

**WATERFORD TOWNSHIP PUBLIC SCHOOLS
DEPARTMENT OF PUPIL PERSONNEL SERVICES
2025-2026 SCHOOL YEAR**

(per School Physician and NJ Department of Health School Exclusion Guidelines)
**If a medical diagnosis has been made by a student's healthcare provider, follow treatment
and exclusion recommendations of the healthcare provider.**

STANDING ORDERS:

ABDOMINAL PAIN

A. Other Abdominal Pain

1. If pain is generalized, have child go to bathroom.
2. Obtain history regarding onset, duration, location and quality of pain.
3. Check for elevated temperature, nausea, vomiting, guarding, abdominal rigidity. If present, exclude to parent. If not, offer crackers; rest.

B. Menstrual Cramps

1. Allow to rest for short periods.
2. Encourage exercise during month.
3. Administer medication as ordered.
4. Heating pad/pack to abdomen
5. Call parent if needed.

ANAPHYLACTIC ALLERGIC REACTION (With known diagnosis by healthcare provider)

1. PRN for severe bronchial spasms and allergic reactions.
2. Follow physician orders from student's healthcare provider and IHP
2. Call 911.
3. Notify parents.

DIRECTIONS FOR EPIPEN ADMINISTRATION: Follow manufacturer directions on administration based on which epinephrine is available (EpiPen/AuviQ)
Epinephrine 0.15mg IM to all students under 66 lbs.
Epinephrine 0.3mg IM to all students/adults over 66lbs.

BEE/WASP STING

1. Follow student's doctor's orders/IHP if allergic.
2. Remove stinger.
3. Apply Sting Kill/Relief; ice.
4. Observe for 10 minutes for swelling or difficulty breathing.

BITES - HUMAN OR ANIMAL

1. Wash area with antibacterial soap and water: check for hemostasis.
2. Apply loose sterile dressing.
3. Notify parent to observe and seek medical attention if necessary; also check date of last Tetanus booster.
4. Report animal bite to county health department. *Seek medical attention if animal's owner is not known (Rabies vaccine status).

BITES - BUG - Apply either Caladryl, cold compress, or insect bite stick or wipe. Discourage scratching, as this only increases itching.

BLISTERS

1. If blister has not ruptured, do NOT open the blister, clean area with soap and water and then apply a dry dressing.
2. If blister is open, follow procedure for wound care.

BURNS

1. Sunburn: Prevention is always ideal. Parent is responsible for sunscreen application for their child before outdoor activities like Field Day/Class Trips. Burn Gel may be applied.

2. Burns/hot water scalds: If severe (over all of face and/or chest or most of body), call "911" and contact parent or guardian.

- a. If first or second degree burn:
- b. Apply cool compress gently to affected area
- c. Notify Parent/Guardian
- d. Apply Burn Gel, or Mediquick Spray

3. Chemical Burn

- a. Flush area with water continuously to remove contaminant (10-20 minutes).
- b. Call "911" for severe/widespread burn
- c. Call parent/guardian

4. Electrical Burn

- a. Cover with dry sterile covering (gauze or non-adherent, "Telfa" type dressing)
- b. Ensure others notified and source of electrical malfunction removed from use
- c. Call "911"
- d. Notify parent or guardian

CHOKING

1. If person can talk or cough effectively, observe only.
2. If person cannot talk or ineffective cough, attempt abdominal thrust to remove obstruction (Heimlich maneuver).
3. If person becomes unconscious, lower patient to ground and follow procedure for cessation of breathing.

COUGH

1. Check temperature.
2. Listen to student's lungs. If not clear, contact parent for further medical attention.
3. Offer water. Cough drops can be offered for students in Grades 4-6.
4. If coughing severe or persistent, send student home

DIABETES MELLITUS: Follow Plan of care and doctor's orders of child with known diabetes diagnosis

DIARRHEA: Contact parent/guardian to take the student home. Students must be kept home for 24 hours following the last episode.

DRUG USE (Known or suspected)

1. INTOXICATION

- a. Find out what, when and how much drug or alcohol was taken.
- b. Assess respiration, level of consciousness.
- c. Call 911 if needed.
- d. Follow policy for drug use.

2. OPIOID OVERDOSE

- a. Assess all unresponsive persons for signs of an opioid overdose, including severe respiratory depression, very shallow breaths or gurgling, responsiveness to painful stimuli by sternal rub, cyanosis of either lips or nail beds, pinpoint pupils, and/or diaphoresis.
- b. Activate Code Blue & begin CPR. Have someone call 911.
- c. If person is unresponsive after approximately 30 seconds of rescue breathing or CPR, administer Naloxone (Narcan).
- d. Remain with the person until emergency squad arrives.
- e. Once the person awakes, place in the recovery position.

EARACHE

1. Examine ear, use otoscope to examine internal ear canal
2. Check temperature, if >100.4 F notify parent/guardian
3. Notify parent if child reports pain of 8-10 on 1-10 pain scale, or if redness or fluid is noted, encourage follow up with healthcare provider
4. Apply heating pad/pack for discomfort if parent unable to pick up

EAR: PUNCTURE WOUND OR FOREIGN OBJECT

1. Notify parents to seek further medical attention.
2. Do not attempt to remove any foreign body.

EYE INJURY/LACERATION OF CORNEA SUSPECTED:

1. Notify parents.
2. Cover eye with patch.
3. Refer to healthcare provider.

EYE: FOREIGN BODY

1. Flush with eye wash or water.
2. If no relief, apply eye pad if unable to flush out foreign body.
3. Notify parents to seek further medical attention, if necessary.

EYE REDNESS/INFLAMMATION OF SCLERA

1. Pink/red sclera without discharge or crusting, check temperature, if normal return to class
2. Pink/red sclera with copious pus-like drainage/discharge, and/or crusting, check temperature and notify parent/guardian. Have parent take child for evaluation and treatment/medication, may return to school after 24 hours of treatment and symptoms improving (no discharge) with Dr note if pink eye/conjunctivitis is diagnosed by healthcare physician.
3. Remind student good hand washing is needed to prevent spread of infection

FAINTING

1. Place child on either side, elevate legs, and loosen any restrictive clothing such as belts, ties, or collars around neck.
2. Apply cold compress to forehead.
3. DO NOT ATTEMPT TO GIVE ANY FLUIDS until fully awake.
4. Check vital signs.
5. Fainting may be prevented by lowering head between knees, moving to a cooler area, or just lying down. Use ammonia inhalant only when patient has lost consciousness.
6. After student is stabilized, assess for cause.
7. Contact parent.

FEVER (Suspected or with complaint)

1. Take temperature. If temperature 100.4° F or above, child is to be sent home.
2. Must be fever free for 24 hours without fever-reducing medication before returning to school.

FRACTURES (Suspected or obvious dislocation)

1. Keep quiet, warm, and comfortable.
2. Apply ice packs.
3. Immobilize area involved.
4. Notify parent and refer to physician.
5. If bone protrudes and there is severe bleeding, apply gentle pressure with a sterile dressing. DO NOT PUSH BONE IN.
6. Call 911 and notify parents

FRACTURES/SPRAINS/STRAINS - When diagnosed by healthcare provider

1. All students must have a note from their doctor stating the reason they need to use crutches (should include the diagnosis). All students with cast or using crutches must have permission from their doctor allowing bus transportation. These students are not permitted to participate in physical education class or teacher physical education or games at recess. The student should be encouraged to cooperate with this rule for their own safety. If the child is unsafe using crutches in school they will use a wheelchair to prevent any further injury to themselves or others. A written note will be needed from the doctor to allow a student to return to full activity.

FROSTBITE (suspected)

1. Wrap affected areas warmly.
2. Notify parents.
3. Refer to their healthcare provider.

HEADACHE

1. Obtain history, such as blow to head, allergies, etc.
2. Check to see if student has eaten.
3. Take temperature. If temperature is above 100.4 degrees, send home.
4. Offer ice pack and/or rest.
5. Encourage hydration
6. If no improvement, call parent

HEAD INJURY**MILD**

1. Assess the student. Find out details of incident.
2. Check vital signs and complete neuro assessment
3. If vomiting, headache, dizziness, or blackout, notify parent. Apply ice pack.
4. Refer to physician. Give head injury precaution sheet to parent.

SEVERE

1. Keep student calm, quiet, lying down, immobilize if needed
2. If unconscious, maintain open airway without moving neck and call 911 immediately
3. Call parent/guardian and Principal
4. Observe for any associated signs or symptoms

HEAD LICE

1. If live lice are present, notify parents and exclude child until treated.
2. If only nits (lice eggs) are present, notify parents and encourage removal of all nits (lice eggs). Students may remain in school with nits (lice eggs).
3. Assess student when they return to school to ensure no live lice are present.
4. Blackboard is sent to notify parents

HEAT EXHAUSTION/HEAT STROKE

1. Check temperature, pulse, respirations
2. Allow to rest in shade or get out of hot environment, move into Nurse's Office as soon as possible
3. Sponge with cool cloth
4. Provide fluids orally

HYPOGLYCEMIA/HYPERGLYCEMIA

1. If known Diabetic Follow Individual Diabetes Plan/Protocol
2. If Non-diabetic give 4-6oz juice/crackers/cookies/ glucose and observe for signs of improvement
3. If exhibits signs of losing consciousness/unable to swallow-call 911

MEDICATIONS

1. See Medication Administration Policy
2. Staff may use over the counter medications as directed by Manufacturers information or their family Dr.

MOUTH ULCERS/KANKER SORES

1. Apply Anbesol.
2. If severe, contact parent.

NAUSEA

1. Obtain history. Check to see if student had meal.
2. Check temperature. If above 100.4 degrees, send home.
3. Offer crackers and rest in office.
4. If no improvement, call parent.

NOSEBLEED (NO INJURY)

1. Have child sit upright with upper body leaning forward, and apply direct pressure to nostrils, using tissue or gauze square. Hold firmly for up to five minutes.
2. If bleeding stops, cleanse area and advise student not to blow or pick their nose
3. Apply ice pack to bridge of nose for 15-20 minutes.
4. If unable to stop bleeding, call parent for further medical treatment.

POISONS - Known or suspected

1. Contact Poison Control at 1-800-222-1222 to determine appropriate action.
2. Call parent & 911, if indicated.

RASHES

1. RED/ITCHY

- a. Apply Caladryl Lotion, Benadryl Cream or Hydrocortisone.
- b. If rash is oozing, must be kept covered while student is in school.
- c. If Poison Ivy is on face, parent must obtain medical treatment, and keep student home.
- d. If rash is suspicious, contact parent to take student home.
- e. Student must return to school with a doctor's note.

2. FIFTH DISEASE- When diagnosed by their healthcare provider

Student is contagious prior to rash. May remain in school.

3. RINGWORM- When diagnosed by their healthcare provider

- a. Lesions can be covered.
- b. Tinea Capitis-must be excluded.

4. IMPETIGO - When a diagnosis has been given by healthcare provider

- a. Cleanse area with antiseptic.
- b. Apply antibiotic ointment to area & cover with bandage
- c. Notify parents to seek further medical treatment and exclude from school.
- d. Must have physician's note to return and all lesions must be dry.

5. HAND FOOT AND MOUTH- When diagnosed by their healthcare provider

Hand foot and mouth infections can last a range from 3-10 days depending on severity. Follow healthcare provider guidelines for return to school dates depending on diagnosed severity.

6. VARICELLA/SHINGLES-When diagnosed by healthcare provider

Exclude until all lesions have dried and crusted, usually 6 days after onset of rash

RESPIRATORY DISTRESS

1. SHORTNESS OF BREATHE/DIFFICULTY BREATHING

- a. Observe child's respirations; assess for wheezing.
- b. Follow Asthma Action Plan/Doctor's orders for students with known Asthma diagnosis from a healthcare provider
- c. Observe in Nurse's Office for 10-15 minutes.
- d. If no relief – contact parent/guardian.

2. RSV- When Diagnosed by their healthcare provider, follow provider recommendations

- a. RSV infections are usually contagious for 3-7 days depending on severity
- b. For mild cases- student may return to school within 3 days
- c. For more severe cases- student may return to school within 7 days

SEIZURES

1. Follow seizure protocol, and IHP if student has a known diagnosis.
2. Protect person during seizure. If standing or sitting, ease down to the floor.
3. Do not force object between teeth.
4. Loosen restrictive clothing.
5. Protect from hitting head on sharp objects.
6. Turn head to side, do not restrain movement.
7. If respiratory distress develops, extend neck and gently pull on jaw. If breathing does not resume, start CPR and call 911.
8. Notify parent or guardian

SKIN, DRY - Apply lotion as directed by manufacturer (Aveeno/Aquaphor)

SORE THROAT

1. Check temperature. If above 100.4 degrees, send student home.
2. Assess throat with a flashlight. If tonsils are swollen, and/or throat has white patches/appears abnormal, contact parent to obtain medical treatment.
3. Offer water, Chloraseptic Spray or salt water gargle
4. If diagnosed with Strep throat by healthcare provider, may return to school at minimum 24 hours after treatment initiated, fever free for 24 hours and feeling well enough to participate in school activities

SPLINTERS

1. If near surface and protruding, cleanse area with soap and water and gently remove with tweezers. Apply antibiotic ointment & bandaid.
2. If deeply embedded and/or large, do not attempt to remove. Notify parent.

STITCHES- Exclude student from Gym and Teacher P.E. until stitches are removed.

TICK REMOVAL

1. Grasp tick's head as close to the skin as possible (with fine tipped tweezers or tick remover). Slowly pull with firm pressure, straight out. Attempt to remove all of the tick.
2. Cleanse area with antiseptic/alcohol.
3. Notify parent/guardian.

TOOTHACHE OR GUM SORES

1. Apply Anbesol/Oragel
2. If visible cavity or sign of infection notify parent and refer to dentist.

TOOTH/DENTAL INJURIES

1. Notify parents to seek further dental attention.
2. If permanent tooth avulsed, gently wash dirt and debris from tooth.
3. Keep tooth moist; place in milk or tooth saver

PERMANENT-If permanent tooth is knocked out, do not touch root. Place tooth back in socket if patient is calm. If unable to do this, place tooth in container of cool milk, tooth saver or water and cover. Call parent and advise dental treatment.

PRIMARY-If baby tooth is knocked out, the tooth may not be implanted. Save tooth. Do not touch root. Place tooth in container of cool milk, tooth saver or water. Notify parents; advise dental treatment.

UNCONSCIOUSNESS, ABSENT PULSE, NO SPONTANEOUS BREATHING

1. Assess for breathing and pulse.
2. Activate EMS & Code Blue Team
3. Initiate CPR based on assessment.
4. Place AED near head of victim.
5. Bare and prepare chest.
6. Wipe moisture off chest with towel if needed.
7. Remove any transdermal medication patches.
8. Check chest for pacemaker or implanted cardioverter-defibrillator.
9. Make sure you place the AED electrode pad at least one inch to the side of any implanted device.
10. Power on AED.
11. Stop CPR.
12. Attach AED pads to victim's chest positioning pads as shown on package.
13. Attach electrode cables to AED.
14. Allow AED to analyze victim's heart rhythm. Voice prompt will give instructions.
15. May administer oxygen at 4-6 liters for signs of respiratory distress.

VOMITING - Call parent to take the student home. Students must be kept home for 24 hours following the last episode.

WOUND CARE/ABRASION/CUT/LACERATION

1. Cleanse area with antiseptic wash or soap and water
2. May apply triple antibiotic ointment and bandage as appropriate
3. Check cause of wound and determine if tetanus booster needed
4. Evaluate the need for sutures and contact parent/guardian if they are needed
5. If severe wound/laceration call 911

PUNCTURE WOUND:

1. If foreign matter is embedded in wound, do not remove. Notify parent, refer to physician.
2. If foreign matter is not present, thoroughly clean wound with antiseptic solution and cover with sterile dressing.
3. Notify parents, refer to physician.
4. Check records for Tetanus shot.

ORDERED BY: WATERFORD TOWNSHIP SCHOOL PHYSICIAN

7/29/25

DATE:

APPROVED BY: AMANDA MAGENTA, SUPERVISOR OF PUPIL PERSONNEL SERVICES

7/29/25

ALMA

DATE:

APPROVED BY: WATERFORD TOWNSHIP BOARD OF EDUCATION

DATE:

2025-2026 WTHSA Events/Fundraisers (subject to change)**SEPTEMBER**

9/29-10/3- Scholastic book fair - all 3 schools

9/2-9/30- Kastle Fundraiser (pick up TBD)

9/2-9/24- Mums Fundraiser (pick up 10/4 at TR)

OCTOBER

10/2-2 Trunk or Treat at WES from 6:30-8

NOVEMBER

11/14- Candy Bar Bingo at WES from 6:30-8:30

Nov-Dec.- Tarrantini Panzarotti sale (pick up 1/20/26)

DECEMBER

12/3- Pretzel Sale Day

12/15-12/19 Holiday shop

JANUARY

1/1-6 HSA meeting at Atco 7:00

1/24- Ladies night (pending)

1/21-2/5- Spring Kastle Sale

FEBRUARY

2/6- Sweetheart dance at WES (Atco and WES students only)

2/21- Adults Only Casino Night (location TBD)

MARCH

3/2-3/6- Scholastic book fair (with grandparents)

3/27- TR Fun Night at WES 6:30-8:00 (TR students only)

APRIL**MAY**

5/15- Color Run at the field next to WES

Mother/Son Night @ Phillies game (date based on schedule and availability and families drive themselves)

JUNE

***Dine And Donate events throughout the year (TBD)**

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WATERFORD TOWNSHIP BOARD OF EDUCATION

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Statutory Curricular Requirements
Comprehensive Health and Physical Education

Jul 25

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[See POLICY ALERT Nos. 208, 217, 219, 224, and 235]

2422 STATUTORY CURRICULAR REQUIREMENTS COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The New Jersey Student Learning Standards (NJSLS) provide clear and consistent learning goals across distinct content areas to help prepare students for postsecondary success. The NJSLS demonstrate what students are expected to learn at specific grade levels and bands, so that every parent and teacher can understand and support learning. The NJSLS offer the foundation on which school districts build coherent curriculum and plan instruction to prepare each student with the knowledge and skills needed to succeed.

