Stafford Township School District
Superintendent's Educational Report
May 2026

Student Enrollment Report:
May 2025 – 2599
May 2026 – 2634

Choice Students:
May 2025 – 29

Staff Attendance Report:	May 2026
Certificated Staff	94%
Support Staff	96%

DRILL REPORT:

SCHOOL NAME	*DRILL TYPE*	*OCCUPANTS INVOLVED*		*DATE*	*TIME*
		Students	*Staff*		
Oxycocus Elementary	Evacuation Non-Fire Drill	89	43	5/08/2026	9:20 am
Oxycocus Elementary	Fire Drill	87	43	5/15/2026	9:25 am
Primary Learning Center	Fire Drill	70	12	5/5/2026	7:30
Primary Learning Center	Evacuation NonFire Dril	449	65	5/6/2026	8:40
Ocean Acres Elementary	Fire Drill	750	125	05/04/26	1:30 pm
Ocean Acres Elementary	Evacuation (non-fire)	750	125	05/19/26	9:32 am
McKinley Avenue Elementary	Fire Drill	620	89	5/19/26	8:00AM
McKinley Avenue Elementary	Evacuation (Non-Fire)	608	89	5/11/26	8:20AM
Intermediate School	Fire Drill	610	102	5/19/26	8:00am
Intermediate School	Evacuation (Non-Fire) Drill	616	102	5/11/26	8:20am

Attachments subject to change without notice.

COMMITTEE OF THE WHOLE MEETING April 30, 2026

The Committee of the Whole Meeting of the Stafford Township Board of Education was held on April 30, 2026 at 6:10pm at the Stafford Township Arts Center (STAC).

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

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

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

None

B. CLOSED SESSION

None

C. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

D. PERSONNEL/POLICY

Chairperson Tammy Wagner – Update (Policy Only)

UNOFFICIAL
Attachments subject to change without notice.

- Mr. Chidiac discussed the items on the personnel section of the action; reviewed transfers/changes of assignment; and various postings district-wide.

- Mr. Chidiac shared the letter received from Ocean Township (Waretown) regarding consolidation of schools. No real savings and will respectfully decline the study.

- Mr. Chidiac reviewed the Board Goals, an evaluation of the superintendent should be completed by each board member and asked if they have any input. Summary good things already.

- Ground Breaking Ceremony was successful and was attending by many administrators, board members, architect, project managers. Exciting news.

- Mr. Chidiac informed the Board on notice of non-renewals - Board to receive list. George reviewed the process and employee rights.

- Mr. Chidiac advised the Board to complete his superintendent evaluation, as it is a QSAC requirement.

E. SPECIAL EDUCATION/CURRICULUM

Chairperson Matthew Regulski – Update

- Dr. Regulski reported that the district's AI Policy Committee is scheduled to convene in early May with the primary focus on interpreting existing frameworks and developing a communication strategy. Creativity and innovation will also be the forefront as students participate in district-wide science fairs and expos.

- Mr. Chidiac reported that Mrs. Banach is currently administering State Testing and reports that there was adaptive reading/math and that overall staff was prepared. Testing ends on May 1st except for makeups.

- Mrs. Roselli reported on the final CPBA meeting; Lenape Music Therapy with children in the gym; art activities with Mrs. Willadsen and sing-along therapy with Bri Dorso; Friendship Field Day is scheduled for June 15th; and Staff Appreciation.

- Mr. Chidiac reported that the district will be competing in the STEAM Tank Challenge again; Teacher Above and Beyond Award – Applebee's; applying for a grant for the Ocean Acres gym floor; hot water heater burst at McKinley.

Attachments subject to change without notice.
UNOFFICIAL

F. FINANCE/BUILDINGS&GROUNDS

Chairperson Joseph Washco – Update

- Mr. Chidiac briefly discussed the 2026-2027 Budget to be presented at the Business Meeting.

- Mr. Washco reported on the following items: Broke Ground for the Oxycocus Addition/Alterations Project; new playground at the PLC opens next week; roof repairs at Intermediate are almost done; multi-HVAC projects are slated for summer completion; STAC dance competitions and Dance Mom's event; and student lunch increase.

G. CLOSED SESSION – Personnel Matters

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

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

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

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

Personnel Matters

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

A motion was made by Mrs. Strouse and seconded by Mr. Cooney to move on the above Resolution. Voice vote: All members present voted yes (8-0); motion passed.

A motion was made by Mr. Fenlon and seconded by Dr. Regulski to exit closed session and resume regular meeting. Voice vote: All members present voted yes (8-0); motion passed.

TIME IN: 6:32pm
TIME AT CONCLUSION OF CLOSED SESSION: 6:48pm

ADJOURNMENT

Attachments subject to change without notice.
UNOFFICIAL

A motion was made by Mr. Fenlon and seconded by Dr. Regulski to adjourn the meeting at 6:49pm. Voice vote: All members present voted yes (8-0); motion passed.

_____

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-13-2026

UNOFFICIAL
Attachments subject to change without notice.

BUSINESS MEETING April 30, 2026

The Business Meeting of the Stafford Township Board of Education was held on April 30, 2026 at 7:04pm at the Stafford Township Arts Center (STAC) and was live streamed over the web.

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

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

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

Mr. Chidiac noted that he is proud to recognize the individuals who make our schools exceptional each and every day through their daily hard work. We honor our Teachers of the Year, whose passion, creativity, and dedication inspire student success and a love of learning. We celebrate our Support Staff Members of the Year, whose behind-the-scenes efforts keep our schools running smoothly and ensure every student is supported. We also recognize our Educational Services Professional of the Year, whose expertise and commitment help meet the diverse needs of all learners. Finally, we extend our sincere gratitude to our retirees. Your years of service have left a lasting impact on our students, our staff, and our community. Your legacy will continue to shape our schools for years to come.

UNOFFICIAL
Attachments subject to change without notice.

- Oxycocus – Mr. Wilkinson and Mr. Meyer presented and/or acknowledged the following staff members with their respective award:
  Mary Curtin - Support Staff Recognition Award
  Stephanie Woram – Teacher of the Year

- PLC – Ms. Reo and Mr. Meyer presented and/or acknowledged the following staff members with their respective award:
  Jeanie Carbone – Retiree
  Tracy Sinatra - Retiree
  Roxanne Callahan - Retiree
  Katherine Barone – Support Staff Recognition Award
  Karen Wilson – Teacher of the Year Award

- Ocean Acres – Mrs. D'Alessandro and Mr. DiMicco presented and/or acknowledged the following staff members with their respective award:
  Lisa Toci – Retiree
  Patricia LaCava – Retiree
  Arrielle Harrold – Support Staff Recognition Award
  Shannon Pandolfo – Teacher of the Year Award

- McKinley – Mrs. Eberle and Mrs. Aliseo presented and/or acknowledged the following staff members with their respective award:
  Mandy Nelson – Retiree
  Diane Hayes – Retiree
  Maureen Coppola – Retiree
  Dorine Thompson – Retiree
  Annette Bowers – Support Staff Recognition Award
  Suzanne Willadsen - Teacher of the Year Award

- Intermediate – Mrs. Zaun and Mrs. Ducker presented and/or acknowledged the following staff members with their respective award:
  James Blomquist – Retiree
  Charles Nulty - Retiree
  Mana Woolf – Retiree
  Maria Alaimo – Retiree
  Christina Villani – Support Staff Recognition Award
  Shannon Mastrogiovanni – Teacher of the Year Award
  Kelsey Molzon – Educational Services Professional Award

- Transportation – Mr. Press presented and/or acknowledged the following staff members with their respective award:
  Donna Ashton – Retiree
  Mary Gers - Retiree
  Maria Alaimo – Retiree
  Michele Exel – Support Staff Recognition Award

UNOFFICIAL
Attachments subject to change without notice.

- Buildings and Grounds – Mr. Clayton presented and/or acknowledged the following staff member with their respective award:
  Eugene Mitrano – Retiree

- Central Office – Mrs. LaGuardia presented and/or acknowledged the following staff member with their respective award:
  Julie O'Brien – Retiree

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

~ Report of the New Jersey Quality Single Accountability Continuum (NJQSAC) district improvement plan (DIP) for the 2025-2026 school year

- Mrs. Banach reported on the update to the NJQSAC District Improvement Plan for the 2025-2026 school year. Last year in Instruction and Planning the district received 75% of 100 and this year it increased by 5% and hit the 80% approval mark, which gave the district the status of a high performing district.

PUBLIC BUDGET HEARING

8:07pm - A motion was made by Mr. Washco and seconded by Dr. Regulski to open the Public Budget Hearing and discuss the 2026-2027 budget. Voice vote: All members present voted yes (8-0); motion passed.

BUDGET PRESENTATION

~ The 2026-2027 Budget as presented by George Chidiac, Superintendent and Lourdes LaGuardia, School Business Administrator

- Mr. Chidiac and Mrs. LaGuardia presented the 2026-2027 budget. The proposed budget of $54,216,095 is driven by a "Students First" philosophy, the plan focuses on managing significant enrollment growth while maintaining academic and facility standards. Maintaining class sizes of 21–25 students and investing $60,000 in IXL personalized learning for K-6. Allocating $150,000 for Grade 4 Chromebooks and $227,000 from capital reserves for paving, technology infrastructure at the PLC, and garage upgrades. Investing $400,000 for two new buses and one van, and expanding special education programs, specifically for autism classes. The budget reflects an 8.13% increase ($4,077,851) over the previous year. Student services (Regular and Special Education) account for the largest portion of spending at 70%. 2026 is a reassessment year, which significantly affects how school taxes are distributed: Total taxable property values in the township increased from approximately $4.5 billion to $9.5 billion. Due to the higher property values, the school tax rate is projected to decrease from .818 to .464. While the average assessed residential property value rose from $296,476 to $643,653, individual tax bills will vary. Homeowners whose property value increased

Attachments subject to change without notice.
UNOFFICIAL

more than the township average may see a tax increase, while those below the average may see a decrease.

8:20pm - A motion was made by Mr. Washco and seconded by Dr. Regulski to open Communication from the Public for Public Budget Hearing Only. Voice vote: All members present voted yes (8-0); motion passed.

COMMUNICATION FROM THE PUBLIC (PUBLIC BUDGET HEARING ONLY)

None

8:21pm - A motion was made by Dr. Regulski and seconded by Mr. Fenlon to close the Public Budget Hearing and resume the regular Business Meeting. Voice vote: All members present voted yes (8-0); motion passed.

B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment

C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

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

1. March 26, 2026 Committee of the Whole – 2 Absences (M. Regulski, B. Strouse)
2. March 26, 2026 Business Meeting – 2 Absences (M. Regulski, B. Strouse)
3. March 26, 2026 Closed Session #1 – 2 Absences (M. Regulski, B. Strouse)
4. March 26, 2026 Closed Session #2 – 2 Absences (M. Regulski, B. Strouse)
5. March 26, 2026 Closed Session #3 – 2 Absences (M. Regulski, B. Strouse)

A motion was made by Mr. Washco and seconded by Dr. Regulski to approve Approval of Minutes of Previous Meeting(s) #1-5. Roll call vote: six (6) members present voted yes; motion passed Dr. Regulski and Mrs. Strouse abstained on items #1-5.

D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

E. CORRESPONDENCE TO AND FROM THE BOARD

- Correspondence from Ocean Township has been shared with the Board.

F. BOARD BUSINESS

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

UNOFFICIAL
Attachments subject to change without notice.

2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Ocean Acres #1, McKinley #4, McKinley #5, Intermediate #3, Intermediate #4

3. BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes the School Business Administrator to issue a Request for Proposal and/or Request for Bid for the following services for the 2026-2027 school year: Behavioral Assessments, Neurology Services, Board Attorney, Conflict Attorney, Labor Relations Attorney, Special Education Issues Attorney, School Physician, Risk Management Consultant for Insurance Needs, Electrical Service & Repair, Other Facilities Related Services (Generator Preventative Maintenance, Pest Control Inspection & Treatment), Trash Removal Services

4. BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes the School Business Administrator to issue an RFP for Energy Consultant Services for the 2026-2027 school year.
5. RESOLUTION OF THE STAFFORD TOWNSHIP BOARD OF EDUCATION AUTHORIZING SUBMISSION OF A WAIVER REQUEST PURSUANT TO N.J.A.C. 6A:5

   WHEREAS, the Stafford Township School District is in the process of constructing a permanent preschool facility at the Oxycocus School site; and

   WHEREAS, due to construction delays resulting from bid protests and related legal proceedings, the district is seeking approval to continue utilizing its modular classroom units for preschool instruction beyond the currently approved sunset date of June 30, 2027; and

   WHEREAS, the existing modular classroom complex has been reviewed by the New Jersey Department of Education Division of Early Childhood, found appropriate for preschool instruction, and currently meets applicable requirements under N.J.A.C. 6A:13A-7; and

   WHEREAS, beginning in the 2027–2028 school year, N.J.A.C. 6A:13A-7(f)1 prohibits the use of temporary classroom units for preschool classrooms without prior approval pursuant to N.J.A.C. 6A:5; and

   WHEREAS, the continued temporary use of the modular classrooms is educationally, organizationally, and fiscally necessary to maintain uninterrupted preschool programming for approximately 60 students and to avoid disruptive, infeasible relocation of students or reconfiguration of district facilities; and

   WHEREAS, the district's waiver request satisfies the criteria under N.J.A.C. 6A:5 in that:
   • it supports the spirit and intent of N.J.S.A. 18A and applicable federal law by enabling continued access to a thorough and efficient preschool education;

UNOFFICIAL
Attachments subject to change without notice.

• it does not compromise the quality of instruction or the provision of safe, developmentally appropriate learning environments; and
• it poses no risk to student health, safety, or civil rights; and

WHEREAS, the district has informed and engaged parents, staff, administrators, and community members, including a preschool Back to School Night, construction updates shared on district communication platforms, and ongoing reports to the Board of Education;

NOW, THEREFORE, BE IT RESOLVED that the Stafford Township Board of Education hereby approves the submission of a waiver request under N.J.A.C. 6A:5 to allow continued use of modular classroom units for preschool instruction for the 2027–2028 school year; and

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent of Schools or designee to prepare, execute, and submit all documents necessary to complete the waiver application to the New Jersey Department of Education.

A motion was made by Dr. Regulski and seconded by Mr. Cooney to approve Board Business item(s) #1-5. Roll call vote: eight (8) members present voted yes; motion passed.

NEW BUSINESS

G. FINANCE/INSURANCE/TRANSPORTATION

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

Board Secretary's Certification:

I, Lourdes LaGuardia, School Business Administrator/Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23-A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

UNOFFICIAL
Attachments subject to change without notice.

_____ _____
School Business Administrator/Board Secretary Date

1. To approve for payment of April 2026 bills list totaling $2,348,045.16 as attached. (G-1)

   Fund 10 - $1,351,700.81
   Fund 20 - $224,003.42
   Fund 30 - $654,410.39
   Fund 40 - $0
   Fund 60 - $109,740.52 refund 60/62 $53.40
   Fund 61 - $1,282.97
   Fund 62 - $6,907.05

   *Note - $788,966.87 of the amounts listed were made as EFT payments. (G-1a)

   *To approve for payment of March 2026 additional bills list totaling $597,894.14 as attached. (G-1b)

   Fund 10 - $199,232.76
   Fund 20 - $40,237.95
   Fund 30 - $271,989
   Fund 40 - $0
   Fund 60 - $78,916.67 refund 60/62 $5,850
   Fund 61 - $0
   Fund 62 - $7,517.76

   *Note - $271,989 of the amounts listed were made as EFT payments. (G-1c)

2. To approve for payment of payroll

   a. dated March 13, 2026 totaling $1,627,984.58
   b. dated March 30, 2026 totaling $1,661,802.84

3. To accept the Treasurer's Report for the month of February 2026.

4. To accept the Secretary's Report for the month of February 2026.

5. To approve the attached line item transfers for February 2026.

6. To approve the attached list of donations.

UNOFFICIAL
Attachments subject to change without notice.

7. WHEREAS, the Stafford Township Board of Education adopted a tentative budget on March 26, 2026, and submitted it to the Executive County Superintendent of Schools for approval, and

   WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 6, 2026, and

   WHEREAS, the tentative budget was posted on the district's website on April 13, 2026, and

   WHEREAS, the final budget was presented to the public during a hearing held at Stafford Township Arts Center (STAC), 1000 McKinley Avenue, Manahawkin, NJ, on April 30, 2026.

   NOW, THEREFORE, BE IT RESOLVED that the Stafford Township Board of Education hereby adopts the following final budget for school year 2026-2027:

		General Fund	Special Revenue	Debt Service	TOTAL
2026-2027 Total Expenditures		$54,216,095	$8,373,644	$4,944,995	$67,534,734
Less: Anticipated Revenues		$54,216,095	$8,373,644	$4,944,995	$67,534,734
Taxes to be Raised		$40,188,054	- 0 -	$3,950,236	$44,138,290

Adjustment for ENROLLMENT

BE IT RESOLVED that the Stafford Township Board of Education includes in the final budget the adjustment for enrollment in the amount of $442,792. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

Adjustment for HEALTH CARE COSTS

BE IT RESOLVED that the Stafford Township Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of $2,355,137. The additional funds will be used to pay for the additional increases in health benefit premiums.

Attachments subject to change without notice.
UNOFFICIAL

Capital Reserve Withdrawal – Other Capital Projects

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of $277,000 for other capital project costs which will include:

a. $55,000 for Parking Lot Repavement;
b. $100,000 for Construct Undercarriage Cleaner Ramp/Electrical TFTM;
c. $85,000 for MDF IDF Core Switches Relocation Replacement; and
d. $37,000 for Ocean Acres Refurbish Generator

These projects represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

Maintenance Reserve Withdrawal

BE IT RESOLVED that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a $400,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

Emergency Reserve Withdrawal

BE IT RESOLVED that the general fund appropriations include a $50,583 withdrawal from the Emergency Reserve Account for the improvement of school security in the district.

Travel and Related Expense Reimbursement 2026-2027

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

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

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

UNOFFICIAL
Attachments subject to change without notice.

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of $50,000 for the 2026-2027 school year.

Adoption of Preschool Budget Workbook 2026-2027

To approve the submission of the Preschool Budget Workbook 2026-2027 for the preschool budget in the amount of $7,468,709. Funding sources include the following:

PEA State Aid	$6,959,810
Carry-Over Audit	$185,099
General Fund Contribution	$323,800

Further that the Business Administrator be authorized to submit the preschool budget workbook to the New Jersey Division of Early Childhood Services for approval in accordance with the statutory deadline.

8. To approve the attached Tuition Rates for the 2026-2027 school year.

9. To approve the attached NJDOE Preschool Education Program Contracts as private providers for participation in the Preschool Program for the 2026-2027 school year. Compensation in the amount of $17,050 per student will be paid to each preschool:

    a. Happy Days Preschool I
    b. Happy Days Preschool II
    c. Little Graduates Preschool and Learning Center
    d. The Learning Experience

10. To approve the Preschool Private Provider Budget Workbook Submission for participation in the Preschool Program for the 2026-2027 school year.

    a. Happy Days Preschool I - $511,514
    b. Happy Days Preschool II - $767,270
    c. Little Graduates Preschool and Learning Center - $255,751
    d. The Learning Experience $ 511,514

11. To approve the attached extension of contract to Educational Data Services, Inc., Saddle Brook, NJ for the cooperative purchase of teaching, office and custodial supplies for the 2026-2027 school year for a fee of $6,375.

12. To approve Silvergate Prep to provide five (5) hours of homebound instruction per week at $50/hr for student #22666 while in the hospital from April 8, 2026 to May 7, 2026.

Attachments subject to change without notice.

13. BE IT RESOLVED by the Stafford Township Board of Education to accept and approve the E-rate bid proposal from Core BTS, Inc. d/b/a NRI of Indianapolis, IN in the total amount not to exceed $80,705.15 for replacement of MDF and IDF switches at the Primary Learning Center and run fiber out to PLC North. This was one of five (5) E-rate bids received and was selected on lowest amount. Attached is the Bid Tabulation.

14. To approve the Comcast Enterprise Services Agreement (E-Rate) #NJ-ESC-NJ-011624-FY'24 in the amount of $2,972.82 monthly for 36 months beginning July 1, 2026 and ending June 30, 2029.

15. To approve to submit and accept an application for Filtered Bottle-Filling Stations and Filtered Faucets through the New Jersey School Lead Filters Program in the amount of $3,911.75 for the 2025-2026 school year.

16. To approve to submit and accept the Sustainable Jersey for Schools Grant for the Primary Learning Center Nature as a Classroom: Outdoor Seating for Engaged Learning in the amount of $2,000, commencing March 30, 2026 and ending March 31, 2027.

17. To rescind the Agreement with Lifetouch National School Studios, Inc. for photographic services for the 2026-2027 school year. This agreement was previously approved at the November 17, 2025 Business Meeting.

18. To approve BNL School Pictures / BNL Enterprises, Inc. of Marlboro, NJ for School Photographic Services for the 2026-2027 school year, with two one-year renewal options. This proposal was one of seven received and was selected based on the factors set forth in the RFP. (Year 1 of 3)

19. To approve the attached Shared Services Agreement with Beach Haven Board of Education to provide Child Study Team Services to Beach Haven Elementary School at a cost of $3,100 per pupil for the 2026-2027 school year.

20. To approve the attached Shared Services Agreement with Long Beach Island School District to provide a Qualified Network Administrator and/or Technology Support Specialist to Long Beach Island for two days per week at a cost of $58,500 for the 2026-2027 school year, commencing July 1, 2026.

21. To approve the attached Shared Service Agreement with Southern Regional Board of Education to receive Media Specialist Services at a cost of $52.69 per week for the 2026-2027 school year, commencing September 1, 2026 to comply with Media Specialist Department of Education requirement.

22. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide Administrative Assistants to the Superintendent to

UNOFFICIAL
Attachments subject to change without notice.

Eagleswood Elementary School on an as needed basis at no cost for the 2026-2027 school year, commencing July 1, 2026.

23. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide an Art Teacher to Eagleswood Elementary School for one full school day per week at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

24. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Board Certified Behavior Analyst to Eagleswood Elementary School for one day per week and/or as needed at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

25. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Building Mechanic to Eagleswood Elementary School on an as needed basis at a cost of $23.00 per hour and/or $185.00 per day for the 2026-2027 school year, commencing July 1, 2026.

26. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Curriculum/Special Education Director and/or Administrator to Eagleswood Elementary School on an as needed basis at no cost for the 2026-2027 school year, commencing July 1, 2026.

27. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide an Electrician to Eagleswood Elementary School on an as needed basis at a cost of $34.00 per hour for the 2026-2027 school year, commencing July 1, 2026.

28. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide an English as a Second Language Teacher (ESL) to Eagleswood Elementary School for one half day per week at a cost of $200.00 per day for the 2026-2027 school year, commencing September 1, 2026.

29. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Facilities Supervisor to Eagleswood Elementary School on an as needed basis at no cost for the 2026-2027 school year, commencing July 1, 2026.

30. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a HVAC Technician to Eagleswood Elementary School on an as needed basis at a cost of $22.00 per hour and/or $176.00 per day for the 2026-2027 school year, commencing July 1, 2026.

31. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Learning Disabled Teacher Consultant (LDTC) to Eagleswood Elementary School for two full school days per week at a cost of

Attachments subject to change without notice.
UNOFFICIAL

$400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

32. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Physical Education Teacher to Eagleswood Elementary School for two full school days per week at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

33. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a School Psychologist to Eagleswood Elementary School for one full school day per week and/or on an as needed basis at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

34. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Social Worker to Eagleswood Elementary School, in person, for one day per week and/or as needed at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

35. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Speech Therapist to Eagleswood Elementary School for two full school days per week at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

36. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Substitute Custodian to Eagleswood Elementary School on an as needed basis at a cost of $16.00 per hour for the 2026-2027 school year, commencing July 1, 2026.

37. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Substitute Safety Officer to Eagleswood Elementary School on an as needed basis at a cost of $30.00 per hour or $240.00 per day for the 2026-2027 school year, commencing September 1, 2026.

38. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Technology Director to Eagleswood Elementary School on an as needed basis at no cost for the 2026-2027 school year, commencing April 30, 2026.

39. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide a Teacher of World Language to Eagleswood Elementary School for one day per week at a cost of $400.00 per day for the 2026-2027 school year, commencing September 1, 2026.

Attachments subject to change without notice.

A motion was made by Dr. Regulski and seconded by Mr. Fenlon to approve Finance/Insurance/Transportation item(s) #1-39. Roll call vote: eight (8) members present voted yes; motion passed.

H. BUILDINGS/GROUNDS/CAFETERIA

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals.

1. NOW, THEREFORE, BE IT RESOLVED that the Stafford Township Board of Education approve the renewal contract (year 3 of 5) for Food Service Management for the 2026-2027 school year, with an option for two (2) one (1) year extensions thereafter at the Board's discretion to Maschio's Food Services Inc located at 525 East Main Street, Chester, NJ 07930. It is the recommendation of the Business Administrator that the Stafford Township Board of Education approve the contract to Maschio's Food Services Inc (hereinafter referred to as the "FSMC"), subject to the following contractual provisions:

   The FSMC shall receive, in addition to the costs of operation, a fee of $0.2264 per reimbursable meal and meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as the cost of operation. The district guarantees the payment of such costs and fee to the FSMC. The 2026-2027 Total Cost of the Contract is projected to be $891,734.97 as found on the Response and Projected Operating Statement (Form 23).

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

   The per meal management fee of $0.2264 will be multiplied by total meals.

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

Attachments subject to change without notice.
NOT FINAL

preceding assumptions, the parties agree to enter negotiations concerning the impact of such changes, and the financial terms of the Contract, including any guarantee, shall be adjusted accordingly.

2. To approve the submission of Form #72 Consolidation Agreement with Long Beach Island School District to provide food services for the 2026-2027 school year as per the Department of Agriculture regulations.

3. To approve the submission of Form #72 Consolidation Agreement with Eagleswood School District to provide food services for the 2026-2027 school year as per the Department of Agriculture regulations.

A motion was made by Dr. Regulski and seconded by Mr. Fenton to approve Buildings/Grounds/Cafeteria item(s) #1-3. Roll call vote: eight (8) members present voted yes; motion passed.

I. CURRICULUM/INSTRUCTION/TECHNOLOGY

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Student Learning Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

NO ACTION ITEMS

J. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

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

UNOFFICIAL
Attachments subject to change without notice.

action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals.

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

2. To approve the following retirements:
    a. Maria Alaimo, CPA and Bus Aide, effective July 1, 2026
    b. Patricia LaCava, Teacher Aide, effective July 1, 2026
    c. Mary Gers, Bus Aide, effective July 1, 2026

3. To approve the following resignations:
    a. Isabella Carson, Teacher Aide, effective March 30, 2026
    b. Danielle Garris, School Psychologist, effective July 1, 2026
    c. Anna Panacek, Teacher, effective July 1, 2026

4. To approve the following leaves:
    a. Employee ID #7021, unpaid leave of absence, beginning March26, 2026 and returning March 27, 2026
    b. Employee ID #7080, unpaid leave of absence, beginning March 16, 2026 and returning March 18, 2026
    c. Employee ID #7049, unpaid leave of absence, beginning March 20, 2026 and returning March 23, 2026
    d. Employee ID #6797, unpaid leave of absence, beginning March 17, 2026 and returning March 18, 2026
    e. Employee ID #6916, unpaid leave of absence, beginning February 27, 2026 and returning March 2, 2026 AND beginning March 6, 2026 and returning March 10, 2026 AND beginning March 16, 2026 and returning March 18, 2026 AND beginning March 24, 2026 and returning March 25, 2026
    f. Employee ID #5825, unpaid leave of absence, beginning March 26, 2026 and returning April 26, 2026
    g. Employee ID #4086, unpaid leave of absence, beginning March 23, 2026 (1/2-day PM) and returning March 24, 2026
    h. Employee ID #4519, unpaid leave of absence, beginning March 31, 2026 and returning April 1, 2026
    i. Employee ID #6284, unpaid contractual child rearing leave, beginning September 1, 2026 and returning July 1, 2027
    j. Employee ID #6873, unpaid leave of absence, beginning March 24, 2026 and returning March 25, 2026 AND beginning March 30, 2026 and returning March 31, 2026
    k. Employee ID #6110, unpaid family leave FMLA, beginning September 16, 2026 and returning December 15, 2026
    l. Employee ID #7080, unpaid leave of absence, beginning April 14, 2026 and returning April 15, 2026

Attachments subject to change without notice.
UNOFFICIAL

m. Employee ID #6718, unpaid leave of absence, beginning April 2, 2026 (1/2-day PM) and returning April 3, 2026
n. Employee ID #4519, unpaid leave of absence, beginning April 20, 2026 and returning April 22, 2026

5. To approve the personnel listed below for Extra-Curricular and Enrichment Programs for the 2025-2026 school year:
   a. Kayla Rogers

6. To approve the attached list of student fieldwork placements for the 2025-2026 school year.

7. To approve the attached contract between the Stafford Township Board of Education and Lourdes LaGuardia, Business Administrator, beginning July 1, 2026 and ending June 30, 2027. This contract has been approved by the Executive County Superintendent.

8. To approve the attached contract between the Stafford Township Board of Education and Stephanie Bush, Director of Personnel, beginning July 1, 2026 and ending June 30, 2027.

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

A motion was made by Dr. Regulski and seconded by Mr. Fenlon to approve Personnel item(s) #1-8. Roll call vote: eight (8) members present voted yes; motion passed.

K. POLICY/LEGISLATIVE

The Committee of the Whole has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certify, pursuant to N.J.S.A. 18A:11-1, that the attached policies and regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2025-2026 board/district goals.

NO ACTION ITEMS

L. ADVANCED PLANNING

- May 14, 2026 – Committee of the Whole Meeting at 6:00pm at the Stafford Township Arts Center (STAC)
- May 14, 2026 – Business Meeting at 7:00pm at the Stafford Township Arts Center (STAC)

UNOFFICIAL
Attachments subject to change without notice.

M. PUBLIC COMMENT

None

N. BOARD INFORMATIONAL ITEMS

O. CLOSED SESSION (IF NEEDED)

None

ADJOURNMENT

A motion was made by Dr. Regulski and seconded by Mr. Cooney to adjourn the meeting at 8:26pm. Voice vote: All members present voted yes; motion passed.

_____

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-4-2026

UNOFFICIAL
Attachments subject to change without notice.

COMMITTEE OF THE WHOLE MEETING May 14, 2026

The Committee of the Whole Meeting of the Stafford Township Board of Education was held on May 14, 206 at 6:02pm at the Stafford Township Arts Center (STAC).

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

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

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

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

- Mr. Chidiac reported that the District Goals align with Board Goals as it relates to all student and staff development. QSAC requirement review – completed.

~2026/2027 District Goals and Board Goals – Adoption Presentation – George J. Chidiac

- Mr. Chidiac reported that the District Goals align with Board Goals as it relates to all student and staff development. QSAC requirement review – completed. Going forward these goals will be used for the superintendent evaluation.

UNOFFICIAL
Attachments subject to change without notice.

B. CLOSED SESSION – Student Matters, Specifically HIB Related; Personnel Matters

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

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

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

The public shall be excluded from discussion of and action of the hereinafter specified subject matters.

The general nature of the subject matter to be discussed is as follows:

Student Matters, Specifically HIB Related; Personnel Matters

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

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

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

TIME IN: 6:19pm
TIME AT CONCLUSION OF CLOSED SESSION: 6:49pm

C. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

D. PERSONNEL/POLICY

Chairperson Tammy Wagner – Update (Policy Only)

- Mr. Chidiac discussed the items on the personnel section of the agenda; transfers/changes of assignment for the 2026-2027 school year and various postings district-wide.

- Mr. Chidiac discussed the graduation schedule sign-up and committees.

UNOFFICIAL
Attachments subject to change without notice.

E. SPECIAL EDUCATION/CURRICULUM

Chairperson Matthew Regulski – Update

- Mrs. Banach reported on NJSLA testing; LinkIt; Achieve 3000; Kindergarten Science Fair; Invention Convention; and the District AI Policy meeting.
- Mrs. Roselli reported on Extraordinary Aid; SEPAG meeting; and HSY postings/program.

F. FINANCE/BUILDINGS&GROUNDS

Chairperson Joseph Washco – Update

- Mrs. LaGuardia reported on RAPTOR Security Checkpoint; Oxycocus Addition/Alterations project, Power System Study, Interior Lighting submittal, Gas Piping Routing, TCUs Demo, Footings/Foundations Permit, Underground Utility Removals; HVAC PLC Project, As-Builts FRVs; Budget, Carefully Monitoring Availability of Funds; Payroll Report; STAC; Usage; and Building Use, Sports Winding Down.

G. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Mr. Washco and seconded by Mrs. Strouse to adjourn the meeting at 7:00pm. Voice vote: All members present voted yes (5-0); motion passed.

_____

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-23-2026

UNOFFICIAL
Attachments subject to change without notice.

BUSINESS MEETING May 14, 2026

The Business Meeting of the Stafford Township Board of Education was held on May 14, 2026 at 7:02pm at the Stafford Township Arts Center (STAC) and was live streamed over the web.

CALL TO ORDER

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

ROLL CALL

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

ALSO PRESENT

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

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

~ Student Recognition – Districtwide

- Mrs. Roselli recognized the students and staff involved in two successful school-based cafe programs, highlighting the development of teamwork, communication, and real-world vocational skills: Students and staff in Mrs. Halloran's and Ms. Barry's classes were commended for their outstanding work in creating and operating the Iguana Cafe. Students gained valuable independent living skills by managing the entire process, including menu planning, shopping, and preparing and serving breakfast items. Students and staff in Mrs. Hahl's class were recognized for operating the Mustang Cafe/Cart for school staff. Students took on

UNOFFICIAL
Attachments subject to change without notice.

key responsibilities such as organizing the cafe space, preparing coffee, assisting customers, and delivering orders. Mrs. Roselli expressed immense pride in the students' hard work, growing independence, and positive impact on the school community. She also extended her sincere appreciation to the dedicated staff members who go above and beyond daily to support these programs and ensure their success.

~McKinley Student and Staff Recognition

- Mrs. Eberle and Mrs. Aliseo recognized a student for his outstanding essay nominating his teacher, Mrs. Adanatzian, for Applebee's Above and "BEE"yond Educator Award. In his essay, Henry shared how Mrs. Adanatzian inspires her students to "never give up and keep trying." He described how she makes learning exciting and engaging through creative games and themed activities, especially during "Camp Day," when students played educational games while pretending to go camping. Henry also highlighted how caring, supportive, and motivating Mrs. Adanatzian is to all of her students. Thanks to Henry's thoughtful and well-written nomination, Mrs. Adanatzian was selected as the recipient of Applebee's Above and "BEE"yond Educator Award.

~Ocean Acres Student and Staff Recognition

- Mrs. D'Alessandro recognized STEAM Tank and explained how it is an opportunity for student teams to identify situations that require innovative solutions to reimagine and redesign New Jersey communities, so they are sustainable, healthy, equitable, and safe for everyone. From sustainability and technology to community care and social impact, these young innovators brought forward ideas that truly reflect the spirit of STEAM education. More than 430 K-12 STEAM teams from across New Jersey presented their innovative solutions to real-world problems, impressing judges with their creativity, critical thinking, and passion for making a difference. Congratulations to two students on advancing to the final round of the STEAM Tank Challenge 2026! They created Minknetics, the Mag Board. A magnetic device to help children learn to skateboard. Also, congratulations to Mrs. Watson, STEAM teacher, for assisting these students in achieving this milestone.

~Presentation – NJDOE HIB Report Card Grades for the 2024-2025 School Year – Kristin Ducker

- Mrs. Ducker presented in accordance with the Anti-Bullying Bill of Rights and NJSA 18A:17-46 all school districts are required to complete the annual HIB self-assessment for each school building, and submit these scores to the NJDOE in October. In April we received our official HIB grade report, school districts must post the official grade report to the school website and publicly

Attachments subject to change without notice.

review the grades received by the NJDOE at a BOE meeting. The public review is an opportunity for the Board of Education and the public to learn about the district's implementation of the Anti-Bullying Bill of Rights and address any concerns. The following scores were received, Intermediate 77, McKinley 7, Ocean Acres 78, PLC 76, Oxycocus 76. The overall grade assigned to STSD is 77.

B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment

C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

NO ACTION ITEMS

D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

E. CORRESPONDENCE TO AND FROM THE BOARD

None

F. BOARD BUSINESS

1. There was one incident of harassment, intimidation, and bullying.

2. To approve BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes the School Business Administrator to issue a Bid for Gymnasium Flooring and Installation for Ocean Acres Elementary School for the 2026-2027 school year.

3. To approve the settlement agreement between the Stafford Township Board of Education and petitioners M.M. and L.M. o/b/o G.M., commencing May 4, 2026 or earlier and ending August 30, 2028.

4. To approve to adopt the attached 2026-2027 Stafford Township Board of Education Goals.

5. To approve to adopt the attached 2026-2027 Stafford Township Board of Education District Goals.

Attachment is subject to change without notice.
UNOFFICIAL

6. To approve "A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials", between the Stafford Township School District and the Stafford Township Police Department dated May 7, 2026 for the 2025-2026 school year.

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

NEW BUSINESS

G. FINANCE/INSURANCE/TRANSPORTATION

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

Board Secretary's Certification:

I, Lourdes LaGuardia, School Business Administrator/Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23-A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

_____ _____

School Business Administrator/Board Secretary Date

1. To approve for payment of May 2026 bills list totaling $1,959,862.98 as attached. (G-1)

Fund 10 - $1,036,713.44
Fund 20 - $254,580.55
Fund 30 - $660,813.33
Fund 40 - $0
Fund 60 - $0
Fund 61 - $0
Fund 62 - $7,755.66

UNOFFICIAL
Attachments subject to change without notice.

*Note - $783,737.48 of the amounts listed were made as EFT payments. (G-1a)

*To approve for payment of April 2026 additional bills list totaling $1,318.14 as attached. (G-1b)

Fund 10 - $475.39
Fund 20 - $663.00
Fund 30 - $0
Fund 40 - $0
Fund 60 - $0
Fund 61 - $0
Fund 62 - $179.75

*Note - $663.00 of the amounts listed were made as EFT payments. (G-1c)

2. To approve for payment of payroll

   a. dated April 15, 2026 totaling $1,685,405.92
   b. dated April 30, 2026 totaling $1,615,144.91

3. To accept the Treasurer's Report for the month of March 2026.

4. To accept the Secretary's Report for the month of March 2026.

5. To approve the attached line-item transfers for March 2026.

6. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of May 2026 and to execute mid-cycle contracts such as utilities and out-of-district contracts. Specifics of these transactions, if any, will be provided for ratification at the next regular scheduled board meeting.

7. To approve the attached list of donations.

8. To acknowledge the attached Tax Levy Request Schedule for the 2026-2027 school year in the amount of $44,138,290.

9. To approve the acceptance of the Local Recreational Improvement Grant for the Ocean Acres Gym Floor in the amount of $65,700 from June 1, 2026 to June 1, 2028.

10. To approve the attached Shared Service Agreement with Eagleswood Board of Education to provide Transportation Services to Eagleswood on an as needed basis for the 2026-2027 school year, commencing July 1, 2026. Stafford

Attachments subject to change without notice.
UNOFFICIAL

Township will provide student busing, when required, at the cost of $27.30/hour (this is based on Step 6 of the Stafford Township Education Association Contract) up to 5.5 hours. Stafford Township shall provide transportation services for field trips at a rate of $25/hour with a 2-hour daily minimum. Stafford Township will provide transportation, when possible, for out of district routes based on the cost of $27.30/hour up to 5.5 hours. Stafford Township will provide transportation services for Extended School Year (ESY) at a rate of $27.30/ hour with a 3-hour daily minimum, as needed. For out-of-district bus routes for which Stafford Township does not have an in-house route, Eagleswood shall contract with Monmouth Ocean Education Services Commission or other districts for the best daily rate. Stafford Township will subject all transportation routes through the bidding process required by law. The SBA will facilitate this process.

11. To approve the attached School Bus Emergency Evacuation Drill Reports for the Intermediate, McKinley, Ocean Acres, Primary Learning Center and Oxycocus schools, as well as The Learning Experience, Happy Days I & II which took place on May 4, May 5 and May 6, 2026.

A motion was made by Mr. Washco and seconded by Mrs. Strouse to approve Finance/Insurance/Transportation item(s) #1-11. Roll call vote: five (5) members present voted yes; motion passed.

H. BUILDINGS/GROUNDS/CAFETERIA

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals.

1. To approve the attached Management Shared Services Agreement for Cafeteria Administrative Services with Eagleswood School District for the 2026-2027 school year.

2. To approve the attached Management Shared Services Agreement for Cafeteria Administrative Services with Long Beach Island School District for the 2026-2027 school year.

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

I. CURRICULUM/INSTRUCTION/TECHNOLOGY

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals. In addition, we further certify that we have reviewed the attached professional

UNOFFICIAL
Attachments subject to change without notice.

development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Student Learning Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

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

2. To approve the attached five-year contract with IXL in the total amount of $235,000 for a program/on-line tool that will help supplement reading, writing, math, social studies and science curriculum for grades 1-6, commencing July 1, 2026 and ending June 30, 2031.

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

J. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial assignments/appointments may be changed as district needs develop unless otherwise stipulated. The Personnel/Policy Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2025-2026 board/district goals.

1. To approve the attached list of substitutes for the 2025-2026 school year.

2. To approve the following retirements:
   a. Frank Ruggiero, Teacher, effective July 1, 2026
   b. Annette Bowers, Secretary, effective October 1, 2026

3. To approve the following resignations:
   a. Lucinda Dunfee, CPA, effective July 1, 2026

Attachments subject to change without notice.

b. John Quintana, PT Custodian, effective May 18, 2026
c. Debra Mancini, Teacher Aide, effective May 13, 2026
d. Hayley Oliver, Teacher, effective July 1, 2026
e. Jenna Trail, Teacher Aide, effective May 26, 2026
f. Employee ID #6991, Teacher, effective July 1, 2026
g. Tyler Osborne-Lomax, RBT, effective July 1, 2026
h. Sayma Rahman, Teacher Aide, effective June 1, 2026
i. Alison Allotta, Nurse, effective July 1, 2026
j. Cherie Keene, Teacher Aide, effective July 1, 2026
k. Amanda Mendes, Teacher, effective July 1, 2026
l. Catherine Longo, Teacher Aide, effective July 1.2026
m. Jaime Tallman, CPA, effective July 1, 2026

4. To approve the following leaves:
   a. Employee ID #7020, unpaid leave of absence, beginning May 6, 2026 and returning May 11, 2026
   b. Employee ID #6294, unpaid leave of absence, beginning April 16, 2026 and returning April 17, 2026
   c. Employee ID #7032, unpaid leave of absence, beginning March 26, 2026 and returning March 27, 2026 AND beginning April 27, 2026 and returning May 4, 2026
   d. Employee ID #7049, unpaid leave of absence, beginning April 14, 2026 and returning April 15, 2026
   e. Employee ID #6177, unpaid family leave FMLA, beginning September 28, 2026 and returning January 4, 2027
   f. Employee ID #6177, unpaid contractual child rearing leave, beginning January 4, 2027 and returning February 16, 2027
   g. Employee ID #6462, unpaid family leave FMLA, beginning September 28, 2026 and returning January 4, 2027
   h. Employee ID #5048, unpaid family leave FMLA, INTERMITTENT, beginning April 28, 2026 and returning July 1, 2026
   i. Employee ID #7041, unpaid leave of absence, beginning April 24, 2026 and returning April 27, 2026
   j. Employee ID #6873, unpaid leave of absence, beginning April 22, 2026 and returning April 23, 2026
   k. Employee ID #6916, unpaid leave of absence, beginning April 21, 2026 and returning April 22, 2026
   l. Employee ID #6797, unpaid leave of absence, beginning April 21, 2026 and returning April 27, 2026
   m. Employee ID #6916, unpaid leave of absence, beginning April 29, 2026 and returning April 30, 2026
   n. Employee ID #6452, unpaid leave of absence, beginning April 30, 2026 and returning May 1, 2026
   o. Employee ID #6665, unpaid leave of absence, beginning April 30, 2026 and returning May 1, 2026

Attachments subject to change without notice.
UNOFFICIAL

5. To approve the rehire of the attached list of Tenured and Non-Tenured Certified employees for the 2026-2027 school year.

6. To approve the rehire of the attached list of Cafeteria Playground Aides for the 2026-2027 school year.

7. To approve the rehire of the attached list of Teacher Aides for the 2026-2027 school year.

8. To approve the rehire of the attached list of Tenured and Non-Tenured Administrators for the 2026-2027 school year.

9. To approve the rehire of the attached list of Building Mechanics, Maintenance Workers, Custodians and Mail Courier for the 2026-2027 school year.

10. To approve the rehire if the attached list of Tenured and Non-Tenured Non-Affiliated employees for the 2026-2027 school year.

11. To approve the rehire of the attached list of Tenured and Non-Tenured Affiliated Secretaries for the 2026-2027 school year.

12. To approve the rehire of the attached list of Bus Drivers, Bus attendants, and Bus Mechanics for the 2026-2027 school year.

13. To approve a salary increment withholding for the 2026/2027 school year for Employee #6074.

14. To approve to rescind the resignation for Kathleen Rubino for the 2026-2027 school year.

15. To approve the personnel listed below as substitutes for Extra-Curricular and Enrichment Programs for the 2025-2026 school year:
    a. Lauren Larsen
    b. Robyn Stivala

16. To approve Kevin DiEugenio as Interim Administrator for the 2026-2027 school year on an as needed basis.

17. To approve the teacher listed as Homebound Instruction teacher for the 2025-2026 school year:
    a. Natalie Albis

18. To approve the transfers for the attached list of personnel for the 2026-2027 school year.

UNOFFICIAL
Attachments subject to change without notice.

19. To approve the change of assignment for the attached list of personnel for the 2026-2027 school year.

20. To approve the attached salary increases for the STAA members, beginning July 1, 2026.

21. To approve Shane Devello as Building Mechanic, Intermediate School, beginning July 1, 2026 and ending June 30, 2027, Step 6, +BM Stipend, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenure track leave replacement position.

22. To approve Anthony Marotta as Probationary Part Time Custodian, McKinley Avenue School, beginning July 1, 2026 and ending September 30, 2026, Step 2, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

23. To approve Toni Hem as Music Teacher, Intermediate School, beginning September 1, 2026 and ending June 30, 2027, Step K, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

24. To approve Kaylee Smith as Preschool Teacher, Ronald L. Meinders Primary Learning Center, beginning September 1, 2026 and ending June 30, 2027, Step B, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

25. To approve Koryn Chanda as Elementary School Teacher, Grade 5, Intermediate School, beginning September 1, 2026 and ending June 30, 2027, Step B, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

26. To approve Natalie Albis as Elementary School Teacher, Grade 5, Intermediate School, beginning September 1, 2026 and ending June 30, 2027, Step B, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

27. To approve Kristin Puzak as Preschool Teacher, PSD Class, Oxycocus Elementary School, beginning September 1, 2026 and ending June 30, 2027, Step C, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

28. To approve Brittany Schork as Elementary School Teacher, Autistic Class, McKinley Avenue Elementary School, beginning September 1, 2026 and ending June 30, 2027, Step M, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

UNOFFICIAL
Attachments subject to change without notice.

29. To approve Erica Scheinberg as Speech Language Specialist, PENDING CERTIFICATION, Ronald L. Meinders Primary Learning Center/Oxycocus Elementary School, beginning September 1, 2026 and ending June 30, 2027, Step B, +MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

30. To approve Jennifer McGovern as Elementary School Teacher, Grade 3, McKinley Avenue Elementary School, beginning September 1, 2026 and ending June 30, 2027, Step H, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

31. To approve Jamie Jarka as Elementary School Teacher, Art, Ocean Acres Elementary School, beginning September 1, 2026 and ending June 30, 2027, Step K, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

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

A motion was made by Mr. Washco and seconded by Mrs. Strouse to approve Personnel item(s) #1-31. Roll call vote: five (5) members present voted yes; motion passed.

K. POLICY/LEGISLATIVE

The Committee of the Whole has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certify, pursuant to N.J.S.A. 18A:11-1, that the attached policies and regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2025-2026 board/district goals.

NO ACTION ITEMS

L. ADVANCED PLANNING

- June 11, 2026 – Committee of the Whole Meeting at 6:00pm at Oxycocus Elementary School
- June 11, 2026 – Business Meeting at 7:00pm at Oxycocus Elementary School

M. PUBLIC COMMENT

None

UNOFFICIAL
Attachments subject to change without notice.

N. BOARD INFORMATIONAL ITEMS

O. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Mr. Washco and seconded by Mrs. Strouse to adjourn the meeting at 7:29pm. Voice vote: All members present voted yes (5-0); motion passed.

_____
Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/5-23-2026

UNOFFICIAL
Attachments subject to change without notice.

Stafford Township
School District

Virtual or Remote Instruction Plan for the 2026-2027 School Year

Attachments subject to change without notice.

Essential Employees

Name	Position	Contact Information
George Chidiac	Superintendent	609-978-5700 Ext. 1000
Lourdes LaGuardia	Business Administrator	609-978-5700 Ext. 1332
Stephanie Bush	Director of Personnel	609-978-5700 Ext. 1387
Hope Zaun	Director of Special Services	609-978-5700 Ext. 1191
Megan Banach	Director of Curriculum & Instruction	609-978-5700 Ext. 1472
Dawn Reo	Principal-Primary Learning Center	609-978-5700 Ext. 1306
William Wilkinson	Director of Early Childhood Education-Oxycocus	609-978-5700 Ext. 1133
Susan D'Alessandro	Principal-Ocean Acres School	609-978-5700 Ext. 1351
Christopher DiMicco	Vice Principal-Ocean Acres School	609-978-5700 Ext. 1302
Tiffany Eberle	Principal-McKinley Avenue Elementary School	609-978-5700 Ext. 1178
Jacqueline Aliseo	Vice Principal-McKinley Avenue Elementary School	609-978-5700 Ext. 1166
Kristin Ducker	Principal-Stafford Intermediate School	609-978-5700 Ext. 1127
Richard Meyer	Vice Principal-Stafford Intermediate School	609-978-5700 Ext. 1183
Carolyn Roselli	Vice Principal-Special Education	609-978-5700 Ext. 1602
Anthony Clayton	Director of Facilities	609-978-5700 Ext. 1044
Craig Cabrera	Day Custodial/Mechanic/Ground Supervisor	609-978-5700 Ext. 1043
Mike Press	Transportation Supervisor	609-978-5700 Ext. 1421
Lenina McCord	Assistant Transportation Supervisor	609-978-5700 Ext. 1448
Bill Deren	Director of Technology	609-978-5700 Ext. 1056
Jessica Martinowich	Maschio's Food Service	609-978-5700 Ext. 1151

Attachments subject to change without notice.

Equitable Access to Technology:
As a proactive measure, in the event Stafford Township School needed to close to prevent communicable disease transmission, a Technology Accessibility Survey has been disseminated to families to determine the technological needs of our students in order to provide options in the event of a long term school closure. The information provided in this survey will be seen only by Stafford Township School Administration and will not be shared. If parents indicate on the survey that their child does not have access to a dedicated device or Wi-Fi at home, Stafford Township School District will provide availability for parents/guardians to loan a technological device (Chromebook or iPad) and a hot spot.

The district employs a large inventory of Chromebooks that allows for 1:1 accessibility in school at grades K-6. In the event of a school closure, parents/guardians will have the ability to participate in a Chromebook Loaner Program offered by the school district should they not have a device at home for their child to be able to complete schoolwork. In addition, for our Prek-K students, iPads and/or Chromebook were offered. Students who have signed out devices are tracked via Genesis.

The district provided instructional videos on each of the digital platforms that students are required to use - these videos are located on the district webpage. We will leverage the learning platforms and tools that we have available to deliver the most appropriate content under the potential circumstances we may face.
https://classroom.google.com/u/0/c/NjEwODc0MTYzNDla

The following sources will also be provided to families without connection that may be of help:
● Xfinity Internet Essentials-Xfinity's reduced rate ($14.95/mo)
● everyoneon - they offer low cost and affordable internet and affordable computers
● Lifeline - a government assistance program through Verizon that offers discounts for qualified low-income customers (Lifeline program details & application)

If there is an unforeseen technical issue that prevents students from accessing/completing their assigned work, parents/guardians should notify the teacher and/or building principal and work will be allowed to be completed later.

Throughout Remote Instruction, administrators, Guidance Counselors, and other staff, will work with families that had difficulty with network access, technology devices, and questions. This will be done weekly, in person, by email, phone, or google hangouts.

Attachments subject to change without notice.

Continued Meal Service Plan

In the event of a school closure due to a pandemic, the food service department will be directed to make daily meals for each student who qualifies for free or reduced breakfast and/or lunch per the Master Eligibility List (MEL). In the event of closure, meals will be available for pickup at the McKinley Avenue cafeteria for students who qualify for free/reduced lunch on Monday from the hours of 10:00am to 6:00pm.

Those families that are not able to pick up meals, the district will establish plans for food to be delivered to student's homes. All families were notified to call or email Maschio's if they were unable to pick up meals. Maschio's and our staff will create lists of students that needed food delivery and our Safety Officers and Administration delivered meals to family's homes.

The food services department should ensure that once the first week of shelf stable meals is ordered, that an additional order is placed. Should shelf stable pre-packed meals become unavailable, Maschio's Food Service would be asked to propose an alternate shelf stable meal that may be made up of multiple items as opposed to one package.

Maschio's Food Service would be responsible for inputting the daily meals into the point of sale system and maintaining proper edit check reports for each of the days that the meals were appropriated for. This will allow for the meals to be reimbursed through the monthly report submitted to the State via the SNEARS portal.

Continued Operations of Facilities

All buildings will continue to be maintained by building and facilities personnel.

In an effort to augment our commitment to providing a safe and healthy environment for our students, staff and greater school community, the following enhanced cleaning procedures will take effect immediately:

- Increase the frequency of routine interior and exterior touch-point cleaning, including, but not limited to, cafeteria tables, door handles, panic bars, door pulls, doorknobs and counter tops.
- Increase the frequency of routine restroom cleaning of all touch points including, but not limited to, faucets, flushometers, door handles, door pulls, hand dryers and soap & sanitizer dispensers.
- Increase the frequency of extensive classroom cleaning of all touch points including, but not limited to, door handles, doorknobs, pull handles, desktops, tabletops, ledges, windowsills and chairs.
- All touch point cleaning is to be completed utilizing our cleaning solutions.
- Ensure all District buses are cleaned regularly with use of cleaning solutions.

Attachments subject to change without notice.

General Cleaning Procedures

Area: Classroom, Classroom Bathrooms, LGR, Teacher's Lounge

- Begin with fully supplied cleaning cart
- Look at the room top to bottom
- Check lights/ceiling tile/blinds
- Make a mental note to yourself to repair/replace light bulbs, ceiling tile the next day
- Any replacement/repairs you can't perform, put in writing to supervisor
- Start cleaning from ceiling to floor
- Empty trash cans, recycle as required / clean interior-exterior of cans, reline as needed
- Perform high dusting with correct feather dusters, work down from ceiling
- Clean whiteboard per teacher's instructions, wipe down trays with correct product
- Clean, disinfect sinks/toilets with correct products (daily)
- Clean, disinfect desks, tables, chairs, door handles with correct products (daily)
- Clean, dust, wipe down all vertical and horizontal surfaces with correct products, clean pencil sharpeners
- Clean glass
- Clean, vacuum all carpets
- Vacuum, dust mop floors (do not sweep into hallways)
- Damp mop floors with correct product
- Check, clean, refill all soap, paper, disinfectant dispensers
- Spray down everything in the room using a disinfectant cleanser.
- Turn off lights, close door - go to next classroom
- End of shift, restock your cleaning cart for start of next day

Area: Kitchen, Kitchen Office

- Pick up mats as needed to clean floor
- Check, clean all soap and paper dispensers
- Dust with feather duster, wipe down all walls, hood vents, mobile carts
- Wipe down front of serving counter, door handles, all window glass
- Empty trash cans, recycle as required, clean interior-exterior of cans, reline as needed
- Clean, disinfect sinks with correct products
- Clean, dust, wipe down drink cases (glass) bottom rails and exterior of case
- Dry mop, wet mop floors with correct product
- Put mats back down

Area: Bathroom

- Check, clean all soap, paper bathroom dispensers
- Clean bathrooms as required with all correct products
- Check all fixtures for water flow, loose parts. Report as needed to supervisor

Area: Hallways, Gym, Auditorium

- Check, clean all dispensers
- Check, replace ceiling tile, lights
- Dust mop, run machine over hallways with correct products (Gym, Auditorium - ⅔ times a week)
- Check, clean all glass, door handles, radiator covers, ceiling, ceiling vents, walls, mats, corners of floor and water fountains

Attachments subject to change without notice.

Area: Building/Grounds

- Pick up debris, empty trash cans, recycle as required, reline cans, sports fields, tennis court, playgrounds, check outside lights in your area
- Keep boiler room, custodian closets stocked with supplies, clean and free of debris at all times
- Inspect boilers every two hours, fill in log books as required (seasonal)
- Put up, take down American and State flag daily

Daily/Monthly

- You need to get familiar with where the distinguishers are in your sections - inspect and sign the inspection card once a month (this is State required of schools)
- You will need to complete any checklists that are put into your area to track different things that are needed/asked for

Good of the Entire School

- We need to check, lock all doors/windows to secure the school day/night
- All lights MUST be turned off in any section of the school not in use
- All door handles must be wiped down, disinfected daily
- Use all products properly as specified by manufacturer's directions
- We need to save all microfiber products for re-use

Attachments subject to change without notice.

Virtual or Remote Instruction Day
***In the event the district must have a classroom, school or district switch to remote learning, the following would apply:**

Students will be following a full day school schedule that will exceed the minimum of the required 4 hours of daily instruction. This includes Google Meets, instruction, small group and independent work time. The staff/students will follow the time schedule of their assigned school. Teachers will be available to answer questions during this time.

- Staff will have the option of working from school or from home. Staff that work from home must have adequate internet access otherwise will be required to work from the school building and must have all necessary resources.
- Homeroom teachers will do a group meeting via Google Meet at the start of the student's school day. This must be done daily and attendance must be recorded.
- A classroom whether in the traditional form, or the online form, must be a safe place to foster and engage in open discussions without hostile, discriminatory, or inappropriate comments. Therefore, it is important for all teachers to set ground rules for online discussions. Sample: Google Meet Expectations
- Teachers will instruct students in reading, writing and mathematics daily. Teachers are encouraged to provide this instruction through synchronous (real-time) lessons.
- Weekly lessons will be done in social studies, science, health and other mandated subjects. Teachers are encouraged to provide this instruction through synchronous (real-time) lessons.
- Teachers will also work to cultivate connections through the use of Google Meets for small groups and/or 1:1 instruction. This is to be done at least 2 times a week for each student.

Attendance

- Daily attendance will be completed through the Genesis system.
- Attendance will be checked throughout the day at the building level.
- Parents/guardians will be reminded that attendance matters.
- Teachers, school counselors, nurses, and case managers will also review attendance data daily and contact students who show a drop in performance, multiple absences or experience an increase in anxiety/depression due to the remote setting.
- In specific cases, the administration will ask the School Safety Officers and Stafford Police Department to do a wellness check.
- Student attendance during remote learning and its impact on promotion and retention, will be examined on a case-by-case basis and a course of action determined

Attachments subject to change without notice.

Special Education and Related Services for Students with Disabilities
Delivery of Remote Instruction for Special Education Students

- The District is in receipt of all health-related school virtual or remote instruction plans from all out-of-District placements.
- The District will communicate with out-of-district schools via teleconferencing, email, and virtual meetings (Google Meet, for logistics and annual reviews or any other IEP meetings. All special education students can access the curriculum online.
- Instruction will be differentiated to meet the needs of all students (ESL/ML, Special Education/504, At-Risk, On Grade Level, Gifted and Talented). Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.
- Remote learning schedules will include staff "virtual office hours" to be more available to students, as well as increasing communication with students through online platforms, such as Google Meet and Google Classroom.
- The content of assignments will be modified per the specifications in Individualized Education Plans, to the greatest extent possible.
- If any modifications and/or accommodations cannot be delivered as a result of the virtual or remote instruction, compensatory service will be provided upon the reopening of the school.
- Students considered medically fragile will remain on direct instruction homebound with a certified teacher. The teacher will be required to maintain a homebound instruction log. General education students will receive a minimum of five hours per week. Special education students will receive a minimum of ten hours per week.

Related Services and Tracking of Related Services and Student Progress

- All related services will be consistent with student IEPs to the most appropriate extent possible
- Speech, counseling, occupational and physical therapy will be delivered via teletherapy utilizing Google Meet.
- All remaining related services will be tallied prior to the mandated virtual or remote instruction to ensure accurate delivery of remaining related services.
- Parents will be notified in writing about the delivery of teletherapy for counseling, speech, occupational, and physical therapy.
- Less common related services, such as consultation with teachers of the deaf, and augmentative and alternative communication consultation hours, will be utilized to ensure all students have access to the curriculum.
- All teletherapy sessions will be documented and all Medicaid eligible students will continue to be logged as required.
- Student progress will be reviewed weekly by case managers by checking the online "grade book" in the student database as well as consulting with both general and special education teachers.

Attachments subject to change without notice.

- Links to parent-led support activities will be provided electronically and via hard copies for each related service area.
- Related Services will be provided through Google Meet as appropriate and as required by the student's IEP, and to the greatest extent possible. Services will be provided individually or in a small group for designated services. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.

Communication and Follow-up with Parents of Special Education Students

- Case managers will contact parents weekly via email, Google Classroom, phone, and Google Meet.
- All special education students will be included in these conversations, including students placed in out-of-District settings.
- District case managers will contact the out-of-District case managers to ensure all related services are being delivered and progress is monitored.
- All students who are scheduled for evaluations prior to the mandated virtual or remote instruction will be sent written notice that the evaluations will commence immediately upon the reopening of school.
- Current case manager contact information is available on the District website and case managers check District voicemail and email daily during virtual office hours.

Virtual IEP Meetings, Evaluation Planning Meetings, and Identification Meetings

- All IEP meetings will be conducted virtually via Google Meet.
- Any students who transferred into the District immediately before the mandated virtual or remote instruction will have "transfer" or 30-day IEP meetings to discuss current IEPs and develop IEPs for the remainder of the 24-25 school year.
- Initial evaluation planning meetings and reevaluation planning meetings will continue virtually through Google Meet.
- In the event testing is warranted, parents will be notified in writing that these evaluations will commence immediately upon the reopening of school.
- In the event testing is completed, identification and initial IEP meetings will be conducted virtually.

Attachments subject to change without notice.

Addressing Multilingual Learners (ML) students' Needs

- Instruction will be differentiated to meet the needs of all students (ML, Special Education/504, At-Risk, On Grade Level, Gifted and Talented).
- ESL teachers will meet with students via google meet daily at their normally scheduled period to provide ESL instruction.
- ESL teachers will provide resources to help support remote learning in all subject areas.
- Teachers will utilize Google Meet voice-to-text closed caption translator to provide assistance and instruction in both English and students' native languages.
- All school communications will be available in multiple languages and the District webpage provides translation options.
- Resources will be provided for parents and students on ESL teacher webpages to support remote learning and help bridge the communication divide.
- ESL teachers and other support staff will assist with the translation of District correspondence related to virtual or remote instruction.

Attachments subject to change without notice.

During Remote Instruction, Classroom/Special Education teacher responsibilities include:

- Daily Google Meet with students to take attendance.
- Daily lessons in reading, writing, mathematics
- Posting of assignments via Google Classroom
- Weekly lessons in science, social studies, health, and other mandated subjects
- Small group instruction or 1:1 conferences with students weekly

During Remote Instruction, Special Area/Physical Education teacher's responsibilities include:

- Meeting via Google Meet with class at the normally scheduled period via google meet.
- Supporting families and students in accessing and participating in remote learning.
- Submitting Lesson plans to building principal

During Remote Instruction, Guidance Counselors responsibilities include:

- Leading small group instruction in a virtual environment.
- Creating monthly SEL lessons for each grade level and schedule time to share those lessons with all classes.
- Research SEL websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Supporting families and students in accessing and participating in remote learning.
- Guidance Counselors can be added to online classes as co-teacher as necessary to assist with struggling students

During Remote Instruction, School Nurse responsibilities include:

- Ensuring that immunizations are current in Genesis as we are still required to maintain those.
- Conducting telehealth for screenings as required
- Posting health lessons on Google Classroom (topics may include- nutrition, sleep habits, exercise, respiratory etiquette, etc.)

During Remote Instruction, Basic Skills (Title 1) teacher responsibilities include:

- Small group instruction or 1:1 conferences with basic skills students during regularly scheduled periods
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons for struggling learners.
- Supporting families and students in accessing and participating in remote learning

During Remote Instruction, Support staff/paraprofessionals responsibilities include:

- Participating in whole group class meetings
- Pre-recording read-aloud and videos as directed by the teacher
- Providing real-time support during virtual sessions
- Researching websites, videos, and links for accessible activities that teachers can incorporate into lessons.

Attachments subject to change without notice.

- Supporting families and students in accessing and participating in remote learning. Teacher Assistants should be added to online classes as co-teacher.
- Leading small group instruction in a virtual environment.
- Facilitating the virtual component of synchronous online interactions.
- 1:1, 2:1 and 3:1 assistants are encouraged to conduct Google Meets with students to assist in instruction.

Other Areas of Consideration

Accelerated Learning opportunities: Staff will continue use I-Ready personalized instruction for math while on remote as a means of formative practices to improve students' access to and mastery of grade-level standards. For reading they will utilize the Wonders Program.

Social and emotional health of students and staff:
We have SEL built in as a special area for students. We will continue to implement remotely and guidance counselors will continue counseling sessions via google meet.

We have partnered with NJ4S Compass for professional development with the staff on the MTSS of support in the area of mental health. If necessary due to long closure, the professional development would be offered remotely.

After-school and extra-curricular activities, Title I evening events, community information sessions, and other in-person learning opportunities will be dependent on the status of any health emergency and associated guidelines of the CDC/NJDOH. If we can offer remotely, we will. Transportation will not be provided for these after-school events while the district is on a remote learning plan.

Our outside preschool providers will follow our remote plan for district students they service, and keep communication with the Director of Early Childhood.

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Substitute Training Manual

Attachments subject to change without notice.

2026-2027

AFFIRMATIVE ACTION IN EMPLOYMENT AND CLASSROOM PRACTICES

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

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

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

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

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

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

The Affirmative Action Officer for the Stafford Township School District is Stephanie Bush who be reached at sbush@staffordschools.org and 609-978-5700 ext. 1400.

Attachments subject to change without notice.

RIGHT TO KNOW – BLOODBORNE PATHOGEN EXPOSURE

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

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

ADMINISTRATION OF EPINEPHRINE

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

CONFIDENTIALITY

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

HARASSMENT, INTIMIDATION & BULLYING

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

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

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

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

HIB Definition

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

The Anti-Bullying Coordinator for the district is Hope Zaun who can reached at hzaun@staffordschools.org and 609-978-5700 ext. 1191.

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Substitute Teacher Handbook

Attachments subject to change without notice.

2026-2027

Introduction

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

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

Welcome

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

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

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

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Administrative Offices
250 N. Main Street
Manahawkin, NJ 08050
609-978-5700

www.staffordschools.org

George J. Chidiac
Superintendent of Schools

Stephanie Bush
Director of Personnel
Ext. 1400

"Set Sail for Success"

Dear Stafford Substitute Teacher:

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

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

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

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

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

Yours in education,

George J. Chidiac
Superintendent

Attachments subject to change without notice.

Stafford Township School District

Superintendent of Schools
George J. Chidiac

Central Office Administration
Lourdes LaGuardia, Board Secretary/School Business Administrator
Stephanie Bush, Director of Personnel
Hope Zaun, Director of Special Services
Carolyn Roselli, Vice Principal/Special Education

Schools
Stafford Intermediate
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Kristin Ducker
Vice Principal: Richard Meyer
Phone: 609-978-5700 X1060

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

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

Ronald L. Meinders Primary Learning Center
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Dawn Reo
Phone: 609-978-5700 X1352

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

Attachments subject to change without notice.

How to be a Successful Substitute Teacher

Role of the Substitute Teacher

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

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

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

Reporting to the School

Arrival time

The following must be done as soon as you arrive:

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

In the Classroom

Review the following:

- Daily lesson plans
- Worksheets/activities or other produced materials for carrying out today's activities in the classroom
- Attendance and lunch count directions and materials
- Special procedures (It is important that you do not vary from the practices of the regular teacher)
- Seating Chart

Attachments subject to change without notice.

- Review list of all students that will be staying after school for the day
- Notes regarding specific students (i.e., special education, individual health problems, and behavior problems)
- Names of student helpers

Substitute Responsibilities

The following are applicable to all substitute assignments:

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

Classroom Instruction

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

Attachments subject to change without notice.

Classroom Management

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

Attachments subject to change without notice.

Accidents

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

Meetings and Conferences

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

At the End of the Day

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

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

Substitute Appraisal

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

Attachments subject to change without notice.

Confidentiality of Student Information

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

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

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

  - Health Insurance Portability and Accountability Act (HIPAA) & related state law (N.J.S.A. 18A:40 – 4): These laws provide added protection to health and medical information. They generally state that covered entities may only release protected health information for the purposes of facilitating treatment, payment or healthcare operations. Schools are considered covered entities.
    - Example – One little statement could violate all of these laws:
      Situation: Student C's parents call you because Student C is being teased by Student D. You tell Student C's parents that you understand why they are upset but to try to give Student D a break because he has some emotional and behavioral disabilities which cause him to act this way, you believe that Student D might even be bipolar – but in any event, you say that you will talk to Student D and see what you can do. You think you are trying to calm the situation. However, Student C's parents relay that information back to Student C. Now Student C tells all of his/her friends – and soon everyone in the class is making fun of Student D. Student D is extremely depressed and unable to attend school or even get out of bed.
    - This is a violation of district policy and every law discussed above:

Attachments subject to change without notice.

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

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

Attachments subject to change without notice.

Emergency Procedures

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

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

Policies that must be followed in every emergency preparedness situation:

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

Fire Drill and Evacuation Plans

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

Special Instructions to the teacher:

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

RED ROVER: AUTOMATED SUBSTITUTE CALLER

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

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

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Substitute Instructional Support Staff Handbook



2026-2027

Attachments subject to change without notice.

Introduction

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

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

Welcome

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

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

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

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Administrative Offices
250 N. Main Street
Manahawkin, NJ 08050
609-978-5700

www.staffordschools.org

George J. Chidiac
Superintendent of Schools

Stephanie Bush
Director of Personnel
Ext. 1400

"Set Sail for Success"

Dear Stafford Substitute:

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

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

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

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

Yours in education,

George J. Chidiac
Superintendent

Attachments subject to change without notice.

