

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, October 27, 2025 – 7:00 PM**

**A G E N D A**

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

The Regular Meeting of the Harrison Township Board of Education will be called to order at \_\_\_\_\_ p.m. on Monday, October 27, 2025.

**II. Roll Call:**

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

**Attendance:**

\_\_\_\_\_ Missy Peretti      \_\_\_\_\_ Christopher DeSanto      \_\_\_\_\_ Other \_\_\_\_\_

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

**IV. President's Welcome:**

1. Student Ambassador Presentation
2. BOE Vacancy Interviews

**V. Audience Participation I:** The Board President will recognize those individuals who wish to comment on the agenda items. Please respect the following procedures:

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

**VI. Approval of Minutes:**

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

1. Approval of the minutes of the September 22, 2025 Regular Session Board of Education Meeting (*Attachment: Min. #1*) and Executive Session (*Attachment: Min. #2*).

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**VII. Committee Reports:**

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

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

1. Letter from Michelle Troast received October 10, 2025 re: leave of absence.
2. Letter from Nicole Eastlack received October 20, 2025 re: leave of absence.
3. Email from Michele Horn received October 21, 2025 re: resignation.
4. Letter from Nicole Grieb received October 24, 2025 re: leave of absence.

**IX. Business Administrator's Report:**

- A. Finance

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

1. Budget Transfer List for September 2025. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2025. (*Attachment: Fin. #2*) The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of September 2025.
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2025. (*Attachment: Fin. #3*) The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

4. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
5. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
  - a. September 2025 Ratified Bill List \$1,830,513.53 (*Attachment: Fin. #6a*)
  - b. October 2025 Bill List \$510,630.60 (*Attachment: Fin. #6b*)
7. Approve the removal of Stacey Muscarella and the addition of Shannon Williams as signatory on the district’s Custodian Account and Food Services Account.
8. Approve the removal of Robert Scharle as signatory on the district’s Maintenance Reserve Account.
9. Approve the contract with PrimePoint for the provision of Year-End ACA Reporting Services (Tax Form 1095C reporting requirements) in the amount of \$3,120.00. (*Attachment: Fin. #9*)
10. Approve the 2026-2027 Budget Calendar. (*Attachment: Fin. #10*)

**MOTION TO APPROVE ITEMS 1-10:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**X. Superintendent’s Report:**

**A. Personnel**

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

1. When necessary, the Board authorizes the Superintendent of Schools to hire personnel to directly replace a staff vacancy occurring between Board of Education meeting dates to ensure uninterrupted operation of the school district. As always, employment is contingent upon criminal history review clearance and issuance of appropriate certification.
2. Acceptance of the resignation of Lamar Yancey, Special Education Aide at Harrison Township School, effective September 30, 2025.

3. Approval of a leave of absence for Michelle Troast, First Grade Teacher at Harrison Township School, effective March 31, 2026 utilizing 30 accumulated sick days concurrent with FMLA continuing with unpaid leave under NJFLA through September 30, 2026 with an anticipated return date of October 1, 2026.
4. Approval of a leave of absence for Nicole Eastlack, Child Study Team Secretary at Harrison Township School, effective January 5, 2026 utilizing accumulated sick days concurrent with FMLA continuing with an unpaid leave under NJFLA through June 30, 2026 with an anticipated return date of July 1, 2026.
5. Acceptance of the resignation of Michele Horn, Special Education Aide at Harrison Township School, effective November 20, 2025.
6. Approval of a leave of absence for Nicole Grieb, Special Education Teacher at Harrison Township School, effective January 26, 2026 utilizing 48 accumulated sick days concurrent with FMLA continuing with an unpaid leave under NJFLA through June 30, 2026 with an anticipated return date of September 1, 2026.
7. Approval of the employment of Jerah Siegal, of Mt. Laurel as a Technology Assistant for the District, with salary established at \$55,000.00 (pro-rated), plus benefits, effective as soon as possible through June 30, 2026, pending receipt of required clearances. *(Attachment: Pers. #7)*
8. Approval of the employment of Lisa Wall, current Substitute Bus Driver as contracted Bus Driver for the District, with as a salary established at Step 2 (\$32.50/hour) effective October 28, 2025 through June 30, 2026.
9. Approval of the employment of Susana Rios, of Bridgeton, as a Full-time Custodian at Harrison Township School, effective October 20, 2025 through June 30, 2026 with a salary established at Step 2 (\$36,125.00, pro-rated), plus benefits, in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. *(Attachment: Pers. #9)*
10. Approval of the employment of Jennifer Rios, of Vineland, as a Part-time Custodian at Pleasant Valley School, effective October 20, 2025 through June 30, 2026 with a salary established at Step 3 (\$17.09/hour), in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. *(Attachment: Pers. #10)*
11. Approval of the employment of Christina Hohing, of Mullica Hill, as a 10-month Receptionist at Harrison Township School, effective as soon as possible through June 30, 2026 with a salary established at Step 1 (\$25,522.00, pro-rated), in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. *(Attachment: Pers. #11)*
12. Approval of the employment of Donna Beck, of West Deptford, as Part-Time Special Education Aide at Harrison Township School effective October 29, 2025 through June 30, 2026 at salary established at Step 1 (\$23.33/hour), in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.

13. Approval \_\_\_\_\_ in the stipend position of Homeless Liaison for the 2025-2026 school year, with a stipend of \$1,067.09 in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.
14. Approval \_\_\_\_\_ in the stipend position of ELL Liaison for the 2025-2026 school year, with a stipend of \$1,100.00 in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.
15. Approval of Heather Leonardi in the stipend position of Lego First Team Coordinator for the 2025-2026 school year, with a stipend at \$35.35/hour.
16. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2026, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Kari Switter - Teacher  
 Kathleen Bress – General Aide  
 Judah Israel – Bus Driver  
 Amy Puckett - Teacher  
 Greg Boschetto - Custodian  
 Deborah Ferrell – General & Trans. Aide

Velma Echevarria – Transportation Aide  
 Cassandra Insana - Teacher  
 Gina Mariano - Teacher  
 Julian Carlisle - Teacher  
 Eliza Shenk - Teacher

**MOTION TO APPROVE ITEMS 1-16:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**B. Education**

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

1. Approve the contract with SPOT Therapy for physical therapy services at a rate of \$100.00 per hour for the 2025-2026 school year. (*Attachment: Edu. #1*)
2. Approve the acceptance of student #5115155897 from Woodbury Heights School District into the Multisystem Disorder class for the 2025 Extended School Year (\$5,275.00); ESY Classroom Assistant (\$2,470.00); 2025-2026 School Year (\$34,333.00); and School Year Classroom Assistant (\$24,910.00).
3. Approve the use of Marie H. Katzenbach School for the Deaf for Audiology Consultation Services at the cost of \$500.00 per evaluation for the 2025-2026 school year.

4. Approve the use of Marie H. Katzenbach School for the Deaf for Complete Audiological Evaluation at a cost of \$800.00 per evaluation during the 2025-2026 school year.
5. Approve the contract with Children’s Hospital of Philadelphia (CHOP) for the provision of Homebound (Hospital) School Services for student #26257 at a rate of \$66.59 per hour of service up to 5 hours per week.

**MOTION TO APPROVE ITEMS 1-4:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**C. Administration**

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

1. Approval of the reimbursement of tuition cost to AnnaLisa Rodano following successful completion of the following courses through Walden University, requested amounts stated, with reimbursement after completion according to the terms of the established contract:
  - a. Collaborative Communication for Administration – November 2025 through January 2026 - \$3,300.00
  - b. School Organizational Dynamics: Policies & Law – November 2025 through January 2026 - \$3,300.00
2. Approval of the reimbursement of graduate tuition cost to Olivia Langerhans following successful completion of the following course through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2026:
  - a. Leading Scholar Community III – October 2025 through December 2025 - \$3,095.10
3. Approval of the following class trips during the 2025-2026 school year:
  - a. Third Grade – Adventure Aquarium
  - b. Third Grade – Edelman Planetarium at Rowan University
  - c. Third Grade - Pleasant Valley School
  - d. Fourth Grade – Launch
  - e. Fourth Grade – Woodford Cedar Run Wildlife Refuge
  - f. Fifth Grade - Franklin Institute
  - g. Fifth Grade - Walking Tour of Philadelphia
  - h. Sixth Grade - Funplex
4. Approval of the following assemblies during the 2025-2026 school year:
  - a. Dental Health Assemblies for Preschool and Kindergarten
  - b. Mother Goose for Kindergarten
  - c. Prismatic Laser for Second Grade
  - d. AWA Assembly for Second and Third Grades
  - e. Author Visit Cynthia Lord for Kindergarten through Third Grades

5. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School on October 7, 2025, at 2:10pm supervised by Karen Russo, Principal. All buses, drivers and aides were in participation.
  
6. Acknowledgement of safety drills conducted in the district schools:
  - a. Lockdown -Drill
    - 1) Harrison Township School – September 26, 2025 (AM)
    - 2) Harrison Township School – October 8, 2025 (PM)
  - b. Hold Drill
    - 1) Harrison Township School – September 26, 2025 (AM)
    - 2) Pleasant Valley School – October 8, 2025 (PM)
    - 3) Pleasant Valley School – October 22, 2025 (AM)
  - c. Evacuation Drill
    - 1) Pleasant Valley School – October 1, 2025 (PM)
  - d. Fire Drill
    - 1) Harrison Township School – October 2, 2025 (AM)
    - 2) Pleasant Valley School – October 15, 2025 (AM)

**MOTION TO APPROVE ITEMS 1-6:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**D. Policy**

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

1. No items at this time.

**E. Transportation**

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

1. Approve the Joint Transportation Agreement with Clearview Regional School District for the 2025-2026 school year. (*Attachment: Trans. #1*)

**MOTION TO APPROVE ITEM 1:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

F. Buildings & Grounds

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

1. Approve the sale of outdated/obsolete district maintenance assets through GovDeals. *(Attachment: B&G: #1)*
2. Approval of the following groups to utilize the facilities for the 2025-2026 fiscal year as outlined below:

<u>Name/Organization</u>	<u>Location/Date</u>	<u>Type of Use</u>
Sean Henderson/HTYB	HTSD Gyms 11/10/25-3/15/26	Basketball practice, games, photos & meetings
Hulmes/CYFC	PVS Cafeteria 10/29/25-11/20/25	Cheerleading Practice
Szolack/Tiger Organization	PVS Gym -Wednesdays 10/29/25-12/17/25	Basketball
Mancini/PTA	PVS Gym and Cafeteria Sunday 12/7/25	Breakfast with Santa

**MOTION TO APPROVE ITEMS 1-2:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**XI. New Business:**

1. November and December 2025 BOE Meeting Dates
2. NJSBA Steam Tank Winners
3. Business View Magazine Feature

**XII. Old Business:**

**XIII. Audience Participation II:**

- 1) Be recognized by the Board President.
- 2) State your full name and address.
- 3) Wait to be recognized before making your comments.

- 4) Limit your comments to specific items.
- 5) You will have three minutes for comments.

**XIV. Recess into Executive Session (if necessary):**

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

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Voice vote:** \_\_\_\_\_

**XV. Out of Executive Session:**

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Voice vote:** \_\_\_\_\_

**XVI. Adjournment:**

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Voice vote:** \_\_\_\_\_

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY**

**BOARD OF EDUCATION REGULAR MEETING**

**Monday, October 27, 2025 – 7:00 PM**

**AGENDA – Closed Session**

1. Attorney/Client Privilege
2. Personnel

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

**REGULAR MEETING  
SEPTEMBER 22, 2025  
7:00 PM**

Mrs. Stacey Muscarella, Board President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley school at 7:02 p.m. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later date.

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

**II. Roll Call:**

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

**Others Present:**

Dr. Missy Peretti, Superintendent of Schools and Mr. Christopher DeSanto, Business Administrator /Board Secretary.

**III. Flag Salute:**

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

**IV. President's Welcome:**

**V. Audience Participation I:**

*Gabriella Murphy*

- Asked about a Pre-K program
- Did we apply to the State?
- When can we expect full-day Pre-K?
- Where does Pre-K tuition money go?

Lauren

- What is the district's plan to start full-day Pre-K?

*Dr. Peretti spoke to both women before the Board went into Executive Session.*

**VI. Approval of Minutes:**

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

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

Item 1:

Motion: Mrs. Williams

Second: Mr. Bright

Roll Call: (9-0)

Carried: Yes

**VII. Committee Reports:**

1. Standing Committees
  - a. Finance – Walter Bright (No report at this time.)
  - b. Curriculum – Stacey Muscarella (No report at this time.)
  - c. Personnel – Shannon Williams (No report at this time.)
  - d. Negotiations – Jennifer Bowen  
*Mrs. Bowen indicated that they will discuss in Executive Session to update the Board.*
  - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
  - f. Public Relations – Janette Coslop (No report at this time.)
  - g. School Safety – Shannon Williams (No report at this time.)
  - h. Shared Services – John Cavanaugh (No report at this time.)
  - i. Transportation – Tim Bast (No report at this time.)
3. Delegate/Representative Reports (No report at this time.)

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

1. Email from Michael Brodzik received August 25, 2025 re: leave of absence.
2. Email from Lisa Pomante received August 28, 2025 re: resignation.
3. Email from Martina Fuller received September 4, 2025 re: retirement.
4. Letter from Peter Giancola received September 11, 2025 re: leave of absence.

**IX. Business Administrator's Report:**

- A. Finance

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

1. Budget Transfer List for August 2025. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2025. (*Attachment: Fin. #2*) The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of August 2025.

3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2025. (*Attachment: Fin. #3*) The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
5. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4. We certify that after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
  - a. June 2025 Ratified Bill List (FINAL) \$50,771.76 (*Attachment: Fin. #6a*)
  - b. August 2025 Ratified Bill List \$642,584.93 (*Attachment: Fin. #6b*)
  - c. September 2025 Bill List \$881,736.00 (*Attachment: Fin. #6c*)
7. Approve the use of Pleasant Valley School as an Emergency Evacuation Site for Clearview Regional School District.
8. Approve the Engagement Letter and Contract with Inverso & Stewart, LLC to serve as auditor of the Harrison Township Board of Education. (*Attachment: Fin. #9*)
9. Approve the contract with Gloucester County Special Services School District (GCSSSD) for participation in MVC on-line customer abstract information retrieval services for the 2025-2026 school year. (*Attachment: Fin. #10*)
10. Approve the Memorandum of Agreement for participation in the Gloucester County Title III Consortium for the 2025-2026 school year. (*Attachment: Fin. #11*)

Items 1-10:

Motion: Mr. Bright

Second: Mrs. Coslop

Roll Call: (9-0)

Carried: Yes

**X. Superintendent's Report:**

A. Personnel

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

1. When necessary, the Board authorizes the Superintendent of Schools to hire personnel to directly replace a staff vacancy occurring between Board of Education meeting dates to ensure uninterrupted operation of the school district. As always, employment is contingent upon criminal history review clearance and issuance of appropriate certification.
2. Approval of a leave of absence for Michael Brodzik, Sixth Grade Teacher at Pleasant Valley School, utilizing 12 weeks of FMLA, effective January 5, 2026.

3. Acceptance of the resignation of Lisa Pomante, Part-time Special Education Aide at Harrison Township School, effective August 28, 2025.

*Dr. Peretti wished Lisa Pomante well.*

4. Acceptance of the retirement of Martina Fuller, Part-time Instructional Aide at Harrison Township School, effective June 30, 2025.

*Dr. Peretti indicated that Ms. Fuller was a long-time employee and she wished her well in her retirement.*

5. Approval of a medical leave of absence for Peter Giancola, Bus Driver for the District, effective September 26, 2025 utilizing 21 sick days, with a return date to be determined.

6. Acceptance of the employment withdraw of Caleb Brooks, Full-Time Custodian for the District, effective August 25, 2025.

7. Approval of the voluntary transfer of Betty Doermann, Bus Driver for the District to Transportation Aide, effective September 1, 2025.

