

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING – November 19, 2025
WATERFORD ELEMENTARY SCHOOL**

V-A

I. MEETING CALLED TO ORDER 6:33 P.M.

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

A. ROLL CALL OF ATTENDANCE

Members Present: Benjamin De Vuyst (arrived 7:07), Matthew DeNafo, Daniel Hoover, Rosemarie Hunter, Barbara Libak Fanz, Thomas Leach, Ehren O'Donnell,

Members absent: Jason Galante, Michael McClintock

Others present: Dr. Michael A. Nolan, Superintendent, Christopher Eberly, Business Administrator, Howard Long, Solicitor

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

A motion was made by Ms. Libak Fanz, seconded by Mr. Leach, and carried by unanimous voice consent to approve business not anticipated at the time of the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. Hunter, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the resolution authorizing closed session at 6:34 p.m.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by, Mr. O'Donnell, seconded by Mr. Libak Fanz and carried by unanimous voice consent to return to open session at 7:06 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. Leach read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the Statement to the Public.

II. COMMITTEE REPORTS

A. EDUCATION – Mr. O'Donnell gave an oral report

B. PERSONNEL– No report

C. BUSINESS– Mr. Hoover gave an oral report

A verbal resolution was made by Mr. DeNafo, seconded by Mr. De Vuyst, and carried by unanimous voice consent of the board to oppose a Cannabis Growth Facility. The Solicitor will have a formal resolution to be memorialized on the December 17, 2025 board meeting.

III. PRESENTATIONS

A. Students of the 1st Marking Period- Dr. Michael Nolan

1. K- Selena Aponte- Ms. Handzus

2. 1- Brennan Sim- Ms. Sindoni

3. 2- Aubree Jones- Ms. McGovern/Ms. Wallen

4. 3- Charlee Sherwood- Ms. Stephan

5. 4- Connor Muckley- Ms. Agoston

6. 5- Breelyn Arnwine- Mr. Moore

7. 6- Emma DeVuyst- Mr. Vitarelli

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IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

None

B. A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, and carried by unanimous voice consent to close the meeting to the public.

V. MINUTES

A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by unanimous voice consent to approve the minutes for the following meeting as submitted by the Business Administrator/Board Secretary. (Ms. Libak Fanz abstained from items A & B)

A. Board Meeting October 15, 2025

B. Closed Session October 15, 2025

VI. SUPERINTENDENT'S REPORT

Upon the recommendations of the Superintendent, a motion was made by Ms. Hunter seconded by Ms. Libak Fanz, and carried by a unanimous roll call vote to approve the following items:

A. Monthly District Reports-

1. Monthly Wellness Report

2. Fire/Security Drill Log

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved
WES	10/1/25	2:37 PM	72 degrees, sunny	Fire drill	431	64
WES	10/7/2025	8:30 AM	76 degrees, sunny	Bus Evacuation drill	425	5
WES	10/10/2025	2:35 PM	63 degrees, cloudy	Bomb Threat evacuation drill	414	73
Atco	10/10/2025	9:18 AM	51 degrees, mostly cloudy	Bus Evac	222	40
Atco	10/10/2025	11:10 AM	55 degree, mostly cloudy	Fire Drill	222	40
Atco	10/23/2025	1:30 PM	62 cloudy	Non Fire Evac	231	42
Atco	10/23/2025	1:35 AM	62 degrees, cloudy	Reverse Evac Drill	231	42
TR	10/15/2025	9:20 AM	61 degrees, partly sunny	Bus Evacuation drill	234	10
TR	10/15/2025	10:11 AM	61 degrees, partly sunny	Fire drill	234	55
TR	10/24/2025	10:35 AM	52 degrees, sunny	Non Fire Evac	235	58

A. Enrollment:

Grade	2024-2025 # of Students	2025-2026 # of Students
PK (3 yr. old)	80	66
PK (4 yr. old)	72	102
PK (5 yr. old)	1	2
Sub Total:	153	170
K	108	82
1 st	111	120
2 nd	110	119

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3 rd	97	114
4 th	108	102
5 th	117	112
6 th	115	125
Sub Total:	766	774
Total:	919	944

B. Suspension Report:

Suspension:	TR	Atco	WES
In School Suspension	0	0	2
Out of School Suspension	0	1	8.5

VIII.

**SUPERINTENDENT'S RECOMMENDATIONS
EDUCATION**

A.

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

1. Harassment, Intimidation and Bullying (HIB) Report:

Acknowledge receipt/affirm HIB Investigations. (See Attachment A-1).

2. Three-Year Preschool Program Plan and Annual Update-Camden County for the 2026-2027 School Year:

Approve the Three-Year Preschool Program Plan and Annual Update-Camden County for the 2026-2027 school year. (Available upon request).

3. College Clinical Practice I Placement for Spring, 2026 Semester:

Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
O'Donnell, Kylie	Rowan	District	PreK-3	McGowan	1/26/26-4/30/26	Wednesday & Friday
DiVentura, Bianca	Stockton	District	2	Schafer	1/26/25-5/8/26	100 hours

4. College Clinical Practice II Placement for Fall, 2026 Semester:

Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
O'Donnell, Kylie	Rowan	District	PreK-3	McGowan	9/1/26-12/17/26	5 days a week
DiVentura, Bianca	Stockton	District	2	Schafer	9/1/26-12/18/26	5 days a week

5. Nurse's Service Plan for the 2025-2026 School Year:

Approve the Nurse's Service Plan for the 2025-2026 school year. (See Attachment A-5).

6. Approve the following policy for the first reading:

n/a

7. Approve the following policy for the second reading:

n/a

8. Acknowledge receipt of the following regulations:

n/a

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B. PERSONNEL

Upon the recommendations of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. Leach, and carried by a roll call vote to approve items 1 through 12 and addendum items 13 to 15.

1. Leave-of-Absence Request / Acknowledge:

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

Staff Member	Dates	Classification
4289	10.18.25 – 12.11.25	FMLA
4672	2.13.26 – 5.10.26	PTO / FMLA / NJFLA
4683	1.07.26 – 6.19.26	PTO

2. Leave-of-Absence Request / Approve-Dcline:

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

Staff Member	Dates	Classification
5175	1.26.26 – 1.30.26	Unpaid
5249	3.19.26 – 3.20.26	Unpaid

3. Appointment of Support Staff for the 2025-2026 School Year:

Approve the following Support Staff member(s) for the 2025-2026 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Rate / Hour	Hours / Day	Days / Year	FTE	From	To
Manna, Timothy	Bus Drive (part-time)	50-10-TR / BDD	District	\$32.00	5	180	.83	12.01.25	6.30.26

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

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

Name	Substitute Position	Rate (Gr. 1-6)	Rate (Gr. PreK - K)
Ethengain, Terri	Teacher	134.06 / day	147.48 / day
	Paraprofessional	18.75 / hr	20.63 / hr
	Non-Instructional Aide (café)	17.66 / hr	19.42 / hr
Lampman, Danielle	Teacher	134.06 / day	147.48 / day
	Paraprofessional	18.75 / hr	20.63 / hr

5. Job Description – Part-Time Bus Driver:

Approve the updated/revised job description for the Part-Time Bus Driver position. (See Attachment B-5).

6. Create / Abolish 2025-2026 Support Staff Positions:

Approve the created Support Staff position for the 2025-2026 school year:

Position	Loc.	Create / Abolish	UPC	FTE	Account Number
Paraprofessional (PreK)	TR	Create	20-45-EX / BAI	1.0	11-000-217-106-00-00-060

7. Resignation of Certified Staff Member(s):

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

Name	Location	Position	UPC	Effective Date
Weidmann, Candice	Atco	Teacher (TOSD)	30-40-S3 / ALO	1.02.25

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8. Resignation of Support Staff Member(s):

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

Name	Location	Position	UPC	Effective Date
Atkins, Linda	Atco	Paraprofessional	20-40-EX / AXW	1.09.25
Renzulli, Lisa	Atco	Paraprofessional	20-40-EX / BBE	11.10.25

9. Appointment of Support Staff for the 2025-2026 School Year:

Approve the following Support Staff member(s) for the 2025-2026 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Renzulli, Lisa	Paraprofessional	20-45-EX / BAI	TR	2	17.31	6	185	1.0

10. Approve the following policy for the first reading:

n/a

11. Approve the following policy for the second reading:

n/a

12. Acknowledge receipt of the following regulations:

n/a

13. Leave-of-Absence Request:

Approve / Decline the request for a leave-of-absence for the following staff members:

Staff Member	Dates	Classification	Approve/Decline
4607	1.05.26 - 6.30.26	Extend Unpaid LOA	Approve / Decline

14. Appointment of Support Staff for the 2025-2026 School Year:

Approve the following Support Staff member(s) for the 2025-2026 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Purfield, Kelly	Paraprofessional	20-40-EX / BBE	Atco	1	\$18.88	4	185	.67

15. Extension of Long-Term Substitute Contract:

Approve the extension of the following long-term substitute contract:

Name	Assignment	From	To (current)	To (new)	Step	Salary	FTE
Hand, Allison	Long-Term Substitute	9.18.25	12.31.25	6.30.26	4 BA	\$61,625	1.0
Sorce, Alyssa	Long-Term Substitute	8.26.25	12.11.25	12.12.25	1 BA	\$61,025 (prorated)	1.0

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by a roll call vote to approve items 1 through 11 and addendum items 12 & 13.

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

In accordance with 18A:17-9 for the month of September 2025, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of September 2025, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available

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to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies that the following changes in anticipated revenue amounts and revenue sources.

2. Board of Education Monthly Financial Certification:

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

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

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

4. Approval of Expenditures (as per attached):

Approve the payment of bills and claims:

- Bills List #1- \$ 3,135,441.90
- Bills List #2- \$ 43,382.21
- Bills List #3- \$ 25,225.48
- Nutri-Serve- \$ 43,812.64

5. Contracts:

- a. Approve W.J. Gross Inc. – CCESC # 66CCEPS Contract # FY 23-01 to install (2) new exterior doors at Thomas Richards for \$33,950. This included doors, glazing, hardware, installation, and removal of all debris.

6. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
5301637342	Y.A.L.E. School Inc.	8/26/25	6/30/26	\$72,457.20	Send	N/A
9814852611	Kingsway	11/11/25	6/30/26	\$23,760.00	Send	N/A

7. Grants:

Grantor	School	Amount	Staff Member	Purpose	Attachment
H&SA	WES	\$400	Borman	Purchase and replenish rewards	N/A
Reflex	WES	\$0	Poulton	40 subscriptions Reflex student progress	N/A

b. FY2026 ESEA-ESSA Consolidated Grant Application Amendment:

Approve an amendment to the FY2026 ESEA-ESSA Consolidated Grant Application to budget FY2025 carryover funds as follows:

Title IA - \$11,303.00
Title IIA - \$4,456.00

8. Transportation:

SID #	Vendor	School	From	To	Amount	Send/Receive	Attachment
8774655374	Hammonton	Hammonton	9/11/25	6/18/26	\$820.71	Send	N/A

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9. Out of District Professional Development:

Approve the following Out of District Professional Development for the 2025-2026 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Niedoba, D.	10/20/2025	11/18/2025	Mt. Laurel, NJ	NJASBO Workshop Payroll and the BA	\$145.00	11-000-251-592-58-25-000
Niedoba, D.	10/20/2025	01/20/2026	Mt. Laurel, NJ	NJASBO Pension Workshop	\$145.00	11-000-251-592-58-25-000
Weaver, J.	10/23/2025	11/14/2025	West Deptford, NJ	Mandatory Annual Integrated Pest Management Training	\$25.00	11-000-262-590-58-20-000
Weaver, J.	10/23/2025	11/21/2025	West Deptford, NJ	Mandatory Indoor Air Quality Training	\$25.00	11-000-262-590-58-20-000

10. Facilities:

a. Use of Facilities for the 2025-2025 School Year:

Approve the Use of Facilities for the 2025-2026 school year:

Organization	Facility	Date & Time	Event	Cost per hour
Atco Ghost Card Show	WATERFORD E.S. 001 - Cafetorium / 411 - Gymnasium / Parking Lot / Hallway between Gym and Cafeteria	Saturday 3/14/2026 8:00AM - 6:00PM	Hobby Card Show	\$75

11. Business-Related Policies:

a. Approve the following policies for the first reading:

n/a

b. Approve the following policies for the second reading:

n/a

c. Acknowledge receipt of the following regulations:

n/a

12. Contracts:

- a.** To approve Camden Country Educational Services Commission in the amount of \$99,250.00 to process and pay all Aid in Lieu applications for the 2025-2026 school year.

13. Tuition Contracts:

SID #	School	From	To	Amount	Send/Receive	Attachment
9145157534	YALE School Inc.	9/1/25	6/30/26	\$54,900.00	Send	N/A

D. BYLAWS-Barbara Libak Fanz

1. Approve the following policy for the first reading :

n/a

2. Approve the following policy for the second reading :

n/a

3. Acknowledge receipt of the following regulations:

n/a

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VIII. REPORTS

- a. **Legislation-** -Mr. Leach gave an oral report.
- b. **Camden County School Boards Association-** Mr. O'Donnell- no report.
- c. **New Jersey School Boards Association-** Dan Hoover- no report.
- d. **Camden County Educational Services Commission-** -- Mr. De Vuyst- no report.
- e. **Hammonton—**Ms. Hunter gave an oral report.
- f. **Board President's Report-** Mr. DeNafo gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

None

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

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

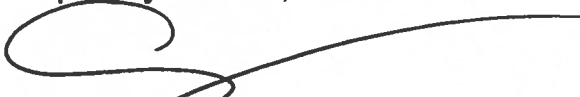
none

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

XI. MEETING ADJOURNMENT at 7:43 p.m.

A motion was made by Ms. Hunter seconded by Mr. De Vuyst and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,



Christopher Eberly

Assistant Superintendent for Business/Board Secretary

NOVEMBER MONTHLY WELLNESS REPORT

Date	Description	School	Class(es) Involved	Menu	Celebration/Curricular	CCS
11/26/25	Friendsgiving Feast	TR	PK - DiPaquale	Turkey and gravy, chix nuggets, mashed potatoes, corn, corn muffins, popcorn, jello, chips, cupcakes, juice boxes	Friendsgiving - celebrating the friends we have gained this year	
11/26	Friendsgiving	TR	PK - Iocono	Juice boxes, Apple Dessert, Turkey, cooked vegetables, fresh fruit, potatoes, Stuffing.	Friendsgiving - celebrating the friends we have gained this year	
11/25	Friendsgiving Feast	TR	PK - Litchko	Trail Mix (popcorn, chex mix, raisins, bugles, pretzels, M&M's, Caramel corn, mini-marshmallows), apple cider, fruit, waffle cone cornucopia	Friendsgiving Feast	
11/25	Friendsgiving Feast	TR	PK - McGowan	Water, cornbread, pumpkin pie	celebration	
11/24	Thanksgiving Celebration	TR	PK - Oleson	Juice boxes, apple slices, mini cupcakes, cookies, pretzel sticks	celebration	
				Apple sauce Juice boxes and water Fresh fruit Cranberry sauce Mashed potatoes Turkey and gravy		
11/26	Friendsgiving	TR	PK - Peterson		celebration	

RESOLUTION NO. ____-25**RESOLUTION EXPRESSING OPPOSITION TO CANNABIS GROW, CULTIVATION AND OTHER SIMILAR FACILITIES NEAR WATERFORD TOWNSHIP ELEMENTARY SCHOOLS**

WHEREAS, the Waterford Township School District ("School District") is a community public school that serves students in pre-kindergarten through sixth grade from Waterford Township, in Camden County, New Jersey; and

WHEREAS, the Board of Education is dedicated to maintaining the health, wellbeing, and safety of its citizens, especially the youth of our community; and

WHEREAS, in 2021, the Township Committee of the Township of Waterford adopted an Ordinance, which has been amended from time to time, to authorize the siting of class 1 through 5 cannabis facilities throughout the Township, including the Agriculture Zone; and

WHEREAS, since Colorado, Washington, Oregon, Alaska, and the District of Columbia (Washington, DC) legalized the retail sale of marijuana, use of the drug has continued to rise above the national average among youth aged 12–17 in multiple jurisdictions (See, National Survey on Drug Use and Health [NSDUH], 2006-2017); and

WHEREAS, evidence-based research has determined that cannabis use is detrimental to the developing brain up until at least age 25 causing negative impacts include memory, learning, motor control, addiction and other health risks; and

WHEREAS, at the November 12, 2025 meeting of the Mayor and Township Committee of the Township of Waterford it was announced that the governing body has issues five (5) letter of support for additional cannabis facilities, when in reality, eighteen (18) letter of support have been issued to date; and

WHEREAS, the current buffer between the three (3) elementary schools and the potential cannabis for multiple cannabis sites, is a mere five hundred (500') feet; and

WHEREAS, the smell, adverse impact of such facilities in such close proximity to the local public schools can result in a serious deleterious impact upon our students in grades pre-K to 6th; and

WHEREAS, the Board of Education voted on or about November 19, 2025, at its monthly public

meeting, to oppose the location of cannabis facilities in close proximity to our young children and is counterproductive to drug-free education that the Waterford Township Police Department provide to students; and

WHEREAS, the Board of Education is of the opinion that putting a limit on the issuance of cannabis licenses is in the best interest of the health, safety and welfare of Waterford Township and residents of all ages; . **WHEREAS**, three (3) schools in proximity to zoning districts that allow cannabis cultivation, it would essentially render it nearly impossible to contain odors and its impact without eliminating the use in these zones altogether.

WHEREAS, to date, the Township Committee have authorized two (2) dispensaries and eighteen (18) outstanding letters of support, nine (9) which include cultivation throughout the town including many close to schools that are adjacent to the existing Agriculture Zoning District where cultivation of cannabis is a permitted use.

NOW, THEREFORE, BE IT RESOLVED that the Waterford Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Waterford Township Board of Education that it vehemently opposes the siting of any type of cannabis facilities, cultivation and otherwise, in such close proximity to the three (3) elementary schools located throughout of town.
3. The Board of Education calls upon Waterford governing body to re-examine its prior actions and take the necessary steps to protect our youth by preventing the siting, construction and operation of cannabis relating buildings, greenhouses and the like, near the public elementary institutions in Waterford Township.
4. A certified copy of this Memorializing Resolution shall be delivered to Mayor Robert Doney, Deputy Mayor Thomas J. Giangliulio, Jr., Committeewoman Stephanie Jones-Freitag, Committeeman Joel Thompson and Committeeman Andrew Wade, with a copy to the Township Clerk, upon adoption.

Memorialized at a regular meeting
of the Waterford Township Board
of Education on December 17, 2025.

Mr. Christopher Eberly,
Business Administrator/ Board Secretary

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Students

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INTERDISTRICT PUBLIC SCHOOL CHOICE

[See POLICY ALERT Nos. 196, 199, and 235]

[Only for School Districts Participating in the New Jersey Interdistrict Public School Choice Program]

5117 INTERDISTRICT PUBLIC SCHOOL CHOICE

New Jersey's Interdistrict Public School Choice Program Act provides interested New Jersey school districts an opportunity to apply to the New Jersey Department of Education to become a public school choice ~~school~~ district that can make available classroom seats within the school district for the Board of Education to accept non-resident students. A choice district may enroll students across district lines in designated schools of the choice district **pursuant to N.J.S.A. 18A:36B-16.**

A proposed choice ~~school~~ district shall submit an application to the Commissioner of Education no later than April 30 in the year prior to the school year in which the choice program will be implemented; **except that for the first year of implementation of the program pursuant to N.J.S.A. 18A:36B-14 et seq., the application shall be submitted no later than the date specified by the Commissioner pursuant to N.J.S.A. 18A:36B-17.a. The application shall include, but not be limited to, the information outlined in N.J.S.A. 18A:36B-17.a.(1) through (4).**

The Commissioner shall notify a choice district of the approval or disapproval of its application no later than July 30, and the reasons for disapproval shall be included in the notice; **except that for the first year of implementation of the program pursuant to N.J.S.A. 18A:36B-14 et seq., notification shall be no later than the date specified by the Commissioner.** The Commissioner shall notify the New Jersey State Board of Education of the approval of a choice district application and the State Board shall include a public notice of the approval on the next agenda for its public monthly meeting **pursuant to N.J.S.A. 18A:36B-17.a.**

The Commissioner may take appropriate action, consistent with State and Federal law, to provide that student population diversity in all districts participating in a choice district program is maintained in accordance with the provisions of N.J.S.A. 18A:36B-17.b.

The Commissioner shall evaluate an application submitted by a proposed choice district in accordance with the provisions of N.J.S.A. 18A:36B-18.