Stafford Township School District

Superintendent of Schools
George J. Chidiac

Central Office Administration
Lourdes LaGuardia, Board Secretary/School Business Administrator
Stephanie Bush, Director of Personnel
Hope Zaun, Director of Special Services
Carolyn Roselli, Vice Principal/Special Education

Schools
Stafford Intermediate
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Kristin Ducker
Vice Principal: Richard Meyer
Phone: 609-978-5700 X1060

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

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

Ronald L. Meinders Primary Learning Center
1000 McKinley Avenue
Manahawkin, NJ 08050
Principal: Dawn Reo
Phone: 609-978-5700 X1352

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

Attachments subject to change without notice.

Reporting to the School

Arrival time

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

- Sign in at the Visitor Station/Main Office
- Stop in the main office for a school map
- or greeter does not apprise you of an unusual school schedule change, be sure to ask.
- Each school has emergency evacuation plans in case of a fire, lock down, or other potentially dangerous situation so that you can successfully evacuate students safely. Know the location of Emergency Response Guide. Also locate the school evacuation map in the classroom. If you cannot find the necessary information, contact the main office.
- Put your personal belongings in a secure place when you arrive

Substitute Teacher Assistant Responsibilities

Under the direction of the classroom teacher:

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

Remember:

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

Attachments subject to change without notice.

Substitute Cafeteria/Playground Aide Responsibilities

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

Substitute Secretary Responsibilities

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

Accidents

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

Substitute Appraisal

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

Attachments subject to change without notice.

Confidentiality of Student Information

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

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

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

  - Health Insurance Portability and Accountability Act (HIPAA) & related state law (N.J.S.A. 18A:40 – 4): These laws provide added protection to health and medical information. They generally state that covered entities may only release protected health information for the purposes of facilitating treatment, payment or healthcare operations. Schools are considered covered entities.
    - Example – One little statement could violate all of these laws:
      Situation: Student C's parents call you because Student C is being teased by Student D. You tell Student C's parents that you understand why they are upset but to try to give Student D a break because he has some emotional and behavioral disabilities which cause him to act this way, you believe that Student D might even be bipolar – but in any event, you say that you will talk to Student D and see what you can do. You think you are trying to calm the situation. However, Student C's parents relay that information back to Student C. Now Student C tells all of his/her friends – and soon everyone in the class is making fun of Student D. Student D is extremely depressed and unable to attend school or even get out of bed.
    - This is a violation of district policy and every law discussed above:

Attachments subject to change without notice.

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

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

Attachments subject to change without notice.

Emergency Procedures

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

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

Policies that must be followed in every emergency preparedness situation:

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

Fire Drill and Evacuation Plans

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

Special Instructions to the teacher:

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

RED ROVER: AUTOMATED SUBSTITUTE CALLER

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

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

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Staff Training Manual



2026-2027

Attachments subject to change without notice.

AFFIRMATIVE ACTION IN EMPLOYMENT AND CLASSROOM PRACTICES

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

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

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

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

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

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

The Affirmative Action Officer for the Stafford Township School District is Stephanie Bush who can be reached at sbush@staffordschools.org and 609-978-9700 ext. 1400.

Attachments subject to change without notice.

RIGHT TO KNOW – BLOODBORNE PATHOGEN EXPOSURE

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

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

With regard to hard surfaces, employees are to wear gloves while disinfecting hard surfaces and equipment. Body wastes and fluids should be removed as previously discussed and a disinfectant applied to the affected surface. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly discarded down a drain pipe. Gloves should be discarded in appropriate receptacles.

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

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

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

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

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

Attachments subject to change without notice.

ADMINISTRATION OF EPINEPHRINE

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

To be effective, the solution in the auto-injector should be clear and colorless.

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

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

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

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

Attachments subject to change without notice.

CONFIDENTIALITY

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

HARASSMENT, INTIMIDATION & BULLYING

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

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

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

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

HIB Definition

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

The Anti-Bullying Coordinator for the district is Hope Zaun who can be reached at hzaun@staffordschools.org and 609-978-5700 ext. 1191.

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT

Non-Affiliated Employee Handbook

2026-2027

Attachments subject to change without notice.

TABLE OF CONTENTS

Section	Page #
EMPLOYMENT CONTRACTS, ASSIGNMENTS AND EVALUATIONS	2
Contracts:	2
Assignments:	2
Probationary Period:	3
Evaluations:	3
HEALTH, PENSION AND OTHER BENEFITS	4
Employee Health Benefits:	4
Disability Insurance:	4
AFLAC:	4
Pension Benefits:	5
Longevity:	5
ABSENCES AND LEAVES	5
Absence Reporting Procedure:	6
Authorized Attendance Codes:	6
Vacation:	7
Personal Days:	7
Illness Days/Sick Leave:	7
Sick Day Bank:	8
Family Illness Days:	9
Family Medical Leave:	9
Unused Time:	10
Death in Family/Civil Union:	10
Unpaid Leave of Absence:	10
Holidays:	11
Jury Duty:	11
Military Leave:	11
EMPLOYEE PROFESSIONAL DEVELOPMENT AND TRAVEL	12
Professional Development:	12
Other Travel:	12
College Credit Compensation:	12
AFFIRMATIVE ACTION AND EMPLOYEE GRIEVANCE PROCEDURES	14
Affirmative Action:	14
Grievances:	15
WORKPLACE ACCIDENTS AND INJURIES	16
Reporting and Treatment:	16
Return to Work:	17
EXPECTATIONS FOR EMPLOYEE CONDUCT	17
Dress Code:	17
Physical Examination/Examination for Cause:	18
Consulting, Outside Employment and other Outside Activities:	18
Political Activities:	19

Attachments subject to change without notice.

Code of Ethics/Model Civility/Conflicts of Interest: 19
Use of Cellular Telephones: 19
Smoking, Alcohol or Controlled Dangerous Substances on School Grounds: 19
Energy Conservation: 20
News Media Relations: 20

TECHNOLOGY & ACCEPTABLE USE OF COMPUTERS/COMPUTER NETWORKS 20
Equipment 20
Software: 20
Security: 21

MISCELLANEOUS 21
Paychecks: 21
Personnel Records: 21
Procedures for Changing Name/Address/Withholdings: 22
Work Schedule/Summer Hours/Overtime: 22
Inclement Weather Procedures: 22
ID Badges: 22
Building/Office Maintenance: 23
Other Department Specific Procedures: 23

SIGNATURE AND AUTHORIZATION OF RECEIPT 24

Attachments subject to change without notice.

INTRODUCTION

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

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

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

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

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

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

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

Attachments subject to change without notice.

EMPLOYMENT CONTRACTS, ASSIGNMENTS AND EVALUATIONS

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

HEALTH, PENSION AND OTHER BENEFITS

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

*Note: The wages are subject to Social Security Taxes

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

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

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

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

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

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

ABSENCES AND LEAVES

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

    c. The reason for the absence.

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

Illness days are reserved for the following reasons:

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

Illness days shall not be used for:

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

- Three participating members appointed by the Superintendent

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

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

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

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

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

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

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

Unused Time:

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

EMPLOYEE PROFESSIONAL DEVELOPMENT AND TRAVEL

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

**Part time employees will receive ½ of these increments

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

AFFIRMATIVE ACTION AND EMPLOYEE GRIEVANCE PROCEDURES

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

Complaint/Grievance Procedure:

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

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

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

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

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

WORKPLACE ACCIDENTS AND INJURIES

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

EXPECTATIONS FOR EMPLOYEE CONDUCT

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

TECHNOLOGY & ACCEPTABLE USE OF COMPUTERS/COMPUTER NETWORKS

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

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

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

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

Attachments subject to change without notice.

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

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

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

MISCELLANEOUS

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

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

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

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

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

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

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

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

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

Attachments subject to change without notice.

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

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

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

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

Attachments subject to change without notice.

SIGNATURE AND AUTHORIZATION OF RECEIPT

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

Signature: _____ Date: _____

Attachments subject to change without notice.

Attachments subject to change without notice.

Stafford Township School District

Substitute Custodial Manual

2026-2027

Attachments subject to change without notice.

SUBSTITUTE CUSTODIAN

Substitute custodians are assigned as interim replacements, to temporarily supplement the work force or to assist in the completion of a special project. Substitute assignments are limited to a duration as needed by the Stafford Township School District. An assignment that lasts beyond any initially stated period does not in any way imply a change in employment status. Substitute custodians retain substitute status unless and until notified of a change. While substitute custodians receive all legally mandated benefits to which they are entitled (such as worker's compensation insurance, social security, and possibly benefits under the Affordable Care Act) they are ineligible for all of the Stafford Township School District's other benefit programs.

Substitute custodian assignments for one or more days will be made from a "Substitutes On Call List".

WORK HOURS

Substitute custodians' work hours, work days and locations are determined by the Director of Facilities. Substitute custodians working (4) hours will be entitled to a (15) minute break after the first (2) hours worked. Substitute custodians working (8) hours will be entitled to a (15) minute break after the first (2) hours worked, a (30) minute lunch break after (4) hours worked and a (15) minute break after (6) hours.

Shifts and hours will vary by school.

If the substitute custodian leaves school property before their work schedule is finished they must notify the Director of Facilities or the Supervisor in person, if they are in the building or by cell phone at the numbers on page 3. Failure to do so will result in immediate assignment termination.

Specific authorization from the Director of Facilities is required in advance to work beyond your scheduled hours.

All substitute custodians are required to sign in and out. Substitutes must also log their hours worked in Schoolfi.

Altering, falsifying or tampering with time records, working unauthorized hours will result in assignment termination.

Substitute custodians must plan their time so they report promptly to work ready to start at their scheduled time and remain on the job until their scheduled end time with authorized break periods.

PAY PERIOD

Substitute custodians will receive a paycheck on the 15th and 30th of the month.

Attachments subject to change without notice.

ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment the Stafford Township School District expects substitute custodians to be reliable and punctual in reporting for work. Absenteeism and tardiness are disruptive and place a burden on other employees and the District. Either may lead to immediate assignment termination.

PROPER NOTIFICATION OF NON-SCHEDULED ABSENCE

Attendance is a requirement. In the rare instances when a substitute custodian absolutely cannot avoid being late, he/she is to notify the Facility Director, 609-978-5700 ext. 1045 or 609-713-0476

If the substitute custodian is going to be absent he/she is to notify the Director of Facilities or Facilities office by 11 am of the day of reporting prior to his/her scheduled start time. If no one is available to take the call in the office the substitute custodian must notify the Supervisor. A voicemail message is not acceptable.

A substitute custodian is considered a No Call/No Show if they are absent from work and fail to notify the Director of Facilities, Facilities Office or the Supervisor as stated in (b) above. A no call/no show imposes a serious hardship on the staff and district. Unless an extreme emergency prevents the substitute custodian from calling as required they may be subject to immediate assignment termination.

WORK RELATED INJURIES

The Stafford Township School District provides a uniform procedure for reporting and documenting work related accidents, injuries, illnesses and exposure to cleaning products.

If the substitute custodian is injured during work hours they are expected to notify the Director of Facilities immediately. If treatment is necessary then the substitute custodian will be sent to a hospital emergency room or a physician designated by the district.

The Director of Facilities shall, within twenty-four hours of the accident/injury shall make sure the employee reports the accident to a school nurse and complete the appropriate forms and follow the district procedures for reporting accidents/injuries.

The Director of Facilities must receive documentation from a physician or hospital authorizing the substitute custodian's ability to return to work.

EVALUATIONS

The Director of Facilities will conduct periodic observations. The observation is to provide the substitute custodian and supervisor the opportunity to discuss job tasks, identify and correct deficiencies, encourage and recognize strengths and discuss positive, purposeful approaches for positive job performance.

Attachments subject to change without notice.

SCHOOL DISTRICT EQUIPMENT/PROPERTY

Substitute custodians are responsible for the proper use, care and operation of all district owned equipment and property.

At the end of the work schedule, the substitute custodians are responsible for cleaning their equipment, emptying mop buckets and cleaning mops.

DRESS CODE

All substitute custodians are to wear district provided uniforms while working on school property.

IDENTIFICATION BADGE

Substitute custodians are required to wear appropriate work attire.

TRAINING

All new substitute custodians will receive training in proper cleaning procedures at the start of their assignment, including PPE Training.

EXPECTATIONS

All substitute custodians are expected to follow all applicable policies, procedures, rules and directives of the Stafford Township School District. Failure to do so may lead to immediate assignment termination. Questions should be directed to the Director of Facilities or Custodial Supervisor.

CLEANING PROCEDURES & MAINTENANCE RESPONSIBILITIES

BATHROOM PROCEDURE

- Clean toilet bowls, urinals and flush-o-meters with disinfectant**
- Clean countertops, sinks and mirrors**
- Wipe down walls, doors and partitions**
- Empty waste receptacles and wipe down any stainless steel**
- Fill towel, soap and toilet paper dispensers**
- Sweep and wet mop floors with disinfectant**
- Clean any debris off ceiling tiles and light fixtures**
- Report any plumbing problems to your Supervisor immediately.

Attachments subject to change without notice.

CLASSROOM PROCEDURE

- Empty wastebasket and pencil sharpener**
- Clean sink and counter top with disinfectant**
- Fill towel and soap dispensers**
- Wipe desk tops, chairs, door handles, light switches in all classrooms with sanitizer
- Wipe chalk trays with a damp cloth or sponge
- Wipe all fingerprints from walls, doors and cabinets
- Dust tops of cabinets and air registers with a feather duster
- Vacuum floors, sweep and mop tile**
- Line up all desks and chairs
- Adjust blinds / shades

If a classroom contains a bathroom – Use bathroom procedure

ALL OFFICES

- Empty wastebaskets, pencil sharpeners, paper shredders
- Dust all furniture, ledges and shelves: Disinfect, polish tables
- Please do not turn off any computer equipment
- Vacuum all area rugs Wipe desk tops, chairs, door handles, light switches with sanitizer
- Vacuum floors, sweep and mop tile**
- If office contains a bathroom- use bathroom procedure

FACULTY ROOM

- Empty all wastebaskets put in clean liners daily**
- Wipe down all tables, chairs and cabinets with disinfectant
- Clean sinks and countertops**
- Clean stove and any other appliances
- Vacuum rugs and spot clean when necessary

**Even when doubling up – do all items with ** above

Attachments subject to change without notice.

I (Print Name)_____have received a copy of the Stafford Township School District Substitute Custodial Handbook.

Signature: _____ Date: _____

Prepared by: Richard Czajkowski, 11/14/2008
Revised by Anthony Clayton, Director of Facilities 3/11/2026

Revised & Reapproved: Annually at the June Board of Education Meeting

Attachments subject to change without notice.

Stafford Township School District

Custodian, Building Mechanics & Grounds Procedure Manual

2026-2027

Attachments subject to change without notice.

TABLE OF CONTENTS

	Page
Cleaning Procedures and Maintenance Responsibilities	2 - 4
Daily Day Custodian Responsibilities	4 – 5
Night Custodian Daily Responsibilities	5
Building Mechanics Daily Responsibilities	6
Grounds Maintenance Schedule	6
Snow Removal Expectations	7 - 8
Snow Removal Procedures	9
Emergency Closing Procedures	10 - 11
Stafford Township Staff Phone Numbers	12
Security Drills	13
Fire Watch/Power Failure/Sick Procedures	14
Stafford Township Facilities Forms	15 – 18
Employee Safety Manual	19 - 23

Attachments subject to change without notice.

CLEANING PROCEDURES
MAINTENANCE RESPONSIBILITIES

BATHROOM PROCEDURE

- Clean toilet bowls, urinals and flush-o-meters with cleaner than disinfectant**
- Clean countertops, sinks and mirrors**
- Wipe down walls, doors and partitions**
- Empty waste receptacles and wipe down any stainless steel**
- Fill towel, soap and toilet paper dispensers**
- Sweep and wet mop floors with cleaner and disinfect as needed**
- Clean any debris off ceiling tiles and light fixtures**
- Report any plumbing problems to your supervisor immediately and enter a work order into Master Library

CLASSROOM/STAC/TRANSPORTATION PROCEDURE

- Empty wastebasket and pencil sharpener**
- Clean sink and countertop with disinfectant**
- Fill towel and soap dispensers**
- Wipe desk tops, chairs, door handles, light switches in all classrooms with sanitizer
- Wipe chalk trays with a damp cloth or sponge
- Wipe all fingerprints from walls, doors and cabinets
- Dust tops of cabinets and air registers with a feather duster
- Vacuum floors, sweep and mop tile**
- Line up all desks and chairs
- Adjust blinds / shades

If a classroom contains a bathroom – Use bathroom procedure

ALL OFFICES

- Empty wastebaskets, pencil sharpeners, paper shredders
- Dust all furniture, ledges and shelves: Disinfect, polish tables
- Please do not turn off any computer equipment
- Vacuum all area rugs Wipe desk tops, chairs, door handles, light switches with sanitizer
- Vacuum floors, sweep and mop tile**
- If office contains a bathroom- use bathroom procedure

FACULTY ROOM

- Empty all wastebaskets put in clean liners daily**
- Wipe down all tables, chairs and cabinets with disinfectant
- Clean sinks and countertops**
- Clean stove and any other appliances
- Vacuum rugs and spot clean when necessary

DRESS CODE

All Facilities Employees are to wear district provided uniforms while working on school property.

**Even when doubling up – do all items with ** above

Attachments subject to change without notice.

CAFETERIAS/ GYMS

- Dry mop floor and stage area
- Wet mop floor and clean any scuff marks**
- Secure lights and sound systems**

MEDIA CENTERS AND LIBRARIES

- Dust all shelving
- Clean all tables, chairs and counters
- Empty wastebaskets and pencil sharpeners**
- Vacuum rugs
- Clean bathroom using lavatory procedure**

When doubling up – do only items with a **

NURSES OFFICE

- Empty wastebaskets and replace liner daily**
- Clean and wet mop floor with disinfectant**
- Wipe down all furniture with disinfectant**
- Refill soap dispensers and paper towel holders**
- Wipe down walls where necessary**
- Clean bathroom using the proper procedure**

COMMON AREAS

- Clean floors – vacuum all rugs, lift all mats and mop all tile daily
- Wet mop all tile floors and clean scuff marks
- Vacuum lobby mats daily
- Wipe down water fountains
- Wipe wall where necessary
- Clean entryway glass doors and windows

*Any other duties/tasks reasonably related to the position as assigned by the Department Supervisor.

**Even when doubling up – do all items with ** above

****REMEMBER TO****

- Secure all doors, windows and lights
- Change all burned out bulbs
- Check fire door for proper operation

If you find any mechanical problems such as no heat, leaking pipes or other hazards within the building, Notify Supervisor or Director of Facilities immediately and put in a School Dude work order request.

BASKETBALL SET-UP

INTERMEDIATE/MCKINLEY (8:30am to 4:00pm)

- Close and lock gates to girls and boys gang BR 300 wing
- Close and lock gates by main office
- Close and lock gate in 300 wing hallway
- Player and audience enter front door only – Doors to remain locked event holder to monitor door

Attachments subject to change without notice.

- Open wall 2 panels each side
- Set up 1 table center of bleachers and 12 chairs on either side – set up some chairs by wall opening for guests
- Set out 2 trash cans – 1 on each side
- Clean up and break down for Monday morning (turn off door alarms)
- Close partition wall when done
- Lock up and set building alarm

OCEAN ACRES

- Player and audience enter door in community center foyer
- Close and lock gate in hall by break room, after secure and free of people
- Close and lock all doors going into boiler room and loading dock area from gym
- Lock art room, music room and break room doors
- Turn on scoreboard lights (Breaker box in hall by art room)
- Set up 1 table center interior hallway wall with 12 chairs on each side
- Set out 2 trash cans – 1 on each side
- Clean up and break down for Monday morning
- Open gate in hall
- Close wall (may need help from basketball staff)
- Lock up and set building alarms

OXYCOCUS

- Close the gate in hallway by gym, after secure and free of people
- Set up table and 4 chairs straight ahead by center wall
- On same side as above, you will need 10 chairs on either side of table for the teams
- Place the rest of the chairs evenly on the side where you came into gym
- Set out trash cans
- Clean up and break down for Monday morning

DAILY DAY CUSTODIAN RESPONSIBILITIES

- Unarm school (for Ocean Acres the Community Center also)
- Unlock gates. Take your work phone with you for communication with the Main Offices.
- Setup Cafeteria for morning before care and lunches. Morning care starts at 6:30am and the staff arrives between 6:10am – 6:15am. There are 3 lunch periods. The schedules are posted for your reference. In between lunch periods the trash needs to be taken out.
- Bring in the milk and bread deliveries on Monday and Thursday and put away in designated area. Keys to the kitchen are in your desk.
- Go put the flags up and on your way turn on the copy machines in the work room.
- Check to see if night staff left any notes with unfinished areas in the building.
- Do your perimeter check – walk the school looking for garbage and damage (vandalism).
- Walk the interior of the school looking for any issues (ceiling tiles, heat/air issues).
- Depending on the time of year (winter months) you will need to take a boiler reading. Readings need to be logged every 2 hours in the book which should be on your desk.
- Check in with the Main Office and see if they need anything.
- All playgrounds should be inspected every morning.

Attachments subject to change without notice.

- Once your day starts, you will do bathroom checks every hour. Flush toilets, cleanup any paper towels and wipe down handles and faucets.
- Disinfect high touch points
- Make sure the spray bottles used by the lunch aides for cleaning the tables are full. Empty garbage between lunches and sweep floors of scraps under tables as time permits. Assist kitchen staff by removing card board, trash, milk crates and any garbage as it accumulates.
- After lunch is done, all tables need to be moved so you can sweep and run the floor machine making sure you empty dirty water after use.
- If there are any heat/air issues, contact the HVAC technicians and advise them of any issues.
- During Winter months, you are responsible for helping maintain safe walkways which includes shoveling and salting.
- Any miscellaneous questions, contact the Facilities Secretary x1045.

MONTHLY RESPONSIBILITIES

- Emergency exit light inspections
- Fire extinguisher inspections
- Playground inspections (daily) but are reported monthly

NIGHT CUSTODIAN DAILY RESPONSIBILITIES

2pm – 10pm Shift

- Check in with the day Custodian and go over the issues of that day before they leave. Take the phone from the day Custodian
- Check in with the Main Office to see if they need anything
- Responsible for ensuring Cafeteria is clean each day, including tables, floors and garbage to be ready for aftercare
- After completing the Cafeteria, do your bathroom checks ensuring floors are clear of trash, wiping handles and flushing toilets
- After school ends you will then report to your assigned are to complete your nightly cleaning

- During Winter months, you are responsible for helping maintain safe walkways which includes shoveling and salting.

3pm – 11pm Shift

- All Custodians need to be in the building by 3pm
- All night Custodians are given a designated area to clean and maintain as per checklist and map assignments
- Custodians are responsible to keep a clean and safe environment for the next school day
- Empty trash
- Wipe desks/disinfect all surfaces including light switches
- Clean windows/glass
- Sweep and mop floors
- Clean and disinfect bathrooms
- After the rooms are cleaned, the doors must be shut and locked
- If your building has hallway gates, they should be shut after the teaching staff has left for the day

Attachments subject to change without notice.

- At the end of the night it is your responsibility to make sure the school buildings are armed and the security panel is set
- All gates are closed and locked for the night
- During Winter months, you are responsible for helping maintain safe walkways which includes shoveling and salting.

BUILDING MECHANICS DAILY RESPONSIBILITIES

- Upon arrival, mechanics should walk assigned schools checking for water leaks or any issues that may have arose after hours
- Mechanics responsibilities shall be determined based on severity and priority of building maintenance issues and monthly and weekly issues
- Weekly building checks consists of windows, indoor and outdoor structures, door functions, bathrooms, lighting, ceiling tiles, sinks and cabinets
- Check in with school custodian about any issues the school staff may have
- Check emails/Master Library for any work orders assigned to you
- Complete work orders as assigned in a timely manner. Also, you need to close out any work orders on Master Library after they are completed
- If there is a day Custodian out of work for the day, you may be asked to open and cover a school
- During winter months you are responsible for helping to maintain safe walkways and parking lots which includes plowing and salting
- Address any roof leaks
- Maintain school equipment that is used to perform maintenance duties
- Inspect all exterior doors at your assigned school weekly
- Do monthly roof checks and be sure to clean all surfaces, clear all drains and check all seems/flashing and follow checklist
- Any other duties assigned by Facilities Supervisor or Director of Facilities

WEEKLY GROUNDS MAINTENANCE SCHEDULE

All scheduled work is subject to change based upon weather and or other related school duties (emergencies, priorities, etc.)

<u>Cutting Season (April - November)</u>

Monday thru Wednesday - The grounds department will start at the campus. All the grass will be mowed, all areas weed whacked and edged. Flower beds and shrubbery will be maintained and weeded. All sidewalks, bus loops and front entrances to the schools must be cleaned of grass and debris.

Thursday - The grounds department will report to the Ocean Acres School to mow, weed whack and edge the entire property along with maintaining flower beds and shrubbery. All grass and debris will be cleaned off of the sidewalks and bus loop.

Friday - The grounds department will report to the Oxycocus School to mow, weed whack and edge the entire property along with maintaining flower beds and shrubbery. All grass and debris will be cleaned off of the sidewalks and bus loop.

<u>Early Spring - Late Summer</u>

Attachments subject to change without notice.

- Shrub maintenance will start which will include pruning and mulching of the beds district wide.

Mulch

- All beds will be mulched in the early spring (March-April). This will be coordinated with the shrub pruning. The beds will be mulched again at the end of the summer so everything is ready for the start of school district wide.

Winter Schedule

- Responsible for clear walkways, entrance ways, parking lots, winter landscaping, snow removal
- Salting of the parking lots as needed
- During down time, all grounds equipment is to be cleaned and maintained i.e. snow blowers, tractors, weed whackers and mowers
- Any other job requirements not listed may be asked of you in the scope of your work

EXPECTATIONS FOR SNOW AND ICE REMOVAL

Snow and/or ice removal is one of the most important safety functions we perform. *All* employees are responsible for maintaining safe walkways, stairways, driveways and entry ways for all our students, staff and visitors. *No one is exempt from this responsibility.*

Please be sure that you understand the importance of these procedures. Snow and/or ice conditions are very dangerous and we have the responsibility to aggressively attack any unsafe conditions. You cannot be too careful; check, double check, triple check all walkways, stairs, ramps, and entrances, etc. This procedure also applies to times when students are not present such as holidays or school closings. We can still have teachers, administrators and visitors entering the buildings who can be at risk of slipping and falling. Do not get caught off guard.

OPENING OF SCHOOLS WHEN A SNOW AND/OR ICE CONDITION EXISTS

Whenever a snow and/or ice condition exists, all Custodial, Maintenance and Grounds Personnel are responsible for clearing sidewalks. Afternoon shift may be called in to work the day shift. There will be no exceptions or excuses for not reporting for snow removal.

Custodial/Maintenance/Grounds staff at each of our schools will be directly responsible for the safe conditions of all outside walkways, stairs, and curbs, etc. Curbs must be cleared at least two (2) feet out to the driveways so that the plows can effectively push the snow away from the sidewalks. This is where the snow will typically pile up and this may create a dangerous situation.

Ice Melt will be applied whenever ice is present on walkways, stairs, etc. If an ice patch develops on the driveway ice melt will be applied. *Remember: Ice Melt is Not Snow Melt*. You are responsible for salting all parking lots and bus loops after plowing takes place.

PLOWING OF PARKING LOTS

The Director of Facilities will contact all Maintenance and Grounds Personnel who are responsible for plowing. This will include the time when notified, either in advance or by telephone when to begin the plowing. This will also include weekends and holidays.

As each plow driver is finished with their prospective location, contact me for the next location. We need to communicate with each other to know where the help is best needed.

Attachments subject to change without notice.

Please be aware that vehicles that are equipped with an overdrive transmission, the overdrive *MUST* be turned off every time the vehicle is started. Do not plow with the overdrive on; this will damage the transmission.

Drivers must become familiar with the district parking lots prior to the first snowfall. Snow should not be piled up in front of dumpsters, along sidewalks, fire hydrants or at the top of any hills where it can melt and run down onto any area that will continually freeze creating another hazardous condition. If only an ice condition exists and/or plowing is not required then all personnel will report when directed to their assigned schools when notified either in advance or by telephone.

SIDEWALK, CURBS, AND ENTRANCES

Maintenance personnel that are not plowing will report to their assigned locations to assist the Custodial staff in clearing sidewalks and entrances around their entire site. Each site has all the tools necessary to perform the task of snow removal.

SNOW AND/OR ICE CONDITIONS DEVELOP AFTER SCHOOL HOURS

The evening custodial staff assigned to each building will be responsible for maintaining safe and clear sidewalks, stairs, etc. The evening Night Custodian at each of our schools will be directly responsible for maintaining safe conditions at their respective buildings throughout the evening hours.

If a snow storm were to occur on a weekend and/or holiday, all facilities staff may be called into work.

There are no excuses for failure to protect the community, staff and visitors from unsafe conditions that we can control. We cannot control the weather; however, we can control how we react to adverse conditions by following this procedure regarding the removal of snow and/or ice.

Make sure that you check your supplies and equipment where necessary. There are no acceptable excuses for allowing an unsafe condition to exist in our district.

STATE OF EMERGENCY

In case of a State of Emergency, the Director of Facilities will advise you what time you can report to work. We are considered essential personnel and it is mandatory to report to work.

If you do not fully understand the procedure as outlined, please contact me immediately for clarification. These procedures will be revised as necessary to meet the needs of the district.

Thank you for your anticipated cooperation.

Signature _____ Date _____

Attachments subject to change without notice.

SNOW REMOVAL PROCEDURES

- ✔ All the emergency personnel to report at time notified by Director of Facilities
- ✔ Unlock gates a.s.a.p.
- ✔ Assignment (if possibility of snow diminishes, facilities director will give out assignments) – see page 13
- ✔ Report to assigned equipment and location (see attached)
- ✔ Director of Facilities will call Business Administrator at 4:00am
- ✔ Director of Facilities will give final check at 5:00am and 5:30am and make call to Business Administrator
- ✔ Make sure all areas are as safe as possible
- ✔ If there is any threat of snow, the Saturday personnel are to leave the gates open for township trucks
- ✔ Ice melt designed especially for sidewalks is only to be used on sidewalks
- ✔ Salt is only to be used in the truck spreaders
- ✔ All gas cans must be stored outside of the building, transportation garage and sheds. Snow blowers may be stored inside, but the tanks must be emptied

Attachments subject to change without notice.

EMERGENCY CLOSINGS, SNOW REMOVAL ASSIGNMENTS & BUILDING/SITE PROCEDURES

NOTE: No employee is permitted to drive any district vehicle/equipment without specific permission/assignment from the Department Supervisor.

2019/2020 - F350
Will first clear Oxycocus bus yard, plow yard and help clear between buses. Next, plow driver parking lot behind Oxycocus School. Salt after snow is removed. Then plow the Administration parking lot and salt it. Oxycocus Custodian will assist with snow removal between buses and salt before cleaning school sidewalks.

2020 - F350
Will then report to Ocean Acres to help with plowing and salting.

2019 – F350
Will then report to McKinley and PLC to plow and salt.

Dump Truck
Will first plow campus bus loops, then proceed to McKinley and PLC parking lots. Salt once each area is cleaned.

Kubota Tractor
Will first plow Intermediate parking lot, then proceed to STAC parking lot. If needed it can assist at other schools.

2017 F350
Will first plow Ocean Acres parking spots, bus loop and receiving areas. Will next report to the campus to assist.

Bobcat 1
Start removing snow from the Intermediate sidewalks, starting at the main entrance and working your way around to the back of Intermediate and finally continuing to the back of McKinley School.

Bobcat 2
Start at PLC, then continue to the main entrance of McKinley School working your way back towards the STAC.

Bobcat 3
Remove snow from Ocean Acres sidewalks. Other staff will be called in if needed.

If school is CLOSED, you may be called in for snow removal. You will be required to report to work at such time as designated by the Facilities Director.

John Deere
Will assist plowing and salting districtwide.

Saturday Personnel: If there is any threat of snow please leave the gates open for Township trucks.

Attachments subject to change without notice.

The day custodian will be responsible for taking inventory of all snow removal equipment at their building. This includes snow shovels and salt. He/she is also responsible for making sure the snow blower is topped off with gas.

Building Mechanics: Will help with the snow blowers in order to keep in good working condition. Will also help with snow removal as needed.

**Even if not specifically listed, all tasks/duties include all necessary and related tasks/duties for equipment preparation and return as well as proper clean up.*

Instructions and responsibilities for other Emergency and/or Weather activity will be assigned by the Facilities Director, Business Administrator or Superintendent.

These assignments may change based on district needs.

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT
CELL PHONES

Director of Facilities – 609-713-0476
Supervisor of Facilities – 732-503-1913

LOCATION	PHONE
PRIMARY LEARNING CENTER	609-276-5507
OXYCOCUS	609-489-3699
MCKINLEY	609-756-7007
OCEAN ACRES	609-713-5910
INTERMEDIATE	609-489-9409
STAC	609-207-9286

CUSTODIAL SHIFTS - DAY SHIFT/NIGHT SHIFT
6:00am – 2:00pm, 7:00am – 3:00pm
2:00pm – 10:00pm, 3:00pm – 11:00pm

BUILDING MECHANICS
6:00am – 2:00pm
7:00 am – 3:00 pm
8:30 am – 4:30 pm

HVAC & OPENING PERSON
6:30am – 2:30pm
8:00am – 4:00pm

GROUNDS
7:00am – 3:00pm

Times subject to change due to season

Attachments subject to change without notice.

SECURITY DRILLS

It is required that each month at least one security drill, other than a fire drill, is practiced so students can learn how to respond to various school emergencies.

The following are the state required drills, which must be conducted a minimum of 2 times per year: Active Shooter Drill; Evacuation Drill-for a non-Bomb Threat; Bomb Threat-Evacuation Drill; and Lockdown Drill. The following are suggested additional drills that the district may also do: Shelter in Place; Reverse Evacuation, Evacuation to relocation site, Tabletop Activity, or a Full-Scale Exercise.

Table Top Activity: Discussion between key stakeholders of simulated emergency scenarios in an informal setting to assess plans, policies and procedures

Full Scale Exercise: A multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. Often used to assess plans and procedures under crisis conditions, and assess coordinated response under crisis conditions.

Lockdown Drill (Active shooter or other scenarios): Implemented when a criminal element is believed to be on the premise. Staff, faculty and students remain confined to a room or area within a building with specific procedures to follow, such as locking doors, closing/opening windows and shades; seeking cover. Lockdowns necessitate a law enforcement response and immediate intervention.
NO TEACHING or business as usual during a lockdown.

Shelter in Place: Occupants are to remain in the building but may be moved to a different area due to a dangerous event taking place outside of the building.
Depending on circumstances, teaching may be allowed to continue.

Active Shooter: This situation involves one or more individual's intent on causing physical harm who are believed to be armed, has used, or has threatened to use a weapon in inflict serious bodily injury or death to other person(s) and/or continues to do so while having unrestricted access to additional victims. In response, buildings may be locked down or an evacuation may be ordered. Law enforcement incident commanders will determine the course of action.

Evacuation Drill (Bomb Threat scenarios as well as others): The need for all occupants of a school building to orderly and safely evacuate. The need to evacuate to different locations depending on the situation.
Emergency responders should be notified so that they are aware of the situation and may take appropriate action.

Reverse Evacuation: Reverse evacuation drills require all staff and students to go to safe places in the building, come inside from outdoor recess or physical education class. Reverse evacuation is used when staff and students are outside the building and a danger is present.

Evacuation to a Relocation Site: After students have been evacuated, they may be moved to a safe environment or location. This may be done by walking or bus transportation. This is done to protect students from harm and outside elements if they cannot immediately return to their own school. On the reverse side of this brochure there is a listing of our district's current relocation sites for each school.

Attachments subject to change without notice.

FIRE WATCH / POWER FAILURE
Whenever there is a power failure you will automatically be on *FIRE WATCH* until the power is restored.

If the power failure goes beyond your normal work schedule, you will receive overtime for that time.

Notify your supervisor immediately if a power failure occurs. The emergency lighting within the buildings is only good for up to one half hour. *They are there for safe evacuation only, not to continue activities in the building.*

CONTRACTORS AND VENDORS AUTHORIZATION TO WORK IN BUILDINGS
No outside contractor is authorized to do any work in a building without first getting the authorization from the Director of Facilities, Business Administrator or Superintendent. When arriving on site the contractor will sign in at the greeting desk and proceed to the front office and they will notify the facilities office. If it is after school hours (3:30 pm), the contractor may contact the custodian of that building only upon the express authorization of the Director of Facilities. Please verify with the facilities office before granting access. Valid identification will be required before entering buildings.

CALLING OUT SICK/EMERGENCY PROCEDURES
Day shift: If you need to call out for any reason please make sure that you call The Director of Facilities at ext. 1044 or 1045 or cell 609-713-0476.

In case you cannot reach the Director of Facilities, please call the Facilities Office at 609-978-5700 ext. 1045

Night Shift: If you need to call out due to an emergency or illness, you need to call the Facilities office by 11:00 am or as soon as possible at 978-5700 ext. 1045.

Attachments subject to change without notice.

Stafford Township School District

Facilities Forms

Attachments subject to change without notice.

LOADING DOCK
DELIVERY LOG

DATE & TIME	TRUCKING COMPANY	PACKAGE FROM (COMPANY)	RETURN ADDRESS

Attachments subject to change without notice.

TOWNSHIP OF STAFFORD
BUREAU OF FIRE PREVENTION
260 E. BAY AVENUE
MANAHAWKIN, NJ 08050
PHONE 609-597-1000 X8527 OR 8577
FAX 609-978-1841

EMERGENCY LIGHT AND EXIT SIGN TEST FORM
IN ACCORDANCE WITH N.J.A.C. 5:70-3, 604.3.1.1

Required emergency lighting systems, including exit signs, shall be tested for proper operation for a minimum of 30 SECONDS every month on a regular and standby power. An annual test shall be conducted for at least ONE hour on regular and standby power. It is necessary to ensure exit signs are fully illuminated on regular and standby power. Emergency lighting, including discharge lights, outside exit doors, must be examined to ensure bulbs are functional and batteries (if applicable) still are capable of powering the fixture. Equipment shall function properly for the duration of these tests.

Facility Name: _____

Address: _____

Phone No.: _____

TESTS FOR THE YEAR _____

MONTHLY TEST RECORD OF ALL EQUIPMENT – 30 SECOND DURATION

Date of Test:	Who Tested?	Number Needing Repair:	Repairs Made:
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

ANNUAL TEST RECORD OF ALL EQUIPMENT – 60 MINUTE DURATION

Date of Test:	Who Tested?	Number Needing Repair:	Repairs Made:

Attachments subject to change without notice.

REQUEST FOR SUPPLIES

Name:_____ Building: _____

When you need to put in a request for supplies, please submit your request to the Facilities office. When your request is approved, you will receive the items by the following week.
Requested by:_____Date: _____

DATE ORDERED	QUANTITY	ITEM	NOTES
		Paper Towels	
		Toilet Paper	
		Tissues	
		Gloves	
		Soap (Specify Type)	
		Floor Machine Pad Red/White/Black Size	
		Spray Bottle	
		Purell Hand Sanitizer	
		Trash Can Liners (sm or lg) circle	
		Dust Mops	
		Comet	
		Pumice Stones	
		Vacuum Bags (B)	
		Scotch Bright Pads	
		Johnny Mop	
		#19	
		#27	
		#38	
		#10	
		Ecolabs Red/Yellow	
		Bioesque	

Completed:_____ Date:

Attachments subject to change without notice.

Stafford Township Board of Education

Employee Safety Manual

Attachments subject to change without notice.

OPENING STATEMENT

The Stafford Township Board of Education declares that the safety and health of its employees is of primary concern. The policy of the Board is to ensure that all its employees be provided with safe and healthful work environments, free from recognized hazards, and that its responsibility is to set forth the standards necessary for the protection of the health and safety of its workers.

The Board also recognizes its responsibility to protect the health and safety of the students and general public using its facilities.

The Board shall designate the School Board Administrator to develop and administer, in cooperation with the District Safety Committee, the safety standards and procedures of the school district.

The Board will comply with all federal, state, and local laws and regulations.

EMPLOYEE RESPONSIBILITY

Employees are the foundation of the Board's health and safety policy. Each employee shall conduct his/her work in a safe and healthful manner.

The Board directs the Business Administrator to make certain that all federal; state and local laws and regulations are adhered to in their entirety.

SAFETY PROGRAM

Electric

- The body is a conductor of electricity and could receive a shock. The shock may be a slight tingle, twinge, jolt, bump or SUDDEN DEATH. The following rules must be followed. Unless it is part of your regular duties, do not adjust or repair any electrical equipment

    1. Report job connected injuries immediately to the school nurse. If the nurse is not on duty, report injuries to your immediate Supervisor.
    2. An accident report must be filed immediately
    3. A list of approved medical treatment facilities is on file with all nurses. In an extreme emergency, Southern Ocean County Hospital should be used for treatment.
    4. If the accident/incident results in time lost at work, a Worker's Compensation form must be filed and all claims must be sent to the Business Office.
    5. Before an employee may return to work, the attending physician must give the employee a written statement to that effect.

Attachments subject to change without notice.

Ladders

- All portable ladders must be equipped with safety shoes at the base or spikes/spurs where applicable.
- Ladders must not be painted as the paint hides any defects in the construction of the ladder
- All ladders must adhere to ANSI standards.

Lifting Procedures

- If the load is too heavy, get help or use a mechanical device which is used for lifting. The proper equipment will help to avoid possible injury.
- Face the object to be lifted, squarely.
- Have a firm footing.
- Feet should be slightly spread apart.
- Bend at the knees.
- Have a firm grip on the object that is being lifted.
- Keep your back straight and avoid any twisting in the lifting procedure.
- Leg muscles should be used rather than back muscles in any lifting procedure.
- Lift the object slowly and evenly.

Machinery

- If any piece of equipment or tool appears to be unsafe, tag "UNSAFE" and “DO NOT USE” and notify the Director of Facilities.
- All guards and safety devices are there for a purpose and must not be removed.
- After tagging, report any unsafe equipment or tool to your immediate Supervisor.
- Yellow painted lines surrounding most power tools are designed to ensure a safe distance for avoiding injury.
- All machinery and power tools shall have an emergency panic button which will be tested periodically.
- All machinery and power tools must be properly maintained and guarded.
- Goggles must be worn when operating any machinery.
- Ear protection must be worn when decibel level is beyond accepted levels.
- Do not wear loose or dangling clothing when testing or operating a piece of machinery.

Safety Equipment

- Approved safety glasses/goggles must be worn when there is an obvious exposure to eye injury. It is compulsory when you are exposed

Attachments subject to change without notice.

Safety Regulations and Inspections

- Copies of the district inspections by insurance carriers, federal, state and local agencies are on file in the office of the School Board Administrator.
- The Director of Facilities is responsible to conduct safety and health inspections of all district buildings and facilities to ensure compliance with applicable safety, health, and environmental regulations and codes. Right-To-Know Training is provided yearly which includes PPE Training.

Spills and Leaks of Hazardous and/or Toxic Substances

- If a spill or leak of a hazardous and/or toxic substance occurs in any classroom, comply with the following emergency procedures:
- Evacuate all students and district personnel from the immediate area.
- Immediately notify the main office as to where the spill occurred, and what substance was spilled.
- Main office is to notify the day custodian who will institute the emergency clean-up procedures.
- If a spill or leak occurs in a non-classroom area (storage rooms, etc.) follow the same procedure.
- Administration building personnel, Facilities personnel, and Transportation personnel, notify your department Supervisor, and he/she will notify the School Business Administrator.
- All chemicals must be labeled in all storage locations. Any unlabeled chemicals shall be removed.
- Cleaning solvents that are in use should not be stored above knee level.
- Storage, lifting and transporting supplies and materials should be carefully managed. The use of hand trucks and/or dollies is recommended when applicable.
- Insect bites can become infected and some people are allergic to certain types of bites. First aid treatment should be obtained for any type of bite.
- Wearing apparel should be appropriate for the job. Uniforms must be worn at all times. Proper shoes must be worn at all times. Gloves and safety glasses must be worn as needed.
- Disposable plastic gloves are to be worn when cleaning up any bodily fluid.

Attachments subject to change without notice.

Fire Safety

- All PMs for fire extinguishers pull boxes, alarms, emergency lights and exit lights are to be kept up to date.
- All PMs for Ansul systems are to be kept up to date
- All PMs for sprinkler systems are to be kept up to date

Grounds

- All playgrounds, playing fields, and equipment shall be inspected monthly in accordance with procedures.
- All sidewalks, driveways, roads, and railings shall be inspected monthly in accordance with P.M. procedures.

STAFFORD TOWNSHIP ELEMENTARY SCHOOL DISTRICT INDOOR AIR QUALITY PROCEDURES

Complainant is to contact their immediate Supervisor to request an IAQ questionnaire and return it to the immediate Supervisor after it is completed. The immediate Supervisor will in turn forward the IAQ questionnaire to the buildings and grounds Supervisor.

The Director of Facilities will conduct an investigation that will include:

- Discussion of symptoms with the complainant and immediate Supervisor.
- Perform an "Indoor Air Quality Checklist" that will include observations and written recommendations that will be shared with the complainant and immediate Supervisor
- If it is found that additional testing is required an outside certified industrial hygienist will be contacted to perform the test(s).
- Upon receipt of the testing report all recommendations will be assigned to the appropriate personnel to complete.
- The Director of Facilities will follow up to make sure that all recommendations have been addressed and will complete a "Complaint Closure Form" that is to be shared with the complainant and the immediate Supervisor at a scheduled meeting.
- A follow up questionnaire will then be completed by the complainant to ascertain that all steps have been taken to remediate the problem and the complainant will submit this form to their immediate Supervisor who will forward the same to the Director of Facilities.
- The Director of Facilities will submit a copy of all completed documentation to the Superintendent of Schools, Business Administrator and STEA.
- In order to expedite the IAQ questionnaire the complainant is requested to provide the Director of Facilities with a list of what pollutants they may be allergic to, i.e., mold and bacteria.
- All reports must be dated and each step be followed in a timely and most efficient manner.

Attachments subject to change without notice.

Attachments subject to change without notice.

Stafford Township School District
Transportation Operations
Manual



Attachments subject to change without notice.

2026-2027

STAFFORD TOWNSHIP BOARD OF EDUCATION
PROCEDURE

Revised ~ 4/29/2026

PROCEDURE MANUAL
TRANSPORTATION DEPARTMENT
TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION
CHAPTER 2. TRANSPORTATION DEPARTMENT OBJECTIVES
CHAPTER 3. ATTENDANCE AND ABSENTEEISM REQUIREMENTS
CHAPTER 4. SCHOOL LOCATIONS AND HOUR OF OPERATIONS
CHAPTER 5. DELAYED OPENINGS AND EARLY DISMISSALS
CHAPTER 6. DRIVERS DUTIES AND OBLIGATIONS
CHAPTER 7. ATTENDANT DUTIES AND OBLIGATIONS
CHAPTER 8. CELL PHONE POLICY
CHAPTER 9. KEYS AND UELING
CHAPTER 10. RADIO USAGE
CHAPTER 11. ROUTING
CHAPTER 12. DRIVING RESTRICTIONS
CHAPTER 13. FIELD TRIP PROCEDURES
CHAPTER 14. LOADING AND UNLOADING STUDENTS
CHAPTER 15. ACCIDENT REPORTING PROCEDURES
CHAPTER 16. BUS BREAKDOWN PROCEDURES
CHAPTER 17. EVALUATIONS
CHAPTER 18. STUDENT MANAGEMENT AND DISCIPLINARY CONCERNS
CHAPTER 19. PERSONAL VEHICLE PARKING STICKERS
CHAPTER 20. EMERGENCY PROCEDURES
CHAPTER 21. DOs AND DON'Ts
CHAPTER 22. GARAGE ENTERING PROCEDURE
CHAPTER 23. STANDBY DRIVERS

Appendices:

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

Attachments subject to change without notice.

Date Adopted: 5/2/1985
Date Revised: 5/90, 5/98, 2/08, 5/09, 4/10, 04/11, 5/12, 5/13, 5/14, 5/15, 6/16, 5/17, 6/18, 5/19, 5/20, 1/24,9/25

CHAPTER 1
INTRODUCTION

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

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

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

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

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

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

Attachments subject to change without notice.

CHAPTER 2
TRANSPORTATION DEPARTMENT GOALS AND OBJECTIVES

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

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

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

Attachments subject to change without notice.

CHAPTER 3
ATTENDANCE AND ABSENTEEISM

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

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

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

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

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

TRANSPORTATION CALL OUT PROCEDURES

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

- All transportation employees will be required to enter their absences into Red Rover prior to bus no later than 5:30am. In case of an emergency, where absence is required after 5:30am deadline, staff will be required to call transportation office at 609-978-5700 x1062 to report the absence (staff may leave a message). Absences received after this will be accepted, but may result in the loss of the day's pay.
- For afternoon runs, absences must be reported to the transportation office **2 hours** prior to the arrival time. (If absence is reported into Red Rover prior to the morning shift, no phone call is necessary). Staff must call 609-978-5700 x 1062. Staff may leave a message if no one answers the phone, or email office at *transportationoffice@staffordschools.org.*
- All staff is expected to check the fuel level of their buses at the end of the day to ensure that the fuel tank has at least a half a tank of fuel. If the bus has less than half a tank of gas, the driver is expected to refuel the bus before ending their shift, keeping in mind pump hours and days of operation.
- All staff is expected to keep necessary bus paperwork (seating charts, bus stop locations, turning directions, etc.) up to date and placed in a location that is easily accessible. Updates should be completed at the end of the day before leaving the bus. Any necessary updates/notes can be uploaded into Red Rover at the time of entering absence.
- All staff is required to check their emails at the beginning and end of their shifts to check for important notifications and or route changes.

Attachments subject to change without notice.

CHAPTER 4
SCHOOL LOCATIONS AND HOURS OF OPERATIONS

Intermediate School (5th and 6th)	7:30 a.m. - 2:10 p.m. Delayed Opening ~ 9:30 a.m. – 2:10 p.m. Early Dismissal ~ 11:30 a.m.
McKinley School (3rd. and 4th)	7:30 a.m. - 2:10 p.m. Delayed Opening ~ 9:30 a.m. – 2:10 p.m. Early Dismissal ~11:30 a.m.
Oxycocus School (Pre-K)	9:05 a.m. - 3:45 pm Delayed Opening ~ 11:05 a.m. – 3:45 p.m. Early Dismissal ~ 1:05 p.m.
Ocean Acres (1st and 2nd)	08:20 a.m. – 3:00p.m. Delayed Opening ~ 10:20 a.m. – 3:10 p.m. Early Dismissal ~ 12:20 p.m.
Primary Learning Center (PLC) (K)	08:20 a.m. – 3:00p.m. Delayed Opening ~ 10:20 a.m. – 3:10 p.m. Early Dismissal ~ 12:20 p.m.

.

Attachments subject to change without notice.

CHAPTER 5
INCLEMENT WEATHER PROCEDURES

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

DELAYED OPENING

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

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

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

EARLY DISMISSAL

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

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

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

DRIVERS AND ATTENDANTS ARE TO REPORT TO THE GARAGE AT 10:40 AM

School cancellations and announcements will be made via blackboard connect.

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

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

Attachments subject to change without notice.

CHAPTER 6
DRIVER DUTIES AND OBLIGATIONS

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

Attachments subject to change without notice.

Responsibilities

- The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order.
- Arrive to the garage no later than 15 minutes prior to route departure time, you need this to do your complete Pre-Trip of your bus or van.
- School ID is to be worn at all times ~ no exceptions.
- Arrive at the garage no earlier than 20 minutes to departure time.
- Clock in no earlier than 20 minutes prior to your departure, this applies to both the AM and PM.
- If time clock is not utilized the transportation supervisor or the designee will enter times that are on file.
- **Check Bulletin Board and mailbox prior to and at the conclusion of each route sequence.**
- Complete Pre-Trip form daily prior to departing the garage with a bus at all times. Pre-Trips are to be done morning and afternoon. As part of the pre-trip inspection drivers are to check the status of the camera system. Drivers must also check for evidence of mold during the pre-trip inspection.
- Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
- Report any repair need to the mechanics immediately and complete the repair order forms.
- Maintain updated routes and seating charts at all times on their buses these routes are to be easily obtainable and legible for substitute bus drivers. Copy of the seating chart is to be kept in the transportation office and updated immediately when changes are made. ***Paperwork is to be placed on the seat of the bus when departing AM & PM***
- Maintain and keep this manual updated at all times. All memos and notices received should be placed in this manual.
- Drivers are required to adhere to all procedures outlined in this manual including, but not limited to bus breakdown procedures, accident procedures, radio usage procedures, etc.
- Keys are to be placed in the garage on the corresponding bus number hook and are **not** to be left in the buses at any time.
- For their own safety, drivers are **NEVER** to go inside the mechanics' work area for any reason.
- Abide by all of the rules of the road at all times.
- Driver is to address each student by name, learning each name within a timely manner.
- Greet all students as they enter and depart the bus. Driver is also to greet any parent/guardians at the stop.
- Document any incidents warranting a bus conduct report due to a student's behavior. All conduct reports must be written on the proper bus conduct form. These reports are to be submitted to the Transportation Supervisor/Assistant Supervisor or designee immediately.
- Drivers are **NOT** permitted to alter routes or change student bus stops without reviewing with and receiving prior authorization from the Transportation Supervisor or Assistant Supervisor.
- Report any cases where 300 feet does not exist between stops.
- Report any cases where you experience poor visibility at an intersection.
- Adhere to any driving restrictions implemented by the Transportation Supervisor or Assistant Supervisor. See appendix.
- Maintain a fuel level of at least ½ tank at all times. Fuel is to be obtained only at the Stafford Township

Fuel Depot on Haywood Road. Please be aware of the Stafford Township Fuel Depot's hours of operation and that our school calendar does not necessarily coincide. Fueling difficulties must be reported to the office by radio immediately.

- Drivers are not to share a nozzle at the fuel pumps, all drivers must fill in their own code when fueling.
- Drivers are to indicate how much fuel was dispensed along with the mileage and date on the Monthly Fuel Log.
- Transport only **authorized** individuals.
- No unauthorized individuals should board the bus. This includes parents or guardians. The only time a parent/guardian is allowed to board a bus is when they are acting as an authorized chaperone on a field trip.
- Adhere to established routes, designated bus stops, and keep to the assigned schedule. Drivers are permitted to make subtle changes to the route, but are required to:
- Clearly document all changes.
- Maintain a copy of the updated changes on the bus at all times.
- Provide notification of changes in writing to the transportation office requesting the change.
- <u>Examples of subtle changes are:</u>
  - Changing a student's stop to match that of a sibling.
  - Flip-Flopping the order of stops in which they are completed as long as no students' pick-up or drop-off times change.

<u>Examples of changes not permitted:</u>

- Consolidating bus stops.
- Adding bus stops.
- Authorizing door-to-door transportation.

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

Attachments subject to change without notice.

and the information has to be shared in order to protect the student. If you have a question about whether or not information can be shared with another individual, please contact the Transportation Supervisor or Assistant Supervisor.

- If a driver uses a spare bus, they are to make sure that the bus is fueled up and swept after using it. No bus is to be returned without being cleaned and fueled. It must be left clean for the next driver needing it.
- Video cameras are to be checked before leaving the yard. Buses are not to leave the yard without a properly functioning camera system.
- When a bus breakdown occurs the list of students who were on the bus must be brought to the Transportation Office immediately upon returning to the bus garage.
- Attendants are to check along with driver, checking for any students or items left behind
- Other duties as deemed necessary by the Transportation Supervisor or Assistant Supervisor.
- Buses are not to idle longer than 3 minutes
- Any motor vehicle incident is to be reported to the Transportation Supervisor or Assistant Supervisor, this includes all infractions, except parking tickets, including those where you are not at fault. This includes anything that occurred in any of your personal vehicles.
- Drivers are to utilize any bathroom, limited to the schools they are routed to.

Attachments subject to change without notice.

CHAPTER 7
ATTENDANT DUTIES AND OBLIGATIONS

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

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

Attachments subject to change without notice.

CHAPTER 8

CELL PHONE POLICY
BUS DRIVER RESPONSIBILITY

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

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

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

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

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

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

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

Attachments subject to change without notice.

CHAPTER 9
KEYS AND FUELING

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

Attachments subject to change without notice.

CHAPTER 10
RADIO USAGE

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

Radio 10 CODES

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

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

Attachments subject to change without notice.

CHAPTER 11
ROUTING

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

Attachments subject to change without notice.

CHAPTER 12
DRIVING RESTRICTIONS

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

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

Attachments subject to change without notice.

CHAPTER 13
FIELD TRIP PROCEDURES

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

Driver Responsibilities on Field Trips

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

Attachments subject to change without notice.

CHAPTER 14
LOADING AND UNLOADING STUDENTS

LOADING

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

UNLOADING

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

Attachments subject to change without notice

CHAPTER 15
ACCIDENT REPORTING PROCEDURES

DRIVERS

- **All** accidents are to be reported by radio regardless of the severity of the accident. Not reporting an accident that could be classified as a "minor bump-up" or "fender bender" is unacceptable.
- Immediately radio the office with the accident location, number of passengers on board, severity of the accident, and whether there are any injuries.
- Do not to leave the scene of the accident, regardless of whether passengers are on board. If it is not safe to leave the bus in the exact location of the accident, then pull over to the side of the road in a safe area immediately. Do not to continue route under any circumstances.
- Do not proceed until clearance is issued by the Police Department and either the Mechanic or Transportation Supervisor or Assistant Supervisor.
- Driver is to submit to a drug and alcohol test as per outlined DOT procedures indicated at the conclusion of this chapter.
- Submit seating chart with a list of students who were present at the time of the accident and complete the driver's accident report.

OFFICE

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

Attachments subject to change without notice.

MECHANICS

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

Attachments subject to change without notice.

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

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

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

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

Attachments subject to change without notice.

CHAPTER 17
EVALUATIONS

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

Bus videos can be used for In-Service Training.

CHAPTER 18
STUDENT MANAGEMENT AND DISCIPLINARY CONCERNS

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

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

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

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

Attachments subject to change without notice.

CHAPTER 19
VEHICLE PARKING TAGS

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

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

CHAPTER 20
EMERGENCY SITUATIONS

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

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

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

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

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

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

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

Attachments subject to change without notice.

CHAPTER 21
BASIC DOs AND DON'Ts

DO

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

DO NOT

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

Attachments subject to change without notice.

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

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

CHAPTER 22
GARAGE ENTERING PROCEDURE

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

Attachments subject to change without notice.

CHAPTER 23
STANDBY DRIVERS

- Standby Drivers – if at all possible, there will be a standby driver for both the morning and afternoon routes
- Standby driver is asked to arrive at the garage at 6:15.
- Standby driver is to ask the mechanic what buses they are to pre-trip on that particular day and begin immediately. The standby driver is to do a complete pre-trip of all these buses, indicating any problems and submitting the paperwork to the mechanic so any problems can be addressed. Once the pre- trip has been completed the buses are to be turned off. Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
    - Standby drivers are to make sure that these buses have more than a ½ tank of fuel. If the gauge is at ½ tank the bus is to be taken to the Stafford Fuel Depot and filled up.
    - Standby driver is to make sure that the bus is swept and clean. Making sure that the trash can is emptied in the dumpster.
    - If the standby driver finds the bus dirty, they are to report it to the Transportation Supervisor or Assistant Supervisor, they are then to sweep it and empty the trash can.
    - There should be a broom, trashcan, clipboard, glass cleaner, paper towels, vomit bags and vomit clean up dust on each spare bus. Please check for these supplies when doing the pre-trip.
    - All paperwork should be in order on each bus. Clipboards and pencil/pen are to be kept in a very conspicuous location so that it is easily found by any driver.
    - A spare bus **must be pre-tripped** before it can be brought out to a driver.
    - **Standby driver is to remain in the yard until 9:15 AM waiting for any breakdowns.**
- Standby driver is to ask the mechanic which bus they are to use that day and if any additional ones should be pre-tripped. **Arrival time is 1:20 PM**
    - The standby driver is to do a complete pre-trip of all these buses, indicating any problems and submitting the paperwork to the mechanic so the problems can be addressed.
    - Driver is the last in line when leaving the yard and is to remain in the football field.
    - Bus is to be parked heading out of the football field so that the driver can see the PLC exit gate.
    - Buses are not to remain idle for longer than 3 minutes. This is a waste of fuel and a direct violation of the Department of Environmental Protection regulation N.J.A.C 7:27-14.
    - Driver is to make sure that the bus is clean, sweep the bus and they have arranged the seatbelts.
    - Bus is to remain there with the radio on until the last PLC bus has left the school. o Driver will radio the office to let them know that the last bus has left the campus. o At this time the standby driver can proceed back to the bus yard.
    - **Afternoon standby driver is to remain until 4:30 PM**

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

Attachments subject to change without notice.

CHAPTER 24
Terroristic Threats/Weapons on Bus

These are suggested guidelines as not every situation is the same

If there is a verbal terroristic threat:

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

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

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

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

Attachments subject to change without notice.

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

Choose the best option from RUN, HIDE or FIGHT:

RUN

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

HIDE (or take cover on the bus)

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

FIGHT

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

ARMED PERSON SEEN (outside of bus) OR GUNFIRE HEARD

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

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

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

Attachments subject to change without notice.

Chapter 25
Emergency Responses for Threats to School Buildings

Types of Emergency Responses

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

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

- Active Shooter is an internal threat where an individual is attempting to kill staff and students. This is similar to a lockdown drill. If you have entered the school and they are having an active shooter drill or otherwise, get to the nearest room, take cover and remain there until the drill is over (if the room is empty, close the door as it should lock behind you). If you are in the bathroom when the drill is initiated, remain in the bathroom and stand on the toilet until you hear the all clear on the overhead system.

- Bomb Threat is a response when someone has stated there is a bomb in the building or nearby. If you have entered the school and they are in a bomb threat situation or otherwise, get to the nearest room, take cover and remain there until the threat is cleared (if the room is empty, close the door as it should lock behind you). If you are in the bathroom when the threat is initiated, go to the nearest classroom/office and remain there until you hear the all clear on the overhead system.

- Fire Drill is a response when there is a possible fire in the building. If you have entered the school and they are having a fire drill or otherwise, go to the nearest exit and leave the building. Remain outside with other staff/students until you hear the all clear from building administration.

- Evacuation for Non-Fire Threat is a response in which staff/students are not safe inside the building, such as a gas leak. If you have entered the school and they are having a non-fire threat drill or otherwise, go to the nearest exit and leave the building. Remain outside with other staff/students until you hear the all clear from building administration.

Please Note: During emergency situations please utilize your best judgement based on the situation and scenario. You are protected under the good Samaritan Law and abiding by district practices to the best of your ability. There is no right or wrong when an emergency takes place under these circumstances. Implement to the best of your ability A.L.I.C.E – Alert, Lockdown, Inform, Counter, Evacuate

Attachments subject to change without notice.

In the event that a school is doing any of these drills, the bus driver/attendant should be aware of the terminology to not disrupt the drill in progress. In the event that this is an actual emergency, wait for further directions and/or radio information from transportation office. For example, school is in a lockdown upon buses to be arriving for dismissal and you cannot pull up to the school.

Intermediate – Buses divert to parking lot directly behind McDonald's (Manahawkin Commons Shopping Mall)

McKinley – Buses divert to parking lot directly behind McDonald's (Manahawkin Commons Shopping Mall)

PLC – Buses divert to parking lot directly behind McDonald's (Manahawkin Commons Shopping Mall)

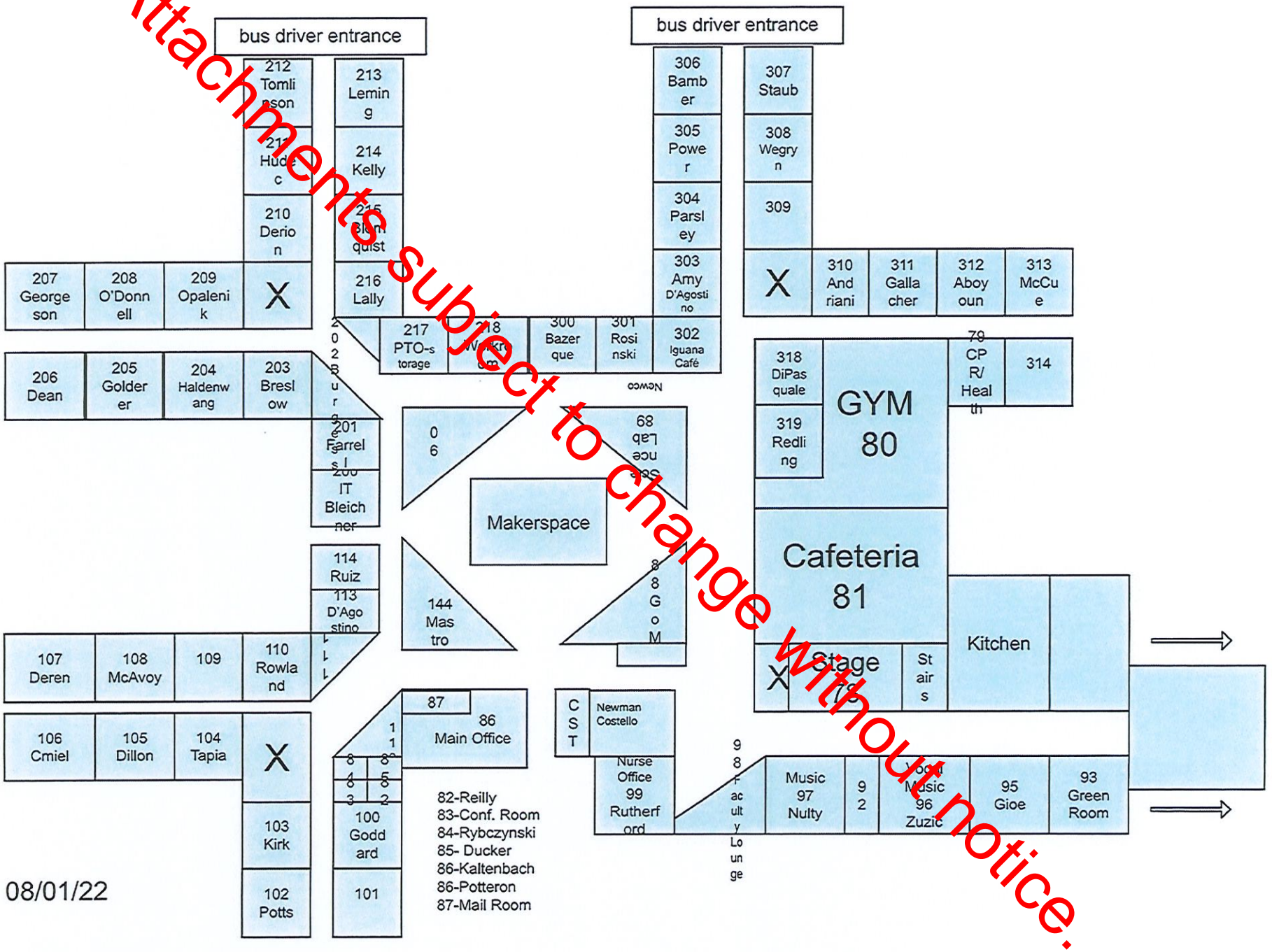
Ocean Acres - Buses divert to Ocean Acres Lake Park Parking Lot/Country Club

Oxycocus – Buses go to Southern Regional

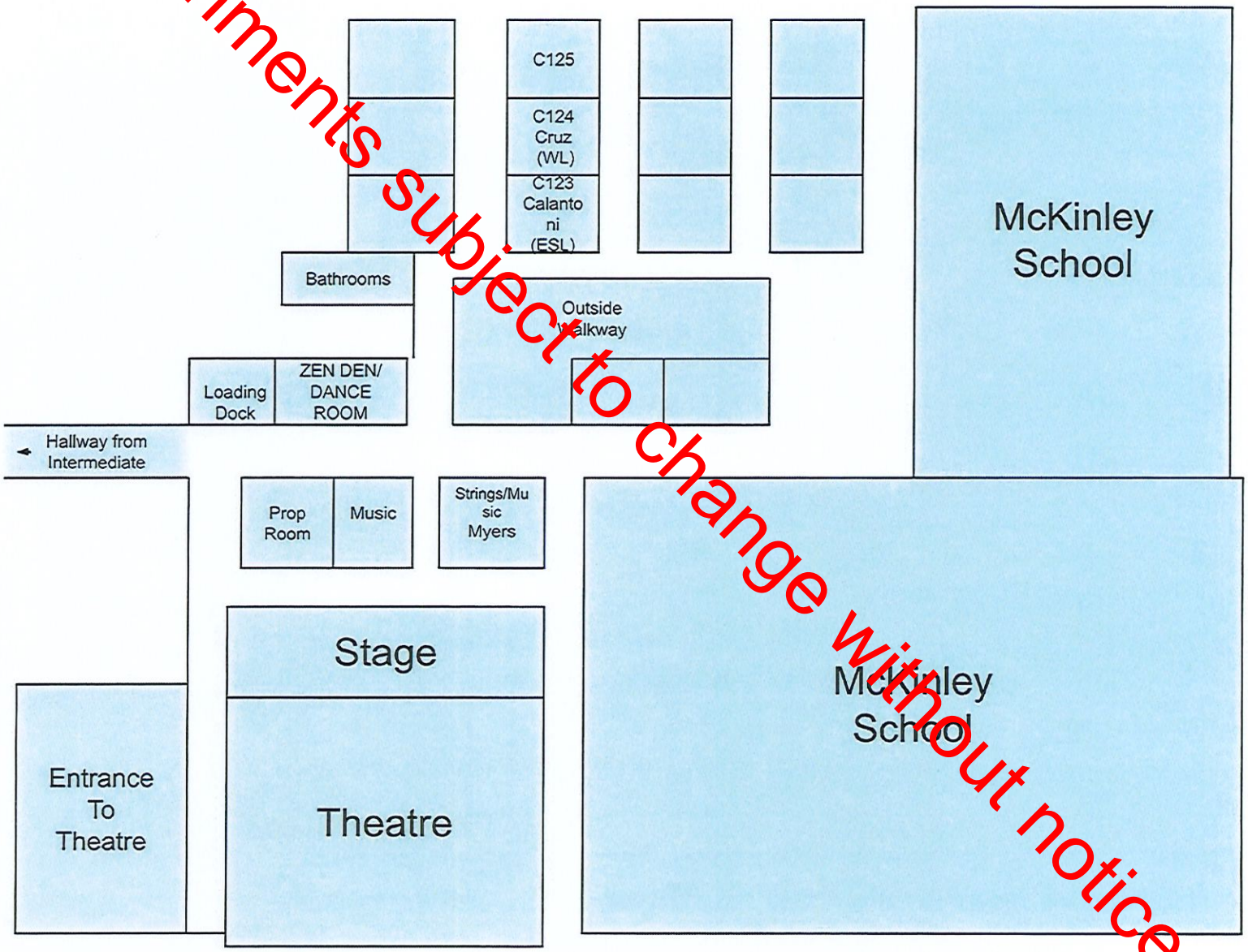
Attachments subject to change without notice.