~~The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.~~

~~The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.~~

The New Jersey State Board of Education adopts the NJSLS and the The NJSLS incorporate New Jersey statutes require instruction to be part of the school district's implementation of the NJSLS related to health and well-being of students in New Jersey schools. The following statutes that require instruction to be part of the school district's implementation of incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.



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Statutory Curricular Requirements Comprehensive Health and Physical Education

2. ~~Breast Self Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self examination for students in grades seven through twelve.~~
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. ~~Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.~~
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.



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Statutory Curricular Requirements Comprehensive Health and Physical Education

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through **18A:35-5.3**) requires the development of Lyme ~~d~~Disease curriculum guidelines **for the teaching of information on the prevention of Lyme disease and other tick-borne diseases and training to all teaching staff members who instruct students with Lyme Disease.**
11. ~~Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.~~
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. ~~Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.~~
14. Suicide Prevention (N.J.S.A. 18A:6-111 through **18A:6-113**) requires instruction in suicide prevention in public schools.
15. ~~Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.~~
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and **18A:35-4.33**) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and **18A:35-4.36**) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.



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Statutory Curricular Requirements ~~Comprehensive Health and Physical Education~~

18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six. ~~through eight.~~
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through ~~twelve~~ six.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through ~~twelve~~ six.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six ~~through twelve~~ on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through ~~twelve~~ six.
- ~~23. Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) requires information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.~~
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.



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Statutory Curricular Requirements ~~Comprehensive Health and Physical Education~~

25. **Asian American, Pacific Islander History, Contributions; Instruction Included in Curriculum (N.J.S.A. 18A:35-4.44)** requires instruction on the history and contributions of Asian Americans and Pacific Islanders in an appropriate place in the curriculum of students in grades Kindergarten through twelve six as part of the district's implementation of the NJSLs in Social Studies.

- ~~2625. Any oOther sStatutory or aAdministrative cCodes requiring instruction to be part of the district's implementation of the NJSLs. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLs in Comprehensive Health and Physical Education.~~

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with **their** ~~his/her~~ conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board ~~of Education~~ must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board ~~of Education~~ shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.



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Statutory Curricular Requirements
~~Comprehensive Health and Physical Education~~

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS ~~for Comprehensive Health and Physical Education~~ and all related curriculum/course guides and instructional material shall be available for public inspection ~~in each school~~.

Adopted: 17 September 2025



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

STUDENTS

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Student Sun Protection

Jul 25

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[See POLICY ALERT No. 235]

5339.01 STUDENT SUN PROTECTION

The Board of Education believes it is important that school district students protect themselves against harmful sun-related skin diseases by using protective measures. Pursuant to N.J.S.A. 18A:40-12.39 and notwithstanding any law or regulation to the contrary, the Board adopts this Policy concerning a student's use of sunscreen and sun-protective clothing, such as hats and sunglasses, while outdoors at school and school-sponsored functions.

As used in this Policy, "sunscreen" means a topical product used for the purpose of limiting skin damage caused by overexposure to the sun, and which is regulated by the Federal Food and Drug Administration for over-the-counter use, in accordance with N.J.S.A. 18A:40-12.39.a.

Students are not required to provide documentation from a physician or other licensed health care professional in order to use sunscreen or sun-protective clothing while outdoors at school or a school-sponsored function.

[Optional]

~~The Board requires written permission from a student's parent to allow that student to carry or use sunscreen at school or a school-sponsored function for all students in grade(s) _____. Any student required to have written permission from their parent to carry or use sunscreen shall be monitored by school staff to ensure safety through the appropriate use of sunscreen.]~~

[Optional]

Sunscreen can be packaged as aerosol, spray, lotion or cream with fragrances, as such the district prohibits the use of sunscreen that the Principal or designee may deem harmful to students with asthma or other respiratory ailments or a nuisance to students or staff members.]



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

STUDENTS

5339.01/page 2 of 2
Student Sun Protection

Any student found to be using sunscreen in an inappropriate manner shall have their permission to use sunscreen revoked and be disciplined in accordance with the student code of conduct. If a student's permission to use sunscreen is revoked, the district shall notify the student's parent in writing of the reasons and duration for the revocation of that permission and of any discipline associated with the incident.

The district shall provide for the transportation and storage of sunscreen to ensure accessibility when students travel off school grounds for school-sponsored functions.

Nothing in this Policy shall be construed as requiring a staff member to assist a student in applying sunscreen.

N.J.S.A. 18A:40-12.39

Adopted: 17 September 2025



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



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

1636.01/page 1 of 1

Notification of Promotion, New Job,
and Transfer Opportunities

Jul 25

[See POLICY ALERT No. 235]

1636.01 NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES

The Board of Education shall make reasonable efforts to announce, post, or otherwise make known opportunities for promotion that are advertised internally within the district or externally on internet-based advertisements, postings, printed flyers, or other similar advertisements to all current employees in the affected department or departments of the district prior to making a promotion decision in accordance with N.J.S.A. 34:6B-23.

For the purpose of N.J.S.A. 34:6B-23 and this Policy, “promotion” means a change in job title and an increase in compensation.

Any promotion for a current employee that is awarded on the basis of years of experience or performance shall not be subject to the notification requirements established in N.J.S.A. 34:6B-23 and this Policy. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from making a promotion on an emergent basis due to an unforeseen event.

The Board shall disclose in each posting for new jobs and transfer opportunities that are advertised by the Board either externally or internally the hourly wage or salary, or a range of the hourly wage or salary, and a general description of benefits and other compensation programs for which the staff member would be eligible. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from increasing the wages, benefits, and compensation identified in the job opening posting at the time of making an offer for employment to an applicant.

N.J.S.A. 34:6B-23

Adopted: 17 September 2025

BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF JUNE 2025

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

In accordance with 18A:17-9 for the month of June, 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

June 2025

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

General Account	\$479,444.94
NJ Cash Management Fund ~ Current ACC.....	\$1,036,249.22
NJ Cash Management Fund ~ Capital Reserve.....	\$1,268,867.00
NJ Cash Management Fund ~ Maintenance	\$592,787.66
Payroll.....	\$10,037.46
Agency	\$208,773.05
Flexible Spending Account.....	\$7,510.11
UCC Trust.....	\$23,790.33
TOTAL	<u>\$3,627,459.77</u>

AVERAGE INTEREST RATE

INTEREST EARNED FROM INVESTMENTS

General Account	\$804.20	1.36%
NJ Cash Management Fund ~ Current ACC.....	\$4,237.27	4.98%
NJ Cash Management Fund ~ Capital Reserve.....	\$4,408.07	4.23%
NJ Cash Management Fund ~ Maintenance	\$2,059.34	4.23%
Payroll.....	\$102.83	1.36%
Agency.....	\$228.14	1.36%
Flexible Spending Account.....	\$7.59	1.36%
UCC Trust.....	\$26.37	1.36%
TOTAL INTEREST FOR June 2025	\$11,873.81	
Amount Previously Reported	\$186,472.97	
TOTAL JULY 1ST TO DATE	<u>\$198,346.78</u>	

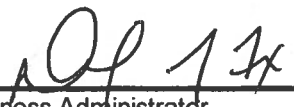
DETAILED BREAKDOWN NJSA 40A:5-15.2

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

8/5/25
Date

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

FUNDS	BEGINNING CASH	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH
GOVERNMENT FUNDS				
1 General Fund [Fund 10]	\$ 1,778,751.31	\$ 1,411,055.20	\$ 2,220,843.17	\$ 968,963.34
1b Capital Reserve [10-116]	\$ 1,264,458.93	\$ 4,408.07	\$ -	\$ 1,268,867.00
1b Maintenance Reserve [10-117]	\$ 590,728.32	\$ 2,059.34	\$ -	\$ 592,787.66
2 Special Revenue [Fund 20]	\$ 666,682.45	\$ 216,516.84	\$ 509,823.31	\$ 373,375.98
1b Internal Services [Fund 71]	\$ 16,006.96	\$ 3,358.34	\$ 3,915.89	\$ 15,449.41
Total Government Funds [General]	\$ 4,316,627.97	\$ 1,637,397.79	\$ 2,734,582.37	\$ 3,219,443.39
5 Cafeteria Account [Fund 61]	\$ 65,610.91	\$ 34,890.21	\$ 73,055.09	\$ 27,446.03
Total Enterprise Funds [61-64]	\$ 65,610.91	\$ 34,890.21	\$ 73,055.09	\$ 27,446.03
TOTAL GOVERNMENT & ENTERPRISE	\$ 4,382,238.88	\$ 1,672,288.00	\$ 2,807,637.46	\$ 3,246,889.42
TRUST & AGENCY FUNDS				
6a Agency [Fund 90]	\$ 98,747.60	\$ 779,036.36	\$ 698,215.29	\$ 179,568.67
7 Payroll [Fund 91]	\$ 2,264.85	\$ -	\$ -	\$ 2,264.85
8 Unemployment Trust [Fund 92]	\$ 23,763.96	\$ 26.37	\$ -	\$ 23,790.33
6b Flexible Spending Acct [Fund 93]	\$ 6,405.62	\$ 1,540.00	\$ 730.51	\$ 7,215.11
9 Student Activity Fund [Fund 95]	\$ 2,719.05	\$ 611.64	\$ 412.14	\$ 2,918.55
Total Trust & Agency Funds	\$ 133,901.08	\$ 781,214.37	\$ 699,357.94	\$ 215,757.51
TOTAL ALL FUNDS	\$ 4,516,139.96	\$ 2,453,502.37	\$ 3,506,995.40	\$ 3,462,646.93



Denise Niedoba, Accountant

7.29.25

Date

Transfers by Transfer Number

Waterford BOE

Q11

Start date 6/1/2025

End date 6/30/2025

TR#	Transfer Description	Amount	To Account	From Account
2863	06/04/25 BSCRD >2025-06-04	1,562.00	20-235-200-500-88-04-000 Transportation Summer	20-235-100-329-55-04-100 Instructional Consultants WES
		709.00	20-235-200-500-88-04-000 Transportation Summer	20-235-100-600-01-04-000 TITLE I - DISTRICT PGM SUPPLIE
		358.00	20-235-200-500-88-04-000 Transportation Summer	20-235-200-500-55-04-040 Transportation Atco
		537.00	20-235-200-500-88-04-000 Transportation Summer	20-235-200-500-55-04-100 Transportation WES
2864	06/04/25 BSCRD >2025-06-04	104.00	20-235-200-110-08-04-000 T1 PARA SPT	20-235-200-104-08-04-000 TITLE I - TRAINING/REVIEW XTRT
2872	06/06/25 :TRNSCRD >2025-06-06	4,367.95	11-000-270-518-00-14-000 CONTRCTD SERV - SP-ESC	11-422-270-511-00-14-000 SUMMER SCHOOL
2875	06/10/25 SPSSECT >2025-06-10	1,357.00	11-422-200-104-01-03-000 SUM SCH SUP SVC SALARIES	11-422-100-101-01-03-000 SALARIES TEACHERS ESY
2876	06/10/25 INTERNAL	75.00	11-000-230-530-00-23-000 COMMUNICATIONS/POSTAGE	11-000-230-520-00-23-000 INSURANCE
2877	06/10/25 internal	100.00	11-000-262-420-00-20-000 CLEANING, REPAIR MAINTEN	11-000-262-590-58-20-000 MAINTENANCE TRAVEL
2880	06/11/25 internal	50.00	11-000-230-630-00-23-000 BOARD SUPPLIES	11-000-230-585-58-23-000 BOARD TRAVEL
2883	06/16/25 :SPSSECT >2025-06-16	500.00	11-000-219-610-00-03-000 CST SUPPLIES	11-000-217-320-00-03-000 EXTRAORDNRY
		500.00	11-000-219-610-00-03-000 CST SUPPLIES	11-000-219-390-00-03-000 CST OUTSIDE EVAL
		200.00	11-000-219-610-00-03-000 CST SUPPLIES	11-000-219-590-00-03-000 OTHER PURCH SERV
2887	06/17/25 ITERNAL	50.00	11-000-230-530-00-23-000 COMMUNICATIONS/POSTAGE	11-000-230-520-00-23-000 INSURANCE
		135.00	11-000-230-530-00-23-000 COMMUNICATIONS/POSTAGE	11-000-230-580-58-23-000 SUPERINTENDENT TRAVEL
2888	06/19/25 internal	44,625.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-291-250-00-10-000 UNEMPLOYMENT COMPENSATIO
		7,900.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-291-270-00-10-000 HEALTH BENEFITS.
		7,000.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-291-270-01-10-000 DENTAL & VISION
2889	06/19/25 :BUSREQ >2025-06-19	8,700.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-217-106-00-00-040 EXTRA AIDE SAL ATCO
		11,800.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-221-320-00-05-000 PURCHASED PROF- EDUCATIO
		4,600.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST
		3,100.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-262-110-00-00-060 CUSTODIAL SALARIES TR
		2,500.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-262-110-00-00-100 CUSTODIAL SALARIES WES
		1,600.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-262-590-58-20-000 MAINTENANCE TRAVEL
		5,000.00	11-000-291-220-00-10-000 SOCIAL SECURITY	11-000-266-300-00-23-000 SECURITY SERVICES
		3,800.00	11-000-291-220-00-10-000 SOCIAL SECURITY	Contracted Serve SPED ESC
		4,800.00	11-000-291-220-00-10-000 SOCIAL SECURITY	SUPPLIES & MATERIALS
		12,000.00	11-000-291-220-00-10-000 SOCIAL SECURITY	PERMANENT TEACHER SUBS
		10,000.00	11-000-291-220-00-10-000 SOCIAL SECURITY	GRADE 6 TEACHER SAL WES
		37,000.00	11-000-291-220-00-10-000 SOCIAL SECURITY	PERMANENT SUB AIDES
2890	06/19/25 internal	300.00	11-000-230-610-00-23-000 SUPERINTENDENT SUPPLIES	11-000-230-331-00-23-000 LEGAL SERVICES

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TR#	Transfer Description	Amount	To Account	From Account
2891	06/23/25 SUPERSEC >2025-06-23	15.00	11-000-230-610-00-23-000 SUPERINTENDENT SUPPLIES	11-000-230-890-00-23-000 SUPERINTENDENT MISC
2892	06/23/25 :Outside Evals	300.00	11-000-218-390-00-05-000 GUIDANCE SERVICES	11-000-218-390-00-06-100 GUIDANCE SERVICES - WES
		500.00	11-000-218-390-00-05-000 GUIDANCE SERVICES	11-000-218-610-00-05-000 GUIDANCE SUPPLIES
2893	06/23/25 Internal	1.00	11-000-230-530-00-23-000 COMMUNICATIONS/POSTAGE	11-000-230-520-00-23-000 INSURANCE
2897	06/24/25 :10% Exceeded	5,300.00	11-000-221-320-00-05-000 PURCHASED PROF- EDUCATIO	11-120-100-101-00-00-100 GRADE 1-5 TEACH SAL WES
		7,000.00	11-000-221-320-00-05-000 PURCHASED PROF- EDUCATIO	11-190-100-280-00-10-000 TUITION REIMBURSEMENT
		1,665.00	11-000-221-320-00-05-000 PURCHASED PROF- EDUCATIO	11-190-100-320-11-65-040 ED SERVICES - MATH ATCO
		2,250.00	11-000-221-320-00-05-000 PURCHASED PROF- EDUCATIO	11-190-100-320-11-65-060 ED SERV MATH TR
		7,100.00	11-000-221-320-00-05-000 PURCHASED PROF- EDUCATIO	11-190-100-320-11-65-100 ED SERV MATH WES
2898	06/24/25 ::10% Exceeded	16,773.00	11-422-270-511-00-14-000 SUMMER SCHOOL	11-213-100-101-00-00-100 RESOURCE TEACH SALARY WE
		18,900.00	11-422-270-511-00-14-000 SUMMER SCHOOL	11-230-100-101-00-00-040 SALARIES OF TEACHERS
2899	06/30/25 :Funds for subs	1,518.00	11-000-213-104-01-09-000 HEALTH SUBS DIST	- - - - -
		4,680.00	11-000-262-107-01-09-000 CAFE AIDE SUBS DIST	- - - - -
		2,850.00	11-000-262-110-01-09-000 CUSTODIAL SUBS	- - - - -
		8,150.00	11-120-100-101-01-09-000 TCH GRADES 1-5 - SUBS D	- - - - -
		600.00	11-213-100-101-01-09-000 TCH RESOURCE PROGRAM SUB	- - - - -
		1,062.00	11-213-100-106-01-09-000 AIDE RESOURCESUBS DIST	- - - - -
		500.00	11-216-100-101-01-09-000 TCH PSD FT SUBS DIST	- - - - -
		12,560.00	- - - - -	11-000-100-566-30-15-000 Private School Secondary
		2,000.00	- - - - -	11-110-100-101-01-09-000 TCH K SUBS DIST
		1,500.00	- - - - -	11-130-100-101-01-09-000 TCH GRADES 6-8 - SUBS DI
		3,300.00	- - - - -	11-204-100-101-01-09-000 TCH LLD SUBS DIST
2901	06/30/25 Internal	240.00	11-000-230-104-01-23-000 SUPT OFFICE EXTRA (CMTY)	- - - - -
		89.00	11-000-230-630-00-23-000 BOARD SUPPLIES	- - - - -
		150.00	11-000-240-420-44-23-040 COPIER MAINTENANCE ATCO	- - - - -
		15.00	11-000-251-610-00-25-000 SUPPLIES CENTRAL SERV	- - - - -
		870.00	11-000-262-107-05-10-000 30 hours bonus	- - - - -
		329.00	- - - - -	11-000-230-610-00-23-000 SUPERINTENDENT SUPPLIES
		150.00	- - - - -	11-000-240-440-44-23-040 COPIER RENTAL ATCO OFFICE
		15.00	- - - - -	11-000-251-890-00-25-000 MISC CENTRAL SERV
		870.00	- - - - -	11-000-262-107-00-00-040 CAFE AIDES - ATCO

