	PO Total
11-000-230-895-00-23-000		BOARD MISCELLANEOUS		\$12,513.13	
Inv#	INV-28609-N3B6C5	\$12,513.13	07/10/25		
2188	OMNI FINANCIAL GROUP INC.			\$1,536.00	Vend Total
P.O. #	601072	services Agreement		\$1,536.00	PO Total
11-000-251-340-00-25-000		BUSINESS SERVICES		\$1,536.00	
Inv#	26398	\$1,536.00	07/10/25		
2983	REALTIME INFORMATION TECHNOLOGY			\$28,520.69	Vend Total
P.O. #	601044	SIS renewal 2025-2026		\$28,520.69	PO Total
11-000-211-300-00-19-000		Student Information System		\$28,520.69	
Inv#	RITMN0001896	\$28,520.69	07/10/25		
4313	SHERWIN WILLIAMS			\$226.79	Vend Total
P.O. #	601136	Summer Painting Supplies		\$226.79 P	PO Total
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES		\$226.79 P	
Inv#	tran#6776-3	\$226.79 P	07/10/25		
3834	STRAUSS ESMAY ASSOCIATES, LLP			\$5,015.00	Vend Total
P.O. #	601049	Policy services		\$5,015.00	PO Total
11-000-230-339-00-23-000		OTHER PURC PROF SERV		\$5,015.00	
Inv#	2526-564	\$5,015.00	07/10/25		

Batch Count = 1

07/10/25 12:00

Batch Number	6	Batch 6	\$160,475.79	Batch Total
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2326 STS OF NJ. INC.**\$250.00 Vend Total**