STAFFORD INTERMEDIATE SCHOOL 2022-2023

Attachments subject to change without notice.



STAFFORD INTERMEDIATE SCHOOL
CONNECTOR



Attachments subject to change without notice.

08/01/22

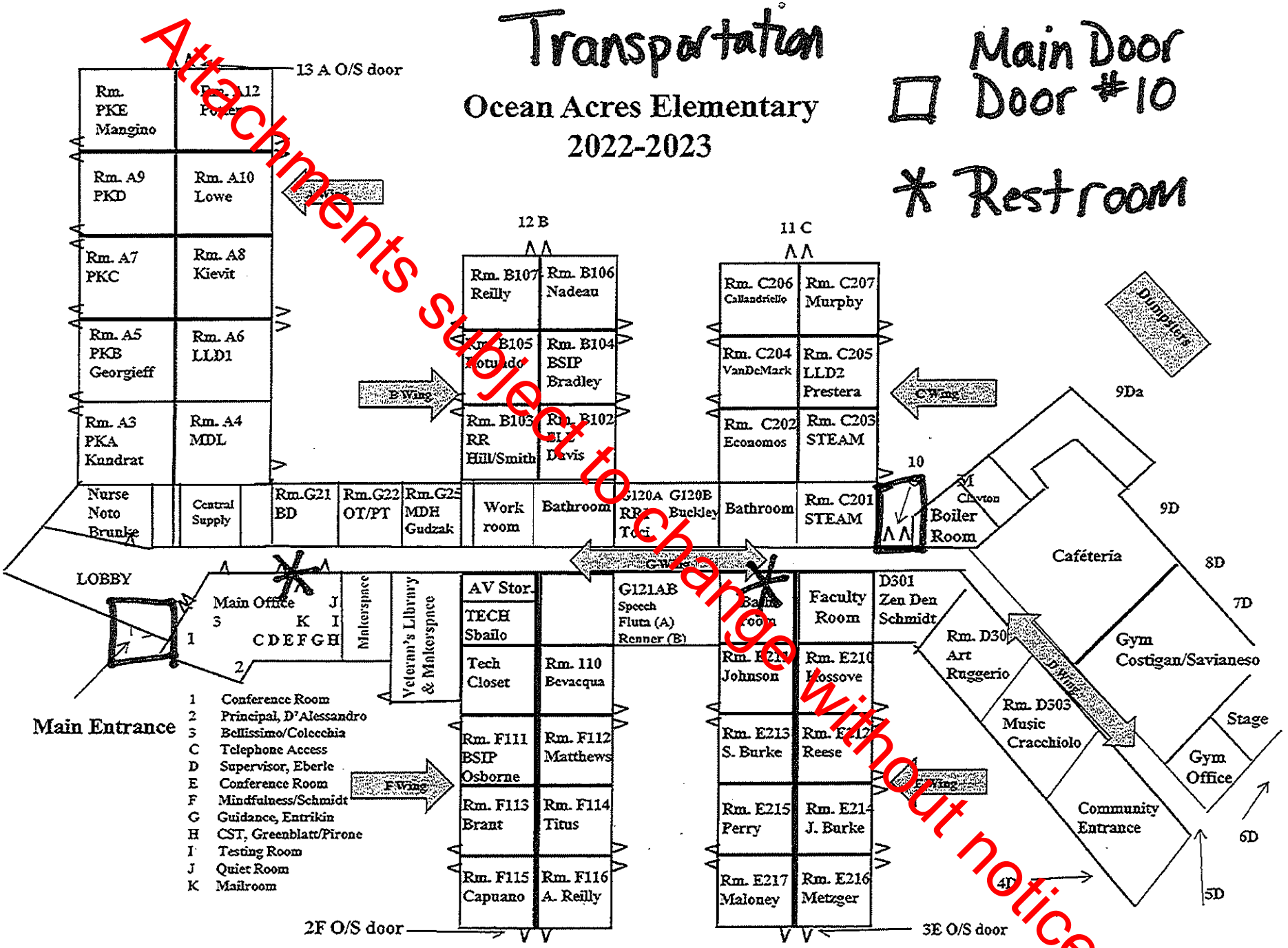
Transportation

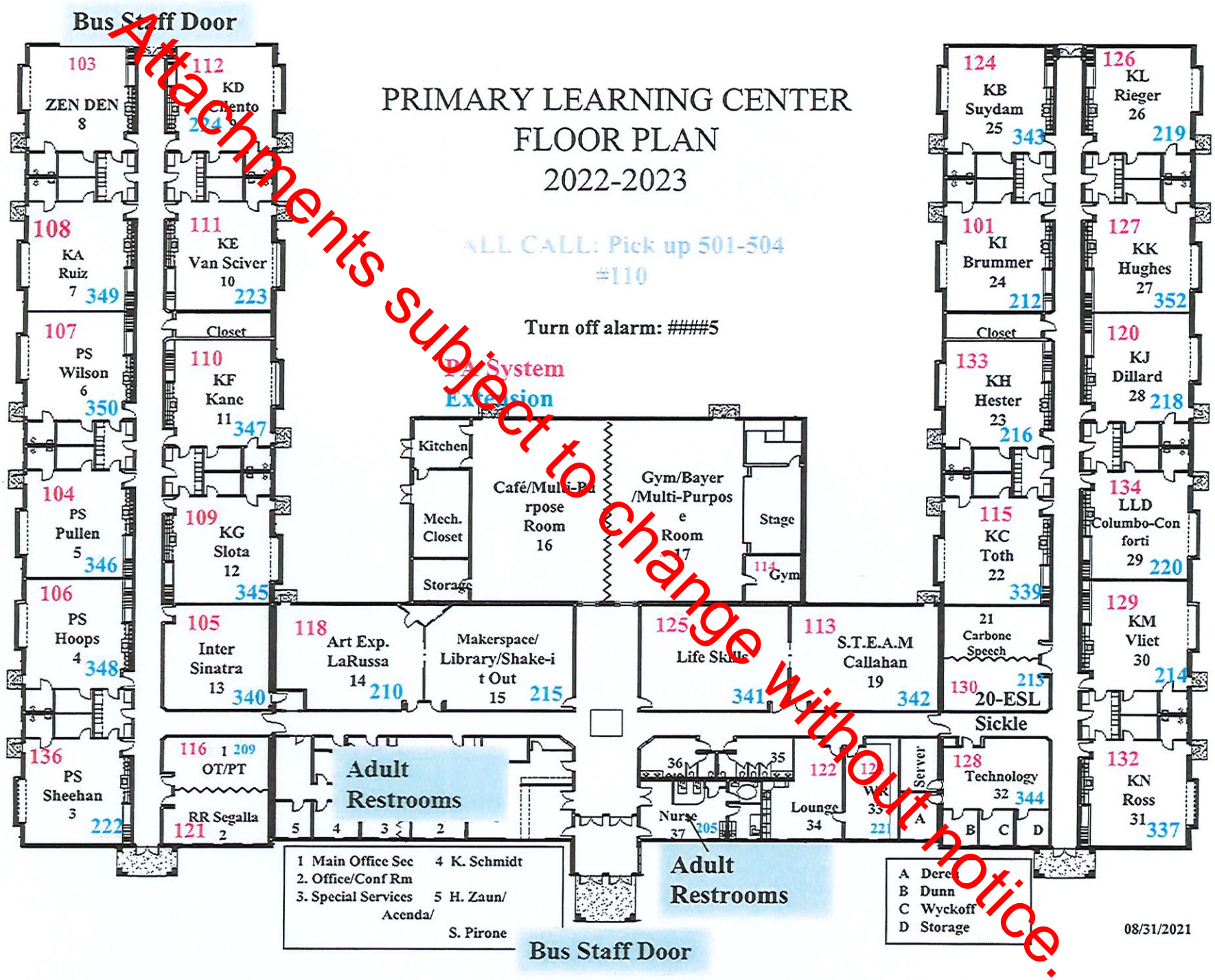
Ocean Acres Elementary
2022-2023

Main Door
Door #10

* Restroom

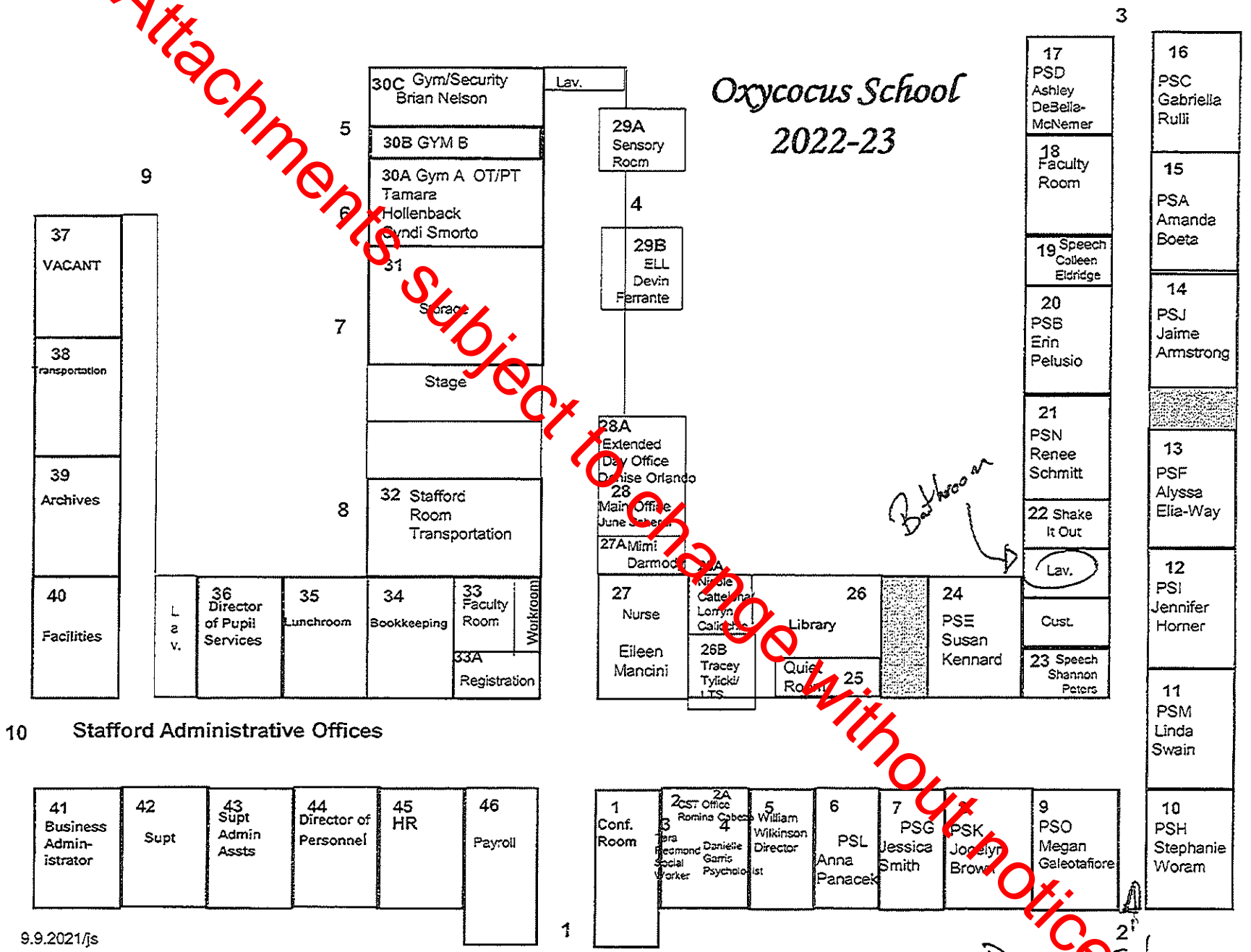
Attachments subject to change without notice.





Attachments subject to change without notice.

Attachments subject to change without notice.



STAFFORD TOWNSHIP BOARD OF EDUCATION
MANAHAWKIN, NEW JERSEY 08050

PURCHASING MANUAL

QPA Max Threshold $53,000

2026-2027

Attachments subject to change without notice.

Lourdes LaGuardia
School Business Administrator/Board Secretary

INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all school district employees with the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law--N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code--N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative codes, when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code, and board policy on purchasing;
2. Promote efficiency in purchasing practices; and
3. Achieve savings through proper purchasing practices.

Proper Planning
We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please consider purchasing in terms of a full year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration encountered with all public school purchasing procedures.

Who Should Review This Manual?
This manual should be reviewed by all administrators, directors, department heads, teachers, secretaries, and others involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

Deliberative Process—Purchases of Goods and Services Take Time!

- **Compliance with Law; Code; Board Policy**

Public school purchasing is a deliberative process designed to ensure compliance with the Public School Contracts Law, appropriate New Jersey Administrative Code, board of education policy, and, when applicable, the Federal Procurement Code.

- **Limit Fraud**

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities.

Public school purchasing is indeed a time-consuming effort; please be patient!

Attachments subject to change without notice.

Mandatory Training
All school personnel involved in the requisition and purchasing process shall attend mandatory training sessions concerning proper purchasing procedures. The training will be presented in two (2) sessions:

- **Session I—Purchasing Procedures**

All administrators, directors, supervisors, and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

- **Session II—Requisition and Purchase Order Process**

All school personnel involved in the preparation of requisitions and purchase orders shall attend this mandatory training session.

Recommending Purchases: Educational/Operational Rationale
Administrators, directors, supervisors, and principals who recommend purchases should be able to explain and justify the need for the purchase, as well as demonstrate why it is essential to the school district. School officials who sign off on requisitions/purchase orders may have to provide an educational or operational rationale for the purchase based on the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than for immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators, directors, supervisors, and principals may need to justify the purchase and, if required, explain the necessity at a Board of Education meeting.

QPA Certification—Current Bid Threshold--$53,000
Any thresholds listed are based on the assumption that the School Business Administrator holds a Qualified Purchasing Agent (QPA) Certificate and that the board of education has set the bid threshold at the current maximum of $53,000.

Attachments subject to change without notice.

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All District employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the District and those dealings with vendors who provide goods and services to the District. All District employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing: Vendor Relations.

Federal Code of Standards of Conduct
The Board of Education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1),** hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award, and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

A. **Financial Interest in any Contract with the Board of Education – Prohibited**
No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education nor receive any benefit, compensation, or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

B. **Solicitation/Receipt of Gifts from Vendors -- Prohibited**
School board members, school officials, employees, or members of their immediate family are prohibited from soliciting, receiving, or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other things of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from The District, or a potential bidder, or an applicant for any contract with The District, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

C. **School District Responsibility – Favoritism, Family Members, Businesses**
School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon the quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families, and businesses in which the official, employee, or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

Attachments subject to change without notice.

D. Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Board of Education shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other things of value of any kind to any official or employee of the Board of Education or any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

F. Disciplinary Actions for Violations of the Policy--Sanctions

In accordance with N.J.S.A. 18A:6-8, any District employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination, and/or revocation of license to teach or to administer.

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award pursuant to UGG, 2 C.F.R. § 200.113. Such disclosures must occur in a timely manner and be submitted in writing to the United States Department of Education or the New Jersey Department of Education.

Conflict of Interests

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Requests for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest—Contact the School Business Administrator

Any school employee who feels there may be a potential conflict of interest with a recommendation for the award with any vendor doing business with The District is encouraged to contact the School Business Administrator for guidance.

Attachments subject to change without notice.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction
"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest." (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior
"A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty." (N.J.S.A. 2C:27-10)

REPORTING OF FRAUD

REPORTING FRAUD, WASTE, AND ABUSE OF FEDERAL FUNDS

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award according to UGG, 2 C.F.R. § 200.113. Such disclosures will be reported in writing to the United States Department of Education and the New Jersey Department of Education, as well as local law enforcement officials.

Fraud Hotline—Display in Public Place

The Board of Education, in compliance with ESEA legislation, posts the following information so that any individual who observes, detects, or suspects improper use of taxpayer funds can easily report such improper use.

The OIG Fraud Hotline—a 24-7 service that accepts tips, complaints, and allegations from all sources about possible theft, fraud, waste, abuse, mismanagement, public corruption, or whistleblower reprisals involving ED programs, operations, or funds.

https://oighotline.ed.gov

You may also call toll-free or write to the OIG: 1-800-MISUSED (1-800-647-8733)
Inspector General Hotline U.S. Department of Education
Office of Inspector General
400 Maryland Avenue, S.W. Washington, D.C. 20202

Attachments subject to change without notice.

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

AUTHORITY TO PURCHASE

Authority to Purchase—School Business Administrator

State statutes, administrative codes, and board policy govern a board of education's purchases of goods and/or services. New Jersey State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the Board of Education.

The Purchasing Agent is the only individual in the school district with the authority to purchase for the Board of Education. The terms "Purchasing Agent" and "School Business Administrator" will be used interchangeably throughout the manual.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the School Business Administrator prior to the goods or services being received.

Purchase Order--Defined

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the School Business Administrator authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service may be authorized to begin by any other individual in the school district other than the School Business Administrator.

Unauthorized Purchases

Any school district employee who orders and/or receives any materials, supplies, or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

The Superintendent of Schools may assign penalties and sanctions for unauthorized purchases, including having the employee pay for the unauthorized purchase.

Attachments subject to change without notice.

Corrective Action for Non-compliance

1. Memo to Administrator
   If the School Business Administrator has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising them of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

2. Memo to Superintendent
   The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order, and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor
   The School Business Administrator will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

District Sanctions and Violations

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
   The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal Indicator #15
   The school district is subject to a penalty of four (4) NJQSAC points for not being in compliance with Fiscal Indicator Item #15, which prohibits confirming or unauthorized orders. The purchasing agent (School Business Administrator) signed all purchase orders, and there are no confirming purchase orders in accordance with standard operating procedures.

3. Audit Findings and Recommendations
   All financial transactions are subject to audit review. The District may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeated audit findings may lead to sanctions against the school district.

4. Employee Sanctions
   The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and codes, board policy, and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, employee suspension, or tenure charges.

Attachments subject to change without notice.

Purchasing Prohibitions

Employees Prohibited from Signing Contracts--Prohibition
Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

Personal Liability
Contracts signed by an employee shall be considered non-binding by the Board of Education with the employee accepting full responsibility for the costs of the contract.

Reimbursements; Employee--Prohibition
The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods that they personally purchase.

Student Activity Accounts--Prohibition
Purchases made through Student Activity Accounts may not be reimbursed with Board funds. The School Business Administrator will not sign purchase orders made payable to Student Activity Accounts for the aforementioned purpose.

Private Purchases -- Prohibited
Goods and services procured by the Board of Education are exclusively for the use of the board and, if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Board of Education are prohibited from privately purchasing goods and/or services from vendors whose bid prices and quotation prices are submitted to the Board.

Attachments subject to change without notice.

Purchasing Guidance

Cancellation of Purchase Orders--Guidance
All requests to cancel purchase orders must be made in writing to the School Business Administrator. Reasons explaining the need to cancel the purchase order must be outlined. The School Business Administrator maintains the sole right to cancel purchase orders.

Credit Cards Prohibited
Pursuant to the New Jersey Department of Education Audit Program page I-5.9, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

Contracts; Purchase Order Required--Guidance
The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of or purchase materials from the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

Preview of Materials--Guidance
All staff members must receive permission from administrators, directors, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

Attachments subject to change without notice.

METHODS OF PROCUREMENT

A. ADVERTISE FOR BIDS (Purchases in the aggregate that exceed the bid threshold--$53,000)

This method is used for procuring goods, materials, services, and public work projects that exceed the **aggregate** of the Board of Education's approved bid threshold of $53,000.

Bid Limit -- $53,000

The Board of Education is restricted by New Jersey state law on how much money can be spent by the District for the entire year on materials, supplies, and services.

This restriction is called the bid threshold or bid limit. The bid limit is $53,000. This means that any specific item, class of items, and/or services of a similar nature purchased by the school district, totaling more than $53,000 in aggregate for the entire year, must be competitively advertised for bid. School officials cannot circumvent the law by splitting purchases to be under the $53,000 bid limit. Administrators, directors, supervisors, and principals who have purchases that may exceed the $53,000 bid limit are to contact the Business Office to begin planning the bid process.

Annual Bids—N.J.S.A. 18A:18A-9

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests Administrators, directors, supervisors, and principals to plan and prepare for Annual Bids. The proposed timelines are as follows:

February-March	Administrators, directors, supervisors, and principals prepare technical specifications to be reviewed by the School Business Administrator.
April	The SBA prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
May/June	Annual bids are received, opened, and tabulated by the School Business Administrator.
June	Bid resolutions are prepared by the School Business Administrator for Board approval.
June	Purchase orders are generated by administrators, directors, supervisors, and principals for services to begin on July 1st.
June/July	Purchase orders are generated for goods and materials to be delivered to the schools for August/September delivery.

N.J.S.A. 18A:18A-2 (l). "**Aggregate**" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Attachments subject to change without notice.

Bidding: Time Frame
As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

Exceptions to the Bid Limit
New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where the Board of Education does not have to advertise bids for goods and services. Some of them are:

- Purchasing through New Jersey State Contract, Other State Approved Co-ops.;
- Professional services as outlined by New Jersey law;
- Textbooks, student-produced publications, library, and educational goods;
- Legal notices, food supplies, milk, utilities, insurance, election expenses, travel, and conferences; and
- Contracts with other government entities, county, and state colleges.

These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37 (a) if practicable.

Award of Contract--Lowest Responsible Bidder
The common thread of all these bids is that the Board of Education has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

Attachments subject to change without notice.

B. QUOTATIONS (Purchases that fall between $7,950 and $52,999)

This method of procurement is used for contracts for goods, materials, services, and public works projects that, in the aggregate, are between $7,950 and $52,999.

Award of Contract—Price and Other Factors
The Board of Education is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a) to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--$7,950 through $52,999
   The quotation limit (threshold) presently is $7,950. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $7,950 and less than $53,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the School Business Administrator.

   School officials cannot circumvent the law by splitting purchases to be under the quotation threshold.

2. Quotation Process
   All quotations shall be in writing and will be coordinated by the Office of the School Business Administrator. When a quotation is deemed necessary, the administrator/supervisor or school principal is asked to contact the Business Office. The School Business Administrator will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

   Please note: The formal quotation process could take about 2-4 weeks from start to finish.

   There will be no telephone quotations, except in cases of extreme urgency.

3. Receipt of Two (2) Quotations; Prefer Three (3) Quotes
   Pursuant to N.J.S.A. 18A:18A-37(a), the purchasing agent shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order. It is the responsibility of the School Business Administrator to solicit formal quotations.

Attachments subject to change without notice.

C. REQUEST FOR PROPOSAL—RFP -- This method is preferred for the following contracts:

Professional Services	**Academic/Operational Services**
Medical	(Contracts less than $53,000)
Auditing, Accounting	Instructional Improvement
Legal	Educational Consultants
Engineering, Architectural	Professional Development
Special Education Related Services	

Award of Contract—Evaluative Criteria
The RFP method is designed to award the contract to the vendor based upon a list of criteria, which include, as recommended by the New Jersey State Comptroller's Office, with the

Best Practices in Awarding Service Contracts (2010)

Technical

- Submission of a narrative of how the firm will provide services, a planned approach; measurable results
- Understanding how services will be provided

Management

- Business organization; staffing
- Experience; and
- Knowledge of the district

Cost

- Fee proposal submission; cost analysis

The contract for an RFP contract does not, I repeat, have to be given to the vendor who submits the lowest price. The evaluative criteria process is designed to award the contract to the vendor whose response will provide the highest quality services at fair and competitive prices.

Attachments subject to change without notice.

D. COMPETITIVE CONTRACTING (Certain Contracts over $53,000)

This procurement method is used for specific contracts over $53,000.00.

The District can only use this method for contacts that are outlined in NJ State Law 18A:18A-4.1. **Some** of the examples that are permitted are

- Proprietary Computer Software for Board Use
  1. Student Data Warehousing
  2. Student Information System
  3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The Competitive Contracting award is similar to the RFP award. It is based upon the same evaluative criteria, which are designed to award the contract to the vendor whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting, as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq., is rather lengthy and may take 6-8 weeks to complete.

E. STATE CONTRACT—NJ START--PURCHASING

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey START (NJ START) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

The School Business Administrator recommends procuring the following equipment and supplies from New Jersey START contract vendors.

❶ ***Office Supplies and School Supplies***

The School Business Administrator will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions in the memo.

❷ ***Computers***

If you plan to purchase computers, please follow the process outlined below before completing your purchase orders.

- *Contact the Director of Technology*

Please contact the **Director of Technology.** The director will be able to assist you with the technical aspects and the State Contract requirements for purchasing computers.

Attachments subject to change without notice.

❸ ***Copiers—Approvals Needed—Superintendent, SBA, and Board of Education***

If you plan to purchase a copier, please contact the School Business Administrator. All purchases of copiers must be pre-approved by the School Business Administrator and the Superintendent of Schools. All purchases of copiers through the State Contract GSA pricing require a board of education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract NJ START Purchasing

The School Business Administrator is required to obtain approval from the Board of Education for all NJ START contract purchases that exceed the bid threshold. All NJ START contract purchases will be verified by the School Business Administrator prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through NJ START Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—**1 NJCP;**
3. Notification of Award attached to the purchase order;
4. Approved the State Contract price list and
5. Shipping and Handling are included.

Attachments subject to change without notice.

OTHER PURCHASING PROCEDURES

A. COOPERATIVE PURCHASING

The school district may use the services of an authorized cooperative purchasing entity to purchase goods and services. Recognized cooperative purchasing groups are, but are not limited to:

- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJ START State Contract)
- National Cooperative Vendors

Cooperative Purchasing System Identifiers—Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order. The following Cooperative Purchasing System Identifiers are provided for your use. This is not an all-inclusive list. The Business Office shall inform all school officials of other cooperative purchasing system entities during the year.

Cooperative Purchasing Systems	System ID
Alliance for Competitive Energy Services (ACES)	
Alliance for Competitive Telecommunications (ACT)	
Bergen Bids	
Camden County Educational Services Commission	66CCEPS
Educational Data Services, Inc..	26EDCPS
Educational Services Commission of New Jersey	65MCESCCPS
Equalis Group	
Hunterdon County Educational Services	34HUNCCP
Monmouth Ocean Educational Services Commission	289-MOESC
New Jersey Cooperative Purchasing Alliance	CK04
Ocean County Procurement Portal	
PEPPM Cooperative Purchasing and Amazon	
Sourcewell	
Stafford Township Cooperative Pricing System	
The Interlocking Purchasing System Program (TIPS) through Texas Region 8 Education Service Center	
U.S. Communities Government Purchasing Alliance National Cooperative/OMNIA Partners	

Attachments subject to change without notice.

B. EMERGENCY CONTRACTS

N.J.S.A. 18A:18A-7 strictly regulates emergency contracts. A situation must exist that affects the health or safety of the occupants of school property and requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the School Business Administrator may award an emergency contract.

C. EUS—EXTRAORDINARY UNSPECIFIABLE SERVICES

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The School Business Administrator will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

D. FEDERAL FUNDS—PROCURING GOODS AND SERVICES WHEN USING FEDERAL FUNDS

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds, except where the federal standards detailed in 2 CFR Part 200.317 et seq. are in conflict or more restrictive. School districts must comply with the Federal Procurement Code, 2 CFR 200.317 et seq., when procuring goods and services using federal funds. The Appendix section of this manual provides a more detailed explanation.

INCREASING A PURCHASE ORDER AMOUNT

There may be times when a purchase order amount has to be increased to meet the needs of the District. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10, will identify and investigate the reason(s) for any increase to a purchase order. An appropriate form to request an increase has been prepared and is available from the Business Office.

Attachments subject to change without notice.

Vendors Doing Business with The District

New Vendors

The School Business Administrator must enter new vendor information into the Business Office financial system before using the services or goods of that new vendor. The School Business Administrator also has to receive specific legal documents from vendors before issuing a purchase order. Depending on the amount of the purchase order in the aggregate, the following documents must be in the possession of the School Business Administrator.

- Affirmative Action Evidence—Certificate of Employee Information Report for Bids Only
- Business Registration Certificate from the State of New Jersey
- Chapter 271 Political Contribution Disclosure form
- Iran Financial Disclosure Form
- IRS W-9 Form
- Russia, Belarus Disclosure Form
- Other documents required by the Federal Procurement Code

Vendor Performance--Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the terms and conditions of the contract. If any school official does not satisfactorily receive goods or services, the School Business Administrator must be informed.

Vendor/Contractor Evaluation & Recommendation

The Public School Contracts Law permits the school district to renew the contract of a vendor or contractor who provides services to the District. School officials administering the contract for those vendors shall, pursuant to N.J.S.A. 18A:18A-42, complete the Vendor/Contractor Evaluation and Recommendation form to determine if the vendor has provided services to the District in an "effective and efficient manner."

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company, or business entity that is on the State Department of Labor and Workforce Development, Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report, or the Federal System for Award—SAM.gov/exclusions.

Renewal of Contracts—Services

Any vendor contract for services other than professional services may be extended or renewed by the Board of Education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. Renewal contract is awarded by board resolution.
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate and
4. Terms and conditions of the contract remain substantially the same.

The School Business Administrator will notify all administrators, directors, supervisors, and principals of any vendor contracts that are eligible for renewals in March of the preceding fiscal year.

Attachments subject to change without notice.

Student Activity Account Purchases

Student activity funds should finance the normal legitimate co-curricular activities of the student body organization. Only expenditures relating to student group activities that benefit students may be made from student activity accounts. Student activity funds are monies generated by students' participation, authorized to be spent by the students, and expended on their behalf.

Signing of Contracts with Vendors--Prohibited
School officials are strictly prohibited from signing any contracts with vendors unless authorized to do so by a board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who, if satisfied, will affix their signature to the vendor contract.

Purchases—Bids May Be Required—Discretion of School Business Administrator
The School Business Administrator is aware of the following exception to bidding.

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education; N.J.S.A. 18A:18A-5 (a) (21)

The School Business Administrator will determine whether an advertisement for bid will be required for a Student Activities purchase that exceeds the bid threshold of $53,000 in aggregate.

Purchases—Quotations Required
Goods and services paid with student activity funds and requiring no budget appropriation from the Board of Education are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note, however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please notify the Business Office of any upcoming purchases exceeding $7,950.

Purchases—Board Resolution Required Exceeding the Bid Threshold
All purchases exceeding the bid threshold, currently $53,000, require prior Board approval at a regularly scheduled meeting.

Board Resolution -- Pursuant to N.J.S.A. 18A:18A-5 (a) (21), all purchases from the student activity account that exceed the bid threshold must be approved by a board resolution prior to the purchase being made.

Purchases of yearbooks, school rings, and catering halls for proms may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

Attachments subject to change without notice.

SELECT PURCHASING TOPICS

A. Field Trip Transportation

Through the competitive bid process, the District has secured prices for various types of transportation vehicles needed for approved field trips. A special bulletin will be issued to all administrators, directors, supervisors, and principals. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase orders must be prepared and processed prior to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the Board of Education resolution approving the destination of the field trip.
3. The approved list of bus companies and corresponding prices is to be used whether the field trip is paid through Board of Education funds (PO) or student activity funds.
4. All field trips using Board funds (purchase order) shall be part of the instructional program, have an educational value, and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents, with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

B. Meals, Refreshments, and Catering

The State of New Jersey, Department of Education, has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on District expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

Permitted Activities for Meals, Refreshments, and Catering

- **Student Activities**
  Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the **instructional program** are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- **Parent Activities**
  Reasonable costs for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

- **Dignitaries**
  Reasonable costs for light meals and refreshments for dignitaries, as defined in the State code, are permissible.

Attachments subject to change without notice.

- **Board Member Meetings -- N.J.A.C. 6A:23A-7.12 (f)**
  Light meals and refreshments are permitted for all board members and for employees who are required to attend a board of education meeting.

Please note that costs for light meals and refreshments are limited as follows:

Breakfast	$ 7.00 per person
Lunch	$ 10.00 per person
Dinner	$ 15.00 per person

(NJ OMB Circular 20-04-OMB Section XI—Letter I)

Documentation Required—Light Meals and Refreshments
Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity, goal, and objectives;
- The make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

Prohibited Activities for Meals, Refreshments, Catering

- **Athletic Activities—Feeding Guests**
  Light meals and refreshments served to ***guests*** at any athletic event, game, or contest are not permitted.

- **Staff and Employees of the School District**
  Light meals and refreshments are not permitted for employees and staff of a school district unless the staff member or employee is essential to ***a student activity*** where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d)

- **Honoring Employees**
  Receptions, dinners, or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.
  Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

Attachments subject to change without notice.

Textbooks: Approval and Purchase

Approval of Textbooks
In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that the Board of Education has not approved is a violation of state law. The District has set up procedures to have textbooks approved by the Board of Education.

Purchase of Textbooks and District Review
New Jersey Administrative Code 6A:23A-9.3 (c) (12) requires the purchase of textbooks to meet one of the following conditions:

- The purchase is in accordance with a textbook replacement plan;
- Textbooks have been identified as stolen or destroyed; or
- A change in curriculum or a new edition requires a new textbook.

All purchase orders for textbooks must withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

Textbook Order Rationale Form (See Appendix)
This form, which must be completed and attached to the front of the purchase order, requires the administrator or supervisor to explain the reason for the purchase and provide documentation that the textbook was pre-approved.

Budget Accounts
As always, only textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.

Ordering Books: Recommended Purchasing Procedures

Purchase Orders Processed—Once a Month
The Business Office, to ensure compliance with Public School Contracts Law and board policy, will now process all purchase orders for books and workbooks that require a board of education approval once a month.

The Business Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceeds the bid threshold. If the total cost of the purchase orders exceeds the bid threshold, then the Business Office will prepare the appropriate board resolution. After the board of education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

Attachments subject to change without notice.

Purchases Must Be Planned
All schools/offices buying books and workbooks must now plan appropriately. Administrators, directors, supervisors, and principals are to direct teachers and staff members to have all purchase orders ready before the deadline; otherwise, they will have to wait for the next board of education meeting.

Online Pricing or Price Quotations
School principals are to ensure that purchase orders for books and workbooks are prepared using pricing obtained through the book company representative or online pricing.

Purchase Order Review – Online Pricing or Price Quotations
The Business Office will review each purchase order for books and workbooks. It is expected that the purchase order will have the following attachments.

- Copies of the price quotation received from the sales representative or
- Copies of the online pricing were obtained from the company's website.
- The sales representative or the customer service number must confirm shipping and handling costs.

Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.

Attachments subject to change without notice.

Travel Reimbursement--Purchase Order—Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

- **Written Approval of the Superintendent—prior to a travel event**
  The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.
- **Board of Education Approval—prior to a travel event**
  The travel shall be approved by resolution at a public board of education meeting, again prior to the travel event. A copy of the board resolution shall be attached to the purchase order.
- **Reimbursement Procedures**
  Prior to being reimbursed for approved costs for the travel event the following must be presented with the purchase order when applicable.

  1. Approvals in writing;
  2. Travel Report;
  3. Receipts for hotel and meals (when applicable);
  4. Mileage Travel Form;
  5. Driver's License; Vehicle Registration; Insurance Card; and
  6. Other documents when requested.

All public school employees must review all board policies and school administrative procedures with the School Business Administrator prior to planning the travel event.

Additional Rules and Procedures
Additional rules and procedures on travel are available by contacting the School Business Administrator.

Attachments subject to change without notice.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting requires the District to maintain physical accountability over district-owned assets. Fixed assets are property, plant, or equipment, assets that are long-term and have continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset
For this purchasing manual and to be in compliance with law and code, a fixed asset is a single item with a cost of $2,000 or more.

Recording of Fixed Assets
School officials ordering and receiving a fixed asset item shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the District's barcoding system.

Disposal of Fixed Assets
All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials in the disposal of all school property, especially those identified as fixed assets.

Attachments subject to change without notice.

Purchase of Food Supplies Guidance

1. **Purchase of Food Supplies – Supermarkets**
   New Jersey state law and code exclude the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and offices have prepared purchase orders to:

   ShopRite, Costco, BJs Wholesale Club

   Food supplies purchased from the supermarkets shall be in compliance with state law and code, and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

2. **Food Supplies**
   New Jersey Administrative Code 6A:23A-16.5 (b) clearly notes that food supplies include only supplies that are consumable as food or drink and substances that may enter into the composition of food in the operation of a school cafeteria or in a home economics class. Administrators, directors, supervisors, and principals are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the cash register receipts and highlight those items that do not follow the code.

Purchase Order Deadline—Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about **May 1, 2026,** unless on an earlier date set by the Superintendent. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal-funded program grant programs;
- Travel reimbursements; and
- Other goods, materials, or services approved by the Superintendent

Attachments subject to change without notice.

Contracted Service Providers—Protecting Our Children

Regular Contact with Students
During the performance of a contract with the Board of Education, a contracted service provider may come in contact with district students. The District fully understands its obligation to provide a safe educational environment for all students and staff members. To this end, if the Board of Education requires all bidders to sign a statement of Assurance of Compliance, to acknowledge their understanding of the below-listed requirements and the bidder's assurance of compliance with these listed requirements.

Anti-Bullying Reporting—Requirement N.J.S.A. 18A:37-13.1 et seq.; N.J.A.C. 6A:16-7.7 (c)
When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer or the School Business Administrator/Board Secretary.

Criminal History Background Checks N.J.S.A. 18A:6-7.1
When applicable, the contracted service provider shall provide to the school district, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and who comes in regular contact with students has had a criminal history background check and, furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide proof of criminal history background check for any employee coming in regular contact with students prior to commencement of contact may be cause for breach of contract. See NJDOE Broadcast 9/9/19

Pre-Employment Requirements P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq.
When applicable, all contracted service providers whose employees have regular contact with students shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

https://nj.gov/education/crimhist/preemployment/

Attachments subject to change without notice.

The Requisition and Purchase Order Process

Roles and Responsibilities

Attachments subject to change without notice.

See Appendix F and G for Detailed Information and Examples

A. Responsibilities When Preparing a Requisition

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. They are to ensure the following:

1. **Requisitions are typed** -- All requisitions are entered in the District requisition system.
2. **Vendor's Name**--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.
3. **Vendor's Complete Address** -- The purchase order must include the vendor's complete address and phone number. Post Office Box addresses are not acceptable unless they are from major, well-known companies.
4. **Current Budget Year Included** -- The current budget year must be included in the body of the Purchase Order/Requisition.
5. **Description of Items, Services, Costs, and Catalogue Numbers** -- Items and/or services requested are to be described clearly with correct and up-to-date catalog numbers/ISBN and costs. Brand names, model numbers, colors, sizes, and other descriptive items are required.
6. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. Please read the catalog or contact the vendor to determine the actual shipping and handling costs.

   If you are unable to ascertain the actual charges, type:

   "10% Estimated Shipping and Handling"

   If there are no shipping and handling charges, type on requisition/purchase order:

   "Shipping and Handling Included"

7. **Delivery Address--Attention of** -- The delivery address should include the name of a person or a specific department.

8. **Delivery, Types of ---** The Board of Education recognizes two (2) types of delivery.

   a. INSIDE DELIVERY
   Items are to be delivered to a Board of Education location, taken off the truck by transportation carrier personnel, and brought to a designated area inside the school or office building.

   b. SPOTTED DELIVERY
   Items are to be delivered to a Board of Education location, taken off the truck by transportation carrier personnel, and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible for then uncrating, setting up, and assembling items to determine good working order and removing all debris to the satisfaction of the Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

9. **Total Cost** -- Please include the words "Total Cost" on the purchase order with the actual amount of the order. *Minimum Order* -- the minimum order amount for all purchase orders is $50.00. Please try to plan and combine orders to exceed the $50.00 limit.

10. **Budget Account Number** -- Please be sure the correct Budget Account Number is typed on the requisition.

11. **State Contract Orders** -- When ordering through NJ START State Contract vendors (minimum order $100.00), please note the following:

    a. State Contract Number must be included on the requisition;
    b. **1NJCP** must be included on all State Contract requisitions and purchase orders;
    c. Shipping and Handling Included; and
    d. Appropriate documentation when required.

    Special guidance will be issued as it pertains to State Contract purchases.
    As a reminder, the minimum order amount for a State Contract purchase is $100.00

12. **Quotations** -- If quotations are obtained, please attach to the purchase order a copy of each written quotation received. Please type the quotation date and the quotation number.

13. **Bids** -- If bids are obtained, please include the following on the requisition:

    a. Bid Date; and
    b. Bid Number.

Attachments subject to change without notice.

14. **New Jersey State Sales Tax—School Districts Exempt**
The Board of Education is exempt from paying New Jersey Sales Tax.
New Jersey local school districts are political subdivisions of the State. Their purchases are exempt from New Jersey sales and use taxes, and the Board is not exempt from paying out-of-state sales and use taxes.

ST-5 Form Not Required
An exempt organization ST-5 certificate or number is not required for the local school district, public school, or board of education to make tax-exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check or a school voucher.
Reference—NJ Division of Taxation Tax Bulletin TB-49

Attachments subject to change without notice.

Responsibilities of Administrator/Supervisor or Principal

The person authorized to approve requisitions must ensure the following are reviewed before the requisition is sent to the School Business Administrator.

1. **Funds Available**

They must verify whether their budget has sufficient funds *to cover the purchase order amount.*

2. **Requisition Completion**

They must check to determine that items 1-14 previously noted (Responsibilities of the Originator) have been *properly completed.*

3. **Operational or Educational Need for Purchase**

Administrators, directors, supervisors, and principals who approve requisitions should be able to explain why the purchase is essential to the school district. They should be able to support the purchase as an educational or operational need for the district. Of most importance, they should be able to answer the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?

Requisitions are to be approved online by the appropriate administrator.

4. **Approval of Principal**

Central office administrators, directors, and supervisors have been notified that whenever they order equipment for the instructional staff of the various schools, the purchase order must be approved by the school principal. The principal must co-sign the purchase order for equipment purchases.

It is the responsibility of the central office administrator/supervisor to obtain the signature of the principal.

5. **Originator Copy**

The originator copy of the purchase order remains in the office of the administrator/ supervisor/principal. When preparing a requisition, please retain a copy for your files.

6. **Receiving Copy**

Once the purchase order has been posted and mailed to the vendor, the Business Office will send the Receiving Copy of the purchase order back to the school or office. If you do not receive the Receiving Copy within two (2) weeks of signing the purchase order, please contact the Business Office.

Attachments subject to change without notice.

Responsibilities of the Superintendent of Schools
The Superintendent reviews and determines each purchase order's educational or operational value. If satisfied, the requisition is approved and forwarded to the Purchasing Agent.

Responsibilities of the Business Office
The Purchasing Agent reviews each purchase order. Special attention is given to the following:

- **Available Funds**—The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing a PO, be sure to check for funds availability.

- **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with Federal and State Law and Board Policy.

The Business Office checks the cost of each item and determines if it can be purchased from another source at a saving. The Business Office also reviews whether the purchase exceeds:

The Quotation Limit	**$ 7,950.00**
The Bid Limit	**$53,000.00**

A determination will be made by the Purchasing Agent whether the district has to solicit quotations or advertise for a bid.

Document Check
Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts $53,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases $7,950.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)
    - Purchases over $17,500.00 (cumulative)
- Iran Financial Disclosure Form
- IRS W-9 Form
- Russia, Belarus Form
- Other Federal Procurement Documents.

Technical Review of Purchase Order -- The purchase order is also reviewed for technical aspects as

- Account number missing or incorrect;
- Shipping charges added;
- Signatures missing;
- State contract numbers incorrect/missing;
- The vendor address is incomplete.

Attachments subject to change without notice.

Incomplete or improper purchase orders/requisitions will be returned with a memo explaining deficiencies. See a copy of the memo in the Appendix.

If the Purchasing Agent is satisfied, they sign the purchase order and/or approve the requisition. The Business Office will then:

- Issue a purchase order number;
- Enter the purchase order in the computer, and
- Mail the purchase order to the vendor.

Purchase Order Process--Deliberative Process—Five to Ten Days
As explained, the purchase order process may take 5 to 10 days to complete. Public school purchasing takes time, as it is a deliberative process designed to comply with the law and limit fraudulent activities. Please plan accordingly.

Transfer of Funds--The Business Office processes purchase orders only if appropriate funds cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All letters requesting a transfer of funds are to be sent to the School Business Administrator.

All fund transfers must be approved by the Board of Education at a public meeting.
In certain cases, some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

Responsibility of the Vendor
The Business Office sends the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

Signed Voucher	Invoice
All Packing Slips	Receiving Copy (Pink) Signed

The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of or purchase materials from the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

Attachments subject to change without notice.

ACCOUNTS PAYABLE SECTION

Receipt of Goods/Services

A. Processing the Requisition/Purchase Order--Design of Purchase Order

The purchase order is made of up to 6 sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order after all required administrators have approved the requisition in the Business Office Software System).

Copy	Disposition
Vendor Copy	Sent to the vendor to order items/provide services
Voucher Copy	Sent to the vendor for signature
Receiving Copy	Sent to school/office; returned to the Business Office upon receipt of goods/services
File Copy	Remains on file in the Business Office
Authorization Copy	Signatures authorizing purchase remain on file in the Business Office.
Originator Copy	Remains with the office of the administrator or supervisor.

B. Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

1. **Receipt of Items Ordered**

   All items received be immediately checked. Please note the following:

   a. Obtain a copy of the purchase order and packing slip of the items ordered.
   b. Open boxes and check off items received on the receiving copy and the packing slip.
   c. If all items are enclosed, then sign and attach packing slips to the receiving copy of the purchase order.
   d. The school principal/office supervisor should sign the receiving copy and send it with the packing slip to the

Accounts Payable, c/o Business Office

Receipt of Goods and Services—Responsibilities of Administrators; Directors, Supervisors

Administrators, directors, supervisors, and principals are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip, then the administrator should do the following:

- Sign the packing slip to confirm receipt of delivery of goods;
- Sign the Receiving Copy of the purchase order;
- Sign any invoices that may have been submitted with the order and

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

Attachments subject to change without notice.

Accounts Payable Procedures—Notification Process—Unreturned Paperwork

There will be instances where the Business Office Accounts Payable Office will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion. The School Business Administrator has approved the following procedures.

- **Thirty (30) Day Notice—Original**
  The Accounts Payable Office will send a reminder notice to all schools and offices that have not submitted their paperwork after 30 days of receipt of the invoice.

- **Second Notice—Seven (7) Days**
  The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the school or office.

- **Final Notice—Seven (7) Days**
  The Accounts Payable Office will send a Final Notice reminder seven (7) days later if no paperwork is received from the school or office.

- **Superintendent's Office Contacted—Three (3) Days**
  The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

All receiving copies of purchase orders and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items.

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation. **Paying Bills in a Timely Fashion—within 30-60 days** and **Paying Bills Pursuant to State Law—within 90 days N.J.S.A. 18A:18A-10.1**

2. **Problems Encountered with Receipt of Goods**

   - ***Problem:*** **Back Orders**
     Sometimes items ordered will not be received in the first shipment. This is known as a backorder. The packing slip will have backorder written on those particular items.

     Process to Follow: **Back Orders**
     If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

     - Mark off received in Genesis and then upload any packing slips.
     - Notify the Bookkeeping Office of all back orders.
     - Upon receipt of the back order in the next shipment, mark off received in Genesis and then upload any packing slips.

Attachments subject to change without notice.

- ***Problem:*** **Items Missing from the Order**

  Sometimes, items are marked on the packing slip as they were delivered but are missing from your shipment.

  Process to Follow: **Items Missing**

  - Call the company and tell them what was missing.
  - Upon receipt of the missing item(s) in the next shipment, mark off received in Genesis and then upload any packing slips.
  - Keep the Bookkeeping Office apprised (via email) when calling the company.

- ***Problem*:** **Items Damaged; Wrong Item**

  Sometimes you will receive items that are damaged or the wrong item.

  Process to Follow: **Items Damaged; Wrong Item**

  - Call the company and ask them what the procedure is for returning damaged or wrong items.
  - Return the item(s) to the company.
  - Email the Bookkeeping Office that the item(s) were returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
  - Upon receipt of the missing/wrong item(s) in the next shipment, check off in Genesis Receiving and upload the Bill of Lading, showing that the returned item(s) were shipped.

- ***Problem:*** **Discontinued Item**

  Sometimes the items you requested have been discontinued.

  Process to Follow: **Discontinued Item**

  - Email the Bookkeeping Office.

  Do not call the company for a replacement item. You must complete a new purchase order.

Attachments subject to change without notice.

VENDOR PAYMENT PROCESS
Contracted Services

Role of the School District

Purchase Order Contract Amount—Not To Be Exceeded!
The contracted services vendor/provider (vendor) receives a purchase order from the School Business Administrator notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized by the Board of Education in writing.

Monitoring Contract Amount—District Administrator's Responsibility!
The School Business Administrator asks all district administrators, directors, supervisors, and principals to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. If the total contract amount is close to being exceeded, they are asked to contact the school business administrator forty-five (45) days in advance. The School Business Administrator can then begin a process to exceed the purchase order amount pursuant to the administrative code.

Exceeding Contract Amount—Unauthorized Service!
If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators, directors, supervisors, and principals are asked to monitor the dollar amount of services being provided to the District.

Monitoring Contract Amount—Vendor Responsibility!
The District asks all vendors to monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator forty-five (45) days in advance if the total contract amount is close to being exceeded.

Exceeding Contract Amount- Written Authorization!
Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of a new purchase order being issued to the contractor and signed by the School Business Administrator.

Submission Deadlines -- Fifth (5th) of Each Month
The Board of Education traditionally meets on the third Thursday of each month. The Business Office asks that all bills and invoices for payment be submitted *prior* to the 5th of each month.

All bills and invoices submitted to the Business Office by the vendor will be sent to the appropriate school district administrator/supervisor for review and approval. The Business Office cannot begin the payment process until it receives the invoices signed and approved by the appropriate administrator.

Attachments subject to change without notice.

End-of-Year Billing/Cancellation of Purchase Orders

Administrators, directors, supervisors, and principals are to work with contracted services vendors so that end-of-the-year invoices are submitted to the Business Office in a timely fashion. This is imperative. In order to comply with the State of New Jersey Department of Education requirements, The District has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be canceled, thereby causing a delay in payment.

Attachments subject to change without notice.

APPENDIX

A. Formal Bid Process

B. Emergency Purchases/Contracts

C. Memorandum--Return of Purchase Order

D. Chart—Purchase Order Requirements

E. Vendor Letter—Unauthorized Purchases

F. Entering Requisitions from the Employee Portal

G. How to Receive Purchased Items in the Employee Portal

H. Federal Contracts

1. Federal Programs for School Districts
2. Compliance with 2 CFR 200.317 et seq.
3. Federal Funds Procurement Methods
4. Debarment and Suspension for Federal Contacts
5. Stevens Amendment

I. Federal Procurement Chart of Thresholds

J. Textbook Rationale Form

Attachments subject to change without notice.

FORMAL BID PROCESS

Process	Time Line
The initial request to bid is made by the Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials, or services to be bid by the School Business Administrator.	One Week
Return reviewed specifications to the Administrator/Supervisor for final approval. The Administrator/Supervisor signs off on final approval.	One Week
The bid package is prepared by the School Business Administrator.	One Week
Copies of bids are prepared.	One Day
Legal advertisement sent to the newspaper.	Three Day Advance Notice
Bid Date/Time -- must be at least ten days after the Legal Ad appears in the newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. School Business Administrator	One Week
The Administrator/Supervisor prepares a spreadsheet showing the lowest bidders and recommends the award of the bid. The School Business Administrator reviews bids. A resolution is prepared.	One-Two Weeks
Bids are reviewed at the Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by the Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

Attachments subject to change without notice.

(Appendix A)

EMERGENCY CONTRACTS (18A:18A-7)

A. Background

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season, or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency. Federal and the State of New Jersey *Declarations of Emergencies* may also apply. The School Business Administrator will contact the board attorney for guidance on such declarations.

C. Process in Declaring an Emergency

1. **Superintendent of Schools Notified**
   The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. **School Business Administrator Notified**
   The official in charge of the building or facility wherein the emergency occurred shall notify the Business Administrator of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

   Such notification shall be prepared in writing and filed with the School Business Administrator as soon as possible.

3. **Awarding of Contract by School Business Administrator**
   If the School Business Administrator is satisfied that an emergency exists, the School Business Administrator is authorized to award the contract by state law.

4. **Filing of Documents with the State and County by the School Business Administrator**
   In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. **Acknowledgment by the Board of Education**
   The Board of Education shall review and acknowledge said emergency purchase at its next regular Board of Education Public Meeting. This may be done by board resolution.

(Appendix B)

Attachments subject to change without notice.

MEMORANDUM

To: _____

From: _____, School Business Administrator

Date: _____

Re: ***Return of Purchase Order(s)***

I am returning the attached requisition/purchase order(s) for the reason(s) checked below:

____ Account Number Incorrect; Missing--Please use Account Code # _____

____ Bid Number, Quotation Number--Not Included

____ Board Resolution Needed--Attach to Requisition/Purchase Order

____ Conference Request Form--Not Attached; Not Approved

____ Description of Item(s), Service Needed

____ Funds; Federal/State – Title of Grant Program – Type on Purchase Order/Requisition

____ Minimum Order $50.00 Minimum State Contract Order $100.00

____ Proposal/Contract Missing -- Attach to Purchase Order

____ Quotation Needed--Please contact me to discuss the process

____ Rationale Form Missing; Unsigned

____ Shipping Charges Not Added

____ Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"

____ Signature Missing--Administrator, Supervisor, Principal

____ State Contract Number Incorrect, Missing--State Contract Documentation Missing

____ Textbook Documentation Missing

____ Website Documentation / Board Resolution

____ Unauthorized Order--Please contact me to discuss procedures.

____ Vendor Address Incomplete--Post Office Box Number Only

____ Vendor Check Needed?

____ As Per the Attached Memo

____ Other_____

_____

Please make the adjustments needed and return the requisition/purchase order with this form to my office.

(Appendix C)

Attachments subject to change without notice.

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	*AFFIRMATIVE ACTION EVIDENCE (AA)*	*BUSINESS REGISTRATION CERTIFICATE (BRC)*	*CHAPTER 271 PCD (PAY TO PLAY) (271)*	*RUSSIA BELARUS FORM Goods and Services Only*
Up to $ 7,950	(a)	No	No	**$1,000**
$ 7,950 - $17,499	(a)	**YES**	No	**YES**
$17,500 - $52,999	(a)	**YES**	**YES**	**YES**
$53,000 – and over	**YES**	**YES**	**YES**	**YES**

Affirmative Action Evidence Exemptions

- Contracting Units Subject to Title 40A:11
- State of New Jersey Contract Purchases
- Boards of Education including Educational Services Commissions
- Other contracting units, e.g., County and State Colleges and local authorities, boards, etc.

Business Registration Certificate Exemptions

- Contracting Units Subject to Title 40A:11
- State of New Jersey Contract Purchases
- Boards of Education including Educational Services Commissions
- Other contracting units, e.g., County and State Colleges and local authorities, boards, etc.
- Non-profit Organizations

Exempt Situations

- Emergency Purchases – No payment unless BRC is on file.
- Employee settlements paid to attorneys;
- Establishments that are out of state & business being conducted takes place out of state, e.g., hotels, band camps, seminars, theatres, etc.
- Purchase made entirely through School Student Activity Funds.

Chapter 271 (PCD) Exemptions

- Contracting Units Subject to Title 40A:11
- State of New Jersey Contract Purchases
- Boards of Education including Educational Services Commissions
- Other contracting units, e.g., County and State Colleges and local authorities, boards, etc.
- Non-profit Organizations
- New Jersey School Boards Association
- Contract Renewals
- Public Utilities, e.g. PSE&G

Exempt Situations

- Emergency purchases;
- Litigation payments to parties through a court order.

(a) It is suggested that Affirmative Action evidence is on file from vendors and contractors.
It is further recommended that the District have on file the Iran Disclosure Form from all vendors.

Attachments subject to change without notice.

(Appendix D)

STAFFORD TOWNSHIP BOARD OF EDUCATION

OFFICIAL VENDOR NOTIFICATION

AUTHORIZED PURCHASES
The Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the District require:

- Written Official Purchase Order with a Purchase Order Number and
- Authorized Signature (School Business Administrator)

UNAUTHORIZED PURCHASES
School district administrators, employees, and board of education members are not permitted to contract with vendors on behalf of the district.

Any Board employee who orders and/or receives any materials, supplies, or services without first going through the approved purchase order process has made an unauthorized purchase.

VENDOR'S RESPONSIBILITY

- **Official Purchase Order**

Vendors are not to honor or accept requests to provide goods or services unless they receive an official written purchase order with a purchase order number signed by the School Business Administrator.

- **Authorized Signature**

The Board of Education will only recognize purchase orders signed by the School Business Administrator.

- **Contact the Business Office!**

If any Board employee attempts to place an order without providing an authorized purchase order, please alert

Lourdes LaGuardia
School Business Administrator

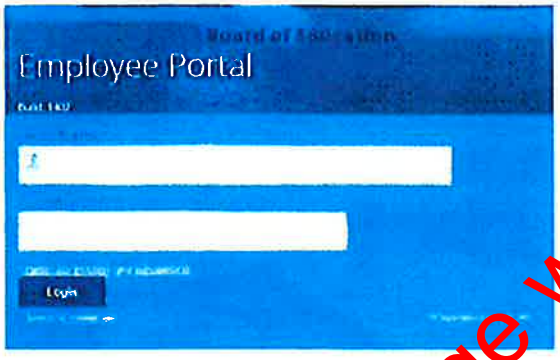
You will NOT Get Paid!
The Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

Attachments subject to change without notice.

(Appendix E)

Entering Requisitions from the Employee Portal

To work with Requisitions, log into your employee portal. The same place you get your pay stub.



Once in your portal, click on the ***Budget*** tab. The ***My Requisitions*** tab is where you will enter a new requisition as well as view all previous requisitions entered by you for this school year.



You have the ability to search your list of requisitions by using the fields listed in the search section of this screen.

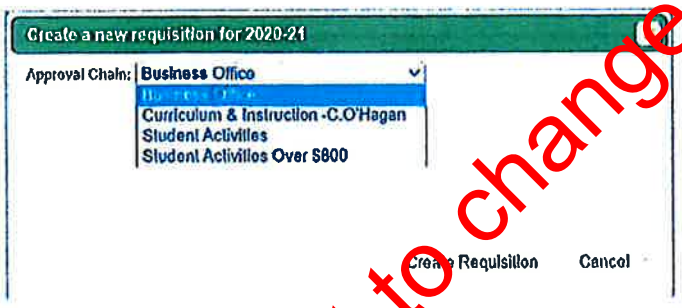
NOTE: throughout Genesis you will notice when entering new data in a field the data is red. This means the data is not saved. ***Be sure to save often.*** If you move to another area and do not save the data will be lost and you will have to re-enter.

Attachments subject to change without notice.

Entering a New Requisition

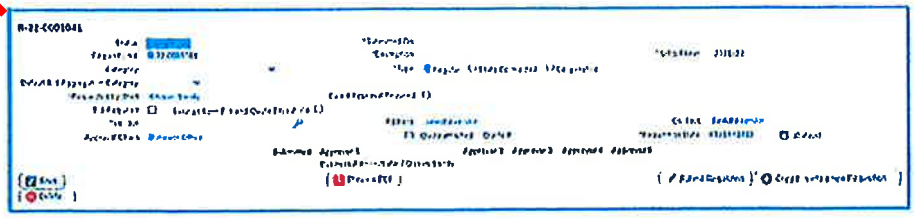
1. Click on the ***New Requisition*** button.

1. If you are able to enter requisitions for more than one group, you will see more than one option when you use the ***Approval Chain*** drop-down. Select the group for which this requisition is being entered and then click the ***Create Requisition*** button.



1. The Requisition Entry screen opens. Everything entered on this screen becomes a purchase order after the approval process is complete. Notice that it has three sections. See below for instructions on entering in each Section.

Section A – Order specifications



- **Requisition #** - the requisition number is automatically assigned by the system and should not be changed.

Attachments subject to change without notice.

- **Description** – this field is what will show on your reports for board approval. Enter a description that will best describe this order so it is understandable to the board members. For example: Office Supplies.

- **Category** – if your district's business office has set up categories, use this drop-down to select the category to which this order applies.

- **Type**–

  1. Regular – most orders fall into this category
  2. State Contracted – if this order is to a vendor your district has a state contract with, select this option. After selecting this option, the State Contract # field opens where you can enter the state contract number for this vendor.

     *State Contract #:

  3. Cooperative – if your district uses a co-op, such as Ed-Data, for ordering you can indicate that this is a cooperative order by selecting this option. After selecting this option, the Co-op Contract # field opens where you can enter the co-op contract number for this vendor.

     *Coop Contract #:

- Default Bid Aggregation Category – if your district has setup up Bid Aggregation Categories, use this drop-down to select the category to which this ENTIRE order is applied. If there are multiple categories in this order, select nothing here. You will select the individual categories when entering the line items.

- **Board Approval Required** – when you check this box, a field opens where you can enter the date this order was board approved. Use for circumstances where the board had to approve the item or event prior to the PO being entered.

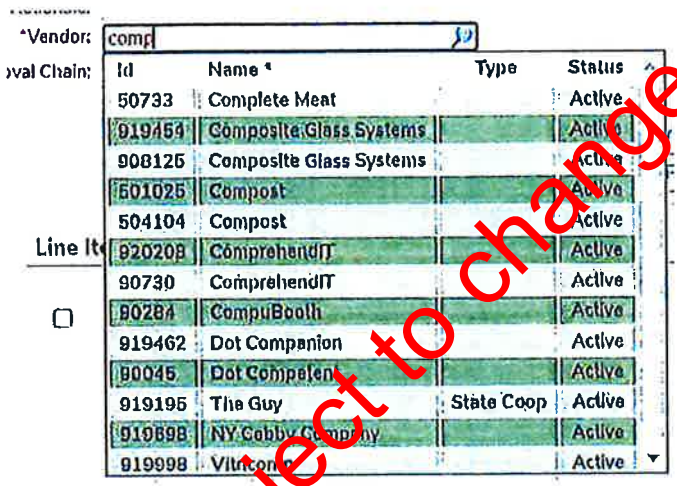
Board Approval Required ☑ Approved Date:

Attachments subject to change without notice.

- **Bid Required** – if this order had gone to bid and you are now entering the order to the vendor who won the bid. Check this box and the Bid Number and Bid Date fields open allowing you to enter that pertinent data.



- **Vendor** – in this field, begin typing the vendor's name and the vendors will appear in a drop-down. When you see the vendor you wish to use, click on their name. To see all of your district's vendors, press the space bar in this field.



After clicking on the desired vendor, you will see their name in the field is red. Click on the ***Save*** button at the bottom of Section A and the vendor's address and contact information will be populated on the screen.

- **Quote Attached** – if you have a quote for this order, check this box. If the quote has a number, you can enter that in the **Quote #** field.



- **Requisition Date** – this field defaults to today's date (or the first day of next school year if you are pre-entering for next year). If

Attachments subject to change without notice.

you need to change the date you can click on the calendar icon and choose another date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY.

- **Approvals** – displays the approval path this requisition will follow.

When you are finished with Section A, click the *Save* button.

Section B – Line Items



- **Item #**- this field defaults to 1, meaning it's your first item on the order.
  1. If you would like the first line of the order to be a heading (for example: Software Renewal for the YYYY-YY School Year) you can take the 1 out of the Item # field and take the 1 out of the Quantity field. Key the heading in the Description field and click Add. You will notice that the heading becomes line 0 and you have a new item field with 1 ready to start entering the order items.

- **Item Type** – Click the drop-down and select an item type. This field is not required.



Attachments subject to change without notice.

1. NOTE: Selecting the Fixed Asset option for an item flags this item as a Fixed Asset for the district. You will be able to run a report showing all of the district's fixed assets.

- **Unit Type** – Click the drop-down and select a unit type. This field is not required.

- **Bid Category** – if you selected a default category in Section A, this will be populated. If not, you can choose the category required for each line item here. Use the drop-down to select the appropriate category.

- **Description** – key in your item description. There is no limit to the number of characters. To expand this field so you can see everything you're typing, drag the field by using the lines in the lower, right corner.

- **Catalog #** - if your item has a number, you can enter that here.

- **Quantity** – enter the number of this item you are ordering.

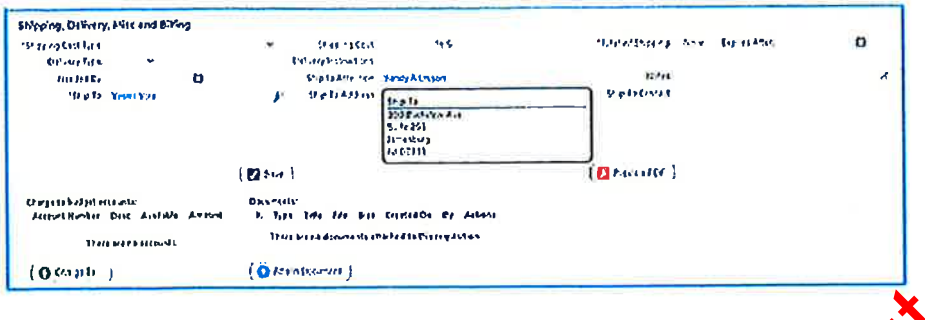
- **Unit price** – enter the price of the item.

After entering the line-item data, click the ***Add*** button. This will calculate your Total Price and open a section where you can enter item #2. Always click ***Add***, not ***Save*** when entering line-item data. If you do not click ***Add***, your item data will be erased. Repeat until you are finished entering all of your order items.

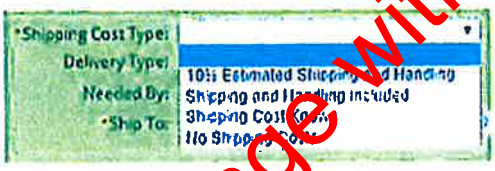
NOTE: if you go back and make any corrections or changes to a line item after you have clicked the ***Add*** button, click the ***Save*** button. Do not click the ***Add*** button as that will just add another line item.

Attachments subject to change without notice.

Section C – Shipping, Delivery, Misc. and Billing



- **Shipping Cost Type** – using the drop-down, select the appropriate Shipping Cost Type. This field is required.



- **Shipping Cost** – if there is a known shipping cost, and you have entered "Shipping Cost Known" for the Shipping Cost Type, enter the dollar amount or the percentage in the appropriate field. If any other Shipping Cost Type has been selected, leave these fields blank.

- **Expires After** – if you would like to have a date printed on the requisition and purchase order that shows the date the order expires if not received, use the calendar icon to select the appropriate date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY – and you must key the slashes.

- **Delivery Instructions** – whatever is keyed in this field will appear below the ship-to address on the requisition and purchase order. It can be used to display special instructions for the vendor (such as "Deliver between 8am and 4pm").

- **Needed by** – if you would like to have a "needed by" date printed on the requisition and purchase order, use the calendar icon to

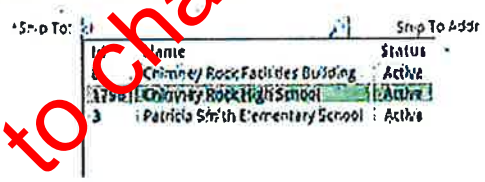
Attachments subject to change without notice.

select the appropriate date. To key in the date instead of using the calendar icon, you must enter in this format – MM/DD/YYYY – and you must key the slashes.

- **Ship To Attention** – enter the name of the person to whom this order should be shipped.

- **Notes** – this is for your internal use. Whatever is keyed in this field will not appear on the requisition or purchase order.

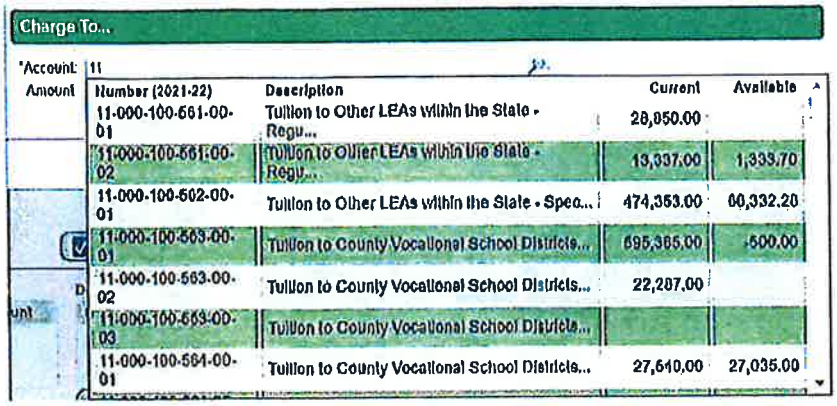
- **Ship to** – if your district has just one ship to location, that location automatically is populated in this field. If you have more than one, key the name in the ship to field and the options will appear in a drop-down where you can select the appropriation location by clicking on its name. To see all of your district's ship to addresses, press the space bar in this field.



After clicking on the desired ship to you will see the name in the field is red. Click on the *Save* button at the bottom of Section C and the ship to address information will be populated on the screen.

- **Charge to budget accounts** – to enter the account number(s) to which this order is to be charged, click on the ***Charge To*** button. When the Charge To window opens, begin typing in the account number. As you keep keying in each piece of the account number the list will narrow down. When you see the proper account number, click on it. Enter the amount to be charged to this account, if different than what is shown. Then click on the ***Charge To*** button. If you need to add more account numbers, repeat this process.

Attachments subject to change without notice.



- **Documents** – anything that can be saved to your computer can be attached to a requisition. To electronically attach documents to the requisition, click the ***Attach Document*** button. In the ***Type*** drop-down, select the appropriate document type. Then in the ***Name*** field, key in a description of the document (such as Quote from Vendor, or Contract). Use the ***Choose File*** button to navigate to the location the document is saved on your computer. Select the document and click ***Open***. You can attach as many documents as you want.



Note that throughout the screen there are ***Preview PDF*** buttons. At any time, you can click on the button to see what your requisition will look like when you print it. It is also where you can print a hard copy from here if desired.

NOTE: To remove an attached document, click on the red circle with the minus sign. This will delete the attached document from the requisition. You can only delete a document when the requisition is in the Filling Form status. Once it is submitted, it cannot be removed.

Attachments subject to change without notice.

Documents:

#.	Type	Title	File	Size	Created On	By	Actions
1.	Quote	Vendor Quote #123456		56 kb	3/16/2022	Sandy Olsson	

Attach Document

At this point your requisition is in the **Filling Form** status. When it is in this status it is still in your control, and you can still make changes to it.

When you are ready to send the requisition through the approval process, click on the ***Submit Requisition*** button located in Section A. The requisition will then be in the **Waiting for Approvals** status and can no longer be changed by you.

If a requisition is denied and sent back to you, a message indicating the reason for denial will be attached. Correct the required items, then re-submit it through the approval process.

Once a requisition has gone through all of the approval levels, the status will become "Turned into a PO." You will then be able to see the purchase order number assigned to your requisition.