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TR#	Transfer Description	Amount	To Account		From Account	
2902	06/30/25 internal	15,725.00	20-218-217-106-TS-02-060	Toileting Stipend	20-218-100-106-02-02-060	TOILETING STIPEND
2907	06/30/25 :Return Funds for audit	2,250.00	11-000-240-104-01-06-100	SCHL ADMIN XTRA TIME WES	11-000-230-339-00-23-000	OTHER PURC PROF SERV
2909	06/30/25 internal	550.00	11-120-100-101-01-06-100	GRADES 1-5 XTRA TME WES	11-120-100-101-01-01-040	GRADES 1-5 XTRA TIME ATC
2910	06/30/25 internal	3,800.00	20-218-200-104-01-02-060	EXTRA TIME PEA PROFESSIO	20-218-200-176-00-00-060	PREK COACH
		150.00	20-218-200-110-01-02-060	PREK OTH SAL EXTRA TIME	20-218-200-176-00-00-060	PREK COACH
2919	06/30/25 increase budget	1,250.00	61-910-310-300-01-61-000	POS MAINTENANCE	- - - - -	
		5,500.00	61-910-310-590-00-61-999	OTHER DIRECT EXPENSES	- - - - -	
		1,450.00	61-910-310-600-00-61-999	SUPPLIES & CLEANING	- - - - -	
		41,800.00	61-910-310-870-00-61-999	COST OF SALES	- - - - -	
2920	06/30/25 Internal	1,550.00	11-000-270-350-00-14-000	ADMIN FEE	- - - - -	
		8,550.00	11-000-270-518-00-14-000	CONTRCTD SERV - SP-ESC	- - - - -	
		800.00	- - - - -		11-000-270-515-00-14-000	JOINTURE SP ED
		9,300.00	- - - - -		11-000-270-517-00-14-000	CONTRACTED SERVI - ESC
2921	06/30/25 Internal	5,500.00	11-000-261-420-00-20-100	REQUIRED MAINTENANCE		
		100.00	11-000-262-107-01-01-040	CAFE AIDE EXTRA TIME ATC		
		1,100.00	11-000-262-107-01-09-000	CAFE AIDE SUBS DIST		
		1,715.00	11-000-262-110-01-09-000	CUSTODIAL SUBS		
		2,750.00	11-000-262-110-01-20-000	OPERATIONS EXTRA TIME		
		2,075.00	11-000-262-441-00-20-040	Rental of Land & Buildings		
		450.00	11-000-262-490-00-20-040	WATER-SEWER ATCO		
		800.00	11-000-262-621-00-20-060	NATURAL GAS TR		
		2,175.00	11-000-262-622-00-20-100	ELECTRICITY WES		
		2,300.00	- - - - -		11-000-261-420-00-20-060	REQUIRED MAINTENANCE
		2,800.00	- - - - -		11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN
		2,900.00	- - - - -		11-000-262-610-00-20-000	MAINTENANCE SUPPLIES
		265.00	- - - - -		11-000-262-610-65-20-000	VEHICLE SUPPLIES
		1,000.00	- - - - -		11-000-262-621-00-20-040	NATURAL GAS ATCO
		1,600.00	- - - - -		11-000-262-622-00-20-040	ELECTRICITY ATCO
		5,800.00	- - - - -		11-000-262-622-00-20-060	ELECTRICITY TR
2922	06/30/25 Internal	185.00	11-000-240-105-01-02-060	SCHL ADMIN SECT TR	- - - - -	
		15.00	11-000-240-105-01-06-100	SCHL ADMIN SECT OT WES	- - - - -	

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TR#	Transfer Description	Amount	To Account	From Account
2922	06/30/25 Internal	685.00	11-000-240-420-44-23-040 COPIER MAINTENANCE ATCO	- - - - -
		400.00	11-000-240-420-44-23-060 COPIER MAINT TR OFFICE	- - - - -
		60.00	11-000-240-420-44-23-100 COPIER MAINT WES OFFICE	- - - - -
		150.00	11-000-240-440-44-23-040 COPIER RENTAL ATCO OFFICE	- - - - -
		75.00	11-000-251-440-44-23-000 COPIER RENTAL BUSINESS	- - - - -
		150.00	- - - - -	11-000-240-105-00-00-040 SCHL ADMIN SECT SAL ATCO
		1,345.00	- - - - -	11-000-240-610-00-06-100 SCHOOL ADMIN SUPPLIES
		75.00	- - - - -	11-000-251-592-58-25-000 TRAVEL
2923	06/30/25 Internal	2,750.00	11-000-219-104-21-03-000 ROVING SUBS SPECIAL	11-000-219-390-00-03-000 CST OUTSIDE EVAL
		35.00	11-000-219-420-44-23-000 COPIER MAINTENANCE SPS	11-000-219-390-00-03-000 CST OUTSIDE EVAL
2924	06/30/25 Internal	125.00	11-000-213-104-01-02-060 HEALTH EXTRA TIME TR	- - - - -
		150.00	11-000-213-104-01-09-000 HEALTH SUBS DIST	- - - - -
		780.00	11-000-217-106-01-01-040 Xxtra Time Xtra Aide Atco	- - - - -
		705.00	11-000-217-106-TS-01-040 Toileting Stipend - Atco	- - - - -
		115.00	11-000-218-104-01-01-040 GUIDANCE EXTRA TIME ATCO	- - - - -
		265.00	11-000-218-104-01-02-000 REGISTRATION	- - - - -
		275.00	- - - - -	11-000-213-610-00-02-060 HEALTH SUPPLIES TR
		1,485.00	- - - - -	11-000-217-106-01-09-000 AIDE EXTRA SUBS DIST
		265.00	- - - - -	11-000-218-104-01-23-000 REGISTRATION PROFS
		115.00	- - - - -	11-000-218-104-31-06-100 DETENTION
2925	06/30/25 Internal	560.00	11-120-100-101-01-06-100 GRADES 1-5 XTRA TME WES	- - - - -
		1,400.00	11-120-100-101-01-09-000 TCH GRADES 1-5 - SUBS D	- - - - -
		950.00	11-150-100-101-01-02-060 HOMEBOUND TR	- - - - -
		3,465.00	11-150-100-320-00-00-000 Homebound Instruction Gen Ed	- - - - -
		25.00	11-190-100-106-01-02-060 OTHER SALARIES FOR INSTR	- - - - -
		210.00	11-209-100-101-01-01-040 BD Teacher Extra Atco	- - - - -
		30.00	11-212-100-101-00-00-040 MD TEACHER ATCO	- - - - -
		400.00	11-213-100-101-01-09-000 TCH RESOURCE PROGRAM SUB	- - - - -
		550.00	11-219-100-320-00-00-000 Homebound Instruction - Sped	- - - - -
		1,940.00	- - - - -	11-120-100-101-00-00-100 GRADE 1-5 TEACH SAL WES
		2,500.00	- - - - -	11-190-100-106-00-00-000 PERMANENT SUB AIDES

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TR#	Transfer Description	Amount	To Account	From Account
2925	06/30/25 Internal	1,400.00	- - - - -	11-190-100-420-44-23-040 COPIER MAINT ATCO INSTR
		560.00	- - - - -	11-190-100-610-00-06-100 REG PRGM - INST SUPPLIES
		210.00	- - - - -	11-209-100-101-00-00-100 BD TEACHER SALARY WES
		30.00	- - - - -	11-212-100-101-01-09-000 TCH MD SUBS DIST
		950.00	- - - - -	11-230-100-101-00-00-040 SALARIES OF TEACHERS
2926	06/30/25 Internal	880.00	11-422-100-101-01-03-000 SALARIES TEACHERS ESY	
		1,090.00	11-422-100-106-01-03-000 PARAS ESY	
		1,300.00	- - - - -	11-401-100-100-01-06-100 WES EXTRA CURRICULAR SAL
		670.00	- - - - -	11-422-200-104-01-25-000 Summer Attendance Make-up
2927	06/30/25 internal	52.00	11-000-251-420-44-23-000 COPIER MAINT BUS OFFICE	
		185.00	11-204-100-101-01-09-000 TCH LLD SUBS DIST	
		52.00	- - - - -	11-000-251-340-00-25-000 BUSINESS SERVICES
		185.00	- - - - -	11-204-100-106-00-00-100 LLD AIDE SALARIES WES
2932	06/30/25 :Combine Tuition Accounts	783.55	11-190-100-280-00-10-000 TUITION REIMBURSEMENT	
2933	06/30/25 internal	3,410.00	11-000-262-300-00-20-000 MAINTENANCE SERVICES	
		60.00	11-000-262-590-58-20-000 MAINTENANCE TRAVEL	
		723.00	- - - - -	11-000-262-107-00-00-060 CAFE AIDES TR
		1,899.00	- - - - -	11-000-262-420-00-20-000 CLEANING, REPAIR MAINTEN
		788.00	- - - - -	11-000-262-441-00-20-060 RENTAL OF LAND & BUILDINGS
		60.00	- - - - -	11-000-262-520-00-23-000 INSURANCE
2945	06/30/25 internal	13.83	20-235-200-200-00-04-060 TITLE I - TPAF/FICA-TR	
2946	06/30/25 internal	2,500.00	11-000-100-562-00-15-000 TUITION TO OTHER LEAS, S	
2947	06/30/25 :funds for tuition	18,275.00	11-000-100-566-30-15-000 Private School Secondary	
2948	06/30/25 :internal	25.00	11-000-216-320-00-83-000 OT SERVICES	
		1,925.00	11-000-217-320-00-03-000 EXTRAORDNRY	
		3,035.00	11-000-261-420-00-20-100 REQUIRED MAINTENANCE	
2949	06/30/25 ::internal	160.00	11-000-262-621-00-20-040 NATURAL GAS ATCO	
		12,550.00	11-000-263-420-00-20-000 GROUNDS - MAINTENENCE	
		9,300.00	- - - - -	11-000-261-420-00-20-040 REQUIRED MAINTENANCE
		6,285.00	- - - - -	11-000-261-420-00-20-060 REQUIRED MAINTENANCE
		160.00	- - - - -	11-000-262-610-65-20-000 VEHICLE SUPPLIES

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TR#	Transfer Description	Amount	To Account	From Account
2955	06/30/25 :Funds for repairs	2,535.00	11-000-261-420-00-20-060	11-000-291-270-00-10-000
			REQUIRED MAINTENANCE	HEALTH BENEFITS.
2956	06/30/25 Internal	2,500.00	11-000-100-566-30-15-000	11-000-100-566-00-15-000
			Private School Secondary	S.E. TUITIONS - PRIVATE
2957	06/30/25 internal	300.00	20-218-200-249-00-10-000	- - - - -
			DCRP	
		1.80	20-252-200-220-00-00-100	- - - - -
			TITLE II FICA	
		300.00	- - - - -	20-218-200-220-00-10-000
				PRESCHOOL FICA
		1.80	- - - - -	20-252-200-100-00-00-000
				SALARIES ~ TEACHER AIDES
2958	06/30/25 :Return funds	11,800.00	11-000-221-102-75-00-060	11-000-291-270-00-10-000
			ATTENDANCE STIPEND	HEALTH BENEFITS.
		511,776.93	Report Total	

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STUDENT ACTIVITY REPORT
June 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	\$149.50	\$0.00	\$469.06
95-499-BT	Book Fines ~ TR	Liz Seth	\$67.65	\$94.00	\$20.00	\$141.65
95-499-SC	WES Student Council	Meaghan Knoll	\$21.74	\$336.14	\$336.14	\$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	\$174.25	\$0.00	\$271.25
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	\$56.00	\$0.00
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	\$809.89	\$412.14	\$2,918.55

Report of the Secretary to the Board of Education**Waterford BOE****Page 1 of 18****07/30/25 13:18****Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund****Assets and Resources****Assets:**

101	Cash in bank		\$968,963.34
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		\$1,268,867.00
117	Maintenance Reserve Account		\$592,787.66
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$1,404.60	
141	Intergovernmental - State	\$3,283,487.20	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$60,018.11	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$1,041.40	\$3,345,951.31

Loans Receivable:

131	Interfund	\$60,307.07	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$60,307.07
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	(\$31,828,352.75)	(\$1,536,672.75)

Total assets and resources**\$4,706,903.63**

Report of the Secretary to the Board of Education
Waterford BOE

Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$36,257.77
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$504,534.23
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		\$549,540.05

Report of the Secretary to the Board of Education

Waterford BOE

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Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$222,099.64
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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 (\$32,261,520.64)	
	Less: Encumbrances (\$217,962.64)	(\$32,479,483.28)
	Total appropriated	\$2,375,434.68
	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	\$4,157,363.58
	Total liabilities and fund equity	<u>\$4,706,903.63</u>

Report of the Secretary to the Board of Education

Waterford BOE

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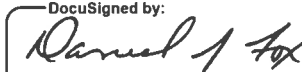
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Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$33,261,347.00	\$32,479,483.28	\$781,863.72
Revenues	(\$30,291,680.00)	(\$31,828,352.75)	\$1,536,672.75
Subtotal	<u>\$2,969,667.00</u>	<u>\$651,130.53</u>	<u>\$2,318,536.47</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$25,000.00	\$121,695.92	(\$96,695.92)
Less - Withdrawal from reserve	(\$329,922.00)	(\$329,922.00)	\$0.00
Subtotal	<u>\$2,664,745.00</u>	<u>\$442,904.45</u>	<u>\$2,221,840.55</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>\$442,904.45</u>	<u>\$2,221,840.55</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$5,000.00	\$21,065.42	(\$16,065.42)
Less - Withdrawal from reserve	(\$47,500.00)	(\$47,500.00)	\$0.00
Subtotal	<u>\$2,622,245.00</u>	<u>\$416,469.87</u>	<u>\$2,205,775.13</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>\$416,469.87</u>	<u>\$2,205,775.13</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>\$416,469.87</u>	<u>\$2,205,775.13</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>\$416,469.87</u>	<u>\$2,205,775.13</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>\$416,469.87</u>	<u>\$2,205,775.13</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>\$416,469.87</u>	<u>\$2,205,775.13</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,622,245.00</u>	<u>\$416,469.87</u>	<u>\$2,205,775.13</u>

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Prepared and submitted by :

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Board Secretary

Date

Report of the Secretary to the Board of Education

Waterford BOE

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Starting date 7/1/2024 Ending date 6/30/2025 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	15,717,822		(54,529)
00520	SUBTOTAL – Revenues from State Sources	14,579,430	0	14,579,430	16,084,941		(1,505,511)
00570	SUBTOTAL – Revenues from Federal Sources	48,957	0	48,957	25,590	Under	23,367
Total		30,291,680	0	30,291,680	31,828,353		(1,536,673)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	4,176,272	16,680	4,192,952	4,135,122	0	57,830
10300	Total Special Education - Instruction	1,841,917	(4,836)	1,837,081	1,685,428	0	151,653
11160	Total Basic Skills/Remedial – Instruct.	985,074	(154,956)	830,118	818,914	0	11,204
17100	Total School-Sponsored Co/Extra Curricul	13,000	(6,300)	6,700	6,628	0	73
20620	Total Summer School	139,312	1,932	141,244	84,656	0	56,588
29180	Total Undistributed Expenditures - Instr	12,793,975	129,378	12,923,353	12,921,707	0	1,647
29680	Total Undistributed Expenditures – Atten	117,038	4,543	121,581	113,920	0	7,661
30620	Total Undistributed Expenditures – Healt	193,539	3,002	196,541	194,210	0	2,331
40580	Total Undistributed Expend – Speech, OT,	362,126	(957)	361,169	347,465	0	13,704
41080	Total Undist. Expend. – Other Supp. Serv	515,060	24,226	539,286	536,666	0	2,620
41660	Total Undist. Expend. – Guidance	172,215	(1,730)	170,485	167,670	0	2,816
42200	Total Undist. Expend. – Child Study Team	413,053	1,994	415,047	405,802	0	9,245
43200	Total Undist. Expend. – Improvement of I	188,830	(400)	188,430	162,196	0	26,234
43620	Total Undist. Expend. – Edu. Media Serv.	516,585	(52,697)	463,888	461,500	0	2,388
44180	Total Undist. Expend. – Instructional St	73,757	(25,858)	47,899	40,015	0	7,883
45300	Support Serv. - General Admin	451,397	16,725	468,122	448,271	0	19,851
46160	Support Serv. - School Admin	600,752	(7,272)	593,480	588,251	0	5,228
47200	Total Undist. Expend. – Central Services	474,297	1,070	475,367	473,016	0	2,351
51120	Total Undist. Expend. – Oper. & Maint. O	1,743,410	(43,715)	1,699,695	1,679,894	6,915	12,886
52480	Total Undist. Expend. – Student Transpor	3,043,359	82,492	3,125,851	3,037,017	0	88,834
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,964,239	24,217	3,988,456	3,710,937	0	277,519
75880	TOTAL EQUIPMENT	76,200	(3,400)	72,800	71,525	0	1,275
76260	Total Facilities Acquisition and Constr	401,803	0	401,803	170,714	211,048	20,042
Total		33,257,210	4,137	33,261,347	32,261,521	217,963	781,864

Report of the Secretary to the Board of Education
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Starting date 7/1/2024 Ending date 6/30/2025 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	15,368,770	Under	0
00150	10-1320	Tuition from LEAs Within State		38,883	0	38,883	67,740		(28,857)
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	196,936	Under	27,704
00330	10-1__	Interest Earned on Maintenance Reserve		5,000	0	5,000	21,065		(16,065)
00340	10-1__	Interest Earned on Capital Reserve Funds		25,000	0	25,000	57,124		(32,124)
00410	10-3116	School Choice Aid		433,182	0	433,182	476,500		(43,318)
00420	10-3121	Categorical Transportation Aid		1,164,511	0	1,164,511	1,280,962		(116,451)
00430	10-3131	Extraordinary Aid		300,000	0	300,000	346,928		(46,928)
00440	10-3132	Categorical Special Education Aid		1,665,961	0	1,665,961	1,832,557		(166,596)
00460	10-3176	Equalization Aid		10,736,075	0	10,736,075	11,809,683		(1,073,608)
00470	10-3177	Categorical Security Aid		279,701	0	279,701	307,671		(27,970)
00500	10-3__	Other State Aids		0	0	0	30,639		(30,639)
00540	10-4200	Medicaid Reimbursement		48,957	0	48,957	25,590	Under	23,367
Total				30,291,680	0	30,291,680	31,828,353		(1,536,673)