8. Approval of the employment of Kristi Gimpel, of Wenonah, NJ, as Full-Time Special Education Supervisor for the District, effective December 1, 2025 at a salary established at \$105,000.00 (pro-rated), plus benefits, pending receipt of required clearances. (**Attachment: Pers. #8**)

**Q.** Mrs. Kendrick asked if this position is funded by the extra money from the tax levy.

**A.** Dr. Peretti indicated that it is not. It is funded from positions that were no longer needed.

9. Approval of the employment of David Gaeta, of Pitman, NJ, as Full-Time Maintenance Worker/Maintenance Mechanic for the District, effective September 22, 2025 through June 30, 2026 with a salary established at \$65,000.00 (pro-rated), plus benefits, pending receipt of required clearances. (**Attachment: Pers. #9**)

10. Approval of the employment of Lauren Gress, of Mullica Hill, NJ, as Part-Time Instructional Aide at Harrison Township School, effective September 15, 2025 through June 30, 2026 with a salary established at Step 1 (salary established in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E), pending receipt of required clearances. (**Attachment: Pers. #10**)

11. Approval of the employment of Shaniya Saxton, of Salem, NJ, as Part-Time Special Education Aide at Harrison Township School, effective September 23, 2025 through June 30, 2026 with a salary established at Step 1 (salary established in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E), pending receipt of required clearances. (**Attachment: Pers. #11**)

12. Approval of the employment of Bridget Stankowski, current HTS Receptionist, as a 10-month District Data Analysis Specialist at a salary of \$42,500.00 (pro-rated) effective September 23, 2025 through June 30, 2026.

13. Approval of the following as after school advisors for the MUST Program for the 2025-2026 school year at the approved contractual rate to be determined in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.:

Christa Glaze – HTS  
Christie Mamaluy - PVS

Nancy Marucci – HTS  
Meghan Hack - PVS

14. Approval of the following staff members in the stipend positions listed below, effective September 1, 2025 through June 30, 2026, with a stipend to be determined in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.:

- a. Public Relations Building Liaison, HTS – Taylor Johnson
- b. Public Relations Building Liaison, PVS – Natalie Markey
- c. 504 Coordinators, HTS – Jean Marie Sutton and Heather Schank
- d. 504 Coordinators, PVS – Heather Schank (4<sup>th</sup>, 5<sup>th</sup>); Chelsea Nelson (6<sup>th</sup>)
- e. I&RS Coordinators, HTS – Jean Marie Sutton and Heather Schank
- f. I&RS Coordinator, PVS – Adrienne McGovern
- g. Student Council Advisors, PVS – Christie Mamaluy and Meghan Hack
- h. Circle of Friends Advisor, HTS – Jamie Wagner
- i. Circle of Friends Advisor, PVS – Michael Rossi
- j. School Band Director, PVS – Albert Bader
- k. Choir Director, PVS – Monique Jones (Sept-Dec); Allegra Counsellor (Jan-Jun)
- l. Safety Patrol Coordinators, PVS – Michael Brodzik and Deneen Dougherty

15. Approval of Nicole Grieb to provide homebound instruction for 10 hours of instruction per week from September 8, 2025 through October 1, 2025 through at the approved contractual rate to be determined in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.

16. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2026, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Elise Poling - Teacher  
Ava Costello - Teacher  
Santina Hakim - Nurse  
Chloe Simcox - Nurse

Denise Cole - Nurse  
Brittany Divens - Teacher  
Nicole Lancos – Teacher and General Aide

Items 1-16:

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

Second: Mrs. Bowen  
Carried: Yes

B. Education

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

1. Approval of the Harrison Township School District’s 2025-2026 Professional Learning Plan. (*Attachment: Edu. #1*)

2. Approval of homebound instruction of Student #29011 for 10 hours of instruction per week from September 8, 2025 through October 1, 2025.
3. Approval of the homeschooling of student #31061 for the 2025-2026 school year per parent request received August 20, 2025.
4. Approval of the homeschooling of student #26066 for the 2025-2026 school year per parent request received September 4, 2025.
5. Approval of the homeschooling of student #27135 for the 2025-2026 school year per parent request received September 4, 2025.

Items 1-5:

Motion: Mr. Baron

Second: Mr. Cavanaugh

Roll Call: (9-0)

Carried: Yes

C. Administration

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

1. Approval of Christopher DeSanto, School Business Administrator/Board Secretary, and Brian Wasilewski, Supervisor of Buildings and Grounds, to attend the *2025 NJSBA Convention Workshop* from October 20 – October 23, 2025 at the Atlantic City Convention Center as well as related travel and lodging expenses.
2. Approval of the placement of Kelly Ficco as mentor teacher to Gianna DiNardo at Harrison Township School for a period of 6 weeks during the 2025-2026 school year under the auspice of the NJ Provisional Teacher Program.
3. Approval of the new job description of District Data Analysis Specialist.
4. Approval of Adrienne McGovern, Chelsea Nelson and Kayleigh Edwards to attend *Handle with Care Instructor & Re-Certification Program* September 29 through October 1, 2025 in Vineland at a cost of \$1,525.00 per person, plus mileage reimbursement.
5. Approval Matthew Simmermon to attend *Handle with Care Re-Certification Program* October 2, 2025 in Vineland at a cost of \$525.00, plus mileage reimbursement.
6. Approval of Heather Schank, Jean Marie Sutton, and John Trussell to attend *Handle with Care Re-Certification Program* October 3, 2025 in Vineland at a cost of \$525.00 per person, plus mileage reimbursement.
7. Approval of the following field trips for the 2025-2026 school year:
  - a. Pre-School - Mood's Farm
  - b. First Grade – Philadelphia Zoo
  - c. Second Grade – Franklin Institute

8. Approval of the Field Experience Placement of the following students with cooperating teachers as listed below within the District from October 1, 2025 through November 19, 2025 under the auspices of Rowan University:

<u>Rowan Student</u>	<u>HTSD Cooperating Teacher</u>
Oluwademilade Adepoju	Nicole Huck
Nevaeh Alicea	Noelle Siniscalchi
Faith Anderson	Michelle Malaby
Cameron Dion	Rachel Baldwin
Nev Bridgers	Alison Cusack
Nicole Briggs	Alison Cusack
Catrina Connolly	Annamarie Toppi
Owen D'Elia	Annamarie Toppi

9. Acknowledgement of safety drills conducted in the district schools:
- a. Lockdown - Non-Drill
    - 1) Pleasant Valley School – September 12, 2025 (PM)
  - b. Fire Drill
    - 1) Pleasant Valley School – September 15, 2025 (AM)
    - 2) Harrison Township School – September 15, 2025 (PM)

Items 1-9:

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

Second: Mr. Cavanaugh  
Carried: Yes

D. Policy

None

E. Transportation

None

F. Buildings & Grounds

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

1. Approval of the following groups to utilize the facilities for the 2025-2026 fiscal year as outlined below:

<u>Name/Organization</u>	<u>Location/Date</u>	<u>Type of Use</u>
PTA	HTS K-2 Gym/Oct. 2, 2025 HTS Library/Sept. 8, 2025; Nov. 20, 2025; Jan. 8, 2026; Feb. 5, 2026; Mar 5, 2026; Apr. 1, 2026; May 7, 2026	Meetings
Scordo/Boy Scouts	HTS Activity Center Oct. 6, 2025–April 1, 2026 Mon-Thur. (4 groups)	Meetings
Schulze/Boy Scouts	PVS Cafeteria Dec. 3, 2025 – March 11, 2026	Meetings

<u>Name/Organization</u> (con't)	<u>Location/Date</u>	<u>Type of Use</u>
Parsons/Girl Scouts	HTS Activity Center Oct. – June 1 Thursday/Month	Meetings
Goss-Kaplan/Girl Scouts	HTS Activity Center Oct. – April 1 Wednesday/Month	Meetings
Mitcham/PVFit	PVS Gym Wed. & Thurs. Oct. 1, 2025 – Dec. 17, 2025	Youth Fitness Club
Henderson/HTYB	HTS & PVS Gyms Tues. – Thurs. Sept. 23, 2025 – Nov. 6, 2025	Basketball Practices

Item 1:

Motion: Mrs. Bowen                      Second: Mr. Bast

Roll Call: (9-0)                              Carried: Yes

*Mr. Bright abstained from HTYB only.*

**XI. New Business:**

1) Board Recognition

Mrs. Muscarella announced her resignation from the Board.

Dr. Peretti read a resolution and thanked Mrs. Muscarella for her service.

2) December BOE meeting date

If the winter concert is the same date as the December board meeting there may be a change in date. There is no change at this time.

3) New Committee Assignments

The following are new committee assignments:

Mr. Bast – Finance

Mr. Cavanaugh – Curriculum

Mr. Bright – Public Relations

**XII. Old Business:**

None

**XIII. Audience Participation II:**

None

**XIV. Recess into Executive Session:**

**RESOLUTION:** To enter into Executive Session at 7:22 p.m.

Motion: Mrs. Williams                      Second: Mrs. Coslop  
Roll Call: Voice                                Carried: Yes

**XV. Out of Executive Session:**

**RESOLUTION:** To return to Regular Session at 8:02 p.m.

Motion: Mrs. Bowen                            Second: Mr. Bast  
Roll Call: Voice                                Carried: Yes

**Motion:** To approve the Memorandum of Agreement between the HTEA and the HTBOE including salary guides as confirmed on September 22, 2025.

Motion: Mrs. Williams                      Second: Mrs. Bowen  
Roll Call: (8-0-1)                              Carried: Yes  
Abstained: Mr. Cavanaugh

**Motion:** To approve the settlement agreement #2026-009 between the HTBOE and the HTEA.

Motion: Mrs. Williams                      Second: Mrs. Kendrick  
Roll Call: (8-0-1)                              Carried: Yes  
Abstained: Mr. Cavanaugh

**Motion:** To terminate the employment of employee #15457 effective September 23, 2025.

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

**XVI. Adjournment:**

There was no further business. There was a motion to adjourn at 8:05 p.m.

Motion: Mr. Bright                            Second: Mr. Baron  
Roll Call: Voice                                Carried: Yes

Respectfully Submitted,

Christopher C. DeSanto  
Board Secretary

CORRES. #1

October 10, 2025

Dr. Peretti,

The purpose of this letter is to inform you and the Harrison Township Board of Education of my intention to take a maternity leave of absence for a portion of the 2025-2026 school year. My due date is March 31, 2026 and I would like to begin my maternity leave on March 31, 2026. I would like to utilize 30 accumulated sick days concurrent with the FMLA. At the conclusion of the FMLA, I would like to continue my unpaid leave under the NJFLA until September 30, 2026. My intention is to return on October 1, 2026. If there is an unforeseen circumstance, I will notify you as soon as possible of any changes.

Sincerely,

*Michelle Troast*

Michelle Troast



Corres #2

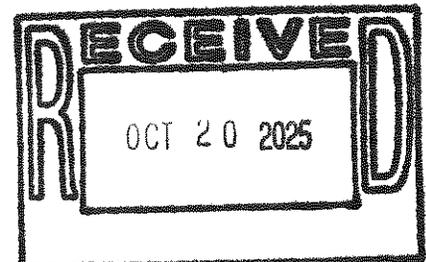
10/20/2025

The purpose of this letter is to inform you and the Harrison Township Board of Education of my intention to take a maternity leave of absence for a portion of the 2025/2026 school year. My due date is January 20, 2026 and I would like to begin my maternity leave on January 5, 2026. I would like to utilize my accumulated days concurrent with the FMLA. At the conclusion of the FMLA, I would like to continue my unpaid leave under the NJFLA until June 30, 2026. My intention is to return on July 1, 2026. If there is an unforeseen circumstance, I will notify you as soon as possible of any changes.

Sincerely,



Nicole Eastlack



CURRES #3

From: **Michele Horn** <[hornm@harrisonswp.k12.nj.us](mailto:hornm@harrisonswp.k12.nj.us)>  
Date: Mon, Oct 20, 2025 at 8:01 PM  
Subject: Resignation letter  
To: <[perettim@harrisonswp.k12.nj.us](mailto:perettim@harrisonswp.k12.nj.us)>

October 21, 2025

**Dr. Missy Peretti**  
Harrison Township School District  
120 North Main St.  
Mullica Hill, NJ. 08062

Dear Dr. Peretti,

I'm writing to formally resign from my position as Special Education Aide at Harrison Township School, effective November 20, 2025. This will be 30 days notice, as stated in my contract.

This was not an easy decision, and I want to express my sincere gratitude for the opportunities and experiences I've had during my time here. However, I've accepted a full-time position that offers benefits and aligns better with my current personal and professional goals.

Sincerely,  
Michele Horn

CORRES #14

October 23, 2025

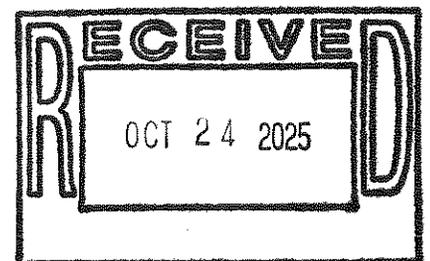
To: Dr. Peretti,

The purpose of this letter is to inform you and the Harrison Township Board of Education of my intention to take a maternity leave of absence for a portion of the 2025-2026 school year. My due date is February 20, 2026, and I would like to begin my maternity leave on January 26, 2025. I would like to utilize 48 of my accumulated sick days concurrent with the FMLA. At the conclusion of the FMLA, I would like to continue my unpaid leave under NJFLA until June 30, 2026. My intention is to return on September 1, 2026. If there is an unforeseen circumstance, I will notify you as soon as possible of any changes.

Thank you,



Nicole Grieb



District: Harrison Twp Board of Ed

Month / Year: Sep 30, 2025

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(df)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 9/30/2025	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	7,878,890	0	7,878,890	787,889	0	0.00%	787,889	787,889
10300	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,382,931	0	4,382,931	438,293	0	0.00%	438,293	438,293
12160	Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-000-216, 217								
41080										
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100	Total School-Sponsored Co/Extra Curricular, Total School-Sponsored Athletics - Instr, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatic, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	92,231	0	92,231	9,223	0	0.00%	9,223	9,223
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	217,209	0	217,209	21,721	0	0.00%	21,721	21,721
29680	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	1,003,425	0	1,003,425	100,343	0	0.00%	100,343	100,343
41660										
43620										
43200	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	395,758	0	395,758	39,576	0	0.00%	39,576	39,576
45300	Support Serv. - General Admin	11-000-230-XXX	415,414	6,627	422,041	42,204	0	0.00%	42,204	42,204
46160	Support Serv. - School Admin	11-000-240-XXX	714,680	0	714,680	71,468	0	0.00%	71,468	71,468
47200	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	773,216	21,642	794,858	79,486	0	0.00%	79,486	79,486
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,139,177	40,074	2,179,251	217,925	0	0.00%	217,925	217,925
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,219,826	0	1,219,826	121,983	0	0.00%	121,983	121,983
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	4,332,851	0	4,332,851	433,285	0	0.00%	433,285	433,285
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc, Increase in Bus	10-607	0	0	0	0	0	0.00%	0	0
72246	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
72260	TOTAL GENERAL CURRENT EXPENSE		23,565,608	68,343	23,633,951	2,363,395	0	0.00%	2,363,395	2,363,395

Line	Budget Category	Account	(col 1)		(col 2)		(col 3)		(col 4)		(col 5)		(col 6)		(col 7)		(col 8)	
			Original Budget	Data	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Data	Original Budget For 10% Calc	Col1+Col2	Col3 * .1	Maximum Transfer Amount	YTD Net Transfers / (from) 9/30/2025	+ or - Data	Col5/Col3	% Change of Transfers YTD	Remaining Allowable Balance From	Col4+Col5	Remaining Allowable Balance To	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	0
76260	Total Facilities Acquisition and Constru	12-000-4XX-XXX	34,972	0	34,972	3,497	0	0.00%	3,497	0	0.00%	3,497	0.00%	3,497	3,497	3,497	3,497	
76320	Capital Reserve -- Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0	0.00%	0	0.00%	0	0	0	0	
76340	Capital Reserve -- Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0	0.00%	0	0.00%	0	0	0	0	
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0	0.00%	0	0.00%	0	0	0	0	
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0	0.00%	0	0.00%	0	0	0	0	
76400	TOTAL CAPITAL OUTLAY		34,972	0	34,972	3,497	0	0.00%	3,497	0	0.00%	3,497	0.00%	3,497	3,497	3,497	3,497	
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0	0.00%	0	0.00%	0	0	0	0	
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	19,154	0	19,154	1,915	0	0.00%	1,915	0	0.00%	1,915	0.00%	1,915	1,915	1,915	1,915	
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0	0.00%	0	0.00%	0	0	0	0	
84060	GENERAL FUND GRAND TOTAL		23,619,734	68,343	23,688,077	2,368,808	0	0.00%	2,368,808	0	0.00%	2,368,808	0.00%	2,368,808	2,368,808	2,368,808	2,368,808	