P.O. # 601112 2025-2026 Annual Dues

\$250.00 PO Total

11-000-270-890-00-14-000

TRANSPORTATION MISC

\$250.00

Inv# 00-428

\$250.00

07/10/25

4000 TRANSFINDER**\$5,500.00 Vend Total**

P.O. # 601032 Transfinder Support Renewal

\$5,500.00 PO Total

11-000-270-390-00-14-000

TECHNICAL SERVICES

\$5,500.00

Inv# 61816

\$5,500.00

07/10/25

Total for Report =**\$160,475.79**

DN

Batch Number 2 Batch 2 \$374,746.70 Batch Total

D263 ACTIVE CHEMICAL CORPORATION

\$383.00 Vend Total

P.O. # 501185 Water treatment service

\$383.00 P PO Total

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

CLEANING, REPAIR MAINTEN

\$383.00 P

Inv# 96626

\$383.00 P 06/30/25

3505 ALMA YORK-ZALESKY

\$24.35 Vend Total

P.O. # 501975 Mileage JUNE

\$24.35 PO Total

11-190-100-580-58-01-040

MILEAGE INSTRUCTION STAF

\$24.35

Inv# June Mileage

\$24.35 06/30/25

1152 BANCROFT A NEW JERSEY NON PROFIT CORPORA

\$37,577.02 Vend Total

P.O. # 501065 Tuition ST

\$11,836.64 P PO Total

11-000-100-566-30-15-000

Private School Secondary

\$11,836.64 P

Inv# WATER0425 ST APR

\$11,836.64 P 06/30/25

P.O. # 501299 24/25 TUITION AG

\$6,067.20 P PO Total

11-000-100-566-00-15-000

S.E. TUITIONS - PRIVATE

\$6,067.20 P

Inv# WATER0425 AG APR

\$6,067.20 P 06/30/25

P.O. # 501300 24/25 TUITION HL

\$11,836.54 P PO Total

11-000-100-566-30-15-000

Private School Secondary

\$11,836.54 P

Inv# WATER0425 HL APR

\$11,836.54 P 06/30/25

P.O. # 501301 24/25 TUITION CC

\$7,836.64 P PO Total

11-000-100-566-30-15-000

Private School Secondary

\$7,836.64 P

Inv# WATER0425 CC APR

\$7,836.64 P 06/30/25

3875 BROMLEY; CASEY

\$806.00 Vend Total

P.O. # 501278 24/25 TUITION ASSISTANCE

\$806.00 PO Total

11-190-100-280-00-10-000

TUITION REIMBURSEMENT

\$806.00

Inv# Tuition- 2 Classes

\$806.00 06/30/25

2136 CC EDUCATIONAL SERVICES COMMISSION

\$113,515.43 Vend Total

P.O. # 501416 OOD Trans 2024-2025 SY

\$61,115.39 P PO Total

11-000-270-350-00-14-000

ADMIN FEE

\$3,459.36 P

Inv# 5V1753

\$3,459.36 P 06/30/25

11-000-270-517-00-14-000

CONTRACTED SERVI - ESC

\$6,326.40 P

Inv# 5V1753

\$6,326.40 P 06/30/25

11-000-270-518-00-14-000

CONTRCTD SERV - SP-ESC

\$8,509.14 P

Inv# 5V1753

\$8,509.14 P 06/30/25

11-000-270-518-30-14-000

Contracted Serve SPED ESC

\$40,706.49 P

Inv# 5V1753

\$40,706.49 P 06/30/25

20-218-200-511-00-14-000

PREK TRANSP

\$2,114.00 P

Inv# 5V1753

\$2,114.00 P 06/30/25

P.O. # 501559 Aide in Lieu SY 2024-2025

\$52,400.04 P PO Total

11-000-270-350-00-14-000

ADMIN FEE

\$2,966.04 P

Inv# 5V1687

\$2,966.04 P 06/30/25

Batch Count = 1

07/10/25 12:01

Batch Number	2	Batch 2		\$374,746.70	Batch Total
2136		CC EDUCATIONAL SERVICES COMMISSION		\$113,515.43	Vend Total
P.O. #	501559	Aide in Lieu SY 2024-2025		\$52,400.04 P	PO Total
11-000-270-503-00-14-000		AID IN LIEU - NON-PUBLIC		\$45,314.50 P	
Inv# 5V1687		\$45,314.50 P	06/30/25 ✓		
11-000-270-505-00-14-000		AID IN LIEU - CHOICE		\$4,119.50 P	
Inv# 5V1687		\$4,119.50 P	06/30/25 ✓		
1004		COURIER-POST (ACCT 988870)		\$38.97	Vend Total
P.O. #	501159	Legal Ads		\$38.97 P	PO Total
11-000-230-530-00-23-000		COMMUNICATIONS/POSTAGE		\$38.97 P	
Inv# Order 11429886		\$38.97 P	06/30/25 ✓		
R810		CUNNINGHAM; DENISE		\$108.75	Vend Total
P.O. #	501976	Refund Lunch Balance		\$108.75	PO Total
61-481-X - - -		Payment from 61-481		\$108.75	
Inv# Refund Lunch balance		\$108.75	06/30/25 ✓		
A385		Direct Energy Business LLC		\$18,237.70	Vend Total
P.O. #	501978	Electricity		\$10,131.88 P	PO Total
11-000-262-622-00-20-100		ELECTRICITY WES		\$10,131.88	
Inv# 251840057285379		\$10,131.88	06/30/25 ✓		
P.O. #	501979	Electricity		\$5,119.82 P	PO Total
11-000-262-622-00-20-060		ELECTRICITY TR		\$5,119.82	
Inv# 251840057285380		\$5,119.82 ✓	06/30/25 ✓		
P.O. #	501980	Electricity		\$93.60 P	PO Total
11-000-262-622-00-20-040		ELECTRICITY ATCO		\$93.60	
Inv# 251840057285381		\$93.60 ✓	06/30/25 ✓		
P.O. #	501981	Electricity		\$2,891.99 P	PO Total
11-000-262-622-00-20-040		ELECTRICITY ATCO		\$2,891.99	
Inv# 251840057285383		\$2,891.99 ✓	06/30/25 ✓		
P.O. #	501982	Electricity		\$0.41 P	PO Total
90-000-EMP-000-00-00-000		Agency Emp Share		\$0.41	
Inv# 251840057285384		\$0.41 ✓	06/30/25 ✓		
3474		ENVIRONMENTAL RESOLUTIONS, INC.		\$1,795.00	Vend Total
P.O. #	501196	Sewer pump operator svs WES		\$920.00 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$920.00 P	
Inv# 107048		\$920.00 P	06/30/25 ✓		
P.O. #	501197	Water operator services - WES		\$875.00 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$875.00 P	
Inv# 107049		\$875.00 P	06/30/25 ✓		