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	(27,684)	454,772	454,665	0	107
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		2,501,343	98,119	2,599,462	2,579,760	0	19,702
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		502,755	(20,345)	482,410	481,703	0	707
02500	11-150-100-101	Salaries of Teachers		2,100	7,450	9,550	9,358	0	192
02540	11-150-100-320	Purchased Professional – Educational Ser		7,000	3,285	10,285	10,285	0	0
03000	11-190-1__-106	Other Salaries for Instruction		171,019	(42,785)	128,234	126,955	0	1,279
03020	11-190-1__-320	Purchased Professional – Educational Ser		16,105	(10,915)	5,190	2,803	0	2,387
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	2,725	20,630	18,761	0	1,869
03080	11-190-1__-610	General Supplies		330,323	(50,703)	279,620	249,685	0	29,935
03100	11-190-1__-640	Textbooks		0	48,550	48,550	48,137	0	413
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	71,312	219,026	218,923	0	103
04520	11-204-100-106	Other Salaries for Instruction		23,533	(2,685)	20,848	4,763	0	16,085
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	162,856	0	1,826
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	63,780	0	4,320
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	0	1,748
07000	11-213-100-101	Salaries of Teachers		1,297,910	(57,812)	1,240,098	1,122,598	0	117,500
07020	11-213-100-106	Other Salaries for Instruction		12,624	17,612	30,236	29,232	0	1,004
07100	11-213-100-610	General Supplies		8,650	(3,014)	5,636	5,072	0	564

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Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
08500	11-216-100-101	Salaries of Teachers	68,907	(1,000)	67,907	66,909	0	998
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	(4,520)	9,230	5,877	0	3,353
11000	11-230-100-101	Salaries of Teachers	973,074	(159,756)	813,318	802,678	0	10,640
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	(6,300)	6,700	6,628	0	73
20000	11-422-100-101	Salaries of Teachers	34,575	(4,949)	29,626	29,623	0	3
20020	11-422-100-106	Other Salaries of Instruction	18,775	(2,410)	16,365	15,231	0	1,134
20500	11-422-200-1__	Salaries	20,932	10,066	30,998	30,081	0	918
20520	11-422-200-3__	Purchased Professional and Technical Ser	14,155	(10,789)	3,366	0	0	3,366
20540	11-422-200-[4-5]	Purchased Services (400-500 series)	50,675	9,764	60,439	9,684	0	50,755
20560	11-422-200-6__	Supplies and Materials	200	250	450	37	0	413
29000	11-000-100-561	Tuition to Other LEAs within the State -	10,087,987	45,500	10,133,487	10,133,463	0	24
29020	11-000-100-562	Tuition to Other LEAs within the State -	410,328	49,673	460,001	459,702	0	299
29040	11-000-100-563	Tuition to County Voc. School District-R	78,750	(31,367)	47,383	47,318	0	65
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	263,729	(130,100)	133,629	133,557	0	72
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,911,284	195,672	2,106,956	2,105,769	0	1,187
29140	11-000-100-568	Tuition -- State Facilities	41,897	0	41,897	41,897	0	0
29500	11-000-211-1__	Salaries	86,868	188	87,056	81,494	0	5,562
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	0	1,917
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	500	(200)	300	170	0	130
29640	11-000-211-6__	Supplies and Materials	100	0	100	48	0	52
30500	11-000-213-1__	Salaries	177,639	4,043	181,682	181,324	0	358
30540	11-000-213-3__	Purchased Professional and Technical Ser	11,610	(1,869)	9,741	8,631	0	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	828	4,928	4,255	0	673
40500	11-000-216-1__	Salaries	229,726	(7,995)	221,731	221,367	0	364
40520	11-000-216-320	Purchased Professional -- Educational Ser	129,700	6,653	136,353	123,327	0	13,026
40540	11-000-216-6__	Supplies and Materials	2,000	700	2,700	2,524	0	176
40560	11-000-216-8__	Other Objects	700	(315)	385	247	0	138
41000	11-000-217-1__	Salaries	507,560	(14,288)	493,272	491,113	0	2,159
41020	11-000-217-320	Purchased Professional -- Educational Ser	0	43,854	43,854	43,849	0	6
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	160,490	0	222
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	1,500	9,000	7,180	0	1,820

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Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
41600	11-000-218-[4-5] Other Purchased Services (400-500 series	50	(50)	0	0	0	0
41620	11-000-218-6__ Supplies and Materials	975	(951)	24	0	0	24
42000	11-000-219-104 Salaries of Other Professional Staff	334,325	528	334,853	331,473	0	3,380
42020	11-000-219-105 Salaries of Secretarial and Clerical Ass	49,328	0	49,328	49,327	0	1
42080	11-000-219-390 Other Purchased Professional & Technical	20,000	365	20,365	16,990	0	3,375
42100	11-000-219-[4-5] Other Purchased Services (400-500 series	4,400	701	5,101	4,793	0	308
42160	11-000-219-6__ Supplies and Materials	4,000	400	4,400	2,328	0	2,072
42180	11-000-219-8__ Other Objects	1,000	0	1,000	890	0	110
43000	11-000-221-102 Salaries of Supervisor of Instruction	0	11,800	11,800	0	0	11,800
43020	11-000-221-104 Salaries of Other Professional Staff	27,660	233	27,893	25,943	0	1,951
43040	11-000-221-105 Salaries of Secretarial & Clerical Assis	56,409	(10,283)	46,126	45,752	0	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	80,777	0	230
43100	11-000-221-320 Purchased Prof. – Educational Services	21,000	(2,835)	18,165	6,556	0	11,609
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	115,526	0	450
43520	11-000-222-177 Salaries of Technology Coordinators	116,184	112	116,296	116,295	0	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	(25,379)	186,376	186,148	0	228
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	43,256	0	975
44020	11-000-223-104 Salaries of Other Professional Staff	2,450	(520)	1,930	1,640	0	290
44040	11-000-223-105 Salaries of Secretarial & Clerical Assis	19,582	(3,430)	16,152	16,145	0	7
44060	11-000-223-110 Other Salaries	14,750	(6,005)	8,745	6,332	0	2,413
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	0	2,503
44140	11-000-223-6__ Supplies and Materials	600	(400)	200	0	0	200
45000	11-000-230-1__ Salaries	232,147	5,615	237,762	236,719	0	1,043
45040	11-000-230-331 Legal Services	41,150	9,170	50,320	34,933	0	15,387
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	(5,050)	6,450	6,065	0	385
45120	11-000-230-340 Purchased Technical Services	7,300	(5,170)	2,130	1,688	0	442
45140	11-000-230-530 Communications/Telephone	56,350	(4,389)	51,961	50,857	0	1,104
45160	11-000-230-585 BOE Other Purchased Services	2,300	(50)	2,250	2,200	0	50
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	43,450	(4,761)	38,689	38,497	0	192
45200	11-000-230-610 General Supplies	3,750	4,536	8,286	7,075	0	1,211
45220	11-000-230-630 BOE In-House Training/Meeting Supplies	1,500	2,639	4,139	4,138	0	1

Report of the Secretary to the Board of Education
Waterford BOE

Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45260	11-000-230-890	Miscellaneous Expenditures	450	3,085	3,535	3,506	0	29
45280	11-000-230-895	BOE Membership Dues and Fees	12,600	0	12,600	12,593	0	7
46000	11-000-240-103	Salaries of Principals/Assistant Princip	390,951	(16,218)	374,733	373,742	0	992
46020	11-000-240-104	Salaries of Other Professional Staff	11,250	500	11,750	11,363	0	387
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	165,524	4,685	170,209	169,791	0	418
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	18,727	4,169	22,896	21,078	0	1,818
46120	11-000-240-6__	Supplies and Materials	6,400	(1,364)	5,036	3,987	0	1,049
46140	11-000-240-8__	Other Objects	7,900	956	8,856	8,291	0	565
47000	11-000-251-1__	Salaries	398,857	332	399,189	398,855	0	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	(7,644)	48,371	47,734	0	637
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	4,190	(138)	4,052	2,716	0	1,336
47100	11-000-251-6__	Supplies and Materials	7,325	4,990	12,315	12,313	0	2
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	1,110	2,710	2,676	0	34
48500	11-000-261-1__	Salaries	84,489	81	84,570	84,569	0	1
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	288,590	(19,615)	268,975	259,386	6,915	2,674
48540	11-000-261-610	General Supplies	2,500	(1,750)	750	30	0	720
49000	11-000-262-1__	Salaries	335,707	2,535	338,242	335,410	0	2,832
49020	11-000-262-107	Salaries of Non-Instructional Aides	181,685	7,015	188,700	186,840	0	1,860
49040	11-000-262-3__	Purchased Professional and Technical Ser	5,562	7,610	13,172	13,171	0	1
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	61,060	18,401	79,461	78,955	0	506
49080	11-000-262-441	Rental of Land & Bldg. Oth. Than Lease P	12,767	2,075	14,842	14,834	0	8
49120	11-000-262-490	Other Purchased Property Services	21,200	(2,100)	19,100	18,563	0	537
49140	11-000-262-520	Insurance	99,650	1,091	100,741	100,551	0	190
49160	11-000-262-590	Miscellaneous Purchased Services	4,100	(3,265)	835	835	0	0
49180	11-000-262-610	General Supplies	99,321	(5,797)	93,524	93,409	0	115
49200	11-000-262-621	Energy (Natural Gas)	87,112	(16,460)	70,652	69,665	0	987
49220	11-000-262-622	Energy (Electricity)	286,444	(19,763)	266,681	265,750	0	931
49260	11-000-262-626	Energy (Gasoline)	2,000	0	2,000	1,714	0	286
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	(275)	24,975	24,973	0	2
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	(13,028)	107,972	107,788	0	184
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	52,145	0	156
52100	11-000-270-350	Management Fee – ESC & CTSA Trans. Prog	35,000	22,334	57,334	57,329	0	5
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	82,390	0	8,239
52240	11-000-270-505	Contract Serv–Aid in Lieu Pymts–Choice S	9,320	1,273	10,593	6,662	0	3,931

Report of the Secretary to the Board of Education

Waterford BOE

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Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	1,695,000	15,213	1,710,213	1,663,674	0	46,539
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	45,150	(8,243)	36,907	32,842	0	4,065
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	0	30,339	30,339	30,189	0	150
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	453,125	(145,725)	307,400	299,015	0	8,385
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agree	63,000	(50,068)	12,932	12,755	0	178
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	78,000	11,351	89,351	89,325	0	26
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	515,853	200,875	716,728	702,370	0	14,358
52400	11-000-270-593	Misc. Purchased Services - Transportatio	750	0	750	500	0	250
52420	11-000-270-610	General Supplies	1,700	423	2,123	2,121	0	2
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	(1,861)	23,139	23,139	0	0
54180	11-2__-100-270	Health Benefits	723,206	(723,206)	0	0	0	0
59180	11-000-211-270	Health Benefits	205	(205)	0	0	0	0
59680	11-000-213-270	Health Benefits	98,119	(98,119)	0	0	0	0
60180	11-000-216-270	Health Benefits	37,159	(37,159)	0	0	0	0
60668	11-000-217-270	Health Benefits	10,173	(10,173)	0	0	0	0
61180	11-000-218-270	Health Benefits	47,826	(47,826)	0	0	0	0
61500	11-000-219-210	Group Insurance	1,850	(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	988	0	736
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	6,794	0	173
71020	11-000-291-220	Social Security Contributions	228,015	164,425	392,440	379,144	0	13,296
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	29,687	0	2,713
71140	11-000-291-250	Unemployment Compensation	50,000	(50,000)	0	0	0	0
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	2,544,969	2,819,245	2,628,863	0	190,383
71200	11-000-291-280	Tuition Reimbursement	0	9,608	9,608	9,462	0	146
71220	11-000-291-290	Other Employee Benefits	231,888	(218)	231,670	202,219	0	29,450
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff	69,275	0	69,275	28,905	0	40,370

Report of the Secretary to the Board of Education
Waterford BOE

Starting date 7/1/2024 Ending date 6/30/2025 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
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	22,307	0	193
76080	12-000-400-450	Construction Services	329,922	0	329,922	98,833	211,048	20,042
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	3,331	0	0
Total			33,257,210	4,137	33,261,347	32,261,521	217,963	781,864

Report of the Secretary to the Board of Education

Waterford BOE

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Starting date 7/1/2024 Ending date 6/30/2025 Fund: 20 Special Revenue Fund

Assets and Resources**Assets:**

101	Cash in bank		\$373,375.98
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	\$17,363.43	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$6,005.04	\$294,480.27

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	\$3,866,908.67	
302	Less Revenues	(\$3,755,586.13)	\$111,322.54

Total assets and resources**\$779,178.79**

Report of the Secretary to the Board of Education
Waterford BOE

Starting date 7/1/2024 Ending date 6/30/2025 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	\$21,993.62
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	\$312,256.68
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$1,662.22
Total liabilities		\$335,912.52

Report of the Secretary to the Board of Education

Waterford BOE

Starting date 7/1/2024 Ending date 6/30/2025 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$0.00

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,868,183.67	
602	Less: Expenditures (\$3,423,642.40)		
	Less: Encumbrances \$0.00	(\$3,423,642.40)	\$444,541.27
	Total appropriated		\$444,541.27
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,275.00)
	Total fund balance		\$443,266.27
	Total liabilities and fund equity		<u>\$779,178.79</u>

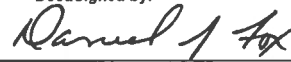
Report of the Secretary to the Board of Education
Waterford BOE

Starting date 7/1/2024 Ending date 6/30/2025 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,868,183.67	\$3,423,642.40	\$444,541.27
Revenues	(\$3,866,908.67)	(\$3,755,586.13)	(\$111,322.54)
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,275.00</u>	<u>(\$331,943.73)</u>	<u>\$333,218.73</u>

DocuSigned by:



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Prepared and submitted by :

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 Board Secretary

Date

Report of the Secretary to the Board of Education

Waterford BOE

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Starting date 7/1/2024 Ending date 6/30/2025 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	37,591	0	37,591	31,852	Under	5,739
00770	Total Revenues from State Sources	2,895,348	0	2,895,348	2,895,348		0
00830	Total Revenues from Federal Sources	816,370	0	816,370	710,786	Under	105,584
0083A	Other	117,600	0	117,600	117,600		0
Total		3,866,909	0	3,866,909	3,755,586		111,323
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	15,313	(120)	15,193	15,193	0	0
00745	Total Revenues from Local Sources	2,000	0	2,000	1,856	0	144
84100	Local Projects	35,591	0	35,591	30,070	0	5,520
85120	Total Instruction	1,419,369	(34,673)	1,384,696	1,241,789	0	142,907
86380	Total Support Services	1,593,579	34,673	1,628,252	1,432,517	0	195,735
88740	Total Federal Projects	801,057	120	801,177	702,217	0	98,959
Total		3,866,909	(0)	3,866,909	3,423,642	0	443,266

Report of the Secretary to the Board of Education

Waterford BOE

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Starting date 7/1/2024 Ending date 6/30/2025 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		37,591	0	37,591	31,852	Under	5,739
00755	20-3218	Preschool Education Aid – Prior Year Car		184,230	0	184,230	184,230		0
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	294,813	Under	89,924
00780	20-445[1-5]	Title II		56,839	0	56,839	41,179	Under	15,660
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	273,014		0
00814	20-4540	ARP - ESSER		61,831	0	61,831	61,831		0
00825	20-4__	Other		23,790	0	23,790	23,790		0
00835	20-5200	Transfers from Operating Budget – Presch		117,600	0	117,600	117,600		0
Total				3,866,909	0	3,866,909	3,755,586		111,323

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				15,313	(120)	15,193	15,193	0	0
00740	20-1__	Other Revenue from Local Sources		2,000	0	2,000	1,856	0	144
84100	20-____-____	Local Projects		35,591	0	35,591	30,070	0	5,520
85000	20-218-100-101	Salaries of Teachers		1,010,250	(56,598)	953,652	896,743	0	56,909
85020	20-218-100-106	Other Salaries for Instruction		307,004	21,925	328,929	306,133	0	22,796
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	0	8,935
85100	20-218-100-8__	Other Objects		15,000	0	15,000	5,616	0	9,384
86000	20-218-200-102	Salaries of Supervisors of Instruction		110,000	(9,535)	100,465	93,781	0	6,684
86020	20-218-200-103	Salaries of Program Directors		65,850	5,425	71,275	71,275	0	0
86040	20-218-200-104	Salaries of Other Professional Staff		36,450	48,658	85,108	85,085	0	23
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant		38,325	0	38,325	38,324	0	1
86080	20-218-200-110	Other Salaries		67,944	7,950	75,894	72,365	0	3,529
86100	20-218-200-173	Salaries of Community Parent Involvement		103,337	0	103,337	103,336	0	1
86120	20-218-200-176	Salaries of Master Teachers		105,175	(13,950)	91,225	34,421	0	56,804
86140	20-218-200-200	Personnel Services – Employee Benefits		637,245	11,550	648,795	626,562	0	22,233
86200	20-218-200-329	Purchased Professional – Educational Ser		101,000	(28,000)	73,000	21,320	0	51,680
86220	20-218-200-330	Other Purchased Professional Services		30,250	400	30,650	30,618	0	32
86240	20-218-200-420	Cleaning, Repair & Maintenance Services		43,476	18,939	62,415	36,955	0	25,460
86280	20-218-200-511	Contr. Trans. Serv. (Bet. Home & Sch)		95,532	28,000	123,532	122,782	0	750
86300	20-218-200-516	Contr. Trans. Serv. (Field Trips)		5,000	0	5,000	1,984	0	3,016
86320	20-218-200-580	Travel		1,200	0	1,200	770	0	430
86340	20-218-200-6__	Supplies and Materials		149,795	(34,764)	115,031	92,049	0	22,982
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	294,985	0	89,752
88520	20-____-____	Title II		56,839	0	56,839	47,631	0	9,207
88560	20-____-____	Title IV		16,159	0	16,159	16,159	0	0
88620	20-____-____	I.D.E.A. Part B (Handicapped)		257,701	120	257,821	257,821	0	0