School Business Administrator Signature

10/24/25

Date

**HARRISON TOWNSHIP BOARD OF EDUCATION**  
**September 30, 2025**  
**CASH RECONCILIATION REPORT**

FUNDS AND ACCOUNTS	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
<b><u>GENERAL FUND - 10</u></b>				
GENERAL FUND	\$ 3,564,208.84	\$ 2,072,032.99	2,217,328.91	\$ 3,418,912.92
PAYROLL	64.12	867,378.00	867,438.63	3.49
PAYROLL AGENCY	52,122.56	587,471.48	422,061.13	217,532.91
UNEMPLOYMENT	118,045.58	181.11	-	118,226.69
FLEXIBLE SPENDING ACCT	2,699.95	2,070.10	1,847.14	2,922.91
<b>TOTAL GENERAL FUND</b>	<b>3,737,141.05</b>	<b>3,529,133.68</b>	<b>3,508,675.81</b>	<b>3,757,598.92</b>
<b><u>SPECIAL REVENUE FUND - 20</u></b>				
SPECIAL REVENUE	(188,228.60)	10,751.00	36,622.89	(214,100.49)
SCHOOL FUND	28,799.94	9,904.25	8,970.94	29,733.25
LIBRARY	12,317.60	0.54	59.88	12,258.26
<b>TOTAL SPECIAL REVENUE FUND</b>	<b>(147,111.06)</b>	<b>20,655.79</b>	<b>45,653.71</b>	<b>(172,108.98)</b>
CAPITAL PROJECTS - 30	(161,884.16)	-	-	(161,884.16)
DEBT SERVICE - 40	291,143.01	149,983.00	441,125.00	1.01
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 3,719,288.84</b>	<b>\$ 3,699,772.47</b>	<b>\$ 3,995,454.52</b>	<b>\$ 3,423,606.79</b>
ENTERPRISE FUND	98,613.94	32,894.19	17,435.59	114,072.54
<b>TOTAL ALL FUNDS</b>	<b>\$ 3,817,902.78</b>	<b>\$ 3,732,666.66</b>	<b>\$ 4,012,890.11</b>	<b>\$ 3,537,679.33</b>

**RECONCILIATION OF BANK ACCOUNTS**

Bank Accounts:	Century ACCOUNT NUMBERS	BALANCES
CUSTODIAN ACCOUNT	XXXXX5209	\$ 2,646,878.74
MAINTENANCE RESERVE	XXXXX5308	330,220.38
CAPITAL RESERVE	XXXXX5283	277,298.80
CAFETERIA	XXXXX5233	56,030.60
SCHOOL FUND	XXXXX0953	37,379.19
FLEXIBLE SPENDING ACCT	XXXXX5291	2,922.91
LIBRARY FUND	XXXXX5324	12,318.14
PAYROLL	XXXXX5217	4,817.66
PAYROLL AGENCY	XXXXX5225	237,711.94
UNEMPLOYMENT	XXXXX5275	118,226.69
		<b>3,723,805.05</b>
ADD: DEPOSIT IN TRANSIT		-
LESS: OUTSTANDING CHECKS		<b>186,125.72</b>
<b>TOTAL ALL ACCOUNTS</b>		<b>\$ 3,537,679.33</b>

Prepared by:  
Angela Otlowski  
Secretary to the School Business Administrator

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$2,824,653.08
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$271,493.65
117	Maintenance Reserve Account		\$322,766.19
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$12,553,023.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$4,915,174.75	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$3,309.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$4,918,483.75
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
<b>Resources:</b>			
301	Estimated Revenues	\$22,253,083.00	
302	Less Revenues	(\$22,049,174.86)	\$203,908.14
<b>Total assets and resources</b>			<b><u>\$21,094,327.81</u></b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

---

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.46
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$120,888.58
481	Deferred Revenues	\$12,000.00
580	Unemployment Trust Fund Liability	\$18,173.51
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$151,062.55</b>

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

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Fund Balance:

	Appropriated:		
753,754	Reserve for Encumbrances		\$16,678,285.78
	Reserved Fund Balance:		
761	Capital Reserve Account - July 1	\$276,079.32	
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	\$276,079.32
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	\$348,128.91	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$348,128.91
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	\$2,048.73	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$2,048.73
750-752,76x	Other reserves		\$1,041,644.00
601	Appropriations	\$23,688,076.90	
602	Less: Expenditures (\$4,144,356.01)		
	Less: Encumbrances (\$16,678,285.78)	(\$20,822,641.79)	\$2,865,435.11
	Total appropriated		\$21,211,621.85
	Unappropriated:		
770	Fund balance, July 1		\$1,120,898.69
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,389,255.28)
	Total fund balance		\$20,943,265.26
	Total liabilities and fund equity		<u>\$21,094,327.81</u>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$23,688,076.90	\$20,822,641.79	\$2,865,435.11
Revenues	(\$22,253,083.00)	(\$22,049,174.86)	(\$203,908.14)
Subtotal	<u>\$1,434,993.90</u>	<u>(\$1,226,533.07)</u>	<u>\$2,661,526.97</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$4,585.67)	\$4,585.67
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$1,231,118.74)</u>	<u>\$2,666,112.64</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>\$1,434,993.90</u>	<u>(\$1,231,118.74)</u>	<u>\$2,666,112.64</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$25,362.72)	\$25,362.72
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,434,993.90</u>	<u>(\$1,256,481.46)</u>	<u>\$2,691,475.36</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>\$1,434,993.90</u>	<u>(\$1,256,481.46)</u>	<u>\$2,691,475.36</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>\$1,434,993.90</u>	<u>(\$1,256,481.46)</u>	<u>\$2,691,475.36</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>\$1,434,993.90</u>	<u>(\$1,256,481.46)</u>	<u>\$2,691,475.36</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>\$1,434,993.90</u>	<u>(\$1,256,481.46)</u>	<u>\$2,691,475.36</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>\$1,434,993.90</u>	<u>(\$1,256,481.46)</u>	<u>\$2,691,475.36</u>
Less: Adjustment for prior year	(\$45,738.62)	(\$45,738.62)	\$0.00
Budgeted fund balance	<u>\$1,389,255.28</u>	<u>(\$1,302,220.08)</u>	<u>\$2,691,475.36</u>

Prepared and submitted by : \_\_\_\_\_ Date \_\_\_\_\_

Board Secretary

Date

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	16,865,821	0	16,865,821	16,694,608	Under	171,213
00520	SUBTOTAL – Revenues from State Sources	5,383,361	0	5,383,361	5,348,043	Under	35,318
00570	SUBTOTAL – Revenues from Federal Sources	3,901	0	3,901	0	Under	3,901
0071A	Other	0	0	0	6,524		(6,524)
Total		22,253,083	0	22,253,083	22,049,175		203,908

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	7,878,890	0	7,878,890	1,140,245	6,166,995	571,650
10300	Total Special Education - Instruction	2,388,628	0	2,388,628	231,939	2,065,281	91,408
11160	Total Basic Skills/Remedial – Instruct.	1,241,660	0	1,241,660	114,704	1,095,133	31,823
12160	Total Bilingual Education – Instruction	300	0	300	0	0	300
22620	Total Other Supplemental/At-Risk Program	92,231	0	92,231	9,211	88,726	(5,705)
29180	Total Undistributed Expenditures - Instr	217,209	0	217,209	0	112,169	105,040
29680	Total Undistributed Expenditures – Atten	17,000	0	17,000	17,000	0	0
30620	Total Undistributed Expenditures – Healt	236,031	0	236,031	25,182	188,802	22,047
40580	Total Undistributed Expend – Speech, OT,	752,343	0	752,343	68,962	615,254	68,127
41660	Total Undist. Expend. – Guidance	214,685	0	214,685	21,494	205,946	(12,755)
42200	Total Undist. Expend. – Child Study Team	453,109	0	453,109	76,646	339,257	37,206
43200	Total Undist. Expend. – Improvement of I	372,558	0	372,558	94,881	279,569	(1,892)
43620	Total Undist. Expend. – Edu. Media Serv.	82,600	0	82,600	7,641	7,491	67,468
44180	Total Undist. Expend. – Instructional St	23,200	0	23,200	7,828	0	15,372
45300	Support Serv. - General Admin	415,414	6,627	422,041	113,349	196,072	112,620
46160	Support Serv. - School Admin	714,680	0	714,680	173,791	507,076	33,813
47200	Total Undist. Expend. – Central Services	342,565	0	342,565	93,636	225,011	23,918
47620	Total Undist. Expend. – Admin. Info. Tec	430,651	21,642	452,293	155,499	220,120	76,674
51120	Total Undist. Expend. – Oper. & Maint. O	2,139,177	40,073	2,179,251	490,472	1,417,948	270,830
52480	Total Undist. Expend. – Student Transpor	1,219,826	0	1,219,826	160,594	528,843	530,389
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,332,851	0	4,332,851	1,141,283	2,418,592	772,976
76260	Total Facilities Acquisition and Constr	34,972	0	34,972	0	0	34,972
84000	Transfer of Funds to Charter Schools	19,154	0	19,154	0	0	19,154
Total		23,619,734	68,343	23,688,077	4,144,356	16,678,286	2,865,435

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	16,648,428	0	16,648,428	16,648,428		0
00140	10-1310	Tuition from Individuals	83,750	0	83,750	16,000	Under	67,750
00150	10-1320	Tuition from LEAs Within State	61,000	0	61,000	0	Under	61,000
00300	10-1__	Unrestricted Miscellaneous Revenues	72,638	0	72,638	28,960	Under	43,678
00330	10-1__	Interest Earned on Maintenance Reserve	5	0	5	1,220		(1,215)
00420	10-3121	Categorical Transportation Aid	2,020,669	0	2,020,669	2,020,669		0
00430	10-3131	Extraordinary Aid	80,000	0	80,000	80,000		0
00440	10-3132	Categorical Special Education Aid	2,663,329	0	2,663,329	2,663,329		0
00470	10-3177	Categorical Security Aid	584,045	0	584,045	584,045		0
00500	10-3__	Other State Aids	35,318	0	35,318	0	Under	35,318
00540	10-4200	Medicaid Reimbursement	3,901	0	3,901	0	Under	3,901
00700	10-5__	Other Financing Sources	0	0	0	6,524		(6,524)
Total			22,253,083	0	22,253,083	22,049,175		203,908

Expenditures:

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers	122,531	0	122,531	14,638	114,079	(6,186)
02080	11-110-__-101	Kindergarten – Salaries of Teachers	823,675	0	823,675	91,800	875,764	(143,889)
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers	4,966,750	0	4,966,750	430,627	4,248,038	288,085
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers	844,105	0	844,105	80,471	816,558	(52,924)
02500	11-150-100-101	Salaries of Teachers	5,500	0	5,500	455	0	5,045
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	136,400	0	136,400	9,201	0	127,199
03080	11-190-1__-610	General Supplies	979,929	0	979,929	513,054	112,555	354,320
06500	11-212-100-101	Salaries of Teachers	229,147	0	229,147	19,199	209,263	685
06520	11-212-100-106	Other Salaries for Instruction	354,507	0	354,507	27,355	260,333	66,819
06540	11-212-100-320	Purchased Professional-Educational Servi	9,875	0	9,875	0	714	9,161
06600	11-212-100-610	General Supplies	3,200	0	3,200	0	0	3,200
06620	11-212-100-640	Textbooks	7,500	0	7,500	0	0	7,500
06640	11-212-100-8__	Other Objects	300	0	300	0	0	300
07000	11-213-100-101	Salaries of Teachers	1,186,539	0	1,186,539	128,592	1,149,494	(91,546)
07020	11-213-100-106	Other Salaries for Instruction	283,991	0	283,991	28,611	276,539	(21,159)
07040	11-213-100-320	Purchased Professional-Educational Servi	1,800	0	1,800	0	0	1,800
07100	11-213-100-610	General Supplies	3,800	0	3,800	185	0	3,615
07120	11-213-100-640	Textbooks	10,000	0	10,000	996	0	9,004
07140	11-213-100-8__	Other Objects	24,800	0	24,800	0	2,000	22,800
07540	11-214-100-320	Purchased Professional-Educational Servi	0	0	0	0	714	(714)
07600	11-214-100-610	General Supplies	0	0	0	128	433	(561)
07620	11-214-100-640	Textbooks	0	0	0	0	1,091	(1,091)
08000	11-215-100-101	Salaries of Teachers	69,041	0	69,041	13,758	56,187	(904)
08020	11-215-100-106	Other Salaries for Instruction	73,628	0	73,628	6,412	62,397	4,819
08100	11-215-100-6__	General Supplies	1,500	0	1,500	0	0	1,500
09300	11-219-100-320	Purchased Professional-Educational Servi	129,000	0	129,000	6,704	46,116	76,180
11000	11-230-100-101	Salaries of Teachers	990,596	0	990,596	99,938	951,610	(60,952)

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
11020	11-230-100-106	Other Salaries for Instruction	250,564	0	250,564	14,766	143,523	92,275
11100	11-230-100-610	General Supplies	500	0	500	0	0	500
12100	11-240-100-610	General Supplies	300	0	300	0	0	300
22060	11-424-100-179	Salaries of Reading Specialists	92,231	0	92,231	9,211	88,726	(5,705)
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	134,170	(22,908)	111,262	0	6,222	105,040
29100	11-000-100-566	Tuition to Priv. School for the Disabled	83,039	22,908	105,947	0	105,947	0
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	17,000	0	17,000	17,000	0	0
30500	11-000-213-1__	Salaries	212,031	0	212,031	20,968	182,520	8,543
30540	11-000-213-3__	Purchased Professional and Technical Ser	10,100	0	10,100	2,027	5,625	2,448
30580	11-000-213-6__	Supplies and Materials	13,900	0	13,900	2,187	657	11,056
40500	11-000-216-1__	Salaries	326,993	0	326,993	36,628	373,923	(83,558)
40520	11-000-216-320	Purchased Professional – Educational Ser	417,300	0	417,300	31,813	240,998	144,490
40540	11-000-216-6__	Supplies and Materials	8,050	0	8,050	521	334	7,195
41500	11-000-218-104	Salaries of Other Professional Staff	210,985	0	210,985	21,494	202,321	(12,830)
41560	11-000-218-320	Purchased Professional – Educational Ser	3,300	0	3,300	0	3,625	(325)
41620	11-000-218-6__	Supplies and Materials	400	0	400	0	0	400
42000	11-000-219-104	Salaries of Other Professional Staff	349,587	0	349,587	50,805	303,298	(4,516)
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	46,222	0	46,222	11,578	34,734	(90)
42060	11-000-219-320	Purchased Professional – Educational Ser	39,850	0	39,850	13,114	1,000	25,736
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,600	0	4,600	1,149	0	3,451
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	5,350	0	5,350	0	0	5,350
42160	11-000-219-6__	Supplies and Materials	5,700	0	5,700	0	225	5,475
42180	11-000-219-8__	Other Objects	1,800	0	1,800	0	0	1,800
43000	11-000-221-102	Salaries of Supervisor of Instruction	371,958	0	371,958	93,190	279,569	(801)
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	0	0	0	1,216	0	(1,216)
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	100	0	100	0	0	100
43160	11-000-221-6__	Supplies and Materials	500	0	500	475	0	25
43520	11-000-222-177	Salaries of Technology Coordinators	50,000	0	50,000	0	0	50,000
43540	11-000-222-3__	Purchased Professional and Technical Ser	12,100	0	12,100	5,468	0	6,632
43580	11-000-222-6__	Supplies and Materials	20,500	0	20,500	2,173	7,491	10,835
44020	11-000-223-104	Salaries of Other Professional Staff	15,000	0	15,000	7,828	0	7,172
44080	11-000-223-320	Purchased Professional – Educational Ser	5,000	0	5,000	0	0	5,000
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	3,200	0	3,200	0	0	3,200
45000	11-000-230-1__	Salaries	231,614	0	231,614	57,932	173,795	(112)
45040	11-000-230-331	Legal Services	65,000	0	65,000	17,880	0	47,121
45060	11-000-230-332	Audit Fees	21,000	0	21,000	0	0	21,000
45080	11-000-230-334	Architectural/Engineering Services	1,000	0	1,000	0	0	1,000
45100	11-000-230-339	Other Purchased Professional Services	15,000	6,627	21,627	0	6,627	15,000
45140	11-000-230-530	Communications/Telephone	36,500	0	36,500	8,896	12,881	14,723
45160	11-000-230-585	BOE Other Purchased Services	7,000	0	7,000	6,290	0	710
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	15,300	0	15,300	9,813	0	5,487