Batch Number	2	Batch 2		\$374,746.70	Batch Total
K761	ESTHER RAAB HOLOCAUST MUSEUM & GOODWIN E			\$300.00	Vend Total
P.O. #	501983	Holocaust Guest Speaker WES		\$300.00	PO Total
20-022-100-300-00-06-100		Holocaust Grant		\$300.00	
Inv# 005		\$300.00	06/30/25 ✓		
3075	FIRST STUDENT, INC			\$157,960.68	Vend Total
P.O. #	501222	2024-2025 TRANS. CONTRACT		\$157,960.68 P	PO Total
11-000-270-511-00-14-000		CONTRACTED SERVICES -REG		\$124,330.37 P	
Inv# 12062571		\$124,330.37 P	06/30/25 ✓		
11-000-270-512-00-14-000		CONT SER - LATE RUNS		\$1,647.45 P	
Inv# 12062571		\$1,647.45 P	06/30/25 ✓		
11-000-270-514-00-14-000		CONTRACTED SERV - SP		\$15,029.28 P	
Inv# 12062571		\$15,029.28 P	06/30/25 ✓		
11-000-270-514-30-14-000		Contracted Serve SPED Secondar		\$7,400.38 P	
Inv# 12062571		\$7,400.38 P	06/30/25 ✓		
20-218-200-511-00-14-000		PREK TRANSP		\$9,553.20 P	
Inv# 12062571		\$9,553.20 P	06/30/25 ✓		
2342	FOUNDATION FOR EDUCATIONAL ADMINISTRATIO			\$75.00	Vend Total
P.O. #	501967	Virtual PD Manna		\$75.00	PO Total
11-000-240-890-00-06-100		MISC. EXPENSE, ADM. DUES		\$75.00	
Inv# 72920		\$75.00	06/30/25 ✓		
J643	GARDEN STATE LABORATORIES			\$520.00	Vend Total
P.O. #	501848	Water Testing		\$520.00 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$100.00 P	
Inv# 592247		\$100.00 P	06/30/25 ✓		
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$420.00 P	
Inv# 592247		\$420.00 P	06/30/25 ✓		
O963	Gigliotti; David Thomas			\$8,400.00	Vend Total
P.O. #	501771	DR; Amanda Magenta		\$8,400.00	PO Total
11-000-213-330-00-03-000		HEALTH PROF SERV		\$8,400.00	
Inv# 2024-2025 Physician		\$8,400.00	06/30/25 ✓		
3784	LINDENWOLD PUBLIC SCHOOL DISTRICT			\$12,734.12	Vend Total
P.O. #	501454	Snock Trans. 24-25		\$12,734.12 P	PO Total
11-000-270-513-00-14-000		JOINTURE REG ED		\$12,734.12 P	
Inv# MCK-25-10-4		\$12,734.12 P	06/30/25 ✓		
3678	NORTHEAST ELECTRICAL SERVICES, LLC			\$758.43	Vend Total
P.O. #	501205	Electrical repairs in district		\$758.43 P	PO Total
11-000-261-420-00-20-060		REQUIRED MAINTENANCE		\$758.43 P	
Inv# 10859		\$758.43 P	06/30/25 ✓		