Report of the Secretary to the Board of Education
Waterford BOE

Starting date		7/1/2024	Ending date		6/30/2025	Fund: 20	Special Revenue Fund				
Expenditures:						Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88700	20-__-__-__	Other				23,790	0	23,790	23,790	0	0
88713	20-487-__-__	ARP-ESSER Grant Program				61,831	(0)	61,831	61,831	0	0
Total						3,866,909	(0)	3,866,909	3,423,642	0	443,266

Check pymts

Batch Number	2	Batch 2	\$117,715.83	Batch Total
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3542 AHERA CONSULTANTS INC.**\$1,250.00 Vend Total**

P.O. # 501058 DP Annual Service Req - Atco

/ \$1,250.00 PO Total

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

/ \$1,250.00

Inv# 25-8363 \$1,250.00 06/30/25

1152 BANCROFT A NEW JERSEY NON PROFIT CORPORA**\$36,060.32 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# WATER0625 ST JUNE \$11,836.64 P 06/30/25

P.O. # 501299 24/25 TUITION AG

/ \$4,550.40 P PO Total

11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE

\$4,550.40 P

Inv# WATER0625 AG JUNE \$4,550.40 P 06/30/25

P.O. # 501300 24/25 TUITION HL

/ \$11,836.64 P PO Total

11-000-100-566-30-15-000 Private School Secondary

\$11,836.64 P

Inv# WATER0625 HL JUNE \$11,836.64 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# WATER0625 CC JUNE \$7,836.64 P 06/30/25

Q579 BSN SPORTS, LLC**\$1,696.18 Vend Total**

P.O. # 501897 Healthy U

/ \$1,696.18 PO Total

20-018-100-600-00-01-000 Healthy U Supplies

\$1,696.18

Inv# 930062868 \$1,696.18 06/30/25

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# 5V1845 \$1,050.00 P 06/30/25

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# 5V1846 \$1,814.40 P 06/30/25

11-000-216-320-00-83-000 OT SERVICES

\$5,445.60 P

Inv# 5V1846 \$5,445.60 P 06/30/25

2621 GLOUCESTER COUNTY SPECIAL SERVICES SCHL**\$372.50 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# 5V5195 \$372.50 P 06/30/25

3270 HMM-CARRIER CLINIC**\$2,500.00 Vend Total**

P.O. # 501455 TUITION

/ \$2,500.00 P PO Total

11-000-100-566-30-15-000 Private School Secondary

\$2,500.00 P

Inv# Pay back Cr 5/25 \$2,500.00 P 06/30/25

Batch Number	2	Batch 2		\$117,715.83	Batch Total
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2712 INTERACTIVE KIDS EDUCATIONAL SERVICES, L**\$5,330.00 Vend Total**

P.O. # 501251 BCBA

✓ \$5,330.00 P PO Total

11-000-275-200-300-00-04-000

PURCHASED PROF DISTRICT

\$5,330.00 P

Inv# 2325

\$5,330.00 P 06/30/25

3784 LINDENWOLD PUBLIC SCHOOL DISTRICT**\$1,689.22 Vend Total**

P.O. # 501454 Snock Trans. 24-25

✓ \$1,689.22 P PO Total

11-000-270-513-00-14-000

JOINTURE REG ED

\$1,689.22 P

Inv# MCK-25-10-5

\$1,689.22 P 06/30/25

2382 MED-FLEX, INC.**\$103.00 Vend Total**

P.O. # 501956 Medical Waste Pickup

✓ \$103.00 PO Total

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

CLEANING, REPAIR MAINTEN

\$103.00

Inv# 257523

\$103.00 06/30/25

4088 NJ SCHOOL JOBS**\$375.00 Vend Total**

P.O. # 501317 POSTINGS FOR 24-25

✓ \$375.00 P PO Total

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

COMMUNICATIONS/POSTAGE

\$375.00 P

Inv# 19789

\$375.00 P 06/30/25

3678 NORTHEAST ELECTRICAL SERVICES, LLC**\$377.07 Vend Total**

P.O. # 501205 Electrical repairs in district

✓ \$377.07 P PO Total

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

REQUIRED MAINTENANCE

\$377.07 P

Inv# 10914

\$377.07 P 06/30/25

3841 NORTHEAST PLUMBING SERVICES, LLC**\$2,738.76 Vend Total**

P.O. # 501207 Maintenance/Repairs - TRECC

✓ \$381.98 P PO Total

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

REQUIRED MAINTENANCE

\$114.59 P

Inv# 71813

✓ \$114.59 P 06/30/25

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

Required Maintenance

\$267.39 P

Inv# 71813

✓ \$267.39 P 06/30/25

P.O. # 501208 Maintenance/Repairs - WES

\$2,356.78 P PO Total

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

REQUIRED MAINTENANCE

✓ \$2,356.78 P

Inv# 70885

✓ \$919.50 P 06/30/25

Inv# 71812

✓ \$654.00 P 06/30/25

Inv# 71814

✓ \$783.28 P 06/30/25

S113 PENN POWER GROUP, LLC.**\$325.00 Vend Total**

P.O. # 501960 April Inspection Atco and TR

✓ \$325.00 PO Total

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

REQUIRED MAINTENANCE

\$325.00

Inv# 4718839

\$325.00 06/30/25

P857 PROFESSIONAL HEALTHCARE STAFFING**\$8,125.00 Vend Total**

P.O. # 501843 1:1 NURSING SERVICES

\$8,125.00 P PO Total

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

EXTRAORDNRY

\$8,125.00 P

Inv# 2761

✓ \$2,600.00 P 06/30/25

Inv# 2915

✓ \$1,625.00 P 06/30/25

Inv# 2972

✓ \$2,600.00 P 06/30/25

Batch Number	2	Batch 2	\$117,715.83	Batch Total
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P857 PROFESSIONAL HEALTHCARE STAFFING**\$8,125.00 Vend Total**

P.O. # 501843 1:1 NURSING SERVICES

✓ \$8,125.00 P PO Total

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

EXTRAORDNRY

\$8,125.00 P

Inv# 2990

✓ \$1,300.00 P 06/30/25

J298 SCHILLER; JEREMY**\$70.50 Vend Total**

P.O. # 501985 Mileage

✓ \$70.50 PO Total

11-000-262-590-58-20-000

MAINTENANCE TRAVEL

\$70.50

Inv# MILEAGE APR-JUNE

\$70.50 06/30/25

4191 SONITROL SECURITY OF DELAWARE VALLEY**\$3,589.76 Vend Total**

P.O. # 501226 New access swipe WES office

\$98.00 P PO Total

12-000-266-730-00-19-000

SECURITY EQUIPMENT

✓ \$98.00 P

Inv# 333407

\$98.00 P 06/30/25

P.O. # 501986 Maintenance Calls

✓ \$3,491.76 P PO Total

11-000-262-300-00-20-000

MAINTENANCE SERVICES

\$3,491.76

Inv# 333302

\$3,491.76 06/30/25

V982 UGI ENERGY SERVICES, LLC**\$600.22 Vend Total**

P.O. # 501187 Energy services - Atco

\$277.03 P PO Total

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

NATURAL GAS ATCO

✓ \$277.03 P

Inv# G6739156

\$277.03 P 06/30/25

P.O. # 501188 Energy services - WES

\$188.95 P PO Total

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

NATURAL GAS WES

✓ \$188.95 P

Inv# G6739202

\$188.95 P 06/30/25

P.O. # 501189 Energy services - TRECC

\$134.24 P PO Total

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

NATURAL GAS TR

✓ \$134.24 P

Inv# G6739321

\$134.24 P 06/30/25

3705 V.J.D. LANDSCAPING AND PROPERTY MAINT**\$16,325.00 Vend Total**

P.O. # 501811 Lawn Services through 6/30/25

\$3,425.00 PO Total

11-000-263-420-00-20-000

GROUNDS - MAINTENENCE

✓ \$3,425.00

Inv# 10415

✓ \$600.00 P 06/30/25

Inv# 10416

✓ \$1,000.00 P 06/30/25

Inv# 10417

✓ \$1,025.00 P 06/30/25

Inv# 10422

✓ \$800.00 P 06/30/25

P.O. # 501909 Snow Removal / Salt Management

\$12,900.00 PO Total

11-000-263-420-00-20-000

GROUNDS - MAINTENENCE

✓ \$12,900.00 P

Inv# 10154

✓ \$1,500.00 P 06/30/25

Inv# 10251

✓ \$1,500.00 P 06/30/25

Inv# 10252

✓ \$3,000.00 P 06/30/25

Inv# 10253

✓ \$1,500.00 P 06/30/25

Inv# 10338

✓ \$750.00 P 06/30/25

Inv# 10351

✓ \$750.00 P 06/30/25

Inv# 10352

✓ \$2,400.00 P 06/30/25

Inv# 10353

✓ \$1,500.00 P 06/30/25

Batch Number	2	Batch 2	\$117,715.83	Batch Total
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2307 WINSLOW TWP. B.O.E.**\$27,878.30 Vend Total**

P.O. # 501677 Tuition TCJ

✓ \$10,539.15 P PO Total

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

TUITION TO OTHER LEAS, S

\$8,740.01 P

Inv# Jan25-Feb25 THJ

✓ \$4,678.18 P 06/30/25

Inv# May25-Jun25 THJ

✓ \$4,061.83 P 06/30/25

11-000-270-515-00-14-000

JOINTURE SP ED

\$1,799.14 P

Inv# Jan25-Feb25 THJ

✓ \$962.92 P 06/30/25

Inv# May25-Jun25 THJ

✓ \$836.22 P 06/30/25

P.O. # 501678 Tuition & Transportation

✓ \$10,539.15 P PO Total

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

TUITION TO OTHER LEAS, S

\$8,740.01 P

Inv# Jan25-Feb25 TJ

✓ \$4,678.18 P 06/30/25

Inv# May25-Jun25 TJ

✓ \$4,061.83 P 06/30/25

11-000-270-515-00-14-000

JOINTURE SP ED

\$1,799.14 P

Inv# Jan25-Feb25 TJ

✓ \$962.92 P 06/30/25

Inv# May25-Jun25 TJ

✓ \$836.22 P 06/30/25

P.O. # 501916 Bryson Moore Jointure

✓ \$6,800.00 P PO Total

11-000-270-513-00-14-000

JOINTURE REG ED

✓ \$6,800.00

Inv# NOV-JUNE-BM

\$6,800.00 06/30/25

Total for Report =**\$117,715.83**



Batch Number 6	Batch 6	\$377,114.26	Batch Total
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3779 4IMPRINT, INC.**\$503.93 Vend Total**

P.O. # 601047 25-26 Landyards

✓ \$503.93 PO Total

11-190-100-610-00-01-040

REG PRGM - INST SUPPLIES

✓ \$503.93

Inv# 14041945

\$503.93

07/29/25

D263 ACTIVE CHEMICAL CORPORATION**\$383.00 Vend Total**

P.O. # 601088 Water Treatment Service

✓ \$383.00 P PO Total

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

CLEANING, REPAIR MAINTEN

✓ \$383.00 P

Inv# 96697 7/25

\$383.00 P

08/12/25

A896 ASHA**\$288.00 Vend Total**

P.O. # 601189 L Pass; Amanda Magenta

✓ \$288.00 PO Total

11-000-223-320-00-03-000

PD SERV

✓ \$288.00

Inv# 6569604

\$288.00

08/06/25

S534 AVERY PRODUCTS CORP. DBA THRESHOLD**\$370.76 Vend Total**

P.O. # 601227 Vistor Passes WES Bldg; Mrs. D.

✓ \$370.76 PO Total

11-000-240-610-00-06-100

SCHOOL ADMIN SUPPLIES

✓ \$370.76

Inv# 1458519

\$370.76

08/12/25

1152 BANCROFT A NEW JERSEY NON PROFIT CORPORA**\$35,802.46 Vend Total**

P.O. # 601082 25/26 TUITION ST

\$14,285.34 P PO Total

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

Private School Secondary

✓ \$14,285.34 P

Inv# Water0725-ST

\$14,285.34 P

08/12/25

P.O. # 601083 25/26 TUITION AG

\$7,231.78 P PO Total

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

S.E. TUITIONS - PRIVATE

✓ \$7,231.78 P

Inv# Water0725-AG

\$7,231.78 P

08/12/25

P.O. # 601210 25/26 Tuition HL

\$14,285.34 P PO Total

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

Private School Secondary

✓ \$14,285.34 P

Inv# Water0725-HL

\$14,285.34 P

08/12/25

1501 BUREAU OF EDUCATION & RESEARCH, INC.**\$295.00 Vend Total**

P.O. # 601157 PD Virt. Services James Moore

✓ \$295.00 PO Total

11-000-223-320-00-06-100

PD SERV WES

✓ \$295.00

Inv# 5217152

\$295.00

07/29/25

2136 CC EDUCATIONAL SERVICES COMMISSION**\$42,296.54 Vend Total**

P.O. # 601247 ESY Transportation 2025

✓ \$42,296.54 P PO Total

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

ADMIN FEE

✓ \$2,394.14 P

Inv# 6V0049

\$2,394.14 P

08/12/25

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

CONTRCTD SERV - SP-ESC

✓ \$6,978.27 P

Inv# 6V0049

\$6,978.27 P

08/12/25

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

Contracted Serve SPED ESC

✓ \$32,924.13 P

Inv# 6V0049

\$32,924.13 P

08/12/25

Batch Number	6	Batch 6	\$377,114.26	Batch Total
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1307 CC MUNICIPAL UTILITIES AUTHORITY**\$2,817.96 Vend Total**

P.O. # 601167 Sewer Services

\$1,690.78 P PO Total

11-000-262-490-00-20-100

OTHER PURCHASED PROPERTY

\$1,690.78 P

Inv# 6/1/25-8/31/25-WES

\$1,690.78 P 07/29/25

P.O. # 601168 Sewer Services

\$1,127.18 P PO Total

11-000-262-490-00-20-040

WATER-SEWER ATCO

\$1,127.18 P

Inv# 6/1/25-8/31/25-Atco

\$1,127.18 P 07/29/25

2729 DECKER EQUIPMENT**\$298.69 Vend Total**

P.O. # 601193 Student Drop off Safety; Mrs.D

\$298.69 PO Total

11-000-240-610-00-06-100

SCHOOL ADMIN SUPPLIES

\$298.69

Inv# 624589A

\$298.69 08/06/25

1084 DEMCO, INC.**\$110.16 Vend Total**

P.O. # 609135 Library Supplies

\$110.16 PO Total

11-000-222-610-00-06-100

MEDIA SUPPLIES WES

\$110.16

Inv# 7668992

\$110.16 08/12/25

R761 FARM FRIENDS, LLC**\$500.00 Vend Total**

P.O. # 601255 Title I Summer Pgm

\$500.00 PO Total

20-237-100-329-88-04-000

Instructional Consultants Summ

\$500.00

Inv# 2025-56

\$250.00 P 08/12/25

Inv# 2025-57

\$250.00 P 08/12/25

3075 FIRST STUDENT, INC**\$65,340.00 Vend Total**

P.O. # 601254 Title I Summer Trans

\$21,090.00 P PO Total

20-237-200-500-88-04-000

Transportation Summer

\$21,090.00

Inv# 12067399

\$21,090.00 08/12/25

P.O. # 601256 ESY 2025 Transportation

\$44,250.00 P PO Total

11-422-270-511-00-14-000

SUMMER SCHOOL TRANSPORTATION

\$44,250.00

Inv# 12067399

\$44,250.00 08/12/25

3922 FOLLETT SCHOOL SOLUTIONS, INC.**\$3,657.00 Vend Total**

P.O. # 601030 Library Software Renewal

\$3,657.00 PO Total

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

TECHNICAL SERVICES -DIST

\$3,657.00

Inv# 1586509

\$3,657.00 07/30/25

3835 GARRISON; JASON**\$100.00 Vend Total**

P.O. # 601241 Board Meeting Video

\$100.00 P PO Total

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

OTHER PURC PROF SERV

\$100.00 P

Inv# 707-July

\$100.00 P 08/12/25

4200 GIBBINS; EMMA**\$1,757.38 Vend Total**

P.O. # 601016 25/26 Tuition

\$1,757.38 PO Total

11-000-291-280-00-10-000

TUITION REIMB NJEA

\$1,757.38

Inv# Tuition

\$1,757.38 08/12/25

Batch Number	6	Batch 6	\$377,114.26	Batch Total
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3852 HARDENBERGH INSURANCE GROUP

\$700.00 Vend Total

P.O. # 601260 Business Administrator Bond

\$700.00 PO Total

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

INSURANCE

\$700.00

Inv# 18666

\$700.00

08/12/25

H267 HD SUPPLY FORMERLY HOME DEPOT PRO

\$152.79 Vend Total

P.O. # 601211 Floor Buffer Pad Holder Rplcmt

\$152.79 PO Total

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

MAINTENANCE SUPPLIES

\$152.79

Inv# 872918594

\$152.79

07/30/25

3515 HEINEMANN PUBLISHING

\$513.72 Vend Total

P.O. # 601033 LLI My Writing - Closet Supply

\$436.02 P PO Total

11-190-100-610-00-01-040

REG PRGM - INST SUPPLIES

\$436.02

Inv# 956311824

\$436.02

07/29/25

P.O. # 601133 K student folders

\$77.70 P PO Total

11-190-100-610-00-02-060

REG PRGM - INST SUPPLIES

\$77.70

Inv# 956311825

\$77.70

07/29/25

4397 KAPLAN EARLY LEARNING COMPANY

\$178.26 Vend Total

P.O. # 601116 PK curriculum bin supplies

\$178.26 PO Total

20-218-100-600-00-02-060

PEA IN SUPPLS TR

\$178.26

Inv# 0007210881

\$178.26

07/29/25

4598 KEYBOARD CONSULTANTS

\$11,593.00 Vend Total

P.O. # 601050 Smartboards for atco classroom

\$9,618.00 P PO Total

12-120-100-730-00-19-000

TECHNOLOGY EQUIPMENT

\$9,618.00

Inv# 92895

\$9,618.00

08/12/25

P.O. # 601051 Mount smartboards rm 103,104

\$550.00 P PO Total

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

TECHNICAL SERVICES -DIST

\$550.00

Inv# 92896

\$550.00

08/12/25

P.O. # 601142 Mount 3 Smartboards at WES

\$1,425.00 P PO Total

11-000-222-610-00-19-000

TECH SUPPLIES DIST

\$1,425.00

Inv# 92921

\$1,425.00

08/12/25

3318 KINGSWAY LEARNING CENTER / KINGSWAY SVCS

\$128,316.71 Vend Total

P.O. # 601197 25/26 Tuition

\$17,766.91 P PO Total

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

Private School Secondary

\$17,766.91 P

Inv# 1006158-esy-tuit-rh

\$10,877.70 P 07/29/25

Inv# 1006267-sept-tuit-rh

\$6,889.21 P 07/30/25

P.O. # 601198 25/26 Tuition

\$26,586.91 P PO Total

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

Private School Secondary

\$26,586.91 P

Inv# 1006158-esy-tuit-ji

\$10,877.70 P 07/29/25

Inv# 1006201-esy-exser-ji

\$5,400.00 P 07/29/25

Inv# 1006267-sept-tuit-ji

\$6,889.21 P 07/30/25

Inv# 1006311-sep-exser-ji

\$3,420.00 P 07/30/25

Batch Number	6	Batch 6	\$377,114.26	Batch Total
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3318 KINGSWAY LEARNING CENTER / KINGSWAY SVCS**\$128,316.71 Vend Total**