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45200	11-000-230-610	General Supplies	4,000	0	4,000	3,324	0	676
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	8,500	0	8,500	296	2,219	5,985
45280	11-000-230-895	BOE Membership Dues and Fees	10,500	0	10,500	8,920	550	1,030
46000	11-000-240-103	Salaries of Principals/Assistant Princip	510,843	0	510,843	128,620	385,861	(3,638)
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	134,787	0	134,787	25,611	113,752	(4,575)
46080	11-000-240-3__	Purchased Professional and Technical Ser	22,200	0	22,200	11,874	1,575	8,751
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	8,900	0	8,900	2,072	0	6,828
46120	11-000-240-6__	Supplies and Materials	19,700	0	19,700	1,504	185	18,011
46140	11-000-240-8__	Other Objects	18,250	0	18,250	4,111	5,704	8,436
47000	11-000-251-1__	Salaries	300,660	0	300,660	73,493	220,478	6,689
47020	11-000-251-330	Purchased Professional Services	28,500	0	28,500	16,942	0	11,558
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	3,405	0	3,405	526	275	2,604
47100	11-000-251-6__	Supplies and Materials	4,000	0	4,000	939	262	2,799
47180	11-000-251-890	Other Objects	6,000	0	6,000	1,736	3,996	268
47500	11-000-252-1__	Salaries	218,151	0	218,151	65,980	148,613	3,557
47540	11-000-252-340	Purchased Technical Services	7,500	0	7,500	0	7,500	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	120,000	0	120,000	78,189	22,743	19,069
47580	11-000-252-6__	Supplies and Materials	85,000	21,642	106,642	11,329	41,265	54,048
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	167,000	39,136	206,136	75,975	85,149	45,012
48540	11-000-261-610	General Supplies	69,000	0	69,000	9,934	10,520	48,545
49000	11-000-262-1__	Salaries	679,423	0	679,423	166,262	413,700	99,461
49020	11-000-262-107	Salaries of Non-Instructional Aides	254,719	0	254,719	29,009	245,379	(19,669)
49120	11-000-262-490	Other Purchased Property Services	42,135	0	42,135	4,847	28,153	9,135
49140	11-000-262-520	Insurance	170,000	7,025	177,025	84,332	84,312	8,381
49160	11-000-262-590	Miscellaneous Purchased Services	13,500	(7,025)	6,475	1,990	1,404	3,081
49180	11-000-262-610	General Supplies	70,000	0	70,000	11,132	8,091	50,777
49200	11-000-262-621	Energy (Natural Gas)	110,000	0	110,000	3,568	106,432	0
49220	11-000-262-622	Energy (Electricity)	350,000	0	350,000	49,995	300,005	0
49280	11-000-262-8__	Other Objects	6,000	0	6,000	1,315	2,740	1,945
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	50,000	0	50,000	11,160	25,640	13,200
50060	11-000-263-610	General Supplies	2,000	0	2,000	0	0	2,000
51020	11-000-266-3__	Purchased Professional and Technical Ser	112,200	3,213	115,413	28,853	86,559	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	43,200	(2,275)	40,925	12,099	19,865	8,961
52000	11-000-270-107	Salaries of Non-Instructional Aides	134,304	0	134,304	15,304	91,172	27,827
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	554,373	0	554,373	82,441	369,019	102,912
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) –	49,149	0	49,149	2,608	24,774	21,767
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	10,200	0	10,200	0	0	10,200
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	80,000	0	80,000	19,655	21,472	38,873
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	115,000	0	115,000	0	0	115,000
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	30,000	0	30,000	7,775	0	22,225
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	10,000	0	10,000	0	0	10,000

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52400	11-000-270-593	Misc. Purchased Services - Transportatio	32,800	0	32,800	14,483	14,297	4,020
52420	11-000-270-610	General Supplies	200,000	0	200,000	16,969	3,692	179,338
52460	11-000-270-8__	Other objects	4,000	0	4,000	1,358	4,416	(1,774)
71020	11-000-291-220	Social Security Contributions	274,382	0	274,382	54,734	0	219,648
71060	11-000-291-241	Other Retirement Contributions - PERS	333,200	0	333,200	0	0	333,200
71120	11-000-291-249	Other Retirement Contributions - Regular	45,070	0	45,070	4,719	0	40,351
71160	11-000-291-260	Workmen's Compensation	136,000	0	136,000	31,585	114,836	(10,421)
71180	11-000-291-270	Health Benefits	3,307,199	0	3,307,199	1,001,878	2,303,756	1,565
71200	11-000-291-280	Tuition Reimbursement	41,000	0	41,000	0	0	41,000
71220	11-000-291-290	Other Employee Benefits	196,000	0	196,000	48,367	0	147,633
76240	12-000-400-932	Capital Outlay - Transfer to Capital Pro	34,972	0	34,972	0	0	34,972
84000	10-000-100-56_	Transfer of Funds to Charter Schools	19,154	0	19,154	0	0	19,154
<b>Total</b>			<b>23,619,734</b>	<b>68,343</b>	<b>23,688,077</b>	<b>4,144,356</b>	<b>16,678,286</b>	<b>2,865,435</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		(\$214,100.49)
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		\$40,092.96
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	\$0.46	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$207,582.32	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$207,582.78
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
<b>Resources:</b>			
301	Estimated Revenues	\$812,180.62	
302	Less Revenues	(\$62,246.00)	\$749,934.62
<b>Total assets and resources</b>			<b><u>\$783,509.87</u></b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

---

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$214,100.49)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$16,278.64
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$269.15
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	\$250.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$40,092.96
<b>Total liabilities</b>		<b>\$56,890.75</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$430,436.13

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	\$812,180.62	
602	Less: Expenditures (\$85,561.50)		
	Less: Encumbrances (\$430,436.13)	(\$515,997.63)	\$296,182.99
	Total appropriated		\$726,619.12

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$726,619.12
	Total liabilities and fund equity		\$783,509.87

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$812,180.62	\$515,997.63	\$296,182.99
Revenues	(\$812,180.62)	(\$62,246.00)	(\$749,934.62)
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$453,751.63</u>	<u>(\$453,751.63)</u>

Prepared and submitted by : \_\_\_\_\_ Date \_\_\_\_\_

Board Secretary

Date

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	50,000	1,560	51,560	0	Under	51,560
00770	Total Revenues from State Sources	102,150	18,307	120,457	62,246	Under	58,211
00830	Total Revenues from Federal Sources	786,264	(146,100)	640,164	0	Under	640,164
	<b>Total</b>	<b>938,414</b>	<b>(126,233)</b>	<b>812,181</b>	<b>62,246</b>		<b>749,935</b>

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	101,570	101,570	7,106	70,786	23,678
84200	Student Activity Fund	50,000	0	50,000	0	0	50,000
88000	Nonpublic Textbooks	0	6,341	6,341	0	0	6,341
88020	Nonpublic Auxiliary Services	0	20,011	20,011	0	0	20,011
88040	Nonpublic Handicapped Services	0	37,392	37,392	0	0	37,392
88060	Nonpublic Nursing Services	0	16,598	16,598	0	0	16,598
88080	Nonpublic Technology Initiative	0	4,525	4,525	0	0	4,525
88090	Nonpublic Security Aid Program	0	28,290	28,290	14,936	2,259	11,095
88140	Other	0	7,300	7,300	0	1,460	5,840
88740	Total Federal Projects	563,882	(23,728)	540,154	63,519	355,931	120,703
	<b>Total</b>	<b>613,882</b>	<b>198,299</b>	<b>812,181</b>	<b>85,562</b>	<b>430,436</b>	<b>296,183</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	50,000	1,560	51,560	0	Under	51,560
00765 20-32__ Other Restricted Entitlements	102,150	18,307	120,457	62,246	Under	58,211
00775 20-441[1-6] Title I	56,066	111,855	167,921	0	Under	167,921
00780 20-445[1-5] Title II	19,376	11,830	31,206	0	Under	31,206
00785 20-449[1-4] Title III	0	1,312	1,312	0	Under	1,312
00790 20-447[1-4] Title IV	8,500	7,558	16,058	0	Under	16,058
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	702,322	(278,655)	423,667	0	Under	423,667
<b>Total</b>	<b>938,414</b>	<b>(126,233)</b>	<b>812,181</b>	<b>62,246</b>		<b>749,935</b>

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	101,570	101,570	7,106	70,786	23,678
84200 20-475-__-__ Student Activity Fund	50,000	0	50,000	0	0	50,000
88000 20-501-__-__ Nonpublic Textbooks	0	6,341	6,341	0	0	6,341
88020 20-50[-2-5-] Nonpublic Auxiliary Services	0	20,011	20,011	0	0	20,011
88040 20-50[-6-8-] Nonpublic Handicapped Services	0	37,392	37,392	0	0	37,392
88060 20-509-__-__ Nonpublic Nursing Services	0	16,598	16,598	0	0	16,598
88080 20-510-__-__ Nonpublic Technology Initiative	0	4,525	4,525	0	0	4,525
88090 20-511-__-__ Nonpublic Security Aid Program	0	28,290	28,290	14,936	2,259	11,095
88140 20-__-__-__ Other	0	7,300	7,300	0	1,460	5,840
88500 20-__-__-__ Title I	56,066	18,855	74,921	16,443	7,484	50,994
88520 20-__-__-__ Title II	19,376	11,830	31,206	0	12,700	18,506
88540 20-__-__-__ Title III	0	1,312	1,312	299	1,013	0
88560 20-__-__-__ Title IV	110,650	(103,602)	7,048	0	1,525	5,523
88580 20-__-__-__ Title V	0	2,000	2,000	0	0	2,000
88620 20-__-__-__ I.D.E.A. Part B (Handicapped)	377,790	45,877	423,667	46,777	333,209	43,680
<b>Total</b>	<b>613,882</b>	<b>198,299</b>	<b>812,181</b>	<b>85,562</b>	<b>430,436</b>	<b>296,183</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		(\$161,884.16)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$204,160.32	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$204,160.32
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
<b>Total assets and resources</b>			<b><u>\$42,276.16</u></b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

---

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$161,884.16)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$38,887.16
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	\$69,362.97	
602	Less: Expenditures	(\$30,475.81)	
	Less: Encumbrances	(\$38,887.16)	(\$69,362.97)
	Total appropriated		\$38,887.16
Unappropriated:			
770	Fund balance, July 1		\$3,389.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$42,276.16
	<b>Total liabilities and fund equity</b>		<b>\$42,276.16</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$69,362.97	\$69,362.97	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$69,362.97</u>	<u>\$69,362.97</u>	<u>\$0.00</u>
Less: Adjustment for prior year	(\$69,362.97)	(\$69,362.97)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : \_\_\_\_\_

Board Secretary

Date

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	69,363	69,363	30,476	38,887	0
Total		0	69,363	69,363	30,476	38,887	0

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	5,475	5,475	0	5,475	0
89080	30-000-4__-45_ Construction Services	0	63,888	63,888	30,476	33,412	0
Total		0	69,363	69,363	30,476	38,887	0

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$1.01
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized 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		\$24,337.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$12,537.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$12,537.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$478,000.00	
302	Less Revenues	(\$478,000.00)	\$0.00
<b>Total assets and resources</b>			<b><u>\$36,875.01</u></b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 40 DEBT SERVICE FUNDS

---

Liabilities and Fund Equity

Liabilities:

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

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$0.00

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00

750-752,76x Other reserves \$0.00

601	Appropriations		\$478,000.00
602	Less: Expenditures	(\$441,125.00)	
	Less: Encumbrances	\$0.00	(\$441,125.00)
	Total appropriated		\$36,875.00

Unappropriated:

770	Fund balance, July 1		\$0.01
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00

Total fund balance \$36,875.01

Total liabilities and fund equity \$36,875.01

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$478,000.00	\$441,125.00	\$36,875.00
Revenues	(\$478,000.00)	(\$478,000.00)	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$36,875.00)</u>	<u>\$36,875.00</u>

Prepared and submitted by : \_\_\_\_\_ Date \_\_\_\_\_

Board Secretary

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	315,480	0	315,480	315,480		0
0093A	Other	162,520	0	162,520	162,520		0
	<b>Total</b>	<b>478,000</b>	<b>0</b>	<b>478,000</b>	<b>478,000</b>		<b>0</b>

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	478,000	0	478,000	441,125	0	36,875
	<b>Total</b>	<b>478,000</b>	<b>0</b>	<b>478,000</b>	<b>441,125</b>	<b>0</b>	<b>36,875</b>

Starting date 7/1/2025 Ending date 9/30/2025 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	315,480	0	315,480	315,480		0
00890	40-3160	Debt Service Aid Type II	162,520	0	162,520	162,520		0
Total			478,000	0	478,000	478,000		0

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	78,000	0	78,000	41,125	0	36,875
89620	40-701-510-910	Redemption of Principal	400,000	0	400,000	400,000	0	0
Total			478,000	0	478,000	441,125	0	36,875

Ratified Bill List #1 September 2025

FIN#6a

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

10/06/25 11:51

Starting date 9/1/2025

Ending date 9/21/2025

<b>Fund Totals</b>
--------------------

11	GENERAL CURRENT EXPENSE	\$374,376.09
	Total for all checks listed	\$374,376.09

## September 2025

Ratified Bill List #1	\$	374,376.09
Ratified Bill List #2	\$	1,296.10
Ratified Bill List #3	\$	0.00
Payroll	\$	<u>1,454,841.34</u>
	\$	<u><b>1,830,513.53</b></u>

Prepared and submitted by: \_\_\_\_\_

Board President

\_\_\_\_\_ Date

Check Journal  
Rec and Unrec checks

Harrison Twp Board of Ed  
Hand and Machine checks

10/06/25 11:43

Starting date 9/1/2025

Ending date 9/21/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051742	09/05/25	09/30/25	8243	BENECARD SERVICES, LLC		54,135.08
	600061	07/09/25		Rx Benefits 25-26		\$54,135.08
051743	09/05/25	09/30/25	A324	Delta Dental Insurance Company		131.65
	600062	07/09/25		Dental Benefits		\$131.65
051744	09/05/25	09/30/25	0048	Delta Dental of New Jersey, Inc.		10,969.52
	600063	07/09/25		Dental Benefits		\$10,969.52
051745	09/05/25	09/30/25	0637	Direct Energy Business		24,174.11
	600404	09/03/25		Electric Supplier		\$24,174.11
051746	09/05/25	09/30/25	8247	SCHOOL HEALTH INSURANCE FUND		263,978.00
	600015	07/03/25		Medical Benefits		\$263,978.00
051747	09/05/25	09/30/25	0221	VERIZON		154.97
	600107	07/15/25		Cell Phones		\$154.97
051748	09/16/25	09/30/25	7152	ATLANTIC CITY ELECTRIC		12,623.36
	600281	08/11/25		Electric Utility		\$12,623.36
051749	09/16/25	09/30/25	9667	Comcast		1,880.54
	600149	07/21/25		Internet/Ethernet		\$1,880.54
051750	09/16/25	09/30/25	8133	COMCAST BUSINESS		397.79
	600109	07/15/25		Cable, Phone & Fax		\$397.79
051751	09/16/25	09/30/25	1087	FEDEX		10.82
	600488	09/12/25		Shipping Services		\$10.82
051752	09/16/25	09/30/25	0868	HOME DEPOT CREDIT SERVICES		815.77
	600238	08/07/25		Supplies		\$815.77
051753	09/16/25	09/30/25	8052	NEW JERSEY AMERICAN WATER		2,372.21
	600275	08/11/25		Water Utility		\$2,372.21
051754	09/16/25	09/30/25	0621	SOUTH JERSEY GAS		2,049.61
	600504	09/15/25		Natural Gas		\$2,049.61
051755	09/16/25	09/30/25	9960	UGI Energy Services, LLC		222.66
	600492	09/12/25		Gas Supply		\$222.66
051848	09/18/25		A363	Resorts Casino Hotel		460.00
	600510	09/17/25		Travel		\$460.00

Ratified Bill List #2 September 2025

Check Journal

Harrison Twp Board of Ed

Rec and Unrec checks

Hand and Machine checks

10/06/25 11:44

Starting date 9/23/2025

Ending date 9/30/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051849	09/26/25		9960	UGI Energy Services, LLC		1,296.10
600492	09/12/25			Gas Supply		\$1,296.10