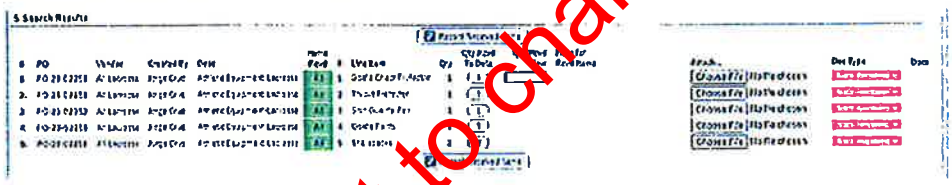
Attachments subject to change without notice.

How to Receive Purchased items in the Employee Portal

When you log into the Employee Portal, go to the **Budget** tab. Click on the **Receive Items** button. You will be brought to a list of all the purchase order line items that are available for your certification of receiving the goods or services.



After you perform a search, you will be presented with the individual line items for all Purchase Orders that are active in the receiving module that you have access to.



To receive items, enter the quantity received in the **Qty Rcvd Now** column. You have the option to add a note and you can also attach a file.

Recording received items in the Employee Portal

Attachments subject to change without notice.

FEDERAL CONTRACTS

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEAs
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER Act I, II, III **ESSER ARP**—Elementary and Secondary School Emergency Relief Act
- CARES Act—Coronavirus Aid, Relief and Economic Security Act 2020

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.
School districts shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq. and the New Jersey Public School Contracts Law when procuring goods and services using federal funds.

Attachments subject to change without notice.

(Appendix H)

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner that provides full and open competition (2 CFR 200.319). Here are some examples of procurement methods to be used.

New Jersey Department of Education Guidance on Federal Spending
All school districts must comply with federal regulations and the Public School Contracts Law and should adhere to the guidance provided by the New Jersey Department of Education in the publication ***Navigating the Uniform Grant Guidance.***

- **Micro-purchases—Purchases less than $7,950.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed $7,950.00. Reference--2 CFR 200.320 (a) (1) and 2 CFR 200.67

- **Simplified Acquisition Procedures—$7,950.00 through $52,999.00**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than $7,950.00 and less than $52,999. It is recommended that the district solicit three (3) quotations. Reference--2 CFR 200.320 (a) (2) (i) and 2 CFR 200.88

- **Sealed Bids—$53,000.00 or more---(Public Notice)**

The Purchasing Agent shall use the competitive bid process to procure those contracts that, in the aggregate, exceed the $53,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm-fixed contract price, lump sum or unit cost. Reference--2 CFR 200.320 (b) (1)

- **Proposals—$53,000.00 or more—(Public Notice)**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring specific contracts that, in the aggregate, exceed the $53,000 bid threshold. The contracts are to be awarded by an evaluative process rather than a firm-fixed contract price. Reference--2 CFR 200.320 (b) (2) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Procurement (Single Source)**

Although the Federal government recognizes contracts may be awarded to sole-source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive "proprietary" bid process or the competitive contracting process for sole or single-source contracts. Reference 2 CFR 200.320 (c) and N.J.S.A. 18A:18A-15

Attachments subject to change without notice.

Debarment and Suspension for Federal Contracts; Confirmation of Vendor on SAM.gov/Exclusions--Excluded Parties List System (EPLS); *Debarment and Suspension (E.O. 12549 and E.O. 12689).*
A contract award (see 2 CFR 180.220) will not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM.gov.) Prior to contracting with a vendor, the School Business Administrator shall use the System for Award Management (SAM) (SAM.gov/Exclusions) to search for the vendor by name, tax identification number, or another characteristic to verify the vendor has not been suspended or debarred from performing federally funded work.

This is part of the Federal Excluded Parties List System (EPLS), which is an electronic directory of individuals and organizations that are not permitted to receive federal contracts or assistance from the United States government. It is recommended that evidence of verification (printout from SAM.gov/content/Exclusions) be maintained in procurement files for each contract awarded.

Federal Programs--Include on Requisitions/Purchase Orders
Purchase orders using Federal Funds shall be included on the document:

- Name of Federal Program
- Quotation, bid number, if applicable
- Name of Cooperative Purchasing Entity; if applicable
- Board approval date; if applicable
- Location(s) of equipment
- Federal funding account numbers can easily be identified if split funding
- Approved CIP Code; if required

Stevens Amendment—Statement on Bid Advertisement
The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507), which requires the Board to state clearly the percent (%) of the total cost of this project will be financed through Name of Federal Grant.

REPORTING FRAUD, WASTE, AND ABUSE OF FEDERAL FUNDS

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award according to UGG, 2 C.F.R. § 200.113. Such disclosures will be reported in writing to the United States Department of Education and the New Jersey Department of Education, as well as local law enforcement officials.

Attachments subject to change without notice.

Federal Contracts—Chart of Thresholds

Description of Goods/Services	Amount	Procurement Method
Goods and Services	Less than $7,950	Sound Business Practice
Goods and Services	$7,950-$52,999	Quotation or Bid
Goods and Services	$53,000 or more	Sealed Bid
Professional Services	Less than $7,950	Simple Proposal
Professional Services	$7,950-$52,999	Request for Proposals (RFP)
Professional Services	$53,000 or more	Competitive Contracting
Educational Consultant Services	Less than $7,950	Simple Proposal
Educational Consultant Services	$7,950 - $52,999	Request for Proposals (RFP)
Educational Consultant Services	$53,000 or more	Competitive Contracting
Instructional Improvement Services	Less than $7,950	Simple Proposal
Instructional Improvement Services	$7,950 - $52,999	Request for Proposals (RFP)
Instructional Improvement Services	$53,000 or more	Competitive Contracting
Professional Development Services	Less than $7,950	Simple Proposal
Professional Development Services	$7,950 - $52,999	Request for Proposals (RFP)
Professional Development Services	$53,000 or more	Competitive Contracting
Sole Source (Proprietary)	Less than $7,950	Simple Proposal
Sole Source (Proprietary)	$7,950 - $52,999	Proprietary Quotation
Sole Source (Proprietary)	$53,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than $7,950	Simple Proposal
Services Provided by Government Units/Schools	$7,950 - $52,999	Request for Proposals (RFP)
Services Provided by Government Units/Schools	$53,000 or more	Competitive Contracting
Construction; Public Works	Less than $7,950	Written Proposal; PW Documents
Construction; Public Works	$7,950-$52,999	Quotation or Bid
Construction; Public Works	$53,000 or more	Sealed Bid

Attachments subject to change without notice.

The District shall issue a public notice when using the Sealed Bid or Competitive Proposal Process.

(Appendix I)

Textbook Purchases

STAFFORD TOWNSHIP BOARD OF EDUCATION
Office of the School Business Administrator

Textbook Purchases

Textbook Order Rationale Form

A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)

Please check the appropriate box(es) that apply to the purchase.

- ☐ Purchase is in accordance with the textbook replacement plan;
- ☐ Purchase is to replace lost, stolen, or destroyed textbooks.
- ☐ Purchase of textbooks reflects a change in curriculum.
- ☐ Purchase reflects a new edition of the textbook.

B. Documentation Requirement

The textbook named on this purchase order was approved by the board of education pursuant to N.J.S.A. 18A:34-1 on the following date:

Meeting Date:

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

_____

Curriculum Department Review and Approval

Approved _____ Denied _____

_____ _____
Curriculum Director Signature Date

Please attach the Textbook Order Rationale Form to the front of the requisition or purchase order.

(Appendix J)

Attachments subject to change without notice.

VENDOR	DESCRIPTION	YEARLY RENEWAL COST	LAST YEAR'S COST
Harrington Fire Protection	Annual Inspection of Fire Extinguishers & Kitchen Suppression Inspections	3,956.00	1,940.00
Johnson Controls Fire	Annual Service Agreement Renewal Fire Alarm Services	45,562.87	41,262.18
Johnson Controls HVAC	Annual Service Agreement for HVAC Controls & Software	36,200.00	33,382.00
Kencor Inc	Annual Maintenance of Elevators at Oxy and Intermediate	280.00	168.00
Sonitrol Security	Annual Service, Maintenance and Monitoring of the Security System	TBD	61,525.56
Vanguard Energy Partners	Annual Operations and Maintenance Service Proposal	New Company	6,496.00 Waiting for quote from new vendor
Fyr-Fyter Sales and Service	Annual Inspection of Sprinkler System & Hood Cleaning	4,280.00	5,450.00
Noveda	Annual Monitoring Service – Intermediate School	1,400.00	1,260.00
Noveda	Annual Monitoring Service – Oxycocus School	1,000.00	900.00
Noveda	Annual Monitoring Service – Ocean Acres School	900.00	800.00
Genserve	As per agreement $160 per hour for maintenance and service	2,478.00	2,320.00
Western Pest	As per agreement for 8 locations, $300 monthly fee and $353 for bi-annual tick treatments	4,240.00	4,240.00
Wasak	Water treatment for boilers at Ocean Acres and Oxycocus Schools	1,736.00	1,677.00

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ACE OUTDOOR POWER EQUIPMENT	11-000-263-420-00-400	2633	PO-26-00148	Emergency anticipated service/supplies district wide Inv: 372726 4/30/26	06/26		113.00
							113.00
ALL RISK RESTORATION	11-000-261-420-65-400-001	2897	PO-26-01501	Ocean Acres Frozen Pipe Claim SAF063934 Inv: SI-19846	06/26		35,242.23
							35,242.23
AMAZON.COM SERVICES INC	11-000-261-610-00-105	5325	PO-26-01478	WD 40 silicone spray for district/screen refill & privary screen Inv: 1QNX-313X-7GJG	06/26		91.48
AMAZON.COM SERVICES INC	11-000-262-610-50-105	5325	PO-26-01478	WD 40 silicone spray for district/screen refill & privary screen Inv: 1QNX-313X-7GJG	06/26		56.98
AMAZON.COM SERVICES INC	11-000-262-610-50-105	5325	PO-26-01489	Visitor parking signs for admin Inv: 16XL-W7WL-DMMR	06/26		44.94
AMAZON.COM SERVICES INC	11-000-261-610-00-105	5325	PO-26-01513	Maintenance supplies needed for district Inv: 17VD-N1NW-34L4	06/26		192.91
AMAZON.COM SERVICES INC	11-000-263-420-75-420	5325	PO-26-01513	Maintenance supplies needed for district Inv: 17VD-N1NW-34L4	06/26		17.99
AMAZON.COM SERVICES INC	11-000-263-610-65-100	5325	PO-26-01519	Part for plate tamper and fittings Inv: 163W-J3TX-9KYL	06/26		36.98
AMAZON.COM SERVICES INC	20-250-100-600-75-110	5325	PO-26-01528	PLC Supply Inv: 1R6V-4KQ3-LHHN	06/26		257.44
AMAZON.COM SERVICES INC	11-000-251-600-00-100	5325	PO-26-01530	Bus. Office Exp & Supply Inv: 1YDY-NFGL-VH93	06/26		73.98
AMAZON.COM SERVICES INC	20-511-200-600-00-119	5325	PO-26-01536	Non public security sign Inv: 1G3N-YKV4-4VNG	06/26		3.99
AMAZON.COM SERVICES INC	62-992-330-600-00-105	5325	PO-26-01541	STAC Supplies Inv: 1HPD-L6HP-VXNC	06/26		129.46
AMAZON.COM SERVICES INC	62-992-330-600-00-105	5325	PO-26-01541	STAC Supplies Inv: UNAPPLIED PAYMENT	06/26		-5.40
AMAZON.COM SERVICES INC	20-250-100-600-00-CO	5325	PO-26-01550	Lighthouse Christian Academy-Supply Inv: 16CP-1P9Y-H7GX	06/26		65.20
AMAZON.COM SERVICES INC	20-510-100-600-00-118	5325	PO-26-01552	St. Mary- Tech Inv: 1YJW-XFQF-WMPK	06/26		2,294.07
AMAZON.COM SERVICES INC	20-510-100-600-00-118	5325	PO-26-01552	St. Mary- Tech Inv: 1HDY-T3FL-G4L9	06/26		718.00
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-26-01556	Velcro Straps for Students Inv: 1PLC-L7HD-HD3F	06/26		12.98
AMAZON.COM SERVICES INC	11-000-263-610-00-100	5325	PO-26-01559	Grounds supplies needed Inv: 1QFL-7FNV-H6GM	06/26		472.29
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-26-01560	Masking Tape for Preschool Student Use Inv: 1YL9-YNXJ-H3CH	06/26		9.99
AMAZON.COM SERVICES INC	62-992-330-600-00-100	5325	PO-26-01576	STAC Concession Supplies Inv: 13JT-G4HF-439N	06/26		118.42
AMAZON.COM SERVICES INC	20-218-100-600-00-100	5325	PO-26-01579	Stepping Up Banner for Preschool Inv: 16G3-TXJL-4YRH	06/26		9.99
AMAZON.COM SERVICES INC	11-000-261-610-60-105	5325	PO-26-01581	Supplies needed for district Inv: 1XNC-YDQ9-VKJK	06/26		92.95

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
AMAZON.COM SERVICES INC	11-000-263-610-65-100	5325	PO-26-01581	Supplies needed for district Inv: 1XNC-YDQ9-VKJK	06/26		12.79
AMAZON.COM SERVICES INC	11-000-262-610-00-100	5325	PO-26-01581	Supplies needed for district Inv: 1XNC-YDQ9-VKJK	06/26		50.03
AMAZON.COM SERVICES INC	11-000-270-610-00-100	5325	PO-26-01586	Paper Towels and Paint Pens for Office Inv: 1TM4-VW4Y-7T14	06/26		200.54
AMAZON.COM SERVICES INC	11-000-222-600-70-102	5325	PO-26-01591	School Supplies Inv: 1G3C-LQRL-7PYH	06/26		200.00
AMAZON.COM SERVICES INC	11-000-222-800-70-800	5325	PO-26-01591	School Supplies Inv: 1G3C-LQRL-7PYH	06/26		13.50
AMAZON.COM SERVICES INC	11-000-213-600-50-101	5325	PO-26-01598	Oxy Nursing Supply Inv: 1DWT-XNFT-94GX	06/26		32.94
AMAZON.COM SERVICES INC	11-000-240-600-70-103	5325	PO-26-01619	General Supplies Inv: 16CH-RTFH-QL4G	06/26		15.29
AMAZON.COM SERVICES INC	20-004-100-600-75-100	5325	PO-26-01621	outdoor sensory area Inv: 1C4W-1QRT-JGHX	06/26		268.35
AMAZON.COM SERVICES INC	11-000-219-600-50-100	5325	PO-26-01625	Student Supply/CST Supply Inv: 19QM-4NM3-FWY9	06/26		22.80
AMAZON.COM SERVICES INC	11-000-219-600-60-100	5325	PO-26-01625	Student Supply/CST Supply Inv: 19QM-4NM3-FWY9	06/26		22.80
AMAZON.COM SERVICES INC	11-000-219-600-65-100	5325	PO-26-01625	Student Supply/CST Supply Inv: 19QM-4NM3-FWY9	06/26		22.78
AMAZON.COM SERVICES INC	11-000-219-600-70-100	5325	PO-26-01625	Student Supply/CST Supply Inv: 19QM-4NM3-FWY9	06/26		22.78
AMAZON.COM SERVICES INC	11-000-219-600-75-100	5325	PO-26-01625	Student Supply/CST Supply Inv: 19QM-4NM3-FWY9	06/26		22.78
AMAZON.COM SERVICES INC	20-250-100-600-65-110	5325	PO-26-01625	Student Supply/CST Supply Inv: 19QM-4NM3-FWY9	06/26		25.99
AMAZON.COM SERVICES INC	20-510-100-600-00-119	5325	PO-26-01627	Non public Technology Inv: 17X3-WQ3R-DXTJ	06/26		329.00
AMAZON.COM SERVICES INC	11-000-251-600-00-100	5325	PO-26-01637	Business Office Yearly Supply Restock Inv: 1PQN-3W61-N797	06/26		200.90
AMAZON.COM SERVICES INC	11-000-230-610-00-100	5325	PO-26-01638	Human Resources Supplies Inv: 1YDG-V3VR-DQ4H	06/26		187.30
AMAZON.COM SERVICES INC	62-992-330-600-00-100	5325	PO-26-01641	STAC Concession Supplies Inv: 1F6G-WGQD-9RH6	06/26		1,012.50
AMAZON.COM SERVICES INC	20-510-100-600-00-119	5325	PO-26-01642	Nonpublic Tech Supply-LCA Inv: 1FGX-D6MC-J3YX	06/26		101.09
AMAZON.COM SERVICES INC	62-992-330-600-00-105	5325	PO-26-01645	STAC Office Supplies Inv: 17Q9-FHQ9-3PGX	06/26		75.79
							7,534.59
APPLE STORE	20-230-100-600-00-CO	3266	PO-26-01553	Lighthouse Christian Academy-iPads Inv: MC69845234	06/26		987.00
							987.00
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-26-01534	Stop Arm Electrical, Def, Engine for Bus 145 Inv: XA122031143:02	06/26		386.12
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-26-01558	Shock Absorber, Suspension for Bus 261 Inv: XA122031298:01	06/26		79.70

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-26-01569	DFN Pressure Sensor and Pressure Sensor for Bus 153 Inv: XA122031419:01	06/26		379.17
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-26-01570	Nitrogen Oxide Sensor for Bus 153 Inv: XA122031420:01	06/26		853.96
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-26-01570	Nitrogen Oxide Sensor for Bus 153 Inv: XA122031519:01	06/26		-282.63
ASCENDANCE TRUCKS, LLC	11-000-270-615-00-121	5569	PO-26-01620	Fuel Filter with Heater for Bus 142 Inv: XA122031761:01	06/26		1,605.06
							3,021.38
ATLANTIC CITY BALLET, INC.	62-992-330-300-00-300	4288	PO-26-01622	STAC Purchase Professional Service Inv: 4/22/26 SLEEPING BEAUTY SPLIT	06/26		1,028.40
							1,028.40
ATLANTIC TOMORROW'S OFFICE	11-190-100-610-70-100	4160	PO-26-01566	Staples for Copy Room Printer Inv: 1460023	06/26		156.00
ATLANTIC TOMORROW'S OFFICE	11-190-100-610-70-100	4160	PO-26-01597	Copy Supplies Inv: 1464813	06/26		41.00
							197.00
BAGELS & BEYOND	62-992-330-600-00-100	1592	PO-26-01291	Bagels for STAC Events Inv: 1019581 5/2/26	06/26		26.00
BAGELS & BEYOND	62-992-330-600-00-100	1592	PO-26-01291	Bagels for STAC Events Inv: 1020132 5/9/26	06/26		26.00
BAGELS & BEYOND	62-992-330-600-00-100	1592	PO-26-01291	Bagels for STAC Events Inv: 1020624 5/16/26	06/26		32.50
							84.50
BARNEGAT TWP. SCHOOLS	11-000-270-515-00-500	1185	PO-26-01236	Joint Transportation for Three (3) Stafford Students to Y.A.L.E transported by Barnegat Transportation Inv: 26-01031 6/26	06/26		4,200.00
							4,200.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-60-325	4402	PO-26-01612	Building Coverage Inv: 593128GD1718R1 3/26/26	06/26		595.00
BAYADA HOME HEALTH CARE INC	11-000-213-300-75-300	4402	PO-26-01612	Building Coverage Inv: 625622GD1497 4/14/26	06/26		361.25
BAYADA HOME HEALTH CARE INC	11-000-213-300-60-300	4402	PO-26-01612	Building Coverage Inv: 593128GD1718R1,603305GD1729R1	06/26		2,783.74
BAYADA HOME HEALTH CARE INC	11-000-213-300-70-300	4402	PO-26-01612	Building Coverage Inv: 593128GD1718R1,603305GD1729R1	06/26		1,338.76
							5,078.75
BAYSHORE JOINTURE COMMISSION	11-000-100-566-00-500	4990	PO-26-00477	OOD Tuition-Grade 4 Inv: 26-00426 6/26 FR	06/26		10,600.00
							10,600.00
BELLA CONSTRUCTION COMPANY, LLC	11-000-263-420-00-420	5655	PO-26-01416	Reset 5 inlet structures at campus parking lot Inv: 355	06/26		4,500.00
							4,500.00
BENECARD SERVICES, LLC	11-000-291-270-00-200	3324	PO-26-00839	Employee Prescription Benefit Jan 2026-June 2026 Inv: PLAN #3238 6/26	06/26		148,018.71

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
BENECARD SERVICES, LLC	11-000-291-270-00-200	3324	PO-26-00839	Employee Prescription Benefit Jan 2026-June 2026 Inv: PLAN #3238 6/26	06/26		273.10
							148,291.81
BIT DIRECT, INC.	11-190-100-340-00-300	4495	PO-26-01318	Adobe Acrobat Pro Inv: 5035991	06/26		36.48
BIT DIRECT, INC.	11-190-100-610-00-106	4495	PO-26-01502	Laptop Replacement Parts Inv: 5035910	06/26		188.00
							224.48
Bluum USA, Inc.	11-000-261-420-65-400	5777	PO-26-00378	OA access control install Inv: 709104-4 (4 OF 12)	06/26		27.78
Bluum USA, Inc.	11-000-261-420-75-400	5777	PO-26-00442	Security System - PLC North (Referendum) Inv: 709974-4 5/26 (4 OF 12)	06/26		194.62
							222.40
BOTTLING GROUP, LLC	62-992-330-600-00-100	4736	PO-26-01580	Supplies for Concessions Inv: 853086[illegible]	06/26		464.20
							464.20
BROWN & BROWN BENEFIT ADVISORS, INC.	11-000-291-270-00-200	4437	PO-26-00881	Benefits Brokerage Services 25/26 Inv: 24737110 6/26	06/26		2,000.00
							2,000.00
CANON USA, INC	62-992-330-420-00-420	5417	PO-26-01572	Maint/Usage Copier STAC Inv: 6015780805 1/28/26 - 4/27/26	06/26		279.65
CANON USA, INC	11-000-251-340-00-300	5417	PO-26-01665	Maint/Usage - ADM & Oxy Copiers 02/15/26 - 05/14/26 Inv: 6015982571	06/26		88.68
CANON USA, INC	11-190-100-500-50-500	5417	PO-26-01665	Maint/Usage - ADM & Oxy Copiers 02/15/26 - 05/14/26 Inv: 6015982571	06/26		34.55
							402.88
CHILDREN'S CENTER OF MONMOUTH COUNTY	11-000-100-566-00-500	5740	PO-26-00478	OOD Tuition-Grade 1 Inv: 26-135-4 4/26 KF	06/26		9,353.76
							9,353.76
COMEGNO LAW GROUP PC	11-000-230-331-00-323	5235	PO-26-01588	Legal Services April 2026 Inv: 9234 4/26	06/26		494.00
							494.00
COSTCO WHOLESALE CORPORATION	11-212-100-610-70-100	4750	PO-26-01027	Supplies for the Iguana Cafe Inv: 5/5/26 1025 230 25 808	06/26		206.19
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-26-01275	Supplies for Concessions Inv: 04/29/26 1025 230 40 806	06/26		382.18
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-26-01275	Supplies for Concessions Inv: 04/30/26 1025 230 41 808	06/26		146.85
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-26-01275	Supplies for Concessions Inv: 04/22/26 1025 230 17 806	06/26		70.95
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-26-01275	Supplies for Concessions Inv: 05/07/226 1025 230 27 802	06/26		282.66
COSTCO WHOLESALE CORPORATION	11-212-100-610-60-100	4750	PO-26-01394	Supplies for the MCK Cafe Cart Inv: 4/19/26 1025 230 36 857	06/26		148.33

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
COSTCO WHOLESALE CORPORATION	11-212-100-610-60-100	4750	PO-26-01394	Supplies for the MCK Cafe Cart Inv: 5/5/26 1025 230 27 867	06/26		141.25
COSTCO WHOLESALE CORPORATION	62-992-330-600-00-100	4750	PO-26-01563	Supplies for Concessions Inv: 5/13/26 1025 230 28 867	06/26		436.23
COSTCO WHOLESALE CORPORATION	20-280-200-600-00-113	4750	PO-26-01608	snacks and drinks fo Dare Day 2026 Inv: 5/21/26 1025 230 24 806	06/26		314.62
COSTCO WHOLESALE CORPORATION	20-280-200-600-00-118	4750	PO-26-01608	snacks and drinks fo Dare Day 2026 Inv: 5/21/26 1025 230 24 806	06/26		200.00
							2,329.26
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-26-01064	Alternator for Bus #153 Inv: DP7169	06/26		372.50
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-26-01064	Alternator for Bus #1[illegible] Inv: DR1960	06/26		-50.00
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-26-01456	Turbo, Rema Injectors and Injector Tubes for Bus 153 Inv: DU5574	06/26		9,690.88
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-26-01456	Turbo, Rema Injectors and Injector Tubes for Bus 153 Inv: DV0983	06/26		-2,100.00
D & W DIESEL, INC.	11-000-270-615-00-121	4459	PO-26-01517	DPF Cleaning for Bus #143 Inv: DW0685	06/26		250.00
							8,163.38
DASTI MURPHY & MCGUCKIN PC	11-000-230-331-00-323	5283	PO-26-01573	Legal Services March 2026 Inv: 147021 4/26	06/26		822.50
							822.50
DELTA DENTAL, INC.	11-000-291-270-00-200-001	2583	PO-26-00837	Employee Dental Coverage Jan 2026-June 2026 Inv: PM00000001283216 6/26 RETIREE	06/26		4,117.80
DELTA DENTAL, INC.	11-000-291-270-00-200	2583	PO-26-00837	Employee Dental Coverage Jan 2026-June 2026 Inv: PM00000001283215 6/26 ACTIVE	06/26		29,723.11
DELTA DENTAL, INC.	11-000-291-270-00-200-001	2583	PO-26-00837	Employee Dental Coverage Jan 2026-June 2026 Inv: PM00000001283217 6/26 COBRA	06/26		325.43
							34,166.34
DEREN William	11-000-221-58[illegible]-500	3194	PO-26-01551	Tech Yearly Mileage Reimbursement - Deren Inv: 25-26 TRAVELING TECH	06/26		300.00
							300.00
DIFFERENT ROADS TO LEARNING, INC.	11-2[illegible]-100-610-50-110	5650	PO-26-01644	Autism Curriculum Materials Inv: #38308	06/26		101.55
DIFFERENT ROADS TO LEARNING, INC.	20-250-100-600-60-110	5650	PO-26-01644	Autism Curriculum Materials Inv: #38308	06/26		466.72
DIFFERENT ROADS TO LEARNING, INC.	20-250-100-600-65-110	5650	PO-26-01644	Autism Curriculum Materials Inv: #38308	06/26		556.67
DIFFERENT ROADS TO LEARNING, INC.	20-250-100-600-70-110	5650	PO-26-01644	Autism Curriculum Materials Inv: #38308	06/26		466.72
DIFFERENT ROADS TO LEARNING, INC.	20-250-100-600-75-110	5650	PO-26-01644	Autism Curriculum Materials Inv: #38308	06/26		466.72

Attachments subject to change without notice.

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
							2,058.38
Direct Energy Business LLC - Electric DBA: Direct Energy Business, LLC	11-000-262-622-00-100	5791	26-00020	Electric Delivery and Supply charge for 2025-2026 School Year Inv: 261390059466294 04-16-26 - 5-16-26	06/26		328.64
Direct Energy Business LLC - Electric DBA: Direct Energy Business, LLC	11-000-262-622-00-100	5791	26-00020	Electric Delivery and Supply charge for 2025-2026 School Year Inv: 261400059477118 04-17-26 - 5-16-26 OA SIGN	06/26		9.08
							337.72
DRC/CTB	11-190-100-610-65-116	4745	PO-26-01343	Inview testing materials for OA Inv: INV-4535	06/26		336.65
							336.65
ELITE REHABILITATION SERVICES LLC	20-250-100-300-75-300	4560	PO-26-01547	OT/PT Services-OXY, PLC, MCK Inv: STAF125CB 3/26	06/26		7,344.00
ELITE REHABILITATION SERVICES LLC	20-250-100-300-60-300	4560	PO-26-01547	OT/PT Services-OXY, PLC, MCK Inv: STAF125RMSUP 3/26	06/26		576.00
ELITE REHABILITATION SERVICES LLC	20-250-100-300-75-300	4560	PO-26-01547	OT/PT Services-OXY, PLC, MCK Inv: STAF125RM 3/26	06/26		1,318.00
ELITE REHABILITATION SERVICES LLC	20-251-100-300-00-300	4560	PO-26-01547	OT/PT Services-OXY, PLC, MCK Inv: STAF125RM 3/26	06/26		3,578.00
							12,816.00
ELKAY LLC DBA: SPECIAL SUPPLIES	11-000-216-610-50-100	5586	PO-26-01123	OT Supply Inv: 6665	06/26		99.96
							99.96
FPS, Inc.	62-992-330-300-00-300	5525	PO-26-01661	STAC Purchase Professional Service Inv: 20634	06/26		850.00
							850.00
G.B.I. INC T/A THERMAL PIPING	30-000-410-450-00-001	5746	PO-26-00889	24K068 Construction Mgmt - Referendum HVAC Multiple Schools Inv: PAY APP #5 5/26	06/26 Constructio n		131,832.54
							131,832.54
GENSERVE, INC.	11-000-261-420-75-400	4630	PO-26-01462	Replacement parts for PLC Generator Inv: 0610913-IN	06/26		834.39
GENSERVE, INC.	11-000-261-420-75-400	4630	PO-26-01543	Service call/repairs made on PLC generator Inv: 0610928-IN	06/26		462.00
							1,296.39
GRAINGER, INC.	11-000-266-610-65-100	1071	PO-26-01610	Traffic Cones for OA Inv: 9915064118	06/26		219.78
							219.78
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01549	Motor Oil, Engine Oil Filter and Transmission Filter for Bus 234 Inv: 075545	06/26		96.79
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 075959 5/6/26	06/26		7.26
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077212 5/19/26	06/26		51.75

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077189 5/18/26	06/26		7.28
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077192 5/18/26	06/26		24.55
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077215 5/19/26	06/26		9.44
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077817 5/26/26	06/26		-.38
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077225 5/19/26	06/26		44.28
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 077764 5/26/16	06/26		6.12
GSAC CORPORATION	11-000-270-615-00-121	4890	PO-26-01562	Emergency Purchases not to exceed $600 for April 28th through May 31st, 2026 Inv: 075509 5/1/26	06/26		29.98
							277.07
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-004A-202604-01 PLC	06/26 EFT		4,531.96
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-005A-202604-01 OA	06/26 EFT		766.23
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-002A-202604-01	06/26 EFT		3,053.10
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-006A-202604-01 OXY	06/26 EFT		2,575.72
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-001A-202604-01 MCK	06/26 EFT		4,104.08
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-003A-202604-01 INT	06/26 EFT		3,791.96
							18,823.05
HOME DEPOT	11-190-100-610-60-100	2374	PO-26-01488	PBSIS Carnival Supplies Inv: 9900262 4/17/26	06/26		518.07
HOME DEPOT	11-190-100-610-60-100	2374	PO-26-01488	PBSIS Carnival Supplies Inv: 4270703 4/22/26	06/26		-15.78
HOME DEPOT	11-000-262-610-60-105	2374	PO-26-01545	Emergency maintenance supplies/grounds supplies Inv: 5-1-26 0951 00028 17260	06/26		14.96
HOME DEPOT	11-000-263-610-60-100	2374	PO-26-01584	Supplies needed to fix fence at McKinley Inv: 4905351 5/12/26	06/26		-64.85
HOME DEPOT	11-000-263-610-60-100	2374	PO-26-01584	Supplies needed to fix fence at McKinley Inv: 6972408 5/20/26	06/26		64.85
HOME DEPOT	11-000-263-610-60-100	2374	PO-26-01584	Supplies needed to fix fence at McKinley Inv: 8904467 5/8/26	06/26		270.83
HOME DEPOT	11-000-261-610-60-105	2374	PO-26-01616	Mop Basin needed for McKinley Inv: 2900318	06/26		195.47

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
HOME DEPOT	62-992-330-731-00-700	2374	PO-26-01623	STAC Equipment Inv: 7901599	06/26		324.88
							1,308.43
HOOVER TRUCK CENTERS, INC.	11-000-270-615-00-121	4309	PO-26-01601	Horn Assembly for Bus 202 Inv: 129584T	06/26		41.36
							41.36
INTERFLEX PAYMENT LLC DBA: AMERIFLEX	11-000-291-290-00-000	3214	PO-26-00882	Flexible Spending - 2025 - 2026 Inv: INV978537 5/26	06/26		453.60
INTERFLEX PAYMENT LLC DBA: AMERIFLEX	11-000-291-270-00-200-001	3214	PO-26-00883	COBRA 2025 - 2026 Inv: INV984536 5/26	06/26		297.00
							750.60
JOHNSON CONTROLS FIRE PROTECT, LP	11-000-261-420-50-400	4968	PO-26-01451	Service call for Oxy for Notifier Panel Inv: 53906145	06/26		1,057.11
JOHNSON CONTROLS FIRE PROTECT, LP	11-000-261-420-60-400	4968	PO-26-01546	Emergency service call for McK Inv: 53999032	06/26		1,554.54
							2,611.65
KEYBOARD CONSULTANTS, INC	20-250-100-600-00-CO	5649	PO-26-01316	Nonpublic St. Mary Inv: 93523	06/26		8,722.00
							8,722.00
KT'S OFFICE SERVICES	11-190-100-610-00-106	3762	PO-26-01492	Printer & Projector Consumables Inv: 33218	06/26		1,616.16
							1,616.16
LABORATORY CORP OF AMERICA HOLDINGS	11-000-230-590-00-500	5335	PO-26-01571	Employee Drug Testing Inv: 87108852	06/26		53.60
							53.60
MACHADO LAW GROUP	11-000-230-331-00-323	5217	PO-26-01574	Legal Services April 2026 Inv: 5864 4/26	06/26		4,038.99
MACHADO LAW GROUP	11-000-230-331-00-323	5217	PO-26-01663	Legal Fees Inv: 5942 4/26	06/26		4,249.70
MACHADO LAW GROUP	11-000-230-331-00-323	5217	PO-26-01676	Legal Services May 2026 Inv: 6005 5/26	06/26		2,972.71
							11,261.40
MASCHIO'S FOOD SERVICES, INC.	62-992-330-600-00-100	5648	PO-26-01490	Concession Supplies for STAC Inv: IN0107032 4/26	06/26		48.00
MASCHIO'S FOOD SERVICES, INC.	11-000-230-610-00-114	5648	PO-26-01491	Staff Appreciation Breakfast - May 2026 Inv: IN0107500	06/26		4,166.50
MASCHIO'S FOOD SERVICES, INC.	11-000-230-610-00-114	5648	PO-26-01561	Staff Recognition- April 2026 Inv: IN0107031	06/26		150.00
MASCHIO'S FOOD SERVICES, INC.	11-000-240-600-70-103	5648	PO-26-01565	Maschio's Catering Inv: IN0107033	06/26		341.25
MASCHIO'S FOOD SERVICES, INC.	60-990-310-300-00-300	5648	PO-26-01603	Food Services - April 2026 Inv: IN0107068 4/30/26	06/26		76,023.25
							80,729.00
MATTHEW BLEICHNER	11-000-221-581-00-500	5491	PO-26-01568	Tech Yearly Mileage Reimbursement - Bleichner Inv: 25-26 TRAVELING TECH	06/26		100.00
							100.00

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
MATTHEW SCIRROTTO	11-000-221-581-00-500	5404	PO-26-01575	Tech Yearly Mileage Reimbursement - Scirrotto Inv: 25-26 TRAVELING TECH	06/26		300.00
							300.00
MEADOWBROOK INDUSTRIES LLC	11-000-262-420-00-405	4075	PO-26-00037	Trash Removal District Wide 2025-2026 School year Inv: 6/26	06/26		6,630.00
MEADOWBROOK INDUSTRIES LLC	62-992-330-420-00-420	4075	PO-26-01078	Dumpsters for STAC Dance Comps Inv: 0000396940 4/26	06/26		755.00
							7,385.00
MICHAEL GYENES	11-000-262-890-00-800	4735	PO-26-01602	Reimbursement for boiler's license Inv: REIMBURSE BOILERS LIC	06/26		168.14
							168.14
MOBILEASE MODULAR SPACE, INC.	30-000-410-450-50-001	5728	PO-25-01213-PYPO	Modular Classroom Building - Referendum Projects Inv: 06/26	06/26 Constructio n		22,050.00
							22,050.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-250-200-300-00-300	1407	PO-26-01596	IDEA - April 2026 Inv: 26-02633 4/26	06/26		3,247.01
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-250-100-300-75-300	1407	PO-26-01617	Student Bilingual Evals-PLC Inv: 26-02408 4/26	06/26		1,390.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	11-000-270-517-00-500	1407	PO-26-01629	Transportation Service for April 2026 Inv: 26-02585 4/26	06/26		17,066.06
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	11-000-270-518-00-500	1407	PO-26-01629	Transportation Service for April 2026 Inv: 26-02585 4/26	06/26		33,144.36
							54,847.43
MR. CHRISTOPHER WYCKOFF	11-000-221-581-00-500	2303	PO-26-01567	Tech Yearly Mileage Reimbursement - Wyckoff Inv: 25-26 TRAVELING TECH	06/26		300.00
							300.00
NATIONAL VISION ADMINISTRATORS LLC	11-000-291-270-00-200	3500	PO-26-00838	Employee Vision Benefit Jan 2026 - June 2026 Inv: 4480178 6/26 ACTIVE	06/26		6,311.60
NATIONAL VISION ADMINISTRATORS LLC	11-000-291-270-00-200-001	3500	PO-26-00838	Employee Vision Benefit Jan 2026 - June 2026 Inv: 4480179 6/26 COBRA	06/26		43.04
NATIONAL VISION ADMINISTRATORS LLC	11-000-291-270-00-200-001	3500	PO-26-00838	Employee Vision Benefit Jan 2026 - June 2026 Inv: 4480180 6/26 RETIREE	06/26		975.86
							7,330.50
NEW YORK LIFE INSURANCE COMPANY	11-000-291-290-00-000	5204	PO-26-00030	Long-Term Disab. - non-affil emp/admin 25/26 Inv: 64449 5/26	06/26		647.34
							647.34
NJ ASSOC. OF SCHOOL BUSINESS OFFICIALS	11-000-251-592-00-500	1283	PO-26-00429	NJASBO Workshop Registrations 2025-2026 (LL) Inv: 200031222 4/14/26 LL	06/26		145.00
							145.00

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
NJ SCHOOL JOBS.COM	11-000-230-590-00-526	4055	PO-26-01599	Job Posting - Advertising Inv: 20644	06/26		75.00
							75.00
OCEAN MEDICAL MD PA	11-000-213-300-00-300	2201	PO-26-00031	School Student Physician Inv: 2ND PAYMENT 25/26SY	06/26		1,300.00
							1,300.00
PHILLY PRETZEL FACTORY	62-992-330-600-00-100	5717	PO-26-01577	Supplies for Concessions Inv: 005324 4/26	06/26		340.00
							340.00
PREFERRED HOME HEALTH CARE & NURSING DBA: Care Options for Kids	11-000-217-320-50-300	4354	PO-26-00679	One to One Nursing Care-PSD Inv: 250269GD1964 4/26	06/26		4,095.00
							4,095.00
PREVENTION SPECIALISTS INC	11-000-270-390-00-301	1178	PO-26-01564	Annual Fee for Randomization Services for CDL Drivers for 2026 Inv: 37451	06/26		505.00
							505.00
PRIMO, INC.	62-992-330-590-00-500	4757	PO-26-01426	STAC Advertising Inv: #26422-15311-61974	06/26		258.77
							258.77
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-26-00623	estimated translating services for the 2025-2026 sy Inv: 0223240426 4/26 PLC	06/26		78.74
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-26-00623	estimated translating services for the 2025-2026 sy Inv: 0223240426 4/26 OXY	06/26		62.52
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-26-00623	estimated translating services for the 2025-2026 sy Inv: 0223240426 4/26 INT	06/26		95.73
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-26-00623	estimated translating services for the 2025-2026 sy Inv: 0223240426 4/26 MCK	06/26		85.82
PROPIO LS LLC	20-241-200-600-00-600	5556	PO-26-00623	estimated translating services for the 2025-2026 sy Inv: 0223240426 4/26 OA	06/26		64.84
							387.65
RAMM ENVIRONMENTAL SERVICES, INC	11-000-261-420-50-400	5099	PO-26-01592	6 month Ahera inspection for Oxycocus Inv: 9535	06/26		300.00
							300.00
RIBBONS EXPRESS, INC.	11-190-100-610-00-106	4337	PO-26-01583	Printer Consumables Inv: 2249565	06/26		1,467.98
RIBBONS EXPRESS, INC.	11-190-100-610-00-106	4337	PO-26-01583	Printer Consumables Inv: 5043544	06/26		-215.00
							1,252.98
SANDPAPER, The	62-992-330-590-00-500	3579	PO-26-01461	Advertising for STAC Inv: 165537 5/20/26	06/26		546.00
							546.00
SCHOOL HEALTH SUPPLY	11-216-100-610-00-110	1088	PO-26-01613	Oxy Nursing Supplies/Spec Ed Supplies Inv: CINV000395598	06/26		61.46

Attachments subject to change without notice.

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
SCHOOL HEALTH SUPPLY	11-000-213-600-50-101	1088	PO-26-01613	Oxy Nursing Supplies/Spec Ed Supplies Inv: CINV000395598	06/26		8.08
SCHOOL HEALTH SUPPLY	20-250-100-600-60-110	1088	PO-26-01613	Oxy Nursing Supplies/Spec Ed Supplies Inv: CINV000395598	06/26		61.46
SCHOOL HEALTH SUPPLY	20-250-100-600-65-110	1088	PO-26-01613	Oxy Nursing Supplies/Spec Ed Supplies Inv: CINV000395598	06/26		61.46
SCHOOL HEALTH SUPPLY	20-250-100-600-70-110	1088	PO-26-01613	Oxy Nursing Supplies/Spec Ed Supplies Inv: CINV000395598	06/26		61.46
SCHOOL HEALTH SUPPLY	20-250-100-600-75-110	1088	PO-26-01613	Oxy Nursing Supplies/Spec Ed Supplies Inv: CINV000395598	06/26		61.46
							315.38
SOUTH SHORE TOWING, INC.	11-000-270-420-00-400	3123	PO-26-01634	Heavy Duty Tow for Bus #143 Inv: 7178385	06/26		350.00
SOUTH SHORE TOWING, INC.	11-000-270-420-00-400	3123	PO-26-01660	Flat Rate Tow for Bus #183 Inv: 7178398	06/26		250.00
							600.00
SOUTHERN O.C. CHAMBER OF COMMERCE, INC	62-992-330-420-00-420	4805	PO-26-01542	Memberships/dues Inv: 15-10664	06/26		250.00
							250.00
SPIEZLE ARCHITECTURAL GROUP, INC.	30-000-410-390-50-003	3801	24K066-PYPO	Spiezle Oxy Additions/Alterations - Referendum 24K066 Inv: 24K066-16 4/26	06/26 Construction		16,300.00
SPIEZLE ARCHITECTURAL GROUP, INC.	30-000-410-390-60-003	3801	24K067-PYPO	Spiezle Renovations/Multiple Schools - Referendum 24K067 Inv: 24K067-5 4/26	06/26 Construction		4,200.00
SPIEZLE ARCHITECTURAL GROUP, INC.	30-000-410-390-70-003	3801	24K067-PYPO	Spiezle Renovations/Multiple Schools - Referendum 24K067 Inv: 24K067-5 4/26	06/26 Construction		2,800.00
SPIEZLE ARCHITECTURAL GROUP, INC.	30-000-410-390-60-003	3801	24K068-PYPO	Spiezle HVAC Upgrades/Multiple Schools- Referendum 24K068 Inv: 24K068-15 4/30	06/26 Construction		510.00
SPIEZLE ARCHITECTURAL GROUP, INC.	30-000-410-390-75-003	3801	24K068-PYPO	Spiezle HVAC Upgrades/Multiple Schools- Referendum 24K068 Inv: 24K068-15 4/30	06/26 Construction		4,590.00
SPIEZLE ARCHITECTURAL GROUP, INC.	30-000-410-390-65-003	3801	24K069-PYPO	Spiezle HVAC Upgrades/Ocean Acres - Referendum 24K069 Inv: 24K069-15 4/26	06/26 Construction		4,450.00
							32,850.00
SRJ MECHANICAL LLC	30-000-410-450-65-001	5835	PO-26-00884	24K069 Construction Mgmt - Referendum HVAC Ocean Acres Inv: PAY APP #5 5/26 (26-0236)	06/26 Construction		358,616.73
							358,616.73
STATE OF NEW JERSEY	11-000-291-270-00-200	4111	PO-26-00840	Employee Medical Health Benefits Jan 2026-June 2026 Inv: 6/26	06/26 EFT		763,605.72
							763,605.72
SUMMIT MEDICAL GROUP PA DBA: CITY MD	11-000-270-390-00-301	5254	PO-26-01306	DOT Physical Exams for EHM, EM, HH, MB and TG for February 2026 Inv: 48078K2983 TG	06/26		110.00

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
SUMMIT MEDICAL GROUP PA DBA: CITY MD	11-000-270-390-00-301	5254	PO-26-01589	DOT Physical Exams for Timothy Guertin on February 10th, 2026 and Chester Revinski on April 21st, 2026 Inv: 48078K2983 CR	06/26		110.00
							220.00
SUPER DUPER PUBL.	11-000-216-610-50-100	1123	PO-26-01615	CST Protocols Inv: 3062675A	06/26		100.00
SUPER DUPER PUBL.	20-250-100-600-00-110	1123	PO-26-01615	CST Protocols Inv: 3062675A	06/26		270.00
							370.00
SUPERGLASS WINDSHIELD REPAIR	11-000-270-420-00-400	1174	PO-26-01587	Replace Windshield on Bus 232 Inv: 1054099	06/26		385.00
							385.00
TAPinto Local LLC	62-992-330-590-00-500	5863	PO-26-01231	Advertising for STAC Inv: 59796 5/26	06/26		425.00
							425.00
UNUM	11-000-291-290-00-000	1809	PO-26-00029	STAA Employee Disability - 25/26 Inv: 0550271-001 3 6/26	06/26		548.34
							548.34
VICTOR SBAILO	11-000-221-581-00-500	4729	PO-26-01639	Tech Yearly Mileage Reimbursement - Sbailo Inv: 25/26SY TRAVELING TECH	06/26		100.00
							100.00
Vivacity Tech PBC	11-190-100-610-00-106	5889	PO-26-01454	District Chromebooks Inv: INV1207168	06/26		129,320.00
							129,320.00
WESTERN PEST CONTROL, INC	11-000-262-420-75-400	2664	PO-26-00040	Maint/repair Services 2025-2026 School Year Inv: IN-10273220	06/26		350.00
WESTERN PEST CONTROL, INC	11-000-262-420-00-405	2664	PO-26-00040	Maint/repair Services 2025-2026 School Year Inv: 06032026	06/26		300.00
WESTERN PEST CONTROL, INC	11-000-263-420-65-420	2664	PO-26-01507	Tick treatment for Ocean Acres Inv: IN-10507868	06/26		175.00
							825.00
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-26-01585	Engine Cover for Bus 156 Inv: 167673M	06/26		135.45
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-26-01604	Heated Mirror for Bus 232 Inv: 167770M	06/26		125.60
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-26-01609	Abigail Camera for Bus 231 and Fuel Line Fittings for Bus 142 Inv: 167781M	06/26		196.83
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-26-01659	Heater Grid for Bus 153 (Intake Cover and Intake Gasket) Inv: 168123M	06/26		539.75
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-26-01662	Exhaust Gaskets for Bus 145 Inv: 168124M	06/26		26.27

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
WOLFINGTON BODY COMPANY, INC.	11-000-270-615-00-121	2533	PO-26-01667	Exhaust and Parts for Assembly for Bus 143 Inv: 168125M	06/26		1,927.81
							2,951.71
WWN EDUCATIONAL RADIO CORP	62-992-330-590-00-500	4982	PO-26-00316	Advertising for STAC Inv: INV-STAC-2026-0506	06/26		450.00
							450.00
Y.A.L.E. SCHOOL EAST, INC.	11-000-100-566-00-500	5740	PO-26-01544	Revised Tuition for March 2026 Inv: #EAST/MAR26 19 3/26 REVISED	06/26		1,588.64
							1,588.64
ZANER BLOSER	20-501-100-640-00-119	1241	PO-26-01548	Handwriting Books-Non public Inv: #INVZB101826	06/26		491.70
ZANER BLOSER	20-250-100-600-00-CO	1241	PO-26-01548	Handwriting Books-Non public Inv: #INVZB102122	06/26		11.21
ZANER BLOSER	20-501-100-640-00-119	1241	PO-26-01548	Handwriting Books-Non public Inv: #INVZB102122	06/26		70.74
							573.65

Attachments subject to change without notice.

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Attachments subject to change without notice.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	132	1,152,716.44		1,152,716.44
11 General Current Expense	190 Regular Programs - Undistributed	12	133,484.11		133,484.11
11 General Current Expense	212 Special Education - Multiple Disabilities	3	495.77		495.77
11 General Current Expense	216 Special Education - Preschool Disabilities - Full-Time	2	163.01		163.01
	Fund total:		**1,286,859.33**		**1,286,859.33**
20 Special Revenue Fund	004 Other Local Projects	1	268.35		268.35
20 Special Revenue Fund	218 Preschool Education	3	32.96		32.96
20 Special Revenue Fund	241 ESSA Title III	5	387.65		387.65
20 Special Revenue Fund	250 IDEA Part B	20	26,416.52		26,416.52
20 Special Revenue Fund	251 IDEA Part B	1	3,578.00		3,578.00
20 Special Revenue Fund	280 ESSA Title IV	2	514.62		514.62
20 Special Revenue Fund	501 Nonpublic Textbooks Aid	2	562.44		562.44
20 Special Revenue Fund	510 Nonpublic Technology Initiative Program	4	3,442.16		3,442.16
20 Special Revenue Fund	511 Nonpublic Security Aid Program	1	3.99		3.99
	Fund total:		**35,206.69**		**35,206.69**
30 Capital Projects Fund	000 Undistributed Expenditures	9	545,349.27		545,349.27
	Fund total:		**545,349.27**		**545,349.27**
60 Enterprise Fund	990 Other Enterprise Funds	1	76,023.25		76,023.25
	Fund total:		**76,023.25**		**76,023.25**
62 Imported	992 Imported	26	8,754.04		8,754.04
	Fund total:		**8,754.04**		**8,754.04**
	Grand totals:	224	**1,952,192.58**		**1,952,192.58**

_____
President

_____
Vice President

_____
Business Administrator

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
June 2026 Bills List - EFT

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-004A-202604-01 PLC	06/26 EFT		4,531.96
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-005A-202604-01 OA	06/26 EFT		766.23
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-002A-202604-01	06/26 EFT		3,053.10
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-006A-202604-01 OXY	06/26 EFT		2,575.72
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-001A-202604-01 MCK	06/26 EFT		4,104.08
GSRP G-I SOLAR 1 LLC DBA: STAFFORD SOLAR 1 LLC	11-000-262-622-00-100	5108	PO-26-00022	Solar Supply 2025-2026 Inv: NJ-05-003A-202604-01 INT	06/26 EFT		3,791.96
							18,823.05
STATE OF NEW JERSEY	11-000-291-270-00-200	4111	PO-26-00840	Employee Medical Health Benefits Jan 2026-June 2026 Inv: 6/26	06/26 EFT		763,605.72
							763,605.72

Attachments subject to change without notice.

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	7	782,428.77		782,428.77
	Fund total:		**782,428.77**		**782,428.77**
	Grand totals:	7	**782,428.77**		**782,428.77**

Attachments subject to change without notice.

_____
President

_____
Vice President

_____
Business Administrator

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5501 0699 191 3/13/26 - 4/13/26 STAC	05/26 Midcycle	004689	1,992.70
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5501 0699 407 3/30/26 - 4/28/26 INT	05/26 Midcycle	004689	4,549.27
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5002 8603 376 3/17/26 - 4/15/26 TRANS	05/26 Midcycle	004689	305.70
ATLANTIC CITY ELECTRIC, INC.	20-218-200-600-00-101	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5504 1984 166 3/14/26 - 4/13/26 PLC NORTH	05/26 Midcycle	004689	3,185.75
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5501 0291 148 3/13/26 - 4/13/26 MCK	05/26 Midcycle	004689	3,352.10
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 6684 298 3/21/26 - 4/21/26 MCK LTG	05/26 Midcycle	004689	123.47
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 1953 565 3/17/26 - 4/15/26 OXY	05/26 Midcycle	004689	872.44
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 1953 375 3/24/26 - 4/22/26 OXY ST LTG	05/26 Midcycle	004689	832.34
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5501 0291 411 3/21/26 - 4/21/26 OXY MN LTG	05/26 Midcycle	004689	508.44
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 0148 969 3/19/26 - 4/17/26 OA	05/26 Midcycle	004689	5,662.06
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 0148 621 3/19/26 - 4/17/26 OA NAUT MN	05/26 Midcycle	004689	1,722.59
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 0148 225 3/19/26 - 4/17/26 OA NAUT LTG	05/26 Midcycle	004689	128.45
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5001 1859 399 3/18/26 - 4/16/26 OA SIGN	05/26 Midcycle	004690	15.88
ATLANTIC CITY ELECTRIC, INC.	11-000-262-622-00-100	3374	PO-26-00021	Electric Delivery & Supply Charge 2025-2026 Inv: 5500 0147 649 3/13/26 - 4/13/26 PLC	05/26 Midcycle	004690	217.07
							23,468.26

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
BENJAMIN R HARVEY CO INC	30-000-410-450-50-002	5861	PO-26-01269	24K066 Construction Mgmt - Referendum HVAC Oxy Addition/Alterations Inv: TEST - REDUCE NEXT BILL	05/26 Mid Construct EFT	No Check	5.00
							5.00
BLOOM AT THE SHORE, LLC DBA: PEGGY ANN THE GIRLS FLORIST	11-000-230-610-00-115	5637	PO-26-01631	Flowers for TOTY county breakfast Inv: 100001097	05/26 Midcycle	004699	90.00
							90.00
CELLCO PARTNERSHIP DBA: VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-26-00094	Wireless/Internet Charges 25-26 Inv: 6144115445 4/21/26 - 5/20/26	05/26 Midcycle	004708	799.17
CELLCO PARTNERSHIP DBA: VERIZON WIRELESS	11-000-230-530-00-506	2982	PO-26-00094	Wireless/Internet Charges 25-26 Inv: 6144115444 4/21/26 - 5/20/26	05/26 Midcycle	004708	154.55
							953.72
Cogent Leasing and Financing, INC	11-000-270-443-00-400	5900	PO-26-01605	Bus Lease Financing 2026 Inv: PAYMENT #1 5/1/26	05/26 Midcycle	004629	74,500.00
							74,500.00
COMCAST BUSINESS COMMUNICATIONS, LLS	11-190-100-340-00-600	1460	PO-26-00177	WAN Options OA, OXY & MCK Campus Inv: 268001473 4/26	05/26 Midcycle	004626	3,208.36
							3,208.36
COMPASSION CAFE	11-212-100-800-60-800	5705	PO-26-01578	Field Trip Inv: 5/28/26 TRIP	05/26 Midcycle	004691	27.34
COMPASSION CAFE	11-212-100-800-70-800	5705	PO-26-01578	Field Trip Inv: 5/28/26 TRIP	05/26 Midcycle	004691	54.66
							82.00
COSTCO WHOLESALE CORPORATION	11-000-230-890-00-815	4750	PO-26-01522	Renewal - membership 6/26 - 5/26 Inv: 000111899423201 26-27	05/26 Midcycle	004627	65.00
							65.00
DEANS GRAPHICS, LLC	11-000-262-610-00-100	4071	PO-26-00685	Business Cards - Director of Facilities (AC) Inv: 24659 1ST CHECK LOST	05/26 Midcycle	004705	45.00
							45.00
FP FINANCE, INC.	11-000-262-590-00-527	5294	PO-26-00091	Postage Meter Lease 25-26 Inv: 41833385	05/26 Midcycle	004628	190.00
FP FINANCE, INC.	11-000-262-590-00-527	5294	PO-26-00091	Postage Meter Lease 25-26 Inv: 42088133	05/26 Midcycle	004706	190.00
							380.00
HAWKSWOOD SCHOOL	20-250-100-500-60-500	5249	PO-26-00479	OOD Tuition-Grade 3 Inv: 75046 6/26 JV	05/26 Midcycle	004692	3,861.36
HAWKSWOOD SCHOOL	20-250-100-500-65-500	5249	PO-26-00481	OOD Tuition-Grade 1 Inv: 75046 6/1 NW	05/26 Midcycle	004692	3,861.36
							7,722.72
HOPE ZAUN - PETTY CASH	11-000-240-600-70-103	5520	H ZAUN	Petty Cash	26-0583	004688	15.78
HOPE ZAUN - PETTY CASH	11-000-240-600-70-103	5520	H ZAUN	Petty Cash	26-0583	004688	82.92
HOPE ZAUN - PETTY CASH	11-000-240-600-70-103	5520	H ZAUN	Petty Cash	26-0583	004688	9.99
HOPE ZAUN - PETTY CASH	11-000-240-600-70-103	5520	H ZAUN	Petty Cash	26-0583	004688	40.42
HOPE ZAUN - PETTY CASH	11-000-240-600-70-103	5520	H ZAUN	Petty Cash	26-0583	004688	25.00
							174.11

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
LADACIN NETWORK, INC.	11-000-100-566-00-500	1455	PO-26-00561	OOD Tuition- Grade PSD Inv: 2026 APR LK	05/26 Midcycle	004693	7,111.04
							7,111.04
Lighthouse International Film Festival, Inc	62-992-330-590-00-500	5898	PO-26-01593	Advertising for STAC Inv: 2026147	05/26 Midcycle	004700	500.00
							500.00
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	L LAGUARDIA	Petty Cash	26-0582	004687	109.00
LOURDES LAGUARDIA	11-000-230-610-00-115	5044	L LAGUARDIA	Petty Cash	26-0582	004687	82.80
							191.80
MIMICUS MARKETING LLC DBA: MIMICUS MARKETING LLC	20-280-200-600-00-113	5631	PO-26-01614	Shirts for students staff members and STPD for Dare Day 2026 Inv: 0042	05/26 Midcycle	004702	4,857.75
MIMICUS MARKETING LLC DBA: MIMICUS MARKETING LLC	20-280-200-600-00-118	5631	PO-26-01614	Shirts for students staff members and STPD for Dare Day 2026 Inv: 0042	05/26 Midcycle	004702	500.00
							5,357.75
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-506-100-390-00-300	1407	PO-26-00611	Chapters 192 & 193 Services Inv: 26-02444 5/26	05/26 Midcycle	004694	2,478.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-502-219-330-00-300	1407	PO-26-00611	Chapters 192 & 193 Services Inv: 26-02444 5/26	05/26 Midcycle	004694	5,022.20
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-507-219-330-00-300	1407	PO-26-00611	Chapters 192 & 193 Services Inv: 26-02444 5/26	05/26 Midcycle	004694	2,387.10
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-507-219-330-00-301	1407	PO-26-00611	Chapters 192 & 193 Services Inv: 26-02444 5/26	05/26 Midcycle	004694	608.00
MONMOUTH-OCEAN EDUCATIONAL SERV COMM	20-508-100-390-00-300	1407	PO-26-00611	Chapters 192 & 193 Services Inv: 26-02444 5/26	05/26 Midcycle	004694	2,697.00
							13,192.30
NJ DIVISION OF FIRE SAFETY	11-000-261-420-55-401	1708	PO-26-01499	Life Hazard for Transportation Building Inv: INV#5724500 REG# 1530-069026	05/26 Midcycle	004703	191.00
							191.00
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-26-00019	Delivery Charges - 2025-2026 Inv: 230000319366 4/3/26 - 4/29/26 OA	05/26 Midcycle	004695	3,635.51
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-26-00019	Delivery Charges - 2025-2026 Inv: 230000003635 3/31/26 - 4/27/26 OXY	05/26 Midcycle	004695	2,555.61
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-26-00019	Delivery Charges - 2025-2026 Inv: 230000009996 3/17/26 - 4/16/26 MCK	05/26 Midcycle	004695	3,910.06
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-26-00019	Delivery Charges - 2025-2026 Inv: 230000208165 3/17/26 - 4/16/26 INT	05/26 Midcycle	004695	6,191.79
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-26-00019	Delivery Charges - 2025-2026 Inv: 230000101011 3/17/26 - 4/16/26 PLC	05/26 Midcycle	004695	2,572.48
NJ NATURAL GAS COMPANY	11-000-262-621-00-100	1388	PO-26-00019	Delivery Charges - 2025-2026 Inv: 230001268485 3/31/26 - 4/27/26 TRANS	05/26 Midcycle	004695	510.83
							19,376.28

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
PROCARE SOFTWARE HOLDINGS LLC DBA: PROCARE SOFTWARE	61-990-320-340-00-300	5284	PO-26-01611	April 2026 Processing Fees Inv: APRIL 2026 FEES	April Procare Fees	No Check	1,427.60
							1,427.60
SHORE BOUND FRANCHISE HOLDINGS, INC. DBA: Chick-Fil-A Manahawkin	11-209-100-800-65-800	5388	PO-26-01647	Field Trip Inv: 5/18/26 ORDER # 2494388	05/26 Midcycle	004704	39.86
SHORE BOUND FRANCHISE HOLDINGS, INC. DBA: Chick-Fil-A Manahawkin	11-209-100-800-75-800	5388	PO-26-01647	Field Trip Inv: 5/18/26 ORDER # 2494388	05/26 Midcycle	004704	39.85
							79.71
STABILE ASHLEY AND BRIAN	11-000-270-505-00-500	5471	PO-26-01133	2025/2026 School Year AIL Payment Inv: 25-26SY AIL 1ST PYMT LS - 1ST CHECK LOST	05/26 Midcycle	004707	588.50
							588.50
STATE OF NEW JERSEY	11-000-216-320-00-300	5136	PO-26-00577	Commission of the Blind Contracts 9/1/25 - 6/30/26 Inv: STATE AID REDUCTION PAYMENT	Commission of the Blind	No Check	13,448.00
							13,448.00
The Learning Experience - Pisces Ent. LLC	20-218-200-321-00-300	5764	PO-26-00096	PreSchool Tuition 2025-2026 School Year Inv: 05/26 PYMT REDO ORIGINAL CHECK 4535 VOICED	05/26 Midcycle	004686	44,080.90
							44,080.90
UGI CORPORATION	11-000-262-621-00-100	5730	PO-26-00907	Anticipated Natural Gas Supply for 2025-2026 Inv: G7009811 3/17/26 - 4/16/26 INT	05/26 Midcycle	004696	1,982.11
UGI CORPORATION	11-000-262-621-00-100	5730	PO-26-00907	Anticipated Natural Gas Supply for 2025-2026 Inv: G7009789 3/17/26 - 4/16/26 PLC	05/26 Midcycle	004696	840.21
UGI CORPORATION	11-000-262-621-00-100	5730	PO-26-00907	Anticipated Natural Gas Supply for 2025-2026 Inv: G7027199 4/3/26 - 4/29/26 OA	05/26 Midcycle	004696	921.15
UGI CORPORATION	11-000-262-621-00-100	5730	PO-26-00907	Anticipated Natural Gas Supply for 2025-2026 Inv: G7021773 3/31/26 - 4/27/26 OXY	05/26 Midcycle	004696	877.71
UGI CORPORATION	11-000-262-621-00-100	5730	PO-26-00907	Anticipated Natural Gas Supply for 2025-2026 Inv: G7009845 3/17/26 - 4/16/26 MCK	05/26 Midcycle	004696	1,313.78
							5,934.96
WHIRL CORPORATION, INC.	20-421	5785	PO-25-02014-PYPBL	Playground Yard - Site Prep - PLC Inv: 26-7993	05/26 Midcycle	004625	60,725.00
WHIRL CORPORATION, INC.	20-421	5785	PO-25-02015-PYPBL	Playground Yard - Site Prep - PLC Estimated Inv: 26-7992	05/26 Midcycle	004625	60,725.00
WHIRL CORPORATION, INC.	20-481	5785	PO-26-00227	Playground Yard - Site Prep - PLC Supplemental 25-02015 Inv: 26-7992	05/26 Midcycle	004625	10,232.00
							131,682.00
XEROX CORP.	11-000-219-592-00-506	2623	PO-26-00014	Maintenance Agreement - 2025/2026 Inv: 025501083 4/26	05/26 Midcycle	004697	75.47

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
XEROX CORP.	11-000-270-593-00-506	2623	PO-26-00014	Maintenance Agreement - 2025/2026 Inv: 025501082 4/26	05/26 Midcycle	004697	88.82
XEROX CORP.	11-000-221-500-00-506	2623	PO-26-01332	Maintenance Agreement 1/26 - 6/26 Inv: 025501081 03-21-26 - 04-21-26	05/26 Midcycle	004697	149.92
							314.21
XTEL COMMUNICATIONS, INC.	11-000-230-530-00-506	2495	PO-26-00093	Telephone Charges/Internet Access Inv: 87029 CUST #10000008549 5/26	05/26 Midcycle	004698	3,965.27
							3,965.27

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Attachments subject to change without notice.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	47	147,611.40		147,611.40
11 General Current Expense	190 Regular Programs - Undistributed		3,208.36		3,208.36
11 General Current Expense	209 Special Education - Behavioral Disabilities	2	79.71		79.71
11 General Current Expense	212 Special Education - Multiple Disabilities	2	82.00		82.00
	Fund total:		**150,981.47**		**150,981.47**
20 Special Revenue Fund		3	131,682.00		131,682.00
20 Special Revenue Fund	218 Preschool Education	2	47,266.65		47,266.65
20 Special Revenue Fund	250 IDEA Part B	2	7,722.72		7,722.72
20 Special Revenue Fund	280 ESSA Title IV	2	5,357.75		5,357.75
20 Special Revenue Fund	502 Nonpublic Aux Services - Basic Skills/Remedial	1	5,022.20		5,022.20
20 Special Revenue Fund	506 Nonpublic Hand - Supplemental Instruction	1	2,478.00		2,478.00
20 Special Revenue Fund	507 Nonpublic Hand - Handicapped Services	2	2,995.10		2,995.10
20 Special Revenue Fund	508 Nonpublic Hand - Corrective Speech	1	2,697.00		2,697.00
	Fund total:		**205,221.42**		**205,221.42**
30 Capital Projects Fund	000 Undistributed Expenditures	1	5.00		5.00
	Fund total:		**5.00**		**5.00**
61 Imported	990 Other Enterprise Funds	1	1,427.60		1,427.60
	Fund total:		**1,427.60**		**1,427.60**
62 Imported	992 Imported	1	500.00		500.00
	Fund total:		**500.00**		**500.00**
	Grand totals:	69	**358,135.49**		**358,135.49**

_____
President

_____
Vice President

_____
Business Administrator

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List - EFT

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
BENJAMIN R HARVEY CO INC	30-000-410-450-50-002	5861	PO-26-01269	24K066 Construction Mgmt - Referendum HVAC Oxy Addition/Alterations Inv: TEST - REDUCE NEXT BILL	05/26 Mid Construct EFT	No Check	5.00
							5.00
PROCARE SOFTWARE HOLDINGS LLC DBA: PROCARE SOFTWARE	61-990-320-340-00-300	5284	PO-26-01611	April 2026 Processing Fees Inv: APRIL 2026 FEES	April Procare Fees	No Check	1,427.60
							1,427.60
STATE OF NEW JERSEY	11-000-216-320-00-300	5136	PO-26-00577	Commission of the Blind Contracts 9/1/25 - 6/30/26 Inv: STATE AID REDUCTION PAYMENT	Commission of the Blind	No Check	13,448.00
							13,448.00

Attachments subject to change without notice.

Stafford Township Board of Education
Bills and Claims
May 2026 Additional Bills List - EFT

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
11 General Current Expense	000 Undistributed Expenditures	1	13,448.00		13,448.00
	Fund total:		**13,448.00**		**13,448.00**
30 Capital Projects Fund	000 Undistributed Expenditures	1	5.00		5.00
	Fund total:		**5.00**		**5.00**
61 Imported	990 Other Enterprise Funds	1	1,427.60		1,427.60
	Fund total:		**1,427.60**		**1,427.60**
	Grand totals:	3	**14,880.60**		**14,880.60**

Attachments subject to change without notice.

_____
President

_____
Vice President

_____
Business Administrator

Attachments subject to change without notice.

STAFFORD TOWNSHIP BOARD OF EDUCATION

BOARD SECRETARY'S REPORT/TREASURER'S REPORT

ATTACHMENT:G-3. & G-4.

MONTH OF APRIL 2026

	Opening Balances	Cash Receipts	Cash Disbursements	Ending Balances
Fund 10 Current Expense Health Benefit Capital Outlay Special Schools	$ 19,842,640.22	$ 6,925,564.31	$ 4,165,465.65	$ 22,602,738.88
Fund 20 Special Revenue	$ 1,105,857.78	$ 731,145.00	$ 649,515.99	$ 1,187,486.79
Fund 30 Capital Projects	$ 72,773,179.75	$ 205,048.20	$ 654,410.39	$ 72,323,817.56
Fund 40 Debt Service	$ 0.52	$ -	$ -	$ 0.52
Fund 60 Food Service	$ 218,860.13	$ 102,657.08	$ 109,740.52	$ 211,776.69
Fund 61 Extended Day	$ 414,959.98	$ 45,488.34	$ 34,337.09	$ 426,111.23
Fund 62 STAC	$ 970,804.40	$ 48,692.86	$ 36,444.49	$ 983,052.77
Balances	**$ 95,326,302.78**	**$ 8,058,595.79**	**$ 5,649,914.13**	**$ 97,734,984.44**

Treasurer				
Fund 10	$ 19,842,640.22	$ 6,925,564.31	$ 4,165,465.65	$ 22,602,738.88
Fund 20	$ 1,105,857.78	$ 731,145.00	$ 649,515.99	$ 1,187,486.79
Fund 30	$ 72,773,179.75	$ 205,048.20	$ 654,410.39	$ 72,323,817.56
Fund 40	$ 0.52	$ -	$ -	$ 0.52
Fund 60	$ 218,860.13	$ 102,657.08	$ 109,740.52	$ 211,776.69
Fund 61	$ 414,959.98	$ 45,488.34	$ 34,337.09	$ 426,111.23
Fund 62	$ 970,804.40	$ 48,692.86	$ 36,444.49	$ 983,052.77
Balances	**$ 95,326,302.78**	**$ 8,058,595.79**	**$ 5,649,914.13**	**$ 97,734,984.44**

Attachments subject to change without notice.

I certify that the Treasurer of School Monies and the Board Secretary's ending cash balances of Funds 10 through 61 for the month of April 2026 are correct and in agreement.