P.O. # 601199 25/26 Tuition

\$13,022.16 P PO Total

11-000-100-566-30-15-000	Private School Secondary		\$13,022.16
Inv# 1006158-esy-ak-final		\$8,702.16 P	07/31/25
Inv# 1006201-esy-ak-final		\$4,320.00 P	07/31/25

P.O. # 601200 25/26 Tuition

\$26,586.91 P PO Total

11-000-100-566-30-15-000	Private School Secondary		\$26,586.91 P
Inv# 1006158-esy-tuit-bl		\$10,877.70 P	07/29/25
Inv# 1006201-esy-exser-bl		\$5,400.00 P	07/29/25
Inv# 1006267-sept-tuit-bl		\$6,889.21 P	07/30/25
Inv# 1006311-sep-exser-bl		\$3,420.00 P	07/30/25

P.O. # 601201 25/26 Tuition

\$17,766.91 P PO Total

11-000-100-566-30-15-000	Private School Secondary		\$17,766.91 P
Inv# 1006158-esy-tuit-qw		\$10,877.70 P	07/29/25
Inv# 1006267-sep-tuit-qw		\$6,889.21 P	07/30/25

P.O. # 601202 25/26 Tuition - MB

\$26,586.91 P PO Total

11-000-100-566-30-15-000	Private School Secondary		\$26,586.91 P
Inv# 1006158-esy-tuit-mb		\$10,877.70 P	07/29/25
Inv# 1006201-esy-exser-mb		\$5,400.00 P	07/29/25
Inv# 1006267-sept-tuit-mb		\$6,889.21 P	07/30/25
Inv# 1006311-sep-exser-mb		\$3,420.00 P	07/30/25

3830 KISTLER O'BRIEN FIRE PROTECTION**\$690.28 Vend Total**

P.O. # 601098 Fire Equipment Inspections

\$690.28 P PO Total

11-000-261-420-00-20-100	REQUIRED MAINTENANCE		\$690.28 P
Inv# 13068952		\$690.28 P	07/30/25

1620 LAKESHORE LEARNING MATERIALS**\$3,136.05 Vend Total**

P.O. # 601117 PK classroom supplies

\$2,065.45 PO Total

20-218-100-600-00-02-060	PEA IN SUPPLS TR		\$2,065.45
Inv# 91127319		\$2,065.45	07/29/25

P.O. # 601119 Preschool Curriculum Supplies

\$1,070.60 P PO Total

20-218-100-600-00-02-060	PEA IN SUPPLS TR		\$1,070.60
Inv# 91118167		\$935.63 P	07/29/25
Inv# 91127318		\$134.97 P	07/29/25

4498 MINUTEMAN PRESS - BAR MARKETING CORP**\$108.50 Vend Total**

P.O. # 601126 TR Envelopes

\$108.50 PO Total

11-000-240-610-00-02-060	SCHOOL ADMIN SUPPLIES		\$43.40
Inv# 8554		\$43.40	08/12/25
20-218-240-610-00-02-060	PEA ADMIN SUPPLIES		\$65.10
Inv# 8554		\$65.10	08/12/25

Batch Number	6	Batch 6	\$377,114.26	Batch Total
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1008 NJ PRINCIPALS & SUPERVISOR**\$3,935.00 Vend Total**

P.O. # 601027 H. Kondas Membership

\$905.00 P PO Total

11-000-240-890-00-01-040	OTHER OBJECTS/DUES	\$905.00	
Inv# 000086973			08/06/25

P.O. # 601048 H.Kondas Conference

\$240.00 P PO Total

11-000-223-580-58-01-040	PD TRAVEL ATCO	\$240.00	
Inv# FC2025-0015-04660534			08/06/25

P.O. # 601115 Membership

\$980.00 P PO Total

11-000-240-890-00-02-060	MISCELLANEOUS	\$490.00	
Inv# 000085469			08/06/25

20-218-200-800-00-02-060	Miscellaneous	\$490.00	
Inv# 000085469			08/06/25

P.O. # 601176 Membership Renewal

\$905.00 P PO Total

11-000-221-890-00-02-000	Improve Instruction Dues	\$362.00	
Inv# 000081202			08/06/25

20-218-200-800-00-02-060	Miscellaneous	\$543.00	
Inv# 000081202			08/06/25

P.O. # 601192 Membership dues C.Manna;Mrs.D

\$905.00 P PO Total

11-000-240-890-00-06-100	MISC. EXPENSE, ADM. DUES	\$905.00	
Inv# 000082006			07/29/25

3641 NJAFPA (NJ ASSOC.FEDERAL PROGRAM)**\$329.00 Vend Total**

P.O. # 601145 Membership 25-26

\$329.00 PO Total

11-000-221-890-00-04-000	BASIC SKILLS DUES DISTRI	\$329.00	
Inv# 1403			07/30/25

2207 NJASA**\$2,409.00 Vend Total**

P.O. # 601219 Dr Nolan 25-26 Admin. Dues

\$2,409.00 PO Total

11-000-230-890-00-23-000	SUPERINTENDENT MISC	\$2,409.00	
Inv# 25-26 MEMBER-NOLAN			08/06/25

1656 NJASBO**\$2,011.44 Vend Total**

P.O. # 601158 Annual Membership

\$761.44 PO Total

11-000-251-890-00-25-000	MISC CENTRAL SERV	\$761.44	
Inv# 300007456			07/29/25

P.O. # 601165 Annual Membership Fees

\$1,250.00 PO Total

11-000-251-890-00-25-000	MISC CENTRAL SERV	\$1,250.00	
Inv# 300007523			07/30/25

2236 NJSBA - TRENTON**\$2,300.00 Vend Total**

P.O. # 601181 Annual Workshop

\$2,300.00 PO Total

11-000-230-585-58-23-000	BOARD TRAVEL	\$2,300.00	
Inv# WRKSHP 10/20-10/23			07/30/25

Batch Number	6	Batch 6		\$377,114.26	Batch Total
3805	NJSBGA			\$700.00	Vend Total
P.O. #	601160	Membership Renewal		~~\$700.00~~	PO Total
11-000-262-800-00-20-000	MISCELLANEOUS		\$700.00		
Inv# 7819		\$700.00	07/29/25		
A932	NOLAN; MICHAEL A.			\$117.79	Vend Total
P.O. #	601234	Amazon Receipt		~~\$117.79~~	PO Total
11-000-230-610-00-23-000	SUPERINTENDENT SUPPLIES		\$117.79		
Inv# Amazon-Nespresso		\$117.79	08/12/25		
O298	ORCHARD FRIENDS SCHOOL			\$15,000.00	Vend Total
P.O. #	601077	25/26 TUITION ESY AGR		~~\$15,000.00~~	PO Total
11-000-100-566-30-15-000	Private School Secondary		\$15,000.00		
Inv# 2322		\$15,000.00	08/12/25		
1775	OTC BRANDS, INC.			\$34.62	Vend Total
P.O. #	609130	Library Supplies		~~\$34.62~~	PO Total
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES		\$34.62		
Inv# 73773935801		\$34.62	07/29/25		
U267	PORIS; AIMEE			\$30.55	Vend Total
P.O. #	601249	CDL		~~\$30.55~~	PO Total
11-000-270-890-00-14-000	TRANSPORTATION MISC		\$30.55		
Inv# finger prints		\$30.55	08/12/25		
S271	REAL OT SOLUTIONS			\$87.90	Vend Total
P.O. #	601043	OT; Amanda Magenta		~~\$87.90~~	PO Total
11-000-216-610-00-83-000	OT SUPPLIES		\$87.90		
Inv# S12346		\$87.90	07/29/25		
3826	ROCHESTER 100, INC.			\$554.40	Vend Total
P.O. #	601178	Communication Folders PK/K		~~\$554.40~~	PO Total
11-190-100-610-00-02-060	REG PRGM - INST SUPPLIES		\$198.00		
Inv# INV102815		\$198.00	07/30/25		
20-218-100-600-00-02-060	PEA IN SUPPLS TR		\$356.40		
Inv# INV102815		\$356.40	07/30/25		
1051	SCHOLASTIC MAGAZINES			\$1,687.50	Vend Total
P.O. #	601010	25-26 Scholastic Mag.		~~\$1,687.50~~	PO Total
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES		\$1,687.50		
Inv# M7624693		\$1,687.50	07/29/25		
4313	SHERWIN WILLIAMS			\$993.40	Vend Total
P.O. #	601136	Summer Painting Supplies		~~\$993.40~~	PO Total
11-000-262-610-00-20-000	MAINTENANCE SUPPLIES		\$993.40		
Inv# tran#6897-7		\$993.40 P	07/29/25		

Batch Number	6	Batch 6	\$377,114.26	Batch Total
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4191 SONITROL SECURITY OF DELAWARE VALLEY**\$5,574.91 Vend Total**

P.O. # 601243 Service Call

\$633.74 PO Total

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

REQUIRED MAINTENANCE

\$633.74

Inv# 334022

\$633.74

08/12/25

P.O. # 601246 Inspection Services

\$4,941.17 PO Total

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

REQUIRED MAINTENANCE

\$4,941.17

Inv# 333928

\$4,941.17

08/12/25

3862 SRI & ETTG, RICHARD STOCKTON COLLEGE**\$106.00 Vend Total**

P.O. # 601152 workshop; Amanda Magenta

\$106.00 PO Total

11-000-223-320-00-03-000

PD SERV

\$106.00

Inv# 26091

\$106.00

08/06/25

4395 STATE OF NEW JERSEY**\$491.37 Vend Total**

P.O. # 601212 IMMEDIATE BILL

\$53.37 P PO Total

11-000-251-890-00-25-000

MISC CENTRAL SERV

\$53.37

Inv# QTR END 6/30/2024

\$53.37

07/30/25

P.O. # 601261 Catastrophic Illness Fund

\$438.00 P PO Total

11-000-291-290-00-10-000

OTHER EMPLOYEE BENEFITS

\$438.00

Inv# SNJ

\$438.00

08/12/25

M697 THIRD BASE SPORTS & TROPHIES, INC.**\$20.00 Vend Total**

P.O. # 601191 Student Award Plaques; Mrs.D.

\$20.00 PO Total

11-190-100-610-00-06-100

REG PRGM - INST SUPPLIES

\$20.00

Inv# NAMEPLATES

\$20.00

08/06/25

3823 THOMSON REUTERS - WEST**\$779.10 Vend Total**

P.O. # 601251 Clear Registration Software

\$779.10 P PO Total

11-000-211-300-00-00-000

STUDENT ACCOUNTING SERV

\$779.10 P

Inv# 852357834-July 25

\$779.10 P

08/12/25

T985 T-MOBILE**\$89.67 Vend Total**

P.O. # 601103 Cell Phone Service

\$89.67 P PO Total

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

CLEANING, REPAIR MAINTEN

\$89.67 P

Inv# 992461888-JULY

\$89.67 P

08/06/25

3606 TREASURER - STATE OF NEW JERSEY**\$85.00 Vend Total**

P.O. # 601233 Medical Waste Registration Fee

\$85.00 PO Total

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

CLEANING, REPAIR MAINTEN

\$85.00

Inv# 250694220

\$85.00

08/12/25

3954 UNITED SUPPLY CORP**\$99.63 Vend Total**

P.O. # 609085 Custodial Supplies

\$69.27 P PO Total

20-218-100-600-00-02-060

PEA IN SUPPLS TR

\$69.27

Inv# 773509

\$69.27

07/30/25

Batch Number	6	Batch 6	\$377,114.26	Batch Total
3954	UNITED SUPPLY CORP		\$99.63	Vend Total
P.O. #	609265	Teaching Aids	✓\$30.36 P	PO Total
11-190-100-610-00-02-060	REG PRGM - INST SUPPLIES		\$30.36	
Inv# 782740		\$30.36	08/12/25	
3946	UNIVERSITY BEHAVIORAL HEALTH CARE		\$1,912.50	Vend Total
P.O. #	601094	Employee Assistance Plan	✓\$1,912.50 P	PO Total
11-000-291-290-00-10-000	OTHER EMPLOYEE BENEFITS		\$1,912.50 P	
Inv# FY26-79-Q1		\$1,912.50 P	08/12/25	
F303	VIKING PEST CONTROL		\$227.46	Vend Total
P.O. #	601081	Pest Control Service	\$227.46 P	PO Total
11-000-262-420-00-20-000	CLEANING, REPAIR MAINTEN		\$227.46 P	
Inv# 903019516-july-tr		✓ \$75.82 P	07/29/25	
Inv# 903019517-july-atco		✓ \$75.82 P	07/29/25	
Inv# 903019518-july-wes		✓ \$75.82 P	07/29/25	
2015	WADE, LONG & WOOD, LLC		\$1,730.66	Vend Total
P.O. #	601262	June 2025 Monthly Bill -	✓ \$1,730.66	PO Total
10-421-X - - -	PAYMENT FROM 10-421		\$1,730.66	
Inv# 32756		\$1,730.66	08/12/25	
1600	WATERFORD TWP. HOME & SCHOOL ASSOCIATION		\$1,570.11	Vend Total
P.O. #	601214	Return of Unspent Grants	✓\$1,570.11	PO Total
20-499-R - - -	Receipt from 20-499		\$1,570.11	
Inv# Unexpended funds		\$1,570.11	08/12/25	
3846	WATERFORD TWP. WOMAN'S CLUB, INC.		\$668.86	Vend Total
P.O. #	601213	Return of Grant Funds	✓\$668.86	PO Total
20-499-R - - -	Receipt from 20-499		\$668.86	
Inv# Unexpended funds		\$668.86	08/12/25	
3675	WILLIAMS SCOTSMAN, INC		\$1,278.81	Vend Total
P.O. #	601086	Trailer Mobile Office Rental	✓ \$1,278.81 P	PO Total
11-000-262-441-00-20-040	Rental of Land & Buildings		\$1,278.81 P	
Inv# 9024162329-7/16-8/15		\$1,278.81 P	07/29/25	
3211	WILSON LANGUAGE TRAINING CORP.		\$4,236.84	Vend Total
P.O. #	601174	RP; Amanda Magenta	✓ \$4,236.84	PO Total
11-213-100-610-00-03-000	GENERAL SUPPLIES - RP		\$4,236.84	
Inv# INV110214		\$4,236.84	07/30/25	
3524	XTEL COMMUNICATIONS		\$3,641.55	Vend Total
P.O. #	601038	Monthly telephone renewal	✓\$3,641.55 P	PO Total
11-000-230-530-00-19-000	TELEPHONE		\$3,641.55 P	
Inv# 60540		\$3,641.55 P	08/06/25	

Batch Number	6	Batch 6	\$377,114.26	Batch Total
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4566	Y.A.L.E. SCHOOL WEST, INC.
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\$24,501.00	Vend Total
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P.O. #	601195	/25/26 TUITION AE
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\$12,250.50	P	PO Total
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11-000-100-566-30-15-000

Private School Secondary

/	\$12,250.50	P
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Inv# west2/esy25 18-ae

\$12,250.50	P	07/29/25
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P.O. #	601196	/25/26 TUITION DY
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/	\$12,250.50	P	PO Total
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11-000-100-566-30-15-000

Private School Secondary

\$12,250.50	P
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Inv# west2/esy25 18-dy

\$12,250.50	P	07/29/25
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Total for Report =