<b>Fund Totals</b>
--------------------

11	GENERAL CURRENT EXPENSE	\$1,296.10
	Total for all checks listed	\$1,296.10

Aborted Check Journal  
Rec and Unrec checks

Harrison Twp Board of Ed  
Hand and Machine checks

10/06/25 11:47

Starting date 9/1/2025

Ending date 9/30/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B42514	09/15/25		0086	HARRISON TWP BD/ED AGENCY ACCT		50,966.78
	600096	07/15/25	FICA			\$11,722.20
	600097	07/15/25	DCRP			\$2,408.15
	6J0006	09/15/25	Db 10-141 / Cr 10-101			\$36,836.43
B42638	09/30/25		0086	HARRISON TWP BD/ED AGENCY ACCT		52,208.95
	600096	07/15/25	FICA			\$13,274.18
	600097	07/15/25	DCRP			\$2,186.02
	6J0007	09/30/25	Db 10-141 / Cr 10-101			\$36,748.75
<del>B42645</del>	<del>09/22/25</del>		<del>6568</del>	<del>TD Bank, N.A., Corporate Trust</del>		<del>444,425.00</del>
	<del>600100</del>	<del>07/22/25</del>	<del>Debt Service</del>			<del>\$441,125.00</del>
F42636	09/15/25		PAY	Payroll		666,263.26
	600000	07/01/25	Payroll 2025 - 2026			\$666,263.26
F42645	09/30/25		PAY	Payroll		685,049.26
	600000	07/01/25	Payroll 2025 - 2026			\$685,049.26
F42646	09/22/25		PAY	Payroll		353.09
	600000	07/01/25	Payroll 2025 - 2026			\$353.09

Payroll September 2025

Aborted Check Journal  
Rec and Unrec checks

Harrison Twp Board of Ed  
Hand and Machine checks

10/06/25 11:47

Starting date 9/1/2025

Ending date 9/30/2025

Fund Totals
-------------

10	GENERAL FUND	\$73,585.18
11	GENERAL CURRENT EXPENSE	\$1,374,150.10
20	SPECIAL REVENUE FUNDS	\$7,106.06
40	DEBT SERVICE FUNDS	<del>\$444,425.00</del>
	<i>Appears on 9/23/25 Bill List</i>	
	Total for all checks listed	<del>\$1,895,066.34</del>

1,454,841.34

October 2025 Bill List

Check Journal  
Rec and Unrec checks

Harrison Twp Board of Ed  
Hand and Machine checks

Fin #66  
10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

---

Fund Totals		
11	GENERAL CURRENT EXPENSE	\$362,126.48
20	SPECIAL REVENUE FUNDS	\$109,806.62
30	CAPITAL PROJECTS FUNDS	\$4,801.56
60	ENTERPRISE FUNDS	\$33,895.94
	Total for all checks listed	\$510,630.60

Prepared and submitted by: \_\_\_\_\_  
Board President

\_\_\_\_\_ Date

Check Journal  
 Rec and Unrec checks

Harrison Twp Board of Ed  
 Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051862	10/27/25		A364	A-1 Industrial Equipment Inc.		2,651.82
	600521	09/18/25		Tech Storage		\$2,651.82
051863	10/27/25		9324	ABCya.com		599.98
	600597	09/30/25		License		\$599.98
051864	10/27/25		A250	ACE FORD		2,917.68
	600507	09/18/25		Parts & Labor		\$2,917.68
051865	10/27/25		0160	ACE PLUMBING, HEAT & ELECTRICAL SUPPLIES,		137.46
	600577	09/30/25		Supplies		\$137.46
051866	10/27/25		A129	ALWAYS A GOOD SIGN		200.00
	600539	09/19/25		Banners		\$200.00
051867	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051868	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051869	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051870	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051871	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051872	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051873	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051874	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051875	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051876 Stub	
051876	10/27/25		A120	Amazon Capital Services		24,088.10
	600043	07/08/25		Supplies		\$593.84
	600084	07/14/25		Math Supplies		\$596.17
	600089	07/14/25		Teacher Supply		\$151.16
	600090	07/14/25		Teacher Supply		\$147.80
	600116	07/15/25		Bulk Supplies		\$5.00
	600158	07/24/25		Teacher Supply		\$148.16
	600247	08/07/25		Teacher Supply		\$298.81
	600251	08/07/25		Teacher Supply		\$149.89
	600287	08/13/25		Teacher Supply		\$233.35
	600309	08/18/25		Nurse's Office		\$617.98
	600318	08/21/25		Teacher Supply		\$113.80
	600326	08/21/25		Teacher Supply		\$291.26
	600335	08/21/25		Teacher Supply		\$147.35
	600338	08/21/25		Teacher Supply		\$151.43

Check Journal  
Rec and Unrec checks

Harrison Twp Board of Ed  
Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051876	10/27/25		A120	Amazon Capital Services		24,088.10
600339	08/21/25			Art Supplies		\$319.25
600389	08/28/25			Teacher Supply		\$149.99
600407	09/03/25			Desk		\$159.99
600408	09/03/25			Supplies		\$615.40
600414	09/03/25			Teacher Supply		\$145.30
600436	08/01/25			I & D		\$332.48
600437	08/01/25			Teacher Supply		\$149.38
600439	08/01/25			Teacher Supply		\$299.79
600443	09/08/25			Teacher Supply		\$154.43
600444	09/08/25			Teacher Supply		\$146.93
600445	09/08/25			I & D		\$444.87
600448	09/08/25			Supplies		\$340.99
600451	09/08/25			Supplies		\$505.76
600471	09/09/25			Teacher Supply		\$150.01
600475	09/09/25			Teacher Supply		\$149.34
600480	09/09/25			Teacher Supply		\$140.82
600493	09/15/25			Supplies		\$44.14
600494	09/15/25			Supplies		\$261.87
600495	09/15/25			Supplies		\$575.34
600496	09/15/25			I & D Supplies		\$265.40
600498	09/15/25			Teacher Supply		\$157.46
600502	09/15/25			Translator		\$264.45
600511	09/17/25			Supplies		\$84.33
600512	09/17/25			Supplies		\$173.70
600513	09/17/25			Supplies		\$342.45
600514	09/17/25			Supplies		\$1,123.92
600515	09/17/25			Teacher Supply		\$40.99
600516	09/17/25			Supplies		\$72.43
600517	09/17/25			Supplies		\$76.11
600518	09/17/25			Bulk Supplies		\$662.65
600519	09/17/25			Teacher Supply		\$151.40
600543	09/22/25			Math Table		\$123.73
600545	09/22/25			Supplies		\$104.65
600546	09/22/25			Supplies		\$161.13
600548	09/23/25			Teacher Supply		\$98.20
600549	09/23/25			Teacher Supply		\$93.76
600550	09/23/25			Supplies		\$3,015.61
600551	09/23/25			Teacher Supply		\$150.41
600552	09/23/25			chair		\$105.99
600553	09/23/25			Teacher Supply		\$298.43
600554	09/23/25			Teacher Supply		\$149.68
600555	09/23/25			Supplies		\$168.28
600556	09/23/25			Supplies		\$146.19
600557	09/23/25			Supplies		\$185.10

Check Journal  
 Rec and Unrec checks

Harrison Twp Board of Ed  
 Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051876	10/27/25		A120	Amazon Capital Services		24,088.10
600564	09/23/25			Supplies		\$131.09
600565	09/24/25			Supplies		\$91.98
600566	09/24/25			Nurse Supplies		\$126.86
600568	09/24/25			Bulk Supplies		\$207.26
600569	09/24/25			Nurse Supplies		\$69.99
600579	09/29/25			Supplies		\$2,051.33
600582	09/29/25			Teacher Supply		\$76.49
600609	10/01/25			Supplies		\$1,258.53
600610	10/01/25			Supplies		\$38.83
600611	10/01/25			Supplies		\$84.05
600622	10/03/25			Supplies		\$302.32
600623	10/03/25			Books		\$95.58
600624	10/03/25			Supplies		\$37.99
600625	10/03/25			Supplies		\$54.97
600627	10/07/25			Supplies		\$50.46
600628	10/07/25			Supplies		\$35.75
600630	10/07/25			Supplies		\$211.86
600631	10/07/25			Supplies		\$121.55
600632	10/07/25			Teacher Supply		\$140.17
600633	10/07/25			Supplies		\$226.04
600644	10/09/25			Supplies		\$602.07
600645	10/09/25			Supplies		\$223.59
600646	10/09/25			Supplies		\$37.99
600647	10/09/25			Supplies		\$565.73
600662	10/13/25			Supplies		\$86.58
600663	10/13/25			Supplies		\$104.58
600669	10/15/25			Supplies		\$38.50
600671	10/15/25			Supplies		\$87.43
051877	10/27/25		A258	AME Inc.		4,801.56
500345	08/12/24			HVAC		\$4,801.56
051878	10/27/25		9104	APPLE, INC.		16,200.00
600595	09/30/25			Tech Equip.		\$12,960.00
600596	09/30/25			Tech Equip.		\$3,240.00
051879	10/27/25		7814	ARCHBISHOP DAMIANO SCHOOL		16,023.84
600019	07/03/25			Tuition & Aide		\$16,023.84
051880	10/27/25		A192	Ascendance Truck Eastern PA, LLC		454.99
600533	09/18/25			Bus Parts		\$454.99
051881	10/27/25		A192	Ascendance Trucks Eastern PA, LLC		4,000.71
600561	09/24/25			Bus Parts		\$2,300.00
600584	09/29/25			Bus Parts		\$70.01
600616	10/03/25			Bus Parts		\$1,630.70
051882	10/27/25		A293	Audubon Plumbing Supply		398.19
600481	09/15/25			Supplies		\$398.19

Check Journal  
 Rec and Unrec checks

Harrison Twp Board of Ed  
 Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051883	10/27/25		A268	BeyondTrust Corporation		3,134.96
	600601	09/30/25		Cloud Support		\$3,134.96
051884	10/27/25		0810	BRATTELLI LLC; VERONICA		10,080.00
	600532	09/18/25		25-26 OT Services		\$10,080.00
051885	10/27/25		0599	BREAKOUT EDU		119.00
	600634	10/07/25		Renewal		\$119.00
051886	10/27/25		0792	CARROLL, COLLEEN		900.00
	600240	08/07/25		OT Services		\$900.00
051887	10/27/25		0038	CLEARVIEW REGIONAL SCHOOL DISTRICT		100.00
	600656	10/13/25		Winter Concert		\$50.00
	600657	10/13/25		Recognition Night		\$50.00
051888	10/27/25		7599	CM3 BUILDING SOLUTIONS, INC.		12,115.00
	600225	08/07/25		Boiler Repairs		\$12,115.00
051889	10/27/25		A316	Command Radio Communications, Inc.		22,579.70
	501450	06/24/25		Radios		\$22,579.70
051890	10/27/25		9322	Commissioner of LWD		160.00
	600667	10/01/25		License Renewal		\$160.00
051891	10/27/25		0189	CURRICULUM ASSOCIATES		50,143.00
	600051	07/09/25		i-Ready		\$50,143.00
051892	10/27/25		A371	D&W Diesel, Inc.		5,884.98
	600643	10/07/25		Bus Parts		\$5,884.98
051893	10/27/25		0686	DEMCO INC.		94.38
	600635	10/07/25		Supplies		\$94.38
051894	10/27/25		0637	Direct Energy Business		26,050.61
	600404	09/03/25		Electric Supplier		\$26,050.61
051895	10/27/25		0187	EASTERN DATACOMM, INC.		10,100.00
	600523	09/18/25		Service		\$10,100.00
051896	10/27/25		A278	Educational Technology Consortium of South Jers		275.00
	600524	09/18/25		Dues		\$275.00
051897	10/27/25		7875	ELMER SCHULTZ SERVICES		1,295.19
	600500	09/18/25		Parts & Labor		\$1,295.19
051898	10/27/25		0560	EPIC ENVIRONMENTAL SERVICES		610.00
	600009	07/08/25		AHERA		\$610.00
051899	10/27/25		A367	Everway LLC		1,090.98
	600574	09/24/25		License Renewal		\$1,090.98
051900	10/27/25		6573	FOLLETT CONTENT SOLUTIONS LLC		160.17
	600586	09/29/25		Books		\$81.20
	600587	09/29/25		Books		\$78.97
051901	10/27/25		7299	FOUR SEASONS LANDSCAPING		3,510.00
	600453	09/09/25		Landscaping		\$3,510.00
051902	10/27/25		6585	FRIENDS SCHOOL OF MULLICA HILL		1,860.00
	600559	09/24/25		Training Reimb.		\$300.00

Check Journal  
 Rec and Unrec checks

Harrison Twp Board of Ed  
 Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051902	10/27/25		6585	FRIENDS SCHOOL OF MULLICA HILL		1,860.00
	600560	09/24/25		Field Trip Reimb.		\$1,560.00
051903	10/27/25		0072	G.C.S.S.S.D.		31,063.18
	600296	08/13/25		Tuition & Aide		\$31,063.18
051904	10/27/25		1055	GCSSSD - CRESS		5,128.00
	600031	07/07/25		ESY Speech		\$672.00
	600032	07/07/25		25-26 HB Instr.		\$3,952.00
	600033	07/07/25		25-26 Speech		\$504.00
051905	10/27/25		0255	GLOUCESTER COUNTY ASBO		125.00
	600621	10/03/25		Dues		\$125.00
051906	10/27/25		A196	Gorman, DAnella & Morlok		19,000.00
	600237	08/13/25		Legal Services		\$19,000.00
051907	10/27/25		7558	GOV CONNECTION, INC.		1,988.72
	600482	09/11/25		Tech		\$1,988.72
051908	10/27/25		7558	GovConnection, Inc.		584.92
	600599	09/30/25		Tech Equip.		\$584.92
051909	10/27/25		1169	GRAINGER		385.29
	600642	10/09/25		Supplies		\$385.29
051910	10/27/25		7812	HANDLE WITH CARE BEHAVIOR MGMT		6,150.00
	600405	09/03/25		Training		\$3,050.00
	600410	09/03/25		Training		\$525.00
	600411	09/03/25		Training		\$1,050.00
	600503	09/15/25		Training		\$1,525.00
051911	10/27/25		0087	HARRISON TWP SCH FOOD SERVICE		1,641.39
	600489	09/12/25		Explorer Breakfast		\$754.83
	600490	09/12/25		Explorer Breakfast		\$886.56
051912	10/27/25		7121	HILLYARD / MID-ATLANTIC		5,295.68
	600151	07/23/25		Supplies		\$72.88
	600425	08/01/25		Supplies		\$5,222.80
051913	10/27/25		8032	HOFFMAN'S EXTERMINATING		371.00
	600020	07/03/25		Exterminating		\$371.00
051914	10/27/25		A296	Jarvis Electric Motors, Inc.		603.20
	600614	10/03/25		Motor		\$603.20
051915	10/27/25		0326	JC MAGEE SECURITY SOLUTIONS		330.00
	600626	10/01/25		Parts & Labor		\$330.00
051916	10/27/25		0177	JUNIOR LIBRARY GUILD		1,540.38
	600363	08/28/25		Book Subscription		\$1,540.38
051917	10/27/25		0161	JW Pepper		210.59
	600583	09/29/25		Supplies		\$210.59
051918	10/27/25		0857	KINGSWAY REGIONAL SCHOOL DIST.		3,563.33
	600398	08/28/25		Maint. & Repairs		\$3,563.33