Lourdes LaGuardia, SBA/BS

REPORT OF THE TREASURER
TO THE STAFFORD TOWNSHIP BOARD OF EDUCATION
ALL FUNDS
As of : 04/30/26

	CASH REPORT				
	FUNDS	Beginning Cash Balance (1)	Cash Receipts This Month (2)	Cash Disbursements This Month (3)	Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Funds 10, 16 & 17	$ 19,842,640.22	$ 6,925,564.31	$ 4,165,465.65	$ 22,602,738.88
2	Special Revenue Fund - Fund 20	$ 1,105,857.78	$ 731,145.00	$ 649,515.99	$ 1,187,486.79
3	Capital Projects Fund - Fund 30	$ 72,773,179.75	$ 205,048.20	$ 654,410.39	$ 72,323,817.56
4	Debt Service Fund - Fund 40	$ 0.52	$ -		$ 0.52
5	**Total Governmental Funds [Ln 1 thru 4]**	$ 93,721,678.27	$ 7,861,757.51	$ 5,469,392.03	$96,114,043.75
	ENTERPRISE FUNDS				
6	Fund 60 - Cafeteria	$ 218,860.13	$ 102,657.08	$ 109,740.52	$ 211,776.69
7	Fund 61 - Preschool, Extended Day, STAC	$ 414,959.98	$ 45,488.34	$ 34,337.09	$ 426,111.23
8	Fund 62	$ 970,804.40	$ 18,692.86	$ 36,444.49	$ 983,052.77
9	**Total Enterprise Funds**	$ 1,604,624.51	$ 166,838.28	$ 180,522.10	$ 1,620,940.69
10	Total General Account [Ln 5-Ln 3+Ln 10]	$ 22,553,123.03	$ 7,853,547.59	$ 4,995,503.74	$25,411,166.88
11	**Total General Account + Capital Projects**	$ 95,326,302.78	$ 8,058,595.79	$ 5,649,914.13	$ 97,734,984.44
12	**TRUST AND AGENCY FUNDS (Fund 90)**				
13	Payroll	$ 4,024.69	$ 2,034,811.38	$ 2,032,871.10	$ 5,964.97
14	Payroll Agency	$ 284,700.11	$ 1,268,767.47	$ 1,279,777.10	$ 273,690.48
15	Unemployment Trust	$ 470,360.49	$ 1,064.31	$19,012.33	$ 452,412.47
16	McKinley Student Activity	$ 23,385.61	$ 10,417.31	$ 2,493.07	$ 31,309.85
17	Oxycocus Student Activity	$ 5,919.29	$ 1,162.17	$ -	$ 7,081.46
18	Intermediate Student Activity	$ 21,606.53	$ 23,572.53	$ 17,936.00	$ 27,243.06
19	Ocean Acres Student Activity	$ 28,675.67	$ 10,645.34	$ -	$ 39,321.01
20	PLC Student Activity	$ 16,684.72	$ 7,433.44	$ -	$ 24,118.16
21	FSA Account	$ 8,221.50	$ 6,044.66	$ 7,960.38	$ 6,305.78
22	United For Stafford	$ 37,891.49	$ -	$ 37,891.49	$ -
23	**Total Trust & Agency Funds (Lines 14-23)**	$ 901,470.10	$ 3,363,918.61	$ -	$ 867,447.24
24	**Total All Funds (Lines 5+10+24)**	$ 96,227,772.88	$ 11,422,514.40	$ 5,649,914.13	$ 98,602,431.68

Attachments subject to change without notice.

Prepared and Submitted By:

Stephen J. Brennan, MBA, CPA
Stephen J. Brennan, MBA, CPA
Treasurer of School Monies

May 15, 2026

BANK RECONCILIATION
General Account

Bank Name		Ocean First				Prepared by: SB
Account Number		16006006442				5/15/2026
Statement Date		April 30, 2026				
Fund/Funds		10, 20, 40, 60, 61				
1	Balance per Bank					$ 26,522,375.01
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	from below	11,205.15				
2b						
2c						
2d						
2	Total D.I.T.'s		11,205.15			
3	Total Additions			11,205.15		
	Deductions					
	Outstanding Checks					
4	(Attach List)		1,180,489.36			
5	Other (Explain)		-			
6	Total Deductions			1,180,489.36		
7	Net Reconciling Items					(1,169,284.21)
8	Adjusted Balance per Bank as of:		April 30, 2026			$ 25,353,090.80

General Account
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Check Number	Check Amount
3408	179,973.00	4546	5,086.43
4186	45.00	4547	2,876.37
4213	6,000.00	4548	755.10
4249	4,185.00	4549	3,016.43
4268	588.50	4550	9,011.40
4298	588.50	4551	1,132.83
4311	278,697.00	4552	62.92
4386	100.00	4553	58.50
4468	190.75	4554	6,600.00
		4555	17,763.75
		4556	10,600.00
		4557	147,233.83
4525	300.00	4558	719.52
4529	184.36	4559	173.99
4535	44,080.90	4560	9,841.26
4539	495.07	4561	2,000.00
4540	6.70	4562	47.90
4542	179.75	4563	108.81
4543	475.39	4564	2,676.31
4544	989.46	4565	12,861.42
4545	10,693.77	4566	330.00
		Page 2	$ 419,759.44
			$ 1,180,489.36

Deposit Number	Deposit Amount
4/30/2026	$ 11,205.15
	$ 11,205.15

For Note Purposes Only

Returned Check Date	Returned Check Amount
	$ -

Attachments subject to change without notice.

BANK RECONCILIATION

General Account

Bank Name	Ocean First
Account Number	16006006442
Statement Date	April 30, 2026
Fund/Funds	10, 20, 40, 60, 61

Prepared by: SB
5/15/2026

General Account

Outstanding Checks

Month Ending:

April 30, 2026

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
4567	69.16	4596	1,285.00		
4568	2,603.00	4597	6,335.62		
4569	549.60	4598	633.73		
4570	1,556.66	4599	390.00		
4571	857.50	4600	2,199.00		
4572	68,683.99	4601	1,584.41		
4573	3,386.40	4602	375.00		
4574	1,000.00	4603	700.00		
4575	9.48	4604	4,680.00		
4576	1,050.00	4605	657.00		
4577	408.00	4606	233.40		
4578	1,626.00	4607	561.23		
4579	19,862.60	4608	1,638.00		
4580	5,339.66	4609	291.50		
4581	1,782.92	4610	154.31		
4582	374.47	4611	472.00		
4583	1,070.48	4612	3,508.22		
4584	480.00	4613	350.00		
4585	2,857.84	4614	2,379.12		
4586	412.00	4615	4,902.41		
4587	321.60	4616	22.44		
4588	9,777.68	4617	940.00		
4589	2,801.02	4618	425.00		
4590	110,028.37	4619	317.34		
4591	1,642.56	4620	300.00		
4592	5,644.80	4621	1,860.64		
4593	7,385.00	4622	3,967.62		
4594	30.55	4623	1,539.00		
4595	125,105.63	4624	420.75		
				Total	419,759.44

Attachments subject to change without notice.

BANK RECONCILIATION

STAC Account

Bank Name	Ocean First					Prepared by: SB
Account Number	16006009685					5/15/2026
Statement Date	April 30, 2026					
Fund/Funds	10, 20, 40, 60, 61					
1	Balance per Bank					$ 6,698.56
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	from below	-				
2b	ACH needed in GL					
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions			-		
	Deductions					
	Outstanding Checks					
4	(Attach List)		-			
5	Other (Explain Const. Acct. *					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:	April 30, 2026				$ 6,698.56

General Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2026

Check Number	Check Amount	Check Number	Check Amount
	$ -		$ -
Total Outstanding Checks:			$ -

Deposit Number	Deposit Amount
	$ -

For Note Purposes Only

Returned Check Date	Returned Check Amount
	$ -

* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account

Attachments subject to change without notice.

BANK RECONCILIATION

Extended Day Account

Bank Name		Ocean First				Prepared by: SB
Account Number		16006002144				5/15/2026
Statement Date		April 30, 2026				
Fund/Funds		10, 20, 40, 60, 61				
1	Balance per Bank					$ 48,710.64
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	from below	-				
2b						
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions			-		
	Deductions					
	Outstanding Checks					
4	(Attach List)		-			
5	Other (Explain Const. Acct. *					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:		April 30, 2026			$ 48,710.64

General Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2026

Check Number	Check Amount	Check Number	Check Amount
	$ -		$ -
	Total Outstanding Checks:		$ -

Deposit Number	Deposit Amount
	$ -
For Note Purposes Only	
Returned Check Date	Returned Check Amount
	$ -

Attachments subject to change without notice.

* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account

BANK RECONCILIATION

Device Insurance Account

Bank Name			Ocean First			Prepared by: SB
Account Number			16006001010			5/15/2026
Statement Date			April 30, 2026			
Fund/Funds			10, 20, 40, 60, 61			
1	Balance per Bank					$ 2,666.88
	Reconciling Items					
	Additions					
		Deposits In Transit				
		Date	Amount			
	2a	from below	-			
	2b					
	2c					
	2d					
2		Total D.I.T.'s		-		
3		Total Additions			-	
	Deductions					
		Outstanding Checks				
4		(Attach List)		-		
5		Other (Explain Const. Acct. *				
6		Total Deductions			-	
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:		April 30, 2026			$ 2,666.88

General Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2026

Check Number	Check Amount	Check Number	Check Amount
	$ -		$ -
		Total Outstanding Checks:	$ -

Deposit Number	Deposit Amount
	$ -

For Note Purposes Only	
Returned Check Date	Returned Check Amount
	$ -

* ROD grant reimbursements received in the General Acct to be transferred to Construction Projects Account

Attachments subject to change without notice.

BANK RECONCILIATION

Construction Projects

30-101

Bank Name			Ocean First Bank			Prepared by: SB
Account Number			16006006558			5/15/2026
Statement Date			April 30, 2026			
Fund/Funds			30			
1	Balance per Bank					$ 2,863,612.11
	Reconciling Items					
	Additions					
		Deposits in Transit				
		Date	Amount			
	2a		$ -			
	2b					
	2c					
	2d					
2		Total D.I.T.'s	-			
3		Total Additions		-		
	Deductions					
		Outstanding Checks				
4		(Attach List)	657,270.39			
5		Other (Explain)				
6		Total Deductions		657,270.39		
7	Net Reconciling Items					(657,270.39)
8	Adjusted Balance per Bank as of: April 30, 2026					$ 2,206,341.72

Construction Projects Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
24	$ 2,860.00		
88	$ 1,960.00		
89	$ 243,452.29		
90	$ 22,050.00		
91	7,075.60		
92	24,900.00		
93	$ 342,810.70		
94	$ 12,161.80		
	$ 657,270.39		$ -

Attachments subject to change without notice.

BANK RECONCILIATION

Construction Bond

30-101

Bank Name	OCEAN FIRST BANK				Prepared by: SB
Account Number	16006007276				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds	30				
1	Balance per Bank				$ 17,397,945.24
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 17,397,945.24

Construction Projects Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
		Oct Wire	$ 159,933.60
		Oct Wire	$ 1.08
	$ -		$ 159,934.68

Attachments subject to change without notice.

BANK RECONCILIATION

Charles Schwab

30-101

Bank Name	Charles Schwab				Prepared by: SB
Account Number	2968-6645				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds	30				
1	Balance per Bank				$ 52,719,530.60
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 52,719,530.60

Construction Projects Account

Outstanding Checks & Deposits In Transit

Month Ending April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
		Oct Wire	$ 159,933.60
		Oct Wire	$ 1.08
	$ -		$ 159,934.68

Attachments subject to change without notice.

BANK RECONCILIATION

Payroll Account

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006459				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds	90				

1	Balance per Bank				$ 5,964.97
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:		April 30, 2026		$ 5,964.97

Payroll Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
See attached	$ -		
	$ -		$ -

Attachments subject to change without notice.

BANK RECONCILIATION

Agency Account

Bank Name	Ocean First
Account Number	16006006467
Statement Date	April 30, 2026
Fund/Funds	90

Prepared by: SB
5/15/2026

Agency Account

Outstanding Checks

Month Ending:

April 30, 2026

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
					.00

Attachments subject to change without notice.

BANK RECONCILIATION
Agency Account

90-101

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006467				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds	90				
1	Balance per Bank				$ 334,117.93
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		(0.11)			
2b					
2c					
2d					
2	Total D.I.T.'s		(0.11)		
3	Total Additions			(0.11)	
	Deductions				
	Outstanding Checks				
4	(Attach List)		60,427.34		
5	Other (Explain)				
6	Total Deductions			60,427.34	
7	Net Reconciling Items				(60,427.45)
8	Adjusted Balance per Bank as of:		April 30, 2026		$ 273,690.48

Attachments subject to change without notice.

Agency Account
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
Per Attached	60,427.34	Misc	$ (0.11)
Misc Adj			
	$ 60,427.34		$ (0.11)

BANK RECONCILIATION

Agency Account

Bank Name	Ocean First
Account Number	16006006467
Statement Date	April 30, 2026
Fund/Funds	90

Prepared by: SB
5/15/2026

Agency Account
Outstanding Checks

1 Er April 30, 2026

Check Number	Check Amount	Check Number	Check Amount	Check Number	
298	74.76				
299	498.86				
300	620.46				
301	5,637.09				
302	42,676.36				
303	3,148.08				
AFLAC	3,050.11				
Colonial	4,721.62				
		Outstanding	60,427.34		

Attachments subject to change without notice.

BANK RECONCILIATION

McKinley Student Activity Account

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006517				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds	90				
	Balance per Bank				$ 31,309.85
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)*				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 31,309.85

Attachments subject to change without notice.

McKinley Student Activity

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
	$ -		$ -

BANK RECONCILIATION

SUI Unemployment Account

Bank Name	Ocean First Bank
Account Number	16006006541
Statement Date	April 30, 2026
Fund/Funds	90

Prepared by: SB
5/15/2026

1	Balance per Bank				$ 471,424.80
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		19,012.33		
5	Other (Explain)				
6	Total Deductions			19,012.33	
7	Net Reconciling Items				(19,012.33)
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 452,412.47

Attachments subject to change without notice.

Unemployment Account
Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
1058	$ 19,012.33		
	$ 19,012.33		

BANK RECONCILIATION

Oxycocus Student Activity Account

Bank Name		Ocean First Bank			Prepared by: SB
Account Number		16006006491			5/15/2026
Statement Date		April 30, 2026			
Fund/Funds		63			
1	Balance per Bank				7,081.46
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 7,081.46

Attachments subject to change without notice.

Oxycocus Student Activity Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount
	$ -

Deposit Number	Deposit Amount

BANK RECONCILIATION

Intermediate Student Activity Account

Bank Name		Ocean First Bank			Prepared by: SB
Account Number		16006006525			5/15/2026
Statement Date		April 30, 2026			
Fund/Funds		90			
1	Balance per Bank				$ 37,062.06
	Reconciling Items				
	Deposits in Transit				
	Date	Amount			
2a		-			
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		9,819.00		
5	Other (Explain)				
6	Total Deductions			9,819.00	
7	Net Reconciling Items				(9,819.00)
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 27,243.06

Attachments subject to change without notice.

Intermediate Student Activity Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
1231	$ 9,819.00		
			$ -
	$ 9,819.00		

BANK RECONCILIATION

Primary Learning Center Student Activity Account

High School activities

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006483				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds					

1	Balance per Bank					$ 24,118.16
	Reconciling Items					
	Deposits in Transit					
	Date	Amount				
2a						
2b						
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions			-		
	Deductions					
	Outstanding Checks					
4	(Attach List)		-			
5	Other (Explain)					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:	April 30, 2026				$ 24,118.16

Primary Learning Center Student Activity

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount	Deposit Number	Deposit Amount
	$ -		

Attachments subject to change without notice.

BANK RECONCILIATION

Flexible Spending Account (FSA)

Bank Name		Ocean First Bank				Prepared by: SB
Account Number		16006006475				5/15/2026
Statement Date		April 30, 2026				
Fund/Funds		90				
1	Balance per Bank					$ 6,305.78
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a						
2b						
2c						
2d						
2	Total D.I.T.'s		-			
3	Total Additions					
	Deductions					
	Outstanding Checks					
4	(Attach List)		-			
5	Other (Explain)					
6	Total Deductions			-		
7	Net Reconciling Items					-
8	Adjusted Balance per Bank as of:		April 30, 2026			$ 6,305.78

Flexible Spending Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount		Deposit Number	Deposit Amount
Claims				
Claims				
	$ -			$ -

Attachments subject to change without notice.

BANK RECONCILIATION

Ocean Acres Student Activity Account

Bank Name	Ocean First Bank				Prepared by: SB
Account Number	16006006509				5/15/2026
Statement Date	April 30, 2026				
Fund/Funds	63				
1	Balance per Bank				39,321.01
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(Attach List)		-		
5	Other (Explain)				
6	Total Deductions			-	
7	Net Reconciling Items				-
8	Adjusted Balance per Bank as of:	April 30, 2026			$ 39,321.01

Ocean Acres Student Activity Account

Outstanding Checks & Deposits In Transit

Month Ending: April 30, 2026

Check Number	Check Amount
	$ -

Deposit Number	Deposit Amount

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Interim Balance Sheet
For the ten month period ending 04/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		17,571,656.89
102-107	Cash Equivalents		1,850.00
116	Investment - Capital Reserve Account		2,046,027.95
117	Investment - Maintenance Reserve Account		2,774,854.04
118	Investment - Current Expense Emergency Reserve Account		210,200.00
121	Tax Levy Receivable		3,054,748.00
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	1,433,690.41	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:	0.00	1,433,690.41
	Loans Receivable:		
			27,093,027.29

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	42,738,349.00	
302	Less Revenues	44,554,983.23	(1,816,634.23)
			(1,816,634.23)
		Total Assets and Resources:	25,276,393.06

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		9,623,482.77		
754+753	Reserve for Encumbrances - Current + Prior			9,623,482.77	
	Reserve Fund Balance:				
761	Capital Reserve Account		2,046,027.95		
604	Add: Increase in Capital Reserve		500.00		
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service		0.00	2,046,527.95	
764	Maintenance Reserve Account		2,774,854.04		
606	Add: Increase in Maintenance Reserve		500.00		
310	Less: Budgeted Withdrawal from Maintenance Reserve		200,000.00	2,575,354.04	
766	Current Expense Emergency Reserve Account		210,200.00		
607	Add: Increase in Current Expense Emergency Reserve		100.00		
312	Less: Budgeted Withdrawal from Current Expense Emergency Reserve		40,000.00	170,300.00	
	Appropriations				
601	Appropriations		50,137,143.63		
602	Less: Expenditures	36,175,719.09			
603	Encumbrances	9,623,482.77	(45,799,201.86)	4,337,941.77	
	Total Appropriated			18,753,606.53	
	Unappropriated				
770	Unassigned Fund Balance			13,158,873.53	
303	Budgeted Fund Balance			6,636,087.00	
					25,276,393.06
				Total Liabilities and Fund Equity:	25,276,393.06

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	50,137,143.63	45,799,201.86	4,337,941.77
Revenues	(42,738,349.00)	(44,554,983.23)	(-1,816,634.23)
	7,398,794.63	**1,244,218.63**	**6,154,576.00**
Change in Capital Reserve:			
Plus: Increase in Capital Reserves (604)	500.00	500.00	.00
	500.00	**500.00**	**.00**
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	500.00	500.00	.00
Less: Budgeted Withdrawal from Maintenance Reserve (310)	200,000.00	200,000.00	.00
	(199,500.00)	**(199,500.00)**	**.00**
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
Less: Budgeted Withdrawal from Current Expense Emergency Reserve (312)	40,000.00	40,000.00	.00
	(39,900.00)	**(39,900.00)**	**.00**

Attachments subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2026

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
52xx	-	Transfers from Other Funds	0.00	0.00	0.00	600,000.00	Over	(600,000.00)
10-1xxx	370	From Local Sources	37,168,085.00	0.00	37,168,085.00	38,371,328.17	Over	(1,203,243.17)
10-3xxx	520	From State Sources	5,555,184.00	0.00	5,555,184.00	5,555,525.00	Over	(341.00)
10-4xxx	570	From Federal Sources	15,080.00	0.00	15,080.00	28,130.06	Over	(13,050.06)
	-	**Total Revenues/Sources Of Funds**	**42,738,349.00**	**0.00**	**42,738,349.00**	**44,554,983.23**	**Over**	**(1,816,634.23)**

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	11,539,878.00	(69,765.32)	11,470,112.68	8,744,940.38	2,064,100.42	661,171.88
11-2xx-100-xxx	10300	Special Education - Instruction	5,336,118.00	237,843.84	5,573,961.84	4,314,295.61	1,053,808.46	205,857.77
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	829,960.00	(14,689.44)	815,270.56	527,648.35	138,291.62	49,330.59
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	144,808.00	0.00	144,808.00	94,293.73	0.00	50,514.27
	72140	*Undistributed Expenditures:*						
11-000-100-xxx	29180	Instruction (Tuition)	780,015.00	(56,400.00)	723,615.00	252,599.89	87,246.05	383,769.06
11-000-211-xxx	29680	Attendance and Social Work Services	70,326.00	0.00	70,326.00	58,604.20	11,720.84	0.96
11-000-213-xxx	30620	Health Services	368,819.00	49,996.01	418,815.01	292,811.18	64,815.46	61,188.37
11-000-216-xxx	40580	Speech, OT, PT and Related Services	984,966.00	1,560.75	986,526.75	669,273.73	183,139.56	134,113.46
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	1,119,909.00	(175,966.34)	943,942.66	662,126.98	174,793.29	107,022.39
11-000-218-xxx	41660	Guidance	485,998.00	0.00	485,998.00	301,550.74	75,268.00	109,179.26
11-000-219-xxx	42200	Child Study Teams	1,353,087.00	71,982.99	1,425,070.99	1,099,917.13	236,383.11	88,770.75
11-000-221-xxx	43200	Improvement of Instruction	1,075,124.00	26,086.00	1,101,210.00	825,174.52	196,195.48	79,840.00
11-000-222-xxx	43620	Educational Media Services/School Library	37,135.00	550.00	37,685.00	3,216.49	0.00	34,468.51
11-000-223-xxx	44180	Instructional Staff Training	36,095.00	1,222.51	37,317.51	16,814.01	0.00	20,503.50
11-000-230-xxx	45300	General Administration	980,332.00	135,865.48	1,116,197.48	740,055.83	244,873.24	131,268.41
11-000-240-xxx	46160	School Administration	1,038,584.00	103,340.00	1,141,924.00	831,291.03	261,864.68	48,768.29
11-000-251-xxx	47200	Central Services	641,838.00	404.96	642,242.96	515,958.45	95,301.94	30,982.57
11-000-252-xxx	47620	Administrative Information Technology	77,345.00	67,700.04	145,045.04	60,704.20	65,840.84	18,500.00
11-000-261-xxx	48580	Required Maintenance for School Facilities	559,424.00	17,821.54	577,245.54	360,916.95	111,487.10	104,841.49
11-000-262-xxx	49340	Custodial Services	3,612,299.00	288,199.46	3,900,498.46	2,856,409.87	972,216.34	71,872.25
11-000-263-xxx	50100	Care and Upkeep of Grounds	199,866.00	52,098.36	251,964.36	198,198.69	44,939.68	8,825.99
11-000-266-xxx	51700	Security	265,081.00	(13,619.99)	251,461.01	206,495.77	36,755.40	8,209.84
11-000-270-xxx	52400	Student Transportation	3,444,581.00	(33,863.00)	3,410,718.00	2,442,799.39	675,545.08	292,373.53
11-xxx-xxx-2xx	71260	Employee Benefits	14,341,543.00	(197,308.21)	14,144,234.79	9,759,951.23	2,828,896.18	1,555,387.38
		Total General Expense	**49,323,132.00**	**493,059.64**	**49,816,191.64**	**35,935,948.35**	**9,623,482.77**	**4,256,760.52**

Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-73x	75880	Equipment	196,000.00	2,824.99	198,824.99	138,063.74	0.00	60,761.25
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	94,204.00	27,923.00	122,127.00	101,707.00	0.00	20,420.00
		Total Capital Outlay	**290,204.00**	**30,747.99**	**320,951.99**	**239,770.74**	**0.00**	**81,181.25**
		Total General Fund	**49,613,336.00**	**523,807.63**	**50,137,143.63**	**36,175,719.09**	**9,623,482.77**	**4,337,941.77**

Attachments subject to change without notice.

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Transfers from Other Funds							
10-52xx	680	Transfers from Other Funds	0.00	0.00	0.00	600,000.00	(600,000.00)
52xx	**-**	**Total Transfers from Other Funds**	**0.00**	**0.00**	**0.00**	**600,000.00**	**(600,000.00)**
- Local Sources							
10-121x	114	Local Tax Levy	36,656,985.00	0.00	36,656,985.00	36,656,985.00	0.00
10-1320	150	Tuition from LEAs Within State	107,483.00	0.00	107,483.00	88,079.52	19,403.48
10-1xxx	340	Interest Earned on Capital Reserve Funds	500.00	0.00	500.00	500.00	0.00
10-1xxx	330	Interest Earned on Maintenance Reserve Funds	500.00	0.00	500.00	500.00	0.00
10-1xxx	320	Interest Earned on Current Expense Emergency Reserve Funds	100.00	0.00	100.00	100.00	0.00
10-1xxx	300	Unrestricted Miscellaneous Revenues	40,000.00	0.00	40,000.00	40,000.00	0.00
10-1xxx	350	Other Restricted Miscellaneous Revenues	362,517.00	0.00	362,517.00	1,585,163.65	(1,222,646.65)
10-1xxx	**370**	**Total Revenue from Local Sources**	**37,168,085.00**	**0.00**	**37,168,085.00**	**38,371,328.17**	**(1,203,243.17)**
- State Sources							
10-3116	410	School Choice Aid	511,473.00	0.00	511,473.00	511,473.00	0.00
10-3121	420	Categorical Transportation Aid	1,456,423.00	0.00	1,456,423.00	1,456,423.00	0.00
10-3131	430	Extraordinary Aid	350,000.00	0.00	350,000.00	350,341.00	(341.00)
10-3132	440	Categorical Special Education Aid	2,741,801.00	0.00	2,741,801.00	2,741,801.00	0.00
10-3177	470	Categorical Security Aid	443,280.00	0.00	443,280.00	443,280.00	0.00
10-3xxx	500	Other State Aids	52,207.00	0.00	52,207.00	52,207.00	0.00
10-3xxx	**520**	**Total Revenue from State Sources**	**5,555,184.00**	**0.00**	**5,555,184.00**	**5,555,525.00**	**(341.00)**
- Federal Sources							
10-4200	540	Medicaid Reimbursement	15,080.00	0.00	15,080.00	28,130.06	(13,050.06)
10-4xxx	**570**	**Total Revenue from Federal Sources**	**15,080.00**	**0.00**	**15,080.00**	**28,130.06**	**(13,050.06)**
	-	**Total Revenues/Sources of Funds**	**42,738,349.00**	**0.00**	**42,738,349.00**	**44,554,983.23**	**(1,816,634.23)**

Attachments subject to change without notice.

Fund 10 - Statement of Appropriations Compared with Expenditures and Encumbrances

For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-936	2060	Local Contribution - Transfer to Special Revenue - Inclusion	312,620.00	0.00	312,620.00	312,620.00	0.00	0.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	1,399,886.00	63,935.35	1,463,821.35	1,174,563.35	283,626.80	5,631.20
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	7,333,897.00	(126,416.35)	7,207,480.65	5,635,254.89	1,382,231.12	189,394.04
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,308,267.00	35,210.00	1,343,477.00	1,035,039.27	252,575.60	55,862.13
subtotal	**subtotal**	**Total Regular Programs - Instruction**	**10,354,670.00**	**(27,271.00)**	**10,327,399.00**	**8,157,477.51**	**1,919,034.12**	**250,887.37**
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	17,788.00	(10,000.00)	7,788.00	3,781.84	0.00	4,007.16
11-150-100-320	2540	Purchased Professional-Educational Services	5,000.00	0.00	5,000.00	257.96	345.28	4,395.76
subtotal	**subtotal**	**Total Regular Programs - Home Instruction**	**22,788.00**	**(10,000.00)**	**12,788.00**	**4,039.80**	**345.28**	**8,402.92**
--- Regular Programs - Undistributed Instruction								
11-190-100-340	3040	Purchased Technical Services	466,759.00	(15,010.00)	451,749.00	351,595.30	9,637.51	90,516.19
11-190-100-500	3060	Other Purchased Services (400-500 series)	29,517.00	9,133.78	38,650.78	20,974.98	0.00	17,675.80
11-190-100-610	3080	General Supplies	449,866.00	(11,993.78)	437,872.22	151,482.06	135,083.51	151,306.65
11-190-100-640	3100	Textbooks	208,978.00	(15,204.32)	193,773.68	59,074.74	0.00	134,698.94
11-190-100-800	3120	Other Objects	7,300.00	580.00	7,880.00	195.99	0.00	7,684.01
subtotal	**subtotal**	**Total Regular Programs - Undistributed Instruction**	**1,162,420.00**	**(33,494.32)**	**1,129,925.68**	**583,323.07**	**144,721.02**	**401,881.59**
11-1xx-100-xxxx	**3200**	**Total Regular Programs - Instruction**	**11,539,878.00**	**(69,765.32)**	**11,470,112.68**	**8,744,840.38**	**2,064,100.42**	**661,171.88**
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	768,730.00	(117,684.67)	651,045.33	521,591.94	116,259.20	13,194.19
11-204-100-106	4520	Other Salaries for Instruction	357,086.00	(16,650.27)	340,435.73	269,736.53	65,184.90	5,514.30
11-204-100-610	4600	General Supplies	2,000.00	(300.00)	1,700.00	618.55	0.00	1,081.45
11-204-100-640	4620	Textbooks	10,400.00	3,576.16	13,976.16	3,700.89	0.00	10,275.27
11-204-100-xxx	**4660**	**Total Learning and/or Language Disabilities - Mild/Moderate**	**1,138,216.00**	**(131,058.78)**	**1,007,157.22**	**795,647.91**	**181,444.10**	**30,065.21**
--- Emotional Regulation Impairment:								
11-209-100-101	6000	Salaries of Teachers	269,382.00	(82,858.99)	186,523.01	139,912.37	41,654.95	4,955.69
11-209-100-106	6020	Other Salaries for Instruction	170,833.00	12,238.27	183,071.27	142,845.46	37,011.76	3,214.05
11-209-100-610	6100	General Supplies	1,300.00	0.00	1,300.00	63.11	0.00	1,236.89
11-209-100-640	6120	Textbooks	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-209-100-800	6140	Other Objects	7,400.00	(1,185.75)	6,214.25	1,154.99	0.00	5,059.26
11-209-100-xxx	**6160**	**Total Emotional Regulation Impairment**	**450,915.00**	**(71,806.47)**	**379,108.53**	**283,975.93**	**78,666.71**	**16,465.89**
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	402,706.00	(14,114.94)	388,591.06	308,291.95	74,859.60	5,439.51
11-212-100-106	6520	Other Salaries for Instruction	575,740.00	205,742.23	781,482.23	625,742.25	153,318.81	2,421.17
11-212-100-610	6600	General Supplies	2,850.00	4,733.39	7,583.39	5,183.99	1,027.05	1,372.35
11-212-100-800	6640	Other Objects	2,550.00	1,024.61	3,574.61	2,385.00	0.00	1,189.61
11-212-100-xxx	**6660**	**Total Multiple Disabilities**	**983,846.00**	**197,385.29**	**1,181,231.29**	**941,603.19**	**229,205.46**	**10,422.64**
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	1,482,700.00	175,563.59	1,658,263.59	1,261,553.29	316,263.11	80,447.19
11-213-100-106	7020	Other Salaries for Instruction	349,300.00	97,895.40	447,195.40	355,031.32	87,838.44	4,325.64
11-213-100-610	7100	General Supplies	2,750.00	0.00	2,750.00	1,688.71	0.00	1,061.29
11-213-100-640	7120	Textbooks	0.00	9,505.65	9,505.65	3,649.07	0.00	5,856.58
11-213-100-xxx	**7160**	**Total Resource Room/Resource Center**	**1,834,750.00**	**282,964.64**	**2,117,714.64**	**1,621,922.39**	**404,101.55**	**91,690.70**
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	462,802.00	(30,906.59)	431,895.41	315,784.05	80,519.60	35,591.76
11-216-100-106	8520	Other Salaries for Instruction	437,134.00	(18,326.25)	418,807.75	336,633.87	78,404.24	3,769.64
11-216-100-600	8600	General Supplies	7,850.00	(408.00)	7,442.00	2,647.42	1,466.80	3,327.78

Attachments subject to change without notice.

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-216-100-xxx	**8640**	**Total Preschool Disabilities - Full-Time**	**907,786.00**	**(49,640.84)**	**858,145.16**	**655,065.34**	**160,390.64**	**42,689.18**
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	11,855.00	10,000.00	21,855.00	11,781.48	0.00	10,073.52
11-219-100-320	9300	Purchased Professional-Educational Services	8,750.00	0.00	8,750.00	4,299.37	0.00	4,450.63
11-219-100-xxx	**9420**	**Total Home Instruction**	**20,605.00**	**10,000.00**	**30,605.00**	**16,080.85**	**0.00**	**14,524.15**
subtotal special ed	**10300**	**Total Special Education - Instruction**	**5,336,118.00**	**237,843.84**	**5,573,961.84**	**4,314,295.61**	**1,053,808.46**	**205,857.77**
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	525,873.00	0.00	525,873.00	397,451.80	83,938.00	44,483.20
11-230-100-106	11020	Other Salaries for Instruction	303,587.00	(14,689.44)	288,897.56	229,897.53	54,353.62	4,646.41
11-230-100-610	11100	General Supplies	500.00	0.00	500.00	299.02	0.00	200.98
11-230-100-xxx	**11160**	**Total Basic Skills/Remedial - Instruction**	**829,960.00**	**(14,689.44)**	**815,270.56**	**627,648.35**	**138,291.62**	**49,330.59**
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	144,308.00	0.00	144,308.00	93,793.73	0.00	50,514.27
11-401-100-600	17040	Supplies and Materials	500.00	0.00	500.00	500.00	0.00	0.00
11-401-100-xxx	**17100**	**Total School-Spon. Co/Extra-curricular Actvts. - Inst.**	**144,808.00**	**0.00**	**144,808.00**	**94,293.73**	**0.00**	**50,514.27**
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-561	29000	Tuition to Other LEAs Within the State-Regular	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	396,909.00	(140,400.00)	256,509.00	0.00	0.00	256,509.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	350,590.00	24,000.00	374,590.00	234,599.89	87,246.05	52,744.06
11-000-100-567	29120	Tuition to Priv Sch Disabled and Other LEAs-Special, Outside the State	0.00	60,000.00	60,000.00	18,000.00	0.00	42,000.00
11-000-100-569	29160	Tuition - Other	16,516.00	0.00	16,516.00	0.00	0.00	16,516.00
11-000-100-xxx	**29180**	**Total Undistributed Expenditures - Instruction (Tuition)**	**780,015.00**	**(56,400.00)**	**723,615.00**	**252,599.89**	**87,246.05**	**383,769.06**
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	70,326.00	0.00	70,326.00	58,604.20	11,720.84	0.96
11-000-211-xxx	**29680**	**Total Attendance and Work**	**70,326.00**	**0.00**	**70,326.00**	**58,604.20**	**11,720.84**	**0.96**
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	280,515.00	47,664.76	328,179.76	258,795.21	63,515.46	5,869.09
11-000-213-300	30540	Purchased Professional and Technical Services	15,745.00	42,331.25	58,076.25	26,863.75	1,300.00	29,912.50
11-000-213-500	30560	Other Purchased Services (400-500 series)	400.00	22,483.00	22,883.00	57.95	0.00	22,825.05
11-000-213-600	30580	Supplies and Materials	71,959.00	(62,483.00)	9,476.00	6,945.07	0.00	2,530.93
11-000-213-616	30585	Supplies - Menstrual Products	200.00	0.00	200.00	149.20	0.00	50.80
11-000-213-xxx	**30620**	**Total Undistributed Expenditures - Health Services**	**368,819.00**	**49,996.01**	**418,815.01**	**292,811.18**	**64,815.46**	**61,188.37**
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	923,313.00	(12,802.00)	910,511.00	667,459.07	156,012.60	87,039.33
11-000-216-320	40520	Purchased Professional - Educational Services	59,428.00	14,362.75	73,790.75	0.00	27,027.00	46,763.75
11-000-216-600	40540	Supplies and Materials	2,225.00	0.00	2,225.00	1,946.66	99.96	178.38
11-000-216-800	40560	Other Objects	0.00	0.00	0.00	(132.00)	0.00	132.00
11-000-216-xxx	**40580**	**Total Speech, OT, PT and Related Services**	**984,966.00**	**1,560.75**	**986,526.75**	**669,273.73**	**183,139.56**	**134,113.46**
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	911,416.00	(157,739.34)	753,676.66	572,735.73	124,345.29	56,595.64
11-000-217-320	41020	Purchased Professional - Educational Services	206,493.00	(18,227.00)	188,266.00	89,391.25	50,448.00	48,426.75
11-000-217-600	41040	Supplies and Materials	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-000-217-xxx	**41080**	**Total Other Support Services Students-Extraordinary Serv.**	**1,119,909.00**	**(175,966.34)**	**943,942.66**	**662,126.98**	**174,793.29**	**107,022.39**
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	484,748.00	0.00	484,748.00	301,072.00	75,268.00	108,408.00
11-000-218-500	41600	Other Purchased Services (400-500 series)	250.00	0.00	250.00	0.00	0.00	250.00
11-000-218-600	41620	Supplies and Materials	1,000.00	0.00	1,000.00	478.74	0.00	521.26

Attachments subject to change without notice.

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-xxx	**41660**	**Total Undistributed Expenditures - Guidance**	**485,998.00**	**0.00**	**485,998.00**	**301,550.74**	**75,268.00**	**109,179.26**
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	1,125,596.00	81,965.24	1,207,561.24	945,049.50	212,684.56	49,827.18
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	137,988.00	0.00	137,988.00	114,990.00	22,998.00	0.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	83,204.00	(12,753.00)	70,451.00	32,153.47	0.00	38,297.53
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	2,500.00	1,349.00	3,849.00	3,027.38	581.62	240.00
11-000-219-600	42160	Supplies and Materials	3,600.00	(566.25)	3,033.75	2,508.78	118.93	406.04
11-000-219-800	42180	Other Objects	200.00	1,988.00	2,188.00	2,188.00	0.00	0.00
11-000-219-xxx	**42200**	**Total Child Study Teams**	**1,353,088.00**	**71,982.99**	**1,425,070.99**	**1,099,917.13**	**236,383.11**	**88,770.75**
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	145,045.00	114,310.00	259,355.00	148,683.95	51,871.00	58,800.05
11-000-221-104	43020	Salaries of Other Professional Staff	185,555.00	(71,461.18)	114,093.82	87,192.48	20,100.60	6,800.74
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	105,777.00	0.10	105,777.10	87,296.98	18,480.00	0.12
11-000-221-110	43060	Other Salaries	324,573.00	(0.92)	324,572.08	258,888.80	55,693.92	9,989.36
11-000-221-176	43080	Salaries of Facilitators, Math and Literacy Coaches	267,960.00	5,941.00	273,901.00	228,250.00	45,649.96	1.04
11-000-221-390	43120	Other Purchased Professional and Technical Services	16,100.00	(15,800.00)	300.00	0.00	0.00	300.00
11-000-221-500	43140	Other Purchased Services (400-500)	6,450.00	4,558.59	11,008.59	3,358.59	4,400.00	3,250.00
11-000-221-600	43160	Supplies and Materials	3,010.00	(1,250.50)	1,759.50	1,367.72	0.00	391.78
11-000-221-800	43180	Other Objects	20,654.00	(10,211.09)	10,442.91	10,136.00	0.00	306.91
11-000-221-xxx	**43200**	**Total Improvement of Instruction Services**	**1,075,124.00**	**26,085.00**	**1,101,210.00**	**825,174.52**	**196,195.48**	**79,840.00**
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-500	43560	Other Purchased Services (400-500 series)	300.00	1,810.00	2,110.00	896.41	0.00	1,213.59
11-000-222-600	43580	Supplies and Materials	36,350.00	(1,260.00)	35,090.00	2,320.08	0.00	32,769.92
11-000-222-800	43600	Other Objects	485.00	0.00	485.00	0.00	0.00	485.00
11-000-222-xxx	**43620**	**Total Educational Media Services/School Library**	**37,135.00**	**550.00**	**37,685.00**	**3,216.49**	**0.00**	**34,468.51**
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-110	44060	Other Salaries	0.00	0.00	0.00	(700.00)	0.00	700.00
11-000-223-320	44080	Purchased Professional - Educational Servic	26,545.00	0.00	26,545.00	10,806.42	0.00	15,738.58
11-000-223-390	44100	Other Purchased Prof and Tech. Services	3,450.00	0.00	3,450.00	1,750.00	0.00	1,700.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	5,400.00	1,222.51	6,622.51	4,722.51	0.00	1,900.00
11-000-223-600	44140	Supplies and Materials	700.00	0.00	700.00	235.08	0.00	464.92
11-000-223-xxx	**44180**	**Total Instructional Staff Training Services**	**36,095.00**	**1,222.51**	**37,317.51**	**16,814.01**	**0.00**	**20,503.50**
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	462,703.00	48,513.00	511,216.00	423,315.00	83,450.48	4,450.52
11-000-230-331	45060	Legal Services	72,971.00	(2,935.00)	70,036.00	49,733.46	3,274.62	17,027.92
11-000-230-332	45060	Audit Fees	40,000.00	(5,500.00)	34,500.00	34,500.00	0.00	0.00
11-000-230-334	45080	Architectural/Engineering Services	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
11-000-230-339	45100	Other Purchased Professional Services	32,952.00	(22,352.00)	10,600.00	0.00	0.00	10,600.00
11-000-230-340	45120	Purchased Technical Services	44,568.00	(22,148.00)	22,420.00	4,590.47	0.00	17,829.53
11-000-230-530	45140	Communications / Telephone	139,500.00	25,013.48	164,513.48	49,140.95	72,963.64	42,408.89
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	143,680.00	15,233.00	158,913.00	129,365.85	10,953.00	18,594.15
11-000-230-610	45200	General Supplies	18,210.00	(13.00)	18,197.00	5,821.07	4,166.50	8,209.43
11-000-230-820	45240	Judgments Against The School District	0.00	60,000.00	60,000.00	17,000.00	40,000.00	3,000.00
11-000-230-890	45260	Miscellaneous Expenditures	5,800.00	10,054.00	15,854.00	9,313.34	65.00	6,475.66
11-000-230-895	45280	BOE Membership Dues and Fees	19,948.00	0.00	19,948.00	17,275.69	0.00	2,672.31
11-000-230-xxx	**45300**	**Total Support Services - General Administration**	**980,332.00**	**135,865.48**	**1,116,197.48**	**740,055.83**	**244,873.24**	**131,268.41**
--- Undistributed Expenditures - Support Services - School Administration								

Attachments subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-103	46000	Salaries of Principals/Assistant Principals	566,517.00	101,200.00	667,717.00	467,046.72	194,609.24	6,061.04
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	441,318.00	0.00	441,318.00	343,983.32	65,688.52	31,646.16
11-000-240-300	46080	Purchased Professional and Technical Services	5,800.00	0.00	5,800.00	0.00	0.00	5,800.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	700.00	286.00	986.00	617.66	0.00	368.34
11-000-240-600	46120	Supplies and Materials	17,560.00	1,498.75	19,058.75	12,887.08	1,566.92	[illegible]04.75
11-000-240-800	46140	Other Objects	6,689.00	355.25	7,044.25	6,756.25	0.00	288.00
11-000-240-xxx	**46160**	**Total Support Services - School Administration**	**1,038,584.00**	**103,340.00**	**1,141,924.00**	**831,291.03**	**261,864.68**	**48,768.29**
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	582,057.00	(1,093.78)	580,963.22	479,734.44	9[illegible].76	6,720.02
11-000-251-330	47020	Purchased Professional Services	25,998.00	(1.00)	25,997.00	13,059.00	0.00	12,938.00
11-000-251-340	47040	Purchased Technical Services	14,875.00	0.00	14,875.00	10,035.92	0.00	4,839.08
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	11,483.00	1,499.74	12,982.74	6,382.52	645.00	5,955.22
11-000-251-600	47100	Supplies and Materials	4,425.00	0.00	4,425.00	[illegible]	148.18	314.25
11-000-251-890	47180	Miscellaneous Expenditures	3,000.00	0.00	3,000.00	2,784.00	0.00	216.00
11-000-251-xxx	**47200**	**Total Central Services**	**641,838.00**	**404.96**	**642,242.96**	**[illegible]8,958.45**	**95,301.94**	**30,982.57**
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	72,845.00	0.04	72,845.04	60,704.20	12,140.84	0.00
11-000-252-340	47540	Purchased Technical Services	0.00	14,000.00	14,000.00	0.00	0.00	14,000.00
11-000-252-600	47580	Supplies and Materials	4,500.00	53,700.00	[illegible].00	0.00	53,700.00	4,500.00
11-000-252-xxx	**47620**	**Total Administrative Information Technology**	**77,345.00**	**67,700.04**	**[illegible]45.04**	**60,704.20**	**65,840.84**	**18,500.00**
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	275,034.00	[illegible]547.88	292,581.88	229,689.29	59,943.88	2,948.71
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	240,088.00	[illegible]654.66	241,742.66	94,168.43	49,486.13	98,088.10
11-000-261-610	48540	General Supplies	44,302.00	(1,381.00)	42,921.00	37,059.23	2,057.09	3,804.68
11-000-261-xxx	**48580**	**Total Required Maintenance for School Facilities**	**559,424.00**	**17,821.54**	**577,245.54**	**360,916.95**	**111,487.10**	**104,841.49**
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	1,181,031.00	(55,225.90)	1,125,805.10	899,818.68	183,227.57	42,758.85
11-000-262-107	49020	Salaries of Non-Instructional Aides	343,527.00	(1,155.00)	342,372.00	259,237.15	64,959.84	18,175.01
11-000-262-300	49040	Purchased Professional and Technical Services	17,700.00	(8,100.00)	9,600.00	8,705.46	0.00	894.54
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	201,548.00	(28,030.45)	173,517.55	154,051.71	18,933.00	532.84
11-000-262-490	49120	Other Purchased Property Services	120,000.00	65,797.55	185,797.55	66,112.49	119,684.77	0.29
11-000-262-520	49140	Insurance	281,509.00	(13,733.00)	267,776.00	208,254.00	59,522.00	0.00
11-000-262-590	49160	Miscellaneous Purchased Services	32,842.00	(4,275.00)	28,567.00	25,302.47	526.00	2,738.53
11-000-262-610	49180	General Supplies	119,450.00	3,599.56	123,049.56	115,621.65	2,673.16	4,754.75
11-000-262-621	49200	Energy (Natural Gas)	285,000.00	194,535.74	479,535.74	320,578.45	158,168.09	789.20
11-000-262-622	49220	Energy (Electricity)	679,208.00	144,571.01	823,779.01	468,064.34	355,714.67	0.00
11-000-262-626	[illegible]260	Energy (Gasoline)	11,000.00	0.00	11,000.00	2,644.32	8,355.68	0.00
11-000-262-800	49280	Other Objects	19,870.00	(9,785.05)	10,084.95	8,407.03	451.56	1,226.36
11-000-262-837	[illegible]300	Interest - Energy Savings Improvement Program Bonds	38,076.00	0.00	38,076.00	38,074.48	0.00	1.52
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	281,538.00	0.00	281,538.00	281,537.64	0.00	0.36
11-000-262-xxx	**49340**	**Total Custodial Services**	**3,612,299.00**	**288,199.46**	**3,900,498.46**	**2,856,409.87**	**972,216.34**	**71,872.25**
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	149,421.00	45,307.86	194,728.86	162,840.58	31,888.00	0.28
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	17,470.00	4,875.00	22,345.00	8,544.00	12,767.94	1,033.06
11-000-263-610	50060	General Supplies	32,925.00	1,915.50	34,840.50	26,814.11	283.74	7,742.65
11-000-263-800	50080	Other Objects	50.00	0.00	50.00	0.00	0.00	50.00
11-000-263-xxx	**50100**	**Total Care And Upkeep Of Grounds**	**199,866.00**	**52,098.36**	**251,964.36**	**198,198.69**	**44,939.68**	**8,825.99**
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	231,122.00	4,362.50	235,484.50	197,457.00	36,755.40	1,272.10

Attachments subject to change without notice.

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-266-300	51020	Purchased Professional and Technical Services	14,555.00	(14,555.00)	0.00	0.00	0.00	0.00
11-000-266-610	51060	General Supplies	17,404.00	(3,427.49)	13,976.51	9,038.77	0.00	4,937.74
11-000-266-800	51080	Other Objects	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
11-000-266-xxx	**51100**	**Total Security**	**265,081.00**	**(13,619.99)**	**251,461.01**	**206,495.77**	**36,755.40**	**8,209.84**
subtotal of 11-000-26x-xxx	**51120**	**Total Operation and Maintenance of Plant Services**	**4,636,670.00**	**344,499.37**	**4,981,169.37**	**3,622,021.28**	**1,165,398.52**	**193,749.57**
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-107	52000	Salaries of Non-Instructional Aides	635,197.00	(64,817.39)	570,379.61	443,010.69	112,638.86	14,730.06
11-000-270-160	52020	Salaries for Pupil Trans. (Between Home and Sch)-Regular	1,549,782.00	(31,176.14)	1,518,605.86	1,211,178.11	277,546.86	29,880.89
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	12,000.00	2,989.00	14,989.00	14,988.53	0.00	0.47
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	4,500.00	4,620.44	9,120.44	8,735.18	0.00	385.26
11-000-270-390	52120	Other Purchased Professional and Technical Services	28,416.00	1,821.00	30,237.00	27,390.17	110.00	2,736.83
11-000-270-420	52140	Cleaning, Repair, and Maintenance Services	13,300.00	(7,500.00)	5,800.00	5,627.58	0.00	172.42
11-000-270-443	52180	Lease Purchase Payments - School Buses	78,027.00	0.00	78,027.00	0.00	0.00	78,027.00
11-000-270-503	52200	Contracted Services-Aid in Lieu Pymts- Non-Public School	15,500.00	68,067.00	83,567.00	37,075.50	46,491.50	0.00
11-000-270-505	52240	Contracted Services-Aid in Lieu Pymts- Choice School	84,400.00	(26,726.00)	57,674.00	28,562.12	28,247.80	864.08
11-000-270-511	52260	Contracted Services (Between Home and Sch)-Vendors	0.00	3,441.00	3,441.00	3,441.00	0.00	0.00
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	98,868.00	(98,567.00)	301.00	0.00	0.00	301.00
11-000-270-515	52340	Contracted Services (Special Ed Students)-Joint Agreements	0.00	54,000.00	54,000.00	38,700.00	15,000.00	300.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSAs	15,000.00	121,937.87	136,937.87	80,295.25	19,285.90	37,356.72
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSAs	581,063.00	(120,534.86)	460,528.14	295,880.97	47,110.00	117,537.17
11-000-270-593	52400	Miscellaneous Purchased Services - Transportation	44,926.00	(200.00)	44,726.00	42,498.52	232.48	1,995.00
11-000-270-610	52420	General Supplies	8,000.00	(3,497.84)	4,502.16	4,011.02	0.00	491.14
11-000-270-615	52440	Transportation Supplies	264,042.00	72,430.57	336,472.57	199,995.67	128,881.68	7,595.22
11-000-270-800	52460	Other Objects	11,560.00	(10,150.65)	1,409.35	1,409.08	0.00	0.27
11-000-270-xxx	**52480**	**Total Student Transportation Services**	**3,444,581.00**	**(33,863.00)**	**3,410,718.00**	**2,442,799.39**	**675,545.08**	**292,373.53**
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	834,091.00	209,562.92	1,043,653.92	846,690.32	0.00	196,963.60
11-000-291-241	71060	Other Retirement Contributions - PERS	1,016,251.00	(30,934.00)	985,317.00	599,659.23	385,657.77	0.00
11-000-291-260	71160	Worker's Compensation	342,495.00	0.00	342,495.00	308,276.00	34,219.00	0.00
11-000-291-270	71180	Health Benefits	11,269,841.00	(348,806.80)	10,921,034.20	7,864,702.05	2,340,547.20	715,784.95
11-000-291-280	71200	Tuition Reimbursement	18,000.00	0.00	18,000.00	5,740.00	0.00	12,260.00
11-000-291-290	71220	Other Employee Benefits	691,584.00	22,069.67	713,653.67	134,883.63	68,472.21	510,297.83
11-000-291-299	71227	Unused Sick Payments to Terminated / Retired Staff	169,281.00	(49,200.00)	120,081.00	0.00	0.00	120,081.00
total unallocated benefits	**71240**	**11-000-291-2xx**	**14,341,543.00**	**(197,308.21)**	**14,144,234.79**	**9,759,951.23**	**2,828,896.18**	**1,555,387.38**
11-xxx-xxx-2xx	**71260**	**Total Employee Benefits**	**14,341,543.00**	**(197,308.21)**	**14,144,234.79**	**9,759,951.23**	**2,828,896.18**	**1,555,387.38**
	72140	**Total Undistributed Expenditures**	**31,472,368.00**	**339,670.56**	**31,812,038.56**	**22,154,870.28**	**6,367,282.27**	**3,289,886.01**
	72260	**Total General Expense**	**49,323,132.00**	**493,059.64**	**49,816,191.64**	**35,935,948.35**	**9,623,482.77**	**4,256,760.52**
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
12-130-100-730	73060	Grades 6-8	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
	-	**Total Instructional Equipment - Regular Education**	**20,500.00**	**0.00**	**20,500.00**	**0.00**	**0.00**	**20,500.00**
--- Equipment - Undistributed:								
12-000-219-730	75580	Undist. Expend.-Support Services -Child Study Teams	2,500.00	3,500.00	6,000.00	5,238.75	0.00	761.25

Attachments subject to change without notice.

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-000-261-730	75700	Undist. Expend.- Required Maintenance for School Facilities	23,000.00	0.00	23,000.00	0.00	0.00	23,000.00
12-000-266-730	75760	Undistributed Expenditures - Security	0.00	2,824.99	2,824.99	2,824.99	0.00	0.00
12-000-300-730	75840	Undistributed Expenditures - Non-Instructional Services	150,000.00	(3,500.00)	146,500.00	130,000.00	0.00	16,500.00
	-	**Total Equipment - Undistributed**	**175,500.00**	**2,824.99**	**178,324.99**	**138,063.74**	**0.00**	**40,261.25**
12-xxx-xxx-73x	**75880**	**Total Equipment**	**196,000.00**	**2,824.99**	**198,824.99**	**138,063.74**	**0.00**	**60,761.25**
-- Facilities Acquisition and Construction Services								
12-000-400-390	76060	Other Purchased Professional and Technical Services	0.00	27,923.00	27,923.00	27,923.00	0.00	0.00
12-000-400-450	76080	Construction Services	35,000.00	0.00	35,000.00	14,580.00	0.00	20,420.00
12-000-400-800	76200	Other Objects	59,204.00	0.00	59,204.00	59,204.00	0.00	0.00
12-000-400-xxx	**76260**	**Total Facilities Acquisition and Construction Services**	**94,204.00**	**27,923.00**	**122,127.00**	**101,707.00**	**0.00**	**20,420.00**
12-xxx-xxx-xxx	**76400**	**Total Capital Outlay**	**290,204.00**	**30,747.99**	**320,951.99**	**239,770.74**	**0.00**	**81,181.25**
	84060	**Total General Fund**	**49,613,336.00**	**523,807.63**	**50,137,143.63**	**36,175,719.09**	**9,623,482.77**	**4,337,941.77**

Attachments subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Interim Balance Sheet
For the ten month period ending 04/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		1,187,486.79
	Accounts Receivable:		
142	Intergovernmental - FederalAccounts Receivable:	1,609.98	
xxx	Other Current AssetsAccounts Receivable:	0.00	1,609.98
	Loans Receivable:		
			1,189,096.77

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	8,387,693.74	
302	Less Revenues	6,624,081.74	1,763,612.00
			1,763,612.00
		Total Assets and Resources:	2,952,708.77

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
411	Intergovernmental Accounts Payable - State		2.34
421	Accounts Payable		212,629.55
481	Deferred Revenues		195,635.25
			408,267.14

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		1,043,799.21		
754+753	Reserve for Encumbrances - Current + Prior			1,043,799.21	
	Reserve Fund Balance:				
601	Appropriations		8,387,693.74		
602	Less: Expenditures	5,843,252.11			
603	Encumbrances	1,043,799.21	(6,887,051.32)	1,500,642.42	
					2,544,441.63
				Total Liabilities and Fund Equity:	2,952,708.77

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	8,387,693.74	6,887,051.32	1,500,642.42
Revenues	(8,387,693.74)	(6,624,081.74)	(1,763,612.00)
	.00	262,969.58	(262,969.58)

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2026

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	0.00	11,500.00	11,500.00	32,346.31	Over	(20,846.31)
20-3xxx	770	From State Sources	7,111,943.00	263,099.54	7,375,042.54	5,991,652.54	Under	1,383,390.00
20-4xxx	830	From Federal Sources	0.00	1,001,151.20	1,001,151.20	600,082.89	Under	401,068.31
	-	Total Revenues/Sources Of Funds	7,111,943.00	1,275,750.74	8,387,693.74	6,624,081.74	Under	1,763,612.00

Special Revenue Fund

Local Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	0.00	11,500.00	11,500.00	7,600.26	1,630.13	2,269.61
		Total Local Projects	0.00	11,500.00	11,500.00	7,600.26	1,630.13	2,269.61

State Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-218-100-xxx	87100	Total Preschool Education Aid	7,111,943.00	0.00	7,111,943.00	4,850,938.90	892,405.13	1,368,598.97
20-xxx-xxx-xxx	88190	Total Other State Projects	0.00	263,099.54	263,099.54	176,054.60	59,696.05	27,348.89
20-xxx-xxx-xxx		Total State Projects	7,111,943.00	263,099.54	7,375,042.54	5,026,993.50	952,101.18	1,395,947.86

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	0.00	162,894.24	162,894.24	149,569.17	0.00	13,325.07
20-xxx-xxx-xxx	88520	Title II	0.00	42,668.33	42,668.33	29,142.68	461.16	13,064.49
20-xxx-xxx-xxx	88540	Title III	0.00	23,716.92	23,716.92	19,681.77	2,487.12	1,548.03
20-xxx-xxx-xxx	88560	Title IV	0.00	32,575.42	32,575.42	14,845.87	8,414.00	9,315.55
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	0.00	739,296.29	739,296.29	595,418.86	78,705.62	65,171.81
20-xxx-xxx-xxx		Total Federal Projects	0.00	1,001,151.20	1,001,151.20	808,658.35	90,067.90	102,424.95
		Total Special Revenue Fund	7,111,943.00	1,275,750.74	8,387,693.74	5,843,252.11	1,043,799.21	1,500,642.42

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	0.00	11,500.00	11,500.00	32,346.31	(20,846.31)
20-1xxx	**745**	**Total Local Sources**	**0.00**	**11,500.00**	**11,500.00**	**32,346.31**	**(20,846.31)**
- State Sources							
20-3218	760	Preschool Education Aid	7,111,943.00	0.00	7,111,943.00	5,773,423.00	1,338,520.00
20-3257	761	SDA Emergent Needs and Capital Maintenance in School Districts	0.00	37,746.54	37,746.54	37,746.54	0.00
20-32xx	765	Other Restricted Entitlements	0.00	225,353.00	225,353.00	180,483.00	44,870.00
20-3xxx	**770**	**Total from State Sources**	**7,111,943.00**	**263,099.54**	**7,375,042.54**	**5,991,652.54**	**1,383,390.00**
- Federal Sources							
20-4411-4414	775	Title I	0.00	162,894.24	162,894.24	124,137.65	38,756.59
20-4451-4455	780	Title II	0.00	42,668.33	42,668.33	25,394.33	17,274.00
20-4491-4494	785	Title III	0.00	23,716.92	23,716.92	15,674.20	8,042.72
20-4471-4474	790	Title IV	0.00	32,575.42	32,575.42	14,845.42	17,730.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	0.00	739,296.29	739,296.29	420,031.29	319,265.00
20-4xxx	**830**	**Total from Federal Sources**	**0.00**	**1,001,151.20**	**1,001,151.20**	**600,082.89**	**401,068.31**
	-	**Total Revenues/Sources of Funds**	**7,111,943.00**	**1,275,750.74**	**8,387,693.74**	**6,624,081.74**	**1,763,612.00**

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- Local Projects								
-- Local Projects								
20-xxx-xxx-xxx	84100	Local Projects	0.00	11,500.00	11,500.00	7,600.26	1,630.13	2,269.61
20-xxx-xxx-xxx	**84100**		**0.00**	**11,500.00**	**11,500.00**	**7,600.26**	**1,630.13**	**2,269.61**
	-	**Total Local Projects**	**0.00**	**11,500.00**	**11,500.00**	**7,600.26**	**1,630.13**	**2,269.61**
- State Projects								
-- Preschool Education Aid								
--- PEA Instruction								
20-218-100-101	85000	Salaries of Teachers	1,664,968.00	37,380.02	1,702,348.02	1,338,582.93	305,891.80	57,873.29
20-218-100-106	85020	Other Salaries for Instruction	882,644.00	(37,380.02)	845,263.98	676,652.50	167,171.63	1,439.85
20-218-100-321	85030	Purchased Professional-Educational Services	2,000.00	0.00	2,000.00	600.00	0.00	1,400.00
20-218-100-600	85080	General Supplies	57,000.00	0.00	57,000.00	20,575.05	1,580.50	34,844.45
20-218-100-800	85100	Other Objects	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
20-218-100-xxx	**85120**	**Total Preschool Education Aid**	**2,609,612.00**	**0.00**	**2,609,612.00**	**2,036,410.48**	**474,643.93**	**98,557.59**
--- PEA - Support Services								
20-218-200-103	86020	Salaries of Program Directors	281,919.00	(121,595.35)	160,323.65	132,699.16	27,481.84	142.65
20-218-200-104	86040	Salaries of Other Professional Staff	271,807.00	(420.00)	271,387.00	217,045.60	54,261.40	80.00
20-218-200-105	86060	Salaries of Secretarial and Clerical Assistants	101,892.00	1,157.28	103,049.28	86,067.28	16,982.00	0.00
20-218-200-110	86080	Other Salaries	267,405.00	189,576.03	456,981.03	353,852.62	79,126.48	24,001.93
20-218-200-173	86100	Salaries of Community Parent Involvement Specialist	60,283.00	0.00	60,283.00	48,226.40	12,056.60	0.00
20-218-200-176	86120	Salaries of Master Teachers	273,319.00	(750.05)	272,568.95	174,809.40	40,163.20	57,596.35
20-218-200-200	86140	Personal Services - Employee Benefits	1,040,906.00	(19,977.41)	1,020,928.59	0.00	0.00	1,020,928.59
20-218-200-321	86160	Purchased Educational Services - Contracted Pre-K	1,939,560.00	0.00	1,939,560.00	1,763,236.12	176,323.88	0.00
20-218-200-329	86200	Other Purchased Educational Services	0.00	200.00	200.00	200.00	0.00	0.00
20-218-200-330	86220	Other Purchased Professional Services	5,000.00	7,395.00	12,395.00	12,394.24	0.00	0.76
20-218-200-420	86240	Cleaning, Repair and Maintenance Services	25,000.00	24,500.00	49,500.00	0.00	0.00	49,500.00
20-218-200-511	86280	Contracted Services-Transportation (Bet. Home and School)	201,240.00	(196,546.50)	4,693.50	0.00	0.00	4,693.50
20-218-200-516	86300	Contracted Services - Transportation (Field Trips)	3,000.00	0.00	3,000.00	1,600.00	0.00	1,400.00
20-218-200-590	86330	Miscellaneous Purchased Services	2,000.00	39,800.00	41,800.00	0.00	0.00	41,800.00
20-218-200-600	86340	Supplies and Materials	25,000.00	61,922.26	86,922.26	21,701.09	6,179.42	59,041.75
20-218-200-800	86360	Other Objects	4,000.00	0.00	4,000.00	229.99	0.00	3,770.01
20-218-200-xxx	**86380**	**Total PEA - Support Services**	**4,502,331.00**	**(14,738.74)**	**4,487,592.26**	**2,812,061.90**	**412,574.82**	**1,262,955.54**
--- PEA - Facilities Acquisition and Construction Services								
20-218-400-731	87100	Instructional Equipment	0.00	12,000.00	12,000.00	0.00	5,186.38	6,813.62
20-218-400-732	87120	Noninstructional Equipment	0.00	2,738.74	2,738.74	2,466.52	0.00	272.22
20-218-400-xxx	**87140**	**Total PEA - Facilities Acquisition and Construction Services**	**0.00**	**14,738.74**	**14,738.74**	**2,466.52**	**5,186.38**	**7,085.84**
20-218-xxx-xxx	**87100**	**Total Preschool Education Aid**	**7,111,943.00**	**0.00**	**7,111,943.00**	**4,850,938.90**	**892,405.13**	**1,368,598.97**
-- Other State Projects								
20-xxx-xxx-xxx	88000	Nonpublic Textbooks	0.00	9,511.00	9,511.00	8,939.90	0.00	571.10
20-xxx-xxx-xxx	88020	Nonpublic Auxiliary Services	0.00	50,222.00	50,222.00	40,177.60	10,044.40	0.00
20-xxx-xxx-xxx	88040	Nonpublic Handicapped Services	0.00	81,701.00	81,701.00	65,360.80	16,340.20	0.00
20-xxx-xxx-xxx	88060	Nonpublic Nursing Services	0.00	24,897.00	24,897.00	18,672.75	6,224.25	0.00
20-xxx-xxx-xxx	88080	Nonpublic Technology Initiative	0.00	6,787.00	6,787.00	1,903.69	1,056.00	3,827.31
20-xxx-xxx-xxx	88090	Nonpublic Security Aid	0.00	39,975.00	39,975.00	36,309.88	3,664.11	1.01
20-492-xxx-xxx	88136	SDA Emergent Needs and Capital Maintenance In School Districts	0.00	37,746.54	37,746.54	4,689.98	11,979.09	21,077.47
20-xxx-xxx-xxx	88180	Other State Projects	0.00	12,260.00	12,260.00	0.00	10,388.00	1,872.00
20-xxx-xxx-xxx	**88190**	**Total Other State Projects**	**0.00**	**263,099.54**	**263,099.54**	**176,054.60**	**59,696.05**	**27,348.89**

Attachments subject to change without notice.

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
	88200	**Total State Projects**	**7,111,943.00**	**263,099.54**	**7,375,042.54**	**5,026,993.50**	**952,101.18**	**1,395,947.86**
- Federal Projects								
-- Title I								
20-xxx-100-300	88482	Purchased Services- Instruction	0.00	42,990.00	42,990.00	42,990.00	0.00	0.00
20-xxx-100-500	88483	Other Purchased Services-Instruction (400-500 series)	0.00	200.00	200.00	200.00	0.00	0.00
20-xxx-100-600	88484	Instructional Supplies- Instruction	0.00	56,729.46	56,729.46	43,519.81	0.00	13,209.65
20-xxx-200-200	88491	Benefits	0.00	19,950.59	19,950.59	19,950.59	0.00	0.00
20-xxx-200-600	88495	Supplies and Materials-Support	0.00	43,024.19	43,024.19	42,908.77	0.00	115.42
20-xxx-xxx-xxx	**88500**	**Total Title I**	**0.00**	**162,894.24**	**162,894.24**	**149,569.17**	**0.00**	**13,325.07**
-- Title II								
20-xxx-100-101	88501	Salaries- Instruction- Salaries of Teacher	0.00	4,230.00	4,230.00	230.00	0.00	4,000.00
20-xxx-200-100	88510	Salaries-Support	0.00	2,485.00	2,485.00	2,393.75	0.00	91.25
20-xxx-200-200	88511	Benefits	0.00	513.00	513.00	0.00	0.00	513.00
20-xxx-200-300	88512	Professional Tech Services-Support	0.00	17,073.00	17,073.00	15,795.75	0.00	1,277.25
20-xxx-200-500	88514	Other Purchased Services - Support	0.00	15,987.80	15,987.80	9,519.00	0.00	6,468.80
20-xxx-200-600	88515	Supplies and Materials-Support	0.00	2,379.53	2,379.53	1,204.18	461.16	714.19
20-xxx-xxx-xxx	**88520**	**Total Title II**	**0.00**	**42,668.33**	**42,668.33**	**29,142.68**	**461.16**	**13,064.49**
-- Title III								
20-xxx-100-110	88522	Salaries- Other Salaries	0.00	1,080.00	1,080.00	0.00	0.00	1,080.00
20-xxx-100-300	88523	Purchased Services- Instruction	0.00	5,508.00	5,508.00	5,508.00	0.00	0.00
20-xxx-100-600	88525	Instructional Supplies- Instruction	0.00	3,631.10	3,631.10	3,246.07	0.00	385.03
20-xxx-100-800	88526	Other Objects-Instruction	0.00	1,313.00	1,313.00	1,313.00	0.00	0.00
20-xxx-200-200	88531	Benefits	0.00	159.00	159.00	76.00	0.00	83.00
20-xxx-200-500	88534	Other Purchased Services - Support	0.00	1,920.00	1,920.00	1,920.00	0.00	0.00
20-xxx-200-600	88535	Supplies and Materials-Support	0.00	10,105.82	10,105.82	7,618.70	2,487.12	0.00
20-xxx-xxx-xxx	**88540**	**Total Title III**	**0.00**	**23,716.92**	**23,716.92**	**19,681.77**	**2,487.12**	**1,548.03**
-- Title IV								
20-xxx-100-300	88543	Purchased Services- Instruction	0.00	1,399.00	1,399.00	1,399.00	0.00	0.00
20-xxx-100-500	88544	Other Purchased Services-Instruction (400-500 series)	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
20-xxx-100-600	88545	Instructional Supplies- Instruction	0.00	5,104.64	5,104.64	3,396.93	0.00	1,707.71
20-xxx-200-400	88553	Purchased Property-Support	0.00	5,000.00	5,000.00	1,800.00	3,200.00	0.00
20-xxx-200-600	88555	Supplies and Materials-Support	0.00	18,071.78	18,071.78	8,249.94	2,214.00	7,607.84
20-xxx-xxx-xxx	**88560**	**Total Title IV**	**0.00**	**32,575.42**	**32,575.42**	**14,845.87**	**8,414.00**	**9,315.55**
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-300	88603	Purchased Services- Instruction	0.00	116,315.00	116,315.00	77,246.40	2,780.00	36,288.60
20-xxx-100-500	88604	Other Purchased Services-Instruction (400-500 series)	0.00	514,900.00	514,900.00	450,965.28	63,934.72	0.00
20-xxx-100-600	88607	Instructional Supplies- Instruction	0.00	66,908.00	66,908.00	41,178.54	11,990.90	13,738.56
20-xxx-200-300	88612	Professional Tech Services-Support	0.00	41,073.29	41,073.29	25,928.64	0.00	15,144.65
20-xxx-200-600	88615	Supplies and Materials-Support	0.00	100.00	100.00	100.00	0.00	0.00
20-xxx-xxx-xxx	**88620**	**Total I.D.E.A. Part B (Handicapped)**	**0.00**	**739,296.29**	**739,296.29**	**595,418.86**	**78,705.62**	**65,171.81**
20-xxx-xxx-xxx	**88740**	**Total Federal Projects**	**0.00**	**1,001,151.20**	**1,001,151.20**	**808,658.35**	**90,067.90**	**102,424.95**
	88750	**Total Special Revenue Fund**	**7,111,943.00**	**1,275,750.74**	**8,387,693.74**	**5,843,252.11**	**1,043,799.21**	**1,500,642.42**

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Interim Balance Sheet
For the ten month period ending 04/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		72,323,817.56
	Accounts Receivable:		
	Loans Receivable:		
			72,323,817.56

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	76,565,979.76	
302	Less Revenues	78,217,448.60	(1,651,468.84)
			(1,651,468.84)
		Total Assets and Resources:	70,672,348.72

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		165,434.54
			165,434.54

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			37,670,122.65	
754	Reserve for Encumbrances - Prior Year			2,189,884.34	
601	Appropriations		77,098,370.36		
602	Less: Expenditures	6,592,106.18			
603	Encumbrances	39,860,006.99	(46,452,113.17)	30,646,257.19	
	Unappropriated:				
770	Unassigned Fund Balance		(7,003,390.18)		
303	Budgeted Fund Balance		(7,004,040.18)	650.00	
	Total Fund Balance			70,506,914.18	
					70,506,914.18
			Total Liabilities and Fund Equity:		70,672,348.72

Attachments subject to change without notice.