POLICY

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Students

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INTERDISTRICT PUBLIC SCHOOL CHOICE

The parents or ~~guardian~~ of a student shall notify the sending district of the student's intention to participate in the choice program and shall submit an application to the choice district, indicating the school the student wishes to attend, no later than the date specified by the Commissioner **pursuant to N.J.S.A. 18A:36B-20.a.**

A choice district may evaluate a prospective student on the student's interest in the program offered by a designated school. The district shall not discriminate in its admission policies or practices on the basis of athletic ability, intellectual aptitude, English language proficiency, status as a **person with a disability** ~~handicapped person~~, or any basis prohibited by State or Federal law **in accordance with N.J.S.A. 18A:36B-20.b.**

Pursuant to N.J.S.A. 18A:36B-20.c., ~~aA~~ choice district shall not prohibit the enrollment of a student based upon a determination that the additional cost of educating the student would exceed the amount of additional State aid received as a result of the student's enrollment. A choice district may reject the application for enrollment of a student who has been classified as eligible for special education services pursuant to **N.J.S.A. 18A:46** ~~Chapter 46 of Title 18A of the New Jersey Statutes~~ if that student's individualized education program could not be implemented in the district, or if the enrollment of that student would require the district to fundamentally alter the nature of its educational program, or would create an undue financial or administrative burden on the district.

In accordance with N.J.S.A. 18A:36B-20.d., ~~aA~~ student whose application is rejected by a choice district shall be provided with a reason for the rejection in the letter of notice. The appeal of a rejection notice may be made to the Commissioner.

Pursuant to N.J.S.A. 18A:36B-20.e., ~~o~~Once a student is enrolled in a designated school, the student shall not be required to reapply each school year for enrollment in any designated school of the choice district and shall continue to be permitted to be enrolled until graduation. A student shall be permitted to transfer back to a school of the sending district or may apply to a different choice district during the next application period.

The Board of ~~Education~~ of a sending district may adopt a resolution to restrict enrollment of its students in a choice district to a maximum of ten percent of the number of students per grade level per year **limited by any resolution adopted pursuant to N.J.S.A. 18A:36B-21.a.(1)** and fifteen percent of the total number of students enrolled in the sending district: **provided that the** ~~This~~ resolution



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shall be subject to approval by the Commissioner upon a determination that the resolution is in the best interest of the district's students and that it will not adversely affect the district's programs, services, operations, or fiscal conditions, and that the resolution will not adversely affect or limit the diversity of the remainder of the student population in the district who do not participate in the choice program **in accordance with N.J.S.A. 18A:36B-21.a.(1).**

Enrollment restriction percentages adopted by **any the resolution pursuant to N.J.S.A. 18A:36B-21.a.(1)** shall not be compounded from year to year and shall be based upon the enrollment counts for the year preceding the sending district's initial year of participation in the choice program, except that in any year of the program in which there is an increase in enrollment, the percentage enrollment restriction may be applied to the increase and the result added to the preceding year's count of students eligible to attend a choice district. If there is a decrease in enrollment at any time during the duration of the program, the number of students eligible to attend a choice district shall be the number of students enrolled in the choice program in the initial year of the district's participation in the program, provided that a student attending a choice district school shall be entitled to remain enrolled in that school until graduation **pursuant to N.J.S.A. 18A:36B-21.a.(2).**

The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable **pursuant to N.J.S.A. 18A:36B-21.a.(3).**

A choice district shall not be eligible to enroll students on a tuition basis pursuant to N.J.S.A. 18A:38-3 while participating in the Interdistrict Public School Choice Program. Any student enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice student **in accordance with N.J.S.A. 18A:36B-21.b.**

[Optional]

Nonresident teaching staff members, as defined in N.J.S.A. 18A:1-1, whose children are not accepted as choice students in the district may, upon Board approval, be granted enrollment in the district without the payment of tuition pursuant to N.J.S.A. 18A:38-3.c.]

Transportation, or aid in-lieu-of transportation, shall be provided to an elementary school student who lives more than two miles from the choice district school of



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attendance and to a secondary school student who lives more than two and one-half miles from the choice district school of attendance, provided the choice district school is not more than twenty miles from the residence of the student **in accordance with N.J.S.A. 18A:36B-22.a.**

Transportation, or aid in-lieu-of transportation, shall be the responsibility of the sending district. The choice district and the sending district may enter into a shared service agreement in accordance with the "Uniform Shared Services and Consolidation Act," ~~N.J.S.A. sections 1 through 35 of P.L. 2007, c.63 (C.40A:65-1 through C.40A:65-35).~~ Notwithstanding the provisions of ~~N.J.S.A. section 20 of P.L. 2007, c.260 (C.18A:7F-62)~~ to the contrary, the sending district shall receive State aid for transportation calculated pursuant to ~~N.J.S.A. section 15 of P.L. 2007, c.260 (C.18A:7F-57)~~ for a student transported or receiving aid-in-lieu-of transportation pursuant to N.J.S.A. 18A:36B-22.

A choice district shall establish and maintain a parent information center. The center shall collect and disseminate information about participating programs and schools and shall assist parents ~~and guardians~~ in submitting applications for enrollment of students in an appropriate program and school. The information about participating programs and schools shall be posted on the choice district's website **in accordance with N.J.S.A. 18A:36B-23.**

The Commissioner shall annually report to the New Jersey State Board of Education, the Legislature, and the Joint Committee on the Public Schools on the effectiveness of the Interdistrict Public School Choice Program. The Commissioner's annual report shall be posted on the New Jersey Department of Education's website and on the website of each choice district **pursuant to N.J.S.A. 18A:36B-24.**

N.J.S.A. 18A:36B-14 through 18A:36B-24
N.J.A.C. 6A:12-1.1 et seq.

Adopted: 25 June 2014
Revised: 17 December 2025



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[See POLICY ALERT Nos. 199 and 235]

[Only for School Districts Participating in the New Jersey Interdistrict Public School Choice Program]

A. Definitions – N.J.A.C. 6A:12-1.3

1. “Choice district” means a public school district established pursuant to **N.J.S.A. 18A:8 or N.J.S.A. 18A:13** ~~Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes~~ that is authorized **pursuant to** ~~under~~ the Interdistrict Public School Choice Program to open a **specialized education program school** or school(s) to students from a sending district.
2. “Choice program” means the Interdistrict Public School Choice Program authorized at ~~in~~ N.J.S.A. 18A:36B-14 et seq.
3. “Choice student” ~~or “choice pupil”~~ means an out-of-district student who is accepted into a choice district. **Students who are received by the choice district through a send-receive relationship pursuant to N.J.S.A. 18A:38-8 et seq., shall not be considered choice students.**
4. “Commissioner” means the New Jersey Commissioner of Education.
5. “Department” means New Jersey Department of Education.
6. “Eligible sibling” means a student who has a sibling who is a choice student presently enrolled in and attending a choice district for the current school year and will continue to attend in the following school year. **An eligible sibling may be given enrollment preference in the student application process.**
76. “Non-public school student” ~~or “non-public school pupil”~~ means any student who is obtaining academic instruction outside of a public school at the time of **the student’s** ~~his or her~~ application to the choice district.



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87. "Sending district" means the ~~choice student's~~ district of residence, of a choice student or a prospective choice student ~~charter school, or any school the student is required by law to attend.~~
 9. "Specialized educational program" means a choice district program that uses student selection criteria for admission, in accordance with N.J.S.A. 18A:36B-20.b.
 10. "Unfunded choice student" means a student who has been accepted by a choice district as a choice student outside of the timeline established pursuant to N.J.A.C. 6A:12-3.2 and F. below, and for whom the choice district is unable to receive choice funding in the current and/or subsequent school year due to the Department's choice enrollment collection cycle.
- B. Eligibility Criteria for District Boards of Education – N.J.A.C. 6A:12-2.1
1. An eligible Board of Education ~~may is eligible to~~ participate in the choice program if ~~the school district~~ it has classroom space available, completes and submits an application form provided by the Department pursuant to N.J.S.A. 18A:36B-17 and N.J.A.C. 6A:12-1.1 ~~et seq.~~, and receives approval from the Commissioner or designee to participate.
- C. Eligibility Criteria for Students – N.J.A.C. 6A:12-2.2
1. To be eligible to participate in the choice program, a student shall be enrolled at the time of application in ~~grades~~ preschool ~~pre-school~~ through grade twelve in a public school of the sending district and shall have attended school in the sending district for at least one full academic year immediately preceding enrollment in a choice district, including time spent at any school that a student in a particular district of residence is required by law to attend.
 - a. If a student is enrolled in the ~~attends public school in his or her~~ district of residence, and is counted in that school district's October Application for State School Aid, and the student's family moves during the school year and enrolls in a ~~the student attends public school in his or her~~ new district of residence for the remainder of the school year,



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the student shall have satisfied the one-year eligibility requirement for ~~application to~~ the school choice program.

- b. The one-year requirement shall not apply to **an eligible sibling** ~~a student~~ applying to enroll in **preschool or Kindergarten** in a choice district ~~if that student already has a sibling enrolled in and attending the choice district and if the district of residence of that student does not offer a public pre-school program.~~
 - c. **The one-year requirement shall not apply to a choice student currently enrolled in a choice district who reaches the terminal grade in the choice district and the student is applying to enroll in another choice district for secondary school.**
2. A public school student who does not meet the eligibility requirements ~~at found in N.J.A.C. 6A:12-2.2(a) and C.1. above or~~ a **nonpublic non-public** school student may, **nonetheless**, apply to ~~enroll in a choice school district pursuant to N.J.S.A. 18A:36B-20.a. and N.J.A.C. 6A:12-3.3~~ **If a choice district allows for non-public school student enrollment, it may not make distinctions between such students on the basis of where they receive this academic instruction.**
 3. Students residing out of New Jersey may not participate in the choice program.

~~D.~~ Choice Program Application Procedures

- ~~1. An eligible applicant for a choice district shall complete an Interdistrict Public School Choice Program application, which shall be made available by the New Jersey Department of Education and which shall be submitted pursuant to N.J.S.A. 18A:36B-17.~~

~~DE.~~ Sending District Restrictions on Student Participation in the Choice Program Procedures – N.J.A.C. 6A:12-3.4

1. **The district Board of Education of a sending district may seek to limit the number of students participating in the choice**



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program to a maximum of ten percent of the number of students per grade level per year and fifteen percent of the total number of students enrolled in the sending district, based on the Application for State School Aid of the year prior to the first student participating in the choice program, pursuant to N.J.S.A. 18A:36B-21.a. The Board of a sending district seeking to limit student participation in the choice program shall submit to the Commissioner or designee the following documents: ~~A sending district may not restrict the participation of its students in the choice program where the district's students provide written notice of intent to apply to a specialized educational program that is offered by the choice district and not offered in the sending district.~~

- a. A resolution adopted by the Board specifying the limit on the number of students enrolled in the sending district who may participate in the choice program; and
 - b. Supportive documentation that may include, but is not limited to, evidence of the choice program's impact on the following:
 - (1) The sending district's student enrollment;
 - (2) The sending district's student achievement;
 - (3) The diversity of the sending district's student population;
 - (4) The number or quality of programs, course offerings, or classes the sending district offers;
 - (5) The number or quality of the services the sending district provides;
 - (6) The sending district's operations; and
 - (7) The sending district's fiscal conditions.
2. In determining whether to grant approval of a sending district's limiting resolution, the Commissioner or designee



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shall evaluate the documentation submitted pursuant to N.J.A.C. 6A:12-3.4(a) and D.1. above and determine, pursuant to N.J.S.A. 18A:36B-21, if the sending district has demonstrated that the limiting resolution: ~~The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable.~~

- a. ~~Is in the best interest of the sending district's students; Students from the sending district who are already enrolled in and attending a school choice program shall not be included in the newly calculated number of students eligible to attend a school choice district.~~
 - b. ~~Will not adversely affect the sending district's programs, services, operations, or fiscal conditions; and When the multiplication of the grade level enrollment by the percentage established in the sending district's resolution adopted pursuant to N.J.S.A. 18A:36B-21.a(1) results in a number with a decimal, the number will be rounded to the next whole number.~~
 - c. ~~Will not adversely affect or limit the diversity of the remainder of the sending district's student population who do not participate in the choice program. The sending district's resolution restricting its students' participation may not be applied to the final grade level available in the sending district.~~
3. If a sending district has received approval from the Commissioner or designee to impose a limit on the number of its students participating in the choice program, the sending district shall use this limit every year unless there is an increase of its student enrollment beyond the enrollment count used to calculate the limiting resolution pursuant to N.J.A.C. 6A:12-3.4(a)1. and D.1.(a) above.
- a. If there is an increase of the choice district's student enrollment beyond the enrollment count used to



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calculate the limiting resolution pursuant to N.J.A.C. 6A:12-3.4(a)1 and D.1.(a) above, the sending district shall apply the choice program enrollment restriction percentages contained in the approved resolution to the enrollment counts as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment will be applicable.

- b3. If the notices of student intention to participate in the choice program exceed the established limit pursuant to N.J.A.C. 6A:12-3.4 ~~Where a Board of Education of a sending district has adopted a resolution pursuant to N.J.S.A. 18A:36B-21.a(1) to impose a limit on the number of its students participating in the choice program, and when student notices of intention to participate in the choice program exceed that limit, the sending district shall:~~
- (1)a. Hold a public lottery to determine the selection of students for participation in the choice program;
 - (2)b. Notify the parent ~~or guardian~~ of every student who has submitted notice of intent to participate in the choice program of the date and time of the lottery;
 - (3)e. Assign a number to each student participating in the lottery and notify the parent ~~or guardian~~ of the number assigned to their child(ren); and
 - (4)d. Develop a waiting list based on the lottery.
4. If a sending district has received approval from the Commissioner or designee ~~Where a Board of Education of a sending district has adopted a resolution to impose a limit on the number of its students participating in the choice program, and the when student notices of student intention to participate in the choice program exceed the established that limit,~~
- before conducting the lottery, the sending district may give preference to eligible siblings of its ~~resident students already~~



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~~enrolled in and attending the choice district.~~ **If the choice district elects to give enrollment preference to eligible siblings of choice students, the sending district also shall give preference to eligible siblings. This provision shall apply only to choice students and eligible siblings who would be attending the same choice district or two choice districts that are in a send-receive relationship.**

- a. ~~If In the event the sending district elects to give preference to siblings of its resident students already enrolled in and attending the choice district and there are more eligible sibling applicants than there are available spaces, the sending district shall conduct a lottery first for the eligible siblings only to determine the selection of students for participation and for placement on the waiting list.~~
- b. ~~If In the event the sending district elects to give preference to siblings of its resident students already enrolled in and attending the choice district and there are no spaces available after granting permission to participate in the choice program to eligible siblings of resident students already enrolled in and attending the choice district, the sending district shall conduct a lottery for the remaining eligible sibling applicants to assign them a place on the waiting list.~~
5. Prior to any lottery ~~that may be held~~ **according to N.J.A.C. 6A:12-3.4**, the sending district shall verify **that** the student is enrolled in the sending district and was reported on the Application for State School Aid in October of the current school year.
6. Prior to any lottery that may be held **according to N.J.A.C. 6A:12-3.4**, the sending district shall notify the applicants of the date and time of such lottery.
7. **The sending district shall conduct a**Any lottery held **pursuant to N.J.A.C. 6A:12-3.4 must be held** prior to the deadline established



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set by the Commissioner **or designee** for written notification to the parent **regarding the student's eligibility** ~~that the student is eligible~~ to participate in the school choice program.

EF. Choice District Procedures for Students Meeting the Eligibility Requirements – N.J.A.C. 6A:12-3.1

1. Choice districts shall admit choice students on a space-available basis.

~~a. A Board of Education shall not prevent students from participating in the school choice program.~~

ab. A choice district may not impose admission criteria upon prospective choice program students other than the admission criteria for a specialized educational program, pursuant to N.J.S.A. 18A:36B-20.b these permitted by statute.

~~c. A choice district may give preference for enrollment to siblings of enrolled students.~~

bd. If When a choice district receives more applications than there are spaces available, the choice district shall hold a public lottery to determine the selection of students for enrollment participation in the choice program.

~~(1) The choice district shall develop a waiting list based on the lottery.~~

(12) The choice district shall notify the parent or guardian of every student who has submitted an application to participate in the choice program of the lottery's date and time of the lottery.

(23) The choice district shall assign a number to each student participating in the lottery and shall notify the parent or guardian of the number assigned to their child(ren).



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- (34) Before conducting the lottery, the choice district may give **enrollment** preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~.
- (a) ~~If In the event~~ the choice district elects to give preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~ and ~~there are~~ no spaces **are** available after granting permission to participate in the choice program to **eligible** siblings of ~~students already enrolled in and attending the choice district~~, the choice district shall conduct a lottery first for the **eligible** siblings only, to determine the selection of students for participation and placement on the waiting list.
- (b) ~~If the In the event that~~ choice district elects to give preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~ and ~~there are~~ no spaces **are** available after granting permission to participate in the choice program to **eligible** siblings of ~~students already enrolled in and attending the choice district~~, the choice district shall conduct a lottery ~~first~~ for the remaining applicants to assign them a place on the waiting list.
- (4) Before conducting the lottery, the choice district may give **enrollment** preference to **resident** students who moved out of the choice district and want to remain enrolled in the choice district as choice students.



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- (a) If the choice district elects to give enrollment preference to resident students who moved out of the choice district and want to remain enrolled in the choice district as choice students and no spaces are available, and the choice district elects to give preference to eligible siblings of choice students, the choice district shall conduct a lottery first for the eligible siblings, pursuant to N.J.A.C. 6A:12-3.1(a)2.iii and E.1.b.(3) above, and second for the resident students, pursuant to N.J.A.C. 6A:12-3.1(a)2.iv and E.1.b.(4) above, to determine the selection of students for participation and placement on the waiting list.
- (5) Before conducting the lottery, a choice district in a receiving relationship with a sending choice district may give enrollment preference to a choice student currently enrolled in its sending choice district who reaches the terminal grade and applies for secondary school in that choice district.
 - (a) If the receiving choice district elects to give enrollment preference to a choice student, pursuant to N.J.A.C. 6A:12-3.1(a)2.v and E.1.b.(5) above, and no spaces are available, and the choice district elects to give preference to eligible siblings of choice students, the receiving choice district shall conduct a lottery first for the eligible siblings pursuant to N.J.A.C. 6A:12-3.1(a)2.iii and E.1.b.(3) above, and second for students eligible pursuant to N.J.A.C. 6A:12-3.1(a)2.iv and 6A:12-3.1(a)2.v and E.1.b.(4) and (5) above.



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- (6) The choice district shall develop a waiting list based on the lottery results.

FG. Choice Student Application Procedures – N.J.A.C. 6A:12-3.2

1. The Commissioner or designee shall establish a student application timeline each year no later than September 1. The timeline shall include the dates for the student application deadline, the lottery pursuant to N.J.A.C. 6A:12-3.1(a)2, and N.J.A.C. 6A:12-3.2(b), (c), and (d) and E.1.b. above and F.2., F.3., and F.4. below.
2. The choice district shall send a notice of acceptance, rejection, or placement on the waitlist to the parent of every student who submitted a choice application by the deadline established pursuant to N.J.A.C. 6A:12-3.2(a) and F.1. above. ~~Within five business days of the due date set by the Commissioner pursuant to the timeline in 1. above, the choice district shall provide to the Department of Education electronic notification of the number of students who enroll.~~
3. The choice district shall provide to the Department electronic notification of the number of choice students who send notice of their intent to enroll.
43. ~~The choice district shall provide written notification of receipt of each notice of enrollment to each sending district's written notification of each Board of Education within ten days of the due date for receipt of such notice of intent to enroll received enrollment from a choice student who is a resident of the in that sending district.~~
54. A choice student applicant may ~~apply to seek from the Commissioner or designee~~ by a showing of good cause for a waiver of the student application deadlines established in the timeline at N.J.A.C. 6A:12-3.2(a) and in F.1. above.



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- a. If the student receives a waiver of the student application deadline and the choice district is unable to receive funding for the student as a choice student for the current and/or subsequent school year, the choice district may enroll the student as an unfunded choice student in the corresponding year and automatically convert the student's enrollment to a funded choice student if the student remains in the choice program.