Check Journal  
Rec and Unrec checks

Harrison Twp Board of Ed  
Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051919	10/27/25		0134	LANGERHANS, OLIVIA		145.65
	600637	10/07/25		Teacher Supply		\$145.65
051920	10/27/25		7701	Larc Norcross School		13,009.92
	600294	08/13/25		Tuition & Aide		\$13,009.92
051921	10/27/25		A361	Lexia Learning Systems LLC		2,500.00
	600429	09/03/25		Subscription		\$2,500.00
051922	10/27/25		A197	LHB Technology Solutions LLC		7,500.00
	600520	09/18/25		Support		\$7,500.00
051923	10/27/25		9030	LIBRARY STORE; THE		81.80
	600572	09/24/25		Supplies		\$81.80
051924	10/27/25		9258	LinkIt!		30,266.00
	600655	10/13/25		Curriculum Needs		\$30,266.00
051925	10/27/25		0569	MACGILL & COMPANY		331.96
	600526	09/18/25		Inhalers		\$165.98
	600527	09/18/25		Inhalers		\$165.98
051926	10/27/25		9727	Modern Group Power Systems		720.00
	501148	03/18/25		Annual Agreement		\$720.00
051927	10/27/25		0138	NASCO		4,235.65
	600068	07/14/25		Art Supplies		\$4,235.65
051928	10/27/25		0460	NATIONAL HIGHWAY PRODUCTS		193.18
	600235	08/13/25		Supplies		\$193.18
051929	10/27/25		A110	Nelson; Chelsea		66.83
	600651	10/13/25		Travel		\$66.83
051930	10/27/25		0075	NJ ADVANCE MEDIA		14.98
	600604	09/30/25		Public Notice		\$14.98
051931	10/27/25		9080	NJ MOTOR VEHICLE COMMISSION		50.00
	600589	09/29/25		Bus Reg.		\$50.00
051932	10/27/25		9985	NJ School Jobs		175.00
	600608	10/03/25		Emp. Ad		\$175.00
051933	10/27/25		7147	NJSIG		36,605.37
	600099	07/15/25		Worker's Comp Ins.		\$36,605.37
051934	10/27/25		A294	Northeast Services LLC		6,397.78
	600005	07/08/25		Plumbing Service		\$2,969.00
	600207	08/07/25		Labor Contract		\$378.00
	600547	09/24/25		Plumbing Supplies		\$95.00
	600576	09/30/25		Plumbing Parts		\$2,955.78
051935	10/27/25		0025	NUTRI-SERVE FOOD MGMT., INC.		32,600.75
	600491	09/12/25		Food Service		\$32,600.75
051936	10/27/25		6781	PARKER MCCAY P.A.		1,758.28
	501209	04/09/25		Legal		\$1,758.28
051937	10/27/25		0388	PELLEGRINO		233.66
	600658	10/13/25		Bus Parts		\$233.66

Check Journal  
 Rec and Unrec checks

Harrison Twp Board of Ed  
 Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051938	10/27/25		9340	PRC-Salttillo		59.99
	600620	10/03/25	iShare			\$59.99
051939	10/27/25		9875	Professional Medical Staffing		5,005.00
	600284	08/13/25	LPN Services			\$5,005.00
051940	10/27/25		9986	Raptor Technologies, LLC		185.00
	600531	09/24/25	Visitor Badges			\$185.00
051941	10/27/25		7445	RICOH USA, INC.		2,488.57
	600069	07/09/25	Copiers			\$2,488.57
051942	10/27/25		9848	Savvas Learning Company, LLC		1,840.16
	600463	09/09/25	Music Supplies			\$1,840.16
051943	10/27/25		1076	SCHOOL SPECIALTY, LLC		512.63
	600295	08/13/25	Teacher Supply			\$68.56
	600459	09/09/25	PT Supplies			\$180.40
	600538	09/19/25	Bulk Supplies			\$263.67
051944	10/27/25		A354	SchoolStatus, LLC		3,150.00
	600259	08/11/25	Smore			\$3,150.00
051945	10/27/25		9814	Service Tire Truck Centers		258.69
	600617	10/03/25	Bus Parts			\$258.69
051946	10/27/25		9851	Speech Therapy PD		316.00
	600654	10/13/25	Subscription			\$316.00
051947	10/27/25		A284	SPOT Therapy		500.00
	600675	10/16/25	PT			\$500.00
051948	10/27/25		0415	STAPLES ADVANTAGE		1,434.10
	600563	09/24/25	Bulk Supplies			\$1,010.45
	600571	09/24/25	Supplies			\$71.07
	600588	09/29/25	Supplies			\$225.49
	600636	10/07/25	Supplies			\$127.09
051949	10/27/25		0676	STARFALL EDUCATION		355.00
	600592	09/30/25	License			\$355.00
051950	10/27/25		A252	Strategic Safety and Security Group, LLC.		650.00
	600605	09/30/25	NP Security			\$650.00
051951	10/27/25		7256	SUPER DUPER PUBLICATIONS		336.79
	600458	09/09/25	Speech Supplies			\$153.88
	600653	10/13/25	Supplies			\$182.91
051952	10/27/25		0673	TAG'S AUTO SUPPLY, INC.		279.00
	600562	09/24/25	Bus Parts			\$279.00
051953	10/27/25		6686	TOWNSHIP OF HARRISON		35,315.06
	600397	09/03/25	SRO's			\$28,853.14
	600639	10/07/25	Gasoline			\$6,461.92
051954	10/27/25		7344	Tristate HVAC Equipment, LLC		606.15
	600306	08/28/25	Parts			\$606.15
051955	10/27/25		6935	TWP. OF HARRISON SEWER CLERK		2,543.74
	600652	10/13/25	Sewer			\$2,543.74

Check Journal  
 Rec and Unrec checks

Harrison Twp Board of Ed  
 Hand and Machine checks

10/23/25 12:41

Starting date 10/27/2025

Ending date 10/27/2025

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
051955	10/27/25		6935	TWP. OF HARRISON SEWER CLERK		2,543.74
	600652	10/13/25		Sewer		\$2,543.74
051956	10/27/25		9960	UGI Energy Services, LLC		169.21
	600492	09/12/25		Gas Supply		\$169.21
051957	10/27/25		8129	United Electric Supply Co, Inc.		84.33
	600613	10/06/25		Supplies		\$84.33
051958	✓ 10/27/25	10/27/25		00.0 \$ Multi Stub Void	#051959 Stub	
051959	10/27/25		0055	W.B. Mason		5,379.40
	600142	07/21/25		Copy Paper		\$1,990.20
	600200	08/12/25		Water Delivery		\$159.20
	600456	09/09/25		Hand Wipes		\$3,230.00
051960	10/27/25		0225	WARREN'S HARDWARE		253.86
	600228	08/07/25		Supplies		\$253.86
051961	10/27/25		A261	Wax; Dr. Craig M.		625.00
	600233	08/07/25		District Doc		\$625.00
051962	10/27/25		0231	WOLFINGTON BODY COMPANY, INC.		1,002.53
	600541	09/19/25		Bus Parts		\$203.88
	600585	09/29/25		Bus Parts		\$384.64
	600612	10/01/25		Bus Parts		\$414.01
B42783	10/27/25		0072	G.C.S.S.S.D.		9,675.60
	600296	08/13/25		Tuition & Aide		\$9,675.60

Fig #9



# 2025 ACA Reporting Service Proposal: Harrison Township School District

**Prepared for:** Christopher DeSanto  
120 N. Main Street  
Mullica Hill, NJ 08062

**Created by:** Jerry Hampton  
609-558-1219  
jhampton@primepoint.com

**Date:** 09 / 16 / 2025

Primepoint LLC  
2 Springside Road  
Westampton, NJ 08060  
800-600-5257  
<https://primepoint.com/>

# Year-End ACA Reporting Service

## Primepoint Will:

### 1) Import Data Required to Populate the IRS Forms 1094C & 1095C

Primepoint will define for Harrison Township School District the data necessary to be imported into the Primepoint system

Primepoint will work with Harrison Township School District to help identify the data sources

Primepoint will provide data import templates which Harrison Township School District will populate and return in accordance with Primepoint's implementation plan

### 2) Create, & electronically file employer's form 1094C

3) Create, produce, and deliver to Harrison Township School District, and electronically file forms 1095C for each applicable employee

## Estimated Service Fees

NAME	PRICE	QTY	SUBTOTAL
Annual Base Processing Fee	\$1,500.00	1	\$1,500.00
Production, Filing & Delivery of Forms 1095C	\$9.00	180	\$1,620.00

**Annual Total      \$3,120.00**

### Primepoint will be responsible for:

- accurately importing data that Harrison Township School District provides
- timely filing of the 1094C & 1095C forms with the IRS and New Jersey

Should Primepoint fail with either of these responsibilities, Primepoint will pay any penalties or interest that cannot be abated.

### Primepoint will not be responsible or liable for any penalties or interest assessed to Harrison Township School District for:

- incomplete, inaccurate or noncompliant information provided to Primepoint and used to produce the ACA tax reports
- late filing that resulted from receiving reporting data from Harrison Township School District after Primepoint's deadline

### Harrison Township School District will be responsible for:

- providing complete and accurate information within Primepoint-determined time table

**ACA Reporting Contact:**

Angela Otlowski

Phone: 856-478-2016 Ext: 7153 Email Address: otlowskia@harrisonswp.k12.nj.us

In order for Primepoint to produce and file all ACA related documents for the 2025 calendar year, Primepoint must receive an executed copy of this proposal no later than October 15th.

## Acceptance

**BY SIGNING THIS PROPOSAL, HARRISON TOWNSHIP SCHOOL DISTRICT:**

- authorizes Primepoint to begin implementation and agrees to pay Primepoint the fees as outlined above.
- agrees to remit the payment of all fees outlined in this proposal within 30 days from the invoice date.
- agrees to each provision found in this proposal.

Primepoint:



09 / 16 / 2025

Jerry Hampton

Harrison Township School District:



09 / 19 / 2025

Christopher C. DeSanto

Proposal is valid for 30 days.



## Service Agreement

This Service Agreement ("Agreement") is between you ("Client") and Primepoint LLC, a New Jersey limited liability company (the "Company," "we," "us," or "our"). This Agreement contains the terms and conditions that govern your use of our payroll and HR platform (the "Platform"), our websites ([www.primepoint.com](http://www.primepoint.com)) and all related sub domains (the "Website"), and the products and services we provide to you (the "Services" and collectively with the Platform and the Website, our "Suite of Services").

Please read these Terms of Service carefully before you start using any of our Suite of Services. By accepting electronically (clicking "I Accept"), installing, accessing or using Services, you agree to these terms. If you do not agree to this Agreement, then you may not use the Service. This Agreement contains the terms and conditions that govern the use of, and the terms and conditions upon which Primepoint, LLC ("Primepoint"), will provide to you, certain payroll processing, payroll tax service and other related payroll and HR services (collectively referred to as "Service"). The Service may be accessed through Primepoint's websites ("Service Sites").





## Table of Contents

1. AGREEMENT TERM .....	3
2. DATA PROVISION & VERIFICATION .....	3
4. ACCOUNT DEBITING .....	4
5. ACH ORIGATION .....	5
6. SERVICE FEES & PAYMENT TERMS.....	7
7. SERVICE CHANGES.....	7
8. SECURITY.....	7
9. LIMITED SOFTWARE LICENSE .....	9
10. DISPUTE RESOLUTION.....	9
11. SERVICE TERMINATION.....	10
12. GENERAL TERMS AND CONDITIONS .....	10





## 1. AGREEMENT TERM

- a. Subject to your compliance with these Terms of Service, this Agreement shall continue in full force and effect for one (1) year from the date of the first payroll processed. Thereafter, this Agreement will automatically renew each subsequent year unless one of us gives written notice to the other, at least thirty (30) days prior to the end of the current term, of election not to renew (the initial term plus any renewal term(s) are referred to as the "Term").

## 2. DATA PROVISION & VERIFICATION

- a. Primepoint will notify Client via electronic communication or by other means when all data necessary to begin the Service has been received and the enrollment process has been completed. Client shall then, prior to submitting its first payroll, review for completeness and accuracy the Payroll Information (as hereinafter defined). For purposes of this Agreement, "Payroll Information" shall mean all information posted for Client's review on the specified portion of the Service Site including, but not limited to, that which is used to calculate and pay employee payroll, track Client defined employee benefits, pay payroll taxes to applicable taxing agencies in compliance with the laws and regulations of such taxing agencies, produce payroll tax returns and W-2 statements and print checks on Client's account (if applicable). Client must correct incorrect or missing Payroll Information, either by itself or by notifying Primepoint in the manner specified in the electronic communication and within the time period specified therein. Client shall be fully responsible for the accuracy of all information supplied by it and/or approved by it, including, without limitation any IRS or other penalties and/or interest arising there from.
- b. Client agrees that by submitting each payroll (including the first payroll): (i) Client has approved all Payroll Information, (ii) Client has waived and released any claim against Primepoint arising out of any errors in the Payroll Information which Client has not itself corrected or has not requested Primepoint to correct, and (iii) any subsequent request for corrections will be considered special handling for which additional fees may be charged. Final audit responsibility rests with Client. Primepoint will not have any responsibility for verifying the accuracy of any data Client provides or directly inputs via the Service Site or any other method.
- c. Primepoint may permit, but shall not be obligated to permit Client's Payroll Approver, a designated Client representative and/or designated Client Administrator to communicate with Primepoint by telephone, electronic mail or other means about the Service. Primepoint has implemented security procedures for the purpose of verifying the identity of Client's Payroll Approver, Client





representative and/or designated Client Administrator (as applicable), and other security protocols. Client acknowledges that the security procedures instituted by Primepoint are commercially reasonable methods of providing security that any Payroll Information, Entries or other instructions communicated to Primepoint will be deemed to have been fully authorized by Client and Client shall be fully responsible for the accuracy of such information including, without limitation, any IRS or other penalties and/or interest arising therefrom; and that, notwithstanding such deemed authorization, Primepoint may in its sole discretion refuse to accept or act upon any such instructions

### 3. TAX SERVICES

- a. In order for the Service to be instituted, Client must submit accurate wage and payroll information to Primepoint during the enrollment process. The wage and payroll information must be reconciled with Client's payroll tax returns for the current calendar year and Client's wage and payroll tax information for the current quarter. Thereafter, Client shall timely and accurately (a) update all wage and payroll information as necessary to reflect changes and (b) respond with additional information requested from time to time by Primepoint. It is Client's responsibility to submit complete and accurate information to Primepoint in connection with the Service. Any penalty or interest incurred due to inaccurate information provided by Client will be the sole responsibility of Client. Client further agrees to not hold Primepoint accountable for such liability. Primepoint, at its option, may decide not to file Client's payroll tax returns, pay Client's payroll taxes or otherwise process Client's payroll if there are any unresolved problems with any information requested by Primepoint or submitted by Client. Primepoint's sole liability and Client's sole remedy for Primepoint's negligent failure to perform the payroll tax portion of the Service shall be (i) Primepoint will remit the payroll taxes received from Client to the appropriate taxing authority and (ii) Primepoint will reimburse Client or pay directly to the appropriate taxing authority any penalties resulting from such negligent error or omission by Primepoint.

### 4. ACCOUNT DEBITING

- a. On or prior to Client's payroll direct deposit and/or payroll tax deposit date or other applicable settlement or due date, Client authorizes Primepoint to initiate debit entries to Client's account ("Client's Account") at the depository financial institution ("Depository"), and to debit Client's Account in such amounts as are necessary to (i) fund Client's direct deposits, (ii) pay any fees or charges associated with the Service, including, without limitation, finance charges, (iii) pay Client's payroll





taxes, (iv) pay any debit, correcting or reversing entry initiated pursuant to this Agreement which is later returned to Primepoint, and (v) pay any other amount that is owing under this Agreement or in connection with the Service. This authorization is to remain in full force and effect until Primepoint has received written notice from Client of its termination in such time and such manner as to afford Primepoint and Depository a reasonable opportunity to act upon it. Client will maintain in Client's Account as of the applicable settlement date and time immediately available funds sufficient to cover all credit entries Client originates through Primepoint. Client's obligation to pay Primepoint for each credit entry matures at the time Primepoint transmits or otherwise delivers the credit entry to the Automated Clearing House ("ACH") or gateway operator and is unaffected by termination of the Service. Primepoint may set off against any amount it or an Affiliate owes to Client in order to obtain payment of Client's obligation as set forth in this Agreement. Client acknowledges that the origination of ACH transactions to its account must comply with the provisions of U.S. law. Amounts withdrawn for payroll taxes will be held by Primepoint at Primepoint's financial institution (the "Payroll Tax Account") until such time as those payments are due to the appropriate taxing agencies, and no interest will be paid to the Client on these amounts.

- b. If Client does not have sufficient funds in Client's Account to pay disbursements, fees, payroll taxes or any other amounts due under this Agreement at the time required, or if Client refuses to pay, Primepoint may (i) debit the Payroll Tax Account or any account at Primepoint's financial institution or any Affiliate owned in whole or in part by Client to pay disbursements, fees or charges, payroll taxes, or other amounts due, (ii) refuse to pay any unremitted payroll taxes, in which case the payroll tax liability will become the sole responsibility of Client, (iii) refuse to perform further services, and/or (iv) immediately terminate this Agreement. Primepoint may recover from Client any costs including, without limitation, reasonable attorneys' fees and expert witnesses' fees Primepoint may incur in connection with any termination of this Agreement or collection of amounts due hereunder.