Batch Number	2	Batch 2		\$374,746.70	Batch Total
4191	SONITROL SECURITY OF DELAWARE VALLEY				\$3,171.12 Vend Total
P.O. #	501272	Monitoring Services-District		\$2,397.42 P	PO Total
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN		\$2,397.42 P		
Inv# 333886		\$2,397.42 P	06/30/25		
P.O. #	501977	Service Call		\$773.70 P	PO Total
11-000-261-420-00-20-040	REQUIRED MAINTENANCE		\$773.70		
Inv# 333323		\$773.70	06/30/25		
T985	T-MOBILE				\$15.09 Vend Total
P.O. #	501218	Service for 2024/2025		\$15.09 P	PO Total
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN		\$15.09 P		
Inv# Acct 992461888		\$15.09 P	06/30/25		
2545	TOWNSHIP OF WATERFORD~UTILITIES				\$2,047.55 Vend Total
P.O. #	501192	Water & Sewer for Atco/WES		\$2,047.55 P	PO Total
11-000-262-490-00-20-040	WATER-SEWER ATCO		\$1,237.44 P		
Inv# 17900-0		\$1,237.44 P	06/30/25		
11-000-262-490-00-20-100	OTHER PURCHASED PROPERTY		\$810.11 P		
Inv# 9680-0		\$810.11 P	06/30/25		
F303	VIKING PEST CONTROL				\$75.82 Vend Total
P.O. #	501260	Pest Control Services		\$75.82 P	PO Total
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN		\$75.82 P		
Inv# 902911967		\$75.82 P	06/30/25		
2015	WADE, LONG & WOOD, LLC				\$2,866.66 Vend Total
P.O. #	501033	Solicitor Costs		\$2,866.66 P	PO Total
11-000-230-331-00-23-000	LEGAL SERVICES		\$2,866.66 P		
Inv# 32706		\$2,866.66 P	06/30/25		
1006	WATERFORD; TOWNSHIP OF				\$9,843.00 Vend Total
P.O. #	501311	2024-2025 SRO Shared service C		\$9,843.00 P	PO Total
11-000-266-300-00-23-000	SECURITY SERVICES		\$8,550.20 P		
Inv# 2025-12		\$6,019.70 P	06/30/25		
Inv# 2025-14		\$2,530.50 P	06/30/25		
20-218-266-300-00-23-060	Security Services		\$1,292.80 P		
Inv# 2025-12		\$1,292.80 P	06/30/25		
4534	WISE; AMELIA				\$15.93 Vend Total
P.O. #	501080	Mileage; Amanda Magenta		\$15.93 P	PO Total
11-000-211-580-58-13-000	SOCIAL WORK TRAVEL		\$15.93 P		
Inv# Mileage-June		\$15.93 P	06/30/25		

Batch Count = 1

07/10/25 12:01

Batch Number 2

Batch 2

\$374,746.70

Batch Total

3524 XTEL COMMUNICATIONS

\$3,477.08 Vend Total

P.O. # 501254 Phone bill

\$3,477.08 P PO Total

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

TELEPHONE

\$3,477.08 P

Inv# 57595

\$3,477.08 P 06/30/25

Total for Report =

\$374,746.70

DN

Batch Number 7	Batch 7	\$119,290.52	Batch Total
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X848 ACTIVE INTERNET TECHNOLOGIES, LLC.**\$6,482.00 Vend Total**