GH. Choice District Procedures for Students not Meeting Eligibility Requirements – N.J.A.C. 6A:12-3.3

1. If seats remain available in a choice district after exhausting the list of applicants who meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above**, including **applicants** ~~those~~ on any waiting list ~~that has been~~ established through the application process, ~~then~~ the choice district may ~~elect to~~ fill the seats with public school students who do not meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above**, and with **nonpublic** ~~non-public~~ school students.
2. Choice districts may accept applications from public school students who do not meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1 above** and/or **nonpublic** ~~non-public~~ school students ~~up until the deadline established set by the Commissioner or designee pursuant to N.J.A.C. 6A:12-3.2(a) and G.1. above.~~
3. Upon the receipt of an application from a public school student who does not meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** or a **nonpublic** ~~non-public~~ school student, the choice district shall send ~~a letter to the student's parent, a letter that includes of the student including~~ the following information:
 - a. Whether the choice district will consider public school students who do not meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic** ~~non-public~~ school students for admission to the **choice** district. If the choice district has not yet decided, it shall inform the parents of when the decision is expected to be made;



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- b. ~~That P~~public school students who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic non-public** school students ~~shall will~~ not be considered for admission until the choice district has conducted the application cycle and has exhausted its waiting list of students who meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** for the grade level to which they have applied;
- c. ~~That T~~the choice district may need to conduct a lottery to select the students to be offered admission to the choice district depending on the seats available and the number of applications received from public school students who do not meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and/or **nonpublic non-public** school students; and
- d. **The choice district shall fully inform** ~~That the~~ parents of ~~these~~ public school students who do not meet the requirements ~~at of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic non-public** school students ~~will be fully informed~~ of the lottery process in the event **the choice district conducts a** ~~that a lottery is required~~, the date it will be held, and what number has been assigned to the applicant.

III. Choice Student Post-Enrollment – N.J.A.C. 6A:12-4.1

- 1. Once enrolled in a choice district, the choice student may remain enrolled and ~~shall is not be~~ required to submit annual or periodic applications.
- 2. ~~A Upon acceptance of a choice student, the~~ choice district **shall** ~~is obligated to retain an accepted~~ the choice student until **the choice district's terminal grade graduation** or until the choice student voluntarily withdraws.



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3. **If ~~In the event of termination of the choice program is terminated~~ in a choice in that district or Statewide, any choice student enrolled in the that choice district shall be entitled to remain enrolled in that district until the school district's terminal grade graduation.**
4. **~~In the event~~ Aa public school student who is currently a choice student attending school in a choice district and who moves to another school district, that public student is shall be eligible to remain in the choice district as a choice student without application until the terminal grade offered by the choice district.**
5. A resident student of a choice district who **attends a specialized educational program and/or grade that has been approved for choice students and who** moves during the school year may **choose be allowed** to remain in the choice district until the end of the school year **as an unfunded choice student**. The student may apply to the choice program as a funded **choice** student for the next school year. If the student moves after the application deadline **and the choice district or otherwise** is unable to receive funding **for the student** as a choice student ~~in the school district~~ for the subsequent school year, the choice ~~school~~ district may enroll the student as an unfunded choice student in that year, and automatically convert the student's enrollment to a funded choice student if **the student he or she** remains in the choice program.

II. Appeals from Commissioner of Education Determinations

1. An appeal of any determination by the Commissioner not to grant an application for participation in the choice program may be filed by an eligible choice district applicant according to N.J.A.C. 6A:4.

JK. Appeals from Denial of Enrollment

1. An appeal of any denial of a choice student applicant for enrollment in a choice district may be filed by the parent ~~or legal guardian~~ with the Commissioner in accordance with N.J.A.C. 6A:3.



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KL. General Provisions – N.J.A.C. 6A:12-5.1

1. Choice districts shall accept all credits toward graduation ~~that were~~ awarded by another **district** Board of Education for each **accepted** choice student ~~it accepts~~.
 - a. Choice districts shall award a diploma to a choice student ~~who participating in the program if that student~~ meets the graduation requirements of the choice district and of the State of New Jersey.
2. A choice district shall establish and maintain a parent information center **in accordance with N.J.S.A. 18A:36B-23**.
 - a. ~~The center shall collect and disseminate information about participating programs and schools, and shall assist parents and legal guardians in submitting applications for enrollment of students in an appropriate program and school.~~
 - b. ~~The information about participating programs and schools shall be posted on the choice district's website.~~
3. **At the end of each student application cycle, a** choice district shall file reports with the Department ~~at the end of each application cycle. A choice district's reports that~~ shall include demographic and student participation information, fiscal and programmatic information, and updates on the number of available openings.

LM. Student Transportation – N.J.A.C. 6A:12-6.1

1. Each sending district shall **be responsible** ~~have the responsibility~~ for the transportation **or aid in lieu of transportation** of enrolled choice students who are eligible for transportation services both to and from the choice school in which ~~the~~ **that** student is accepted. ~~Each sending district shall provide transportation or aid in lieu of transportation in accordance with N.J.S.A. 18A:36B-22A-13 and N.J.A.C. 6A:27-4.~~

MN. General Provisions – N.J.A.C. 6A:12-7.1



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5117/Page 16 of 16
INTERDISTRICT PUBLIC SCHOOL CHOICE

1. Choice students participating in this program shall qualify for State aid pursuant to N.J.S.A. 18A:36B-14 ~~et seq—Interdistrict Public School Choice Program Act.~~ The sending district will receive transportation aid pursuant to N.J.A.C. 6A:12-68.1.
2. The sending district shall maintain fiscal responsibility for any choice student enrolled in, or determined to require, a private day or residential school, except that the choice district will be required to contribute any State aid received for ~~the such a~~ student and the sending district will be responsible for the balance.

N. Nonresident Students

1. **The choice district shall not be eligible to enroll students on a tuition basis pursuant to N.J.S.A. 18A:38-3.**
 - a. **Any student enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice student.**
2. **When a resident student moves out of the district during the school year the student must be allowed to continue to attend the district for the remainder of the school year, provided the student is in the choice-approved grades/programs and the student meets any program-specific criteria.**
 - a. **These students will become temporary unfunded choice students for the remainder of the school year, and are eligible for choice transportation.**
 - b. **These students must apply for enrollment in the choice district for the following year.**

Issued: 25 June 2014
Revised: 17 December 2025



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Administration
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ADMINISTRATIVE EMPLOYMENT CONTRACTS

[See POLICY ALERT Nos. 182, 184, 188, 221, and 235]

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve, for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters **schools**, within the cCounty under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner of Education to review and approve all contracts **in accordance with N.J.A.C. 6A:23A:3-1(a) and listed 1., 2., and 3. above.**

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11, and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including, but not limited to, N.J.S.A. 18A:30-3.5; 18A:30-9; 18A:17-15.1; and 18A:11-12.



ADMINISTRATIVE EMPLOYMENT CONTRACTS

In accordance with the provisions of ~~N.J.S.A. 18A:11-11~~ and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required **pursuant to N.J.S.A. 18A:11-11** shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions **listed at N.J.A.C. 6A:23A-3.1(a)**, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments **in accordance with N.J.A.C. 6A:23A-3.1(d)**.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1(e):



ADMINISTRATIVE EMPLOYMENT CONTRACTS

1. Contracts for each class of administrative position shall be comparable with the salary, benefits, and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other ~~school~~ districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law **shall be** ~~is~~ superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the ~~school~~ district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months' pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; **for example e.g.**, an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of N.J.A.C. 6A:23A-3.1 ~~this section~~, a contract may contain an annuity where ~~these~~ benefits are already contained in the existing contract between ~~that the~~ employee and the district.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Administration
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ADMINISTRATIVE EMPLOYMENT CONTRACTS

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5 **and 18A:30-3.6**. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave **days** in accordance with the new Board's ~~of Education's~~ policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included, but only for leave accumulated prior to June 8, 2007, and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007, as well as unused vacation leave accumulated prior to June 8, 2007, that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve-month employees shall be based on a two hundred sixty-day work year.
9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
 - a. A contract may include no more than three quantitative merit criteria **and/or** two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit **and/or** qualitative merit criteria and the data that forms the basis of



ADMINISTRATIVE EMPLOYMENT CONTRACTS

measuring the achievement of quantitative merit and/or qualitative merit criteria.

- c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board of ~~Education~~ shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
- 10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of ~~Education~~.
 - 11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
 - 12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee ~~cannot~~ ~~shall not~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business ~~shall must~~ conform with N.J.A.C. 6A:23A-6.12



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Administration
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ADMINISTRATIVE EMPLOYMENT CONTRACTS

and **shall** be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.

13. All Superintendent contracts shall include, **pursuant to N.J.S.A. 18A:17-15.1**, the required provision **that pursuant to N.J.S.A. 18A:17-15.1 which states that the contract is null and void** in the event the Superintendent's certificate is revoked, ~~the contract is null and void.~~
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by **an a-regionally** accredited college or university ~~as defined in applicable regulations~~. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by **an a-regionally** accredited **institution**, college, or university ~~as defined in applicable regulations~~.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 25 June 2014
Revised: 20 January 2021
Revised: 17 December 2025



DISTRICT POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

1648.15/page 1 of 1

Recordkeeping for Healthcare Settings
in School Buildings — COVID-19

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[See POLICY ALERT Nos. 227 and 235]

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS — COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse's office and any adjoining clinical areas in the school building.

For the purpose of this Policy, "employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

For the purpose of this Policy, "healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 — Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

Adopted: 15 June 2022



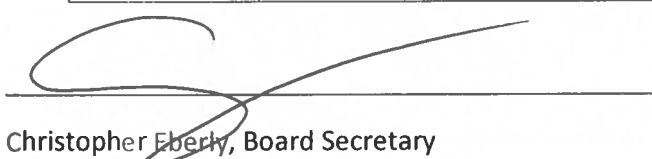
**BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF OCTOBER 2025**

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

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

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

Code	Source	Amount
1320	Tuition – In State	\$74,483
1420	Transportation Fees	\$3,537
1510	Interest on Investment	
	Interest on Capital reserve	
	Interest on Maintenance Reserve	\$3,410
1980	Extraordinary Aid	\$47,338
3121	Transportation Aid	
4200	Medicaid Reimbursement	
1990	Unrestricted Misc. revenue	
Total		\$126,634


Christopher Eberly, Board Secretary

INVESTMENT REPORT

October 2025

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

General Account	\$5,022,987.04
NJ Cash Management Fund ~ Current ACC.....	\$797,580.51
NJ Cash Management Fund ~ Capital Reserve.....	\$1,286,869.03
NJ Cash Management Fund ~ Maintenance	\$601,197.73
Payroll.....	\$1,973.08
Agency	\$340,779.17
Flexible Spending Account.....	\$3,945.03
UCC Trust.....	\$33,230.18
TOTAL	<u>\$8,088,561.77</u>

INTEREST EARNED FROM INVESTMENTS

AVERAGE INTEREST RATE

General Account	\$2,656.18	0.62%
NJ Cash Management Fund ~ Current ACC.....	\$2,730.77	4.03%
NJ Cash Management Fund ~ Capital Reserve.....	\$4,406.03	4.03%
NJ Cash Management Fund ~ Maintenance	\$2,058.39	4.03%
Payroll.....	\$0.00	0.00%
Agency.....	\$0.00	0.00%
Flexible Spending Account.....	\$0.00	0.00%
UCC Trust.....	\$0.00	0.00%
TOTAL INTEREST FOR October 2025	\$11,851.37	
Amount Previously Reported	\$30,997.07	
TOTAL JULY 1ST TO DATE	<u>\$42,848.44</u>	

DETAILED BREAKDOWN NJSA 40A:5-15.2

Certificates of Deposit:

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

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

Signature Business Administrator

10/4/2025
Date

Start date 10/1/2025

End date 10/31/2025

12/04/25 08:11

TR#	Transfer Description	Amount	To Account	From Account
3043	10/02/25 :HIBSTER	1,760.00	11-000-218-390-00-05-000 GUIDANCE SERVICES	11-190-100-610-13-65-100 SCIENCE SUPPLIES - WES
3044	10/06/25 :SUPERSEC >2025-10-06.	905.00	11-190-100-610-11-05-040 MATH SUPPLIES ATCO	11-000-223-320-00-65-000 PD SERVICES MATH
3045	10/06/25 :SUPERSEC >2025-10-06.	490.00	11-190-100-610-13-65-100 SCIENCE SUPPLIES - WES	11-000-223-320-00-65-000 PD SERVICES MATH
3046	10/07/25 :SPSSECT >2025-10-07.	300.00	11-000-219-610-00-43-000 PSYCHOL SUPPLIES	11-000-223-110-01-03-000 Teacher Training LPC
3054	10/20/25 :SPSSECT >2025-10-20.	1,500.00	11-000-219-390-00-03-000 CST OUTSIDE EVAL	11-000-223-110-01-03-000 Teacher Training LPC
3057	10/27/25 :transfer subs	8,300.00	11-190-100-106-01-09-000 AIDE GENERAL SUBS DIST	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
		700.00	11-209-100-101-01-09-000 TCH BD SUBS DIST	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
		700.00	11-216-100-101-01-09-000 TCH PSD FT SUBS DIST	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
3059	10/30/25 :IEP Aide	31,000.00	11-000-217-106-00-00-040 EXTRA AIDE SAL ATCO	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
3060	10/30/25 :Aide	10,000.00	11-000-217-106-00-00-060 EXTRA AIDE SAL TR	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
3061	10/30/25 :transfer	1,083.00	11-000-221-105-00-00-000 BASIC SKILLS SCT SAL	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
3062	10/30/25 :transfer	1,600.00	11-000-218-104-01-01-040 GUIDANCE EXTRA TIME ATCO	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
3063	10/30/25 :transfer	50.00	11-000-223-105-00-00-000 PD SECRETARIAL	11-000-100-566-00-15-000 S.E. TUITIONS - PRIVATE
3066	10/30/25 :long term sub	58,000.00	11-130-100-101-00-00-100 GRADE 6 TEACHER SAL WES	11-120-100-101-00-00-100 GRADE 1-5 TEACH SAL WES
3069	10/30/25 :SPSSECT >2025-10-30.	5,000.00	11-000-219-390-00-03-000 CST OUTSIDE EVAL	11-422-216-104-01-53-000 SUMMER SPEECH EXTRA TIME

Report Total**121,388.00**

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STUDENT ACTIVITY REPORT

October 2025

Account #	Account Description	Advisor Name	Opening Balance 7/1/2025	Deposits	Withdrawals	Ending Balance 8/1/2025
95-499-BA	Book Fines ~ Atco	Liz Seth	\$469.06	\$0.00	\$0.00	\$469.06
95-499-BT	Book Fines ~ TR	Liz Seth	\$141.65	\$0.00	\$0.00	\$141.65
95-499-SC	WES Student Council	Meaghan Knoll	\$21.74	\$0.00	\$0.00	\$21.74
95-499-WE	Field Day ~ WES	Meaghan Knoll	\$11.60	\$0.00	\$0.00	\$11.60
95-499-BW	Book Fines ~ WES	Liz Seth	\$271.25	\$0.00	\$2.00	\$269.25
95-499-C	Community Relief Fund	Erica Ravenkamp	\$1,508.46	\$0.00	\$0.00	\$1,508.46
95-499-FW	School Fund Raisers ~ WES	Ryan Ciavaglia	\$30.82	\$0.00	\$0.00	\$30.82
95-499-WM	Wildcat Mentor Program	Ryan Ciavaglia	\$28.97	\$0.00	\$0.00	\$28.97
95-101	Cash ~ Student Activity Account		\$2,918.55	\$0.00	\$437.00	\$2,481.55

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

FUNDS	BEGINNING CASH	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH
GOVERNMENT FUNDS				
1 General Fund [Fund 10]	\$ 3,981,132.42	\$ 2,939,903.34	\$ 1,681,017.10	\$ 5,240,018.66
1b Capital Reserve [10-116]	\$ 1,282,463.00	\$ 4,406.03	\$ -	\$ 1,286,869.03
1b Maintenance Reserve [10-117]	\$ 599,139.34	\$ 2,058.39	\$ -	\$ 601,197.73
2 Special Revenue [Fund 20]	\$ 359,115.97	\$ 360,068.89	\$ 227,012.05	\$ 492,172.81
1b Internal Services [Fund 71]	\$ 16,912.98	\$ 5,828.10	\$ -	\$ 22,741.08
Total Government Funds [General]	\$ 6,238,763.71	\$ 3,312,264.75	\$ 1,908,029.15	\$ 7,642,999.31
5 Cafeteria Account [Fund 61]	\$ 41,759.15	\$ 49,851.44	\$ 31,750.62	\$ 59,859.97
Total Enterprise Funds [61-64]	\$ 41,759.15	\$ 49,851.44	\$ 31,750.62	\$ 59,859.97
TOTAL GOVERNMENT & ENTERPRISE	\$ 6,280,522.86	\$ 3,362,116.19	\$ 1,939,779.77	\$ 7,702,859.28
TRUST & AGENCY FUNDS				
6a Agency [Fund 90]	\$ 110,913.42	\$ 722,819.02	\$ 816,192.08	\$ 17,540.36
7 Payroll [Fund 91]	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
8 Unemployment Trust [Fund 92]	\$ 31,426.85	\$ 1,803.33	\$ -	\$ 33,230.18
6b Flexible Spending Acct [Fund 93]	\$ 3,377.64	\$ 1,300.00	\$ 820.77	\$ 3,856.87
9 Student Activity Fund [Fund 95]	\$ 2,481.55	\$ -	\$ -	\$ 2,481.55
Total Trust & Agency Funds	\$ 149,199.46	\$ 725,922.35	\$ 817,012.85	\$ 58,108.96
TOTAL ALL FUNDS	\$ 6,429,722.32	\$ 4,088,038.54	\$ 2,756,792.62	\$ 7,760,968.24

Denise Niedoba

Denise Niedoba, Accountant

12.4.25

Date

**Report of the Secretary to the Board of Education
Waterford BOE**

**Page 1 of 16
12/04/25 10:09**

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

Assets and Resources

Assets:

101	Cash in bank		\$5,240,018.66
102-106	Cash Equivalents		\$8,650.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$1,286,869.03
117	Maintenance Reserve Account		\$601,197.73
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$146.78	
141	Intergovernmental - State	\$12,526,684.80	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$88,482.70	
153, 154	Other (net of estimated uncollectable of \$_____)	\$1,941.40	\$12,617,255.68

Loans Receivable:

131	Interfund	\$28,000.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$28,000.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$31,573,813.00	
302	Less Revenues	(\$20,949,292.88)	\$10,624,520.12

Total assets and resources

\$30,406,511.22

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

<u>Liabilities and Fund Equity</u>		
Liabilities:		
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$31,700.62
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$635,224.41
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$8,748.05
Total liabilities		\$675,673.08

Report of the Secretary to the Board of Education
Waterford BOE

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12/04/25 10:09

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

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$25,667,833.66
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$874,373.00
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
		\$874,373.00
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	\$545,287.66
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
		\$545,287.66
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
		\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
		\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$33,812,820.64
602	Less: Expenditures (\$6,106,839.58)	
	Less: Encumbrances (\$25,667,833.66)	(\$31,774,673.24)
	Total appropriated	\$29,125,641.72

Unappropriated:

770	Fund balance, July 1	\$957,102.66
771	Designated fund balance	\$1,887,101.40
303	Budgeted fund balance	(\$2,239,007.64)

Total fund balance	\$29,730,838.14
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Total liabilities and fund equity	<u>\$30,406,511.22</u>
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Starting date 7/1/2025 Ending date 10/31/2025 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$33,812,820.64	\$31,774,673.24	\$2,038,147.40
Revenues	(\$31,573,813.00)	(\$20,949,292.88)	(\$10,624,520.12)
Subtotal	<u>\$2,239,007.64</u>	<u>\$10,825,380.36</u>	<u>(\$8,586,372.72)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$412,496.03	(\$412,496.03)
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,237,876.39</u>	<u>(\$8,998,868.75)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,237,876.39</u>	<u>(\$8,998,868.75)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$55,910.07	(\$55,910.07)
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,239,007.64</u>	<u>\$11,293,786.46</u>	<u>(\$9,054,778.82)</u>

Prepared and submitted by :