## 5. ACH ORIGINATION

- a. The Service will enable Client, by using the Service Site, to enter the Payroll Information and to approve and submit it to Primepoint for creation, formatting and transmission of Entries in accordance with the Rules. Primepoint may reject any Payroll Information or Entry which does not comply with the requirements in this Agreement or the Rules or with respect to which Client's Account does not





contain sufficient available funds to cover the payroll. If any Payroll Information or Entry is rejected, Primepoint will make a reasonable effort to notify Client promptly so that Client may correct such Payroll Information or request that the Primepoint correct the Entry and resubmit it. A notice of rejection will be effective when given. Primepoint will have no liability to Client by reason of the rejection of any Payroll Information or Entry, the fact that notice is not given at an earlier time than that provided for in this Agreement or for any loss resulting from Primepoint's failure to provide notice.

- b. Client will have no right to cancel or amend any Payroll Information received by Primepoint after it has been approved by Client's Payroll Approver and submitted to Primepoint. However, if Client's request complies with the security procedure, Primepoint may use reasonable efforts to act on it prior to transmitting the Entries to the ACH provider, but will have no liability if the cancellation or amendment is not affected. Client will reimburse Primepoint for any expenses, losses or damages Primepoint may incur in effecting or attempting to effect Client's request.
- c. Except for Entries created from Payroll Information that have been reapproved and resubmitted by Client in accordance with the requirements of this Agreement, Primepoint will have no obligation to retransmit a returned Entry to the ACH or gateway operator if Primepoint complied with the terms of this Agreement with respect to the original Entry.
- d. Primepoint will process the Payroll Information and Entries in accordance with its processing schedule, provided (i) the Payroll Information is approved by Client and received by Primepoint no later than Client's applicable cut-off time on a business day and (ii) the ACH is open for business on that business day. If Primepoint receives approved Payroll Information after Client's cut-off time, Primepoint will not be responsible for failure to process the Payroll Information on that day. If any of the requirements of clause (i) or (ii) of this Subsection are not met, Primepoint will use reasonable efforts to process the Payroll Information and transmit the Entries to the ACH with the next regularly scheduled file created by Primepoint which is on a business day on which the ACH is open for business.
- e. At Client's request, Primepoint will make a reasonable effort to reverse an Entry, but will have no responsibility for the failure of any other person or entity to honor Client's request. Client agrees to reimburse Primepoint for any expenses incurred in attempting to honor such request.
- f. Client acknowledges that it is the originator of each Entry and that under the Rules, Primepoint makes to Client's Depository bank certain warranties with respect to each Entry. Client agrees to reimburse Primepoint for any loss Primepoint incurs, including its reasonable attorneys' fees and legal expenses,





as the result of a breach of a warranty made by Primepoint unless the breach resulted solely from Primepoint's own gross negligence or intentional misconduct.

- g. Client acknowledges that under the Rules, Primepoint indemnifies certain persons. Client agrees to reimburse Primepoint any loss Primepoint incurs, including its reasonable attorneys' fees and legal expenses, as the result of the enforcement of an indemnity, unless enforcement resulted solely from Primepoint's own gross negligence or intentional misconduct.

## 6. SERVICE FEES & PAYMENT TERMS

- a. The fee structure for all Services offered by Primepoint to Client are detailed in the Service Proposal provided to Client. Payment terms are net 30 days if not specified in the proposal.

## 7. SERVICE CHANGES

- a. Primepoint reserves the right to change the terms, conditions, and fees for the Service at any time. Primepoint will endeavor to, but shall not be obligated to, provide thirty (30) days prior notice of any material change, including fees. Notice may be provided in writing, electronically or via the Website. If Client does not wish to be bound by such change, it may discontinue using and terminate the Service before the change becomes effective. If Client continues to use the Service after the change becomes effective, it will be bound by the change. Client has the responsibility to assure that Client's address, including any electronic address(es), and account information in Primepoint's records, is accurate. The timing of an advance notice of change may be shortened when permitted or required by law.

## 8. SECURITY

- a. Client will designate and authorize one or more individual users of the Service with authority to act on behalf of and to bind the Client (designated as "Master Administrator"), which authorized individuals will access the Service by entering a confidential user ID and password created by following the instructions provided on the a specified portion of the Service Site and which will entitle them, depending on their designation (whether as Client's Payroll Approver, Principal or





Administrator), to have authority to review, modify and/or approve on behalf of Client. Client's Payroll Approver will approve and submit the Payroll Information thereby authorizing Primepoint to create and transmit ACH credit or debit entries ("Entries"; each, an "Entry") necessary to process Client's payroll and payroll tax transactions, by entering his or her confidential user ID and password which he or she has created by following the instructions provided on the specified portion of the Service Site.

- b. Client acknowledges that Primepoint has implemented security procedures for the purpose of verifying the authenticity of an instruction approving, releasing, cancelling or amending the Payroll Information used to create Entries to be originated by Primepoint for the benefit of Client, and not for the purpose of detecting errors in Payment Orders. Client has reviewed various security procedures and has determined that the security procedures designated above constitute a commercially reasonable method of providing security against unauthorized Payment Orders and best meets Client's requirements, given the size, type and frequency of the Payment Orders it will issue to Primepoint.
- c. Client will, and will cause its employees to, take reasonable steps to maintain the confidentiality of the security procedure and the user IDs and passwords and related instructions provided by Primepoint. If Client believes or suspects that any such user IDs and passwords or related instructions have been known or accessed by unauthorized persons, Client will immediately notify Primepoint in a manner affording Primepoint a reasonable opportunity to act on the information, and Client acknowledges that failure to immediately notify Primepoint could result in loss of funds and unauthorized access to confidential information concerning Client and its employees. Primepoint reserves the right to prevent access to the Service should Primepoint have reason to believe the confidentiality of the security procedure or the confidentiality of the user IDs and passwords have been compromised.
- d. Client will be bound by any Payment Order received and verified by Primepoint in compliance with the designated security procedure, and Client shall indemnify Primepoint against and hold Primepoint harmless from any loss suffered or liability incurred by, or arising from, the execution of a Payment Order in good faith and in compliance with such security procedures.
- e. If a Payment Order describes the receiver inconsistently by name and account number (i) payment may be made on the basis of the account number even if it identifies a person different from the named receiver or (ii) Primepoint may in its sole discretion refuse to accept or may return the Payment Order. If a Payment Order describes a participating financial institution inconsistently by name and identification number, the identification number may be relied upon as the proper





identification of the financial institution. If a Payment Order identifies a non-existent or unidentifiable person or account as the receiver or the receiver's account, Primepoint may in its sole discretion refuse to accept or may return the Payment Order.

- f. Client will promptly notify Primepoint of the identity of each person authorized to receive information regarding the security procedure (each singly or in the aggregate, an "Authorized Person"), including but not limited to Client's Payroll Approver, and of any change in any other Authorized Person (Principal or Administrator). Primepoint will have a reasonable time after receipt of a notice to act on it.

## 9. LIMITED SOFTWARE LICENSE

- a. Primepoint hereby grants Client a limited, nonexclusive, royalty free license to access and utilize Primepoint's software (the "Software") solely for the purpose of facilitating Primepoint's collection of the wage and payroll information and other information Primepoint needs to furnish Services to Client. Client shall access the Software solely through Primepoint's Websites. Primepoint will not transfer legal title or physical possession of any Software to Client. Client shall not be entitled to download any Software onto Client's servers, to duplicate or make copies of any Software, or to use the Software for any purpose other than as described in this paragraph. Client also may not license, sublicense, or otherwise transfer any rights in the Software to another person or entity without the prior written permission and continued control of Primepoint. The parties acknowledge that the Software is of no intrinsic value to Client, and no portion of any of the fees related to the Service or charges paid by Client to Primepoint hereunder shall be treated as a royalty for the limited license that Primepoint is granting to Client hereunder.

## 10. DISPUTE RESOLUTION

- a. Client and Primepoint hereby knowingly, voluntarily, intentionally and irrevocably waive the right to a trial by jury in respect to any litigation based hereon or relating to the service or any other unresolvable dispute or controversy between the parties. Further, client and Primepoint hereby agree that any litigation will proceed on an individual basis and will not be part of any class action.
- b. Consent to Jurisdiction - Client and Primepoint each irrevocably submits (for itself and in respect of its property) to the exclusive jurisdiction of any state or federal





court sitting in Burlington County, New Jersey, in any action or proceeding arising out of, or relating to, this Agreement and acknowledges and agrees that all claims in respect of the action or proceeding may be heard and determined in any such court. Client also agrees not to bring any action or proceeding arising out of, or relating to, this Agreement in any other court. Client waives any defense of inconvenient forum to the maintenance of any action or proceeding so brought.

## 11. SERVICE TERMINATION

- a. Subject to Client's compliance with the terms of this Agreement and satisfactory completion of the enrollment process, Primepoint will commence provision of the Service to the Client. Primepoint may, at its discretion, decline to offer the Service to Client in the event that the enrollment process is not satisfactorily completed, Primepoint is unable to verify satisfactory credit of the Client and/or its principals and/or for any other reason in the sole discretion of Primepoint. The Service will continue until such time as Client or Primepoint gives thirty (30) days' prior written notice, unless termination is for cause. Primepoint may immediately terminate this Agreement upon notice to Client if Client is in violation of a material provision of the Contract Documents, including but not limited to, the payment when due of any fees, charges, or payroll taxes, or if Client chooses not to accept a change in any term or condition of this Agreement or Client misrepresents any data or information required by Primepoint in connection with the Service or at any other time. Primepoint may immediately terminate this Agreement without notice to Client if Client files, or has filed against it, a petition under the U.S. Bankruptcy Code or a similar state or federal law. The termination of the Service or this Agreement will not affect Client's or Primepoint's rights with respect to transactions which occurred before termination. Upon termination, any outstanding funds that have been previously collected, and will not be paid by Primepoint, LLC, will be returned to Client less any outstanding fees.

## 12. GENERAL TERMS AND CONDITIONS

- a. Primepoint, its employees and agents will hold in strict confidence all data furnished by Client or produced by Primepoint under this Agreement; provided, however, that such parties will not be held liable if such data is released through other sources, or if Primepoint, its employees and agents release the data because of a reasonable belief that Client has consented to such disclosure.
- b. To assure that Client's inquiries are handled promptly, courteously and accurately, Primepoint may monitor and/or record telephone conversations and electronic communications between Client and Primepoint without additional prior





notification to Client or Client's employees, and Client hereby consents to such monitoring and recording on behalf of itself and its employees, and will so advise Client's employees who communicate with Primepoint by telephone or electronic means.

- c. Client consents to and authorizes Primepoint at any time to obtain background and/or credit reports on Client for purposes of verifying identity and/or evaluating the creditworthiness of Client in connection with the Service and this Agreement.
- d. In performing the Service, Client agrees that Primepoint is not acting in a fiduciary capacity for Client or its benefit. In addition, neither use of the Service nor anything contained in this Agreement relieves Client of Client's obligations under federal or state laws or regulations to retain records relating to the data contained in Primepoint's tape or disk files.
- e. Client agrees to indemnify, defend and hold Primepoint and its agents, contractors, services and affiliates, including its and their respective directors, officers, employees, agents and contractors (each, an "Indemnified Party"), harmless against all liabilities, claims, demands, damages, losses, fines, judgments, disputes, costs, charges and expenses made by Client or others resulting from, arising out of or related to (i) Primepoint's or any other Indemnified Party's provision of the Service, (ii) reliance on information and data furnished by Client or (iii) activities that Primepoint or any other Indemnified Party undertakes at Client's request, or at the request of anyone Primepoint or any other Indemnified Party believes in good faith to be an authorized agent of Client including, without limitation, costs, reasonable attorneys' fees and expert witnesses' fees incurred in connection with such claims. Primepoint will have the right to disburse or withhold any sum which Primepoint is authorized to disburse or withhold. Client agrees that neither Primepoint nor any other Indemnified Party will be liable for any loss or damage caused by Primepoint's or any other Indemnified Party's delay in furnishing services, products and/or equipment. Client acknowledges that neither Primepoint nor any other indemnified party makes any warranties, express or implied, with respect to the Service, the software materials, the online services, and any equipment or software used in connection with the service, including without limitation the warranties of merchantability and of fitness for a particular purpose, title and non-infringement.
- f. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of New Jersey, without regard to the conflicts of laws principles thereof.
- g. Assignment. Client shall not assign this Agreement without the prior written consent of Primepoint. The provisions of this Agreement shall inure to the benefit





of, and be binding upon, the parties and their respective successors and permitted assigns. Primepoint may assign this Agreement at any time in its sole discretion.

- h. Electronic Transmission. The Agreement and any amendments hereto, by whatever means accepted, shall be treated in all manner and respects as an original contract and shall be considered to have the same binding legal effect as if it were an original signed version thereof delivered in person. At the request of Primepoint, Client shall execute or re-execute original forms of this Agreement and shall deliver them to Primepoint. Neither party hereto shall argue that a contract was not formed hereunder based on either (i) the use of electronic means to deliver a signature or to indicate acceptance of this Agreement or (ii) the fact that any signature or acceptance of this Agreement was transmitted or communicated through electronic means; and each party forever waives any related defense.



**HARRISON TOWNSHIP SCHOOL DISTRICT**

**2026-2027 Budget - Annual Budget Calendar**

Early November – Budget Summaries to Budget Managers with Cost Limits

1<sup>st</sup> Week of December – Review Staffing Needs for Budget

Week of December 15, 2025 – Budget Summary Submission due from Budget Managers

By January 26, 2026 – Assimilate All Budget Information for Finance Committee

By 1<sup>st</sup> Week of February – 1<sup>st</sup> Finance Committee Meeting

3<sup>rd</sup> Week of February – 2<sup>nd</sup> Finance Committee Meeting

End of February/1<sup>st</sup> Week of March – State Aid figures released

March BOE Regular Meeting – Discuss and Approve Budget to go to County for review

April BOE Regular Meeting – Budget Public Hearing and Approve Final Budget

***BOE Approval Date:*** \_\_\_\_\_

PERS. #7

# JERAH SIEGAL

## Tech & Business Professional

Results-driven technology and business professional with experience supporting hardware, software, and IT systems across diverse environments. Skilled in troubleshooting computers, AI, code, and technology/product development. Recognized for strong communication, patience, and ability to support both technical teams and end-users. Proficient in marketing, social media, and backend development for startups.

### EXPERIENCE

#### Autom-AI-tion Innovations | Technology Consultant | 2025

- Provided technical support for laptops, software installations, and system troubleshooting.
- Designed and implemented custom AI and automation solutions for business operations.
- Assisted clients with setup and maintenance of computer software and applications for marketing and business operations.

#### BiDome Inc. | Founder/CEO | 2021 - 2025

- Built and maintained custom computer hardware and software systems for indoor vertical farming and controlled environment agriculture.
- Oversaw device troubleshooting and integration of sensors, solenoids, and automated systems including AI plant growth software.
- Managed technology and implemented cybersecurity protocols for investor data room and business financial records.
- Supported staff in using new equipment and applications; trained team members on best practices.

#### SafeQuest App | Chief Marketing Officer | 2020 - 2021

- Worked with small team troubleshooting laptops, apps, and video equipment for content creation and social media.
- Supported app launch by managing device setup, software testing, and end-user feedback collection.

#### Various Companies | Social Media Marketing Consultant | 2019 - 2020

Managed social media pages, content calendars, content creation, and ran Meta & Google ad suites. Also managed email marketing campaigns through MailChimp, while still a full-time college student

### EDUCATION

#### Rowan University

B.S. in Business - Entrepreneurship  
Sep 2018 - Dec 2021

### SKILLS SUMMARY

- **Business Operations & Strategy** - Process improvement, financial planning, regulatory compliance
- **AI Automation** - OpenAI, Claude, Make, n8n, and python integration
- **Technology Development** - Hardware, software, artificial intelligence
- **Grant Writing & Fundraising** - Securing funding, writing proposals, financial modeling
- **Market Research & Analytics** - Customer discovery, competitive analysis, data-driven decision-making
- **Financial Analysis** - Budgeting, forecasting, investor reports, cost optimization



## About Me

I go above and beyond in everything I do. Former collegiate and semi-professional ice hockey player, 3-time startup founder, runner-up for the Global Student Entrepreneurship Awards, runner-up UPitch NJ, and 2024 NJ Top Innovator. I am passionate about business, with a strong understanding across disciplines. I also have a passion for fitness and mixed martial arts.