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	77,098,370.36	46,452,113.17	30,646,257.19
Revenues	(76,565,979.76)	(78,217,448.60)	(-1,651,468.84)
	532,390.60	**(31,765,335.43)**	**32,297,726.03**

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2026

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
30-1xxx		From Local Sources	0.00	75,725,650.00	75,725,650.00	77,377,118.84	Over	(1,651,468.84)
30-3xxx		From State Sources	0.00	290,799.09	290,799.09	290,799.09		0.00
	980	Total Other Financing Sources	0.00	549,530.67	549,530.67	549,530.67		0.00
	-	**Total Revenues/Sources Of Funds**	**0.00**	**76,565,979.76**	**76,565,979.76**	**78,217,448.60**	**Over**	**(1,651,468.84)**

Total Capital Projects Fund Expenditures

Facilities Acquisition and Construction Services

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-331	89040	Legal Services	0.00	82,115.56	82,115.56	82,115.56	0.00	0.00
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	15,570,662.36	15,570,662.36	3,558,935.33	1,700,084.34	10,311,642.69
30-000-4xx-450	89080	Construction Services	0.00	61,441,668.44	61,441,668.44	2,949,530.29	38,157,548.65	20,334,589.50
30-000-4xx-610	89100	General Supplies	0.00	2,374.00	2,374.00	0.00	2,374.00	0.00
30-000-4xx-800	89180	Other Objects	0.00	1,550.00	1,550.00	1,525.00	0.00	25.00
			0.00	**77,098,370.36**	**77,098,370.36**	**6,592,106.18**	**39,860,006.99**	**30,646,257.19**
		Total Capital Projects Fund Expenditures	**0.00**	**77,098,370.36**	**77,098,370.36**	**6,592,106.18**	**39,860,006.99**	**30,646,257.19**

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	1,651,118.86	(1,651,118.86)
30-5110	960	Bond Principal	0.00	75,725,650.00	75,725,650.00	75,725,999.98	(349.98)
30-1xxx		**Total Revenue from Local Sources**	**0.00**	**75,725,650.00**	**75,725,650.00**	**77,377,118.84**	**(1,651,468.84)**
- State Sources							
30-3255	945	Additional State School Building Aid - EDA Grant	0.00	290,799.09	290,799.09	290,799.09	0.00
30-3xxx		**Total Revenue from State Sources**	**0.00**	**290,799.09**	**290,799.09**	**290,799.09**	**0.00**
- Other Financing Sources							
30-5xxx	980	Other Financing Sources	0.00	549,530.67	549,530.67	549,530.67	0.00
	980	**Total Other Financing Sources**	**0.00**	**549,530.67**	**549,530.67**	**549,530.67**	**0.00**
	-	**Total Revenues/Sources of Funds**	**0.00**	**76,565,979.76**	**76,565,979.76**	**78,217,448.60**	**(1,651,468.84)**

Attachments subject to change without notice.

Fund 30 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
- Facilities Acquisition and Construction Services								
-- Legal Services								
30-000-4xx-331	89040	Legal Services	0.00	82,115.56	82,115.56	82,115.56	0.00	0.00
30-000-4xx-331	**89040**		**0.00**	**82,115.56**	**82,115.56**	**82,115.56**	**0.00**	**0.00**
-- Other Purchased Professional and Technical Services								
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	15,570,662.36	15,570,662.36	3,558,935.33	1,700,084.34	10,311,642.69
30-000-4xx-390	**89060**		**0.00**	**15,570,662.36**	**15,570,662.36**	**3,558,935.33**	**1,700,084.34**	**10,311,642.69**
-- Construction Services								
30-000-4xx-450	89080	Construction Services	0.00	61,441,668.44	61,441,668.44	2,949,530.29	38,157,548.65	20,334,589.50
30-000-4xx-450	**89080**		**0.00**	**61,441,668.44**	**61,441,668.44**	**2,949,530.29**	**38,157,548.65**	**20,334,589.50**
-- General Supplies								
30-000-4xx-610	89100	General Supplies	0.00	2,374.00	2,374.00	0.00	2,374.00	0.00
30-000-4xx-610	**89100**		**0.00**	**2,374.00**	**2,374.00**	**0.00**	**2,374.00**	**0.00**
-- Other Objects								
30-000-4xx-800	89180	Other Objects	0.00	1,550.00	1,550.00	1,525.00	0.00	25.00
30-000-4xx-800	**89180**		**0.00**	**1,550.00**	**1,550.00**	**1,525.00**	**0.00**	**25.00**
	89200		**0.00**	**77,098,370.36**	**77,098,370.36**	**6,592,106.18**	**39,860,006.99**	**30,646,257.19**
	84060	**Total Capital Projects Fund Expenditures**	**0.00**	**77,098,370.36**	**77,098,370.36**	**6,592,106.18**	**39,860,006.99**	**30,646,257.19**

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Interim Balance Sheet
For the ten month period ending 04/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		0.52
	Accounts Receivable:		
	Loans Receivable:		
			0.52

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	682,800.00	
302	Less Revenues	682,800.00	0.00
			0.00
		Total Assets and Resources:	0.52

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
	Reserve Fund Balance:				
	Appropriations				
601	Appropriations		682,800.00		
602	Less: Expenditures	682,800.00			
603	Encumbrances	0.00	(682,800.00)	0.00	
	Total Appropriated			0.00	
	Unappropriated				
770	Unassigned Fund Balance			0.52	
					0.52
				Total Liabilities and Fund Equity:	0.52

Attachments subject to change without notice

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	682,800.00	682,800.00	.00
Revenues	(682,800.00)	(682,800.00)	(.00)
	.00	.00	.00

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the ten month period ending 04/30/2026

Revenues

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
	-	Total Revenue from Local Sources	450,648.00	0.00	450,648.00	450,648.00		0.00
	-	Total from Revenue from State Sources	232,152.00	0.00	232,152.00	232,152.00		0.00
	-	**Total Revenues**	**682,800.00**	**0.00**	**682,800.00**	**682,800.00**		**0.00**

Expenditures

Regular Debt Service

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	475,000.00	0.00	475,000.00	475,000.00	0.00	0.00
40-701-510-834	89600	Interest on Bonds	207,800.00	0.00	207,800.00	207,800.00	0.00	0.00
		Total Regular Debt Service Expenditures	**682,800.00**	**0.00**	**682,800.00**	**682,800.00**	**0.00**	**0.00**
		Total Debt Service Fund Expenditures	**682,800.00**	**0.00**	**682,800.00**	**682,800.00**	**0.00**	**0.00**

Attachments subject to change without notice

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
- Local Sources							
40-1210	860	Local Tax Levy	450,648.00	0.00	450,648.00	450,648.00	0.00
	-	**Total Revenue from Local Sources**	**450,648.00**	**0.00**	**450,648.00**	**450,648.00**	**0.00**
- State Sources							
40-3160	890	Debt Service Aid Type II	232,152.00	0.00	232,152.00	232,152.00	0.00
	-	**Total from Revenue from State Sources**	**232,152.00**	**0.00**	**232,152.00**	**232,152.00**	**0.00**
	-	**Total Revenues**	**682,800.00**	**0.00**	**682,800.00**	**682,800.00**	**0.00**
Expenditures							
	-	**Total Debt Service Fund Expenditures**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Attachments subject to change without notice.

Report of the Secretary to the Board of Education
Stafford Township Board of Education

Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the ten month period ending 04/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
- Regular Debt Service								
-- Redemption of Principal on Early Retirement Bonds								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	475,000.00	0.00	475,000.00	475,000.00	0.00	0.00
40-701-510-910	**89560**		**475,000.00**	**0.00**	**475,000.00**	**475,000.00**	**0.00**	**0.00**
-- Interest on Bonds								
40-701-510-834	89600	Interest on Bonds	207,800.00	0.00	207,800.00	207,800.00	0.00	0.00
40-701-510-834	**89600**		**207,800.00**	**0.00**	**207,800.00**	**207,800.00**	**0.00**	**0.00**
	89660	**Total Regular Debt Service Expenditures**	**682,800.00**	**0.00**	**682,800.00**	**682,800.00**	**0.00**	**0.00**
	-	**Total Debt Service Fund Expenditures**	**682,800.00**	**0.00**	**682,800.00**	**682,800.00**	**0.00**	**0.00**

School Business Administrator Signature

Date

Attachments subject to change without notice.

Stafford Township Board of Education
Monthly Transfer Report
7/1/2025 - 4/30/2026

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	11,560,378.00	.00	11,560,378.00	1,156,037.80	-69,765.32	.60	1,086,272.48	674,559.88
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	8,270,953.00	.00	8,270,953.00	827,095.30	48,748.81	.59	875,844.11	496,324.21
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extr a-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-0xx 11-4xx-100-1xx 11-4xx-100-3xx 11-4xx-100-4xx 11-4xx-100-5xx 11-4xx-100-6xx 11-4xx-100-7xx 11-4xx-100-8xx 11-4xx-100-9xx 11-4xx-2xx-xxx 12-4xx-100-xxx	144,808.00	.00	144,808.00	14,480.80	.00	.00	14,480.80	50,514.27
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		**19,976,139.00**	**.00**	**19,976,139.00**	**1,997,613.90**	**-21,016.51**	**-.11**	**1,976,597.39**	**1,221,398.36**
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	780,015.00	24,000.00	804,015.00	80,401.50	-80,400.00	-10.00	1.50	382,180.42
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	2,317,866.00	.00	2,317,866.00	231,786.60	126,029.00	5.44	357,815.60	293,926.10
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	1,111,219.00	4,400.00	1,115,619.00	111,561.90	22,908.51	2.05	134,470.41	99,443.50
General Administration	11-000-230-xxx	980,332.00	35,013.48	1,015,345.48	101,534.55	100,852.00	9.93	202,386.55	131,045.41
School Administration	11-000-240-xxx	1,038,584.00	.00	1,038,584.00	103,858.40	103,340.00	9.95	207,198.40	48,768.29
Central Services & Administrative Information Technology	11-000-25x-xxx	719,183.00	.00	719,183.00	71,918.30	68,105.00	9.47	140,023.30	48,649.57
Operation and Maintenance of Plant Services	11-000-26x-xxx	4,636,670.00	414,446.36	5,051,116.36	505,111.64	-69,946.99	-1.38	435,164.65	189,102.60
Student Transportation Services	11-000-270-xxx	3,444,581.00	.00	3,444,581.00	344,458.10	-33,863.00	-.98	310,595.10	136,782.85
Personal Services-Employee Benefits	11-xxx-xxx-2xx	14,341,543.00	18,024.79	14,359,567.79	1,435,956.78	-215,333.00	-1.50	1,220,623.78	1,552,471.38
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00

Attachments subject to change without notice.

Stafford Township Board of Education
Monthly Transfer Report
7/1/2025 - 4/30/2026

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		**29,369,993.00**	**495,884.63**	**29,865,877.63**	**2,986,587.77**	**21,691.52**	**.07**	**3,008,279.29**	**2,882,370.12**
Equipment	12-xxx-xxx-73x	173,000.00	.00	173,000.00	17,300.00	-675.01	-.39	16,624.99	28,500.00
Facilities Acquisition and Construction Services	12-000-4xx-xxx	94,204.00	27,923.00	122,127.00	12,212.70	.00	.00	12,212.70	20,420.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		**267,204.00**	**27,923.00**	**295,127.00**	**29,512.70**	**-675.01**	**-.23**	**28,837.69**	**48,920.00**
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		**49,613,336.00**	**523,807.63**	**50,137,143.63**	**5,013,714.37**	**.00**	**.00**	**5,013,714.37**	**4,152,688.48**

School Business Administrator Signature _____ Date _____

Attachments subject to change without notice.

Stafford Township Board of Education
Account Maintenance Report
Appropriation Adjustments and Transfers for April 2025-26

[Adjustment] Tx: 58897 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/1/2026	11	11-000-270-517-00-500	TRANSPORTED THROUGH MOESC OR OTHER ESC-REGULAR ED STUDENTS	Adjustment	132,277.81	431.33	132,709.14
4/1/2026	11	11-000-270-518-00-500	SPECIAL ED CONTRACTS W/MOESC OR OTHER	Adjustment	458,381.11	-431.33	457,949.78
						.00	

[Adjustment] Tx: 58917 Budget Transfer request from 5767 Weidenhof, Marybeth

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/1/2026	62	62-992-330-300-00-300	STAC PUR PROF SERVICE	Adjustment	58,858.08	-4,000.00	54,858.08
4/1/2026	62	62-992-330-590-00-500	STAC ADVERTISING	Adjustment	32,500.00	4,000.00	36,500.00
						.00	

[Adjustment] Tx: 58945 REPAIRS TO BUS #153

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/2/2026	11	11-000-270-160-00-001-001	TRANS. SECRETARY SALARY	Adjustment	31,581.87	-9,691.00	21,890.87
4/2/2026	11	11-000-270-615-00-121	TRANS SUPP VEHICLES	Adjustment	146,029.65	9,691.00	155,720.65
						.00	

[Adjustment] Tx: 58949 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/2/2026	11	11-000-270-390-00-306	TRANS SOFTWARE RENEWAL	Adjustment	19,172.00	2,200.00	21,372.00
4/2/2026	11	11-000-270-615-00-120-001	TIRES/TUBES-NON STUDENT VEHICLES	Adjustment	2,600.00	-2,200.00	400.00
						.00	

[Adjustment] Tx: 58971 ANTICIPATED COPIER CHARGES

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/13/2026	11	11-000-221-500-00-506	CURRICULUM COPIER CHARGES	Adjustment	2,510.00	81.50	2,591.50
4/13/2026	11	11-000-221-610-00-100	SUPERV SUPPLIES/MAT	Adjustment	1,600.00	-81.50	1,518.50
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 58979 OXY REFERENDUM LEGAL FEES - MARCH 2026

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/13/2026	30	30-000-410-331-50-001	REFERENDUM LEGAL SERVICES-OXY	Adjustment	5,600.00	1,942.50	7,542.50
4/13/2026	30	30-000-410-450-50-002	REFERENDUM ADDITIONS/ALTERATIONS OXY	Adjustment	41,250,549.30	-1,942.50	41,248,606.80
						.00	

[Adjustment] Tx: 58983 ELECTRICAL-BUS GARAGE PARKING

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/13/2026	11	11-000-261-420-00-400	ADMIN BLDG REPAIRS M1	Adjustment	71,120.00	-1,400.00	69,720.00
4/13/2026	11	11-000-261-610-00-100	BUS GARAGE M1 SUPPLY	Adjustment	179.00	1,400.00	1,579.00
						.00	

[Adjustment] Tx: 59080 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/15/2026	11	11-000-263-610-50-100	GROUNDS SUPPLIES OXY	Adjustment	70.77	300.00	370.77
4/15/2026	11	11-000-263-610-65-100	GROUNDS SUPPLIES OA	Adjustment	3,941.46	-300.00	3,641.46
						.00	

[Adjustment] Tx: 59082 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/15/2026	11	11-000-261-420-65-400	OA BLDG REPAIRS M1	Adjustment	25,000.00	1,230.00	26,230.00
4/15/2026	11	11-000-261-420-70-400	INTER BLDG REPAIRS M1	Adjustment	48,131.50	-1,230.00	46,901.50
						.00	

[Adjustment] Tx: 59092 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/16/2026	11	11-000-262-420-50-400	MAINT/REPAIR SERV OXY	Adjustment	6,954.50	191.00	7,145.50
4/16/2026	11	11-000-262-890-00-800	FACILITIES DUES/LICENSE	Adjustment	2,370.00	-191.00	2,179.00
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59099 STAFF APPRECIATION

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/16/2026	11	11-000-230-610-00-114	SUPERINTENDENT'S SUPP	Adjustment	3,860.00	2,613.59	6,473.59
4/16/2026	11	11-000-230-610-00-600	SUPPLIES AND MATERIALS	Adjustment	6,000.00	-2,613.59	3,386.41
						.00	

[Adjustment] Tx: 59100 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/16/2026	11	11-000-262-610-00-104	JANITORIAL SUPPLY	Adjustment	3,500.00	-1,250.00	2,250.00
4/16/2026	11	11-000-262-610-50-104	JANITORAL SUPPLY OXY	Adjustment	17,000.00	500.00	17,500.00
4/16/2026	11	11-000-262-610-60-104	JANITORAL SUPPLY MCK	Adjustment	18,000.00	500.00	18,500.00
4/16/2026	11	11-000-262-610-70-104	JANITORAL SUPPLY INTER	Adjustment	17,500.00	125.00	17,625.00
4/16/2026	11	11-000-262-610-75-104	JANITORAL SUPPLY PLC	Adjustment	17,000.00	125.00	17,125.00
						.00	

[Adjustment] Tx: 59125 REPLACEMENT OF GLASSES FOR K. F.

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/17/2026	11	11-212-100-610-65-110	MD SUPPLIES OA	Adjustment	1,321.16	475.39	1,796.55
4/17/2026	11	11-212-100-800-70-800	MD FIELD TRIPS INTER	Adjustment	2,097.59	-475.39	1,622.20
						.00	

[Adjustment] Tx: 59127 SETUP SUSTAINABLE NJ - NJEA GRANT

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/17/2026	20	20-004-100-600-75-100	SUSTAINABLE JERSEY-NJEA GRANT	Adjustment	.00	2,000.00	2,000.00
						2,000.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59154 April 15th Payroll Transfers

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/17/2026	11	11-000-213-100-60-001	SCHOOL NURSE SAL MCK	Adjustment	75,433.00	-319.85	75,113.15
4/17/2026	11	11-000-213-100-60-002	SUB NURSE MCK	Adjustment	2,523.00	319.85	2,842.85
4/17/2026	11	11-000-217-100-60-002	EXTRAORD SUBS MCK	Adjustment	16,381.00	697.48	17,078.48
4/17/2026	11	11-000-217-100-65-001	EXTRAORD AIDE OA	Adjustment	142,031.87	-2,323.64	139,708.23
4/17/2026	11	11-000-217-100-65-002	EXTRAORD SUBS OA	Adjustment	18,260.26	1,370.52	19,630.78
4/17/2026	11	11-000-217-100-75-002	EXTRAORD SUBS PLC	Adjustment	9,771.30	255.64	10,026.94
4/17/2026	11	11-000-219-104-00-000	CHILD STUDY TEAM	Adjustment	205,403.91	-3,560.91	201,843.00
4/17/2026	11	11-000-219-104-00-002	CHILD STUDY TEAM SUB/INTERIM	Adjustment	21,150.00	3,487.50	24,637.50
4/17/2026	11	11-000-219-104-00-004	SALARIES OF OTHER PROFES-ESY	Adjustment	16,502.70	73.41	16,576.11
4/17/2026	11	11-000-240-105-65-002	SUB SCHOOL SEC OA	Adjustment	12,150.00	1,197.68	13,347.68
4/17/2026	11	11-000-240-105-70-002	SUB SCHOOL SEC INT	Adjustment	6,400.00	376.00	6,776.00
4/17/2026	11	11-000-240-105-75-001	SCHOOL SECRETARY PLC	Adjustment	103,912.40	-3,013.68	100,898.72
4/17/2026	11	11-000-240-105-75-002	SUB SCHOOL SEC PLC	Adjustment	12,603.72	1,440.00	14,043.72
4/17/2026	11	11-000-261-420-65-400-001	OA BATHROOM DAMAGE	Adjustment	.00	-1,268.84	-1,268.84
4/17/2026	11	11-000-262-100-00-001	B& G OFFICE SALARY	Adjustment	232,751.32	572.09	233,323.41
4/17/2026	11	11-000-262-100-00-003-001	Facilities Office Extra Comp	Adjustment	.00	696.75	696.75
4/17/2026	11	11-000-266-100-00-002	SAFETY OFFICERS SUBS	Adjustment	37,290.32	4,785.00	42,075.32
4/17/2026	11	11-000-266-300-00-300	SAFETY OFFICER SERVICE	Adjustment	5,900.00	-4,785.00	1,115.00
4/17/2026	11	11-000-270-107-00-001	ATTENDANTS SALARY	Adjustment	355,330.50	-15.00	355,315.50
4/17/2026	11	11-000-270-107-00-003-001	ATTENDANTS DOUBLE BACK RUNS	Adjustment	.00	15.00	15.00
4/17/2026	11	11-000-270-160-00-001	DRIVERS SALARY	Adjustment	1,076,866.26	-5,532.10	1,071,334.16
4/17/2026	11	11-000-270-160-00-001-001	TRANS. SECRETARY SALARY	Adjustment	21,890.87	-792.05	21,098.82

Attachments subject to change without notice.

[Adjustment] Tx: 59154 April 15th Payroll Transfers

4/17/2026	11	11-000-270-160-00-002	SUB DRIVER SALARY	Adjustment	38,636.66	3,692.23	42,328.89
4/17/2026	11	11-000-270-160-00-002-001	TRANS SUB SECRETARY SAL	Adjustment	2,759.40	792.05	3,551.45
4/17/2026	11	11-000-270-160-00-003	DRIVERS O/T	Adjustment	13,037.03	26.10	13,063.13
4/17/2026	11	11-000-270-160-00-003-003	DRIVER DOUBLE BACK RUNS	Adjustment	.00	60.00	60.00
4/17/2026	11	11-000-270-162-70-003	INT FIELD TRIP SALARY	Adjustment	4,672.78	1,753.77	6,426.55
4/17/2026	11	11-110-100-101-75-001	KINDER TEACH PLC	Adjustment	1,394,096.30	-4,422.45	1,389,673.85
4/17/2026	11	11-110-100-101-75-002	KINDER SUB TEACH PLC	Adjustment	58,242.50	6,852.50	65,095.00
4/17/2026	11	11-120-100-101-65-001	GRADES 1-5 TEACHER OA	Adjustment	2,526,638.50	-10,755.10	2,515,883.40
4/17/2026	11	11-120-100-101-65-002	GRADE 1-5 SUB TEACH OA	Adjustment	58,007.50	6,815.00	64,822.50
4/17/2026	11	11-120-100-101-70-002	GRADE 1-5 SUB TEACH INTR	Adjustment	55,000.00	1,510.05	56,510.05
4/17/2026	11	11-204-100-101-65-001	LLD TEACHER OA	Adjustment	169,536.47	-17,964.90	151,571.57
4/17/2026	11	11-204-100-106-00-002	LLD SUB ASSIST SALARY	Adjustment	.00	114.87	114.87
4/17/2026	11	11-204-100-106-60-001	LLD ASSISTANT MCK	Adjustment	79,761.00	843.00	80,604.00
4/17/2026	11	11-204-100-106-65-001	LLD ASSISTANT OA	Adjustment	127,416.08	-1,861.87	125,554.21
4/17/2026	11	11-204-100-106-65-002	LLD SUB ASSISTANT OA	Adjustment	5,020.96	904.00	5,924.96
4/17/2026	11	11-209-100-101-60-001	ERI TEACHER MCK	Adjustment	5,012.79	-57.50	4,955.29
4/17/2026	11	11-209-100-101-65-002	ERI SUB TEACHER OA	Adjustment	115.00	57.50	172.50
4/17/2026	11	11-209-100-106-65-002	ERI SUB AIDES OA	Adjustment	2,714.96	76.00	2,790.96
4/17/2026	11	11-209-100-106-65-003	ERI ASSISTANT O/T OA	Adjustment	7,349.46	40.52	7,389.98
4/17/2026	11	11-209-100-106-75-001	ERI ASSISTANT PLC	Adjustment	21,108.88	-116.52	20,992.36
4/17/2026	11	11-212-100-106-60-001	MD ASSISTANT MCK	Adjustment	165,803.79	-4,969.46	160,834.33
4/17/2026	11	11-212-100-106-60-002	MD SUB AIDES MCK	Adjustment	3,903.95	850.92	4,754.87

Attachments subject to change without notice.

[Adjustment] Tx: 59154 April 15th Payroll Transfers

4/17/2026	11	11-212-100-106-60-003	MD ASSISTANT O/T MCK	Adjustment	10,856.92	370.08	11,227.00
4/17/2026	11	11-212-100-106-65-003	MD ASSISTANT O/T OA	Adjustment	16,774.49	1,610.97	18,385.46
4/17/2026	11	11-212-100-106-70-002	MD SUB AIDES INTER	Adjustment	4,636.00	1,120.00	5,756.00
4/17/2026	11	11-212-100-106-70-003	MD ASSISTANT O/T INTERMEDIATE	Adjustment	13,445.61	856.73	14,302.34
4/17/2026	11	11-212-100-106-75-002	MD SUB AIDES PLC	Adjustment	4,270.25	44.91	4,315.16
4/17/2026	11	11-212-100-106-75-003	MD ASSISTANT O/T PLC	Adjustment	1,647.89	115.85	1,763.74
4/17/2026	11	11-213-100-101-65-001	RESOURCE TEACHER OA	Adjustment	333,232.00	17,964.90	351,196.90
4/17/2026	11	11-213-100-106-60-001	RR ASSISTANT MCK	Adjustment	183,106.45	-372.63	182,733.82
4/17/2026	11	11-213-100-106-60-002	RR SUB AIDES MCK	Adjustment	799.44	172.07	971.51
4/17/2026	11	11-213-100-106-60-003	RESOURCE ASSIST. O/T MCK	Adjustment	463.73	48.56	512.29
4/17/2026	11	11-213-100-106-65-002	RR SUB AIDES OA	Adjustment	872.00	152.00	1,024.00
4/17/2026	11	11-216-100-101-50-001	PSD TEACHER OXY	Adjustment	286,478.91	-185.00	286,293.91
4/17/2026	11	11-216-100-101-75-002	PSD SUB TEACHER PLC	Adjustment	1,898.50	185.00	2,083.50
4/17/2026	11	11-216-100-106-50-001	PSD ASSISTANT OXY	Adjustment	281,037.03	-447.15	280,589.88
4/17/2026	11	11-216-100-106-50-003	PSD TEACH ASSIST O/T	Adjustment	5,290.99	447.15	5,738.14
4/17/2026	11	11-219-100-101-00-001	HOME BOUND SPECIAL ED	Adjustment	11,188.56	-2,546.28	8,642.28
4/17/2026	11	11-219-100-101-70-001	HOME BOUND SP ED INT	Adjustment	4,629.60	2,546.28	7,175.88
4/17/2026	11	11-230-100-106-65-002	INTER AIDS SUBS OA	Adjustment	1,672.00	152.00	1,824.00
4/17/2026	11	11-230-100-106-65-003	O/T INTERV AIDE OA	Adjustment	502.38	164.48	666.86
4/17/2026	11	11-230-100-106-75-001	INTER CLASS AIDE PLC	Adjustment	144,993.99	-468.48	144,525.51
4/17/2026	11	11-230-100-106-75-002	INTERV AIDS SUBS PLC	Adjustment	9,754.16	152.00	9,906.16
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59146 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/20/2026	11	11-000-261-420-50-400	OXY BLDG REPAIRS M1	Adjustment	62,536.00	-191.00	62,345.00
4/20/2026	11	11-000-261-420-55-401	GARAGE BLDG REPAIR M1	Adjustment	3,950.00	191.00	4,141.00
						.00	

[Adjustment] Tx: 59147 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/20/2026	11	11-000-263-420-65-420	GROUNDS SERVICE OA	Adjustment	245.00	375.00	620.00
4/20/2026	11	11-000-263-610-65-100	GROUNDS SUPPLIES OA	Adjustment	3,641.46	-375.00	3,266.46
						.00	

[Adjustment] Tx: 59148 Budget Transfer request from 5419 Bush, Stephanie

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/20/2026	20	20-270-100-100-00-001	TITLE IIA INSTR SUB SAL	Adjustment	4,800.00	-570.00	4,230.00
4/20/2026	20	20-270-200-100-00-001	TITLE IIA SUPPORT SALARY	Adjustment	1,915.00	570.00	2,485.00
						.00	

[Adjustment] Tx: 59155 APRIL 15TH PAYROLL TRANSFER-FUND 20 ONLY

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/20/2026	20	20-218-100-101-00-001	PRESCHOOL TEACHERS	Adjustment	1,441,359.79	-2,619.98	1,438,739.81
4/20/2026	20	20-218-100-106-00-002	PRESCH SUB TEACH ASSIST	Adjustment	19,825.18	2,619.98	22,445.16
						.00	

[Adjustment] Tx: 59157 Budget Transfer request from 6086 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/20/2026	20	20-250-100-600-60-110	IDEA BASIC SUPPLIES MCKINLEY	Adjustment	9,583.90	-94.01	9,489.89
4/20/2026	20	20-250-100-600-65-110	IDEA BASIC SUPPLIES OA	Adjustment	10,005.23	31.34	10,036.57
4/20/2026	20	20-250-100-600-70-110	IDEA BASIC SUPPLIES INTERMEDIATE	Adjustment	9,068.59	31.34	9,099.93
4/20/2026	20	20-250-100-600-75-110	IDEA BASIC SUPPLIES PLC	Adjustment	4,681.66	31.33	4,712.99
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59181 STAC & ED FICA/HEALTH BENEFITS

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/21/2026	61	61-990-291-220-00-200	EXTENDED DAY TAX MATCH	Adjustment	48,000.00	-1,724.68	46,275.32
4/21/2026	61	61-990-291-270-00-200	EXTENDED DAY HEALTH BENE	Adjustment	41,000.00	1,724.68	42,724.68
						.00	
4/21/2026	62	62-992-330-270-00-200	STAC STAFF HEALTH BENEFITS	Adjustment	70,000.00	2,166.32	72,166.32
4/21/2026	62	62-992-330-400-00-400	STAC REPAIRS	Adjustment	28,740.00	-2,166.32	26,573.68
						.00	

[Adjustment] Tx: 59224 Budget Transfer request from 5767 Weidenhof, Marybeth

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/22/2026	62	62-992-330-300-00-300	STAC PUR PROF SERVICE	Adjustment	54,858.08	-1,000.00	53,858.08
4/22/2026	62	62-992-330-590-00-500	STAC ADVERTISING	Adjustment	36,500.00	1,000.00	37,500.00
						.00	

[Adjustment] Tx: 59234 Budget Transfer request from 6237 Pavao, Elizabeth

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/22/2026	20	20-280-200-400-00-400	TITLE IV DARE DAY RENTAL	Adjustment	3,000.00	200.00	3,200.00
4/22/2026	20	20-280-200-600-00-113	TITLE IV SUPPLIES	Adjustment	10,654.00	-200.00	10,454.00
						.00	

[Adjustment] Tx: 59248 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2026	20	20-250-100-600-00-110	IDEA BASIC SUPPLIES	Adjustment	15,090.62	-246.99	14,843.63
4/23/2026	20	20-250-100-600-75-110	IDEA BASIC SUPPLIES PLC	Adjustment	4,712.99	246.99	4,959.98
						.00	

[Adjustment] Tx: 59285 WATER HEATER EMAIL

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2026	11	11-000-262-610-60-105	MAINT SUPPLY MCK	Adjustment	9,201.90	151.97	9,353.87
4/23/2026	11	11-000-262-610-65-105	MAINT SUPPLY OA	Adjustment	4,500.00	-151.97	4,348.03
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59300 SETUP NJ FARM TO SCHOOL

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/23/2026	60	60-990-310-600-00-100-006	NJ FARM TO SCHOOL-STAFFORD	Adjustment	.00	2,000.00	2,000.00
						2,000.00	

[Adjustment] Tx: 59306 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/24/2026	20	20-250-100-600-60-110	IDEA BASIC SUPPLIES MCKINLEY	Adjustment	9,489.89	-22.42	9,467.47
4/24/2026	20	20-250-100-600-75-110	IDEA BASIC SUPPLIES PLC	Adjustment	4,959.98	22.42	4,982.40
						.00	

[Adjustment] Tx: 59317 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	20	20-250-100-600-60-110	IDEA BASIC SUPPLIES MCKINLEY	Adjustment	9,467.47	-10.45	9,457.02
4/27/2026	20	20-250-100-600-75-110	IDEA BASIC SUPPLIES PLC	Adjustment	4,982.40	10.45	4,992.85
						.00	

[Adjustment] Tx: 59318 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	20	20-250-100-600-65-110	IDEA BASIC SUPPLIES OA	Adjustment	10,036.57	22.42	10,058.99
4/27/2026	20	20-250-100-600-75-110	IDEA BASIC SUPPLIES PLC	Adjustment	4,992.85	-22.42	4,970.43
						.00	

[Adjustment] Tx: 59319 Budget Transfer request from 5419 Bush, Stephanie

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	20	20-431-100-600-65-113	FOCUS SUPPLIES OA	Adjustment	5,828.00	-138.00	5,690.00
4/27/2026	20	20-431-200-300-65-300	FOCUS PD SERVICES OA	Adjustment	302.00	138.00	440.00
						.00	

[Adjustment] Tx: 59320 Budget Transfer request from 5419 Bush, Stephanie

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	20	20-431-100-600-75-113	FOCUS SUPPLIES PLC	Adjustment	2,914.00	-288.00	2,626.00
4/27/2026	20	20-431-200-300-75-300	FOCUS PD SERVICES PLC	Adjustment	151.00	288.00	439.00
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59321 Budget Transfer request from 5419 Bush, Stephanie

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	20	20-431-100-600-60-113	FOCUS SUPPLIES MCK	Adjustment	2,914.00	-170.00	2,744.00
4/27/2026	20	20-431-200-300-60-300	FOCUS PD SERVICES MCK	Adjustment	151.00	170.00	321.00
						.00	

[Adjustment] Tx: 59332 OA GYM FLOOR REPLACEMENT

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	30	30-000-401-450-65-R501	23-24 ROD ROOF CONSTRUCTION PROJ OA	Adjustment	220,799.22	-220,799.22	.00
4/27/2026	30	30-000-401-450-65-R502	23-24 ROD HVAC CONRTUCTION PROJ OA	Adjustment	49,843.23	-3,694.78	46,148.45
4/27/2026	30	30-000-402-450-65-400	OA GYM FLOOR REPLACEMENT (REALLOCATED ROD GRANT CAP RESERVE HERE)	Adjustment	.00	224,494.00	224,494.00
						.00	

[Adjustment] Tx: 59713 MCKINLEY TOILET SERVICE-ROTO ROOTER

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	11	11-000-262-420-60-400	MAINT/REPAIR SERV MCK	Adjustment	6,282.71	650.00	6,932.71
4/27/2026	11	11-000-262-610-65-105	MAINT SUPPLY OA	Adjustment	4,348.03	-650.00	3,698.03
						.00	

[Adjustment] Tx: 59728 SOUTHERN OCEAN CHAMBER OF COMMERCE MEMBERSHIP

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/27/2026	62	62-992-330-300-00-300	STAC PUR PROF SERVICE	Adjustment	53,858.08	-250.00	53,608.08
4/27/2026	62	62-992-330-420-00-420	STAC PURCHASED SERVICE	Adjustment	10,141.92	250.00	10,391.92
						.00	

[Adjustment] Tx: 59673 ID BADGE FOR CONSTRUCTION - RAPTOR

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/28/2026	30	30-000-410-450-50-002	REFERENDUM ADDITIONS/ALTERATIONS OXY	Adjustment	41,248,606.80	-2,374.00	41,246,232.80
4/28/2026	30	30-000-410-610-00-001	REFERENDUM SUPPLIES	Adjustment	.00	2,374.00	2,374.00
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59689 MOESC ROUTES MARCH 2026

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/28/2026	11	11-000-270-160-00-001-001	TRANS. SECRETARY SALARY	Adjustment	21,098.82	-5,591.34	15,507.48
4/28/2026	11	11-000-270-160-00-007	DRIVER TRAINING	Adjustment	4,500.00	-1,215.75	3,284.25
4/28/2026	11	11-000-270-517-00-500	TRANSPORTED THROUGH MOESC OR OTHER ESC-REGULAR ED STUDENTS	Adjustment	132,709.14	4,228.73	136,937.87
4/28/2026	11	11-000-270-518-00-500	SPECIAL ED CONTRACTS W/MOESC OR OTHER	Adjustment	457,949.78	2,578.36	460,528.14
						.00	

[Adjustment] Tx: 59712 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/28/2026	11	11-000-262-610-50-105	MAINT SUPPLY OXY	Adjustment	4,260.02	80.00	4,340.02
4/28/2026	11	11-000-262-610-60-105	MAINT SUPPLY MCK	Adjustment	9,353.87	80.00	9,433.87
4/28/2026	11	11-000-262-610-65-105	MAINT SUPPLY OA	Adjustment	3,698.03	-320.00	3,378.03
4/28/2026	11	11-000-262-610-70-105	MAINT SUPPLY INTER	Adjustment	3,901.90	80.00	3,981.90
4/28/2026	11	11-000-262-610-75-105	MAINT SUPPLY PLC	Adjustment	8,191.90	80.00	8,271.90
						.00	

Attachments subject to change without notice.

[Adjustment] Tx: 59719 APRIL 30TH PAYROLL

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/28/2026	11	11-000-213-100-60-001	SCHOOL NURSE SAL MCK	Adjustment	75,113.15	-400.00	74,713.15
4/28/2026	11	11-000-213-100-60-002	SUB NURSE MCK	Adjustment	2,842.85	400.00	3,242.85
4/28/2026	11	11-000-217-100-60-002	EXTRAORD SUBS MCK	Adjustment	17,078.48	566.81	17,645.29
4/28/2026	11	11-000-217-100-65-001	EXTRAORD AIDE OA	Adjustment	139,708.23	-1,186.57	138,521.66
4/28/2026	11	11-000-217-100-65-002	EXTRAORD SUBS OA	Adjustment	19,630.78	282.38	19,913.16
4/28/2026	11	11-000-217-100-75-002	EXTRAORD SUBS PLC	Adjustment	10,026.94	337.38	10,364.32
4/28/2026	11	11-000-219-104-00-000	CHILD STUDY TEAM	Adjustment	201,843.00	-1,912.50	199,930.50
4/28/2026	11	11-000-219-104-00-002	CHILD STUDY TEAM SUB/INTERIM	Adjustment	24,637.50	1,912.50	26,550.00
4/28/2026	11	11-000-240-105-60-002	SUB SCHOOL SEC MCK	Adjustment	3,000.00	24.00	3,024.00
4/28/2026	11	11-000-240-105-65-002	SUB SCHOOL SEC OA	Adjustment	13,347.68	800.00	14,147.68
4/28/2026	11	11-000-240-105-70-002	SUB SCHOOL SEC INT	Adjustment	6,776.00	232.00	7,008.00
4/28/2026	11	11-000-240-105-75-001	SCHOOL SECRETARY PLC	Adjustment	100,898.72	-1,656.00	99,242.72
4/28/2026	11	11-000-240-105-75-002	SUB SCHOOL SEC PLC	Adjustment	14,043.72	600.00	14,643.72
4/28/2026	11	11-000-266-100-00-002	SAFETY OFFICERS SUBS	Adjustment	42,075.32	1,717.50	43,792.82
4/28/2026	11	11-000-266-300-00-300	SAFETY OFFICER SERVICE	Adjustment	1,115.00	-1,115.00	.00
4/28/2026	11	11-000-266-610-00-100	SECURITY DEPT SUPPLIES	Adjustment	5,779.01	-602.50	5,176.51
4/28/2026	11	11-000-270-160-00-001	DRIVERS SALARY	Adjustment	1,071,334.16	-2,922.69	1,068,411.47
4/28/2026	11	11-000-270-160-00-002	SUB DRIVER SALARY	Adjustment	42,328.89	1,375.00	43,703.89
4/28/2026	11	11-000-270-160-00-002-001	TRANS SUB SECRETARY SAL	Adjustment	3,551.45	306.60	3,858.05
4/28/2026	11	11-000-270-160-00-003	DRIVERS O/T	Adjustment	13,063.13	173.20	13,236.33
4/28/2026	11	11-000-270-160-00-003-003	DRIVER DOUBLE BACK RUNS	Adjustment	60.00	30.00	90.00
4/28/2026	11	11-000-270-162-70-003	INT FIELD TRIP SALARY	Adjustment	6,426.55	1,037.89	7,464.44

Attachments subject to change without notice.

[Adjustment] Tx: 59719 APRIL 30TH PAYROLL

4/28/2026	11	11-110-100-101-75-002	KINDER SUB TEACH PLC	Adjustment	65,095.00	2,167.50	67,262.50
4/28/2026	11	11-120-100-101-60-001	GRADES 1-5 TEACHER MCK	Adjustment	2,770,623.20	-9,438.50	2,761,184.70
4/28/2026	11	11-120-100-101-60-002	GRADE 1-5 SUB TEACH MCK	Adjustment	75,000.00	2,066.00	77,066.00
4/28/2026	11	11-120-100-101-65-002	GRADE 1-5 SUB TEACH OA	Adjustment	64,822.50	3,157.50	67,980.00
4/28/2026	11	11-120-100-101-70-002	GRADE 1-5 SUB TEACH INTR	Adjustment	56,510.05	2,047.50	58,557.55
4/28/2026	11	11-204-100-101-65-001	LLD TEACHER OA	Adjustment	151,571.57	-199.00	151,372.57
4/28/2026	11	11-204-100-101-65-002	LLD SUB TEACHER OA	Adjustment	2,166.00	199.00	2,365.00
4/28/2026	11	11-209-100-106-65-002	ERI SUB AIDES OA	Adjustment	2,790.96	76.00	2,866.96
4/28/2026	11	11-209-100-106-70-002	ERI SUB AIDES INTER	Adjustment	1,700.00	-76.00	1,624.00
4/28/2026	11	11-212-100-106-60-001	MD ASSISTANT MCK	Adjustment	160,834.33	-1,912.53	158,921.80
4/28/2026	11	11-212-100-106-60-002	MD SUB AIDES MCK	Adjustment	4,754.87	425.46	5,180.33
4/28/2026	11	11-212-100-106-60-003	MD ASSISTANT O/T MCK	Adjustment	11,227.00	138.78	11,365.78
4/28/2026	11	11-212-100-106-65-003	MD ASSISTANT O/T OA	Adjustment	18,385.46	492.29	18,877.75
4/28/2026	11	11-212-100-106-70-002	MD SUB AIDES INTER	Adjustment	5,756.00	448.00	6,204.00
4/28/2026	11	11-212-100-106-70-003	MD ASSISTANT O/T INTERMEDIATE	Adjustment	14,302.34	408.00	14,710.34
4/28/2026	11	11-213-100-106-60-001	RR ASSISTANT MCK	Adjustment	182,733.82	-304.32	182,429.50
4/28/2026	11	11-213-100-106-60-002	RR SUB AIDES MCK	Adjustment	971.51	82.64	1,054.15
4/28/2026	11	11-213-100-106-60-003	RESOURCE ASSIST. O/T MCK	Adjustment	512.29	145.68	657.97
4/28/2026	11	11-213-100-106-65-002	RR SUB AIDES OA	Adjustment	1,024.00	76.00	1,100.00
4/28/2026	11	11-216-100-106-50-001	PSD ASSISTANT OXY	Adjustment	280,589.88	-1,206.27	279,383.61
4/28/2026	11	11-216-100-106-50-002	PSD SUB AIDE OXY	Adjustment	15,500.00	709.04	16,209.04
4/28/2026	11	11-216-100-106-50-003	PSD TEACH ASSIST O/T	Adjustment	5,738.14	497.23	6,235.37

Attachments subject to change without notice.

[Adjustment] Tx: 59719 APRIL 30TH PAYROLL

4/28/2026	11	11-219-100-101-65-001	HOME BOUND SP ED OA	Adjustment	1,200.00	-794.75	405.25
4/28/2026	11	11-219-100-101-70-001	HOME BOUND SP ED INT	Adjustment	7,175.88	794.75	7,970.63
4/28/2026	11	11-230-100-106-65-002	INTER AIDS SUBS OA	Adjustment	1,824.00	228.00	2,052.00
4/28/2026	11	11-230-100-106-75-001	INTER CLASS AIDE PLC	Adjustment	144,525.51	-452.00	144,073.51
4/28/2026	11	11-230-100-106-75-002	INTERV AIDS SUBS PLC	Adjustment	9,906.16	224.00	10,130.16
							.00

[Adjustment] Tx: 59736 APRIL 30TH PAYROLL-FUND 20

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2026	20	20-218-100-106-00-001	PRESCHOOL TEACHER ASSIST	Adjustment	821,818.82	-915.84	820,902.98
4/29/2026	20	20-218-100-106-00-002	PRESCH SUB TEACH ASSIST	Adjustment	22,445.16	915.84	23,361.00
							.00

[Adjustment] Tx: 59753 Budget Transfer request from 6096 Hufman, Christine

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2026	20	20-250-100-300-00-300	IDEA BASIC PUR PROF SERV	Adjustment	10,310.20	-1,041.40	9,268.80
4/29/2026	20	20-250-100-300-60-300	IDEA BASIC PUR PROF SERV MCK	Adjustment	11,806.00	575.40	12,381.40
4/29/2026	20	20-250-100-300-75-300	IDEA PUR PROF SERV PLC	Adjustment	50,268.80	466.00	50,734.80
							.00

[Adjustment] Tx: 59754 Budget Transfer request from 5400 Jenkins, Tina M

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/29/2026	11	11-000-262-610-50-105	MAINT SUPPLY OXY	Adjustment	4,340.02	45.00	4,385.02
4/29/2026	11	11-000-262-610-70-105	MAINT SUPPLY INTER	Adjustment	3,981.90	-45.00	3,936.90
							.00

[Adjustment] Tx: 59760 Budget Transfer request from 6548 Glidden, Jennifer

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/30/2026	11	11-000-270-610-00-600	GENERAL SUPPLIES	Adjustment	5,000.00	-2,497.84	2,502.16
4/30/2026	11	11-000-270-615-00-121	TRANS SUPP VEHICLES	Adjustment	155,720.65	2,497.84	158,218.49
							.00

Attachments subject to change without notice.

Stafford Township Board of Education
Account Maintenance Report
Appropriation Adjustments and Transfers for April 2025-26

[Adjustment] Tx: 59761 Budget Transfer request from 4103 Dunn, Nancy L

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
4/30/2026	11	11-000-221-581-00-500	WORKSHOPS/TRAVEL	Adjustment	767.09	1,100.00	1,867.09
4/30/2026	11	11-000-262-300-00-300	"PURCH, PROF/TECH SVCS"	Adjustment	10,700.00	-1,100.00	9,600.00
						.00	

Attachments subject to change without notice.

Acceptance of Donations/Profits
June 2026

Donator	Amount	To Be Used For	Deposit in Account
America Heart Association	4 On-Line US Games Certificates (3 in the amount of $500/each; 1 in the amount of $300)	Ocean Acres PE Equipment	N/A
Long Beach Island PBA Local 175	$100	Intermediate Fun Run	Intermediate Student Activity
Various Donators Collected at Yellow Dog Coffee Roasters	$1,334	McKinley Courtyard Project	McKinley Student Activity
Stafford PTO	$5,000	Renovation of the McKinley School Courtyard	McKinley Student Activity

km/5-28-2026

Attachments subject to change without notice.

Stafford Township Board of Education

SEHBP Medical Projection

1/1/27 - 12/31/27

Coverage Status	Census	NJ Direct $10 / Freedom $10 Current Rates 1/1/26-12/31/26	NJ Direct $10 / Freedom $10 Renewal Est 30% 1/1/27-12/31/27
Single	12	$1,733.20	$2,253.16
2 Adults	16	$3,466.41	$4,506.33
Family	15	$4,956.96	$6,444.05
Parent/Child(ren)	8	$3,223.76	$4,190.89
Monthly Premium	**51**	$176,405.44	$229,327.07
Annual Premium		**$2,116,865.28**	**$2,751,924.86**

Coverage Status	Census	NJ Direct $15 / Freedom $15 Current Rates 1/1/26-12/31/26	NJ Direct $15 / Freedom $15 Renewal Est 30% 1/1/27-12/31/27
Single	0	$1,649.96	$2,144.95
2 Adults	1	$3,299.92	$4,289.90
Family	0	$4,718.89	$6,134.56
Parent/Child(ren)	0	$3,068.93	$3,989.61
Monthly Premium	**1**	$3,299.92	$4,289.90
Annual Premium		**$39,599.04**	**$51,478.75**

Coverage Status	Census	NJEHP Current Rates 1/1/26-12/31/26	NJEHP Renewal Est 30% 1/1/27-12/31/27
Single	99	$1,202.76	$1,563.59
2 Adults	30	$2,405.52	$3,127.18
Family	107	$3,439.89	$4,471.86
Parent/Child(ren)	13	$2,237.13	$2,908.27
Monthly Premium	**249**	$588,389.76	$764,906.69
Annual Premium		**$7,060,677.12**	**$9,178,880.26**

Coverage Status	Census	GSHP Current Rates 1/1/26-12/31/26	GSHP Renewal Est 30% 1/1/27-12/31/27
Single	0	$1,038.22	$1,349.69
2 Adults	0	$2,076.43	$2,699.36
Family	0	$2,969.30	$3,860.09
Parent/Child(ren)	0	$1,931.08	$2,510.40
Monthly Premium	**0**	$0.00	$0.00
Annual Premium		**$0.00**	**$0.00**

Total Annual Premium	**301**	**$9,217,141.44**	**$11,982,283.87**
Annual Change			**$2,765,142.43**
Percent Change			**30.0%**

** Census Counts from February 2026*

Brown & Brown

Attachments subject to change without notice.

Stafford Township Board of Education

Dental Renewal

7/1/26 - 6/30/27

Coverage Status	Census*	Delta Dental Current Rates 7/1/25 - 7/1/26	Delta Dental Renewal Rates 7/1/26 - 6/30/28 (2Y)
One Party	125	$46.49	$49.51
Two Party	82	$92.98	$99.02
Three Party	139	$119.66	$127.44
Monthly Premium	346	$30,068.35	$32,022.55
Annual Premium		**$360,820.20**	**$384,270.60**
Total Annual Premium	**346**	**$360,820.20**	**$384,270.60**
Total Difference			**$23,450.40**
Percent Change			**6.50%**

Census Counts derived from a Delta Dental Dec 2025 report

Brown & Brown

Attachments subject to change without notice.

Stafford Township Board of Education

Prescription Renewal

7/1/26 - 6/30/27

Coverage Status	Census*	Benecard Non-Admin Current Rates 7/1/25 - 6/30/26	Benecard Non-Admin Renewal Rates 7/1/26 - 6/30/27
Single	25	$293.43	$381.46
2 Adults	25	$687.87	$894.23
Family	57	$694.63	$903.02
Parent/Child(ren)	8	$391.68	$509.18
Monthly Premium	115	$67,259.85	$87,437.83
Annual Premium		**$807,118.20**	**$1,049,253.96**

Coverage Status	Census*	Benecard Admin Current Rates 7/1/25 - 6/30/26	Benecard Admin Renewal Rates 7/1/26 - 6/30/27
Single	1	$329.68	$428.58
2 Adults	1	$772.89	$1,004.76
Family	3	$780.49	$1,014.64
Parent/Child(ren)	1	$440.08	$572.10
Monthly Premium	6	$3,884.12	$5,049.36
Annual Premium		**$46,609.44**	**$60,592.32**

Coverage Status	Census*	Benecard EHP Current Rates 7/1/25 - 6/30/26	Benecard EHP Renewal Rates 7/1/26 - 6/30/27
Single	90	$273.10	$355.03
2 Adults	12	$641.15	$833.50
Family	65	$648.45	$842.99
Parent/Child(ren)	9	$369.53	$480.39
Monthly Premium	166	$75,016.82	$97,522.26
Annual Premium		**$900,201.84**	**$1,170,267.12**

Coverage Status	Census*	Benecard GSHP Current Rates 7/1/25 - 6/30/26	Benecard GSHP Renewal Rates 7/1/26 - 6/30/27
Single	0	$273.10	$355.03
2 Adults	0	$641.15	$833.50
Family	0	$648.45	$842.99
Parent/Child(ren)	0	$369.53	$480.39
Monthly Premium	0	$0.00	$0.00
Annual Premium		**$0.00**	**$0.00**

Total Annual Premium	**287**	**$1,753,929.48**	**$2,280,113.40**
Total Difference			**$526,183.92**
Percent Change			**30.00%**

**Census Counts derived from a February 2026 Benecard report*

Brown & Brown

Attachments subject to change without notice.

Stafford Township Board of Education

Vision Renewal Projection

7/1/26 - 6/30/27 (Middle of 4Y)

Coverage Status	Census*	NVA Current Rates 7/1/25 - 6/30/26	NVA Renewal Rates Est 7/1/26-6/30/27
Single	121	$10.76	$10.76
2 Adults	82	$19.34	$19.34
Family	128	$25.76	$25.76
Parent/Child(ren)	9	$18.79	$18.79
Monthly Premium	340	$6,354.23	$6,354.23
Annual Premium		**$76,250.78**	**$76,250.78**
Total Annual Premium	**340**	**$76,250.78**	**$76,250.78**
Total Difference			**$0.00**
Percent Change			**0.00%**

Census Counts derived from an NVA Feb 2026 report showing active employees

Brown & Brown

Attachments subject to change without notice.

AGREEMENT
FOR THE PROVISION OF
EDUCATIONAL SERVICES
2026-2027

This Agreement made for the 2026-2027 school year by and between **Stafford Schools** ("District") and the Monmouth-Ocean Educational Services Commission, with offices at 100 Tornillo Way, Tinton Falls, New Jersey 07712 ("MOESC").

RECITALS:

The District requests the services of: **Child Study Team and/or Related Services as listed on the 2026-2027 MOESC Fee Schedule.**

AGREEMENT

In consideration of the mutual covenants herein contained, the District and MOESC agree as follows:

1. The attached standard terms and conditions are incorporated herein.

2. MOESC shall provide certified educational professionals to provide the services, as defined herein, during the time frame specified herein, at the facility/facilities of the District as the District shall specify, at a cost of the requested services per discipline as specified in the MOESC Fee Schedule. Please note: If requesting "Per Diem", any hours over 6.5 hours will be charged at the hourly rate per discipline.

3. Payment is due upon receipt based upon the District's monthly bill payment schedule.

4. The District recognizes that MOESC shall be utilizing independent contractors for these services and shall attempt, but is not obligated, to provide the same contractor for the duration of the request. Any change should be reported to the Director Special Services, no later than 48 hours before the change is made.

Attachments subject to change without notice.

MOESC

SUMMARY OF RESPONSIBILITIES

A. Responsibilities of the MOESC:

1. Provide properly certified educational professionals to perform the independent, advisory services specified in the Agreement, which shall be an independent contractor of MOESC.

2. Follow the direction of the District and its administration in the delivery of the contracted-for services.

3. Provide testing equipment and materials for Speech correction and Child Study Team services.

4. Provide liability insurance. The insurance certificate must name the DISTRICT, as an additionally insured. The minimum liability insurance limits should be $1 million per occurrence and $2 million aggregate.

5. Maintain feedback from requesting districts as to the services provided.

6. Abide by the District's daily schedule.

B. Responsibilities of District Board of Education to MOESC:

1. Provide access to appropriate, secure, safe and climate-controlled facility including janitorial services, and appropriate and timely removal of snow and ice from sidewalks, stairs and parking lots including the application of salt/sand.

2. Notify MOESC assigned staff member of facility closings no later than 6:00 a.m. on the day of closing or as soon as the decision is made.

3. Supervise, direct and administer the MOESC independent contractor so as to regulate MOESC's contribution to the District's educational program.

4. Facilitate any acceptable recommendations of the MOESC independent contractor into the educational program.

5. Make available a telephone within the facility for MOESC independent contractor calls in accordance with the District's existing practices.

6. Provide the MOESC office with the District's daily schedule and updates as necessary ten (10) days prior to revision.

Attachments subject to change without notice.

7. Provide the appropriate educational program supervision of MOESC independent contractors.

8. Promptly report any and all MOESC independent contractor performance questions or problems to MOESC.

9. Provide only students appropriately registered in the District.

10. Agrees not to employ or contract with the independent educational professional assigned by MOESC to the District for any position within the District or assignment within the District for a period of eighteen (18) months from the date of the agreement for the provision of certified educational professionals between the District and the MOESC, unless the District purchases the MOESC's consent by paying the MOESC a fee in the amount of $15,000 to defray the costs incurred by MOESC. MOESC expends considerable effort and time to find and then arrange for certified personnel to provide such services to the District and other school districts.

II. PROGRAM IMPLEMENTATION

The District shall provide a minimum of thirty (30) days' notice to MOESC for the implementation of a Program for a specific date. MOESC cannot guarantee the implementation of a Program upon less notice.

III. TERMINATION

This Agreement may be terminated without cause by the District or MOESC upon no less than thirty (30) days" notice.

IV. LEGAL

This Agreement contains the entire Agreement of the parties and no representations, inducements, promise or agreements, oral or otherwise, not embodied herein shall be of any force and effect and shall not be modified except by the written Agreement of the parties.

Any notice being given under this Agreement shall be duly and properly given and delivered by telefax directed to the Superintendent and by first-class mail and certified mail, return receipt requested, postage pre-paid to the Superintendent.

This Agreement supersedes any prior negotiations, discussions or communications between the parties.

Neither party may sell, assign, transfer or otherwise dispose of its obligations without the other party's prior written consent, which consent shall not be unreasonably withheld.

Attachments subject to change without notice.

V. CLAIMS BY OR DISPUTES WITH THIRD PARTIES

In the event any claims or disputes arise in any way involving MOESC provided services with persons or entities not a party to this Agreement, then the District shall (1) notify MOESC immediately of learning of any such claim or dispute, and (2) cooperate with any MOESC decision or action to support or defend its services as the MOESC may determine in its sole discretion including, but not limited to, attending, participating and joining in meetings, conferences, hearings and dispute resolution proceeding through the use of MOESC staff, attorneys or experts.

VI. ARBITRATION

Any controversy or claim arising out of or relating to this Agreement or its breach shall be confidentially resolved by arbitration in accordance with the then governing rules of the American Arbitration Association. The prevailing party shall be entitled to recover from the non-prevailing party as part of the arbitration award any costs and expenses, including attorney's fees and arbitration fees which the prevailing party incurred.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this ____ day of _____ 20___.

_____	_____
DISTRICT PRESIDENT BOARD OF EDUCATION	DISTRICT SECRETARY BOARD OF EDUCATION
Scott J. McCue	
_____	_____
Scott McCue	Christopher Mullins
MOESC PRESIDENT BOARD OF EDUCATION	MOESC SECRETARY BOARD OF EDUCATION

Attachments subject to change without notice.

MOESC
Monmouth-Ocean Educational Services Commission
100 Tornillo Way, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-440-1979 • www.moesc.org

2026-2027 FEE SCHEDULE

Aide Placement Public Schools (APPS) - Paraprofessionals

Part Time / ESY	$	34	per hour*
Full Time	$	54,500	per year*

* Includes hiring, employing, evaluating, single health benefits (for Full Time), pension payments, payroll & W2 services.

Child Study Team Services

Full Testing: Social Worker/Psychologist/LDTC, Report Only, No Meeting (1 to 75 Evals)	$	400	per evaluation *(1 to 75)*
Full Testing: Social Worker/Psychologist/LDTC, Report Only, No Meeting (76+ Evals)	$	380	per evaluation *(76+)*
Functional Behavioral Assessment	$	540	per assessment
Social Worker - per diem*	$	620	per day
Social Worker - per hour	$	100	per hour
Counseling Services - per diem*	$	650	per day
Counseling Services - per hour	$	105	per hour
Bilingual Full Testing: Social Worker/Psychologist/LDTC, Report Only, No Meeting	$	695	per evaluation
Bilingual Social Worker/Psychologist/LDTC - Services	$	165	per hour
LDTC - per diem*	$	680	per day
LDTC - per hour	$	110	per hour
Psychologist - per diem*	$	925	per day
Psychologist - per hour	$	150	per hour
Speech - Evaluations	$	400	per evaluation
Speech - Services - per diem*	$	925	per day
Speech - Services - per hour	$	150	per session/hour
Bilingual Speech - Evaluations	$	695	per evaluation
Bilingual Speech - Services	$	165	per session/hour
Occupational Therapy - Evaluations	$	400	per evaluation
Occupational Therapy - Services - per diem*	$	925	per day
Occupational Therapy - Services - per hour	$	150	per hour
Physical Therapy - Evaluations	$	400	per evaluation
Physical Therapy - Services - per diem*	$	925	per day
Physical Therapy - Services - per hour	$	150	per hour
Physical Therapy Assistant - Services - per diem* (must be supervised by a PT)	$	465	per day
Physical Therapy Assistant - Services - per hour (must be supervised by a PT)	$	75	per hour
Behaviorist - Board Certified Behavior Analyst (BCBA) - per diem*	$	1,050	per day
Behaviorist - Board Certified Behavior Analyst (BCBA) - per hour	$	170	per hour
Behaviorist - Registered Behavior Technician (RBT must be supervised by a BCBA)	$	85	per hour
Certified Teacher/ESL Teacher	$	100	per hour

* Per diem = 6.5 hours per calendar day. If over 6.5 hours/day, then per diem + per hour charges will apply.

Attachments subject to change without notice.

MOESC
Monmouth-Ocean Educational Services Commission
100 Tornillo Way, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-440-1979 • www.moesc.org

2026-2027 FEE SCHEDULE

Attachments subject to change without notice.

Contracted Business, Administrative & Technology Services

Business Office Services*		
Business Administrator	$ 150	per hour
Management / Assistant Business Administrator	$ 100	per hour
Payroll	$ 75	per hour
Accounts Payable / Accounts Receivable	$ 60	per hour
Administrative Assistant	$ 50	per hour
On-Site & Substitute Administrative Services*	$ 150	per hour
Teacher Evaluations* - Pre-conference, Observation, Post-conference, Written Eval.	$ 300	per evaluation
Technology Services*		
System & Network Administrators	$ 150	per hour
Level I Technician	$ 100	per hour
Level II Technician	$ 75	per hour

* Travel is not included in the above rate(s), and will be additionally billed to the District @$50/hr + mileage as applicable.

Electronics Recycling Sevices

Reimburseable Items *(Free Pick-up with 50 functional, non-obsolete and unlocked units per pick-up location)*: computers, laptops, servers, tablets & Chromebooks. Free Pick-up Items *(with 50 Reimburseable items per pick-up location)*: keyboards, mice, LCD monitors, printers, scanners, copiers, telefax machines, interactive whiteboards, associated computer components and parts, digital storage devices, networking devices, GPS equipment, LCD TVs, VCRs, DVD players, radios, stereos, video game consoles, projection devices, movie and slide projectors, cell phones, PDAs, MP3 players, iPods, Walkman music players, digital and analog telephones, calculators, adding machines, typewriters, cash registers, power cords and batteries associated with any of the above. Fees Apply for CRT monitors and CRT TVs. Non-Reimburseable Items: Any non-functional, obsolete, or locked units and/or the Free Pick-up Items listed above.

Reimbursement Items:
Computers $3 per unit,
Laptops $5 per unit,
Servers $3 per unit,
Tablets $6 per unit,
Chromebooks $3 per unit.
(Free Pick-up with minimum 50 functional, non-obsolete, unlocked above items per pick-up location)

Home Instruction

MOESC Services	$ 75	per hour
Outside Agency Services - Administrative Fee	7%	

IDEA and ESEA

Administrative Fee (from Allocations) - Based upon Expenditures Only	6%

Nonpublic Chapter 192/193

Administrative Fee (from Allocations) - Based upon NJ State Approved Rates	6%

Nonpublic Chapter 226 Nursing

Administrative Fee (from Allocations) - Based upon NJ State Approved Rates	6%

Nonpublic Security

Administrative Fee - NJ State Grant	7%

Nonpublic Technology

Administrative Fee (from Allocations) - NJ State Grant	5%

Nonpublic Textbooks

Administrative Fee - NJ State Grant	7%

MOESC
Monmouth-Ocean Educational Services Commission
100 Tornillo Way, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-440-1979 • www.moesc.org

2026-2027 FEE SCHEDULE

Nursing Services

Certified School Nurse - Public School	(CSN)	$	87	per hour
Registered Nurse	(RN)	$	77	per hour
Licensed Practical Nurse	(LPN)	$	62	per hour
Intensive / 1:1 Student Nurse Services*, Registered Nurse (RN)**		$	100	per hour
Intensive / 1:1 Student Nurse Services*, Licensed Practical Nurse (LPN)**		$	89	per hour

* To include (but not be limited to): Oxygen Administration, Tracheotomy cleanings, seizure monitoring, diabetes management, medication administration, specialized treatments, school bus, etc. per doctor, 504, IEP, ISP, Health Plan or other guidance.

** Minimum hourly charges may apply.

Professional Development (PD)

MRA International Learning Center *(@MOESC's 100 Tornillo Way Location)*

Full Day Rental Fee (4 hours or more)		$	750	per session*
Half-Day Rental Fee (up to 4 hours)		$	500	per session*
In-Your-District Certified Staff Training		$	500	per hour**

* *Rental Agreement available upon request. Please contact dtranchina@moesc.org for information.*

** *Pricing negotiable based upon session length, content, travel time, number of attendees, etc.*

Restraint Training

Certification Full-day = Approx 6 hrs	5 - 9 Participants	$	178	per person
Minimum 5, Maximum 30 participants	10 - 14 Participants	$	128	per person
(Can be combined w/Re-Cert 1/2-day)	15 - 19 Participants	$	102	per person
	20 - 25 Participants	$	82	per person
	26 - 30 Participants	$	66	per person
Re-Certification 1/2-day = Approx 3 hrs	5 - 9 Participants	$	128	per person
Minimum 5, Maximum 30 participants	10 - 14 Participants	$	77	per person
(Can be combined w/Re-Cert 1/2-day)	15 - 19 Participants	$	61	per person
	20 - 25 Participants	$	51	per person
	26 - 30 Participants	$	41	per person

Right To Know (RTK)

Training - On-Site		$	625	on-site/day
Training - Virtual		$	400	virtual/day
Training - Co-op	(Minimum 5 District Attendees)	$	60	per person

Attachments subject to change without notice.

MOESC
Monmouth-Ocean Educational Services Commission
100 Tornillo Way, Tinton Falls, NJ 07712 • 732-695-7800 • fax 732-440-1979 • www.moesc.org

2026-2027 FEE SCHEDULE

Student Tuition Programs

Regional Achievement Academy (w/o an IEP) **Grades 6-12**	$	6,500	per month
Regional Achievement Academy (w/ an IEP) **Grades 6-12**	$	8,500	per month
• Individual Therapeutic, Group and Substance Abuse Counseling *(included)*			
• Vocational and Life Skills *(included)*			
• Community-Based and Adventure Education *(included)*			
Alternative Interim Program (w/o an IEP) - *45 to 90 days only* **Grades 6-12**	$	400	per day
Alternative Interim Program (w/ an IEP) - *45 to 90 days only* **Grades 6-12**	$	475	per day
Drug or Alcohol Screening	$	100	per test
1:1 Aide - per Diem	$	295	per day

Title I, II, III, IV: *Every Student Succeeds Act (ESSA)* Services

Student Auxiliary, Administrative and Supervisory Services

Title I, Part A - (Fee from Allocations) - Based upon State Approved Rates	5.0%	Administrative Fee
Title I, Part D - (Fee from Allocations) - Based upon State Approved Rates	5.0%	Administrative Fee
Title II, Part A - (Fee from Allocations) - Based upon State Approved Rates	5.0%	Administrative Fee
Title III - (Fee from Allocations) - Based upon State Approved Rates	2.0%	Administrative Fee
Title III, Immigrant - (Fee from Allocations) - Based upon State Approved Rates	2.0%	Administrative Fee
Title IV, Part A - (Fee from Allocations) - Based upon State Approved Rates	2.0%	Administrative Fee

Transportation Services

Contracted Routes		5.5%	Administrative Fee
Aide in Lieu Management		5.5%	Administrative Fee
NonPublic additional bidding/procurement (after 1st bid is not successful) (fee includes advertising, reconfiguring of route, staff time and resources)	$	50	per additional bid

Virtual School (New Jersey Virtual School™ www.njvs.org) Facilitated by NJ Certified Teachers

Credit Recovery Course	$	350	per enrollment*
Credit Recovery Course (Summer Only Price)	$	300	per enrollment*
Semester Course	$	350	per enrollment*
Comprehensive Course	$	650	per enrollment*
Comprehensive Course - Five (5) or more students in the same course	$	450	per enrollment*
Advanced Placement (AP) Comprehensive Course	$	800	per enrollment*
Advanced Placement (AP) - Five (5) or more students in the same course	$	600	per enrollment*
Personal Financial Literacy	$	225	per enrollment*
GED Prep Course	$	450	per enrollment*
Core Content Package - Five (5) Comprehensive Courses	$	3,000	per student*
Drop Course Fee (Non-Refundable)**	$	100	per enrollment*

* Required Texts/Materials are not included in the course cost(s). Some courses may require the purchase of additional materials. Please see *https://launch.njvs.org/registration.aspx* for specific course requirements.

** Refund requests must be submitted through *help.njvs.org -> Submit a Request*. A full refund may be granted if requested within the drop period (2 days). After the Drop Period, NJVS administration will determine refund eligibility (if any) as per the Refund Policy. A $100 Drop Course Fee is non-refundable.

Attachments subject to change without notice.