Board Secretary

Date

12/4/2025

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

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	16,080,561	0	16,080,561	5,409,647	Under	10,670,914
00520	SUBTOTAL – Revenues from State Sources	15,484,337	0	15,484,337	15,532,426		(48,089)
00570	SUBTOTAL – Revenues from Federal Sources	8,915	0	8,915	7,220	Under	1,695
Total		31,573,813	0	31,573,813	20,949,293		10,624,520
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	4,609,504	(53,650)	4,555,854	954,664	3,140,302	460,889
10300	Total Special Education - Instruction	1,845,816	18,925	1,864,741	353,907	1,454,540	56,294
11160	Total Basic Skills/Remedial – Instruct.	19,075	0	19,075	1,513	4,628	12,934
17100	Total School-Sponsored Co/Extra Curricul	11,096	0	11,096	330	0	10,766
20620	Total Summer School	132,351	8,785	141,136	122,067	2,268	16,801
29180	Total Undistributed Expenditures - Instr	13,665,598	(172,713)	13,492,885	692,096	12,459,120	341,669
29680	Total Undistributed Expenditures – Atten	124,698	721	125,419	40,781	71,141	13,496
30620	Total Undistributed Expenditures – Healt	200,744	1,475	202,219	41,857	147,898	12,465
40580	Total Undistributed Expend – Speech, OT,	375,211	0	375,211	60,172	304,206	10,833
41080	Total Undist. Expend. – Other Supp. Serv	550,675	156,405	707,080	132,381	536,679	38,019
41660	Total Undist. Expend. – Guidance	180,645	1,560	182,205	38,002	132,535	11,668
42200	Total Undist. Expend. – Child Study Team	419,321	8,755	428,076	115,074	296,983	16,019
43200	Total Undist. Expend. – Improvement of I	80,432	95,464	175,896	62,566	93,420	19,910
43620	Total Undist. Expend. – Edu. Media Serv.	451,973	944	452,917	219,350	186,285	47,282
44180	Total Undist. Expend. – Instructional St	46,296	(1,929)	44,367	10,393	9,797	24,177
45300	Support Serv. - General Admin	480,703	0	480,703	211,036	228,029	41,638
46160	Support Serv. - School Admin	529,133	4,080	533,213	162,878	320,356	49,979
47200	Total Undist. Expend. – Central Services	492,450	0	492,450	220,027	247,228	25,195
51120	Total Undist. Expend. – Oper. & Maint. O	1,887,219	(32,912)	1,854,307	562,512	1,033,049	258,746
52480	Total Undist. Expend. – Student Transpor	3,268,502	(10,010)	3,258,492	409,992	2,545,598	302,902
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,931,462	(18,985)	3,912,477	1,438,861	2,033,712	439,903
75880	TOTAL EQUIPMENT	33,000	0	33,000	9,618	3,663	19,719
76260	Total Facilities Acquisition and Constr	258,954	211,048	470,002	246,762	194,297	28,943
Total		33,594,858	217,963	33,812,821	6,106,840	25,445,734	2,260,247

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

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	15,829,833	0	15,829,833	5,276,611	Under	10,553,222
00150	10-1320	Tuition from LEAs Within State	0	0	0	74,483		(74,483)
00250	10-14[2-4]0	Transportation Fees from Other LEAs	0	0	0	3,537		(3,537)
00300	10-1__	Unrestricted Miscellaneous Revenues	210,728	0	210,728	28,603	Under	182,125
00330	10-1__	Interest Earned on Maintenance Reserve	5,000	0	5,000	8,410		(3,410)
00340	10-1__	Interest Earned on Capital Reserve Funds	25,000	0	25,000	18,002	Under	6,998
00350	10-1__	Other Restricted Miscellaneous Revenues	10,000	0	10,000	0	Under	10,000
00410	10-3116	School Choice Aid	507,314	0	507,314	507,314		0
00420	10-3121	Categorical Transportation Aid	1,021,092	0	1,021,092	1,021,092		0
00430	10-3131	Extraordinary Aid	300,000	0	300,000	347,338		(47,338)
00440	10-3132	Categorical Special Education Aid	2,131,105	0	2,131,105	2,131,105		0
00460	10-3176	Equalization Aid	11,179,553	0	11,179,553	11,179,553		0
00470	10-3177	Categorical Security Aid	345,273	0	345,273	345,273		0
00500	10-3__	Other State Aids	0	0	0	751		(751)
00540	10-4200	Medicaid Reimbursement	8,915	0	8,915	7,220	Under	1,695
Total			31,573,813	0	31,573,813	20,949,293		10,624,520

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02060	11-105-100-936	Local Contribution – Transfer to Special	220,850	0	220,850	0	0	220,850
02080	11-110-__-101	Kindergarten – Salaries of Teachers	503,458	(16,502)	486,956	96,947	385,084	4,925
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers	2,858,001	(138,374)	2,719,627	530,229	2,129,886	59,512
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers	548,501	58,000	606,501	112,417	473,739	20,345
02500	11-150-100-101	Salaries of Teachers	2,000	0	2,000	165	0	1,835
02540	11-150-100-320	Purchased Professional – Educational Ser	7,000	0	7,000	0	3,500	3,500
03000	11-190-1__-106	Other Salaries for Instruction	145,549	40,226	185,775	32,053	125,738	27,984
03020	11-190-1__-320	Purchased Professional – Educational Ser	7,298	500	7,798	0	0	7,798
03040	11-190-1__-340	Purchased Technical Services	21,300	0	21,300	14,167	0	7,133
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	21,960	(200)	21,760	3,989	16,353	1,418
03080	11-190-1__-610	General Supplies	209,257	2,700	211,957	164,698	6,001	41,258
03100	11-190-1__-640	Textbooks	48,550	0	48,550	0	0	48,550
03120	11-190-1__-8__	Other Objects	15,780	0	15,780	0	0	15,780
04500	11-204-100-101	Salaries of Teachers	229,879	(16,477)	213,402	29,763	180,527	3,112
04520	11-204-100-106	Other Salaries for Instruction	21,013	0	21,013	0	21,012	1
04600	11-204-100-610	General Supplies	300	0	300	165	135	1
06000	11-209-100-101	Salaries of Teachers	162,019	900	162,919	32,755	129,015	1,148
06020	11-209-100-106	Other Salaries for Instruction	620	0	620	0	0	620
06100	11-209-100-610	General Supplies	420	0	420	288	0	132
06500	11-212-100-101	Salaries of Teachers	66,325	90	66,415	13,235	52,580	600
06600	11-212-100-610	General Supplies	1,500	0	1,500	0	0	1,500
07000	11-213-100-101	Salaries of Teachers	1,243,737	33,042	1,276,779	251,957	988,877	35,945
07020	11-213-100-106	Other Salaries for Instruction	26,946	0	26,946	3,978	18,730	4,238
07100	11-213-100-610	General Supplies	7,200	0	7,200	6,547	83	570

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
08500	11-216-100-101	Salaries of Teachers	70,027	700	70,727	14,093	56,082	553
08520	11-216-100-106	Other Salaries for Instruction	100	0	100	0	0	100
08600	11-216-100-6__	General Supplies	1,980	670	2,650	1,126	0	1,524
09300	11-219-100-320	Purchased Professional-Educational Servi	13,750	0	13,750	0	7,500	6,250
11000	11-230-100-101	Salaries of Teachers	2,525	0	2,525	852	0	1,673
11040	11-230-100-320	Purchased Professional-Education Service	10,500	0	10,500	0	0	10,500
11060	11-230-100-340	Purchased Technical Services	4,500	0	4,500	0	4,485	15
11100	11-230-100-610	General Supplies	1,550	0	1,550	661	143	746
17000	11-401-100-1__	Salaries	11,096	0	11,096	330	0	10,766
20000	11-422-100-101	Salaries of Teachers	33,243	0	33,243	31,933	0	1,310
20020	11-422-100-106	Other Salaries of Instruction	17,064	1,093	18,157	18,157	0	0
20500	11-422-200-1__	Salaries	36,699	(6,093)	30,606	22,103	2,268	6,236
20520	11-422-200-3__	Purchased Professional and Technical Ser	4,100	3,775	7,875	5,625	0	2,250
20540	11-422-200-[4-5]	Purchased Services (400-500 series)	41,245	10,010	51,255	44,250	0	7,005
29000	11-000-100-561	Tuition to Other LEAs within the State -	10,794,279	16,048	10,810,327	3,210	10,775,117	32,000
29020	11-000-100-562	Tuition to Other LEAs within the State -	479,491	0	479,491	0	431,364	48,127
29040	11-000-100-563	Tuition to County Voc. School District-R	77,702	0	77,702	28,935	39,499	9,268
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	103,320	10,000	113,320	29,375	83,888	57
29100	11-000-100-566	Tuition to Priv. School for the Disabled	2,210,806	(198,761)	2,012,045	630,576	1,129,252	252,217
29500	11-000-211-1__	Salaries	78,298	0	78,298	8,520	60,238	9,541
29600	11-000-211-3__	Purchased Professional and Technical Ser	45,800	721	46,521	32,216	10,654	3,651
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	500	0	500	0	200	300
29640	11-000-211-6__	Supplies and Materials	100	0	100	45	50	5
30500	11-000-213-1__	Salaries	184,489	65	184,554	36,097	141,023	7,434
30540	11-000-213-3__	Purchased Professional and Technical Ser	11,450	1,410	12,860	3,542	6,668	2,650
30580	11-000-213-6__	Supplies and Materials	4,655	75	4,730	2,218	206	2,306
30600	11-000-213-8__	Other Objects	150	(75)	75	0	0	75
40500	11-000-216-1__	Salaries	230,211	0	230,211	46,025	179,768	4,418
40520	11-000-216-320	Purchased Professional – Educational Ser	141,900	0	141,900	13,534	124,152	4,214
40540	11-000-216-6__	Supplies and Materials	2,500	0	2,500	613	86	1,801
40560	11-000-216-8__	Other Objects	600	0	600	0	200	400
41000	11-000-217-1__	Salaries	525,475	65,680	591,155	106,784	458,706	25,665
41020	11-000-217-320	Purchased Professional – Educational Ser	20,000	90,725	110,725	25,377	77,973	7,375
41040	11-000-217-6__	Supplies and Materials	5,200	0	5,200	220	0	4,980
41500	11-000-218-104	Salaries of Other Professional Staff	171,370	0	171,370	34,612	132,535	4,223
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	750	0	750	0	0	750
41580	11-000-218-390	Other Purchased Professional & Technical	8,150	1,760	9,910	3,390	0	6,520
41620	11-000-218-6__	Supplies and Materials	375	(200)	175	0	0	175
42000	11-000-219-104	Salaries of Other Professional Staff	337,829	(200)	337,629	88,064	241,939	7,626
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	50,722	0	50,722	16,907	33,814	0
42080	11-000-219-390	Other Purchased Professional & Technical	20,000	6,500	26,500	1,200	18,680	6,620

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

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
42100	11-000-219-[4-5] Other Purchased Services (400-500 series	4,970	605	5,575	2,690	1,917	969
42160	11-000-219-6__ Supplies and Materials	4,800	1,850	6,650	5,309	633	708
42180	11-000-219-8__ Other Objects	1,000	0	1,000	905	0	95
43000	11-000-221-102 Salaries of Supervisor of Instruction	0	39,913	39,913	13,304	26,608	1
43020	11-000-221-104 Salaries of Other Professional Staff	28,176	0	28,176	15,498	0	12,678
43040	11-000-221-105 Salaries of Secretarial & Clerical Assis	37,297	1,119	38,416	12,669	25,747	0
43080	11-000-221-176 Salaries of Facilitators, Math & Literac	1,230	51,332	52,562	10,389	41,065	1,108
43100	11-000-221-320 Purchased Prof. – Educational Services	12,500	2,738	15,238	10,014	0	5,224
43160	11-000-221-6__ Supplies and Materials	700	0	700	0	0	700
43180	11-000-221-8__ Other Objects	529	362	891	691	0	200
43500	11-000-222-1__ Salaries	53,707	0	53,707	10,067	39,298	4,342
43520	11-000-222-177 Salaries of Technology Coordinators	120,251	115	120,366	40,122	80,243	1
43540	11-000-222-3__ Purchased Professional and Technical Ser	219,005	2,300	221,305	130,035	64,508	26,762
43560	11-000-222-[4-5] Other Purchased Services (400-500 series	21,460	1,390	22,850	21,390	0	1,460
43580	11-000-222-6__ Supplies and Materials	37,550	(2,861)	34,689	17,736	2,236	14,717
44020	11-000-223-104 Salaries of Other Professional Staff	2,450	528	2,978	1,107	50	1,821
44040	11-000-223-105 Salaries of Secretarial & Clerical Assis	12,861	63	12,924	4,334	8,582	8
44060	11-000-223-110 Other Salaries	9,725	(2,605)	7,120	1,586	0	5,534
44080	11-000-223-320 Purchased Professional – Educational Ser	17,010	(1,115)	15,895	2,176	160	13,559
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	3,200	1,200	4,400	1,190	1,005	2,205
44140	11-000-223-6__ Supplies and Materials	1,050	0	1,050	0	0	1,050
45000	11-000-230-1__ Salaries	245,003	200	245,203	81,270	161,953	1,981
45040	11-000-230-331 Legal Services	50,000	0	50,000	9,970	34,698	5,332
45060	11-000-230-332 Audit Fees	46,750	250	47,000	35,000	12,000	0
45080	11-000-230-334 Architectural/Engineering Services	2,500	0	2,500	0	0	2,500
45100	11-000-230-339 Other Purchased Professional Services	10,000	(450)	9,550	5,215	1,000	3,335
45120	11-000-230-340 Purchased Technical Services	3,750	0	3,750	0	0	3,750
45140	11-000-230-530 Communications/Telephone	57,950	0	57,950	21,855	17,596	18,499
45160	11-000-230-585 BOE Other Purchased Services	2,375	0	2,375	2,300	0	75
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	44,075	0	44,075	38,946	0	5,129
45200	11-000-230-610 General Supplies	2,500	(1,000)	1,500	1,038	9	453
45220	11-000-230-630 BOE In-House Training/Meeting Supplies	1,250	0	1,250	270	773	207
45260	11-000-230-890 Miscellaneous Expenditures	1,800	1,000	2,800	2,659	0	141
45280	11-000-230-895 BOE Membership Dues and Fees	12,750	0	12,750	12,513	0	237
46000	11-000-240-103 Salaries of Principals/Assistant Princip	306,121	(6,963)	299,158	93,732	192,071	13,355
46020	11-000-240-104 Salaries of Other Professional Staff	11,500	0	11,500	246	0	11,254
46040	11-000-240-105 Salaries of Secretarial and Clerical Ass	168,728	13,543	182,271	58,323	118,495	5,454
46080	11-000-240-3__ Purchased Professional and Technical Ser	1,000	0	1,000	0	0	1,000
46100	11-000-240-[4-5] Other Purchased Services (400-500 series	17,080	0	17,080	3,894	8,825	4,361
46120	11-000-240-6__ Supplies and Materials	8,650	0	8,650	4,239	965	3,446
46140	11-000-240-8__ Other Objects	16,054	(2,500)	13,554	2,445	0	11,110

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

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
47000	11-000-251-1__	Salaries		409,531	(2,076)	407,455	149,934	240,610	16,911
47005	11-000-251-199	Unused Vac Pay to Term/Retired Staff		16,350	2,076	18,426	18,425	1	0
47040	11-000-251-340	Purchased Technical Services		47,900	(500)	47,400	43,898	2,190	1,312
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		4,005	(615)	3,390	556	1,912	922
47100	11-000-251-6__	Supplies and Materials		11,035	(154)	10,881	3,670	1,165	6,046
47140	11-000-251-832	Interest on Lease Purchase Agreements		2,229	0	2,229	1,378	851	0
47180	11-000-251-890	Other Objects		1,400	1,269	2,669	2,165	500	4
48500	11-000-261-1__	Salaries		87,445	86	87,531	29,176	58,353	2
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		250,720	6,215	256,935	80,159	165,731	11,044
48540	11-000-261-610	General Supplies		2,600	0	2,600	0	0	2,600
49000	11-000-262-1__	Salaries		388,683	(39,913)	348,770	118,301	176,274	54,196
49020	11-000-262-107	Salaries of Non-Instructional Aides		213,953	0	213,953	35,229	132,235	46,489
49040	11-000-262-3__	Purchased Professional and Technical Ser		5,783	0	5,783	0	0	5,783
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		70,733	2,000	72,733	29,505	41,841	1,387
49080	11-000-262-441	Rental of Land & Bldg. Oth. Than Lease P		13,277	0	13,277	4,169	9,108	0
49120	11-000-262-490	Other Purchased Property Services		22,048	0	22,048	7,266	14,782	0
49140	11-000-262-520	Insurance		110,875	0	110,875	102,388	0	8,487
49160	11-000-262-590	Miscellaneous Purchased Services		4,264	60	4,324	25	25	4,274
49180	11-000-262-610	General Supplies		100,520	0	100,520	34,695	21,591	44,234
49200	11-000-262-621	Energy (Natural Gas)		80,799	0	80,799	4,104	76,695	0
49220	11-000-262-622	Energy (Electricity)		358,103	(1,300)	356,803	96,900	240,997	18,905
49260	11-000-262-626	Energy (Gasoline)		3,120	0	3,120	455	161	2,504
49280	11-000-262-8__	Other Objects		900	(60)	840	700	0	140
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		18,350	0	18,350	0	3,800	14,550
50060	11-000-263-610	General Supplies		120	0	120	0	0	120
51020	11-000-266-3__	Purchased Professional and Technical Ser		126,847	0	126,847	12,723	91,336	22,788
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		1,609	0	1,609	0	0	1,609
51060	11-000-266-610	General Supplies		26,470	0	26,470	6,716	121	19,633
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –		71,820	10	71,830	17,966	35,915	17,949
52100	11-000-270-350	Management Fee – ESC & CTSA Trans. Prog		60,000	0	60,000	7,814	38,427	13,759
52120	11-000-270-390	Other Purchased Prof. and Technical Serv		7,500	0	7,500	5,500	0	2,000
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		2,000	0	2,000	0	0	2,000
52160	11-000-270-442	Rental Payments – School Buses		15,000	560	15,560	15,560	0	0
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub		92,000	0	92,000	0	0	92,000
52240	11-000-270-505	Contract Serv.–Aid in Lieu Pymts–Choice S		10,750	0	10,750	0	0	10,750
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven		1,770,691	(12,998)	1,757,693	190,360	1,458,856	108,477
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		35,000	0	35,000	3,981	30,143	876
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr		45,700	0	45,700	0	821	44,879
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors		318,345	28	318,373	37,144	281,230	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre		1,094	85,287	86,381	0	85,287	1,094
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &		101,370	45,000	146,370	15,412	130,588	370

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

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC		727,832	(130,287)	597,545	114,820	482,491	234
52400	11-000-270-593	Misc. Purchased Services - Transportatio		5,750	0	5,750	0	0	5,750
52420	11-000-270-610	General Supplies		2,900	2,400	5,300	993	1,841	2,467
52460	11-000-270-8__	Other objects		750	(10)	740	443	0	297
65500	11-000-240-210	Group Insurance		0	0	0	(110)	0	110
71000	11-000-291-210	Group Insurance		9,185	0	9,185	2,733	6,377	75
71020	11-000-291-220	Social Security Contributions		236,000	0	236,000	59,328	176,672	0
71060	11-000-291-241	Other Retirement Contributions - PERS		292,400	0	292,400	0	254,552	37,848
71120	11-000-291-249	Other Retirement Contributions - Regular		33,550	0	33,550	7,484	26,066	0
71140	11-000-291-250	Unemployment Compensation		50,000	0	50,000	0	0	50,000
71160	11-000-291-260	Workmen's Compensation		158,400	0	158,400	149,017	0	9,383
71180	11-000-291-270	Health Benefits		2,812,577	(19,073)	2,793,504	1,185,312	1,507,326	100,866
71200	11-000-291-280	Tuition Reimbursement		40,000	0	40,000	2,954	21,776	15,270
71220	11-000-291-290	Other Employee Benefits		234,350	88	234,438	3,913	4,175	226,350
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff		65,000	0	65,000	28,230	36,770	0
73040	12-120-100-73_	Grades 1-5		33,000	0	33,000	9,618	3,663	19,719
76080	12-000-400-450	Construction Services		185,000	211,048	396,048	211,048	156,057	28,943
76140	12-000-400-721	Lease Purchase Agreements - Principal		70,623	0	70,623	35,048	35,575	0
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi		3,331	0	3,331	666	2,665	0
Total				33,594,858	217,963	33,812,821	6,106,840	25,445,734	2,260,247

Starting date 7/1/2025 Ending date 10/31/2025 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$492,172.81
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	\$1,869,183.80	
142	Intergovernmental - Federal	\$1,943.98	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$1,998.25	\$1,873,126.03

Loans Receivable:

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

Resources:

301	Estimated Revenues	\$3,939,024.84	
302	Less Revenues	(\$2,444,811.00)	\$1,494,213.84

Total assets and resources

\$3,859,512.68

Starting date 7/1/2025 Ending date 10/31/2025 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$41,282.19
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	\$646,572.90
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$687,855.09