[Redacted phone number]



[Redacted email address]



[Redacted address]

<https://www.linkedin.com/in/jerah-siegal-biodomecompany/>

### ACCOLADES

- INNOVATE100 Top Entrepreneur to Watch
- OpenAI Prompt Engineering for Developers
- Global Student Entrepreneur Awards

### EXPERTISE

- Product Development
- Customer Discovery & Target Market Analysis
- Social Media & Email Marketing
- Coding in Python & C++
- Computer Hardware & Software
- AI & Computer Automation
- Fundraising

# SUSANA RIOS

## Summary

Dedicated Housekeeper with 4 years of experience in maintaining cleanliness and organization in residential and commercial setting. Skilled in performing a variety of cleaning task efficiently and effectively.



## EXPERIENCE

### LINE LEADER

Eastern Propak LLC, Glassboro NJ

- Managed a team of 10 production line workers
- ensured the production line operated efficiently and met daily production goals
- performed quality checks on finished products to ensure they met company standards

### HOUSEKEEPER

Self Employed

- Cleaned And maintained residential properties including dusting, vacuuming, and mopping floors
- Assisted with laundry and ironing tasks as needed
- Provided Exceptional customer service to clients and ensured their satisfaction with the cleaning service.

## SKILLS

- Problem Solving
- Time Management
- Attention to Detail
- Organized



# JENNIFER RIOS

## Profile

Highly organized and detail-oriented Administrative Assistant with 5 + years experience providing customer service and office support. Effective multitasker, able to handle a high volume of clerical tasks with accuracy and professionalism.



## EXPERIENCE

### ADMINISTRATIVE ASSISTANT/ TITLE CLERK

Jc Miller Auto Sales

- Processes all new and used vehicles for registration in the state in which they will be titled.
- Prepares tax and title documents.
- Submits all legal transfer work to the Department of Motor Vehicles.
- Skilled in maintaining accurate records and processing documents efficiently to support dealership operations.

### SHIPPING & RECEIVING / ADMINISTRATIVE ASSISTANT

Sapphire Manufacturing

- Strong organizational skills, ensuring that all office supplies and inventory levels are maintained efficiently.
- Proficient in managing inventory, coordinating shipments, and ensuring timely delivery of goods.
- Excellent communication skills, enabling effective collaboration with vendors, customers, and team members.

### ADMINISTRATIVE ASSISTANT

Tri State Dental Lab

- Skilled in managing schedules, coordinating appointments, and maintaining organized patient records.
- Exceptional ability to handle patient inquiries and ensure a high level of customer service.
- Strong organizational skills with a proven track record of handling multiple tasks simultaneously in a fast-paced environment.

## EDUCATION

### BRIDGETON HIGH SCHOOL

BHS

### Notary Public

## SKILLS

- Bilingual English/Spanish
- Organization
- Attention to detail
- Teamwork
- Leadership

# CHRISTINA Kurtz

Assistant Director

[Redacted]

[Redacted]

[Redacted]

## PROFESSIONAL SUMMARY

Ambitious and skilled worker who is passionate about positively impacting companies, staff and providing expert support. Familiar with customer service, direct care and child care from an administrative standpoint, and always looking for ways to improve operations and personalize assistance. Well-organized and resourceful with a detail-oriented and conscientious approach to help be able to manage training sessions and numerous members of staff. Skillfully meet diverse needs and address issues to maintain efficiency and outreach.

## SKILLS

- Leadership
- Social Media
- Program Evaluation and Improvements
- Customer Service
- Public Speaking
- Teamwork and Collaboration
- Marketing
- Data Analysis
- Program Leadership
- Implementing Client Care Plans
- Scheduling
- Issue Reporting
- Behavioral Management Planning
- Client and Family Interviews
- Staff Training
- Program Development
- Maintaining Client Records

## EDUCATION

Wilmington University  
New Castle, DE  
Behavioral Sciences

## WORK HISTORY

**Heart to Heart Home Care - PRN Manager**  
*Sewell, NJ • 12/2024*

- Maintained person records for 50+ employees across the state
- Personalized schedules for employees based on their availability
- Worked alongside Group Home directions to ensure coverage for open shifts to provide proper care for the individuals we serve
- Inputted Group Home open shifts in our communication/scheduling app
- Monitored Staff's overtime hours
- Approved shifts for at requests of staff
- Held training sessions specifically for PRN staff members
- Worked with Quality Assurance and Human Resources if issues arose that had to deal with these specific staff members
- Provide leadership, mentorship and ongoing support to staff
- Generates weekly reports for submission monitoring overtime coverage saved, weekly staffing issues, and which staff is in compliance with company requirements

**Heart to Heart Home Care - Learning & Development Lesion**  
*Sewell, NJ • 5/2024*

- Handles Compliance for 300+ employees
- Holds Orientations for new staff at various locations and in

Paul VI High School  
Haddonfield, NJ • 2013  
Diploma

### **AWARDS/ ACHIEVEMENTS**

**All That And a Bag of Chips Award** - for going above and beyond the line of duty  
Bancroft • 2022

**All That And a Bag of Chips Award** - for going above and beyond the line of duty  
Bancroft • 2021

### **Certificates**

CPR Trainer  
Ukeru Trainer

various departments

- Curates Orientation keeping in mind the Individuals we serve
- Leads recertification sessions for existing staff
- Brand ambassador for the company
- Maintained personal records for both employees and individuals
- Schedules and held meetings for training sessions on various topics that are needed to be held by state requirements and regulations
- Devises CPR training sessions and maintained certifications
- Provide leadership, mentorship and ongoing support to staff
- Monitored spreadsheet for all new staff to ensure all of their compliance and other requirements are in order

### **The Learning Experience - Assistant Director/Curriculum Coordinator**

*Cherry Hill, NJ • 6/2023 - 12/2023*

- Led the daily Operations of a childcare center with over 130 children in various ages from 6 weeks to 5 years and over 20 staff members
- Maintained personal files for both students and staff
- Managed and Monitors Development of Schedules for the Whole School
- Hosted interviews and went through the hiring process for various positions
- Managed the Front Area of The Center, Answering Phones, and handled Customer Service Matters
- Monitored Data for Teacher Training Completion
- Curated various events for the school including fundraisers for Foundations like Make-A-Wish
- Managed Monthly Curriculum and Supplies Orders
- Created Marketing Strategies that Increased School's Awareness in the Community as well as Online Through Social Media Platforms like Facebook
- Supports a positive and nurturing environment, fostering the growth and development of both students and staff
- Provide leadership, mentorship and ongoing support to teachers and staff
- Led training sessions for various topic to ensure every teacher had the proper knowledge and guidance they need for both teachers and students could reach their full potential
- Conducted Monthly Observations of the classrooms to ensure teachers were following schedules, and implementing curriculum and safety guidelines
- Worked Alongside Other Management Members to Supervise Staff and Students
- Addressed behavioral and learning issues with parents, management, and teachers to create a personal plan for the

student

- Organized rooms to Optimize Engagement
- Assisted Alongside Teachers in Classrooms for various ages

**Bancroft - Senior Program Associate**

*Cherry Hill, NJ • 05/2022 - 06/2023*

- Administering, Verifying and Documenting Medication
- Maintained personal files for both individuals (HIPAA) and staff
- Organize rooms to Optimize Engagement
- Worked Alongside Manager to Supervise Staff and Individuals
- Managed and monitors development of schedules for department
- Worked alongside Managers to go through the hiring process for our department
- Curate Data for Individuals to Track Engagement
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
- Determined needed and relevant interventions based on each client's cognitive abilities and current needs
- Demonstrated respect, friendliness and willingness to help wherever needed
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment
- Maintained energy and enthusiasm in fast-paced environment
- Used critical thinking to break down problems, evaluate solutions and make decisions

**Bancroft - Direct Service Professional**

*Cherry Hill, NJ • 05/2021 - 5/2022*

- Carried Out Individuals Nutrition Plans
- Monitored and Assisted in Maintaining Proper Hygiene
- Increase and Advocate Community Inclusion
- Organize rooms to Optimize Engagement
- Assist in Daily Life Activities
- Carry Out Individuals Goals and Plans
- Assisted in Maintaining Individuals Behavioral Stability
- Administering, Verifying and Documenting Medication
- Creating Activities to Increase Individuals Motor and Cognitive Skills

**Private Client - Private Nanny**

*Moorestown, NJ • 8/2019 - 5/2021*

- 
- Nutrition
  - Supervised Children's Safety
  - Transportation Monitored schedules to maintain sleeping, eating and school schedules for children.
  - Established lasting, professional connections with families and children by encouraging open communication and delivering positive feedback.

**Just Children Child Care Center - Teacher Assistant**  
*Mount Laurel, NJ • 5/2016 - 7/2019*

- Carried out Individuals Nutrition Plans
- Monitored and Assisted in Maintaining Proper Hygiene
- Supervised Children's Safety
- Encouraged Activities to Stimulate Development
- Daily Organization of Classroom
- Maintained Student Records
- Helped Train and Assist New Employees
- Helped Development in Cognitive and Motor Skills

**SPOT THERAPY, LLC**  
**Harrison Township School District Contract**

This agreement is made between SPOT Therapy, LLC, a New Jersey based corporation engaged in the business of providing therapy personnel and services, hereinafter referred as the "Agency" and Harrison Township School District, hereinafter referred to as the "District". The terms of this agreement shall be effective from July 1<sup>st</sup>, 2025 through June 30<sup>th</sup>, 2026.

Therefore, in consideration of the foregoing representations, the following terms and conditions are mutually agreed upon by both parties:

1. Upon the District's request the Agency will place occupational, physical, and/or speech therapists to provide related services to school aged children as mandated by the District personnel. All such therapists providing services hereunder shall be subject to the professional licensure and practice guidelines set forth by the state board of New Jersey.
2. The District shall retain responsibility for obtaining teacher referrals, case manager referrals, or medical referrals and prescriptions for the students referred to the Agency for related services prior to referring students to the Agency. The District shall be responsible for advising the Agency of the specific mandated services to be provided. The District shall maintain referrals and prescriptions on file and forward copies upon request of the Agency or therapist. All services will comply with pertinent provisions of Federal, State and local statutes, rules and regulations.
3. Services will be provided to all district school aged children, as applicable, regardless of race, creed, color, national origin, gender, or disability.
4. The District retains final professional and administrative responsibility for any services rendered, however both parties agree and recognize that the individual therapists hereunder are not employees of the District.
5. Invoice for services rendered will be submitted on a monthly basis (no later than the end of the 1<sup>st</sup> full week of the following month) and in accordance with the rate schedule, provided as Exhibit A. Exhibit A herein is made part of this agreement. Payments shall be made payable to SPOT Therapy, LLC within a ten-day period following the regular session of Harrison Township's Board of Education Meeting.
6. Should a part of this agreement for any reason be declared invalid, such declaration shall not affect the validity of any remaining parts of this agreement which shall remain in full force for the duration of the contract.

7. The District shall not enter into a separate agreement with any practitioner referred by or working through or with the Agency for the duration of the contract and a one-year period thereafter without the express consent of the Agency. Upon request and mutual agreement of all parties, the District will be offered a buyout agreement at any time during the duration of this contract.

8. Either party may terminate the agreement without cause upon sixty days written notice to the other party. Any notice required to be provided to any party to this Agreement shall be considered effective as of the date of deposit with the United States Postal Service by certified or registered mail, postage prepaid, return receipt requested and addressed to the parties at the following addresses:

To Agency:

SPOT Therapy, LLC  
132 Tara Run  
Woolwich, NJ 08085

To District:

Harrison Township School District  
120 N. Main Street  
Mullica Hill, NJ 08062

In WITNESS WHEREOF, this agreement has been duly executed and signed by:

Agency

District

Sheetal Parikh OTD, OTR/L, ASDCS, CYT

Signature

\_\_\_\_\_  
Signature

Sheetal Parikh OTD, OTR/L, ASDCS, CYT

Print name

\_\_\_\_\_  
Print name

7-1-2025

Date

\_\_\_\_\_  
Date

**SPOT THERAPY, LLC**

**EXHIBIT A**

**Services and Rates**

This list includes rates for evaluations, consultations, treatment planning, treatment sessions, documentation, IEPs, meetings, and travel.

Occupational Therapy Hourly Rate is \$100 per hour (billed in 15-minute increments)

Physical Therapy Hourly Rate is \$100 per hour (billed in 15-minute increments)

These services and rates are effective July 1, 2025 through June 30, 2026.

Agency

District

Sheetal Parikh OTD, OTR/L, ASDCS, CYT

Signature

\_\_\_\_\_  
Signature

Sheetal Parikh OTD, OTR/L, ASDCS, CYT

Print name

\_\_\_\_\_  
Print name

7-1-2025

Date

\_\_\_\_\_  
Date

TRN #1

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION  
Student Transportation Unit  
Joint Transportation Agreement

Host District CLEARVIEW REGIONAL  
In the County of GLOUCESTER  
Joiner District HARRISON TOWNSHIP  
In the County of GLOUCESTER

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

Board President



(Signature)

Date 09/15/2025

School Business Administrator



(Signature)

Date 09/15/2025

Joiner District Board of Education

Board President

\_\_\_\_\_

(Signature)

Date \_\_\_\_\_

School Business Administrator

\_\_\_\_\_

(Signature)

Date \_\_\_\_\_

FOR COUNTY USE ONLY - Additional Comments (if necessary):

[Empty rectangular box for additional comments]

Host District Executive County Superintendent Approval

Executive County Superintendent's Name

(Signature)

Date Approved

\_\_\_\_\_

**STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION**  
**Student Transportation Unit**  
**Joint Transportation Agreement - To and From School**

Host District		CLEARVIEW REGIONAL									
Joiner District		HARRISON TOWNSHIP									
Joiner District To and From School Transportation Total Cost - Per Diem Cost x Number of Days:											
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)			
Term of the Agreement (if other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (if Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost			
Start Date	End Date										
09-04-25	06-17-26	CABSJA	SAINT JOHN OF GOD/ARCHBISHOP	N		2	3	\$46,552.32			
09-04-25	06-23-26	CBBB	BANKBRIDGE SCHOOLS	N		4	5	\$14,454.40			

# Clearview Regional High School District

ADMINISTRATION BUILDING  
420 CEDAR ROAD • MULICA HILL, NJ 08062  
Fax (856) 478-0409

**KEITH BROOK**  
CHIEF ACADEMIC OFFICER  
(856) 223-2766

**JOHN HORCHAK III**  
SUPERINTENDENT  
(856) 223-2765

**ROBERT MILES**  
BUSINESS ADMINISTRATOR  
(856) 223-2764

The following is an excerpt from the Clearview Regional Board of Education minutes for their meeting held on October 16, 2025:

**Mr. Cherian moved, seconded by Mr. Schwab,** that the Board of Education approve the following jointures during ESY 2025 & the 2025/2026 school year:

- a. Jointure with Harrison Township Public School District to transport two (2) of their students to Archbishop Damiano/Saint John of God on Route CABSJA for the 2025/2026 school year for a total cost of \$46,552.32
- b. Jointure with Harrison Township Public School District to transport four (4) of their students to Bankbridge Elementary School on Route CBBD for the 2025/2026 school year for a total cost of \$14,454.40

The motion was approved by a roll call vote:

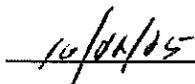
Yea: Mrs. Buckman, Mr. Cherian, Mrs. Giaquinto, Mr. Quenzel, Mr. Schwab,  
Mr. Sepsey, and Mr. Zayicek

Nay: None

Absent: Mr. Henderson, Mr. Williams

I certify that the above is a true and correct copy of the minutes of the Clearview Regional Board of Education meeting held on October 16, 2025.

  
\_\_\_\_\_  
Robert Miles, Business Administrator

  
\_\_\_\_\_  
Date

B+G #1

Type of Equipment	Model	Operable vs Inoperable
Cub Cadet riding mower plow		2166 Inop/ Very Old
Cub cadet riding mower plow		2140 Inop/ Very Old
Craftsman snowblower	9.9hp 26"	Inop/ missing parts / taken apart
Misc old chemicals	all types	Old and out dated/ cheaper to try to sell vs pay for disposal
Lawn trailer/ spreader	tow behind	Inop/ missing parts
Hillyard cleaning machine #1	Hillyard c3	Inop/ Very old
Hillyard cleaning machine #2	Hillyard c3	Inop/ Very old
Floor buffer scrubber	Unknown	Inop/ missing parts