AGREEMENT FOR
SOCIAL WORK SERVICES
STAFFORD TOWNSHIP ELEMENTARY SCHOOL DISTRICT

This Agreement made and entered into this 1st day of July, effective as of July 1, 2026 by and between the Stafford Township Elementary School District ("District"), 250 North Main Street, Manahawkin, NJ 08050 and Erin Carlo, LCSW #44SC05932400 ("Contractor"), 220 Timberlake Drive, Manahawkin, NJ 08050;

WITNESSETH:

WHEREAS, Contractor provides skilled social work services focusing on counseling students in public school districts; and

WHEREAS, the District is desirous of procuring such services from Contractor for students enrolled in the District; and

WHEREAS, the District desires to enter into an agreement to provide Social Work services for students enrolled in the District with the Contractor; and

WHEREAS, the District has the requisite legal authority to enter into an agreement to procure services; and

WHEREAS, the District and the Contractor do hereby wish to enter into this Agreement for professional services (the "Contract" or "Agreement").

NOW, THEREFORE, the District and the Contractor mutually agree as follows:

1. Scope of Professional Services:

a. The Contractor shall perform all necessary professional services set forth in Schedule A, which is attached hereto and incorporated by reference into this Agreement as though set forth at length herein, and such other duties and responsibilities as the District and Contractor may agree from time to time. The Contractor shall do, perform, and carry out, in a satisfactory and proper manner, as determined by the District all those professional services.

b. Contractor shall provide the services of licensed clinical social work to provide the services set forth in Schedule A, who are trained and experienced in adolescent treatment. The licensed clinical social worker shall work under the direction and supervision of Contractor and in conjunction with staff designated by the District. All licensed clinical social worker(s) assigned to the District shall satisfy the requirements of the criminal history record check prescribed by N.J.S.A. 18A:6-7.1 et before providing services to the District.

Attachments subject to change without notice.

2. Qualifications:

i. Contractor represents and warrants that, throughout the term of this Agreement: (A) all licensed clinical social worker(s) assigned to provide the Services shall possess a current license as a licensed clinical social worker and are in good standing to practice their professional services without restriction or limitation in the State of New Jersey; and (B) Contractor shall abide by the following qualification and experience requirements:

- All professional staff assigned to provide the Services shall be in possession of all appropriate and current New Jersey licenses as awarded by a New Jersey State agency, as applicable (DOE, DHS, etc.).
- Licensed Clinical Social Worker(s) must have experience conducting needs assessments to determine counseling goals.
- Licensed Clinical Social Worker (s) must have experience writing IEP goals and objectives.
- Licensed Clinical Social Worker (s) must have experience attending Eligibility and IEP meetings as a member of the Child Study Team.
- Licensed Clinical Social Worker (s) must have experience collaborating with school staff including but not limited to teachers, paraprofessionals and Principals.
- Licensed Clinical Social Worker s) must have experience consulting with parents.
- Licensed Clinical Social Worker (s) must have experience working with students in the autism spectrum
- Licensed Clinical Social Worker (s) must have experience providing professional development.
- Licensed Clinical Social Worker (s) must have experience providing policy/procedure consultation.

Licensed Clinical Social Worker (s) must have experience conducting social history assessments.

ii. Contractor represents and warrants that Contractor's professional staff providing services pursuant to this Agreement have passed and are in possession of current and active criminal background checks.

3. Term and Termination:

a. This Agreement shall be effective July 1 2026 through June 2027

Attachments subject to change without notice.

Termination:

i. Either party may terminate this Contract at any time upon thirty (30) days advance notice to the other party. Such notice shall be by certified mail, return receipt requested, and addressed to the proper party. Should this Contract be so terminated after its commencement and prior to its date of termination, the Contractor shall be entitled to compensation to the date of termination, in an amount equal to the prorated compensation then unpaid.

ii. Either party may terminate this Agreement upon the failure of the other party to cure a breach of any of its material obligations hereunder within fifteen (15) days after having received notice of the breach from the non-breaching party.

4. **Mandatory Equal Employment Opportunity Language.** During the performance of this Contract, the Contractor agrees to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27) as follows:

During the performance of this Contract, the Contractor agrees as follows:

a. The Contractor or sub-contractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national, origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

b. The Contractor or sub-contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

c. The Contractor or sub-contractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's
commitments under this act and shall post copies of the notice in conspicuous

Attachments subject to change without notice.

places available to employees and applicants for employment.

d. The Contractor or sub-contractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans With Disabilities Act.

e. The Contractor or sub-contractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to NJ.AC. 17:27-5.2.

f. The Contractor or sub-contractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

g. The Contractor or sub-contractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

h. In conforming with the applicable employment goals, The Contractor or sub contractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

i. The Contractor or sub-contractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.

5. **Payment:** The Contractor shall render the services identified in paragraph 1 above at a cost of $100 an hour for services on an "as needed" basis. Contractor shall be paid through the Business Office in the normal course of operations upon receipt of an invoice.

6. **Binding of Parties:** The District and the Contractor agree to be bound and do hereby bind themselves as far as duties required of the Contractor and payment therefore by the District.

Attachments subject to change without notice.

7. **Records:**

a. Medical and Other Records.

i. The District shall have exclusive ownership and right of control of any and all medical or other records, reports, and supporting documents prepared in connection with the provision of Services hereunder or the provision of professional services to any student served by Contractor. All records shall be maintained in accordance with law.

ii. Prior to rendering services, the District shall provide the Contractor with a release from the student being serviced, which authorizes the Contractor to communicate with designated personnel of the District and authorizes designated representatives of the District to have access to the records maintained by the Contractor as necessary for the District to provide educational and support services to the student.

111. Contractor shall be provided with a copy of all such records, reports, and documents related to treatment of any student in accordance with all applicable rules, regulations, statutes, and professional standards. During the term hereof, Contractor shall have access to and the right to make copies of all such records in order to fulfill their obligations and exercise their rights hereunder and as may be reasonably required in connection with any investigation, claim, or action to which Contractor may be a party pursuant to services provided under this Agreement. The obligation to maintain the confidentiality of such records shall survive termination of this Agreement.

b. Confidentiality of Records. Contractor shall maintain the confidentiality of all files and records, including patient records, disclosing the same only as required by law or directed by the District in any particular instance. Contractor shall comply with the confidentiality of pupil records as set forth in District Policy as well as the Family Educational Rights and Privacy Act (FERPA) as well as all other applicable State and federal laws/regulations affecting the District's confidentiality of students' records.

8. **Independent Contractor:** It is the intent of the parties hereto that the Contractor shall be considered an independent contractor of the District. The parties acknowledge and agree that the Contractor shall not be under the apparent or actual direction or control of the District, except as required by law. Nothing in this Agreement will be construed to create an employer- employee relationship, partnership, joint venture, association or other affiliation between the Contractor and the District, it being specifically agreed that their relationship is and will remain that of independent parties to a contractual relationship as set forth herein.

9. **Default and Cure:** The Contractor will be deemed to be in default of this Agreement if the Contractor fails to fully perform all of the services set forth in paragraph I above. The District shall notify the Contractor of its default and the Contractor shall have fifteen (15) days within which to cure its default. If the Contractor fails to cure its default within fifteen (15) days, the District may cancel this Contract, and the

Attachments subject to change without notice.

District shall be entitled to all damages arising out of the Contractor's default, including, but not limited to, special and/or actual damages.

10. Indemnification: The Contractor shall be responsible for and indemnify, defend and hold harmless the District against any and all claims, demands, liabilities, including legal fees, costs and expenses arising out of or incidental to the Contractor's activities, actions or omissions, whether negligent, reckless, careless or willful, or those of its agents, staff members, or employees, in connection with this Agreement, and will be responsible for all costs, losses or expenses, including attorney fees, arising therefrom. Should the District be required to defend itself against any claims arising in connection with this Agreement, the District may select counsel of its choice.

11. **Insurance:** The Contractor shall procure and maintain at its own expense, for the duration of this Agreement, general liability insurance as well as professional malpractice insurance for liability for damages imposed by law and assumed under this Agreement with a minimum of limit of liability of $1,000,000 per occurrence and $3,000,000 aggregate, with an insurance company authorized to do business in the State. The insurance policy shall name the District as additional insureds. The Contractor will be reimbursed by means of invoice up to $250 to cover the cost of naming the district as additionally insured. The Contractor shall furnish the District with a certificate or certificates of insurance together with declaration pages, in a form satisfactory to the District, showing that it has complied with this Subsection. Insurance binders are not acceptable as a form of insurance certificate. All of the policies of insurance required to be purchased and maintained and
the certificates, declaration pages or other evidence thereof shall contain a provision or endorsement that the coverage afforded is not to be canceled, materially changed or renewal refused until at least 60 days prior written notice has been given to the District's Business Administrator/Board Secretary by certified mail.

12. Severability and Legality: The parties understand that this Agreement is governed by the Laws of the State of New Jersey. If any provision of this Agreement is deemed enforceable, illegal or inconsistent with the then current Statutes or Rules or Regulations, such Statutes or Rules or Regulations shall govern. However, to the extent that enforceable provisions of this Agreement continue to exist and are not inconsistent with such Statutes or Rules or Regulations, they shall remain binding upon the parties.

13. Modification or Waiver: No modification or waiver of any of the terms of this Agreement, including this provision, shall be held valid unless in writing and signed by the party or parties sought to be charged. No waiver of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default of the same or similar nature.

Attachments subject to change without notice.

14. **Assignment:** This Agreement, being intended to secure the therapy services, shall not in any manner be assigned, delegated, or transferred (by operation of law or otherwise) by the District or Contractor without the prior written consent of the other.

15. **Complete Agreement:** This Agreement contains the entire understanding of the parties and there are no representations, covenants or promises other than those expressly set forth herein.

16. **Section Headings:** The section headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

17. **Binding Effect:** This Agreement is intended to bind and shall insure to the benefit of the parties hereto and their respective successor Districts, administrations, officers, directors, agents, successors, assigns and affiliates.

18. **Notices:** Any notice required to be given hereunder will be in writing and will be deemed to have been given if either personally delivered or sent by facsimile, recognized overnight delivery, or certified mail (return receipt requested) and addressed to the other party at the address listed below:

For Contractor:
Attn: Erin Carlo, LCSW
220 Timberlake Drive
Manahawkin, NJ 08050

For District: Attn: Lourdes LaGuardia
Business Adm./B.S.
Stafford Township School District 250
North Main Street, Manahawkin, NJ
08050

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

ATTEST

STAFFORD TOWNSHIP

SCHOOL DISTRICT

By:_____

Date:

Attachments subject to change without notice.

CONTRACTOR

Erin Carlo, LCSW

By: Erin Carlo, LCSW
Date: 5/12/2026

Attachments subject to change without notice.

SCHEDULE A

- Contractor must provide sufficient staff to provide social work counseling services as requested by the District.

- Implementation of social work counseling services must occur within two (2) weeks of having received a referral/request to provide such services.

- In the event a therapist leaves Contractor's employment, Contractor must provide a replacement within one (l) week of the therapist having left.

- Contractor must provide social work counseling services on location in the District's school buildings or at a student's home in unique, pre-approved circumstances.

- Contractor must communicate with staff, administration, parents (as needed), and outside agencies.

- Contractor is required to maintain accurate records and must be made available to the District upon request.

- Contractor shall provide all duties in a professional manner in accordance with District policies.

- The District reserves the right to request a change in therapist should a violation of a District policy occur.

- There may be instances where other services or activities (not identified herein) have been, or are assumed by Contractor to be, a routine aspect of the service delivery. It shall be understood that approval from the Board Of Education shall be required in order to deliver such services and for the Contractor to receive payment.

Attachments subject to change without notice.

AGREEMENT FOR PROFESSIONAL SERVICES
Between
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
And
Stafford Township School District

This agreement is made and entered into by the **Stafford Township School District,** (hereinafter referred to as the School District) and the Burlington County Special Services School District/Educational Services Unit (hereinafter referred to as ESU) for Professional Services for the **2026-2027** school year.

Responsibilities of the Educational Services Unit:

1. The ESU will provide the following Professional Services, as requested by the School District, to include:
    a. Child Study Team Staffing and Evaluations, participation in eligibility and IEP meetings, counseling and other related CST services
    b. Physical, Occupational and Speech Therapy evaluations, consultation and therapy services
    c. Home Instruction, Supplemental Instruction, basic skills, and classroom instruction/consultation
    d. Transition Services, Work-Based Learning Coordination, and Job Coaching
    e. Functional Behavior Assessments, Behavioral Services, and Consultations
    f. Deaf and Hard of Hearing Itinerant Services
    g. Reading Specialist services
    h. Instructional coaching
    i. Nonpublic Services and entitlements (separate agreement)
    j. Professional development (separate agreement needed if specialized)
2. The ESU will provide services, records and reports in accordance with all regulations affecting the School District in force during the period of this agreement.
3. The ESU will ensure that all of their staff is appropriately certified as required by New Jersey Department of Education regulations to perform the Professional Services. All staff complete mandatory personnel requirements such as criminal history checks, NJDOE required trainings, and other requirements enforced at their date of hire.
4. The Professional Services provided by ESU staff will be in response to specific written requests from the School District. All services provided will comply with applicable New Jersey State and Federal regulations. ESU administration will collaborate with School District staff in the provision of the Professional Services.
5. The ESU bills semi-monthly and provides the School District with a record of Professional Services rendered.
6. Any service needs not reflected in this agreement must be discussed with the ESU administration for consideration.
7. Out of County rate applies to the location where the services are provided, not the location of the student's home district.
8. No Show Charges (including Destination Charge) are in effect for Professional Services as stated on the Fee Schedule. One-hour minimum notice is required to avoid this charge for in-county services. Two-hour minimum notice is required for out-of-county services.
9. Refer to Professional Services Agreement rates for additional details such as no show, half day rate, and block day rate.
10. Related Services Billing- refer to Program Descriptors and Service Request Form for details.
11. Deaf and Hard of Hearing (Itinerant and CST Services) Billing- refer to the Service Request for details.

Responsibilities of the School District:

1. The School District shall make available to the ESU all records and information relevant to the School District and relevant to students for whom the Professional Services are being rendered, including IEPs for individual service requests.
2. The School District will provide adequate facilities and technology for Professional Services to be performed on the School District premises, such as computer, internet access, and fax access.
3. All block bill services require the School District to provide testing materials to the evaluator providing service as part of a block bill. When test materials are not provided for block services, an ESU lending fee of $25/day per test kit, and a $15 protocol fee per assessment, will be billed to the School District.

Attachments subject to change without notice.

4. The School District shall pay to ESU the following Fee Schedule Rates for Professional Services:

SERVICE TYPES	IN COUNTY	OUT OF COUNTY
EVALUATIONS		
Behavioral Consultation	$110/HR	$125/HR
Functional Behavior Assessment	$1450	$1505
Functional Behavior Assessment with Behavior Intervention Plan	$1570	$1753
Learning Evaluation	$525	$575
Occupational Therapy Evaluation	$385	$408
Occupational Therapy Evaluation W/Sensory Profile	$510	$543
Occupational Therapy Sensory Profile	$390	$460
Physical Therapy Evaluation	$385	$408
Psychological Evaluation	$515	$575
Speech Evaluation (Articulation)	$380	$400
Speech Evaluation (Language)	$515	$575
Speech Evaluation (Language/Articulation)	$565	$615
Social Evaluation	$420	$47
NOTICE No Show In-/County Charges will apply - Evaluations: $170.00 (Out of County is an Additional $50)		
CHILD STUDY TEAM SERVICES		
Learning Disabilities Teacher / Consultant Psychologist Social Worker	$103/HR $610 Day Block Rate $310 ½ Day Block Rate	$125/HR $750 Day Block Rate $395 ½ Day Block Rate
*** NOTICE No Show Charges will apply: Hourly Services - One (1) hour at agreement rate except where noted in the agreement***		
ADDITIONAL SERVICES		
Board Certified Behavior Analyst (BCBA)	$109/HR $660 Day Block Rate $330 ½ Day Block Rate	$130/HR
Instructional Coach	$110/HR	$125/HR
Job Coaching	$63/HR	$66/HR
Professional Development	$350/HR UNLESS SPECIALIZED	$380/HR UNLESS SPECIALIZED
Reading Specialist	$99/HR $615 Day Block Rate $330 ½ Day Block Rate	$120/HR
Teacher	$89/HR $542 Day Block Rate $290 ½ Day Block Rate	$99/HR
Teacher of the Deaf (TOD)	$135/HR $835 Day Block Rate $430½ Day Block Rate	$165/HR
Work-Based Instruction (WBI) Coordinator	$97/HR	$108/HR
THERAPY SERVICES		
Occupational Therapy Physical Therapy Speech Therapy	$109/HR $650 Day Block Rate $345 ½ Day Block Rate	$125/HR $765 Day Block Rate $400 ½ Day Block Rate
DISTRICT PARTICIPATION		
Burlington County Professional Development Institute (BCPDI)	$1.85 per resident student based on ASSA count	$2.05 per resident based on ASSA count
Burlington County School Crisis Response Team (BCSCRT)	$685 under 1,000 students $925 1,000 students or more	$685 under 1,000 students $925 1,000 students or more

Minimum 1-hour billing for Single Service discipline in one physical location (except where noted- refer to agreement).
*** Block Rate - Full Day: 6.5 Hrs Half Day: 3.25 Hrs --- (compensated time) Block Rate is not applicable for summer services.**
**** Itemized billing NOT available for Block Rate and Half Day Services. Half Day Services are for am or pm blocks not midday scheduling.***
Occupational Therapy Sensory Profile: Current OT evaluation must be available and have been completed within 18 months of the request.
NOTE: Out of County rate applies to the location where the services are provided, not the location of the student's home district.

Attachments subject to change without notice.

Destination Charge:
A destination charge for services will be rendered for sites outside of Burlington County, NJ. For non-Burlington County School Districts, the charge will be calculated in units of time from 20 Pioneer Boulevard, Westampton Township, Burlington County, NJ to the out of county site where services are rendered. The round trip calculation will be based on the time traveling to and from the destination site at the rate listed on the Professional Services Agreement for the hourly rate of the specific discipline. The destination charge is in addition to the out of county rate for the service.

For Burlington County districts, the destination charge will apply as described above for all sites 35 miles or greater from the Westampton address. The destination charge is in addition to the out of county rate for the service. NJ State Agencies are excluded from the destination charge.

Covenant Not to Compete:
The parties agree that staff members placed by the Unit are not to be recruited and/or offered employment for a period of one year from the date of placement in an assigned district. Both parties to this agreement acknowledge that this expectation represents good business practices between the Unit and the School District.

Unanticipated Delayed Openings, and/or Early Dismissal:
In the event of a delayed opening and/or early dismissal as a result of an extraordinary event (e.g. weather related conditions), administrative dismissal, or prior to a holiday, all block bill full and half days will be charged at the established block rate. For hourly service requests that exceed 3 hours or more, the district will be billed for the full requested time. This includes, but is not limited to related services, and instructional services.

Additional Understandings:

A. This Agreement shall be effective as of the later date of party execution.

B. Both parties will promote a coordinated effort by mutual periodic evaluation of the program.

C. This Agreement may be amended only by the written consent of both parties. This agreement may be terminated at any time, for any reason by either party, upon a sixty (60) day advance notice to the other party. If both parties consent in writing, the sixty (60) day notice can be waived.

Stafford Township School District

By: _____
President, Board of Education
Stafford Township School District

Date: _____

ATTEST

_____
Board Secretary

BCSSSD

By: _____
Odise Carr, President, Board of Education
Burlington County Special Services School District

Date: _____

_____
Business Administrator/Board Secretary
Andrew C. Willmott, CPA

Attachments subject to change without notice.

Educational Specialized Associates LLC

Shaping the Future of Child Study Team Services

Bilingual Assessments at no additional cost School year 2026-2027

Client Name: _____ D.O.B: _____ Age: _____ Grade: _____

School: _____

Case Manager: _____ Phone #_____ Email: _____

Parent/ Guardian Name: _____ Email: _____

Address: _____

Phone No: _____/_____

Service(s) required (check all that apply): ◯ **Bilingual Assessments Request Date:** _____ **Report Due Date:** _____

Bilingual (Language) of the Evaluation _____ **Translation:** ◯ **$200 (in person) Virtual:** ◯ **$100**

◯ **Parent Report Summary Bilingual (non-certified) $100 fee**

		Initial_____ **Re-Evaluation**_____ **Annual**_____
◯ Educational Evaluation	$ 500.00	
◯ Psychological Evaluation	$ 500.00	
◯ Social History Assessment	$ 450.00	
◯ Speech & Language Assessment	$ 500.00	
◯ Speech Therapy/Teletherapy	$ 125.00 per hour	
◯ FBA-Functional Behavior Assessment	$ 800.00	
◯ Functional Behavior Plan	$ 400.00	
◯ Psychoeducational Evaluation	$ 800.00	
◯ Neurological Evaluation	$ 800.00	
◯ Psychiatric Evaluation	$ 800.00	
◯ Telepsychiatry Evaluation	$ 700.00	
◯ Counseling/Teletherapy	$ 125.00 per hour	
◯ Occupational Therapy Evaluation	$ 500.00	
◯ Physical Therapy Evaluation	$ 500.00	
◯ Physical & Occupational Therapy	$ 125.00 per hour	

◯ **Child Study Team Meetings** **$ 125.00 per discipline:** ◯ **LDTC** ◯ **Psychologist** ◯ **Speech** ◯ **Social Worker**

◯ Pre-Planning meeting ◯ Annual review ◯ ID Meeting ◯ Re-eval ◯ Eligibility **Date:** _____ **Time:**_____

◯ IEP Development–Writing	$ 255.00 per student	
◯ Eligibility Report Development	$ 135.00 per student	
◯ Revision of IEP	$ 155.00 per student	
◯ 504 Planning Development	$ 150.00 per student	
◯ Flowchart Management	$ 155.00 per student	
◯ Compliance Filing Auditing	$ 180.00 per hour	
◯ Home Instruction	$ 75.00 per hour	
◯ Wilson Reading Program	$ 125.00 per hour	
◯ Services not listed request: _____		

All Service cancellations with less than 24 hours notice shall remain billable.

_____ _____ _____

Requestor Name Signature Date

27 West Street Bloomfield, NJ 07003 | Phone: 973.226.5224 Fax: 973.226.1042

www.educationalspecializedassociates.com

eduassociates@verizon.net

Attachments subject to change without notice.

STAFFORD TOWNSHIP SCHOOL DISTRICT
Manahawkin, NJ

RFP OPENING

SUBJECT: **RFP 27-04 – Electrical Service & Repair** *DATE:* **May 19, 2026** *TIME:* **1:00pm**

The following RFPs have been received and will be evaluated through input from a wide range of participants and specific subject matter experts before determining the vendor finalist.

Vendor	Technician Straight Time
Lou's Electric	$95/hr
Magic Touch	$145/hr

Attachments subject to change without notice.

BID OPENING

SUBJECT: *Trash Removal Services* *DATE:* *May 19, 2026* *TIME:* *11:00am*

Vendor Name/City/State	NonCollusion Affidavit	Qualifications of Bidder	Stockholder Disclosure	Affirmative Action	10% Bid Bond/Check	Statement of Owner	Contractor Registration	Political Contribution	BRC	Classification of Bidder	Bid Amount
Meadow brook											26-27 $2,492 27-28 $2,492
Waste Mgmt NJ											26-27 $3,414 27-28 90,124
											26-27 27-28
											26-27 27-28

Attachments subject to change without notice.

VENDOR	SOFTWARE	DESCRIPTION	RENEWAL COST	PRIOR YEAR COST	FUNDS USED	GASB CATEGORY
SHI	Wasabi	Cloud Storage Services for Data Backup	$2,082.98	$2,024.65	LOCAL	Technology Support
EnergyCap, Inc.	EnergyCap	Professional Software License & Maintenance Agreement	$5,190.90	$4,719.00	LOCAL	District Admin
Master Library	Maintenance, Asset, Inventory & Preventative Maintenance Work Orders	Maintenance Help Desk & Inventory	$2,317.50	$3,050.00	LOCAL	Technology Support
Red Rover	Absence Management, Time Tracking & Hiring	Tracking Leave/Absences for Employees & Substitute Scheduling; Time Tracking & Hiring/Onboarding for New Hires	$32,500.00	$42,000.00	LOCAL	District Admin
Active Internet Tech, LLC	FinalSite	Website and Blackboard Connect	$19627.00 (Year 4 of 5)	$19,174.00 (Year 3 of 5)	LOCAL	District Admin
Genesis	Genesis	Student Information System to include: Annual Maintenance Fee for Student Information System, Staff Management & Payroll System; Frontline IEP Interface; NJIIS Interface; VersaTrans Interface; Blackboard Connect; CCP Cafeteria Interface; HIBster Export Interface; OneRoster Export Interface; Destiny Follett Interface; Clever 3rd Party Interface; Payschools Import; LinkIt 3rd Party Software Export; FitnessGram; 7x24 Off-Site Secure Data Backup Services & Quarterly Server Maintenance/Patching	$35,496.50	$34,737.00	LOCAL	District Student Data Base/District Admin
Stronge & Assoc Educ Consulting	STRONGE	Stronge Leader Evaluation System	$1,144.00	$1,144.00	LOCAL	District Admin
Follett School Solutions, Inc.	Destiny Library	Destiny District Member Library & Titlepeek Online Service for Intech, McK & Ocean Acres	*$0 NOT RENEWING*	$3,672.36	LOCAL	Classroom
Educational Development Software	HIBster	Anti-Bullying	$3,748.50	$3,570.00	LOCAL	District Admin
Frontline Placement Technologies	IEP Direct	Special Services IEP's		$23,703.66	C. Hufman does PO	Student Evaluations
CDW-G	GoGuardian	District & Grades 3-6 Web Protection	$33,714.75	$32,768.00	LOCAL	Technology Support/Classroom
CDW-G	Microsoft Licensing	Desktop & Server Licenses	$28,764.04	$27,869.60	LOCAL	District Admin
Simple Computer Solutions	Smoothwall	Firewall Protection Services	$9,843.00	$0.00 Year 3 of 3	LOCAL	Technology Support
NRI Core BTS	Veeam	Server Backup Licensing	3361.98	$2,676.31	LOCAL	Technology Support
SHI	VMWare	Virtual Server Licensing	$8832.00 (Year 2 of 3)	$8,832.00 (Year 1 of 3)	LOCAL	Technology Support
NRI Core BTS	Smartnets	Total Care Warranty/Support	$12,195.16	$12,586.97	LOCAL	Technology Support
Global Sign	SSL Certificates	SSL Certificates	$696.00	$464.00	LOCAL	Technology Support
SHI	Libraesva	Email Security	$10,008.12	$9,357.50	LOCAL	Technology Support

Attachments subject to change without notice.

Vendor	Software	Description	Renewal Cost for 26-27	25-26	cost by school based on 26-27 cost	cost by student based on 26-27 cost	Funds Used	GASB Category	24-25 cost for history
Link It	Link It	platform is an assessment management, data analytics, and intervention support solution	$62,805.00	$60,837.50	INT: $19,264.50 MCK: $118,851 OA: $16,458 PLC: $8,229	INT: $28.54 MCK: $28.54 (GR 4)/25.32(GR3) OA: $25.32 PLC: $25.32	ESEA/LOCAL	Classroom	$57,695.00
Learning A-Z	Raz-Plus & Reading A-Z; Science A-Z	downloadable, projectable, printable teacher materials, covering all the skills necessary for effective reading instruction	$29,590 ELL $700	$42,680.00	MCK: $12,116 OA: $12,116 PLC:$6,058	MCK: $17.31 OA: $18.04 PLC: $1[illegible].64	ESEA/LOCAL	Classroom	$43,128.84
Brain Pop, LLC	Brain Pop, Brain Pop Combo & Brain Pop Jr.	Educational Streaming Video for all content areas	$11, 377.80 $5, 572.80ELL	$11, 245.11 $5,509.00 ELL	INT: $3,870 MCK: $2,812.20 OA: $3,133.00 PLC: $1,566.50	INT: $4.73 MCK:$4.82 OA: $4.82 PLC: $4.82	ESEA/LOCAL	Classroom	$10,743.76
Teamology	Project TEAM	understand and improve emotional health in order to give every child access to the support they need to succeed in school	$5,990.00	$5,490.00	OA: $3,991 PLC: $1,99[illegible].75	OA:$6.14 PLC: $6.15	LOCAL	Classroom	$3,500
3P Learning, Inc.	Mathseeds & Reading Eggs	carefully structured lessons and highly engaging math games that cover the foundational skills needed for school success. It now combined with Reading Eggs-Hundreds of online reading lessons, phonics games and books for ages 2-13	$20,168.75	$18,068.00	OA: $11,200 PLC: $5,775 MCK/BSI [illegible].75	OA:$8.75 PLC: $8.75 MCK/BSI $ 8.75	LOCAL	Classroom	$15,147.60
Generation Genius, INC	Science/MATH	Educational Streaming Video Science & Math components	$4,790.00	$[illegible].82.00	INT: $2,395 MCK: $2,395	INT: $3.55 MCK: $3.42	LOCAL	Classroom	$6,462.00
Achieve 3000, INC	Achieve 3000	supplemental online literacy program that provides nonfiction reading content to students in grades preK-12 and focuses on building phonemic awareness, phonics, fluency, reading comprehension, vocabulary, and writing skills.	$31,384.[illegible]	$56,597.15	INT: $31,384	INT: $46.49	LOCAL	Classroom	$58, 897.16
Mystery Science, INC	Mystery Science	Education Videos for K-4 in Science	$5,39[illegible].00	$6,780.00	MCK: $1,799.00 OA:$1,799.00 PLC: $1,799.00	MCK: $2.57 OA: $2.77 PLC:$5.54	LOCAL	Classroom	$5,980.00
Renaissance	Flocabulary	maps to your content and standards across the curriculum. We help your students build vocabulary, develop literacy skills and deepen content knowledge through an engaging and culturally-responsive platform.	$6,668.75	$9, 224.00	INT: $3334.37 MCK: $3,334.38	INT: $4.94 MCK: $4.76	LOCAL	Classroom	$6, 954.40
~~Defined Learning, LLC~~	~~Defined Learning~~	~~Utilized for Gifted and Talented Instruction~~	Not using	~~$1,095~~	~~INT: $547.50 MCK: $547.50~~	~~INT: $16.10 MCK: $30.41~~	~~LOCAL~~	~~Classroom~~	~~$950.00~~
Quaver Music	Quaver	QuaverMusic gives you access to 36 weeks of lesson plans for grades PreK-8. The curriculum supports a variety of pedagogies, including Kodály, Orff, and Kodály. Each lesson is aligned with National Core Arts Standards and offers a seriously fun learning experience for every student.	$5,400.00	$5,400.00	INT: $2,400.00 MCK: $2,400.00 OA: $600.00	INT: $3.56 MCK: $3.43 OA: .93	LOCAL	Classroom	$5,400.00
Screen Dandy	ScreenDandy	Make learning [illegible] engagement in your blended, hybrid or flipped classroom with on-demand video/live Language Camps (Add-on cost)	$10,[illegible].50	$9,775.00	INT: $3,072.00 MCK: $2,286.00 OA*: $2,000.00 PLC*:$642.00 OXY: $500.00 *Includes PK students	INT:$4.60 MCK:$3.60 OA:$2.65 PLC:$1.92 OXY:$2.73	LOCAL	Classroom	$9,500
Commas in Chicago	Learning Ally	[illegible]	$9,107.40	$9,334.00	INT: $3,085.00 MCK: $3,039.00 OA: $3,085.00	INT: $4.53 MCK: $4.47 OA: $4.70	LOCAL	Classroom	$7,763.00
IXL	IXL	program helps with diagnostic platform for reading, math, Science & Social Studies practice and tiered intervention	5 year contract	ed on Separate Board REC		PD QUOTE SEPARATE			
Curriculum Associates	i-Ready	Universal Literacy Screener- Grades K-3- Funded by FOCUS grant to 26-27	$[illegible].195.00	$33,394.00			FOCUS GRANT	Classroom	$52,754.00
SAAVAS	Envision Online	We purchase the workbooks and it includes an online component for students/staff lesson plans	already paid	part of price with workbooks			LOCAL	Classroom	
McGraw Hill	Wonders/Study[illegible]nc/Reading Works	We purchase the workbooks and it includes an online component for students/staff lesson plans	already paid	part of price with workbooks			LOCAL	Classroom	

Note: these were purchased as part of either a 5 year or 6 year purchase, and online subscription was combined with book licenses.

[illegible] funded by FOCUS Grant

Attachments subject to change without notice.

St. Mary's

New Jersey State Funded Programs
Nonpublic School Affirmation of Consultation

Revised February 2024

Attachments subject to change without notice.

Purpose

The school district is required to engage in annual *timely and meaningful* consultation with each of its nonpublic schools that receives State-funded goods and or services. The primary purpose of consultation is to discuss the needs of the nonpublic schools and to ensure they are being met. Consultation also provides an opportunity to discuss what worked well and what didn't in the prior year. Consultations should be ongoing throughout the year as needed to maintain open lines of communication and share information.

Meaningful consultation provides ample time and an opportunity for all parties to express their views, to have their views seriously considered, and to discuss viable options. *Timely consultation* begins in the spring (March to May) and continues throughout the school year as needed. Refer to the *Timeline for the Timely Delivery of Nonpublic School Services and products.*

Public School District Instructions

The school district must use this consultation form to document the *initial consultation* with each nonpublic school and the topics that were discussed. Provide a copy of this form, with information prefilled by the school district, if available, to the nonpublic schools before the consultation so that discussions will be meaningful. The nonpublic school representative should come to the consultation with all applicable topics filled out and ready to make decisions on how it would like funds to be spent.

School districts that contract with a third-party provider may wish to invite the provider to the consultation meetings. Third-party providers may coordinate the scheduling of the meetings to enable their attendance, but the NJDOE strongly advises that the local school district representative also attend the meetings since the school district is responsible for the delivery of services to the nonpublic schools. Both the school district and nonpublic school representatives must sign this form and keep it on file.

School districts are required to contact their nonpublic schools under the following circumstances:

- Prior to any change in the service provider, consultation should occur.
- When nonpublic program fund notifications are posted (in July for nursing, security, technology and textbooks; in August for Chapters 192/193), school districts should notify their nonpublic schools of their allocations within a week of notification of such by the Department.
- No later than February 28, notify the nonpublic school of the amount of funds remaining on January 31 to allow sufficient time to use the funds in an efficient and effective manner.

The school district must provide to its nonpublic schools its purchasing policies and procedures as they relate

to the nonpublic school programs, including the timeline and processes the nonpublic school must adhere to when requisitioning services and goods. Funds for all State-funded programs must be spent in the year in which they are allocated or they will be returned to the State.

In Case of Disagreement over Services

If the chief school administrator or designee and the nonpublic school administrator cannot reach an agreement regarding the goods or services to be provided, the county office of education shall provide assistance.

Guidance Documents

- Nursing Program Guidelines
- Chapters 192 & 193 Guidelines
- Textbook Guidelines
- Technology Guidelines
- Security Program Guidance
- Health and Safety Requirements of Nonpublic School Facilities

Attachments subject to change without notice.

Nonpublic School Affirmation of Consultation Form

School District Information

Name of school district: Stafford Township School District

Name of school district chief school administrator: George Chidiac

Contact information for district contact person for nonpublic programs

Name: Carolyn Roselli

Email: croselli@staffordschools.org Phone: 609-978-5700 x1602

Nonpublic School Information

Name of nonpublic school: St. Mary Academy

Address of nonpublic school: 400 Doc Cramer Blvd, Manahawkin NJ 08050

Contact information for nonpublic school contact person for State programs

Name: Lizanne Coyne

Email: lcoyne@stmaryknights.org Phone: 609-597-3800

Dates of Consultation

Date of initial consultation (mm/dd/yyyy): 04/23/2026

If consultation did not occur, provide dates and methods of contact for consultation invitations sent to nonpublic school.

Dates of contact:

Method of contact:

Attachments subject to change without notice.

Program Participation

Select the State funded programs below that the nonpublic school participated in during the prior year. Select all that apply:

- [x] Auxiliary and Handicapped Services (Chapters 192 and 193)
- [x] Nonpublic School Nursing Program
- [x] Nonpublic School Security Program
- [x] Nonpublic School Technology Initiative Program
- [x] Nonpublic School Textbook Program

Attachments subject to change without notice.

Auxiliary and Handicapped Services (Chapters 192 and 193)

The following specific topics should be discussed during consultation for Chapters 192 and 193:

1. Who will provide the services (the school district or a third-party provider):

Monmouth Ocean Education Service Commission (MOESC)

2. How the service provider's position will be filled in the event of a long-term absence or leave:

MOESC will provide alternate staff

3. Discuss/list any concerns the school has over services provided this year or requested changes for next year:

None at this time

4. If a change in provider is being considered by the school district, provide the following:

   a. The reasons why a change is being sought by the school district:

N/A

   b. The providers being considered by the school district:

N/A

Attachments subject to change without notice.

c. Discuss/list the criteria to be used in the school district's selection of a service provider. The school district should consider the needs and requests of the nonpublic school. Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired. (Input from parents may be gathered through a survey, a face-to-face meeting o through the nonpublic school administrator.)

N/A

d. The view of the nonpublic school administrators regarding their preferred third-party provider. If the school district disagrees with the nonpublic school's provider preference, the school district should provide an explanation for its provider selection.

N/A

5. The assessments and performance measures to be used to determine eligibility for compensatory education under Chapter 192 services:

K-8 Portfolios, Standardized Assessments

6. The time, place and format of services. The nonpublic school administrator should be provided with the schedule of services delivered to students, once known.

Fall/Spring

Teacher/Paraprofessional
Push In/Pull Out Speech Services

Attachments subject to change without notice.

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/27/24
Signature of Nonpublic School Designee	Date(mm/dd/yyyy) 4.23.24

Attachments subject to change without notice.

Nonpublic Nursing Program

The following topics must be discussed during consultation, according to statute and code for the Nonpublic School Nursing Program.

1. The **amount of funds** allocated to the nonpublic school by the NJDOE for the provision of health services (use the prior year amount if the exact amount is not yet known by the school district):

   $19,947.00

2. Who will provide the nursing services (the school district or a third-party provider):

   Through MOESC

3. How the service provider's position will be filled in the event of a long-term absence or leave:

   MOESC will provide

4. How the nonpublic school would like to use its nursing program funding (select one):

   ☐ a. The school wants *all* Nursing Program funding to go toward nursing services.

   ☐ b. The school wants *all* Nursing Program funding to go toward additional medical services and or equipment/supplies as defined in statute.

   ☑ c. The school wants some funds to go toward nursing services and some funds to go toward equipment/supplies.

5. The equipment/supplies the nonpublic school would like:

   Basic medical supplies

6. Discuss/list any concerns the school has over services provided this year or requested changes for next year:

   N/A

The school district must provide access to information on the NJ FamilyCare program for nonpublic school students who are without medical coverage, pursuant to N.J.S.A. 18A:40-34.

Attachments subject to change without notice.

8. If a change in provider is being considered by the school district, provide the following:

a. the reasons why a change is being sought by the school district:

N/A

b. The providers being considered by the school district (consider their suitability for the students' situations):

N/A

c. If applicable, discuss/list criteria to be used in the school district's selection of a nursing service provider. The school district should consider the needs and requests of the nonpublic school, including requesting the nurse who will provide services. Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired. (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator.)

N/A

d. The view of the nonpublic school administrators regarding their preferred third-party provider. If the school district disagrees with the nonpublic school's provider preference, the school district should provide an explanation for its provider selection.

N/A

Attachments subject to change without notice.

Documentation

The following nursing program documentation must be provided by October 1 to the Executive County Superintendent plus a copy to the administrator of the nonpublic school:

1. Verification of consultation (signed consultation form)
2. A copy of the contract with an independent contractor or agency to provide services, if applicable, and approved minutes of the school district board of education meeting approving the contract that describes the methods by which the health services will be provided to nonpublic school students for the ensuing year, including a *rationale for the distribution of funds*
3. A description of the type and number of services that were provided during the previous school year on the *Annual Nonpublic School Nursing Report Form.*

Signatures

Signature of School District Designee — Date (mm/dd/yyyy): 5/27/26

Signature of Nonpublic School Designee — Date(mm/dd/yyyy): 4.23.26

Attachments subject to change without notice.

Nonpublic School Security Aid

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available (use the prior year amount if the exact amount is not known):

   $32,595.00

2. The security services, equipment, or technology the nonpublic school desires, if known at this time:

3. School security funds for training shall be approved by the school district based on the nonpublic school's submission of a Department-approved nonpublic school security training request form in which the nonpublic school certifies that the type of training desired is not available free of charge and that it is in compliance with State guidelines.

Signatures

Signature of School District Designee — Date (mm/dd/yyyy): 5/27/26

Signature of Nonpublic School Designee — Date(mm/dd/yyyy): 4.23.26

Attachments subject to change without notice

Technology Program

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available for technology (use the prior year amount if the exact amount is not yet known):

   $5,438.00

2. The technology desired by the nonpublic school, if known at this time:

3. Provide the date when the board of education will meet to approve the technology that will be provided to the nonpublic school, if known at this time. (The board meeting should occur and the technology approved before October 31.)

   a. Board meeting date for purchase approval (prior to October 1): August 12, 2026

   b. Date when school district places purchase orders: _____

   c. Date when services begin/technology arrives: _____

Signatures

Signature of School District Designee — Date (mm/dd/yyyy): 5/21/26

Signature of Nonpublic School Designee — Date (mm/dd/yyyy): 4.23.26

Attachments subject to change without notice

Textbook Program

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available for textbooks (use the prior year amount if the exact amount is not yet known):

   $7,620.00

2. If known prior to consultation, the nonpublic school must provide the names of textbooks, authors, description of contents, and the name of the courses for which they will be used to ensure they are secular/nonsectarian and do not contain religious content:

Signatures

Signature of School District Designee — Date (mm/dd/yyyy): 5/27/26

Signature of Nonpublic School Designee — Date (mm/dd/yyyy): 4.23.26

Attachments subject to change without notice.

Health and Safety Requirements of Nonpublic School Facilities

The Health and Safety Requirements of Nonpublic School Facilities Attestation must be signed by the nonpublic school's lead school administrator prior to the consultation. The signature of the school district designee signifies that this has been completed and received. School districts should keep the signed consultation forms for their records and audit purposes.

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/22/26
Signature of Nonpublic School Designee	Date (mm/dd/yyyy) 4.23.26

Attachments subject to change without notice.

LCA

New Jersey State Funded Programs
Nonpublic School Affirmation of Consultation

Revised February 2024

Attachments subject to change without notice.

Purpose

The school district is required to engage in annual *timely and meaningful* consultation with each of its nonpublic schools that receives State-funded goods and or services. The primary purpose of consultation is to discuss the needs of the nonpublic schools and to ensure they are being met. Consultation also provides an opportunity to discuss what worked well and what didn't in the prior year. Consultations should be ongoing throughout the year as needed to maintain open lines of communication and share information.

Meaningful consultation provides ample time and an opportunity for all parties to express their views, to have their views seriously considered, and to discuss viable options. *Timely consultation* begins in the spring (March to May) and continues throughout the school year as needed. Refer to the *Timeline for the Timely Delivery of Nonpublic School Services and products.*

Public School District Instructions

The school district must use this consultation form to document the *initial consultation* with each nonpublic school and the topics that were discussed. Provide a copy of this form, with information prefilled by the school district, if available, to the nonpublic schools before the consultation so that discussions will be meaningful. The nonpublic school representative should come to the consultation with all applicable topics filled out and ready to make decisions on how it would like funds to be spent.

School districts that contract with a third-party provider may wish to invite the provider to the consultation meetings. Third-party providers may coordinate the scheduling of the meetings to enable their attendance, but the NJDOE strongly advises that the local school district representative also attend the meetings since the school district is responsible for the delivery of services to the nonpublic schools. Both the school district and nonpublic school representatives must sign this form and keep it on file.

School districts are required to contact their nonpublic schools under the following circumstances:

- Prior to any change in the service provider, consultation should occur.
- When nonpublic program fund notifications are posted (in July for nursing, security, technology and textbooks; in August for Chapters 192/193), school districts should notify their nonpublic schools of their allocations within a week of notification of such by the Department.
- No later than February 28, notify the nonpublic school of the amount of funds remaining on January 31 to allow sufficient time to use the funds in an efficient and effective manner.

The school district must provide to its nonpublic schools its purchasing policies and procedures as they relate

to the nonpublic school programs, including the timeline and processes the nonpublic school must adhere to when requisitioning services and goods. Funds for all State-funded programs must be spent in the year in which they are allocated or they will be returned to the State.

In Case of Disagreement over Services

If the chief school administrator or designee and the nonpublic school administrator cannot reach an agreement regarding the goods or services to be provided, the county office of education shall provide assistance.

Guidance Documents

- Nursing Program Guidelines
- Chapters 192 & 193 Guidelines
- Textbook Guidelines
- Technology Guidelines
- Security Program Guidance
- Health and Safety Requirements of Nonpublic School Facilities

Attachments subject to change without notice.

Nonpublic School Affirmation of Consultation Form

School District Information

Name of school district: Stafford Township School District

Name of school district chief school administrator: George Chidiac

Contact information for district contact person for nonpublic programs

Name: Carolyn Roselli

Email: croselli@staffordschools.org Phone: 609-978-5700 x1602

Nonpublic School Information

Name of nonpublic school: Lighthouse Christian Academy

Address of nonpublic school: 400 Beach Avenue, Manahawkin NJ 08050

Contact information for nonpublic school contact person for State programs

Name: Erin Scott

Email: principal@lca-nj.org Phone: 609-597-3915

Dates of Consultation

Date of initial consultation (mm/dd/yyyy): 04/23/2026

If consultation did not occur, provide dates and methods of contact for consultation invitations sent to nonpublic school.

Dates of contact:

Method of contact:

Attachments subject to change without notice.

Program Participation

Select the State funded programs below that the nonpublic school participated in during the prior year. Select all that apply:

- [x] Auxiliary and Handicapped Services (Chapters 192 and 193)
- [x] Nonpublic School Nursing Program
- [x] Nonpublic School Security Program
- [x] Nonpublic School Technology Initiative Program
- [x] Nonpublic School Textbook Program

Attachments subject to change without notice.

Auxiliary and Handicapped Services (Chapters 192 and 193)

The following specific topics should be discussed during consultation for Chapters 192 and 193:

1. Who will provide the services (the school district or a third-party provider):

Monmouth Ocean Education Service Commission (MOESC)

2. How the service provider's position will be filled in the event of a long-term absence or leave:

MOESC will provide alternate staff

3. Discuss/list any concerns the school has over services provided this year or requested changes for next year:

None at this time

4. If a change in provider is being considered by the school district, provide the following:

   a. The reasons why a change is being sought by the school district:

N/A

   b. The providers being considered by the school district:

N/A

Attachments subject to change without notice.

c. Discuss/list the criteria to be used in the school district's selection of a service provider. The school district should consider the needs and requests of the nonpublic school. Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired. (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator.)

N/A

d. The view of the nonpublic school administrators regarding their preferred third-party provider. If the school district disagrees with the nonpublic school's provider preference, the school district should provide an explanation for its provider selection.

N/A

5. The assessments and performance measures to be used to determine eligibility for compensatory education under Chapter 192 services:

K-2 Portfolio, Standardized Assessment, IOWA

6. The time, place and format of services. The nonpublic school administrator should be provided with the schedule of services delivered to students, once known.

Fall/Spring

Teacher/Paraprofessional
Push In/Pull Out Speech Services

Attachments subject to change without notice.

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/21/26
Signature of Nonpublic School Designee	Date(mm/dd/yyyy) 4.23.2026

Attachments subject to change without notice.

Nonpublic Nursing Program

The following topics must be discussed during consultation, according to statute and code for the Nonpublic School Nursing Program.

1. The **amount of funds** allocated to the nonpublic school by the NJDOE for the provision of health services (use the prior year amount if the exact amount is not yet known by the school district):

   $4,950.00

2. Who will provide the nursing services (the school district or a third-party provider):

   DELTA through MOESC

3. How the service provider's position will be filled in the event of a long-term absence or leave:

   MOESC will provide

4. How the nonpublic school would like to use its nursing program funding (select one):

   ☐ a. The school wants *all* Nursing Program funding to go toward nursing services.

   ☐ b. The school wants *all* Nursing Program funding to go toward additional medical services and or equipment/supplies as defined in statute.

   ☑ c. The school wants some funds to go toward nursing services and some funds to go toward equipment/supplies.

5. The equipment/supplies the nonpublic school would like:

   Basic medical supplies

6. Discuss/list any concerns the school has over services provided this year or requested changes for next year:

   N/A

7. The school district must provide access to information on the NJ FamilyCare program for nonpublic school students who are without medical coverage, pursuant to N.J.S.A. 18A:40-34.

Attachments subject to change without notice.

8. If a change in provider is being considered by the school district, provide the following:

   a. the reasons why a change is being sought by the school district:

N/A

   b. The providers being considered by the school district (consider their suitability for the students' situations):

N/A

   c. If applicable, discuss/list criteria to be used in the school district's selection of a nursing service provider. The school district should consider the needs and requests of the nonpublic school, including requesting the nurse who will provide services. Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired. (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator.)

N/A

   d. The view of the nonpublic school administrators regarding their preferred third-party provider. If the school district disagrees with the nonpublic school's provider preference, the school district should provide an explanation for its provider selection.

N/A

Attachments subject to change without notice.

Documentation

The following nursing program documentation must be provided by October 1 to the Executive County Superintendent plus a copy to the administrator of the nonpublic school:

1. Verification of consultation (signed consultation form)
2. A copy of the contract with an independent contractor or agency to provide services, if applicable, and approved minutes of the school district board of education meeting approving the contract that describes the methods by which the health services will be provided to nonpublic school students for the ensuing year, including a *rationale for the distribution of funds*
3. A description of the type and number of services that were provided during the previous school year on the *Annual Nonpublic School Nursing Report Form.*

Signatures

Carolyn Dostal — Signature of School District Designee

5/21/24 — Date (mm/dd/yyyy)

Eric S. Scott — Signature of Nonpublic School Designee

4.23.2024 — Date(mm/dd/yyyy)

Attachments subject to change without notice.

Nonpublic School Security Aid

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available (use the prior year amount if the exact amount is not known):

   $7380.00

2. The security services, equipment, or technology the nonpublic school desires, if known at this time:

3. School security funds for training shall be approved by the school district based on the nonpublic school's submission of a Department-approved nonpublic school security training request form in which the nonpublic school certifies that the type of training desired is not available free of charge and that it is in compliance with State guidelines.

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/27/26
Signature of Nonpublic School Designee	Date(mm/dd/yyyy) 4.23.2026

Attachments subject to change without notice.

Technology Program

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available for technology (use the prior year amount if the exact amount is not yet known):

   $1,349.00

2. The technology desired by the nonpublic school, if known at this time:

3. Provide the date when the board of education will meet to approve the technology that will be provided to the nonpublic school, if known at this time. (The board meeting should occur and the technology approved before October 31.)

   a. Board meeting date for purchase approval (prior to October 1): August 12, 2026

   b. Date when school district places purchase orders: _____

   c. Date when services begin/technology arrives: _____

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/22/26
Signature of Nonpublic School Designee	Date (mm/dd/yyyy) 4.23.2026

Attachments subject to change without notice.

Textbook Program

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available for textbooks (use the prior year amount if the exact amount is not yet known):

   $1,891.00

2. If known prior to consultation, the nonpublic school must provide the names of textbooks, authors, description of contents, and the name of the courses for which they will be used to ensure they are secular/nonsectarian and do not contain religious content:

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/27/24
Signature of Nonpublic School Designee	Date (mm/dd/yyyy) 4-23-2024

Attachments subject to change without notice.

Health and Safety Requirements of Nonpublic School Facilities

The Health and Safety Requirements of Nonpublic School Facilities Attestation must be signed by the nonpublic school's lead school administrator prior to the consultation. The signature of the school district designee signifies that this has been completed and received. School districts should keep the signed consultation forms for their records and audit purposes.

Signatures

Signature of School District Designee	Date (mm/dd/yyyy) 5/27/26
Signature of Nonpublic School Designee	Date (mm/dd/yyyy) 4-23-2026

Attachments subject to change without notice.

State of New Jersey - DOE Student Transportation Unit

Joint Transportation Agreement

School Year SUMMER ESY 2026

Host District

Host District BARNEGAT TOWNSHIP SCHOOL DISTRICT

In the County of OCEAN

Joiner District

Joiner District STAFFORD TOWNSHIP SCHOOL DISTRICT

In the County of OCEAN

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

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

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

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

Host District Board of Education

Board President Name SCOTT SARNO

Signature

Date

School Business Administrator Name KATHERINE VAN TASSELL

Signature

Date

Joiner District Board of Education

Board President Name TAMMY WAGNER

Signature

Date

School Business Administrator Name LOURDES LAGUARDIA

Signature

Date

Host District Executive County Superintendent Approval

Executive County Superintendent's Name Susan R. Naples

Signature

Date Approved

Attachments subject to change without notice.

State of New Jersey - Department of Education
Student Transportation Unit

Joint Transportation Agreement - To and From School

Attachments subject to change without notice.

Note: Cells C5, C6, and C7 autofill. Cell J8 and cells J11:K23 autocalculate.

School Year: SUMMER ESY 2026
Host District: BARNEGAT TOWNSHIP SCHOOL DISTRICT
Joiner District: STAFFORD TOWNSHIP SCHOOL DISTRICT

Joiner District To and From School Transportation Total for Per Diem Costs: $6,000.00

(A) Term of the agreement (if other than the full school year)

(A) Start Date	(A) End Date	(B) Host District's Route Number	(C) Destination	(D) Contractor Code (If Applicable)	(E) Number of Host District Students	(F) Number of Joiner District Students	(G) Per Diem Cost	(H) Number of Days (autocalculates)	(I) Total Joiner Cost
7-6-2026	8-14-26	YALE001	YALE NORTHFIELD		4	2	200	30	$6,000.00
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	

State of New Jersey - Department of Education
Student Transportation Unit

Joint Transportation Agreement - To and From School

Attachments subject to change without notice.

Note: Cells C5, C6, and C7 autofill. Cell J8 and cells J11:K23 autocalculate.

School Year: SUMMER ESY 2026
Host District: BARNEGAT TOWNSHIP SCHOOL DISTRICT
Joiner District: STAFFORD TOWNSHIP SCHOOL DISTRICT

Joiner District To and From School Transportation Total for Per Annum Total Route Cost: **$6,000.00**

(A) Term of the agreement (if other than the full school year)

(A) Start Date	(A) End Date	(B) Host District's Route Number	(C) Destination	(D) Contractor Code (If Applicable)	(E) Number of Host District Students	(F) Number of Joiner District Students	(G) Joiner Cost
7-6-2026	8-14-2026	YALE001	Y.A.L.E. Northfield		4	2	$6,000.00

State of New Jersey - Department of Education
Student Transportation Unit

Joint Transportation Agreement - School Related Activities

Attachments subject to change without notice.

Note: Cells C5, C6, and C7 autofill.

School Year: SUMMER ESY 2026
Host District: BARNEGAT TOWNSHIP SCHOOL DISTRICT
Joiner District: STAFFORD TOWNSHIP SCHOOL DISTRICT

(A) Term of the agreement (if other than the full school year)

(A) Start Date	(A) End Date	(B) Host District's ID Number	(E) Contractor Code (If Applicable)	(F) Basis of the Agreement Per Bus	(G) Per Bus Cost (based on the basis of the agreement)	(H) Aide Cost	(H) Aide Cost per Hour	(H) Aide Cost Per Trip

AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*
24K066 Addition and Alterations

Oxycocus Elementary School 250 North Main Street Manahawkin, New Jersey 08050

CONTRACT INFORMATION:
Contract For:
General Construction
Date:
January 23, 2026

CHANGE ORDER INFORMATION:
Change Order Number:
GC-01
Date:
June 04, 2026

OWNER: *(name and address)*
Stafford Township Board of Education
250 North Main Street
Manahawkin, NJ 08050

ARCHITECT: *(name and address)*
Spiezle Architectural Group, Inc.
1395 Yardville Hamilton Square Road, Suite 2A
Hamilton, NJ 08691

CONTRACTOR: *(name and address)*
Benjamin R. Harvey Co., Inc.
9 Cindy Lane
Ocean, NJ 07712

CONSTRUCTION MANAGER: *(name and address)*
New Road Construction Management Co., Inc.
1876 Greentree Road
Cherry Hill, NJ 08003

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO#1R2 Dated 6/3/26 - Add energy recovery wheels to RTU's 3,4,5 & 6. ADD $110,925.39

The original Contract Sum was	$	33,159,000.00
Net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	33,159,000.00
The Contract Sum will be increased by this Change Order in the amount of	$	110,925.39
The new Contract Sum including this Change Order will be	$	33,269,925.39

The Contract time will be unchanged by ( ) days.
The Contractor s Work shall be substantially complete on .

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

ARCHITECT *(Signature)*

BY: Justin Kozik, AIA, LEED Green Associate, Senior Project Manager
(Printed name, title, and license number if required)

Date

CONSTRUCTION MANAGER *(Signature)*

BY: Sherri Cross Murphy, Project Executive
(Printed name and title)

Date

Attachments subject to change without notice.

AIA Document G731 – 2019 (formerly G701™CMa – 1992). Copyright © 1992 and 2019. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 16:01:48 EDT on 06/04/2026 under Subscription No.20250103391 which expires on 02/20/2027, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.
User Notes: (6a2198a7892b748ebc22d321)

CONTRACTOR *(Signature)*

BY: Benjamin Harvey, President
(Printed name and title)

Date

OWNER *(Signature)*

BY: Lourdes LaGuardia, Business Administrator/Board Secretary
(Printed name and title)

Date

Attachments subject to change without notice.

AIA Document G731 – 2019 (formerly G701™CMa – 1992). Copyright © 1992 and 2019. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 16:01:48 EDT on 06/04/2026 under Subscription No.20250103391 which expires on 02/20/2027, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.
User Notes: (6a2198a7892b748ebc22d321)

Stafford Township School District
Office of Instructional Services
Manahawkin, NJ 08050
Professional Development Requests
For Approval at: 6/11/2026 Board of Education Meeting

Date of Workshop	*Provider, Location (Description/"Title")*	*Attendance is Mandatory (M), Optional (O), ETTC Hours (E)*	*Attendee*	*If Annual Event: total Attendance and Cost for Previous Year*	*Total Cost for Each Date, Each Attendee*
6/30/26	NJPSA/FEA-LEGAL ONE Anti-Bullying Specialist (ABS) Online Certificate Program	M	Hope Zaun		$600.00
8/18/2026	SRI- ETTC- Danielson Refreser- Online	M	George Chidiac, Stephanie Bush, Megan Banach, Hope Zaun, Carolyn Roselli, Kristin Ducker, Richard Meyer, Tiffany Eberle, Jacquelin Alieso, Susan D'Alessandro, Christopher DiMicco, Dawn Reo, William Wilkinson		ETTC Hours
7/28 & 7/29/26	SRI- ETTC - School Law Bootcamp- Online	M	George Chidiac, Stephanie Bush, Megan Banach, Hope Zaun, Carolyn Roselli, Kristin Ducker, Richard Meyer, Tiffany Eberle, Jacquelin Alieso, Susan D'Alessandro, Christopher DiMicco, Dawn Reo, William Wilkinson		ETTC Hours
10/13-10/17/2026	ASBO International Annual Conference & Expo- Pittsburg, PA	O	Lourdes LaGuardia		$1,180 + $1358.39 (travel)= $2,538.39

The Superintendent has reviewed all documentation for compliance with NJAC 6A:23A-7.5 and said documentation is available upon request. *bp*

Attachments subject to change without notice.

Attachments subject to change without notice.

	Last Name	First Name	NJ Certified Teacher	County Certified Teacher	NJ Certified Nurse	County Certified Nurse	RN	LPN	Secretary	Teacher Aide	Cafeteria Playground Aide	Custodian	Bus Attendant	Bus Driver	Bus Mechanic	STAC Technician	Safety Officer	Electrician	Extended Day Aide
1	Ackers-Cilley	Anne								☑									
2	Aurisano	Jessica							☑	☑	☑								
3	Azzolino	Nicole																	
4	Baranco	Linda							☑				☑						
5	Barrionuevo	Hilary										☑							
6	Barton	Michael	☑																
7	Belli	Diane	☑																
8	Bernstein	Heather								☑			☑						
9	Bevilaque	Donna		☑						☑	☑								
10	Bevilaqua	Kaitlyn		☑						☑									
11	Blauvelt	Candace	☑																
12	Bonsignore	Fred											☑						
13	Bosland	Cathy	☑																
14	Boyd	Sarah		☑						☑									
15	Bradley	Lisa	☑																
16	Brandt	Genee		☑						☑									
17	Brill	Denise	☑																
18	Bruno	Alexandra																	
19	Buonavolonta	Thomas										☑	☑	☑					
20	Burns	Brenda		☑						☑									
21	Busco	John								☑									
22	Buzby	Nancy		☑						☑									
23	Cahill	Jennifer								☑									
24	Calazzo	Jessica	☑	☑						☑									
25	Campbell	Laurie								☑			☑						
26	Caprara	Theresa							☑										
27	Carbone	Felicia																	☑
28	Carroll	Janice	☑																
29	Carson	Isabel																	
30	Caruso	Jaime		☑						☑									
31	Cassamajor	Emmanuelle								☑									
32	Cirillo	Jennifer								☑									
33	Clarke	Christine							☑	☑									
34	Clarke	Kelsey								☑									
35	Cohen	Brian												☑					
36	Colombo	Madison		☑						☑									
37	Compitello	Isabella																	☑
38	Connor	Judith	☑																
39	Connor	Lauren		☑						☑									
40	Conklin	Cameron															☑		
41	Cornell	Sally											☑						
42	Cox	James										☑							
43	Davern	Kenneth															☑		
44	Dearie-Scott	Erin		☑															
45	Decker	Hailey		☑						☑									
46	DeHart	Jennifer	☑						☑	☑	☑								
47	DeHart	Kenneth										☑							
48	DelRio	Graziella								☑									
49	Dempsey	Barbara		☑															
50	DeSimone	Michael															☑		
51	Destefanis	John												☑					
52	DeToma	Toni								☑			☑						
53	Devereaux	Meredith	☑																
54	Dino	Joseph									☑								
55	Dunfee	Lucinda															☑		
56	Ebner	Nicole								☑									
57	Erb	Samantha	☑																

58	Erdwein	Eileen
59	Esposito	Lucia
60	Fagan	Samantha
61	Falk	Skyler
62	Falvey	Lee
63	Farrand	Edward
64	Fastnacht	Lidia
65	Faustini	Jessica
66	Fay-Allikmaa	Allison
67	Fedor	Jessica
68	Ferrara	Donna
69	Fieno	Clara
70	Fimeno	Nicole
71	Fitament	Eric
72	Fix	Agnes
73	Foley	Maureen
74	Froberg	Andrea
75	Fry	Dawn
76	Gallagher	Joseph
77	Georges-Michae	Jouselme
78	Gerena	Shayla
79	Gialanella	Jill
80	Giberson	Alison
81	Gigerian	Summer
82	Glidden	Julia
83	Goddard	Stacey
84	Goodman	Rachel
85	Gomez	Keri
86	Gosling	Laura
87	Graziano	Donna
88	Grippaldi	Erin
89	Grob	Theodore
90	Guglielmini	Dori Jo
91	Guido	Charissa
92	Gunsten	Lori
93	Guzzo	Salvadore
94	Hall	Danielle
95	Heim	Pamela
96	Henderson	Kimberly
97	Henry	Robert
98	Hester	Kathleen
99	Hoosak	Emily
100	Horn	Mayeling
101	Horn	Michael
102	Hynes	Judith
103	Itte	Edward
104	Jakubas	Loretta
105	Jenkins	Emily
106	Jenkins	Louis
107	Johnson	Jennifer
108	Jones	Brittany
109	Jones	Rachel
110	Jordan	Marianne
111	Kalebota	Adrienne
112	Kane	Abigail
113	Karkoska	Robert
114	Keene	Cherie
115	Kessler	Mary
116	Klein	Sophia
117	Kochel	Loretta
118	Kostick	Craig

Attachments subject to change without notice.

119	Kraljevich	Jennifer
120	Krauchick	Courtney
121	Kusznikow	Allison
122	Lanza	Elizabeth
123	LaRussa	Gary
124	Latronico	Amanda
125	Levine	Sandra
126	Limoncelli	Katherine
127	Lockwood	Christine
128	Lockwood	Rebecca
129	Lombardo	Vivian
130	Loughran	Kathleen
131	Lucante	Amanda
132	Lucas	Denise
133	Lyons	Kiera
134	Mahoney	Linda
135	Maldari	Anne
136	Mancini	Mari
137	Manka	Kathryn
138	Manochio	Jennifer
139	Marotta	Anthony
140	Matusek	Colleen
141	Mauro	Anne
142	Mauro	Tracey
143	May	Thomas
144	Mazyk	Courtney
145	McCabe	Larayne
146	McCarter	Keri
147	McDowell	Braedyn
148	McDowell	Shaelin
149	McManus	Michelle
150	Melanson	Olivia
151	Mele	Kathleen
152	Mellone	Lisa
153	Meyers	Shannon
154	Miller	Donna
155	Miller	Jennifer
156	Mink	Maribella
157	Moffitt	Christopher
158	Mokar	Alice
159	Morrin	Michael
160	Moscatello	Leighann
161	Nash	Rachel
162	Nebbia	Denise
163	Negowetti	Alison
164	Nellis	Jessica
165	Nevins	Sherri
166	Newman	Mary
167	Nicolini	Priscilla
168	Pascone	Eniko
169	Paterina	Jeison
170	Payne	Sarah
171	Peak	Audrey
172	Perez	Elisabeth
173	Petersen	Thresa
174	Petit	Agnes
175	Petrizzi	Rocklyn
176	Piparo	Stephanie
177	Ponce	Jean
178	Pounds	Austin

Attachments subject to change without notice.

179	Pulizzano	Jennifer
180	Quinn	Cynthia
181	Rabinowitz	Brittany
182	Rahman	Sayma
183	Regan	Amy
184	Reilly	Ellen
185	Reinhold	Karissa
186	Rieder	Ryan
187	Rios	Madelyn
189	Roberts	Maureen
190	Robinson	Breanna
191	Rodriguez	Jessica
192	Rodriguez	Samantha
193	Romanow	Tanya
194	Rozek	Robert
195	Rua	Gail
196	Sarf	Audrey
197	Sari	Paula
198	Schmidt	Robert
199	Schriever	Beth
200	Schweigardt	Maria
201	Scofield	Dyana
202	Sembler	Teresa
203	Schaffer	Deborah
204	Sheppard	Deborah
205	Sherry	Christina
206	Seltz	Richard
207	Silberberg	Lori
208	Sinopoli	Diane
209	Skalski	Beth Ann
210	Smith	Allyson
211	Smith	Brittany
212	Smith	Christine
213	Sodano-Shingel	Angela
214	Sorbara	Karen
215	Staeb	Madeline
216	Stefanacci	Meghan
217	Stewart	Cynthia
218	St. Pierre	Lisa
219	Strickler	Sarah
220	Struble	Donna
221	Sweeney	William
222	Szwed	Jewel
223	Tatur	Matthew
224	Tegano	Kristine
225	Tooker III	Daniel
226	Toro	Cody
227	Treglia	Jodi
228	Truby	Vera
229	Uccellini	Amanda
230	Urban	Terese
231	Valente	Susan
232	Vanacore-Docke	Bailey
233	VanDaley	Jennifer
234	Vilecco	Jessica
235	Vreeland	Anne
236	Waldron	Cara
237	Wallace	Colleen
238	Walk	Alison
239	Wamsley	Roseann

Attachments subject to change without notice.

| | | |

Stafford Township School District
PERSONNEL CHANGE OF ASSIGNMENT 2026-2027 SCHOOL YEAR
June 11, 2026

	Last Name	First Name	Beginning Date	Ending Date	Current Assignment/Location	New Assignment/Location
1	Hall	Carmella	5/28/26	06/30/2026	Long Term Sub Floater Nurse, Ocean Acres	School Nurse, Ocean Acres

Attachments subject to change without notice.

Substitute Rates 26.27 SY

	POSITION	RATE
1	NJ CERTIFIED TEACHERS	$115/DAY
2	COUNTY CERTIFIED TEACHERS	$115/DAY
3	LONG TERM TEACHERS	$150/DAY
4	NURSE	$200/DAY
5	SECRETARIES	$16/HOUR
6	TEACHER AIDES	$16/HOUR
7	LONG TERM TEACHER AIDES	Step 1 TA guide
8	CAFETERIA/PLAYGROUND AIDES	$16/HOUR
9	TRANSPORTATION AIDES	$16/HOUR
10	BUS DRIVERS	$25/HOUR
11	BUS MECHANICS	$34/HOUR
12	CUSTODIANS	$16/HOUR
13	SAFETY OFFICERS	$32/HOUR
14	ELECTRICIAN	$33/HOUR
15	STAC TECHNICIAN	$20/HOUR
16	STAC TECHNICIAN HOURLY	$25/HOUR

5.13.26

Attachments subject to change without notice.

Teachers

1	Jill Potts	Monday-Friday	7:45am-4:15pm
2	Brittney Jones	Monday-Friday	7:45am-4:15pm
3	Matthew Tatur	Monday-Friday	7:45am-4:15pm
4	Shaelin McDowall	Monday-Friday	7:45am-4:15pm
5	Donald Montefusco	Monday - Friday	7:45am-4:15pm

Assistants

6	Abigail Kane	Monday-Friday	7:45am-4:15pm
7	Linette Herring	Monday-Friday	7:45am-4:15pm
8	Lisa Bonno	Monday-Friday	7:45am-4:15pm
9	Loretta Jakabus/Greeter	Monday - Friday	7:45am-4:15pm
10	Ivette Zambardi	Monday-Friday	7:45am-4:15pm
11	Halee Houser	Monday-Friday	7:45am-4:15pm
12	Angela Weissman	Monday - Friday	7:45am-4:15pm
13	Christina Villiani	Monday - Friday	7:45am-4:15pm
14	Carrie McDowell	Monday-Friday	7:45am-4:15pm
15	Mariellis Gutierrez	Monday-Friday	7:45am-4:15pm
16	Denise Hart	Monday - Thursday	7:45am-4:15pm
17	Cody Toro 1:1	Monday - Friday	7:45am-4:15pm

Substitutes

18	Sheryll Sheehan	Teacher
19	Tiffanie Colecchia	Teacher
20	Katherine Barone	Teacher Aide
21	Maria Curtin	Teacher Aide
22	Maureen Compitello	Teacher Aide
23	Marylouise Curtin	Teacher Aide

Attachments subject to change without notice.