Report of the Secretary to the Board of Education
Waterford BOE

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Starting date 7/1/2025 Ending date 10/31/2025 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$2,484,342.92
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$3,938,224.84
602	Less: Expenditures (\$767,367.25)	
	Less: Encumbrances (\$2,484,342.92)	(\$3,251,710.17)
	Total appropriated	\$3,170,857.59

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$800.00

Total fund balance

\$3,171,657.59

Total liabilities and fund equity

\$3,859,512.68

Starting date 7/1/2025 Ending date 10/31/2025 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,938,224.84	\$3,251,710.17	\$686,514.67
Revenues	(\$3,939,024.84)	(\$2,444,811.00)	(\$1,494,213.84)
Subtotal	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</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>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</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>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</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>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>(\$800.00)</u>	<u>\$806,899.17</u>	<u>(\$807,699.17)</u>

Prepared and submitted by :

Board Secretary

Date

12/4/2025

Starting date 7/1/2025 Ending date 10/31/2025 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	24,553	0	24,553	6,676	Under	17,877
00770	Total Revenues from State Sources	2,932,871	0	2,932,871	2,438,135	Under	494,736
00830	Total Revenues from Federal Sources	682,276	0	682,276	0	Under	682,276
0083A	Other	299,725	0	299,725	0	Under	299,725
Total		3,939,425	0	3,939,425	2,444,811		1,494,614
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
00745	Total Revenues from Local Sources	2,400	0	2,400	0	0	2,400
84100	Local Projects	22,153	0	22,153	0	429	21,724
85120	Total Instruction	1,318,584	16,674	1,335,258	259,984	953,617	121,657
86380	Total Support Services	1,753,664	3,785	1,757,449	415,549	1,134,878	207,022
87040	Total Facilities Acquisition and Constr	138,304	(20,459)	117,845	0	0	117,845
88136	SDA Emergent Needs & Capital Maint.	22,044	0	22,044	0	22,044	0
88740	Total Federal Projects	682,276	(0)	682,276	91,834	373,375	217,067
Total		3,939,425	(0)	3,939,425	767,367	2,484,343	687,715

Starting date 7/1/2025 Ending date 10/31/2025 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00730	20-1320	Tuition from LEAs - Preschool		0	0	0	0		0
00740	20-1___	Other Revenue from Local Sources		24,553	0	24,553	6,676	Under	17,877
00755	20-3218	Preschool Education Aid – Prior Year Car		371,052	0	371,052	0	Under	371,052
00760	20-3218	Preschool Education Aid		2,539,775	0	2,539,775	2,416,091	Under	123,684
00761	20-3257	SDA Emergent Needs & Capital Maint.		22,044	0	22,044	22,044		0
00775	20-441[1-6]	Title I		347,916	0	347,916	0	Under	347,916
00780	20-445[1-5]	Title II		47,757	0	47,757	0	Under	47,757
00790	20-447[1-4]	Title IV		18,413	0	18,413	0	Under	18,413
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		268,189	0	268,189	0	Under	268,189
00835	20-5200	Transfers from Operating Budget – Presch		299,725	0	299,725	0	Under	299,725
Total				3,939,425	0	3,939,425	2,444,811		1,494,614

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
00740	20-1___	Other Revenue from Local Sources		2,400	0	2,400	0	0	2,400
84100	20-___-___-___	Local Projects		22,153	0	22,153	0	429	21,724
85000	20-218-100-101	Salaries of Teachers		949,246	15,674	964,920	189,503	749,598	25,818
85020	20-218-100-106	Other Salaries for Instruction		297,338	1,000	298,338	51,610	201,586	45,143
85030	20-218-100-321	Purch Prof-Ed Services		20,000	0	20,000	1,070	2,400	16,530
85040	20-218-100-[4-5]	Other Purchased Services (400-500 series		15,000	0	15,000	2,925	0	12,075
85080	20-218-100-6__	General Supplies		37,000	0	37,000	14,876	33	22,091
86000	20-218-200-102	Salaries of Supervisors of Instruction		59,869	0	59,869	19,956	39,912	1
86020	20-218-200-103	Salaries of Program Directors		82,910	0	82,910	24,182	55,273	3,455
86040	20-218-200-104	Salaries of Other Professional Staff		167,910	0	167,910	31,035	122,519	14,356
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant		53,062	0	53,062	17,311	35,374	377
86080	20-218-200-110	Other Salaries		77,766	1,591	79,357	16,252	51,792	11,313
86100	20-218-200-173	Salaries of Community Parent Involvement		26,075	0	26,075	5,215	20,860	0
86120	20-218-200-176	Salaries of Master Teachers		74,152	0	74,152	0	51,882	22,270
86140	20-218-200-200	Personnel Services – Employee Benefits		730,729	2,194	732,923	228,122	449,843	54,957
86200	20-218-200-329	Purchased Professional – Educational Ser		75,000	0	75,000	33,368	22,538	19,094
86220	20-218-200-330	Other Purchased Professional Services		31,712	0	31,712	3,742	26,876	1,094
86280	20-218-200-511	Contr. Trans. Serv. (Bet. Home & Sch)		220,389	0	220,389	22,039	198,350	0
86300	20-218-200-516	Contr. Trans. Serv. (Field Trips)		5,000	0	5,000	1,156	0	3,844
86320	20-218-200-580	Travel		1,200	0	1,200	0	0	1,200
86340	20-218-200-6__	Supplies and Materials		144,890	0	144,890	11,993	59,658	73,239
86360	20-218-200-8__	Other Objects		3,000	0	3,000	1,178	0	1,823
87000	20-218-400-731	Instructional Equipment		138,304	(20,459)	117,845	0	0	117,845
88136	20-492-___-___	SDA Emergent Needs & Capital Maint.		22,044	0	22,044	0	22,044	0
88500	20-___-___-___	Title I		347,916	(0)	347,916	79,322	62,184	206,410
88520	20-___-___-___	Title II		47,757	0	47,757	6,862	30,250	10,645
88560	20-___-___-___	Title IV		18,413	0	18,413	2,245	16,168	0
88620	20-___-___-___	I.D.E.A. Part B (Handicapped)		268,189	0	268,189	3,404	264,774	11
Total				3,939,425	(0)	3,939,425	767,367	2,484,343	687,715

Batch Number 2

Batch 2

\$1,822,558.71

Batch Total

D263 ACTIVE CHEMICAL CORPORATION

✓\$766.00 Vend Total

P.O. # 601088 Water Treatment Service

✓\$766.00 P PO Total

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

CLEANING, REPAIR MAINTEN

\$766.00 P

Inv# 96860 10/25

\$383.00 P ✓ 11/20/25

Inv# 96977 11/25

\$383.00 P ✓ 12/09/25

1153 ARCHWAY PROGRAMS, INC

✓\$12,004.68 Vend Total

P.O. # 601484 2023-2024 Audit Adjustment

✓\$12,004.68 PO Total

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

S.E. TUITIONS - PRIVATE

\$12,004.68

Inv# INV-000084932

\$12,004.68 12/09/25

3688 ATLANTIC COUNTY VOCATIONAL SCHOOL DIST

✓\$2,610.00 Vend Total

P.O. # 601338 2025-26 Tuition

\$2,610.00 P PO Total

11-000-100-563-00-15-000

TUITION TO COUNTY VOCATI

\$2,610.00 P

Inv# 26-00195 Nov

\$870.00 P ✓ 12/09/25

Inv# 26-00196-Dec

\$870.00 P ✓ 12/09/25

Inv# 26-00197-Jan

\$870.00 P ✓ 12/09/25

1152 BANCROFT A NEW JERSEY NON PROFIT CORPORA

✓\$41,455.38 Vend Total

P.O. # 601082 25/26 TUITION ST

✓\$16,540.92 P PO Total

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

Private School Secondary

\$16,540.92 P

Inv# Water1025-ST ✓

\$16,540.92 P 12/09/25

P.O. # 601083 25/26 TUITION AG

✓\$8,373.54 P PO Total

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

S.E. TUITIONS - PRIVATE

\$8,373.54 P

Inv# Water1025-AG

\$8,373.54 P 12/09/25

P.O. # 601210 25/26 Tuition HL

✓\$16,540.92 P PO Total

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

Private School Secondary

\$16,540.92 P

Inv# Water1025-HL

\$16,540.92 P 12/09/25

1012 BELAIR SERVICES

\$250.50 Vend Total

P.O. # 601462 Dashcam Installation

✓\$250.50 PO Total

11-000-270-610-00-14-000

SUPPLIES & MATERIALS

\$250.50

Inv# 33783

\$250.50 11/20/25

4499 BOWMAN; ANDREA

\$393.99 Vend Total

P.O. # 601464 Woman's Grant Reimbursement

✓\$393.99 PO Total

20-002-100-610-00-06-100

Woman's Club Grant - WES

\$393.99

Inv# Womens Grant order

\$393.99 11/20/25

2060 BROOKFIELD ACADEMY

\$7,166.18 Vend Total

P.O. # 601075 25/26 TUITION GOC

\$7,166.18 P PO Total

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

Private School Secondary

✓\$7,166.18 P

Inv# INV-31252-DEC-GOC

\$7,166.18 P 12/09/25

Batch Number	2	Batch 2	\$1,822,558.71	Batch Total
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3634 BROWN; CARLA

P.O. # 601452 Women's Grant Reimbursement

✓ \$149.98 Vend Total

✓ \$149.98 PO Total

20-002-100-610-00-01-040

Woman's Club Grant - Atco

\$149.98

Inv# Womens Grant order

\$149.98

11/20/25

W069 CAMPANELLA; MARY

P.O. # 601021 25/26 TUITION REIMBURSEMENT

✓ \$853.61 Vend Total

✓ \$827.38 P PO Total

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

TUITION REIMB NJEA

\$827.38

Inv# Tuition Reimbursemen

\$827.38

12/09/25

P.O. # 601458 After School Pgm

✓ \$26.23 P PO Total

20-235-100-600-00-04-040

Supplies Atco

\$26.23

Inv# Shoprite/tutoring as

\$26.23

11/20/25

2136 CC EDUCATIONAL SERVICES COMMISSION

\$82,298.27 Vend Total

P.O. # 601084 RS; Amanda Magenta

✓ \$13,230.00 P PO Total

11-000-216-320-00-53-000

SPEECH SERVICES

✓ \$1,890.00 P

Inv# 6V0435

\$1,890.00 P

12/09/25

11-000-216-320-00-83-000

OT SERVICES

✓ \$5,670.00 P

Inv# 6V0435

\$5,670.00 P

12/09/25

11-000-216-320-00-93-000

PHYSICAL THERAPY SERVICE

✓ \$5,670.00 P

Inv# 6V0435

\$5,670.00 P

12/09/25

P.O. # 601114 Preschool Collaborative

✓ \$1,260.00 P PO Total

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

PEA SPT EDUCATIONAL SERV

✓ \$1,260.00 P

Inv# 6V0434-OCT

\$1,260.00 P

11/20/25

P.O. # 601321 Preschool Coach Proposal

✓ \$2,799.60 P PO Total

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

PEA SPT EDUCATIONAL SERV

✓ \$2,799.60 P

Inv# 6V0434-OCT

\$2,799.60 P

11/20/25

P.O. # 601382 CCESC Transportation

✓ \$65,008.67 P PO Total

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

ADMIN FEE

✓ \$3,679.74 P

Inv# 6V0514-NOV

\$3,679.74 P

12/09/25

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

CONTRACTED SERVI - ESC

✓ \$12,163.88 P

Inv# 6V0514-NOV

\$12,163.88 P

12/09/25

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

CONTRCTD SERV - SP-ESC

✓ \$2,496.96 P

Inv# 6V0514-NOV

\$2,496.96 P

12/09/25

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

Contracted Serve SPED ESC

✓ \$46,668.09 P

Inv# 6V0514-NOV

\$46,668.09 P

12/09/25

2989 CC TECHNICAL SCHOOLS

✓ \$3,615.40 Vend Total

P.O. # 601269 2025/2026 Tuition

✓ \$3,615.40 P PO Total

11-000-100-563-00-15-000

TUITION TO COUNTY VOCATI

\$3,615.40 P

Inv# OCT TUITION

\$3,615.40 P

11/20/25

Batch Number	2	Batch 2		\$1,822,558.71	Batch Total
4453	COMMAND RADIO			✓ \$1,840.50	Vend Total
P.O. #	601391	✓ Radio for Van		\$1,840.50	PO Total
11-000-270-610-00-14-000		SUPPLIES & MATERIALS		\$1,840.50	
Inv# 133637		\$1,840.50	12/09/25		
4609	DOCUSIGN, INC.			✓ \$4,485.00	Vend Total
P.O. #	601446	✓ Tech Services		\$4,485.00	PO Total
11-230-100-340-00-04-000		PURCHASED TECHNICAL SERV		\$4,485.00	
Inv# 10/30/25-10/29/26		\$4,485.00	12/09/25		
2780	E2E EXCHANGE LLC			✓ \$1,550.00	Vend Total
P.O. #	601448	✓ Erate Consulting		\$1,550.00	PO Total
11-000-222-340-01-19-000		TECHNICAL SERVICES -DIST		\$1,550.00	
Inv# C2 2026-3580		\$1,550.00	11/20/25		
3440	EASTERN CAMDEN COUNTY REGIONAL SCHL DIST			\$8,030.61	Vend Total
P.O. #	601340	✓ Tuition 2025-26 -LO		✓ \$8,030.61	PO Total
11-000-100-562-00-15-000		TUITION TO OTHER LEAS, S		\$8,030.61	
Inv# 25-26-01FINAL		\$8,030.61	12/09/25		
E669	EDUCATIONAL SERVICES COMMISSION OF NJ			\$5,409.18	Vend Total
P.O. #	601424	✓ Anna Thorton Trans		\$5,409.18 P	PO Total
11-000-270-350-00-14-000		ADMIN FEE		\$306.18 P	
Inv# October FY26		\$306.18 P	11/20/25		
11-000-270-518-30-14-000		Contracted Serve SPED ESC		\$5,103.00 P	
Inv# October FY26		\$5,103.00 P	11/20/25		
3474	ENVIRONMENTAL RESOLUTIONS, INC.			✓ \$4,429.18	Vend Total
P.O. #	601141	✓ Sewer Pump Operator Services		✓ \$956.68 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$956.68 P	
Inv# 109679 9/25 & 10/25		\$956.68 P	12/09/25		
P.O. #	601169	✓ Licensed Operator Services		✓ \$900.00 P	PO Total
11-000-261-420-00-20-100		REQUIRED MAINTENANCE		\$900.00 P	
Inv# 109711 9/25 & 10/25		\$900.00 P	12/09/25		
P.O. #	601491	✓ SOC Waiver		✓ \$2,572.50 P	PO Total
11-000-262-300-00-20-000		MAINTENANCE SERVICES		\$2,572.50	
Inv# 109712		\$2,572.50	12/09/25		
W171	ERCOL; JENNIFER			\$279.00	Vend Total
P.O. #	601447	✓ Women's Grant Reimbursement		✓ \$279.00	PO Total
20-002-100-610-00-01-040		Woman's Club Grant - Atco		\$279.00	
Inv# Order from womens gr		\$279.00	11/20/25		
R761	FARM FRIENDS, LLC			✓ \$425.00	Vend Total
P.O. #	601492	✓ PK and K Turkey assembly		✓ \$425.00	PO Total
11-190-100-320-00-02-060		PROF ED SERV-ASSEMBLIES		\$141.67	
Inv# 2025-121		\$141.67	12/09/25		

Batch Number	2	Batch 2		\$1,822,558.71	Batch Total
R761	FARM FRIENDS, LLC			\$425.00	Vend Total
P.O. #	601492	PK and K Turkey assembly		\$425.00	PO Total
20-218-100-321-00-05-000		PRESCHOOL EDUC SERVICES	\$283.33 ✓		
Inv# 2025-121		\$283.33	12/09/25		
3075	FIRST STUDENT, INC			✓ \$266,407.69	Vend Total
P.O. #	601209	✓ 2025-2026 Renewal Contract		✓ \$265,109.96 P	PO Total
11-000-270-511-00-14-000		CONTRACTED SERVICES -REG	✓ \$199,988.04 P		
Inv# 12086331		\$199,988.04 P	12/09/25		
11-000-270-512-00-14-000		CONT SER - LATE RUNS	✓ \$4,170.76 P		
Inv# 12086331		\$4,170.76 P	12/09/25		
11-000-270-514-00-14-000		CONTRACTED SERV - SP	✓ \$25,941.52 P		
Inv# 12086331		\$25,941.52 P	12/09/25		
11-000-270-514-30-14-000		Contracted Serve SPED Secondar	✓ \$12,970.76 P		
Inv# 12086331		\$12,970.76 P	12/09/25		
20-218-200-511-00-14-000		PREK TRANSP	✓ \$22,038.88 P		
Inv# 12086331		\$22,038.88 P	12/09/25		
P.O. #	601416	✓ Atco Tutoring Late Run		✓ \$556.17 P	PO Total
20-235-200-500-55-04-040		Transportation Atco	✓ \$556.17 P		
Inv# 12086352		\$556.17 P	12/09/25		
P.O. #	601417	✓ WES Tutoring Late Run		✓ \$741.56 P	PO Total
20-235-200-500-55-04-100		Transportation WES	\$741.56 P		
Inv# 12086336		\$741.56 P	12/09/25		
2055	FRIEDMAN; ELIZABETH			✓ \$23.17	Vend Total
P.O. #	601354	✓ Mileage; Amanda Magenta		\$23.17 P	PO Total
11-000-219-580-58-03-000		CST-TRAVEL	\$23.17 P		
Inv# OCT MILEAGE		\$23.17 P	12/09/25		
H311	FULTON BANK			✓ \$55.00	Vend Total
P.O. #	601508	✓ Safe Deposit Box		\$55.00	PO Total
11-000-251-890-00-25-000		MISC CENTRAL SERV	\$55.00		
Inv# 319-00033 BOX		\$55.00	12/09/25		
3729	FUN AND FUNCTION, LLC			✓ \$94.76	Vend Total
P.O. #	601445	✓ Preschool supplies		✓ \$94.76	PO Total
20-218-218-610-00-02-060		PEA GUIDANCE SUPPLIES	\$94.76		
Inv# 979875		\$94.76	12/09/25		
3835	GARRISON; JASON			\$100.00	Vend Total
P.O. #	601241	✓ Board Meeting Video		\$100.00 P	PO Total
11-000-230-339-00-23-000		OTHER PURC PROF SERV	\$100.00 P		
Inv# 716-November		\$100.00 P	12/09/25		

Batch Number	2	Batch 2	\$1,822,558.71	Batch Total
2621	GLOUCESTER COUNTY SPECIAL SERVICES SCHL		\$380.00	Vend Total
P.O. #	601297 TOD; Amanda Magenta		\$380.00 P	PO Total
11-000-217-320-00-03-000	EXTRAORDNRY		\$380.00 P	
Inv# 6V0961		\$380.00 P 11/20/25		
1499	HAMMONTON BOARD OF EDUCATION		\$1,143,134.80	Vend Total
P.O. #	601224 2025/26 Annual Tuition		\$1,141,530.00 P	PO Total
11-000-100-561-00-15-000	TUITION TO OTHER LEAS, R		\$1,076,228.00 P	
Inv# 30-Nov		\$1,076,228.00 P 12/09/25		
20-250-100-500-00-15-000	OTHER PURCHASED SERVICES		\$65,302.00 P	
Inv# 30-Nov		\$65,302.00 P 12/09/25		
P.O. #	601288 Tuition 2025-26 - JP		\$1,604.80 P	PO Total
11-000-100-561-00-15-000	TUITION TO OTHER LEAS, R		\$1,604.80 P	
Inv# 2026-0005 Nov JP		\$1,604.80 P 12/09/25		
C651	HARRELL, KAYLA		\$23.27	Vend Total
P.O. #	601459 Mileage; Amanda Magenta		\$23.27 P	PO Total
11-000-211-580-58-13-000	SOCIAL WORK TRAVEL		\$23.27 P	
Inv# Oct mileage		\$11.47 P 11/20/25		
Inv# Nov Mileage		\$11.80 P 12/09/25		
4403	HOLWELL; GABRIELLE		\$85.00	Vend Total
P.O. #	601473 My Brain Books - GH		\$58.00	PO Total
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES		\$58.00	
Inv# Order #65015		\$58.00 12/09/25		
P.O. #	601476 My Brain Lesson Package GH		\$27.00 P	PO Total
11-190-100-610-00-01-040	REG PRGM - INST SUPPLIES		\$27.00	
Inv# Order #67044		\$27.00 12/09/25		
2712	INTERACTIVE KIDS EDUCATIONAL SERVICES, L		\$5,785.00	Vend Total
P.O. #	601069 BCBA; Amanda Magenta		\$1,202.50 P	PO Total
11-000-217-320-00-03-000	EXTRAORDNRY		\$325.00 P	
Inv# 2395		\$325.00 P 11/20/25		
11-000-219-390-00-03-000	CST OUTSIDE EVAL		\$877.50 P	
Inv# 2437		\$877.50 P 12/09/25		
P.O. #	601336 BCBA		\$4,582.50 P	PO Total
20-275-200-300-00-04-000	PURCHASED PROF DISTRICT		\$4,582.50 P	
Inv# 2394		\$4,030.00 P 11/20/25		
Inv# 2438		\$552.50 P 12/09/25		
F164	JAMES A. FOX INC.		\$955.00	Vend Total
P.O. #	601394 Preschool Assembly		\$955.00	PO Total
20-218-100-321-00-05-000	PRESCHOOL EDUC SERVICES		\$955.00	
Inv# 214795		\$955.00 12/09/25		