P.O. # 601034 Website software renewal

\$4,895.00 PO Total

11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST

\$4,895.00

Inv# INV086510 \$4,895.00 07/10/25 ✓

P.O. # 601035 Mass Notification Renewal

\$1,587.00 P PO Total

11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST

\$1,587.00

Inv# INV085813 \$1,587.00 07/10/25 ✓

4377 ADVANCED ASSESSMENT SYSTEMS**\$19,000.01 Vend Total**

P.O. # 601031 Linkit Renewal

\$19,000.01 PO Total

11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST

\$19,000.01

Inv# 5409 \$19,000.01 07/10/25 ✓

3155 CDW-GOVERNMENT, LLC**\$865.24 Vend Total**

P.O. # 601067 Misc tech supplies;Ed Leypoldt

\$865.24 PO Total

11-000-222-610-00-19-000 TECH SUPPLIES DIST

\$865.24

Inv# AE6TC1H \$751.28 P 07/10/25 ✓

Inv# AE6UM4E \$113.96 P 07/10/25 ✓

4580 FRONTLINE TECHNOLOGIES GROUP, LLC**\$17,794.87 Vend Total**

P.O. # 601070 Frontline for 25-26 Year

\$17,794.87 PO Total

11-000-251-340-00-25-000 BUSINESS SERVICES

\$17,794.87

Inv# INVUS225897 \$17,794.87 07/10/25 ✓

4308 KS STATEBANK**\$70,095.40 Vend Total**

P.O. # 601073 ENVISION LEASE

\$57,953.48 P PO Total

11-190-100-610-11-65-040 MATH SUPPLIES - ATCO

\$15,501.00

Inv# 61838-8-2025 \$15,501.00 07/10/25 ✓

11-190-100-610-11-65-060 MATH SUPPLIES - TR

\$7,415.00

Inv# 61838-8-2025 \$7,415.00 07/10/25

11-190-100-610-11-65-100 MATH SUPPLIES - WES

\$35,037.48

Inv# 61838-8-2025 \$35,037.48 07/10/25

P.O. # 601151 Lease Payment Atco Modular Cla

\$12,141.92 P PO Total

11-000-251-832-00-23-000 INTEREST ON LEASE PURCHASE

\$517.42 P

Inv# 59901-7-2025 ✓ \$265.94 P 07/10/25

Inv# 59901-8-2025 ✓ \$251.48 P 07/10/25

12-000-400-721-00-23-040 LEASE PURCHASE PRIN ATCO

\$11,624.50 P

Inv# 59901-7-2025 ✓ \$5,805.02 P 07/10/25 ✓

Inv# 59901-8-2025 ✓ \$5,819.48 P 07/10/25 ✓

3328 W.B. MASON CO., INC**\$4,698.80 Vend Total**

P.O. # 601039 25.26 Paper

\$3,097.40 P PO Total

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

\$3,097.40

Inv# 255269409 \$2,669.00 P 07/10/25

Inv# 255325616 \$428.40 P 07/10/25

Batch Number	7	Batch 7	\$119,290.52	Batch Total
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3328 W.B. MASON CO., INC**\$4,698.80 Vend Total**