\$377,114.26

ON

Vendor Bill List

Waterford BOE

ACH

Page 1 of 1

Batch Count = 1

07/29/25 09:37

Batch Number 3

Batch 3

\$750.00

Batch Total

F079 SAVVAS LEARNING COMPANY, LLC

P.O. # 501948

✓ \$750.00 Vend Total

✓ \$750.00 PO Total

11-000-230-340-00-23-000

PURCHASED TECHNICAL SERV

\$750.00

Inv# 7029044940

\$750.00

06/30/25

Total for Report =

\$750.00

DN

Batch Number	7	Batch 7	\$47,454.68	Batch Total
3155	CDW-GOVERNMENT, LLC		\$1,865.61	Vend Total
P.O. #	601144	Patch cables 4room;Ed Leypoldt	\$317.85	PO Total
11-000-222-610-00-19-000	TECH SUPPLIES DIST	✓ \$317.85		
Inv# AE8QE9C	\$317.85	07/24/25		
P.O. #	601175	Monitors; Ed Leypoldt	\$1,547.76	PO Total
11-000-222-610-00-19-000	TECH SUPPLIES DIST	\$1,547.76		
Inv# AF2NJ6G	\$1,547.76	08/12/25		
2221	HOUGHTON MIFFLIN HARCOURT		\$4,500.00	Vend Total
P.O. #	601107	Waggle - 25.26	\$4,500.00	PO Total
11-190-100-340-00-01-040	INSTRUCTIONAL SERVICES.	✓ \$4,500.00		
Inv# 956314244	\$4,500.00	07/24/25		
4308	KS STATEBANK		\$6,070.96	Vend Total
P.O. #	601151	Lease Payment Atco Modular Cla	\$6,070.96 P	PO Total
11-000-251-832-00-23-000	INTEREST ON LEASE PURCHASE	✓ \$236.98 P		
Inv# 59901-9-2025	\$236.98 P	07/30/25		
12-000-400-721-00-23-040	LEASE PURCHASE PRIN ATCO	✓ \$5,833.98 P		
Inv# 59901-9-2025	\$5,833.98 P	07/30/25		
X260	MAGENTA; AMANDA - PETTY CASH		\$384.71	Vend Total
P.O. #	601235	Reimb Summer EOP	\$384.71	PO Total
20-237-100-600-01-04-000	TITLE I - DISTRICT PGM SUPPLIE	✓ \$384.71		
Inv# Pizza-EOY Title 1	\$384.71	08/12/25		
Z048	MANNA; CHRISTINE PETTY CASH		\$167.36	Vend Total
P.O. #	601236	Supplies (School/Office)	\$82.00	PO Total
11-000-240-610-00-06-100	SCHOOL ADMIN SUPPLIES	\$82.00		
Inv# 5 Below-Notebooks	✓ \$7.46 P	08/12/25		
Inv# Lowes-Beautification	✓ \$30.69 P	08/12/25		
Inv# Staples-Avery card	✓ \$28.78 P	08/12/25		
Inv# Thrift st-metal bins	✓ \$15.07 P	08/12/25		
P.O. #	601237	Bins	\$85.36	PO Total
11-000-240-610-00-06-100	SCHOOL ADMIN SUPPLIES	✓ \$85.36		
Inv# Walmt-storage bins	\$85.36	08/12/25		
3733	PEARSON CLINICAL ASSESSMENT		\$270.72	Vend Total
P.O. #	601053	Protocols; Amanda Magenta	\$270.72	PO Total
11-000-216-610-00-53-000	SPEECH SUPPLIES	\$270.72		
Inv# 28983097	\$270.72	07/24/25		
4662	SCHOOL SPECIALITY, LLC		\$519.42	Vend Total
P.O. #	601120	Preschool Curriculum Supplies	\$208.29 P	PO Total
20-218-100-600-00-02-060	PEA IN SUPPLS TR	✓ \$208.29		
Inv# 308104735683	\$208.29	08/06/25		

Batch Number	7	Batch 7		\$47,454.68	Batch Total
4662		SCHOOL SPECIALITY, LLC		\$519.42	Vend Total
P.O. #	609070	General Classroom Supplies		\$10.80 P	PO Total
11-000-219-610-99-03-000		CST OFFICE SUPPLIES		\$10.80	
Inv#	208135996947	\$10.80	08/12/25		
P.O. #	609111	Fine Art Supplies		\$240.62 P	PO Total
11-000-222-610-00-06-100		MEDIA SUPPLIES WES		\$240.62	
Inv#	208135967187	\$240.62	08/12/25		
P.O. #	609267	Teaching Aids		\$56.79 P	PO Total
20-218-100-600-00-02-060		PEA IN SUPPLS TR		\$56.79	
Inv#	208135976915	\$56.79	08/06/25		
P.O. #	609277	Teaching Aids		\$2.92 P	PO Total
11-000-222-610-00-06-100		MEDIA SUPPLIES WES		\$2.92	
Inv#	208135948714	\$2.92	08/12/25		
1846		STAPLES ADVANTAGE		\$802.22	Vend Total
P.O. #	601185	Pat's Printer toner;Mrs.D.		\$77.69 P	PO Total
11-000-240-610-00-06-100		SCHOOL ADMIN SUPPLIES		\$77.69	
Inv#	6038879890	\$77.69	08/06/25		
P.O. #	609146	Office and Toner Supplies		\$5.14 P	PO Total
11-000-240-610-00-01-040		SCHOOL ADMIN SUPPLIES		\$5.14	
Inv#	6036749299	\$5.14	07/24/25		
P.O. #	609149	Office and Toner Supplies		\$53.89 P	PO Total
11-000-240-610-00-02-060		SCHOOL ADMIN SUPPLIES		\$53.89	
Inv#	6039182390	\$2.47 P	08/12/25		
Inv#	6039182397	\$0.73 P	08/12/25		
Inv#	6039182401	\$50.69 P	08/12/25		
P.O. #	609151	Office and Toner Supplies		\$451.07 P	PO Total
20-218-100-600-00-02-060		PEA IN SUPPLS TR		\$451.07	
Inv#	6039182395	\$451.07	08/12/25		
P.O. #	609153	Office and Toner Supplies		\$99.70 P	PO Total
11-190-100-610-00-02-060		REG PRGM - INST SUPPLIES		\$99.70	
Inv#	6039182391	\$99.70	08/12/25		
P.O. #	609167	Office and Toner Supplies		\$114.73 P	PO Total
11-000-251-610-00-25-000		SUPPLIES CENTRAL SERV		\$114.73	
Inv#	6036749296	\$17.90 P	07/30/25		
Inv#	6036749297	\$10.31 P	07/30/25		
Inv#	6036749298	\$78.44 P	07/30/25		
Inv#	6037144976	\$4.40 P	07/30/25		
Inv#	6037300697	\$3.68 P	07/30/25		
4114		TEACHING STRATEGIES, LLC		\$32,341.74	Vend Total
P.O. #	601013	PK Creative Curriculum		\$1,243.20 P	PO Total
20-218-240-610-00-02-060		PEA ADMIN SUPPLIES		\$1,243.20	
Inv#	INV221519	\$1,243.20	07/30/25		

Batch Number	7	Batch 7	\$47,454.68	Batch Total
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4114 TEACHING STRATEGIES, LLC**\$32,341.74 Vend Total**

P.O. # 601194 Preschool curriculum renewal

\$28,068.29 P PO Total

20-218-200-329-00-02-060

PEA SPT EDUCATIONAL SERV

\$28,068.29

Inv# INV221619

\$28,068.29

07/30/25

P.O. # 601205 PSD renewal

\$3,030.25 P PO Total

11-000-221-320-00-02-060

Curriculum Ed Services

\$3,030.25

Inv# INV221631

\$3,030.25

08/06/25

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

P.O. # 601222 FSA Fee

\$100.00 P PO Total

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

BUSINESS SERVICES

\$100.00 P

Inv# INV8065474-JULY

\$100.00 P

08/06/25

4668 WEAVER, JAMES - PETTY CASH**\$249.05 Vend Total**

P.O. # 601225 Reimbursement for Gasoline

\$78.92 P PO Total

11-000-262-626-01-20-000

GASOLINE

\$78.92

Inv# DELTA GAS REC 7/24

\$78.92

08/06/25

P.O. # 601245 Maint Petty Cash Reimbursement

\$170.13 P PO Total

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

MAINTENANCE SUPPLIES

\$170.13

Inv# HD-misc

\$117.13 P

08/12/25

Inv# jr flood locksmith

\$53.00 P

08/12/25

4247 WEAVER; JAMES**\$182.89 Vend Total**

P.O. # 601164 Gasoline Reimbursement

\$91.43 P PO Total

11-000-262-626-01-20-000

GASOLINE

\$91.43

Inv# gas purchase 7/1/25

\$91.43

07/24/25

P.O. # 601173 Reimbursement - Home Depot

\$91.46 P PO Total

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

MAINTENANCE SUPPLIES

\$91.46

Inv# Hd Purchase 7/8/25

\$91.46

07/24/25

Total for Report =**\$47,454.68**

DN

Batch Count = 1

08/06/25 11:17

Batch Number	8	Future Year POs	\$24,134.88	Batch Total
4411	ATLANTIC CITY ELECTRIC 5500 2154 379		✓ \$411.90	Vend Total
P.O. #	601128	Electric TR Street Lights	✓ \$411.90 P	PO Total
11-000-262-622-01-20-060	ELECTRIC STREET LIGHTS		✓ \$164.76 P	
Inv# 55002154379-July		\$164.76 P	08/06/25	
20-218-262-622-00-20-060	Electric TR		✓ \$247.14 P	
Inv# 55002154379-July		\$247.14 P	08/06/25	
4409	ATLANTIC CITY ELECTRIC 5500 3210 584		✓ \$6,393.05	Vend Total
P.O. #	601139	Electricity WES	✓ \$6,393.05 P	PO Total
11-000-262-622-00-20-100	ELECTRICITY WES		\$6,393.05 P	
Inv# 55003210584-July		\$6,393.05 P	08/06/25	
4410	ATLANTIC CITY ELECTRIC 5500 4710 475		✓ \$3,882.81	Vend Total
P.O. #	601140	Electricity Thomas Richards	✓ \$3,882.81 P	PO Total
11-000-262-622-00-20-060	ELECTRICITY TR		✓ \$1,553.12 P	
Inv# 55004710475-july		\$1,553.12 P	07/29/25	
20-218-262-622-00-20-060	Electric TR		✓ \$2,329.69 P	
Inv# 55004710475-july		\$2,329.69 P	07/29/25	
4412	ATLANTIC CITY ELECTRIC 5500 9692 629		✓ \$90.37	Vend Total
P.O. #	601093	Electricity Trailer Atco OLD	✓ \$90.37 P	PO Total
11-000-262-622-03-20-040	ELECTRICITY ATCO		\$90.37 P	
Inv# 55009692629-July		\$90.37 P	08/06/25	
4407	ATLANTIC CITY ELECTRIC 5500 9762 406		✓ \$25.48	Vend Total
P.O. #	601095	Electric Atco Street Light	✓ \$25.48 P	PO Total
11-000-262-622-02-20-040	ELECTRIC - STREET LIGHTS		\$25.48 P	
Inv# 55009762406-July		\$25.48 P	08/06/25	
4413	ATLANTIC CITY ELECTRIC 5500 9762 737		✓ \$2,732.95	Vend Total
P.O. #	601121	Electric Atco Elementary	✓ \$2,732.95 P	PO Total
11-000-262-622-00-20-040	ELECTRICITY ATCO		\$2,732.95 P	
Inv# 55009762737-July		\$2,732.95 P	08/06/25	
4408	ATLANTIC CITY ELECTRIC 5501 2617 118		✓ \$12.88	Vend Total
P.O. #	601122	Electric Garage TR	✓ \$12.88 P	PO Total
11-000-262-622-02-20-060	ELECTRIC - GARAGE		\$5.15 P	
Inv# 55012617118-july		\$5.15 P	07/29/25	
20-218-262-622-00-20-060	Electric TR		\$7.73 P	
Inv# 55012617118-july		\$7.73 P	07/29/25	
4296	COMCAST		✓ \$3,279.28	Vend Total
P.O. #	601037	Internet/WAN renewal	✓ \$3,279.28 P	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST		\$3,279.28 P	
Inv# 247862392-8/1-8/31		\$3,279.28 P	08/06/25	

Batch Number	8	Future Year POs	\$24,134.88	Batch Total
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4084 READYREFRESH BY NESTLE

✓ \$661.80 Vend Total

P.O. # 601080 Bottle Water Delivery

✓ \$661.80 P PO Total

11-000-262-610-00-20-000 MAINTENANCE SUPPLIES \$453.90 P

Inv# 05G6703424199-tr ✓ \$138.59 P 07/29/25

Inv# 15G0439300559-wes ✓ \$315.31 P 07/29/25

20-218-262-610-00-20-000 Custodial Supplies \$207.90 P

Inv# 05G6703424199-tr ✓ \$207.90 P 07/29/25

1121 SOUTH JERSEY GAS CO.

✓ \$427.61 Vend Total

P.O. # 601129 Gas Services for Atco Elem

✓ \$311.95 P PO Total

11-000-262-621-00-20-040 NATURAL GAS ATCO \$311.95 P

Inv# 9559720000-6/17-7/20 \$311.95 P 07/29/25

P.O. # 601131 Gas Service for Waterford Elem

✓ \$115.66 P PO Total

11-000-262-621-00-20-100 NATURAL GAS WES \$115.66 P

Inv# 4487620000-6/18-7/22 \$115.66 P 07/29/25

1928 WASTE MANAGEMENT CAMDEN

✓ \$4,064.81 Vend Total

P.O. # 601110 Trash Removal Services

✓ \$4,064.81 P PO Total

11-000-262-420-00-20-000 CLEANING, REPAIR MAINTEN \$4,064.81 P

Inv# 3436675-2498-1-aug \$4,064.81 P 07/29/25

4347 XEROX CORPORATION

✓ \$2,151.94 Vend Total

P.O. # 601001 COPIER COSTS EDQ-727067

✓ \$269.27 P PO Total

11-190-100-420-44-23-100 COPIER MAINT WES INSTR ✓ \$4.79 P

Inv# 023954965-July \$4.79 P 07/30/25

11-190-100-440-44-23-100 COPIER RENTAL WES ✓ \$264.48 P

Inv# 023954965-July \$264.48 P 07/30/25

P.O. # 601002 COPIER COSTS EFQ-274576

✓ \$241.55 P PO Total

11-000-240-420-44-23-100 COPIER MAINT WES OFFICE ✓ \$97.80 P

Inv# 023954966-July \$97.80 P 07/30/25

11-000-240-440-44-23-100 COPIER RENTAL WES OFFICE ✓ \$143.75 P

Inv# 023954966-July \$143.75 P 07/30/25

P.O. # 601003 COPIER COSTS EHQ-4097

✓ \$184.32 P PO Total

11-000-251-420-44-23-000 COPIER MAINT BUS OFFICE ✓ \$56.87 P

Inv# 023954967-July \$56.87 P 07/30/25

11-000-251-440-44-23-000 COPIER RENTAL BUSINESS OFFICE ✓ \$127.45 P

Inv# 023954967-July \$127.45 P 07/30/25

P.O. # 601004 COPIER COSTS EHQ-390175

✓ \$178.78 P PO Total

11-000-219-420-44-23-000 COPIER MAINTENANCE SPS ✓ \$56.33 P

Inv# 023954968-July \$56.33 P 07/30/25

11-000-219-440-44-23-000 COPIER RENTAL SPS ✓ \$122.45 P

Inv# 023954968-July \$122.45 P 07/30/25

Batch Number	8	Future Year POs	\$24,134.88	Batch Total
4347	XEROX CORPORATION		\$2,151.94	Vend Total
P.O. #	601005	COPIER COSTS EFQ-274891	✓ \$157.22 P	PO Total
11-000-240-420-44-23-040	COPIER MAINTENANCE ATCO		✓ \$13.47 P	
Inv# 023954971-July		\$13.47 P 07/30/25		
11-000-240-440-44-23-040	COPIER RENTAL ATCO OFFICE		✓ \$143.75 P	
Inv# 023954971-July		\$143.75 P 07/30/25		
P.O. #	601006	COPIER COSTS EDQ-727083	✓ \$269.54 P	PO Total
11-190-100-420-44-23-060	COPIER MAINT TR INSTR		✓ \$5.06 P	
Inv# 023954969-July		\$5.06 P 07/30/25		
11-190-100-440-44-23-060	COPIER RENTAL tr		✓ \$264.48 P	
Inv# 023954969-July		\$264.48 P 07/30/25		
P.O. #	601007	COPIER COSTS EHQ-389418	✓ \$215.35 P	PO Total
11-000-240-420-44-23-060	COPIER MAINT TR OFFICE		✓ \$87.90 P	
Inv# 023954970-July		\$87.90 P 07/30/25		
11-000-240-440-44-23-060	COPIER RENTAL TR OFFICE		✓ \$127.45 P	
Inv# 023954970-July		\$127.45 P 07/30/25		
P.O. #	601008	COPIER COSTS BG2-484006	✓ \$357.07 P	PO Total
11-190-100-420-44-23-040	COPIER MAINT ATCO INSTR		✓ \$0.19 P	
Inv# 024037099-July		\$0.19 P 08/06/25		
11-190-100-440-44-23-040	COPIER RENTAL INSTR ATCO		✓ \$356.88 P	
Inv# 024037099-July		\$356.88 P 08/06/25		
P.O. #	601009	COPIER COSTS EDQ-727052	✓ \$278.84 P	PO Total
11-190-100-420-44-23-100	COPIER MAINT WES INSTR		✓ \$14.36 P	
Inv# 023954964-July		\$14.36 P 07/30/25		
11-190-100-440-44-23-100	COPIER RENTAL WES		✓ \$264.48 P	
Inv# 023954964-July		\$264.48 P 07/30/25		
Total for Report =			\$24,134.88	

“Resolution Awarding a Contract to W. J. Gross for Replacement of Windows”

Whereas, the Waterford Board of Education, pursuant to N.J.S.A. 18A:18A-11 may by resolution and without advertising for bids, purchase goods and services through a joint purchasing agreement with other school districts; and

Whereas. The Waterford Board of Education is a member of the Camden County Educational Services Commission (CCESC) cooperative purchasing agreement; and

Whereas, the CCESC has awarded a contract to W.J. Gross #66-CCEPS, and

Whereas, the Waterford Board of Education believes that it is most advantageous to select W.J. Gross; and now therefore be it

Resolved, the Waterford Board of Education authorizes the Business Administrator to procure the Replacement of Windows for \$144,151.02 and, be it further resolved, that the duration of the contract be from August 20, 2025 through June 30, 2026.

“Resolution Awarding a Contract for School District Auditor”

Whereas, the Waterford Board of Education, pursuant to N.J.S.A. 18A:18A-5a(10) may by resolution and without advertising for bids, purchase the services of a School District Auditor; and

Whereas, the Waterford Board of Education has the need to purchase auditing services for the fiscal year ending June 30, 2025; and

Whereas, proposals have been requested for the purchase of services of a School District Auditor on a tri-annual basis; and

Whereas, procuring the services of a School District Auditor is required; and

Whereas, the Waterford Board of Education intends to enter into a contract with Bowman & Company, LLP; and

Whereas, the Waterford Board of Education has reviewed the Quality Review Report for Bowman & Company, LLP; and

Whereas, the amount of said contract is \$47,000 plus \$2,500 for each additional federal and state major program to be tested; and

Whereas, the Business Administrator has issued a certificate of the availability of funds; now, therefore, be it

Resolved, the Waterford Board of Education authorizes the Business Administrator to procure services of a School District Auditor from Bowman & Company, LLP;



C-7

ADMINISTRATION BUILDING
POST OFFICE BOX 579
4567 U.S. ROUTE 9, SUITE D
HOWELL, N.J. 07731

Howell Township Public Schools

RONALD SANASAC
Assistant Superintendent for Business
Administration/Board Secretary

(732) 751-2480 ext. 3801
FAX (732) 938-3964
rsanasac@howell.k12.nj.us

July 24, 2025

Waterford School District
1106 Old White Horse Pike
Waterford, NJ 08089
Attn: Dan Fox

Dear Mr. Fox,

On behalf of Howell Township Public Schools, please accept the donation of desks to Waterford School District.