Batch Number	2	Batch 2		\$1,822,558.71	Batch Total
4598	KEYBOARD CONSULTANTS				
P.O. #	601307	Smartboard for Atco Library		✓ \$3,958.00	Vend Total
				\$3,663.00 P	PO Total
12-120-100-730-00-19-000		TECHNOLOGY EQUIPMENT		✓ \$3,663.00	
Inv#	93199	\$3,663.00	11/20/25		
P.O. #	601393	Install smartboard Atco		\$295.00 P	PO Total
				✓ \$295.00	
11-000-222-340-01-19-000		TECHNICAL SERVICES -DIST			
Inv#	93325	\$295.00	11/20/25		
3318	KINGSWAY LEARNING CENTER / KINGSWAY SVCS				
P.O. #	601197	25/26 Tuition		\$44,706.05	Vend Total
				✓ \$6,889.21 P	PO Total
11-000-100-566-30-15-000		Private School Secondary		\$6,889.21 P	
Inv#	1006706-JAN-RH	\$6,889.21 P	12/09/25		
P.O. #	601198	25/26 Tuition		\$10,309.21 P	PO Total
				\$10,309.21 P	
11-000-100-566-30-15-000		Private School Secondary			
Inv#	1006706-JAN-TUIT-JI	\$6,889.21 P	✓ 12/09/25		
Inv#	1006752-JAN-EXSER-JI	\$3,420.00 P	✓ 12/09/25		
P.O. #	601200	25/26 Tuition		\$10,309.21 P	PO Total
				\$10,309.21 P	
11-000-100-566-30-15-000		Private School Secondary			
Inv#	1006706-JAN-TUIT-BL	\$6,889.21 P	✓ 12/09/25		
Inv#	1006752-JAN-EXSER-BL	\$3,420.00 P	✓ 12/09/25		
P.O. #	601201	25/26 Tuition- QW		\$6,889.21 P	PO Total
				\$6,889.21 P	
11-000-100-566-30-15-000		Private School Secondary			
Inv#	1006706-JAN-TUIT-QW	\$6,889.21 P	✓ 12/09/25		
P.O. #	601202	25/26 Tuition - MB		\$10,309.21 P	PO Total
				\$10,309.21 P	
11-000-100-566-30-15-000		Private School Secondary			
Inv#	1006706-JAN-TUIT-MB	\$6,889.21 P	✓ 12/09/25		
Inv#	1006752-JAN-EXSER-MB	\$3,420.00 P	✓ 12/09/25		
4058	KIN-LEAVEY; SHAUN				
P.O. #	601020	25/26 TUITION REIMBURSEMENT		\$827.38	Vend Total
				✓ \$827.38	PO Total
11-000-291-280-00-10-000		TUITION REIMB NJEA		\$827.38	
Inv#	Tuition Rem	\$827.38	✓ 11/20/25		
4396	KONDAS; HEATHER				
P.O. #	601453	Reimbursement Petty Cash		✓ \$97.85	Vend Total
				\$50.00 P	PO Total
11-190-100-610-00-01-040		REG PRGM - INST SUPPLIES		✓ \$50.00	
Inv#	Staff Spotlight PC	\$50.00	11/20/25		
P.O. #	601509	PBSIS Atco		\$47.85 P	PO Total
				✓ \$47.85	
20-235-100-600-01-04-000		TITLE I - DISTRICT PGM SUPPLIE			
Inv#	WALMART SUPPLIES	\$47.85	12/09/25		
G825	MADISON INSTITUTE, LLC				
P.O. #	601373	PD; Amanda Magenta		\$160.00	Vend Total
				✓ \$160.00	PO Total
11-000-223-320-00-03-000		PD SERV		\$160.00	
Inv#	103125	\$160.00	12/09/25		

Batch Number	2	Batch 2		\$1,822,558.71	Batch Total
4640	MALWAREBYTES, INC.			\$7,585.60	Vend Total
P.O. #	601389	Malwaerbytes EDR		✓ \$7,585.60	PO Total
11-000-222-340-01-19-000	TECHNICAL SERVICES -DIST			\$7,585.60	
Inv#	IN100324157	\$7,585.60	12/09/25		
Z048	MANNA; CHRISTINE PETTY CASH			\$415.96	Vend Total
P.O. #	601470	Staff Spotlight		✓ \$350.00	PO Total
11-000-240-610-00-06-100	SCHOOL ADMIN SUPPLIES			\$350.00	
Inv#	ST SPOTLIGHT GC	\$350.00	12/09/25		
P.O. #	601472	Veteran's Day		✓ \$65.96 P	PO Total
11-000-240-610-00-06-100	SCHOOL ADMIN SUPPLIES			\$65.96	
Inv#	VETER DAY PC	\$65.96	12/09/25		
3358	MCGOVERN; JACLYN			✓ \$117.40	Vend Total
P.O. #	601482	Womans Grant Reimbursement		\$117.40	PO Total
20-002-100-610-00-01-040	Woman's Club Grant - Atco			\$117.40	
Inv#	WMNS GRANT AMAZ	\$117.40	12/09/25		
1440	MGL PRINTING SOLUTIONS			✓ \$102.00	Vend Total
P.O. #	601454			\$102.00	PO Total
11-000-251-610-00-25-000	SUPPLIES CENTRAL SERV			✓ \$102.00	
Inv#	219229	\$102.00	11/20/25		
3969	MICHELINI; CANDICE			\$38.54	Vend Total
P.O. #	601440	Mileage Reimbursement (SEPT)		✓ \$38.54	PO Total
11-190-100-580-58-00-000	MILEAGE			✓ \$38.54	
Inv#	Sept Mileage	\$38.54	11/20/25		
M777	MOUNT CARMEL GUILD ACADEMY			\$5,040.00	Vend Total
P.O. #	601422	2025-26 Tuition - AT		✓ \$5,040.00 P	PO Total
11-000-100-566-30-15-000	Private School Secondary			\$5,040.00 P	
Inv#	598 Nov AT	\$5,040.00 P	12/09/25		
3372	NJ SCHOOL COUNSELOR ASSOCIATION			\$119.00	Vend Total
P.O. #	601486	NJSCA Winter PD - G. Holwell		\$119.00	PO Total
11-000-223-580-58-01-040	PD TRAVEL ATCO			✓ \$119.00	
Inv#	pd 1/9/26 @Rowan	\$119.00	12/09/25		
4088	NJ SCHOOL JOBS			\$75.00	Vend Total
P.O. #	601293	Job Postings for 2025-2026		\$75.00 P	PO Total
11-000-230-530-00-23-000	COMMUNICATIONS/POSTAGE			✓ \$75.00 P	
Inv#	20164	\$75.00 P	11/20/25		
4093	NJAHPERD			\$175.00	Vend Total
P.O. #	601316	Knoll Request PD NJAHPERD		✓ \$175.00	PO Total
11-000-223-580-58-06-100	PD TRAVEL WES			\$175.00	
Inv#	CR202005204	\$175.00	11/20/25		

Batch Number	2	Batch 2	\$1,822,558.71	Batch Total
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1656 NJASBO

✓ \$145.00 Vend Total

P.O. # 601427 NJASBO Payroll Workshop

\$145.00 PO Total

11-000-251-592-58-25-000

TRAVEL

\$145.00

Inv# 200031806

\$145.00

11/20/25

3678 NORTHEAST ELECTRICAL SERVICES, LLC

✓ \$195.99 Vend Total

P.O. # 601109 Electrical Repairs

\$195.99 P PO Total

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

REQUIRED MAINTENANCE

\$195.99 P

Inv# 11410

\$195.99 P

11/20/25

3841 NORTHEAST PLUMBING SERVICES, LLC

✓ \$26,935.18 Vend Total

P.O. # 601099 Maintenance Repairs Atco

\$5,436.08 P PO Total

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

REQUIRED MAINTENANCE

✓ \$5,436.08 P

Inv# 17675

\$600.00 P ✓

11/20/25

Inv# 17677

\$835.00 P ✓

11/20/25

Inv# 73275

\$447.76 P ✓

11/20/25

Inv# 73284

\$2,157.14 P ✓

11/20/25

Inv# 17744

\$1,396.18 P ✓

12/09/25

P.O. # 601100 Maintenance Thomas Richards

✓ \$17,824.03 P PO Total

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

REQUIRED MAINTENANCE

✓ \$17,824.03 P

Inv# 17743

\$2,957.03 P ✓

12/09/25

Inv# 72815

\$14,867.00 P ✓

12/09/25

P.O. # 601101 Maintenance Repairs Waterford

✓ \$3,675.07 P PO Total

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

REQUIRED MAINTENANCE

✓ \$3,675.07 P

Inv# 73285

\$872.00 P ✓

11/20/25

Inv# 17742

\$1,396.18 P ✓

12/09/25

Inv# 73314

\$1,406.89 P ✓

12/09/25

0298 ORCHARD FRIENDS SCHOOL

\$10,735.00 Vend Total

P.O. # 601421 2025-26 TUITION AGR

\$10,735.00 P PO Total

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

Private School Secondary

✓ \$10,735.00 P

Inv# 2382 Nov for AGR

\$10,735.00 P

12/09/25

S113 PENN POWER GROUP, LLC.

\$2,234.25 Vend Total

P.O. # 601135 Generator PM Services

✓ \$1,905.03 P PO Total

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

REQUIRED MAINTENANCE

\$635.02 P

Inv# 4781284

\$635.02 P ✓

12/09/25

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

REQUIRED MAINTENANCE

\$635.02 P

Inv# 4781283

\$635.02 P ✓

12/09/25

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

REQUIRED MAINTENANCE

\$634.99 P

Inv# 4781282

\$634.99 P ✓

12/09/25

P.O. # 601513 Battery Replacement

✓ \$329.22 P PO Total

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

REQUIRED MAINTENANCE

\$329.22

Inv# 4781690

\$329.22 ✓

12/09/25

Batch Number 2

Batch 2

\$1,822,558.71

Batch Total

P857 PROFESSIONAL HEALTHCARE STAFFING

\$5,720.00 Vend Total

P.O. # 601274 Nurse; Amanda Magenta

\$5,720.00 P PO Total

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

EXTRAORDNRY

/\$5,720.00 P

Inv# 3316 WE-11/9

/\$1,040.00 P 11/20/25

Inv# 3332 WE-11/16

/\$2,080.00 P 12/09/25

Inv# 3349 WE-11/23

/\$2,600.00 P 12/09/25

G189 RUDNESKY; FRANK

\$1,750.00 Vend Total

P.O. # 601345 WES Leadership

/\$1,750.00 P PO Total

20-235-100-300-00-04-100

Title I Ed Consultants

/\$750.00 P

Inv# WTSD

\$750.00 P 12/09/25

20-275-200-300-00-04-100

PURCHASED PROFESSIONAL A

/\$1,000.00

Inv# WTSD

\$1,000.00 12/09/25

1103 SCHOOL HEALTH CORP.

/\$38.13 Vend Total

P.O. # 609119 Health and Trainer Supplies

/\$12.59 P PO Total

11-000-213-610-00-01-040

HEALTH SUPPLIES ATCO

\$12.59 P

Inv# CINV000325238

\$12.59 P 11/20/25

P.O. # 609171 Physical Education Supplies

/\$25.54 P PO Total

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

REG PRGM - INST SUPPLIES

\$25.54 P

Inv# CINV000319412

\$25.54 P 11/20/25

4191 SONITROL SECURITY OF DELAWARE VALLEY

\$1,116.00 Vend Total

P.O. # 601461 Service Call

/\$744.00 P PO Total

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

REQUIRED MAINTENANCE

\$744.00

Inv# 334911

\$744.00 11/20/25

P.O. # 601490 Service Call

/\$372.00 P PO Total

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

REQUIRED MAINTENANCE

\$372.00

Inv# 334979

\$372.00 12/09/25

2302 SOUTH JERSEY PAPER

\$15,192.06 Vend Total

P.O. # 601170 Floor Wax

/\$1,112.04 PO Total

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

MAINTENANCE SUPPLIES

\$1,112.04

Inv# 545393

\$1,112.04 12/09/25

P.O. # 601203 2025-2026 Maintenance Supplies

/\$14,080.02 PO Total

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

MAINTENANCE SUPPLIES

/\$14,080.02

Inv# 546528

\$10,554.12 P 12/09/25

Inv# 546528-01

\$802.40 P 12/09/25

Inv# 546528-02

\$1,171.70 P 12/09/25

Inv# 546528-03

\$1,551.80 P 12/09/25

D316 SOUTH JERSEY SCHOOL DOCTORS, LLC

\$833.00 Vend Total

P.O. # 601123 Phy Serv; Amanda Magenta

/\$833.00 P PO Total

11-000-213-330-00-03-000

HEALTH PROF SERV

\$833.00 P

Inv# DEC PYMNT

\$833.00 P 12/09/25

Batch Number	2	Batch 2	\$1,822,558.71	Batch Total
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4552 THE DANCE CONNECTION

P.O. # 601322 Preschool Dance

\$190.00 Vend Total

✓ \$190.00 P PO Total

20-218-100-321-00-05-000

PRESCHOOL EDUC SERVICES

\$190.00 P

Inv# November payment

\$190.00 P 12/09/25

4354 THE HARTFORD LIFE INSURANCE COMPANY

P.O. # 601367 Administrator Disability

\$910.97 Vend Total

✓ \$910.97 P PO Total

11-000-291-210-00-10-000

GROUP INSURANCE

\$910.97 P

Inv# 000000031-Dec

\$910.97 P 12/09/25

T985 T-MOBILE

P.O. # 601103 Cell Phone Service

\$59.80 Vend Total

✓ \$59.80 P PO Total

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

CLEANING, REPAIR MAINTEN

\$59.80 P

Inv# 992461888-NOV

\$59.80 P 12/09/25

V982 UGI ENERGY SERVICES, LLC

P.O. # 601104 Energy Services Atco

✓ \$1,882.20 Vend Total

✓ \$586.64 P PO Total

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

NATURAL GAS ATCO

\$586.64 P

Inv# G6872091

\$586.64 P 12/09/25

P.O. # 601105 Energy Services Thomas Richard

✓ \$384.46 P PO Total

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

NATURAL GAS TR

✓ \$115.33 P

Inv# G6872039

\$115.33 P 12/09/25

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

Gas - TR

✓ \$269.13 P

Inv# G6872039

\$269.13 P 12/09/25

P.O. # 601106 Energy Services for Waterford

✓ \$911.10 P PO Total

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

NATURAL GAS WES

\$911.10 P

Inv# G6847134

\$202.37 P 11/20/25

Inv# G6871816

\$708.73 P 12/09/25

F303 VIKING PEST CONTROL

P.O. # 601081 Pest Control Service

✓ \$227.46 Vend Total

\$227.46 P PO Total

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

CLEANING, REPAIR MAINTEN

\$227.46 P

Inv# 903433384-NOV-TR

\$75.82 P 12/09/25

Inv# 903433385-NOV-ATCO

\$75.82 P 12/09/25

Inv# 903433386-NOV-WES

\$75.82 P 12/09/25

2015 WADE, LONG & WOOD, LLC

P.O. # 601282 Solicitor Cost

✓ \$4,218.66 Vend Total

\$4,218.66 P PO Total

11-000-230-331-00-23-000

LEGAL SERVICES

\$4,218.66 P

Inv# 32880-OCTOBER

\$4,218.66 P 12/09/25

2485 WATERFORD TWP. B.O.E. CAFETERIA

P.O. # 601319 2025-26 Board Meals

✓ \$113.92 Vend Total

\$113.92 P PO Total

11-000-230-630-00-23-000

BOARD SUPPLIES

\$113.92 P

Inv# 11-3-11/24/2025-1

\$113.92 P 12/09/25

Batch Number	2	Batch 2	\$1,822,558.71	Batch Total
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4668 | WEAVER, JAMES - PETTY CASH**\$500.00 Vend Total**

P.O. # 601460 / Petty Cash Reimbursement

\$299.82 PO Total

11-000-262-420-65-20-000	VEHICLE MAINTENANCE SERV	✓ \$102.00	
Inv# Dick's oil chg 10/30	\$102.00	11/20/25	

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	✓ \$122.82	
Inv# Home depot 10/29	\$122.82	11/20/25	

11-000-262-626-01-20-000	GASOLINE	✓ \$75.00	
Inv# Runway gas 10/30	\$75.00	11/20/25	

P.O. # 601497 / Petty Cash Reimbursement

\$145.38 P PO Total

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	✓ \$145.38	
Inv# HOME DEPOT	\$145.38	12/09/25	

P.O. # 601511 / Petty Cash Reimbursement

\$54.80 P PO Total

11-000-262-610-00-20-000	MAINTENANCE SUPPLIES	✓ \$54.80	
Inv# HOME DEPOT	\$54.80	12/09/25	

3675 | WILLIAMS SCOTSMAN, INC**\$4,830.19 Vend Total**

P.O. # 601086 / Trailer Mobile Office Rental

✓ \$4,830.19 P PO Total

11-000-262-441-00-20-040	Rental of Land & Buildings	\$4,830.19 P	
Inv# 9024980743	\$4,830.19 P	12/09/25	

3524 | XTEL COMMUNICATIONS**\$3,619.66 Vend Total**

P.O. # 601038 / Monthly telephone renewal

\$3,619.66 P PO Total

11-000-230-530-00-19-000	TELEPHONE	✓ \$3,619.66 P	
Inv# 73118	\$3,619.66 P	12/09/25	

1158 | Y.A.L.E. SCHOOL INC. (CHERRY HILL)**\$61,811.46 Vend Total**

P.O. # 601418 / 2025-26 Tuition HJ

\$6,843.18 P PO Total

11-000-100-566-30-15-000	Private School Secondary	\$6,843.18 P	
Inv# ch/dec25 77-hj	\$6,843.18 P ✓	12/09/25	

P.O. # 601477 / Tuition Contract 2025-26 - DR

\$33,008.28 P PO Total

11-000-100-566-30-15-000	Private School Secondary	\$33,008.28 P	
Inv# ccc/aug25 5202-dr	\$1,610.16 P ✓	12/09/25	
Inv# ccc/dec25 31-dr	\$6,843.18 P ✓	12/09/25	
Inv# ccc/nov25 201-dr	\$6,843.18 P ✓	12/09/25	
Inv# ccc/oct25 611-dr	\$9,258.42 P ✓	12/09/25	
Inv# ccc/sept25 113-dr	\$8,453.34 P ✓	12/09/25	

P.O. # 601479 1:1 Aide - HJ

\$21,960.00 P PO Total

11-000-100-566-30-15-000	Private School Secondary	\$21,960.00 P	
Inv# ch/dec25 77 hj aide	\$5,185.00 P ✓	12/09/25	
Inv# ch/nov25 74 hj aide	\$5,490.00 P ✓	12/09/25	
Inv# ch/oct25 422 hj aide	\$6,405.00 P ✓	12/09/25	
Inv# ch/sept25 229 hj aid	\$4,880.00 P ✓	12/09/25	

Batch Number	2	Batch 2		\$1,822,558.71	Batch Total
4566	Y.A.L.E. SCHOOL WEST, INC.			\$20,825.85	Vend Total
P.O. #	601195	25/26 TUITION AE		\$6,941.95 P	PO Total
11-000-100-566-30-15-000	Private School Secondary		12/09/25	✓ \$6,941.95 P	
Inv# west2/dec25 19-ae		\$6,941.95 P	12/09/25		
P.O. #	601196	25/26 TUITION DY		\$6,941.95 P	PO Total
11-000-100-566-30-15-000	Private School Secondary		12/09/25	✓ \$6,941.95 P	
Inv# west2/dec25 19-dy		\$6,941.95 P	12/09/25		
P.O. #	601419	2025-26 Tuition CL		✓ \$6,941.95 P	PO Total
11-000-100-566-30-15-000	Private School Secondary		12/09/25	\$6,941.95 P	
Inv# west2/dec25 19 cl		\$6,941.95 P	12/09/25		
Total for Report =				\$1,822,558.71	