P.O. # 601113 paper supply

\$1,601.40 P PO Total

11-190-100-610-00-02-060	REG PRGM - INST SUPPLIES	\$640.56	
Inv# 255269349		\$640.56	07/10/25

20-218-100-600-00-02-060	PEA IN SUPPLS TR	\$960.84	
Inv# 255269349		\$960.84	07/10/25

R179 W.B.MASON CO., INC.**\$354.20 Vend Total**

P.O. # 609083 Custodial Supplies

\$354.20 PO Total

20-218-100-600-00-02-060	PEA IN SUPPLS TR	\$354.20	
Inv# 255298248		\$354.20	07/10/25

Total for Report =**\$119,290.52**

ON

Batch Number	4	Batch 4		\$4,485.30	Batch Total
4411	ATLANTIC CITY ELECTRIC 5500 2154 379			\$390.05	Vend Total
P.O. #	501190	Electric Street Lights TRECC		\$390.05 P	PO Total
20-218-262-622-00-20-060		Electric TR		\$390.05 P	
Inv# 55002154379 6/25		\$390.05 P	06/30/25 ✓		
4407	ATLANTIC CITY ELECTRIC 5500 9762 406			\$25.73	Vend Total
P.O. #	501198	Electric - Street Lights -Atco		\$25.73 P	PO Total
11-000-262-622-02-20-040		ELECTRIC - STREET LIGHTS		\$25.73 P	
Inv# 55009762406 6/25		\$25.73 P	06/30/25 ✓		
4347	XEROX CORPORATION			\$4,069.52	Vend Total
P.O. #	501150	Copier Costs WES		\$347.49 P	PO Total
11-190-100-420-44-23-100		COPIER MAINT WES INSTR		\$83.01 P	
Inv# 023772874		\$83.01 P	06/30/25 ✓		
11-190-100-440-44-23-100		COPIER RENTAL WES		\$264.48 P	
Inv# 023772874		\$264.48 P	06/30/25 ✓		
P.O. #	501151	Copier Costs WES Office		\$769.06 P	PO Total
11-000-240-420-44-23-100		COPIER MAINT WES OFFICE		\$625.31 P	
Inv# 023772875		\$625.31 P	06/30/25 ✓		
11-000-240-440-44-23-100		COPIER RENTAL WES OFFICE		\$143.75 P	
Inv# 023772875		\$143.75 P	06/30/25 ✓		
P.O. #	501152	Copier Costs Business Office		\$199.53 P	PO Total
11-000-251-420-44-23-000		COPIER MAINT BUS OFFICE		\$72.08 P	
Inv# 023772876		\$72.08 P	06/30/25 ✓		
11-000-251-440-44-23-000		COPIER RENTAL BUSINESS OFFICE		\$127.45 P	
Inv# 023772876		\$127.45 P	06/30/25 ✓		
P.O. #	501153	Copier Costs CST		\$256.68 P	PO Total
11-000-219-420-44-23-000		COPIER MAINTENANCE SPS		\$134.23 P	
Inv# 023772877		\$134.23 P	06/30/25 ✓		
11-000-219-440-44-23-000		COPIER RENTAL SPS		\$122.45 P	
Inv# 023772877		\$122.45 P	06/30/25 ✓		
P.O. #	501154	Copier Costs Atco Office		\$843.27 P	PO Total
11-000-240-420-44-23-040		COPIER MAINTENANCE ATCO		\$699.52 P	
Inv# 023772880		\$699.52 P	06/30/25 ✓		
11-000-240-440-44-23-040		COPIER RENTAL ATCO OFFICE		\$143.75 P	
Inv# 023772880		\$143.75 P	06/30/25 ✓		
P.O. #	501155	Copier Costs TR Teachers		\$330.34 P	PO Total
11-190-100-420-44-23-060		COPIER MAINT TR INSTR		\$65.86 P	
Inv# 023772878		\$65.86 P	06/30/25 ✓		
11-190-100-440-44-23-060		COPIER RENTAL tr		\$264.48 P	
Inv# 023772878		\$264.48 P	06/30/25 ✓		

Batch Count = 1

07/10/25 11:40

Batch Number	4	Batch 4	\$4,485.30	Batch Total
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4347 XEROX CORPORATION**\$4,069.52 Vend Total**

P.O. # 501156 Copier Costs TR Office

\$538.48 P PO Total

11-000-240-420-44-23-060	COPIER MAINT TR OFFICE	\$411.03 P	06/30/25 /
Inv# 023772879			

11-000-240-440-44-23-060	COPIER RENTAL TR OFFICE	\$127.45 P	06/30/25 /
Inv# 023772879			

P.O. # 501157 Copier Costs Atco Teachers

\$368.00 P PO Total

11-190-100-420-44-23-040	COPIER MAINT ATCO INSTR	\$11.12 P	06/30/25 /
Inv# 023859753			

11-190-100-440-44-23-040	COPIER RENTAL INSTR ATCO	\$356.88 P	06/30/25 /
Inv# 023859753			

P.O. # 501158 Copier Costs WES Teachers

\$416.67 P PO Total

11-190-100-420-44-23-100	COPIER MAINT WES INSTR	\$152.19 P	06/30/25 /
Inv# 023772873			

11-190-100-440-44-23-100	COPIER RENTAL WES	\$264.48 P	06/30/25 /
Inv# 023772873			

Total for Report =**\$4,485.30**



Batch Number	8	Future Year POs	\$7,292.78	Batch Total
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4296 COMCAST