Sincerely,

Ronald Sanasac
Asst. Superintendent for Business Administration/
Board Secretary

Indoor Air Quality Program

Waterford Township School District

Waterford Township, New Jersey

2025/2026

C: Principals
Building Representatives
Nurses
Certified Educational Facilities Manager
Employee Manual

Policy and Administration

This notice is to inform employees that our agency complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), which was proposed on December 18, 2006 and adopted on May 21, 2007.

We recognize that good indoor air quality is essential to employee's health and productivity. We have established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Written Indoor Air Quality Program applies to the following buildings/locations:

Atco Elementary School
Thomas Richards School
Waterford Elementary School

Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for Waterford Township School District's compliance with the standard. This person is the Certified Educational Facilities Manager (CEFM).

The designated person is the person who has been trained and given the responsibility by the Waterford Township School District to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated person is also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and update the written program annually.

Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. A copy of the preventive maintenance schedules are available through the CEFM. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Recordkeeping

Documentation of preventive maintenance and repairs to the ventilation system will be retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
 - Checking and/or changing air filters
 - Checking and/or changing belts
 - Lubrication of equipment parts
 - Checking the functioning of motors
 - Confirming that equipment is in operating order
 - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance and work orders for repairs are maintained by the CEFM.

Indoor Air Quality Compliance Documents

Our agency will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person and will be available to PEOSH during an inspection. These documents include:

1. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. Operator training documentation

Investigating Complaints

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the Designated Person (via work order) so that their concerns can be documented and investigated. Doing so in writing preserves the employee's rights.

The employee should also report their health concerns to the school nurse, or their immediate supervisor if the school nurse is not available. The school nurse should file at least a report only claim with the workers compensation carrier.

The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the Designated Person.

If visible microbial growth is observed, the Designated Person should contact an industrial hygienist or certified microbial consultant.

Responding to Signed Employee Complaints to PEOSH

If we receive a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the Designated Person.

Notification of Employees

The Designated Person will notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information on how to access Material Safety Data Sheets (MSDS) or other hazard information. The Designated Person will maintain records of this notification for compliance recordkeeping purposes.

Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the Designated Person immediately via work order if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the Designated Person.

Controlling Air Contaminants

Outside air

The Designated Person will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person will eliminate the contaminant source or make arrangements to relocate the intake.

Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

Response to Temperature and Carbon Dioxide

Temperature

Where a mechanical ventilation system capable of regulating temperature is present, facilities personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person should be contacted by completing a work order. The Designated Person will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Designated Person should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO₂) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the Designated Person will conduct an inspection to ensure that the mechanical HVAC system is operating properly.

Maintaining Indoor Air Quality During Renovation and Construction Projects

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. The Designated Person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain MSDS for all products to be utilized on the project and maintain on-site throughout the duration of the project.
- Choose the least toxic product that is technically and economically feasible.
- Consider performing the renovation/construction project when building is least occupied.
- Consider temporarily relocating employees to an alternate worksite.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Isolate the work area from occupied areas.
- Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturer of those products on

whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

Management and the Designated Person will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Designated Person will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to one person (e.g., the nurse if available, or designated person) so that they can be accurately assessed and investigated when indicated. All exposures should also be reported to their supervisor and the designated person.

Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards (www.state.nj.us/dca/codes, 609-984-7609)

Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, visible mold) they should notify the CEFM by submitting a work order for the situation so that it can be addressed promptly.

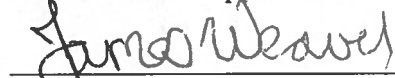
Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

Periodic Review and Update

The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information. This plan will be reviewed prior to August 31, 2026.

Certifications:

Reviewed and Approved:



James Weaver

Designated Person



Michael A. Nolan

Superintendent

Matthew DeNafo

Board President



Hazard Communication Written Program 2025/2026

for

Waterford Township
Board of Education

1106 White Horse Pike
Waterford NJ, 08089

Schools

Atco Elementary
Thomas Richards Elementary
Waterford Elementary

Waterford Township Board of Education

Hazard Communication Program

Policy and Administration

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

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

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

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

Identifying Hazardous Chemicals

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

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

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

Safety Data Sheets and Hazardous Substance Fact Sheets

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

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

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

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

Labels and Warning Systems

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

James Weaver, Certified Educational Facilities Manager will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. Additionally, in compliance with New Jersey's RTK requirements, pipelines will be labeled at their normally operated valves, outlets, vents, drains and sample connections designed to allow the release of a substance from the pipeline.

All hazardous chemical containers at this workplace will have:

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

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

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

Employee Training

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

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

- ◆ Input from employees regarding the training sessions and suggestions for improvement will be obtained through training evaluation forms.

The initial training session includes the following discussion items:

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

9. Procedures to follow if an employee is exposed to these chemicals.
10. How to read and interpret the information on PEOSH HCS and RTK labels, HSFSSs and SDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL.
11. A copy of the RTK brochure is distributed to all employees.

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

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

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

New Jersey Department of Health
Right to Know Program
PO Box 368
Trenton, NJ 08625-0368
(609) 984-2202

Informing Employees who do Special Tasks

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

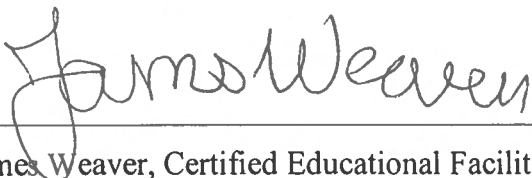
Informing contractors and other employers about our hazardous chemicals

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

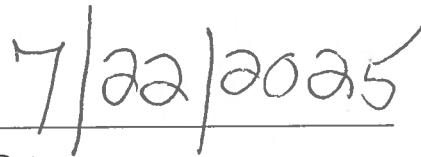
- The identity of the chemicals, how to review our Safety Data Sheets and HSFSSs, and an explanation of the container labeling system.
- Safe work practices to prevent exposure.

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

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



James Weaver, Certified Educational Facilities Manager



Date

DISTRICT POLICY

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INTERNAL CONTROLS (M)

1570 INTERNAL CONTROLS

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation **in accordance with N.J.A.C. 6A:23A-6.4(a).**

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards and as deemed necessary and appropriate by district management. The district may submit **to the Commissioner of Education** a written request to the Commissioner to approve an alternative system, approach, or process for implementing the internal controls required in N.J.A.C. 6A:23A-6. The application **shall** ~~must~~ include documented evidence, **that including includes**, but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s) **in accordance with N.J.A.C 6A:23A-6.4(b).**

The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to ~~the requirements of~~ N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, ~~when performed by the same individuals~~, are a violation of sound segregation of duties **when performed by the same individuals. The School Business Administrator/Board Secretary** and shall segregate the duties of all such processes among Business Office staff based on available district resources, assessed vulnerability, and the associated cost-benefit, **except as required at N.J.A.C. 6A:23A-6.5(b)1. and 2.** The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational chart for the Central Office that tie to the district's position control logs, including but not limited to, the business, human resources, and information management functions.

The ~~school~~ district shall establish Standard Operating Procedures (SOPs) for each task or function of the business operations of the district ~~by December 31, 2009~~. The SOP ~~m~~Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) and ~~6A:23A-6.6(e)~~. **The district shall establish a SOP** ~~A standard operating procedure shall be established~~ that ensures office supplies are ordered in



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appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory **in accordance with N.J.A.C. 6A:23A-6.6(c).**

If the School districts has a with budgets in excess of \$25,000,000 or **with** more than three hundred employees, **the district** shall maintain an Enterprise Resource Planning (ERP) System **that which** integrates all data and processes of the school district into a unified system. **An** The ERP system shall use multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. ~~Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year.~~ Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure that a single person does not have the ability to make system edits that would violate segregation of duties controls **in accordance with N.J.A.C. 6A:23A-6.7(c).**

The ~~school~~ district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each **in accordance with N.J.A.C. 6A:23A-6.8(a).** ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure that the data within the position control roster system includes, at a minimum, the ~~required~~ information as outlined ~~required~~ in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6; 6A:23A-6.7;
6A:23A-6.8

Adopted: 25 June 2014

Revised: 17 September 2025



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INTERNAL CONTROLS(M)

1570 INTERNAL CONTROLS

A. Segregation of ~~Business~~ Duties and Organizational Structure – N.J.A.C. 6A:23A-6.5

1. The School Business Administrator/Board Secretary shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.
2. The School Business Administrator/Board Secretary shall identify processes that ~~when performed by the same individuals~~ are a violation of sound segregation of duties **when performed by the same individuals**. The School Business Administrator/Board Secretary shall segregate the duties of all such processes among Business Office staff based on available district resources, assessed vulnerability and the associated cost-benefit, except as required ~~at~~ by N.J.A.C. 6A:23A-6.5(b)1. and A.2.a. and A.2.b. below.
 - a. The functions of human resources and payroll shall be segregated and completed by different employees in ~~the all~~ districts.
 - b. The functions of purchasing and accounts payable shall be segregated and completed by different employees in ~~the all~~ districts.
3. The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational chart for the Central Office that tie to the district's position control logs, including but not limited to, the business, human resources, and information management functions.

B. Standard Operating Procedures (SOPs) for Business Functions – N.J.A.C. 6A:23A-6.6

1. The School Business Administrator/Board Secretary shall recommend to the Superintendent SOPs for each task or function of the business operations of the district. The SOPs shall be in the form of district regulations.
2. The SOP **manual** shall include each routine task or function ~~in-of~~ the following areas:



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- a. Accounting including general ledger, accounts payable, accounts receivable, payroll and fixed assets, and year-end procedures for each;
- b. Cash management;
- c. Budget development and administration including tasks such as authorization of transfers and overtime;
- d. Position control;
- e. Purchasing, including ~~such~~ tasks **such** as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements, and verification of receipt of goods and services;
- f. Facilities including administration of work and health and safety;
- g. Security;
- h. Emergency preparedness;
- i. Risk management;
- j. Transportation;
- k. Food service;
- l. Technology systems; and
- m. Information management.

3. **The district** ~~A standard operating procedure~~ shall **establish SOPs** ~~be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.

C. Financial and Human Resource Management Systems, Access Controls – N.J.A.C. 6A:23A-6.7

1. **Is the s**School districts **has a with** budgets in excess of \$25,000,000 or **with** more than **three hundred 300** employees, **the distirct** shall maintain an Enterprise Resource Planning (ERP) System **that which** integrates all data and processes of the school district into a unified system. ~~An The~~ ERP system ~~shall use~~ multiple components of computer software and hardware



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and a unified database to store data for the various system modules to achieve the integration.

2. Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist.
3. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls.
 - a. The process for creating, modifying, and deleting user accounts shall include the use of user access request forms.
 - b. All requests for financial applications shall be approved and specified by the School Business Administrator/Board Secretary.
 - c. All requests for network access shall be granted by the head of the technology department, if one exists.
 - d. A review of user access shall be conducted yearly at a minimum by the relevant department managers and an audit trail should be maintained to verify the performance of this review.
 - e. Access to the network and key applications within ~~the~~ a district shall be restricted to authorized users through the use of unique user names and passwords.
 - f. Proper protocols shall be implemented that appropriately address password expiration and complexity.

D. Personnel Tracking and Accounting – N.J.A.C. 6A:23A-6.8

1. The Secretary to the Business Administrator shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. The position control roster shall:
 - a. Share a common database and be integrated with the district's payroll system;
 - b. Agree to the account codes in the budget software; **and**



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- c. Ensure ~~that~~ the data within the position control roster system includes, at a minimum, the following information:
- (1) The employee's name;
 - (2) The **employee's** date of hire;
 - (3) A permanent position tracking number for **the each** employee including:
 - (a) The expenditure account codes for the general fund consistent with the State prescribed budget, special revenue fund and enterprise funds;
 - (b) The building(s) **to which** the position is assigned;
 - (c) The **certificate(s)** ~~certification~~—title and endorsement(s) held, as applicable;
 - (d) The assignment position title as follows:
 - i. Superintendent or Chief School Administrator;
 - ii. Assistant Superintendent;
 - iii. School Business Administrator;
 - iv. Board Secretary (when other than N.J.A.C. 6A:23A-6.8(a)3.iii.(4)(A), (B), or (C) and D.1.c.(3)(d) i., D.1.c.(3),ii., or D.1.c.(3)(d)iii. above);
 - v. Principal;
 - vi. Vice Principal;
 - vii. Director;
 - viii. Supervisor;
 - ix. Facilitator;
 - x. Instructional Coach by Subject Area;



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- xi. Department Chairperson by Subject Area;
- xii. Certificated Administrator Other;
- xiii. Guidance;
- xiv. Media Specialist/Librarian;
- xv. School Nurse;
- xvi. Social Worker;
- xvii. Psychologist;
- xviii. Therapist – **Occupational** (OT);
- xix. Therapist – **Physical** (PT);
- xx. Therapist – Speech;
- xxi. Certificated Support Staff – Other;
- xxii. Teacher by Subject Area;
- xxiii. Instructional Assistants;
- xxiv. Certificated Instructional-Other;
- xxv. Aides supported by IEP;
- xxvi. Other Aides;
- xxvii. Maintenance Worker;
- xxviii. Custodian;
- xxix. Bus Driver;
- xxx. Vehicle Mechanic;
- xxxi. Food Service; and
- xxxii. Other Non-certificated.

(4) A control number for substitute teachers;



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- (5) A control number for overtime;
 - (6) A control number for extra pay;
 - (7) The status of the position (filled, vacant, abolished, etc.);
 - (8) An indication, when available, of whether the employee is retiring in the budget year or not being renewed including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc;
 - (9) Each of the following: base salary, step, longevity, guide, stipends by type, overtime and other extra compensation;
 - (10) The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
 - (11) The position's full-time equivalent value by location;
 - (12) The date the position was filled; and
 - (13) The date the position was originally created by the Board of **Education**. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the Board.
2. Administrators must request approval for new positions in writing. It shall include detailed justification and a cost benefit analysis. The superintendent will determine if the new position is justified, needed, and that adequate funds are or have been budgeted. Based on this determination, the Superintendent will decide if he will make a recommendation to the Board of Education. Upon approval from the Board of Education, the Business Administrator will create a new Position control Number and enter it into the personnel database. Whenever the board agenda includes a person to be hired, it must include the Position Control Number. When the person is hired, the Secretary to the Business Administrator will assign the position control number in the personnel database.

On a monthly basis, the Secretary to the Business Administrator will run a mini audit from the personnel system and investigate the personnel and payroll systems. On a monthly basis, the Secretary to the Business



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Administrator will run a Personnel vs. Payroll Budget Spread Report and review it to make sure that all contracted employees have position numbers and that the budget account numbers and percentages match.

Internal Control Assessment

Risk 1: Employees hired for unauthorized positions.

- a. Positions approved by the Superintendent and Board of Education.
- b. Person creating positions (Superintendent and Board of Education) does not have access to payroll system.
- c. Person creating salary in payroll (Accountant) does not have access to Unique Positions Control or salaries in Personnel system.

Risk 2: Employees are paid a salary that is unauthorized.

- a. Secretary to the Business Administrator creates contracts and salary in personnel system.
- b. Accountant creates salary in payroll system.

E. Sound Fiscal Procedures - Internal Controls

On an annual basis, the School Business Administrator/Board Secretary shall evaluate the internal controls of the district, and report this evaluation to the Superintendent. The evaluation must include the following:

1. Control Environment

The School Business Administrator/Board Secretary shall evaluate the internal control environment on an annual basis. The evaluation must include policies and regulations in place and the integrity and competence of the personnel included in the internal control structure.

2. Risk Assessment

The School Business Administrator/Board Secretary shall include in the evaluation an assessment of risk and recommendations for improvement.

3. Communications



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The School Business Administrator/Board Secretary is responsible for ensuring that the internal controls are communicated and explained to all personnel involved in the procedure.

4. Control Activities

Each business regulation must include the identification of specific control activities. The regulation should also identify the personnel responsible for performing the activity and the control assertion.

5. Monitoring

The School Business Administrator/Board Secretary shall monitor the effectiveness of internal controls on an ongoing basis and report recommendations to the Superintendent on an annual basis.

F. Internal Control - Communicating Staff Members' Roles in the Internal Controls

To ensure that everyone in the district who performs or should perform a control function understands the control.

1. The School Business Administrator/Board Secretary will establish a procedure to ensure that all employees and Board members who are charged with a control understand the importance of the control and their role in the control environment.
 - a. Controls that are not performed with an understanding of the control will not be effective.
 - b. A review of the controls and the staff members' roles in the controls should be conducted at least annually and anytime there is a change in the control, the personnel or the laws and regulations affecting the control.
 - c. Documentation of these reviews should be maintained.

G. Revenues

Cash Receipts

The mail is opened by the School Business Administrator/Board Secretary's secretary. Any checks are forwarded to the accountant. The accountant prepares a deposit slip and copies any supporting documentation. The accountant posts the cash receipts to the Systems 3000 software.



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Accounts Receivable

When money is owed to the district from an outside party, a "bill" shall be posted to the Systems 3000 software. The bill may be posted by the School Business Administrator/Board Secretary or the accounts receivable secretary. The accountant will post the cash receipts to bill. After the cash receipts are posted for each month, the accountant will inform the accounts receivable secretary. The accounts receivable secretary will print and mail monthly statements.

Internal Control Assessment

Risk 1: Misstatement of receivable balance:

1. The accountant reviews the year-end balance for aging.
2. Cancellation of Accounts Receivables are approved by the Board of Education.

Risk 2: Unauthorized cancellations of accounts receivable:

1. The person posting cash receipts (Accountant) does not have the ability to cancel bills.
2. Accounts receivable secretary and the School Business Administrator/Board Secretary do not collect cash or checks.

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