Batch Number 3

Batch 3

\$8,436.59

Batch Total

3155 CDW-GOVERNMENT, LLC

\$1,921.42 Vend Total

P.O. # 601436 VNC Manager

\$157.70 PO Total

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

\$157.70

Inv# AG7C98M

\$157.70

11/20/25

P.O. # 601451 Printers to replace broken

\$1,335.64 PO Total

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

\$1,335.64

Inv# AG82U9P

\$1,335.64

12/09/25

P.O. # 601463 Misc tech supplies; Ed Leypold

\$428.08 PO Total

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

\$428.08

Inv# AG84H9Y

\$239.92 P

12/09/25

Inv# AG89H4E

\$188.16 P

12/09/25

4308 KS STATEBANK

\$6,070.96 Vend Total

P.O. # 601151 Lease Payment Atco Modular Cla

\$6,070.96 P PO Total

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

\$178.61 P

Inv# 59901-1-2026

\$178.61 P

12/09/25

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

\$5,892.35 P

Inv# 59901-1-2026

\$5,892.35 P

12/09/25

1053 NASCO EDUCATION

\$20.20 Vend Total

P.O. # 609237 Teaching Aids

\$20.20 PO Total

11-213-100-610-00-01-040 RESOURCE SUPPLIES ATCO

\$20.20

Inv# 858568

\$20.20

11/20/25

4662 SCHOOL SPECIALITY, LLC

\$10.62 Vend Total

P.O. # 609002 General Classroom Supplies

\$10.62 P PO Total

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

\$10.62 P

Inv# 208136582988

\$10.62 P

12/09/25

1846 STAPLES ADVANTAGE

\$182.25 Vend Total

P.O. # 601467 BO TONER/INK

\$182.25 PO Total

11-000-251-610-00-25-000 SUPPLIES CENTRAL SERV

\$182.25

Inv# 6048371387

\$182.25

12/09/25

3328 W.B. MASON CO., INC

\$120.97 Vend Total

P.O. # 601449 Office Supplies; Amanda Magent

\$120.97 PO Total

11-000-219-610-99-03-000 CST OFFICE SUPPLIES

\$120.97

Inv# 258345604

\$120.97

12/09/25

3780 WAGEWORKS, INC.

\$100.00 Vend Total

P.O. # 601222 FSA Fee

\$100.00 P PO Total

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

\$100.00 P

Inv# INV8456223-NOV

\$100.00 P

12/09/25

Batch Number	3	Batch 3	\$8,436.59	Batch Total
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4247 **WEAVER; JAMES**

✓ \$10.17 Vend Total

P.O. # 601512 Reimbursement - James Weaver

\$10.17 PO Total

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

MAINTENANCE SUPPLIES

\$10.17

Inv# HOME DEPOT

\$10.17

12/09/25

Total for Report =**\$8,436.59** ✓

Bill list #3-utility

Batch Number 4

Batch 4

\$38,262.64 ✓ Batch Total

4411 ATLANTIC CITY ELECTRIC 5500 2154 379

✓ \$424.73 Vend Total

P.O. # 601128 Electric TR Street Lights

✓ \$424.73 P PO Total

11-000-262-622-01-20-060 ELECTRIC STREET LIGHTS \$169.89 P ✓
Inv# 55002154379-Nov 12/04/25

20-218-262-622-00-20-060 Electric TR \$254.84 P ✓
Inv# 55002154379-Nov 12/04/25

4409 ATLANTIC CITY ELECTRIC 5500 3210 584

✓ \$4,680.32 Vend Total

P.O. # 601139 Electricity WES

✓ \$4,680.32 P PO Total

11-000-262-622-00-20-100 ELECTRICITY WES \$4,680.32 P
Inv# 55003210584-Nov 12/04/25

4410 ATLANTIC CITY ELECTRIC 5500 4710 475

✓ \$1,912.20 Vend Total

P.O. # 601140 Electricity Thomas Richards

✓ \$1,912.20 P PO Total

11-000-262-622-00-20-060 ELECTRICITY TR ✓ \$764.88 P
Inv# 55004710475-Nov 12/04/25

20-218-262-622-00-20-060 Electric TR ✓ \$1,147.32 P
Inv# 55004710475-Nov 12/04/25

4407 ATLANTIC CITY ELECTRIC 5500 9762 406

\$28.49 Vend Total

P.O. # 601095 Electric Atco Street Light

✓ \$28.49 P PO Total

11-000-262-622-02-20-040 ELECTRIC - STREET LIGHTS \$28.49 P ✓
Inv# 55009762406-Nov 12/04/25

4413 ATLANTIC CITY ELECTRIC 5500 9762 737

✓ \$2,061.28 Vend Total

P.O. # 601121 Electric Atco Elementary

✓ \$2,061.28 P PO Total

11-000-262-622-00-20-040 ELECTRICITY ATCO \$2,061.28 P ✓
Inv# 55009762737-Nov 12/04/25

4408 ATLANTIC CITY ELECTRIC 5501 2617 118

\$14.37 Vend Total

P.O. # 601122 Electric Garage TR

✓ \$14.37 P PO Total

11-000-262-622-02-20-060 ELECTRIC - GARAGE ✓ \$5.74 P
Inv# 55012617118-Nov 12/04/25

20-218-262-622-00-20-060 Electric TR ✓ \$8.63 P
Inv# 55012617118-Nov 12/04/25

4296 COMCAST

✓ \$3,283.37 Vend Total

P.O. # 601037 Internet/WAN renewal

✓ \$3,283.37 P PO Total

11-000-222-340-01-19-000 TECHNICAL SERVICES -DIST \$3,283.37 P
Inv# 257877397-12/1-12/31 12/04/25

A385 Direct Energy Business LLC

✓ \$13,498.89 Vend Total

P.O. # 601348 Direct Energy - Atco Bldg

✓ \$2,278.72 P PO Total

11-000-262-622-00-20-040 ELECTRICITY ATCO ✓ \$2,278.72 P
Inv# 253240058221322 12/04/25

Batch Number	4	Batch 4		\$38,262.64	Batch Total
A385	Direct Energy Business LLC				\$13,498.89 Vend Total
P.O. #	601349	Direct Energy - WES		✓ \$6,991.40 P	PO Total
11-000-262-622-00-20-100		ELECTRICITY WES		\$6,991.40 P ✓	
Inv#	253250058230247		\$6,991.40 P	12/04/25	
P.O. #	601350	Direct Energy - TR Bldg		✓ \$4,228.26 P	PO Total
11-000-262-622-00-20-060		ELECTRICITY TR		✓ \$4,228.26 P	
Inv#	253230058210638		\$4,228.26 P	12/04/25	
P.O. #	601351	Direct Energy - TR Garage		✓ \$0.51 P	PO Total
11-000-262-622-02-20-060		ELECTRIC - GARAGE		✓ \$0.51 P	
Inv#	253230058210639		\$0.51 P	12/04/25	
4084	READYREFRESH BY NESTLE				\$1,023.39 Vend Total
P.O. #	601080	Bottle Water Delivery		\$1,023.39 P	PO Total
11-000-262-610-00-20-000		MAINTENANCE SUPPLIES		✓ \$490.19 P	
Inv#	15K0439300559-WES		\$490.19 P	12/04/25	
20-218-262-610-00-20-000		Custodial Supplies		✓ \$533.20 P	
Inv#	05I6703424199-TR		\$412.27 P	12/04/25	
Inv#	05K6703424199-TR		\$120.93 P	12/04/25	
1121	SOUTH JERSEY GAS CO.				\$3,684.48 Vend Total
P.O. #	601129	✓ Gas Services for Atco Elem		\$1,673.38 P	PO Total
11-000-262-621-00-20-040		NATURAL GAS ATCO		✓ \$1,673.38 P	
Inv#	9559720000-10/2011/1		\$1,673.38 P	12/04/25	
P.O. #	601131	✓ Gas Service for Waterford Elem		\$2,011.10 P	PO Total
11-000-262-621-00-20-100		NATURAL GAS WES		✓ \$2,011.10 P	
Inv#	44876200001020-1118		\$2,011.10 P	12/04/25	
1928	WASTE MANAGEMENT CAMDEN				\$4,088.33 Vend Total
P.O. #	601110	Trash Removal Services		✓ \$4,088.33 P	PO Total
11-000-262-420-00-20-000		CLEANING, REPAIR MAINTEN		\$4,088.33 P	
Inv#	3467839-2498-5-DEC		\$4,088.33 P	12/04/25	
4347	XEROX CORPORATION				\$3,562.79 Vend Total
P.O. #	601001	✓ COPIER COSTS EDQ-727067		✓ \$389.40 P	PO Total
11-190-100-420-44-23-100		COPIER MAINT WES INSTR		✓ \$124.92 P	
Inv#	024674649-Nov		\$124.92 P	12/04/25	
11-190-100-440-44-23-100		COPIER RENTAL WES		✓ \$264.48 P	
Inv#	024674649-Nov		\$264.48 P	12/04/25	
P.O. #	601002	✓ COPIER COSTS EFQ-274576		✓ \$558.77 P	PO Total
11-000-240-420-44-23-100		COPIER MAINT WES OFFICE		✓ \$415.02 P	
Inv#	024674650-Nov		\$415.02 P	12/04/25	
11-000-240-440-44-23-100		COPIER RENTAL WES OFFICE		✓ \$143.75 P	
Inv#	024674650-Nov		\$143.75 P	12/04/25	

Batch Number	4	Batch 4		\$38,262.64	Batch Total
4347	XEROX CORPORATION				
P.O. #	601003	COPIER COSTS EHQ-4097		✓ \$3,562.79	Vend Total
				✓ \$160.48 P	PO Total
11-000-251-420-44-23-000		COPIER MAINT BUS OFFICE		✓ \$33.03 P	
Inv# 024674651-Nov		\$33.03 P	12/04/25		
11-000-251-440-44-23-000		COPIER RENTAL BUSINESS OFFICE		✓ \$127.45 P	
Inv# 024674651-Nov		\$127.45 P	12/04/25		
P.O. #	601004	✓ COPIER COSTS EHQ-390175		✓ \$247.21 P	PO Total
11-000-219-420-44-23-000		COPIER MAINTENANCE SPS		✓ \$124.76 P	
Inv# 024674652-Nov		\$124.76 P	12/04/25		
11-000-219-440-44-23-000		COPIER RENTAL SPS		✓ \$122.45 P	
Inv# 024674652-Nov		\$122.45 P	12/04/25		
P.O. #	601005	✓ COPIER COSTS EFQ-274891		✓ \$463.16 P	PO Total
11-000-240-420-44-23-040		COPIER MAINTENANCE ATCO		✓ \$319.41 P	
Inv# 024674656-Nov		\$319.41 P	12/04/25		
11-000-240-440-44-23-040		COPIER RENTAL ATCO OFFICE		✓ \$143.75 P	
Inv# 024674656-Nov		\$143.75 P	12/04/25		
P.O. #	601006	✓ COPIER COSTS EDQ-727083		✓ \$316.18 P	PO Total
11-190-100-420-44-23-060		COPIER MAINT TR INSTR		✓ \$51.70 P	
Inv# 024674653-Nov		\$51.70 P	12/04/25		
11-190-100-440-44-23-060		COPIER RENTAL tr		✓ \$264.48 P	
Inv# 024674653-Nov		\$264.48 P	12/04/25		
P.O. #	601007	✓ COPIER COSTS EHQ-389418		✓ \$519.53 P	PO Total
11-000-240-420-44-23-060		COPIER MAINT TR OFFICE		✓ \$392.08 P	
Inv# 024674654-Nov		\$392.08 P	12/04/25		
11-000-240-440-44-23-060		COPIER RENTAL TR OFFICE		✓ \$127.45 P	
Inv# 024674654-Nov		\$127.45 P	12/04/25		
P.O. #	601008	✓ COPIER COSTS BG2-484006		✓ \$421.88 P	PO Total
11-190-100-420-44-23-040		COPIER MAINT ATCO INSTR		✓ \$65.00 P	
Inv# 024674655-Nov		\$65.00 P	12/04/25		
11-190-100-440-44-23-040		COPIER RENTAL INSTR ATCO		✓ \$356.88 P	
Inv# 024674655-Nov		\$356.88 P	12/04/25		
P.O. #	601009	✓ COPIER COSTS EDQ-727052		✓ \$486.18 P	PO Total
11-190-100-420-44-23-100		COPIER MAINT WES INSTR		✓ \$221.70 P	
Inv# 024674648-Nov		\$221.70 P	12/04/25		
11-190-100-440-44-23-100		COPIER RENTAL WES		✓ \$264.48 P	
Inv# 024674648-Nov		\$264.48 P	12/04/25		
Total for Report =				\$38,262.64	

Batch Count = 1

12/09/25 08:51

Batch Number 5

Batch 5

Bill list #4
NutriServe - \$47,766.16 Batch Total**3506 NUTRI-SERVE FOOD MANAGEMENT, INC****\$47,766.16 Vend Total**

P.O. # 601318 2025-26 Food Service

\$47,766.16 P PO Total

61-910-310-100-00-61-000	CAFETERIA SALARIES			
Inv# SIN002847	\$20,405.43 P	12/09/25	\$20,405.43	P
61-910-310-300-02-61-999	MANAGEMENT FEE			
Inv# SIN002847	\$4,300.00 P	12/09/25	\$4,300.00	P
61-910-310-590-00-61-999	OTHER DIRECT EXPENSES			
Inv# SIN002847	\$1,518.85 P	12/09/25	\$1,518.85	P
61-910-310-600-00-61-999	SUPPLIES & CLEANING			
Inv# SIN002847	\$1,559.65 P	12/09/25	\$1,559.65	P
61-910-310-870-00-61-999	COST OF SALES			
Inv# SIN002847	\$19,982.23 P	12/09/25	\$19,982.23	P

Total for Report =**\$47,766.16**

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

[See POLICY ALERT Nos. 182, 188, and 235]

6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3(b) ~~pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) ~~p~~Program by following ~~the~~ policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the **New Jersey** Department of Education shall provide each ~~school~~ district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey State** Department of ~~the~~ Treasury's third-party administrator for SEMI. ~~Beginning with the 2009-2010 school year, The school~~ district shall recognize as revenue in its annual ~~school~~ district budget no less than ninety percent of the projection ~~provided by the Department of Education~~. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration ~~that~~ the numbers it used in calculating the projection are more accurate than the projection provided.

The ~~school~~ district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This ~~may~~ ~~can~~ be done without parental consent.

If the district participates ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).

If the A-school ~~school~~ district that has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements ~~at set forth in~~ N.J.A.C. 6A:23A-5.3(e), **the district** shall submit a SEMI action plan to the Executive County Superintendent for review



SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

and approval as part of the ~~school~~ district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A-5.3(g).

If the district does ~~Districts that did not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their New Jersey Department of Education-approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g), the district~~ shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.

N.J.A.C. 6A:23A-5.3

Adopted: 25 June 2014
Revised: 17 December 2025



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Finances
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BUDGET PREPARATION (M)

[See POLICY ALERT Nos. 192 and 235]

6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district.; ~~its preparation is, therefore, one of the most important functions performed by the Board of Education.~~ The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis ~~by of~~ every member of the Board of Education during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program, and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process.

~~The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.~~

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; N.J.S.A. 18A:22-7 and 18A:22-8; and N.J.A.C. 6A:23A-8. The Board shall adopt and will submit its proposed budget and supporting documentation as prescribed by the Commissioner to the Executive County Superintendent for approval, together with Commissioner-prescribed supporting documentation, a budget that provides for a thorough and efficient education pursuant to N.J.A.C. 6A:23A-8.1(a). Pursuant to N.J.A.C. 6A:26-3.7 and 6A:26-3.12, the Board shall obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with N.J.A.C. 6A:23A-8.4.

~~The budget will be presented to the Board of Education to allow adequate time for review and adoption. The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.~~



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

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BUDGET PREPARATION (M)

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8-1 et seq. and N.J.S.A. 18A:7F-5 through 63.

The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.

The budget, as adopted for the school year pursuant to N.J.S.A. 18A:7F-5, shall be provided for public inspection on the district's **website** ~~Internet site~~, if one exists, and made available in print in a "user-friendly," plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).

All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 et seq.

N.J.S.A. 18A:7F et seq.; 18A:22-7 et seq.
N.J.A.C. 6A:23A-8.1 et seq.; 6A:23A-16.1 et seq.

Adopted: 25 June 2014
Revised: 20 January 2016
Revised: 17 December 2025



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

FINANCES

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

[See POLICY ALERT Nos. 182, 188, and 235]

R 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements ~~at of N.J.A.C. 6A:23A-5.3(b) pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~ and **A. below**, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) ~~p~~Program by following ~~the~~ policies and procedures to maximize participation in the program ~~at as set forth in N.J.A.C. 6A:23A-5.3(d) and C.1. below~~ and to comply with all program requirements ~~at as set forth in N.J.A.C. 6A:23A-5.3(e) and C.2. below~~.

A. Waiver

1. The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3, Policy 6111, and this **Regulation** upon demonstration that for the subsequent school year: **the district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students.**
 - a. The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3, Policy 6111, and this Regulation shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit to the Executive County Superintendent a SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and D. below as part of its annual district budget submission, or shall demonstrate to the Executive County Superintendent that the district has achieved maximum participation in the SEMI program in the prebudget year.



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

- a. ~~The district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students; or~~
 - b. ~~The district demonstrates that efforts to participate in SEMI would not provide a cost benefit to the district, based on the projection of the district's available SEMI reimbursement for the budget year as set forth in N.J.A.C. 6A:23A-5.3 (e) and B. below.~~
2. ~~The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3 shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit a SEMI action plan to the Executive County Superintendent as required by N.J.A.C. 6A:23A-5.3(f) as part of its annual school district budget submission or demonstrate to the Executive County Superintendent the district has achieved maximum participation in the SEMI program in the prebudget year.~~

B. Projection of Available SEMI Reimbursement

- 1. As part of the annual budget information, the New Jersey Department of Education shall provide **the each** school district with a projection of available SEMI reimbursement for the budget year, as determined by the New Jersey State Department of the Treasury's **third-party** administrator for SEMI. ~~The projection shall be based on the following:~~
 - a. **The district shall recognize as revenue in its annual school district budget no less than ninety percent of said projection.**
 - b. **The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration the numbers**



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

it used in calculating the projection are more accurate than the projection provided.

- a. ~~Number of Medicaid eligible students;~~
 - b. ~~Assumption of twenty services per eligible students per year;~~
 - c. ~~One IEP meeting per eligible student per year; and~~
 - d. ~~Applicable SEMI reimbursement rates.~~
2. ~~Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection of available SEMI reimbursement. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.~~

C. SEMI Program Requirements

1. The school district shall strive to achieve maximum participation in the SEMI program. **For the purpose of Policy 6111 and this Regulation, "mMaximum participation"** means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This ~~may~~ **can** be done without parental consent.
2. **If the district participates** ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as follows:
 - a. ~~The school~~ district shall implement Policy **6111** and **this Regulation 6111** concerning the effective and efficient administration of the SEMI reimbursement program



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

consistent with the requirements of N.J.A.C. 6A:23A-5.3.
A complete listing of requirements and information are available at the SEMI/MAC website.

- b. Any service submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following outlines the required documentation for each related service provider:
- (1) Nurses – copy of license (**educational services certificate issued by the State Board of Examiners** ~~DOE certification~~ is not required for SEMI);
 - (2) Occupational Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (3) Physical Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (4) Psychologist – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (5) Social Worker – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~; and
 - (6) Speech-language Specialist Therapist: —~~copy of DOE certification and American Speech-Language-Hearing Association (ASHA) Certification or Copy of DOE certification and past or present license (on or after January 1, 1993); or copy of DOE certification and documentation that the equivalent educational requirements and work experience necessary for ASHA certification have been met.~~



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

(a) **Qualification and documentation for provision of evaluation services shall include:**

- (i) **Copy of licensed physician's orders, which shall be maintained with the student's IEP; or**
- (ii) **Copy of New Jersey license as a speech-language pathologist and educational services certificate with a speech-language specialist endorsement (N.J.A.C. 6A:9B-14.6) for the individual whose signature appears on the IEP; or**
- (iii) **Copy of documentation that identifies the referral of speech services included in or with the student's IEP.**

(b) **Qualification for provision of related services shall include:**

- (i) **Copy of educational services certificate or endorsement issued by the State Board of Examiners and an American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence; or**
- (ii) **Copy of educational services certificate with a speech-language specialist endorsement and a valid license authorized by the State Audiology and Speech-Language Pathology Advisory Committee in**



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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

accordance with N.J.S.A. 45:3B-1
et seq.