✓\$3,264.06 Vend Total

P.O. # 601037 ✓Internet/WAN renewal

\$3,264.06 P PO Total

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

TECHNICAL SERVICES -DIST

\$3,264.06 P

Inv# 245326726

\$3,264.06 P 07/10/25 ✓

1928 WASTE MANAGEMENT CAMDEN

✓\$4,028.72 Vend Total

P.O. # 601110 ✓Trash Removal Services

✓\$4,028.72 P PO Total

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

CLEANING, REPAIR MAINTEN

\$4,028.72 P

Inv# 3430322-2498-6

\$4,028.72 P 07/10/25 ✓

Total for Report =**\$7,292.78**

ON

Batch Number 5 Batch 5 \$40,693.25 Batch Total

3506 NUTRI-SERVE FOOD MANAGEMENT, INC

\$40,693.25 Vend Total

P.O. # 501466 Food Services

\$40,693.25 P PO Total

61-910-310-100-00-61-000	CAFETERIA SALARIES		\$24,319.02 P
Inv# SIN001536	\$920.70 P	06/30/25 ✓	
Inv# SIN002522	\$23,398.32 P	06/30/25 ✓	
61-910-310-300-02-61-999	MANAGEMENT FEE		\$1,052.25 P
Inv# SIN002522	\$1,052.25 P	06/30/25 ✓	
61-910-310-590-00-61-999	OTHER DIRECT EXPENSES		\$1,740.96 P
Inv# SIN001536	\$393.15 P	06/30/25 ✓	
Inv# SIN002522	\$1,347.81 P	06/30/25 ✓	
61-910-310-600-00-61-999	SUPPLIES & CLEANING		\$2,082.47 P
Inv# SIN002522	\$2,082.47 P	06/30/25 ✓	
61-910-310-870-00-61-999	COST OF SALES		\$11,498.55 P
Inv# SIN001536	\$387.60 P	06/30/25 ✓	
Inv# SIN002522	\$11,110.95 P	06/30/25 ✓	

Total for Report =

\$40,693.25

ON

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances
6470/Page 1 of 1
PAYMENT OF CLAIMS (M)

6470 PAYMENT OF CLAIMS (M)

M

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

The use of bank, travel and entertainment cards as defined by Attorney General Option #95-163 is prohibited.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;
5. Reject duplicate purchase order numbers;



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances
6470/Page 1 of 1
PAYMENT OF CLAIMS (M)

6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy 6422.

The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations. However, in accordance with N.J.S.A. 18A:19-4 and N.J.S.A. 18A:19-4.1, the Board may by Board resolution designate the Superintendent to audit any account and demand to be paid, and provide for approval of such account or demand by the Superintendent or the Board Secretary prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

All claims shall be fully itemized, verified, and shall be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. All claims that equal or exceed fifteen percent of the bid threshold amount established pursuant to N.J.S.A. 18A:18A-3, except for payrolls and debt service, shall be verified by affidavit or by signed declaration in writing in accordance with the provisions of N.J.S.A. 18A:19-3.

The list of claims must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this Policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants shall be signed by the Board President, Board Secretary, Superintendent of Schools, and/or Treasurer of School Moneys, as appropriate to the district.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances
6470/Page 1 of 1
PAYMENT OF CLAIMS (M)

N.J.S.A. 18A:17-36; 18A:18A-3; 18A:19-1 et seq.; 18A:19-3;
18A:19-4; 18A:19-4.1; 18A:22-8.1
N.J.A.C. 6A:23A-6.10

Adopted: 25 June 2014



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS

R 8310.2/Page 1 of 1

DISPOSAL OF REQUIRED RECORDS

R 8310.2 DISPOSAL OF REQUIRED RECORDS

All district records that are mandated by the State of New Jersey may not be disposed until permission is received by the Division of Archives and Records Management. A staff member wishing to dispose of records should first find the appropriate School District Records Retention Schedule. This document will indicate the retention period for the records, if the retention period has passed, the staff member should complete form 3570, Request and Authorization for Records Disposal. ~~This is a 4 part carbon form and may be obtained from the School Business Administrator/Board Secretary. Fields 1 through 9, except 4, should be completed by the staff member.~~ It should then be forwarded to the School Business Administrator/Board Secretary for processing. The School Business Administrator/Board Secretary shall return the yellow copy to the staff member after all approvals have been received.