- (7) **Audiologist – copy of license issued by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**
- c3. Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. **Practitioners who are not Medicaid qualified** These include **only** certified occupational therapist assistants (~~COTAs~~), physical therapist assistants, (~~PTAs~~) **and speech-language specialists who do not meet the qualifications at N.J.A.C. 6A:23A-5.3(e)2.vi(2)(A) or (B) and C.2.b.(6)(i) and C.2.b.(6)(ii) above, and licensed practical nurses** ~~correctionists~~.
- d4. Any direct therapy or other related service shall be prescribed in the related services section of the student's IEP prior to submitting a claim to Medicaid for reimbursement. Delivery of nursing services and dispensing of medication **shall** ~~must~~ be referenced in the IEP and supported by physicians' orders or prescriptions. ~~These which shall documents must~~ be maintained on file. ~~The S~~supporting documentation to be maintained by the ~~school~~ district shall be the cover/signature page, related services section of the IEP, therapy logs, and the evaluations and assessments conducted by the Medicaid-qualified practitioners.
- e5. Entities where the ~~school~~ district has placed SEMI-eligible students shall take steps to enable ~~school~~ districts to maximize participation, including either logging the eligible services provided directly through the **third-party system as determined by the New Jersey Department of**



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

the Treasury vendor or the sending school district, as mutually agreed upon with the school district, and obtaining SEMI provider qualification certifications. Every out-of-district placement ~~shall~~ **must** provide copies of SEMI provider qualifications, certifications, and licenses. ~~This provision N.J.A.C. 6A:23A-5.3(e)5. applies to the following out-of-district placement options:~~

- (1)a. Approved private schools for students with disabilities;
 - (2)b. Educational services commissions;
 - (3)c. Jointure commissions;
 - (4)d. Vocational half-time programs;
 - (5)e. New Jersey Department of Education rRegional dDay sSchools; and
 - (6)f. County sSpecial sService sSchool dDistricts.
- f. If the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above the district shall comply with the program requirements to assure the year-end cost settlement of SEMI claims is properly calculated with the standardized submission of quarterly and annual cost data, as well as staff pool lists transmitted directly through the third-party system as determined by the New Jersey Department of the Treasury.
- g. To retain reimbursement, if the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above, the district shall ensure compliance with the necessary components of the cost settlement requirements which include completion of the online



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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

**questionnaire – Random Moment Time Study (RMTS)
– by staff provided directly through the third-party
system as determined by the New Jersey Department of
the Treasury.**

- h6.** All supporting documentation for a Medicaid claim shall be maintained on file and available for audit or State review for at least seven years from the date of service. Supporting documentation shall include provider certification (current and historical for each provider);, provider service logs, licenses, and/or **certificates issued by the Division of Consumer Affairs or the New Jersey Department of Education, as applicable; certifications;** physician authorizations for nursing services;; parental consent forms;; attendance records;; and copies of the student's IEP.

D. SEMI Action Plan

1. **If the A school district that** has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements **at set forth in N.J.A.C. 6A:23A-5.3(e) and C.2. above, the district** shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the ~~school~~ district's proposed budget submission.
2. The SEMI action plan shall include the following components:
 - a. Procedures for obtaining parental consent forms, **such as including the Parental Consent Best Practices that which** are available from the New Jersey Department of Education.
 - b. Establishment of a benchmark for the ~~2008-2009 school year~~ **of implementation** or for the first year the district does not have an approved waiver pursuant to ~~the provisions of N.J.A.C. 6A:23A-5.3(b) and A. above,~~ whichever is applicable, for obtaining maximum



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

participation of all SEMI-eligible students by the start of the subsequent school year.:

- (1) The benchmarks for the ~~first 2008-2009 school year~~ **of implementation** or for the first year ~~that~~ the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) **and A. above**, whichever is applicable, for achieving maximum participation shall ~~at a minimum~~ close, **at a minimum**, the gap between current participation and maximum participation by fifty percent by the beginning of the subsequent school year; and
 - (2) The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form **or one document noting parental refusal** for each eligible student;:- ~~This should include documentation of parental refusal to give consent.~~
- c. Procedures to ensure ~~that~~ all IEP meetings are documented in the third-party administrator's system. IEPs are ~~only~~ claimable **only** if a Medicaid qualified practitioner is present **and it is documented that a health-related service is discussed;**
 - d. Procedures to ensure ~~that~~ all SEMI-eligible services, including services provided by entities where the ~~school~~ district has placed SEMI-eligible students, are documented in the third-party administrator's system;:-
 - e. Procedures to ensure ~~that~~ a valid IEP is on file and the IEP date is on file in the third-party administrator's system for

each SEMI-eligible student for whom parental consent has been obtained;:- **and**
 - f. Procedures to ensure ~~that~~ service providers used by the school district and entities where the ~~school~~ district has placed **SEMI-eligible** students have valid licenses and



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WATERFORD TOWNSHIP BOARD OF EDUCATION

FINANCES

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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

certifications documenting SEMI provider qualifications on file in the third-party administrator's system.

3. **If the district does not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g) and D. above, the district shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.**
4. **If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.**

~~E. — Districts that did not achieve ninety percent participation, or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required above shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.~~

Issued: 25 June 2014
Revised: 17 December 2025



REGULATION

WATERFORD TOWNSHIP BOARD OF EDUCATION

FINANCES
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BUDGET PREPARATION

[See Policy Alert No. 235]

R 6220 BUDGET PREPARATION

The annual school district budget will be prepared in accordance with the following procedure.

A. Responsibility

1. The **School Business Administrator/Board Secretary** is responsible for the administration and coordination of all budget preparation activities and will be guided by the budget planning forecasts prepared in accordance with Policy No. 6210.
2. Each Principal will assess the educational needs of the students, collect and evaluate the requests for funds submitted by the teaching and support staff members in **their** ~~his/her~~ building, and compile an estimate of the total building needs for the next budget year. The estimate will be submitted to the **School Business Administrator/Board Secretary**.
3. Each central office administrator will assess the needs of the program operation for which **they are** ~~he/she is~~ responsible (such as staff recruiting, facilities maintenance, transportation, capital improvements) and will prepare an estimate of the program needs for the next budget year. The estimate will be submitted to the **School Business Administrator/Board Secretary**.

B. Priorities

1. All estimates submitted to the **School Business Administrator/Board Secretary** in accordance with paragraph A.2. and paragraph A.3. **above** will be reasonably detailed and supported by appropriate documentation to justify the expenditures requested.

The administrators charged with estimating budgetary needs will be guided by these cost priorities; ~~listed in order of descending importance.~~



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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BUDGET PREPARATION

- a. Staffing adequate to sustain the current instructional program;;
 - b. Supplies and equipment adequate to sustain the current instructional program;;
 - c. Maintenance of current facilities and programs;;
 - d. New staff members to improve or expand the current program;;
 - e. New supplies and equipment to improve or expand the current instructional program;; and
 - f. New instructional programs.
2. The **Superintendent and the School Business Administrator/Board Secretary** will review all estimates for budget allocations and, as necessary, discuss justifications and possible alternatives with the originating administrator. The **Superintendent and the School Business Administrator/Board Secretary** will:
- a. Compare budget requests with inventory to determine whether requested resources are presently available;
 - b. Analyze budget requests on a district-wide basis to determine whether requested resources can be shared; and
 - c. Analyze budget requests for staffing requirements and convert those requirements to dollar equivalents.

C. Form

1. The tentative budget shall contain:
 - a1. The total expenditure for each item for the preceding school year, the amount appropriated for the current school year adjusted for transfers as of the date specified by the New Jersey Department of Education (**NJDOE**) of the current school year, and the amount estimated to be



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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BUDGET PREPARATION

necessary to be appropriated for the ensuing school year, indicated separately for each item as determined by the Commissioner;

- b2. The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;
- c3. The amount of revenue available for budget purposes from the preceding school year, the amount available for the current school year as of the date specified by the **NJDOE** ~~New Jersey Department of Education~~ and the amount anticipated to be available for the ensuing school year in the following categories as applicable:
 - (1)a. Revenues to be raised by local sources;
 - (2)b. Revenues from State Aid;
 - (3)c. Revenues from Federal Aid;
 - (4)d. Revenues from intermediate sources; **and/or**
 - (5)e. Other sources of revenue;-
- d4. Transfers between current expense and capital outlay for the preceding school year, the current school year as of the date specified by the **NJDOE** ~~New Jersey Department of Education~~ of that year and transfers anticipated for the ensuing school year;
- e5. A presentation of the student population for the current school year and immediate past school year as reported in the application for State School Aid, and an estimate of the anticipated student population for the next school year;
- f6. An estimate of staff composition by numbers in each administrative, instructional, and educational services area for the next school year; and



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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BUDGET PREPARATION

g. **Any additional information required by the NJDOE and the Board of Education.**

h7. All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as included in statutes and administrative code.

D. Timeline

The **Superintendent or designee and the School Business Administrator/Board Secretary** will submit the tentative budget recommendations to the **Board of Education Superintendent** in accordance with the budget timeline established by the **NJDOE New Jersey Department of Education** and the Board. The proposed expenditures and anticipated revenues in the tentative budget will be supported by sufficient explanatory information to enable the ~~Superintendent and~~ Board to determine their validity.

Issued:

Adopted: 25 June 2014
Revised: 19 November 2014
Revised: 21 January 2015
Revised: 21 October 2015
Revised: 17 August 2016
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Revised: 17 December 2025



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BOARD MEMBER ELECTION AND APPOINTMENT

0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

[Applicable For Type II Districts With an Elected Board And Regional School District Boards]

Vacancies in the membership of Boards of Type II districts having elected Boards shall be filled in accordance with N.J.S.A. 18A:12-15. Vacancies in the membership of a regional Board shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Type II districts having elected Boards in accordance with N.J.S.A. 18A:13-11. Such vacancies shall be filled as follows:

1. By the Executive County Superintendent, if the vacancy is caused by the absence of candidates for election to the Board or by the removal of a member because of lack of qualifications, or is not filled within sixty-five days following its occurrence;
2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
3. By special election, if in the annual school election two or more candidates qualified by law for membership on the Board receive an equal number of votes. Such special election shall be held only upon recount and certification by the County Board of Elections of such election result, shall be restricted to such candidates, shall be held within sixty days of the annual school election, and shall be conducted in accordance with procedures for annual and special school elections set forth in Title 19 of the Revised Statutes. The vacancy shall be filled by the Executive County Superintendent if in such special election two or more candidates qualified by law for membership on the Board receive an equal number of votes;



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4. By special election, if there is a failure to elect a member at the annual school election due to improper election procedures. Such special election shall be restricted to those persons who were candidates at such annual school election, shall be held within sixty days of such annual school election, and shall be conducted in accordance with the procedures for annual and special school elections set forth in Title 19 of the Revised Statutes;
5. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or
6. By a majority vote of the remaining members of the Board after the vacancy occurs in all other cases.

Each member so appointed shall serve until the organizational meeting following the next annual election unless the member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be in accordance with N.J.S.A. 18A:12-15.

~~A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.~~

~~A vacancy in the membership of a Board of Education shall be filled as follows:~~

1. ~~By the Executive County Superintendent, if the vacancy is caused by:~~



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- a. ~~The absence of candidates for election to the school Board;~~
~~or~~
 - b. ~~The removal of a member because of lack of qualifications;~~
~~or~~
 - c. ~~The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence; or~~
 - d. ~~Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.~~
 - e. ~~By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;~~
3. ~~By special election within sixty days of the annual school election, if:~~
- a. ~~Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or~~
 - b. ~~The annual election is disqualified due to improper election procedures.~~
4. ~~By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or~~
5. ~~By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.~~

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of **their** ~~his/her~~ candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.



BOARD MEMBER ELECTION AND APPOINTMENT

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.]

[Applicable for County Vocational School Districts Only]

A vacancy on the county vocational school district Board shall be deemed to exist and shall be filled in the manner prescribed in N.J.S.A. 40A:9-12.1, pursuant to N.J.S.A. 18A:54-16.

The seat of a Board member on the county vocational school district Board shall be deemed vacant:

1. Upon its being so declared by judicial determination;
2. Upon the filing by such Board member of their written resignation;
3. Upon the refusal of a person designated for appointment to the Board to qualify or serve;
4. Upon the determination of the appointing authority that such Board member shall have become physically or mentally incapable of serving;
5. Upon the death of such Board member;



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BOARD MEMBER ELECTION AND APPOINTMENT

6. Upon the determination of the appointing authority that, in violation of a lawful residency requirement, such Board member no longer resides within the county in which the county vocational school district is located;
7. In the case of a member of the Board, whenever the Board member, without being excused by a majority of the members of the Board, fails to attend and participate at meetings of the Board for a period of eight consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such Board shall notify the appointing authority in writing of such determination; provided, further, that such Board may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness; provided, however, that nothing in N.J.S.A. 40A:9-12.1 shall preclude a municipal appointing authority from adopting by ordinance a policy establishing a lower absentee threshold, provided that the ordinance shall not permit the removal of the Board member if the Board member has been absent for less than six consecutive weeks, or three consecutive meetings, whichever shall be of longer duration, without being excused, within the term of office for the position held by the individual;
8. Upon the removal of a Board member for cause in accordance with law, or for any other reason prescribed by law.

Whenever any of the above shall occur the appointing authority shall forthwith fill the vacant Board seat for the unexpired term in the manner prescribed by law; provided, however, that in the case of a person failing to qualify or refusing to serve pursuant to N.J.S.A. 40A:9-12.1.c. and 3. above, such Board seat shall not be deemed vacant, if the incumbent Board member is authorized by law to continue serving on the Board until a successor is appointed and qualifies therefor.

~~A vacancy on the Board of Education of a county vocational school district shall be filled in accordance with N.J.S.A. 18A:54-16 et seq.]~~



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BOARD MEMBER ELECTION AND APPOINTMENT

N.J.S.A. 18A:12-11; 18A:12-15

N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11 [**regional district**]

N.J.S.A. 18A:54-16

N.J.S.A. **40A:9-12.1** [**vocational district**]

Adopted: 25 June 2014

Revised: 17 December 2025



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PROFESSIONAL SERVICES (M)

[See POLICY ALERT Nos. 182, 188, and 235]

0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board shall establish a maximum dollar limit, annually prior to budget preparation, for each type of professional service, with appropriate notification to the Board if it becomes necessary to exceed the maximum. Upon such notification, the Board may adopt a dollar increase in the maximum amount through formal Board action in accordance with N.J.A.C. 6A:23A-5.2(a)1.

~~The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.~~

Contracts for **professional legal** services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes: **and professional services contracts are** ~~Contracts for legal services shall be~~ limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)5. and 6.**

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted: 25 June 2014

Revised: 2 May 2018

Revised: 17 December 2025



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LEGAL SERVICES (M)

[See POLICY ALERT Nos. 182, 188, and 235]

0174 LEGAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to **minimize the cost of legal services** ~~ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services.~~

The Board of Education authorizes the Superintendent of Schools, School Business Administrator/Board Secretary, Affirmative Action Officer, Supervisor of Pupil Personnel Services and Board President as designated contact person(s) to request services or advice from contracted legal counsel.

~~The School Business Administrator/Board Secretary shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.~~

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board shall designates **an** the administrative staff member to review all legal bills and **confer with designated** designates contact person(s) to ensure the prudent use of legal services **and the tracking of the use of those services.**

In the event the sSchool district's with legal costs that exceed one hundred thirty percent of the Statewide average per student amount, ~~should establish the procedures established outlined in 1., 2., 3., and 4. below shall be implemented and, if not implemented, and, if not established, the district shall provide evidence the such procedures established in 1., 2., 3., and 4. below would not result in a reduction of costs:-~~

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person(s) shall determine



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whether the request warrants legal advice or if legal advice is necessary.

3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.
4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded at the end of each month to the **School Business Administrator / Board Secretary** (~~administrator responsible for maintaining district files of requests for legal advice and logs of legal counsel contacts~~), who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the **legal** services provided for the billing period. Payments to legal counsel(s) shall only be for **legal** services actually provided **in accordance with N.J.A.C. 6A:23A-5.2(a)4**.

School districts and **county** vocational school districts **shall not contract are prohibited from contracting** with legal counsel or **use using** in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board member(s) **for or pursuing** any claim or cause of action **in for** which the damages to be awarded would benefit an individual rather than the school district as a whole **in accordance with N.J.A.C. 6A:23A-5.2(b)**.

Pursuant to N.J.A.C. 6A:23A-5.2(a)1, ~~t~~The Board of Education will annually establish prior to budget preparation, a maximum dollar limit for ~~each type of professional service, including~~ legal services. In the event it becomes necessary to exceed the established maximum dollar limit for **legal** ~~the professional~~ services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for



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Proposals (RFP) based on cost and other specified factors or other comparable processes **in accordance with N.J.A.C. 6A:23A-5.2(a)5**. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)6**.

N.J.A.C. 6A:23A-5.2

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DUTIES OF PUBLIC SCHOOL ACCOUNTANT

[See POLICY ALERT Nos. 190 and 235]

0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board of Education shall cause an audit of the annual financial statements to be made pursuant to N.J.S.A. 18A:23-1 et seq., and shall engage, to conduct the annual audit, only a licensed public school accountant who has an external peer/quality report performed in accordance with Government Auditing Standards (Yellow Book) by the Comptroller General of the United States (U.S. Government Printing Office, Stop SSOP, Washington, DC 20402-0001). The Board shall ensure that the external peer/quality report is completed within the time established the Government Auditing Standards issued by the Comptroller General of the United States unless the accountant or firm can show good cause as to why there is a delay. ~~The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States.~~

The Board ~~shall will~~ require the submission of the most recent external peer/quality report **and letter of comment to the Board** for review and evaluation prior to ~~each~~ the appointment of ~~a the~~ licensed public school accountant **to conduct the annual audit in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.**

The Board ~~shall will~~ acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the **Board authorizes the engagement of the** accountant or firm to perform the audit ~~is engaged in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.i.~~

The Board ~~shall will~~ require the submission of an updated external peer/quality report of the **engaged licensed public school** accountant, within thirty days after the issuance date of the external peer/quality report if **such** the report is issued prior to the date of the audit opinion for the most recent fiscal year **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.ii.**



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DUTIES OF PUBLIC SCHOOL ACCOUNTANT

In accordance with NJOMB Circular Letter **15-08 98-07, Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid, including any amendments or revisions thereto, the Board shall ensure** the public school accountant ~~will~~ provides a copy of the most recent external peer/quality report to the New Jersey Department of Education, within thirty days after the initial engagement **of a licensed public school accountant or firm by the Board** and within thirty days after the issuance of a subsequent peer/quality report **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.iii.**

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if ~~the such~~ services comply with the **independence independent** standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)3.**

~~The Board may be prohibited for good cause by the~~ Commissioner of Education **may prohibit, for good cause, the Board** from engaging a particular licensed public school accountant, or may ~~be directed the use of a process for by the~~ Commissioner ~~on a process to be used in~~ the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant ~~shall will~~ complete the annual audit as required by the New Jersey Department of Education and N.J.S.A. 18A:23-12. Each annual audit shall include an audit of the books, accounts and moneys, and a verification of all cash and bank balances, of the Board and of any officer or employee **thereof** and of moneys derived from athletic events or ~~the other~~ activities of any organization of **public school** students conducted under the auspices of the Board, from the date of the last annual audit to the date of the ~~current~~ audit **in question.** ~~Such The~~ audit ~~shall will~~ also include a determination of the extent to which the district ~~has~~ used contracts entered into by the State Division of Purchase and Property pursuant to ~~P.L. 1969-c. 104 (C. N.J.S.A. 52:25-16.1 et seq.)~~ in the purchase of materials, supplies, or equipment for the district **in accordance with N.J.S.A. 18A:23-2.** The report of each **annual** audit ~~shall will~~ be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and ~~shall will~~ be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.



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DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board Secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board to take action thereon; a copy of which synopsis or summary shall be available for distribution to interested parties at the meeting in accordance with N.J.S.A. 18A:23-4. Within thirty days following the receipt of the report of the annual audit the Board shall, at a regularly scheduled public meeting, will cause the recommendations of the auditor accountant to be read and to be discussed and the discussion will be duly noted on in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.

N.J.S.A. 18A:23-1 et seq.

N.J.A.C. 6A:23A-16.2

Cross-reference: ~~Policy Guide No. 6830~~

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