Adopted: 18 February 2015

Revised: 16 July 2025



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

R 8310 PUBLIC RECORDS

A. Definitions (N.J.S.A. 47:1A-1.1)

"Board" means the Waterford Township Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

"Public agency" or "agency" means any of the principal departments in the Executive Branch of State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department; the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch; and any independent State authority, commission, instrumentality, or agency. The terms also mean any political subdivision of the State or combination of political subdivisions, and any division, board, bureau, office, commission or other instrumentality within or created by a political subdivision of the State or combination of political subdivisions, and any independent authority, commission, instrumentality, or agency created by a political subdivision or combination of political subdivisions.

"Custodian of a government record" or "custodian" is the officer officially designated by formal action of the Board of Education.

B. Government Record or Record (N.J.S.A. 47:1A-1.1)

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.
2. A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.
3. A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

- a. Victims' records, except that a victim of a crime shall have access to the victim's own records;
- b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;
- c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
- d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
- e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
- f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
- g. Information that, if disclosed, would give an advantage to competitors or bidders;
- h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed with the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
- i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

- j. Information that is to be kept confidential pursuant to court order;
- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;
- l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;
- m. Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination;
- n. Information concerning pupil records or grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil; and



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

- o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1.1.

C. Records of Investigation In Progress (N.J.S.A. 47:1A-3)

- 1. Notwithstanding the provisions of N.J.S.A. 47:1A:1 et seq., where it appears the record or records which are sought to be inspected, copied, or examined shall pertain to an investigation in progress by the Board and/or administration:

- a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and

- b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.

- 2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.

D. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

- 1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.

2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:
 - a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;
 - b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
 - c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and
 - d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.

E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provisions of N.J.S.A. 47:1A-5.b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger.

- a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c. and E.2. below.
- b. The calculation of actual costs shall be as follows:
 - (1) The custodian should contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copying materials such as paper and toner.
 - (2) The custodian should calculate or contact the copying company to determine the school district's annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.
 - (3) The custodian should contact the copying company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner should be able to copy).
 - (4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.
 - (5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume.



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

This calculation can be averaged for all copy machines in the district that produce letter and legal copies.

- (6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.
- c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. and E.1. above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.
 - d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.
2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.
3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.
4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:
 - a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;
 - b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;
 - c. Specific directions and procedures for requesting a record;
 - d. A statement as to whether prepayment of fees or a deposit is required;
 - e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;
 - f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;
 - g. Space for the custodian to list reasons if a request is denied in whole or in part;
 - h. Space for the requestor to sign and date the form; and
 - i. Space for the custodian to sign and date the form if the request is fulfilled or denied.



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

7. The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5.00 to reproduce.
8. Request for access to a government record shall be in writing and hand-delivered or mailed to the custodian.
9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.
10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.
11. The custodian will sign and date the form and provide the requestor with a copy thereof.
12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.
13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.
14. If a request for access to a government record would substantially disrupt school district operations, the custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the district.
15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.
16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible,



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

- a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.
- b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.
- c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:
 - a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
 - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

2. The right to institute any proceeding under N.J.S.A. 47:1A-6 will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.

G. Government Records Council (N.J.S.A. 47:1A-7)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

H. Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

I. Construction with Other Laws (N.J.S.A. 47:1A-9 et seq.)

1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.
2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.

J. Disposal of Required Records



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8310/Page 12 of 12
PUBLIC RECORDS

All district records that are mandated by the State of New Jersey may not be disposed until permission is received by the Division of Archives and Records Management. A staff member wishing to dispose of records should first find the appropriate School District Records Retention Schedule. This document will indicate the retention period for the records. If the retention period has passed, the staff member should complete form a 3570, Request and Authorization for Records Disposal. ~~This is a 4 part carbon form and may be obtained from the Business Administrator. Fields 1 through 9, except 4, should be completed by the staff member.~~ It should then be forwarded to the Business Administrator for processing. The Business Administrator shall return the ~~yellow~~ copy to the staff member after all approvals have been received.

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