LIBERTY UNIVERSITY, INC.
CLINICAL AFFILIATION AGREEMENT
COUNSELOR EDUCATION & FAMILY STUDIES

THIS CLINICAL AFFILIATION AGREEMENT ("Agreement") made this 24th day of August, 2026 ("Effective Date"), by and between LIBERTY UNIVERSITY, INC. ("Liberty") and Stafford Township School District ("Affiliate"), on behalf of itself and its affiliates and subsidiaries, if any;

RECITALS:

WHEREAS, Liberty, as part of its formal, educational course of studies may require Clinical/Occupational Experiences of Students, and desires to assign certain of its Students to one or more of Affiliate's facilities to obtain such Clinical/Occupational Experience; and

WHEREAS, Affiliate, in service to the community and to promote high standards of preparation and training for Students, is willing to provide the necessary facilities for Clinical/Occupational Experiences;

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1.1 Definitions.

1.2 "Liaison" shall mean the individual appointed by or designated by Affiliate to administer the provisions of this Agreement.

1.3 "Clinical/Occupational Experience" shall mean a structured learning experience at an Affiliate facility in which a Student provides care to patients/clients under the guidance of a Supervisor and/or participates in observational and/or other educational activities appropriate to the Student's level of preparation. To facilitate an efficient Clinical/Occupational Experience, Liberty utilizes certain web based technology, including but not limited to WebEx Teams provided by Cisco, to enable Student to digitally record video and audio content from counseling sessions, share all or portions of video and audio recordings with Faculty and other students participating in the Program, and upload video and audio recordings of sessions to a protected digital platform for viewing by Faculty Member for purposes of instruction and grading Student's performance. Student is responsible for deleting the video and audio recording upon completion of Faculty Member's use for purposes of instruction and grading. Affiliate acknowledges that Liberty utilizes such technology, including the video and audio recording of counseling sessions in which Student participates, and agrees to obtain any necessary authorization or consent from a participating patient of Affiliate for Faculty Member's and Student's use of the digitally recorded video and audio content for purposes of instruction and training.

Attachments subject to change without notice.

1.4 "Director" shall mean the Liberty's Director of the Program in which the Student is participating.

1.5 "Faculty Member" shall mean the member of Liberty's academic faculty who has direct oversight of the Student in the program and who has been assigned by Liberty to administer the provisions of this Agreement.

1.6 "Facility" shall mean any facility owned and/or operated by Affiliate, including but not limited to hospitals, clinics, office based clinical programs, emergency care facilities, rehabilitation centers and long-term care facilities.

1.7 "Supervisor" shall mean an individual who has been approved by the Director or Faculty Member to facilitate Student learning and to provide guidance to Students at the Facility as part of the Clinical/Occupational Experience.

1.8 "Program" shall individually and collectively mean the program(s) in which Student(s) is/are enrolled at Liberty and in which Student receives all pre-placement training and education related to his or her field.

1.9 "School Year" shall mean the period from the first day of the Liberty academic calendar in any given academic year to the last day of the Liberty academic calendar in the same academic year.

1.10 "Student" shall mean a student officially enrolled in the Program at Liberty who participates in a Clinical/Occupational Experience at the Facility.

2.1 Obligations of Liberty. Liberty shall:

2.2 Encourage the Student to review his or her objectives for the Clinical/Occupational Experience with the Liaison or the Supervisor prior to the start of the Clinical/Occupational Experience.

2.3 Maintain policies that obligate Students who perform activities pursuant to this Agreement to observe the lawful rules, regulations, policies and procedures of the Facility and to adhere to all laws and regulations pertaining to confidentiality and patient rights.

2.4 Present for Clinical/Occupational Experiences only those Students who have had prior instruction in the relevant program area, and who, in the judgment of the Director or Faculty Member, have successfully fulfilled the prerequisites of the Program curriculum.

2.5 Provide evaluation forms for the evaluation of Students who participate in the Clinical/Occupational Experience.

2.6 Retain responsibility for education of Students in the Program and for the design, delivery, quality and curriculum of the Program.

2.7 Maintain all education records and reports relating to the Clinical/Occupational Experience of the Students.

Attachments subject to change without notice.

2.8 Have the Faculty Member periodically consult with the Liaison regarding Student progress and other issues related to administration of this Agreement.

2.9 Ensure Students have completed all necessary background investigations, if required by the Affiliate, and Affiliate timely notifies Liberty of such requirement.

2.10 Require each Student to execute and submit to Affiliate the Student Addendum attached to this Agreement as Exhibit A.

2.11 Require each Student to execute and submit to Affiliate the "Student Counselor Agreement and Acknowledgment Form" attached hereto as Exhibit B.

3.1 Obligations of Affiliate. Affiliate shall:

3.2 Provide facilities suitable for fulfillment of the course objectives for the Clinical/Occupational Experience, as mutually agreed upon by the parties.

3.3 Determine, upon mutual consideration and agreement, the maximum number of Students to be assigned to the Facility for each Clinical/Occupational Experience and the schedule for each Clinical/Occupational Experience.

3.4 Where applicable, select patients for Student assignments required by the Clinical/Occupational Experience. The Facility may, at its discretion and at any time, make changes in the selection of patients for Student assignments.

3.5 Within normal limits imposed by the institutional setting and space constraints of the Facility, provide conference rooms, lockers and storage space for the Clinical/Occupational Experience as appropriate.

3.6 Permit Students to use cafeteria facilities at their own expense, if available to Affiliate employees.

3.7 Where available, permit Students to utilize parking spaces. If parking at an Affiliate Facility charges employees for the use of such parking spaces, Students shall be responsible for the payment of such parking fees.

3.8 Where available, permit Students to use the library and research materials for research and study, if available.

3.9 Orient Students to the Facility and provide information regarding the Facility's rules, regulations, policies and procedures.

3.10 Provide patient(s) selected by Affiliate to participate in the Clinical/Occupational

Attachments subject to change without notice.

Experience with and obtain signature from patient(s) on the "HIPAA Privacy and Authorization Release Form" that will be provided to Affiliate by Student. Affiliate will provide Liberty with a copy of the completed form and any revocation subsequently received. Affiliate acknowledges that Students and Faculty Members will utilize the technology generally described in Paragraph 1.2 of this Agreement to create and review audio and video recordings of counseling sessions for purposes of instructions and grading the Student's performance during the Clinical/Occupational Experience. Affiliate will make disclosures to patient and obtain all authorizations and consents from patient as may be required by this Agreement or otherwise by law, regulation, or its policies and procedures.

3.11 To the extent Affiliate receives education records or otherwise becomes aware of information from education records directly related to a Student and protected by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232, as amended (popularly known as "FERPA"), and other laws with respect to its activities under this Agreement, Affiliate acknowledges it has a duty to maintain the privacy of Student education records and agrees that its use and maintenance of these education records, including the use and disclosure of personally identifiable information concerning a Student from education records, will be in accordance with FERPA. Specifically, Affiliate shall comply with Liberty's obligations under FERPA as a "school official" and FERPA's "legitimate educational interests" limitation on its use or disclosure of education records. Additionally, Affiliate shall implement reasonable and typical administrative, technical, and physical safeguards to secure its facilities and systems from unauthorized access, and to secure any protected education records Affiliate might possess. Affiliate agrees to abide by FERPA's limitation on re-disclosure of personally identifiable information in education records; to not use or disclose education records created or received from, by, or on behalf of Liberty or its Students for any purpose other than the purpose for which such disclosure is made; and to not use or disclose such education records except as permitted by this Agreement, as required by law, or as authorized by Liberty in writing.

3.12 Comply with all applicable laws, regulations, policies and procedures required of Affiliate in furtherance of the Clinical/Occupational Experience and objectives of this Agreement.

3.13 Supervise on-site, by an approved licensed Supervisor or other qualified individual designated by the Affiliate, all students who will be on-site performing activities at the Facility pursuant to the terms of this Agreement. This Agreement is contingent upon Affiliate providing Liberty, upon request, with proof of Supervisor's credentials and appropriate licensure from the state where they practice.

4.0 Care to Patients. Affiliate shall retain responsibility for the overall care provided to patients in the Facility. Affiliate reserves the right to establish limits on the numbers and types of Students permitted in each patient care unit of the Facility and to restrict specific Student activities in each patient care unit.

5.0 Nondiscrimination. Affiliate agrees that it will not discriminate against any Student on the basis of color, race, religion, sex, age or national origin, except where religion, sex, age, or national origin is a bona fide qualification reasonably necessary to the normal operation of the Facility or of

Attachments subject to change without notice.

Affiliate. Furthermore, the parties shall not discriminate against any Student because of a disability, except where accommodation would result in undue hardship on the Facility or on Affiliate or that would fundamentally alter the nature of the services provided.

6.0 Right to Refuse or Terminate Students. Affiliate may refuse acceptance of any Student designated by Liberty for participation in a Clinical/Occupational Experience and to terminate participation by any Student in a Clinical/Occupational Experience if: (i) the Student is deemed to be a risk to the Facility's patients, employees, or to himself or herself; (ii) the Student fails to meet or abide by the rules, regulations, policies and procedures of the Facility; (iii) the Student's conduct is detrimental to the business or reputation of the Facility or of Affiliate; (iv) the Student fails to accept or comply with the direction of Facility staff; or (v) if Student fails to adhere to the American Counseling Association Code of Ethics. Liberty reserves the right to terminate a Student's participation in a Clinical/Occupational Experience when, in its sole discretion, further participation by the Student would be inappropriate.

7.0 Independent Contractors/No Agency. In the performance of duties and obligations hereunder, no Faculty, Student, employee, or agent of Liberty shall, for any purpose, be deemed to be an agent, servant or employee of Affiliate. No Liberty Student shall be deemed to be an employee or agent of Liberty. No employee or agent of Affiliate shall be authorized to act for or on behalf of Liberty. Nothing in this Agreement is intended nor shall be construed to create any employer/employee relationship, a joint venture relationship, or to allow the parties to exercise control over one another or over the manner in which their employees or agents perform the services which are the subject of this Agreement.

8.0 Assignment. This Agreement shall not be assigned or subcontracted, whether individually or by operation of law, by either party hereto.

9.0 Term. The initial term of this Agreement shall be for one (1) year from the Effective Date and thereafter shall automatically renew for successive one (1) year periods.

10.1 Termination.

10.2 This Agreement shall run for the Term unless earlier terminated as provided herein. This Agreement may be terminated at any time upon written mutual consent of the parties hereto.

10.3 This Agreement may be terminated by either party at any time without cause by giving prior written notice of not less than sixty (60) days.

10.4 This Agreement shall terminate based on a material breach of this Agreement by either party, provided that the breaching party fails to cure the breach within thirty (30) days of the date of a written notice of the breach. If such breach is not cured within thirty (30) days of the notice, the date of termination shall be the thirtieth (30th) day following the date of the notice.

10.5 No matter the means of termination, providing notice of early termination or notice of non-renewal will not negatively affect any courses in progress at the time of the decision nor result in a diminished level of performance by either party. Liberty Students who

Attachments subject to change without notice.

are enrolled in courses at the termination or expiration date will be permitted to complete those courses and Affiliate will continue performance of its obligations under this Agreement with regard to those Students participating in a Clinical/Occupational Experience and those courses after the termination or expiration date of this Agreement.

11.1 Confidentiality.

11.2 Liberty, its Faculty, Students, employees and agents shall not at any time during or after the Term of this Agreement, without the prior written consent of Affiliate, either directly or indirectly divulge, disclose or communicate in any manner whatsoever to any person not employed or affiliated with Affiliate: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any information concerning any matters affecting or relating to the business or operations or future plans of the Affiliate, including, but not limited to, Facility or Affiliate policies, procedures, rules, regulations, and protocols.

11.3 The parties acknowledge that the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and regulations promulgated thereunder, including the Privacy Rule (Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E), require certain protection of Protected Health Information (as defined by HIPAA and the Privacy Rule). Liberty acknowledges that Faculty Member and Students may have access to Facility's Protected Health Information during its Students' Clinical/Occupational Experience. Affiliate agrees to provide instruction regarding its internal HIPAA policies and practices to those Students and Faculty Member who will be participating in the Clinical/Occupational Experience. To the extent protected health information ("PHI") or personally identifiable information ("PII") is to be exchanged or transmitted (electronically or otherwise) between Affiliate and Student and between Student and Faculty Member, it is understood and agreed that Students and Faculty Member are deemed to be members of Affiliate's "workforce" as that term is defined by HIPAA, and under the supervision and direction of Affiliate's personnel with regard to the use of PHI or PII while participating in the Clinical/Occupational Experience and receiving clinical training at Affiliate's facilities pursuant to this Agreement.

11.4 The parties recognize that a breach of this Confidentiality Section of this Agreement may result in irreparable harm to Affiliate. In the event of such material breach, and without limiting the right of Affiliate to seek any other remedy or relief to which it may be entitled under law, Affiliate may seek injunctive relief against Liberty, its Faculty Member, Students, employees, and agents.

11.5 This Confidentiality Section shall survive termination of this Agreement.

12.0 Notice. All notices under this Agreement shall be in writing and delivered by hand or deposited, postage prepaid, in first-class U.S. mail, registered and return receipt requested, addressed as follows or to such other address as a party may designate in writing accordance with this Section:

Attachments subject to change without notice.

If to Liberty:
Director of Practicum/Internship
Dept. of Counselor Education & Family Studies
Liberty University, Inc.
1971 University Blvd.
Lynchburg, VA 24515

If to Affiliate:
_____
_____
_____
_____
_____

13.0 Entire Agreement. This Agreement supersedes all earlier agreements between the parties and contains the final and entire Agreement between the parties with respect to the subject matter hereof and they shall not be bound by any terms, conditions, statements, or representations, oral or written, not herein contained, unless contained in a written executed amendment of this Agreement signed by all parties hereto.

14.0 Severability. Should any provision(s) of this Agreement be held invalid, unlawful or unenforceable, the validity of any other provision(s) of this Agreement or the Agreement as a whole shall not be affected. The parties intend that the remaining provisions of the Agreement be interpreted liberally to allow performance by both parties and fulfill the purposes for which the parties entered into this Agreement.

15.0 Governing Law. This Agreement shall be construed under and enforced in accordance with the laws of the Commonwealth of Virginia (excluding her choice of law provisions), and it shall be construed in a manner so as to conform with all applicable federal, state and local laws and regulations.

16.0 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

17.0 Headings. Headings used in this Agreement are solely for the convenience of the parties and shall be given no effect in the construction or interpretation of this Agreement.

18.0 Waiver. No waiver of any breach of this Agreement shall constitute or be deemed a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative to every other remedy provided hereby or at law.

19.0 No Third Party Beneficiaries. This Agreement is not intended to and shall not confer upon any other person or business entity, other than the parties hereto, any rights or remedies with respect to the subject matter of this Agreement.

20.0 Indemnification. The parties shall indemnify, defend and hold harmless each other and each other's respective officers, employees and agents from and against any and all actions, liabilities, claims, damages, suits, liens, judgments, attorneys' fees and costs arising out of or resulting from the negligent and/or unlawful acts or omissions of the indemnifying party or the indemnifying party's officers, employees, agents or subcontractors occurring during or in connection with performance under or regarding this Agreement. The parties' obligation to indemnify each other and each other's respective officers, employees and agents shall survive the expiration or termination of this

Attachments subject to change without notice.

Agreement for any reason.

IN WITNESS WHEROF, and in agreement hereto, Liberty and Affiliate have caused this Agreement to be executed by their authorized representatives.

LIBERTY UNIVERSITY, INC.	Affiliate (Affiliate)
Signature: _____	Signature: _____
Printed Name:	Printed Name: _____
Title: Contracts Administrator II	Title: _____
Date: _____	Date: _____

Attachments subject to change without notice.

SCHEDULE A

LIBERTY UNIVERSITY, INC.
CLINICAL AFFILIATION AGREEMENT
COUNSELOR EDUCATION & FAMILY STUDIES

STUDENT ADDENDUM

THIS ADDENDUM ("Addendum") is made this 24th day of August 2026, between the undersigned Student and Stafford Township School District ("Affiliate");

RECITALS:

WHEREAS, Student desires to participate in a Clinical/Occupational Experience as a part of a degree Program at Liberty University; and

WHEREAS, the Facility selected by the Student to administer the Clinical/Occupational Experience is owned, run or controlled by Affiliate, which will enter or has entered into a master Clinical Programs Affiliation Agreement, (the "Agreement") with Liberty to allow Students of Liberty to participate in such Clinical/Occupational Experience; and

WHEREAS, pursuant to the Agreement, and in order for Liberty and Affiliate to provide the Clinical/Occupational Experience, Student is required to make certain representations and covenants with Affiliate.

NOW, THEREFORE, for and in consideration of the foregoing, the undersigned Student agrees as follows:

1) All capitalized terms herein will have the same meaning as in the referenced Agreement and this Addendum is subject to the provisions of the Agreement as if incorporated herein.

2) Student agrees to abide by all of the terms and conditions of the foregoing Agreement related to Student and to cooperate fully in the administration of the Agreement by Liberty and Affiliate.

3) Student agrees to abide by all of the rules, regulations, policies and procedures of Affiliate and of the Facility and to abide by all local, state and federal laws pertaining to confidentiality and patient rights and to the American Counseling Association Code of Ethics.

4) Student agrees to allow Affiliate or Liberty, at Student's expense, to obtain a criminal background check, credit history, Social Security Number verification and Positive Identification National Locater/OIG check. This Agreement constitutes a release and

Attachments subject to change without notice.

authorization of Student for these purposes. Student agrees to provide his/her Social Security number to Affiliate or Liberty.

5) Student agrees to provide evidence to Affiliate of coverage of Student by professional liability insurance with a minimum of i) combined single limit of One Million Dollars ($1,000,000.00) and an annual aggregate liability limit of Three Million Dollars ($3,000,000.00), or ii) coverage sufficient to meet the requirements of Affiliate.

6) Student agrees to provide Affiliate with evidence that Student meets all health requirements of Affiliate and has all inoculations that may be required by Affiliate or by the Facility. It is Student's obligation to inquire as to these requirements.

7) Student agrees to engage a Supervisor to facilitate the Student's Clinical/Occupational Experience and to cooperate with Affiliate in fulfilling its obligations under the Agreement and to cooperate with the Supervisor, staff Faculty and administration of Affiliate in fulfilling Student's obligations for the Clinical/Occupational Experience.

8) Student agrees to maintain good standing with the academic and other requirements of Liberty in order to continue participation in the Clinical/Occupational Experience.

9) Student agrees to maintain the confidentiality required in paragraphs 11.0 through 11.4 of the Agreement. Student further agrees to execute and provide to Affiliate the "Student Counselor Agreement and Acknowledgement Form" attached thereto as Schedule B.

10) Student agrees and understands that this Addendum does not obligate Affiliate to provide any services or accommodations to Student outside of Affiliate's obligations to Liberty under the Agreement; and Liberty is deemed to be the sole beneficiary of Affiliate's obligations under the Agreement and this Addendum to the exclusion of Student. Student understands that but for the representations, obligations and warranties of the Student in this Addendum, Affiliate would not allow student to participate in the Clinical/Occupational Experience under the Agreement. Student agrees that Affiliate may provide any and all information regarding Student and Student's participation in the Clinical/Occupational Experience to Liberty and to Student's Supervisor as each may request.

11) Any failure of Student to fully comply with the terms hereof shall be cause for immediate termination of the Student from further participation in the Clinical/Occupational Experience.

12) This agreement imposes obligations upon Student that are in addition to, and not in lieu of, Student's other obligations to Liberty.

IN WITNESS WHEREOF, Student has executed this Addendum.

Student Signature_____ Date _____

Attachments subject to change without notice.

Printed Name __

Attachments subject to change without notice.

Attachments subject to change without notice.

HIPAA Privacy Authorization and Release Form

This form provides a client's informed authorization for use and disclosure of his/her protected health information, including personally identifiable information. This form is required by the Health Insurance Portability and Accountability Act, 45 C.F.R. Parts 160 and 164 (HIPAA) to be completed, signed, and dated by the client prior to the use and disclosure of the client's protected health information, as described below.

*Attention Counselor/Student: Do **NOT** upload this form to Blackboard, WebEx Teams, or any similar platform used in connection with a Liberty University course. This form must be maintained securely by both the healthcare provider and the student named below. Remember to also give the client a copy for his/her records.*

Section I – Authorization

I, _____ (client name), understand that my counselor is a graduate student in the master's degree in _____ program and that my counselor is providing my counseling session(s) as a required part of his/her practicum, internship, or externship course requirement for that program.

I authorize _____ (healthcare provider) and _____ (counselor/student) to video record all or part of my counseling session(s) on _____ (date) and to use and disclose the video recording, including my name and all of my protected health information contained in the video recording, to the counselor/student's practicum, internship, or externship course instructor and students in that course at Liberty University.

Section II – Extent of Authorization

I understand that the purpose of the video recording is for the above-named counselor/student to receive professional training and constructive feedback on his/her counseling skills to improve the quality of counseling services that I (and future clients of the counselor/student) receive. To be specific, once I complete and sign this form, I understand that the above-named counselor/student will upload the video recording of my counseling session(s) to Blackboard and/or WebEx Teams, both of which are password-protected platforms used by Liberty University for educational purposes. The video recording (and a written transcript of the video recording) will be disclosed to and used by the counselor/student's practicum, internship, or externship course instructor and the students in that course for educational and professional training purposes, including a course presentation, a case conceptualization, and a verbatim paper. I understand that my personally identifiable information (e.g., my name) will be redacted from the written transcript and other written assignments, but not redacted from the video recording. I further understand that neither the video recording nor any written assignment will be used for any other purpose or disclosed to any persons outside of the counselor/student's course, as described herein, without my additional written consent, except as permitted or required by law (see Section IV below).

Section III – Effective Period

This HIPAA Privacy Authorization and Release Form is valid and remains in effect until the end of the counselor/student's practicum, internship, or externship course. I understand that the video recording and the written transcript will be deleted at that time. If there is a desire to keep either the video recording or the written transcript for a longer period of time, my additional written consent will be required before doing so.

Attachments subject to change without notice.

Section IV – Acknowledgements and Disclosures

I understand that the above-named healthcare provider and counselor/student, as well as the course instructor and students will be required to maintain the same confidentiality as that required by members of the counseling profession. However, I acknowledge that there are certain exceptions to such confidentiality that require disclosure even without my authorization. Such exceptions that may require disclosure include: (1) my threat or act of serious harm to myself or another, (2) my disclosure of abuse of a minor, an elder, or an incapacitated adult, and/or (3) the issuance of a lawful subpoena, search warrant, or judicial court order that requires disclosure.

I understand that I have the right to revoke this authorization, in writing, at any time. I understand that my revocation will not be effective to the extent that any person or entity has already acted on my authorization. In other words, a revocation of my authorization cannot be retroactive and it will become effective only when my written revocation is received and processed. My written revocation of this authorization must be sent to:

Name: _____

Organization: _____

Address: _____

_____

Email Address: _____

I understand that my treatment, payment, enrollment, or eligibility for benefits will not be subject to or conditioned on whether I sign this authorization. I understand that my decision to sign this form, and therefore to release my protected health information, is completely voluntary.

I understand that, although my information used and disclosed pursuant to this form will be kept confidential and only used as described above, such information may no longer be protected by state or federal law, including HIPAA. Moreover, even though the video recording and the written transcript of my counseling session(s) will be deleted, I understand that written assignments, feedback, reviews, and grades based on them may be education records of the counselor/student that are maintained by Liberty University beyond completion of the course described in Section III above. In such event, my personally identifiable information will not be part of any such education records.

Section V – Agreement and Signature

By signing below, I (or, if the client is a minor or is incapacitated, I on behalf of the client) agree that I have carefully read and fully understand all of this HIPAA Privacy Authorization and Release Form, and I voluntarily agree to release my (or the client's) protected health information, as described above.

_____ Date: _____

Signature of Client (or Parent/Legal Guardian)

_____ Date: _____

Signature of Witness

Attachments subject to change without notice.

Acknowledgement of Receipt of HIPAA Privacy Authorization and Release Form

I acknowledge that I received a copy of the above completed and signed HIPAA Privacy Authorization and Release Form from the above-named counselor/student and I agree to maintain a copy for my (or my entity's) records.

_____ Date:

Signature of Client (or Parent/Legal Guardian)

_____ Date:

Signature of Site Supervisor / Site Director

Attachments subject to change without notice.

Attachments subject to change without notice.

Student Counselor Agreement and Acknowledgement Form

I, _____, am a graduate student in the master's degree in _____ program at Liberty University. To complete my degree program, I will be required to provide counseling to actual clients as part of the practicum, internship or externship course requirement of that program. Accordingly, I agree to fully comply with all policies, rules, regulations and requirements of the healthcare facility/provider at which I perform these activities including, but not limited to, all applicable state and federal laws and regulations, as well as all applicable ethical codes, that govern confidentiality between counselors and clients, including the Health Insurance Portability and Accountability Act (HIPAA). As such, I agree to use and disclose my clients' protected health information only as they authorized by a valid written and signed HIPAA Privacy Authorization and Release Form (see course syllabus for a copy of that form) or as permitted or required by the healthcare facility/provider at which I perform these activities or by law. If I am authorized by the healthcare facility/provider at which I perform these activities to video record counseling sessions, I further agree to delete video recordings of counseling sessions from my device once those video recordings have been uploaded to Blackboard and/or WebEx Teams, and to delete all video recordings and other documents (e.g., written transcripts) from any and all platforms and other locations once they are no longer needed for my course. If I am unsure whether I can delete a video recording or other document, I agree to ask my course instructor before deletion. I acknowledge that my failure to comply with all policies, rules, regulations and requirements of the healthcare facility/provider at which I perform these activities including, but not limited to, all applicable laws, regulations, and ethical codes, as well as directions from my course instructor, may violate Liberty University policy and that I may be subject to sanctions up to and including failure of the practicum, internship, or externship course and dismissal from the program.

_____ Date: _____

Student Signature

Attachments subject to change without notice.

Attachments subject to change without notice.

Stafford Township School District
2026-2027 School Safety/School Climate Teams
June 11, 2026

Intermediate School

1. Kristin Ducker, Principal
2. Richard Meyer, Vice Principal
3. Carolyn Roselli, Vice Principal of Special Education
4. Kesley Molzon, Anti-Bullying Specialist
5. Daniel DiPasquale, Teacher
6. Jaime Staub, Teacher
7. Paula LaRocca, School Nurse
8. Vicki Georgeson, Teacher
9. Shannon Mastrogiovanni, Teacher
10. Samantha Palermo, Teacher
11. Glen Amir, School Safety Officer
12. Dr. Thomas Costello, School Psychologist
13. Tyler Szwed, Community STPD
14. Toni Ann Moschello, Parent

McKinley Avenue School

15. Tiffany Eberle, Principal
16. Jacqueline Aliseo, Vice Principal
17. Heather Colucci, Anti-Bullying Specialist
18. Megan Beauchemin, Teacher
19. Mark Dillon, Teacher
20. Suzanne Willadsen, Teacher
21. Kristin Cheeseman, Teacher
22. Crystal DeFilippis, Teacher
23. Jennifer DuBois, Teacher
24. Anthony Vincent, Community STPD
25. Tyler Szwed, Community STPD
26. Lee Evnas, School Safety Officer
27. Rachel Jones, Parent

Ocean Acres

28. Susan D'Alessandro, Principal
29. Christopher DiMicco, Vice Principal
30. Scott Entrikin, Anti-Bullying Specialist
31. Ryan Savianeso, Teacher
32. Carol Doran, School Nurse
33. Robyn Watson, Teacher
34. Lori Kundrat, Teacher
35. Stefani Cracchiolo, Teacher
36. Emily Johnson, Guidance Counselor
37. Tyler Szwed, Community STPD
38. Christopher Coughlin, School Safety Officer
39. Amanda Metzger, Parent
40. Jessica Nitahara, Parent

Attachments subject to change without notice.

Stafford Township School District
2026-2027 School Safety/School Climate Teams
June 11, 2026

Primary Learning Center

41. Dawn Reo, Principal
42. Kelsey Schmidt, Anti-Bullying Specialist
43. Veronica Slota, Teacher
44. Jessica Smith, Teacher
45. Carrie-Ann Lioudis, Teacher
46. Jessica Bayer, Teacher
47. Karen Wilson, Teacher
48. Nicole Brummer, Teacher
49. Keith Oler, School Safety Officer
50. Tyler Szwed, Community STPD
51. Natalie Saragent, Parent

Oxycocus

52. William Wilkinson, Director of Early Childhood
53. Kristin Abbatermarco, Social Worker/Anti-Bullying Specialist
54. Mary Darmody, Preschool Instructional Coach
55. Nicole Cattelona, Preschool Intervention and Referral Specialist
56. Ashley DeBella-McNemer, Preschool Instructional Coach & Preschool Intervention and Referral Specialist
57. Jaclyn Acampora, School Psychologist
58. Joseph Mrazek, School Safety Officer
59. Tyler Szwed, Community STPD
60. Shannon Peters, Parent

.

Attachments subject to change without notice.

Stafford Township School District
2026-2027 Student Fieldwork Observations
June 11, 2026

1. Kristen Abbatemarco
2. Alicia Bellissimo
3. Kelly Bodziak
4. Amanda Boeta
5. Lorryn Calicchio
6. Sherry Dohn
7. Scott Entrikin
8. Alexandra Georgieff
9. Jeannine Golderer
10. Jennifer Hester
11. Catherine Hoops
12. Kelly Kievit
13. Kelsey Molzon
14. Amber Myhre
15. Jennifer Nadeau
16. Elizabeth Newman
17. Stephanie Posa
18. Kelly Potter
19. Cori Ruiz
20. Kerri Salvaggione
21. Kelsey Schmidt
22. Robyn Stivala
23. Jessica Sutton
24. Suzanne Willadsen
25. Karen Wilson
26. Alyssa Wright

Attachments subject to change without notice.

Stafford Township School District
Student Teaching/Fieldwork Placement
June 11, 2026 Board Meeting

	Last Name	First Name	School	Beginning Date	Ending Date	Cooperating Teacher/Location	Type of Placement
1	Hund	Annabella	Stockton	9/2026	12/2026	K Salvaggione/McK	FT Student Teaching
2	Bevacqua	Amanda	Stockton	9/2026	12/2026	K Potter/OA	FT Student Teaching
3	Czarnik Gissinge	Nikaylin	Stockton	9/2026	12/2026	J Nadeau/OA	FT Student Teaching
4	McDowall	Shaelin	Stockton	9/14/26	12/18/26	C Ruiz/PLC	100 Hours Fieldwork
5	Malandro	Anna	Stockton	9/14/26	12/18/26	K Bodziak/McK	100 Hours Fieldwork
6	Uccellini	Amanda	Grand Canyon	9/2026	12/2026	K Kievet/OA	FT Student Teaching
7	Petty	Raechel	Stockton	9/2026	5/2027	Newman & Abbatemarco/Int,Oxy	250 HR Internship
8	Carlson	Brooke	Stockton	9/2026	11/27/26	T Hollenback/Oxy	Level II Fieldwork
9	Lyons	Kiera	Liberty University	9/2026	12/2026	Molzon, Schmitt, Entrikin/Int, McK, PLC	Internship

Attachments subject to change without notice.

Stafford Township School District
Law Enforcement Unit
2026-2027
June 11, 2026

1. Anthony Clayton, Director of Facilities
2. William Deren, Director of Technology
3. Richard Meyer, School Safety Specialist
4. Hope Zaun, Director of Special Services
5. Christopher Wyckoff, Systems Specialist

Attachments subject to change without notice.

Stafford Township School District
2026-2027 Behavioral Threat Assessment Teams
June 11, 2026

Intermediate School

1. Kristin Ducker
2. Richard Meyer, School Safety Specialist
3. Carolyn Roselli
4. Kelsey Molzon
5. Daniel DiPasquale
6. Dr. Thomas Costello
7. Shannon Farrell
8. Elizabeth Newman
9. Hope Zaun
10. Tyler Szwed, STPD
11. Glenn Amirr, School Safety Officer

McKinley Avenue School

12. Tiffany Eberle
13. Jacqueline Aliseo
14. Carolyn Roselli
15. Stephanie Szczepan
16. MaryFrancis Smolens
17. Kristin Cheeseman
18. Megan Beauchemin
19. Heather Colucci
20. Hope Zaun
21. Tyler Szwed, STPD
22. Anthony Vincent, STPD
23. Richard Meyer, School Safety Specialist
24. Lee Evans, School Safety Officer

Ocean Acres

25. Susan D'Alessandro
26. Christopher DiMicco
27. Shannon Pirone
28. Scott Entrikin
29. Shannon Pandolfo
30. Emily Johnson
31. Daniel Kilgallon
32. Hope Zaun
33. Tyler Szwed, STPD
34. Richard Meyer, School Safety Specialist
35. Chris Coughlin, School Safety Officer

Primary Learning Center

36. Dawn Reo
37. Richard Meyer, School Safety Specialist
38. Kelsey Schmidt
39. Stacey Suydam
40. Hope Zaun
41. Tyler Szwed, STPD
42. Keith Oler, School Safety Officer

Attachments subject to change without notice.

Stafford Township School District
2026-2027 Behavioral Threat Assessment Teams
June 11, 2026

Oxycocus

43. William Wilkinson
44. Lorryn Calicchio
45. Jaclyn Acampora
46. Hope Zaun
47. Tyler Szwed, STPD
48. Richard Meyer, School Safety Specialist
49. Joseph Mrazek, School Safety Officer

Attachments subject to change without notice.

Stafford Township School District
2026-2027 School Improvement Panels (ScIP)
June 11, 2026

Intermediate School

1. Kristin Ducker
2. Richard Meyer
3. Laurie McAvoy

McKinley Avenue

4. Tiffany Eberle
5. Jacqueline Aliseo
6. Suzanne Willadsen

Ocean Acres

7. Susan D'Alessandro
8. Christopher DiMicco
9. Shannon Pandolfo

Primary Learning Center

10. Dawn Reo
11. Megan Banach
12. Amanda Toth

Oxycocus School

13. William Wilkinson
14. Megan Banach
15. Mary Darmody

Attachments subject to change without notice.

Stafford Township School District
2026-27 Mentors for Novice Teachers
June 11, 2026

1. Amanda Boeta
2. Daniel Breslow
3. Nadine Burgess
4. Marykate Casaletto
5. Ashley DeBella-McNemer
6. Jenna Derion
7. Catherine Hoops
8. Meghan Mikuletzky
9. Madeline Myers
10. Meredith O'Donnell
11. Stephanie Posa
12. Jaime Staub
13. Linda Swain
14. Amanda Toth
15. Kelly Vaughn
16. Alyssa Wright

Attachments subject to change without notice.

Stafford Township School District
Homebound Instruction Teacher
June 11, 2026

1. Nadine Burgess
2. Janet Colombo-Conforti
3. Jenna Derion
4. Jill Potts
5. Jaime Staub

Attachments subject to change without notice.

Stafford Township School District
After School Detention Monitor
June 11, 2026

1. Matthew Aires
2. Nadine Burgess
3. Jenna Derion
4. Meredith O'Donnell
5. Jill Potts
6. Jaime Staub

Attachments subject to change without notice.

	ESY Teacher (MD) 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
1	Vaughn	Kelly	
2	Gudzak	Loren	
3	Hahl	Tiffany	
4	Haugh	Madison	
5	Sheehan	Sheryl	
6	Mauro	Tracey	
	ESY Speech Language Pathologist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
7	McHugh	Alexis	6 weeks
8	Geardino	Jacqueline	4 weeks
9	Erica	Scheinberg	6 weeks
10	Baart	Sarah	6 weeks
	ESY Occupational Therapist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
11	Bruther	Tracey	
12	Hollenback	Tamara	
	ESY Physical Therapist 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
13	McCoy	Pia	
	ESY BCBA Certified 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
14	Kilgallon	Dan	
	ESY Registerd Behavior Technician 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
15	Mabie	AnnMarie	
	ESY School Nurse 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
16	Doran	Carol	
	ESY Teacher Aides (MD) 7:45 am-12:15 pm (up to 108 hours/per STEA/BOE agreement)		
17	Rogers	Kayla	
18	Buczynski	Aimee	
19	Fiore	Kimberly	
20	Carbone	Stephanie	
21	Rogers	Sharon	
22	Musco	Lori	
23	Rondinone	Kathleen	
24	Bisogno	Brielle	
25	Budd	Dawn	
26	O'Shea	Ashleigh	
27	Zielinski	Ashley	
28	Catsavrio	Brenda	
29	Rowley	Jeannine	
30	Bonicky	Jody	
31	Spaschak	Molly	
32	Rivera	Jennifer	
	ESY Teacher (PSD) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
33	Flatley	Jennifer	
34	Marano	Renee	

Attachments subject to change without notice.

35	Cattelona	Nicole	
	ESY Teacher Aides (PSD) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement		
36	Payne	Sarah	
37	Miljus	Zachary	
38	VanDyk	Kelly	
39	Levenson	Carol	
40	Witkowski	Robin	
41	Pezza	Christine	
42	Tedesco	Christine	
43	Baratta	Annabel	
44	Colino	Katerina	
45	Schwartz	Gina	
46	Mullen	Kelly	
	ESY Teacher (ERI) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
47	Davellis	John	
48	Hebeler	Caitlin	
	ESY Teacher Aides (ERI) 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
49	Horne	Michelle	
50	Houser	Michelle	
51	Archer	Kathryn	
52	Smith	Kelly	
	ESY Teacher 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
53	Conforti	Janet	
54	Segalla	Alicia	
55	Tittermary	Katrina	
56	McCue	Elizabeth	
57	Paolo	Heather	
58	Gioe	Caitlin	
59	D'Agostino	Amy	
60	St Germain	Elise	
61	Cruz	Kathy	
	ESY Teacher Aides 7:45 am-12:15 pm (up to 72 hours/per STEA/BOE agreement)		
62	Folse	Claudia	
63	Columbo	Madison	
64	Melchiorri	LoriBeth	
65	Jones	Lauren	
66	Appleton	Susan	
67	Zuhl	Allison	
68	Cycla	Jessika	
69	Talman	Jamie	
70	Fix	Krista	
71	Keymer	Anne	
72	Kelly	Elizabeth	
73	Compitello	Maureen	
	Summer CST School Pyschologist (Per diem rate 6 hours-15 days each/per STEA/BOE agreement)		

Attachments subject to change without notice.

74	Costello	Thomas	
75	Pirone	Shannon	
76	Szczepan	Stephanie	
77	Acompora	Jaclyn	
	Summer CST School Social Worker (Per diem rate 6 hours-15 days each/per STEA/BOE agreement)		
78	Newman	Elizabeth	
79	Abbatemarco	Kristen	
80	Spaschak	Molly	
81	**Summer CST LDTC (Per diem rate 6 hours-15 days each/per STEA/BOE agreement)**		
82	Leavey	Meredith	
83	Greenblatt	Christine	
	Summer CST Speech	**Therapist**	**Per diem rate 6 hours - 15 days per STEA/BOE agreement**
84	Renner	Jill	
85	McCugh	Alexis	
86	Geardino	Jacqueline	
87	Scheinberg	Erica	
88	Peters	Shannon	
	Summer CST Gen Ed teachers (up to 8 days//per STEA/BOE agreement)		
89	DeBella-McNemer	Ashley	
90	Staub	Jaime	
91	Swain	Linda	
92	Boeta	Amanda	
93	Hughes	Karen	
94	Derion	Jenna	
	Summer CST Spec Ed teachers (up to 8 days/per STEA/BOE agreement)/		
95	Woram	Stephanie	
96	DeBella-McNemer	Ashley	
97	Boeta	Amanda	
98	Derion	Jenna	
	Summer ESY Sub teachers		
99	Nadeau	Jennifer	
100	Bisogno	Brielle	
101	Tatro	Lauren	
	Summer ESY Sub TA		
102	Jackson	Marina	
103	Guerin	Maria (last wk July)	
104	Smith	Christine	
105	Curtin	MaryLouise	
106	Barone	Katherine	

Attachments subject to change without notice.

TRANSPORTATION STAFF

DRIVERS	
1.	Lillian Davis
2.	Colleen Whitaker
3.	Michele DiCarlo_Cottone
4.	Daniel Sullivan
5.	Christopher Forte
6.	Eugene Mernagh
7.	Gregory Bain
8.	Brenda Rezmyk
9.	Debra Lynn Navantieri
10.	Richard Leyh
11.	Eileen Mamudoski
12.	Gretchen Heinrichs
13.	Chet Revinski
14.	Kristina Palmer
15.	Helen Hammonds
16.	Mary McGinty
17.	David Basile
18.	Harold Hammonds
19.	Tracey Lewis
20.	John Hersch
21.	Richard Szczepaniak
22.	Patricia Scully
23.	Lisa Hargrove
24.	Janet Levy-Minetti
25.	Miranda Budd
26.	Jim Kelly
27.	Patricia McCrudden
28.	Emily Bodony
29.	Cynthia Salmons
30.	Fred Soper
31.	Lauren Verrier
32.	Joe Tagliaferro
33.	David Kern
34.	Tim Guertin
35.	Richard Bowser

ATTENDANTS	
1.	Brenda Hollingshead
2.	Michele Exel
3.	Lenore Broderick
4.	Sandra Santiago
5.	Jennifer Robles
6.	Linda Sliker
7.	Susan Appleton
8.	Jennifer Rogers
9.	Jeannine Rowley
10.	Nicole Spezzaferra
11.	Kristin Rodriquez
12.	Michele Houser
13.	Gina Gerardo
14.	Valerie Hazelton
15.	Linda Hofmann
16.	Sarah O'Boyle
17.	Robin Witkowski
18.	Mary Kay Fedor
19.	Holly Pucci
20.	Sherri Szafranski
21.	Jamie Tallman
22.	Leatha Knoerzer
23.	Zachary Miljus
24.	Tara Parisi
25.	Elizabeth Kelly
26.	Debbie Schweitzer
27.	Peggy Soper
28.	Donna Yatauro
29.	Anne Keymer
30.	Eva Haines-Mueller
31.	Tracey McGowan
32.	Alicia Ferrari - Medina
33.	Santa Spanvill
34.	Patricia Doll

Attachments subject to change without notice.

	Music Show Advisor		**Stipend per contract-$2181 each**
1	Alyssa	Wright	McKinley Avenue
2	Tracey	Tylicki	McKinley Avenue
3	Tracey	Tylicki	Stafford Intermediate
	Assistant Music Show Advisor		**Stipend per contract-$1460 each**
4	Jennifer	Aljoe	McKinley Avenue
5	Jennifer	Aljoe	Stafford Intermediate
	Art Show Advisor		**Stipend per contract-$2181 each**
6	Jennifer	LaRussa	Primary Learning Center
7	Suzanne	Willadesen	McKinley Avenue
8	Jessica	Sutton	Stafford Intermediate
	Gym Show Advisor		**Stipend per contract-$2181 each**
9	Jessica	Bayer	Primary Learning Center
10	Matthew	Aires	McKinley Avenue
11	Daniel	DiPasquale	Stafford Intermediate
	Assistant Gym Show Advisor		**Stipend per contract-$1460 each**
12	Jennifer	LaRussa	Primary Learning Center
13	Trevor	Signorino	Stafford Intermediate
	STEAM Show Advisor		**Stipend per contract-$2181 each**
14	Stacey	Suydam	Primary Learning Center
15	Robyn	Watson	Ocean Acres
16	Susan	Kilgallon	McKinley Avenue
17	Kelly	Previti	Stafford Intermediate
	Safety Patrol Advisor		**Stipend per contract-$678 each**
18	Kenneth	Costigan	Ocean Acres
19	Jordan	Guerrera	McKinley Avenue
20	Elizabeth	McCue	Stafford Intermediate
	6th Grade Musical		**Hours vary by title; listed below ($51.44/h)**
21	Tracey	Tylicki	Director (up to 50 hours)
22	Madeline	Myers	Assistant Director (up to 50 hours)
23	Jessica	Sutton	Set Painter (up to 25 hours)
	4th/5th Grade Musical		**Up to 35 hours each ($51.44/h)**
24	Tracey	Tylicki	Director
25	Madeline	Myers	Music Director
26	Marcella	Aboyoun	Choregrapher
	In the Spotlight		**Up to 20 hours each ($51.44/h)**
27	Tracey	Tylicki	Director
	Project Aware		**Up to 15 hours each ($51.44/h)**
28	Caitlin	Gioe	Director
	OC Math League Advisors-Intermediate		**Up to 20 hours each ($51.44/h)**
29	Nadine	Burgess	
30	Daniel	Breslow	
	ESPORTS Advisors-Intermediate		**Up to 90 hours each ($51.44/h)**

Attachments subject to change without notice.

31	Jeannine	Golderer	
32	Shannon	Mastrogiovanni	

	Performing Arts Enrichment		**Hours vary by title; listed below ($51.44/h)**
33	Kristi	Deren	Center Stage (up to 60 hours)
34	Madeline	Myers	The Harmonics (up to 50 hours)
35	Samantha	Palermo	B-Naturals (up to 50 hours)
36	Tracey	Tylicki	B-Naturals (up to 50 hours)
37	Laurie	McAvoy	Future Leaders Council (up to 45 hours)
	Enrichment- 2 sessions, up to 10 hrs each session; must have 15 students ($51.44/h)		
38	Linda	Swain	Oxycocus, Sessions 1 & 2
39	Jessica	Bayer	PLC, Sessions 1 & 2
40	Tiffany	Brant	Ocean Acres, Sessions 1 & 2
41	Alicia	Bellissimo	Ocean Acres, Sessions 1 & 2
42	Andrea	Danet	Ocean Acres, Sessions 1 & 2
43	Alexandra	Georgieff	Ocean Acres, Sessions 1 & 2
44	Kelly	Kievit	Ocean Acres, Sessions 1 & 2
45	Rebecca	Mangino	Ocean Acres, Sessions 1 & 2
46	Emily	Raylman	Ocean Acres, Session 1
47	Robyn	Watson	Ocean Acres, Sessions 1 & 2
48	Matthew	Aires	McKinley Avenue, Sessions 1 & 2
49	Brielle	Bisogno	McKinley Avenue, Sessions 1 & 2
50	Lisa	Calantoni	McKinley Avenue, Sessions 1 & 2
51	Monica	Choflet	McKinley Avenue, Sessions 1 & 2
52	Tiffanie	Colecchia	McKinley Avenue, Sessions 1 & 2
53	Kathy	Cruz	McKinley Avenue, Sessions 1 & 2
54	Mark	Dillon	McKinley Avenue, Sessions 1 & 2
55	Sarah	Dreher	McKinley Avenue, Sessions 1 & 2
56	Jordan	Guerrera	McKinley Avenue, Sessions 1 & 2
57	Shannon	Gallagher	McKinley Avenue, Sessions 1 & 2
58	Francesca	Knoeller	McKinley Avenue, Sessions 1 & 2
59	Susan	Kilgallon	McKinley Avenue, Sessions 1 & 2
60	Lauren	Larson	McKinley Avenue, Sessions 1 & 2
61	Meghan	Mikuletzky	McKinley Avenue, Sessions 1 & 2
62	Dorena	Motta	McKinley Avenue, Sessions 1 & 2
63	Cheryl	Nicoletti	McKinley Avenue, Sessions 1 & 2
64	Kerri	Salvaggione	McKinley Avenue, Sessions 1 & 2
65	Gabriella	Vincent	McKinley Avenue, Sessions 1 & 2
66	Suzanne	Willadsen	McKinley Avenue, Sessions 1 & 2
67	Natalie	Albis	Stafford Intermediate, Sessions 1& 2
68	Daniel	DiPasquale	Stafford Intermediate, Sessions 1& 2
69	Koryn	Chanda	Stafford Intermediate, Sessions 1& 2

Attachments subject to change without notice.

70	Alexis	Kirk	Stafford Intermediate, Sessions 1& 2
71	Emma	Kuhl	Stafford Intermediate, Sessions 1& 2
72	Alicia	Lally	Stafford Intermediate, Sessions 1& 2
73	Shannon	Mastrogiovanni	Stafford Intermediate, Sessions 1& 2
74	Kelly	Previti	Stafford Intermediate, Sessions 1
75	Mary	Ruiz	Stafford Intermediate, Sessions 1& 2
76	Kathleen	Schrock	Stafford Intermediate, Sessions 1& 2

77	Trevor	Signorino	Stafford Intermediate, Sessions 1& 2
78	Jessica	Sutton	Stafford Intermediate, Sessions 1& 2
79	Katrina	Tittermary	Stafford Intermediate, Sessions 1& 2
	Enrichment (Homework Helpers) 2 sessions, Up to 10 hrs each session ($51.44/hr)		
80	Janet	Colombo-Conforti	PLC; Session 1 & 2
81	Theresa	Maloney	Ocean Acres-Grade 1; Session 1 & 2
82	Maris	Horner	Ocean Acres-Grade 2; Session 1 & 2
83	Liane	Berardo	McKinley Avenue-Grade 3; Session 1 & 2
84	Kristin	Cheeseman	McKinley Avenue-Grade 4; Session 1 & 2
85	Jill	Potts	Stafford Intermediate-Grade 5; Session 1 & 2
86	Nadine	Burgess	Stafford Intermediate-Grade 6; Session 1 & 2
	Substitute Principal ($50/day)		
87	Daniel	Breslow	Stafford Intermediate
88	Daniel	Kilgallon	Ocean Acres
89	Elise	St. Germain	McKinley Avenue School
	Teacher in Charge ($25/day)		
90	Elise	St. Germain	McKinley Avenue School

Attachments subject to change without notice.

Stafford Township Board of Education Policy

BYLAW
0162.01
Legal Notices
M

0162.01 LEGAL NOTICES

Whenever the Board of Education is required by law or by order or rule of any court to publish or advertise a legal notice, the Board shall publish or advertise the legal notice on the Board's official internet website in accordance with the provisions of N.J.S.A. 35:3-1 et seq.

For the purpose of this Policy, "legal notice" means any resolution, official proclamation, notice, or advertisement of any sort, kind, or character, including proposals for bids on public work and otherwise, required by law or by the order or rule of any court to be published by the Board.

For the purpose of this Policy, "online news publication" means a news publication in electronic format that contains news on matters of public concern and has published news predominantly in the English language at least once per week for at least one year continuously.

The Board's official internet website shall be accessible and available to the public free of charge. A direct hyperlink to legal notices published on the Board's official internet website shall be conspicuously placed on the Board's website's homepage. The Board shall submit the hyperlink to the New Jersey Secretary of State and provide any updates thereto prior to effectuation in accordance with the provisions of N.J.S.A. 35:3-2.b.

The Board shall maintain an internet archive of legal notices that are no longer displayed, which shall be kept for at least one year. The archive shall not be subject to any records retention schedule adopted by the State Records Committee nor to the "Destruction of Public Records Law (1953)," N.J.S.A. 47:3-15 et seq. The Board shall display a legal notice on its legal notices internet webpage for at least one week from the date of initial posting, or other time period as required by law, before transferring the publication to the Board's internet archive. The Board shall initially publish an internet archive no later than July 1, 2026 and shall maintain the archive thereafter in accordance with N.J.S.A. 35:3-2.c.

The Board may, in addition to the publication on its official internet website, publish or advertise a legal notice separately on an eligible online news publication that meets the criteria of N.J.S.A. 35:3-3.b. The Board shall provide a notice in a prominent location on its official internet website if it publishes or advertises its legal notices in an online news publication and shall publish a hyperlink to the online news publication in accordance with the provisions of N.J.S.A. 35:3-2.d.

The Board, whenever required by law or by the order or rule of any court to publish or advertise a legal notice shall publish or advertise the notice in accordance with the applicable law or court order or rule. The Board shall be deemed to satisfy their legal obligations to provide a legal notice upon publication of the notice as required pursuant to N.J.S.A. 35:3-1 et seq.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

BYLAW
0162.01
Legal Notices
M

Legal notices published on the Board's internet website or the internet website of an online news publication in accordance with N.J.S.A. 35:3-1 et seq. shall not be deemed defective if at least one of the following circumstances exist:

1. There is an error in the content or form of the legal notice published or advertised on the Board's internet website or online news publication due to a clerical, administrative, or any other error outside of the control of the Board whenever required by law or court order or rule to publish the legal notice;

2. There is a temporary outage, technical malfunction, disruption, or service interruption preventing the publishing, posting, or display of a legal notice on the Board's internet website or online news publication;

3. The operator of the Board's internet website or the online news publication imposes standard restrictions that prevent access to the website or online news publication;

4. The Board's internet website or the online news publication is subject to a cyberattack or cybersecurity incident, including, but not limited to, ransomware or a data breach, causing the failure to timely or accurately publish the legal notice; or

5. Any other circumstances preventing the publishing, posting, or display of a legal notice on the Board's internet website or online news publication that are outside of the control of the Board whenever required by law or court order or rule to publish the legal notice.

Starting on January 1, 2026 and at least twice per month through December 31, 2026, the Board whenever required by law or court order to rule to publish the legal notice shall provide an advertisement in an online news publication meeting the eligibility criteria at N.J.S.A. 35:3-3. that:

1. States that the complete text of each legal notice may be obtained or viewed by the public on the official internet website of the Board; and

2. Provides the hyperlink to the Secretary of State's legal notices hyperlink internet webpage established pursuant to N.J.S.A. 35:3-2.b.

N.J.S.A. 35:3-1 et seq.

Adopted:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

3324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist teaching staff members in their job responsibilities or for the teaching staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a teaching staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The teaching staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

Teaching staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by school district policies or regulations. In addition, teaching staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the teaching staff member is violating a law or school policy. Teaching staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, teaching staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a teaching staff member or student by any student; other school staff member; visitor; or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff members' Principal or supervisor's prior approval for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity.

A person requesting prior approval to audio or video record a teaching staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and the audio or video recording shall not be permitted.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

TEACHING STAFF
3324
Right of Privacy

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

4324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist support staff members in their job responsibilities or for the support staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a support staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The support staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

Support staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by school district policies or regulations. In addition, support staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the support staff member is violating a law or school policy. Support staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, support staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a support staff member or student by any student; other school staff member; visitor; or any other person while a support staff member is performing their Board-assigned job responsibilities without the prior approval of the support staff member's supervisor. In addition to protecting the privacy rights of all support staff members, such recordings may violate the privacy rights of students and support staff members and can be disruptive to the educational program. The support staff members' supervisor's prior approval for a person to make a video or audio recording of a support staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity.

A person requesting prior approval to an audio or video record a support staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the support staff member's supervisor. The supervisor will review the written request and provide the requester with a written decision. If a written approval is not provided by the supervisor to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and audio or video recording shall not be permitted.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

SUPPORT STAFF
4324
Right of Privacy

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any support staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

Attachments subject to change without notice.

5111.13 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS – CHOICE SCHOOL DISTRICT

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School – N.J.A.C. 6A:22-3.1, 3.2, and 3.3

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 and Regulation 5111.13 – Section B.

The Board shall also admit any student that is kept in the home of a person other than the student's parent and the person is domiciled in the district and is supporting the student without remuneration as if the student were their own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111.13 – Section C.

Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use their residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of their child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in the district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent temporarily resides within the district and elects to have the student attend the district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4. and Regulation 5111.13 – Section B.

A student is eligible to attend the district free of charge in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111.13 – Section C.

Notwithstanding the provisions of N.J.S.A. 18A:38-1. or any other law, rule, or regulation to the contrary, a student who moves out of the district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the district for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1. and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) and Regulation 5111.13 – Section C.

Except as set forth in N.J.A.C. 6A:22-3.3(b), immigration/visa status shall not affect eligibility to attend school. Any student who is domiciled in the district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.13 – Section D.

Attachments subject to change without notice.

Proof of Eligibility – N.J.A.C. 6A:22-3.4

The Board shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the district in accordance with the provisions of N.J.A.C. 6A:22-3.4 and Regulation 5111.13 – Section E.

In the case of a dispute between the district and the parent of a student in regard to the student's eligibility to enroll in the district or to remain enrolled in the district pursuant to the provisions of N.J.S.A. 18A:38-1., the district may request from the New Jersey Motor Vehicle Commission the parent's name and address for use in verifying a student's eligibility for enrollment in the district in accordance with the provisions of N.J.S.A. 18A:38-1.3.

Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration and procedures for initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 and Regulation 5111.13 – Section F.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and Regulation 5111.13 – Section F.

When a student appears ineligible based on the information provided in the initial application, the district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education in accordance with N.J.A.C. 6A:22-4.1(c)2. and Regulation 5111.13 – Section F.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws in accordance with N.J.A.C. 6A:22-4.1(d) and Regulation 5111.13 – Section F.

Enrollment or attendance at the school shall not be conditioned or denied pursuant to N.J.A.C. 6A:22-4.1(e) through (i) and Regulation 5111.13 – Section F.

Notices of Ineligibility – N.J.A.C. 6A:22-4.2

When a student is found ineligible to attend the district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the district immediately shall provide to the applicant notice that is

consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4.2 and Regulation 5111.13 – Section G.

Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

Nothing in N.J.A.C. 6A:22-4, this Policy, and Regulation 5111.13 shall preclude the Board from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111.13 – Section H.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and Regulation 5111.13 – Section H.

Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the district's determination that a student is ineligible to attend its schools in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111.13 – Section I.

Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

If no appeal to the Commissioner is filed by the parent, adult student, or district resident keeping an affidavit student following notice of an ineligibility determination, the Board may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1. for appeal to the Commissioner in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111.13 – Section J. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 and Regulation 5111.13 – Section J.

If an appeal to the Commissioner is filed by the parent, adult student, or district resident keeping an affidavit student and the petitioner does not sustain the burden of demonstrating the student's right to attend the district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a) and Regulation 5111.13 – Section J. Upon the Commissioner's finding that an appeal has been abandoned, the Board may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2(a)1. and Regulation 5111.13 – Section J.

All rules and procedures regarding the district's participation in the Interdistrict Public School Choice program are addressed in Policy and Regulation 5117.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

Children of District Employees

Children of Board of Education employees who do not reside in this school district will be eligible to enroll their children in the district and will be grandfathered in for the remainder of their child's education through the end of sixth grade. Enrollment will be reviewed annually for new out of district children of employees seeking enrollment into the district and the Board reserves the right to deny enrollment to any applicant if there will be a detrimental impact to the district in terms of class size. There will be a maximum of ten students, Kindergarten through Grade 6, permitted to enroll though this policy each year, on a first come, first serve basis.

F-1 Visa Students

F-1 Visa students will not be admitted to the district.

J-1 Visa Students

J-1 Visa students will not be admitted to the district.

N.J.S.A. 18A:7B-12.; 18A:38-1.; 18A:38-1.1.; 18A:38-1.3.;
18A:38-3.; 18A:38-3.1.;
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.
8 CFR 214.3

Adopted:

Attachments subject to change without notice.

Stafford Township Board of Education Regulation

Attachments subject to change without notice.

R 5111.13 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS – CHOICE SCHOOL DISTRICT

A. Definitions – N.J.A.C. 6A:22-1.2

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b. and N.J.A.C. 6A:22-3.2(a).

2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.

4. "Commissioner" means the Commissioner of Education or their designee.

5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. Students Domiciled in the District – N.J.A.C. 6A:22-3.1

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:

a. A student is domiciled in the school district when the student is the child of a parent or guardian whose domicile is located within the school district.

(1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or

guardian with whom the student lives for the majority of the school year. N.J.A.C. 6A:22-3.1(a)1. and B.1 a. above shall apply regardless of which parent has legal custody.

(2) When a student's physical custody is shared on an equal-time, alternating week/month, or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.

(a) When a student resided with both parents or guardians or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

(b) When the domicile of a student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.

(3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile

Attachments subject to change without notice.

pursuant to the provisions of N.J.A.C. 6A:22, Policy 5111.13, and this Regulation.

(4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.

b. A student is domiciled in the school district when the student has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.

c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-64 ("home state" definition) and 2A:34-65.a.(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.

d. A student is domiciled in the school district when the student's parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.

e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.

2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's or unit's property tax is paid.

a. When property tax is paid in equal amounts to two or more municipalities and there is no established assignment for students residing in the affected dwellings, the school district of

Attachments subject to change without notice.

domicile for school attendance purposes shall be determined through assessment of individual proofs of eligibility provided pursuant to N.J.A.C. 6A:22-3.4 and E. below.

b. N.J.A.C. 6A:22-3.1(b) and B.2. above shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.

3. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b. or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.

4. Notwithstanding the provisions of N.J.S.A. 18A:38-1. or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1. shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Other Students Eligible to Attend School – N.J.A.C. 6A:22-3.2

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b. if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were their own child.

a. A student is not eligible to attend this school district pursuant to N.J.A.C. 6A:22-3.2(a) and C.1. above unless:

Attachments subject to change without notice.

(1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that the parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and

(2) The person keeping the student has filed, if so required by the Board of Education:

(a) A sworn statement that the person is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and

(b) A copy of their lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.

b. A student shall not be deemed ineligible under N.J.A.C. 6A:22-3.2 because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).

c. A student shall not be deemed ineligible under N.J.A.C. 6A:22-3.2 when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.

d. A student shall not be deemed ineligible under N.J.A.C. 6A:22-3.2 solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.

Attachments subject to change without notice.

e. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use their residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of their child to a person in another school district commits a disorderly persons offense.

2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.

a. Eligibility under N.J.A.C. 6A:22-3.2(b) and C.2. above shall cease at the end of the school year during which the parent or guardian returns from active military duty.

3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.

a. When required by the Board, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;

b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1.i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board, the temporary residence is not solely for purposes of a student's attending the school district.

Attachments subject to change without notice.

Attachments subject to change without notice.

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f. if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 – Education of Homeless Children.

5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2. if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1. and the applicable standards set forth in N.J.A.C. 6A:22.

6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b. if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b. shall not be obligated for transportation costs.

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.

8. In accordance with N.J.S.A. 18A:38-1.1., a student who is not considered homeless under N.J.S.A. 18A:7B-12. and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the

Attachments subject to change without notice.

remainder of the summer program if it is considered an extension of the preceding academic year.

a. For purpose of N.J.A.C. 6A:22-3.2(h), Policy 5111.13, and this Regulation, "family crisis" shall include, but not be limited to:

(1) An instance of abuse such as domestic violence or sexual abuse;

(2) A disruption to the family unit caused by death of a parent or guardian; or

(3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.

b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

(1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.

c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12., the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.

d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in C.8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of their right to appeal the decision within

twenty-one calendar days of the parent's or guardian's receipt of the notification, and shall state that if such appeal is denied, the parent or guardian may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

(1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.

(2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria at C.8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1. until the determination is issued.

(3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.

e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1., the Superintendent or designee shall immediately notify the parent or guardian in writing.

(1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria at C.8.a. above.

Attachments subject to change without notice.

(2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1. until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

f. In providing transportation to students under N.J.S.A. 18A:38-1.1., the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.

g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.

(1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.

(2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the New Jersey Department of Education's Office of School Facilities and Finance for reimbursement payment(s) to the school district.

(3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).

h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the

Attachments subject to change without notice.

situation is not a family crisis, their decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status – N.J.A.C. 6A:22-3.3

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or their compliance with local housing ordinances or terms of lease.

2. Except as set forth in D.2.a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1., or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 and C. above shall be enrolled without regard to, or inquiry concerning, immigration status.

   a. However, the provisions of N.J.S.A. 18A:38-1. and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

   F-1 Visa students will not be admitted to this school district.

4. J-1 Visa Students

   J-1 Visa students will not be admitted to this school district.

E. Proof of Eligibility – N.J.A.C. 6A:22-3.4

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:

Attachments subject to change without notice.

Attachments subject to change without notice.

a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;

b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;

c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;

d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;

e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;

f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an affidavit student, adult student, person(s) with whom a family is living, or others, as appropriate;

g. Documents pertaining to military status and assignment; and

h. Any other business record or document issued by a governmental entity.

2. The Board may accept forms of documentation not listed in N.J.A.C. 6A:22-3.4(a) and E.1. above, and shall not exclude from consideration any documentation or information presented by an applicant.

3. The Board shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

4. The Board shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to

criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:

a. Income tax returns;

b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) and D.2. above;

c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and

d. Social security numbers.

5. The Board may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) and E.4. above, or pertinent parts thereof, if voluntarily disclosed by the applicant. However, the Board may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1., the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

F. Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

1. The Board of Education shall use Commissioner-provided registration forms pursuant to N.J.A.C. 6A:22-4.1(a), or locally developed forms that:

a. Are consistent with the Commissioner-provided forms;

Attachments subject to change without notice.

b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;

c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1., and specify the nature and form of any sworn statement(s) to be filed;

d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and

e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.

2. The Board shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.

a. If the school district uses separate forms for affidavit student applications rather than a single application form for all types of enrollment, affidavit student forms shall comply in all respects with N.J.A.C. 6A:22-4.1(a) and G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom they are not the parent or guardian, even if not specifically requested.

(1) The Board or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.

(2) The Board or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.

b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Attachments subject to change without notice.

Attachments subject to change without notice.

3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.

   a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and G. below.

   b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.

      (1) An applicant whose student is enrolled pursuant to N.J.A.C. 6A:22-4.1(c)2.i. and F.3.b. above shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of the applicant's written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the

parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.

6. The Board shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 – Education of Homeless Children.

7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of their identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

8. Enrollment in the school district shall not be denied based upon the absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

G. Notices of Ineligibility – N.J.A.C. 6A:22-4.2

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, Policy 5111.13, and this Regulation or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 and F. above and H. below.

Attachments subject to change without notice.

a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.

2. Notices of ineligibility shall include:

a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made;

(1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and

(2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1. under which the application was decided.

b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1.;

c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;

d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;

e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;

f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible

Attachments subject to change without notice.

attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;

g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, J.2. and J.3. below, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:

(1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.

h. The name of a contact person in the school district who can assist in explaining the notice's contents; and

i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25.), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

H. Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

1. Nothing in N.J.A.C. 6A:22-4, Policy 5111.13, and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

Attachments subject to change without notice.

2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for the student's removal.

   a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 and G. above. However, the notice shall also provide for a hearing before the Board prior to a final decision on removal.

3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an affidavit student, has been informed of their entitlement to a hearing before the Board.

4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an affidavit student, does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 and G. above.

5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

I. Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1. and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.

   a. Pursuant to N.J.S.A. 18A:38-1.b.(1), appeals of affidavit student ineligibility determinations shall be filed by the resident keeping the student.

J. Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

Attachments subject to change without notice.

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an affidavit student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1. for appeal to the Commissioner.

   a. If the responsible party does not pay the tuition assessment, the Board may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10. through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an affidavit student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty one day period to file an appeal.

   a. Upon the Commissioner's finding that an appeal has been abandoned, the Board may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) and J.1. above plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of their decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

   b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board pursuant to

Attachments subject to change without notice.

N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.

3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.

4. Nothing in N.J.A.C. 6A:22, Policy 5111.13, and this Regulation shall preclude an equitable determination by the Board or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Notice

The Board Secretary shall provide adequate notice, which means written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-1 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting. The Board Secretary shall publish or advertise the legal notice of the meeting on the Board's official internet website conspicuously placed on the website's homepage in accordance with the provisions of N.J.S.A. 35:3-1 et seq. and Bylaw 0162.01.

In accordance with N.J.S.A. 10:4-9., upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide adequate notice if:

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and

2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and

3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4-8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4-8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and

4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

BYLAW
0162
Notice of Board Meetings

Personal Notice of Meeting

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that will include the date and time of the closed session meeting, the subject or subjects scheduled for discussion at the closed session meeting, and the right of the affected person to request that the discussions be conducted at a public meeting. Such notice will be given no less than forty-eight hours in advance of the closed session meeting.

A written request for public discussion must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a student.

N.J.S.A. 10:4-1 et seq.
N.J.S.A. 18A:6-11.; 18A:10-6.
N.J.S.A. 35:3-1 et seq.
N.J.A.C. 6A:32-3.1

Adopted: 22 July 2004
Revised: 19 November 2009
Revised: 26 June 2014
Revised: 19 September 2019
Revised: 13 February 2023
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

1230 SUPERINTENDENT'S DUTIES

Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the school district by implementing policies established by the Board of Education and by discharging the duties imposed on their office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principal advisor to the Board. The Superintendent may delegate to an appropriate school official any duty not reserved to the Superintendent by law.

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

A. In the discharge of their responsibility as principal advisor to the Board, the Superintendent shall:

1. Ensure all aspects of school district operations comply with Board policy and regulation, Federal and State law, and school district contracts;

2. Report to the Board on the needs of the school district;

3. Advise the Board of any revisions or additions that should be made to its policies and regulations;

4. Provide the Board with information as may be needed to ensure informed decisions are made by the Board; and

5. Perform other duties as may be assigned by the Board.

B. In the discharge of their responsibility for the implementation of the operational action plan of the school district, the Superintendent shall:

1. Prepare, promulgate, and maintain a manual of Board policies and regulations;

Attachments subject to change without notice.

2. Evaluate the future needs of the school district and recommend a school district action plan including goals, objectives, and priorities to the Board; and

3. Report to the United States Department of Education and the New Jersey Department of Education, the New Jersey Commissioner of Education, and the Executive County Superintendent as required.

C. In the discharge of their responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written instructional plan for the schools of the school district consistent with the educational goals adopted by the Board;

2. Coordinate the proper implementation of the instructional plan as it applies to each school in the school district;

3. Evaluate at least annually the effectiveness of the program of studies and recommend changes and additions to improve its effectiveness;

4. Evaluate the performance of students in relation to other public school districts, as well as in relation to State and national standards;

5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the school district; and

6. Keep informed regarding current research in the field of education and inform the Board as appropriate.

D. In the discharge of their responsibility for the direction and welfare of students, the Superintendent shall:

1. Strive to motivate students to achieve their individual best;

2. Create a climate of respect for authority and discipline in each of the schools of the school district; and

3. Recommend any changes in the program of student management and support to respond to school district needs.

E. In the discharge of their responsibility for the supervision of school district employees, the Superintendent shall:

Attachments subject to change without notice.

1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;

2. Assign staff to achieve maximum effectiveness in the attainment of educational goals;

3. Train staff to implement approved changes in the curriculum or instructional methods of the school district;

4. Evaluate the effectiveness of staff in the performance of their assigned tasks;

5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and

6. Discipline staff and report to the Board any suspension of a staff member.

F. In the discharge of their responsibility for the maintenance of the school buildings and grounds, the Superintendent shall:

1. Strive to make efficient use of school district resources in the daily operations of the schools;

2. Assign support staff to achieve maximum effectiveness from the school buildings and grounds of the school district;

3. Train support staff to maintain the school buildings and grounds and to avoid safety and environmental hazards; and

4. Evaluate the effectiveness of the school district's school buildings and grounds in housing the instructional program and recommend to the Board changes and improvements.

G. In the discharge of their responsibility for the management of the school district business affairs, the Superintendent shall:

1. Supervise the preparation of the annual budget and recommend its adoption to the Board;

2. Implement the budget adopted by the Board;

3. Establish sufficient fiscal controls to ensure that school district funds are expended wisely and efficiently; and

Attachments subject to change without notice.

4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.

H. In the discharge of their responsibility as liaison officer to the public, the Superintendent shall:

1. Strive to interpret the needs of the school district to the public and the concerns of the public to the Board;

2. As appropriate, involve members of the public in the review of school district needs, community needs, and the operation of the school district's programs;

3. Keep the public informed about the accomplishments and challenges of the school district;

4. Cooperate with news media; and

5. Work effectively with municipal government officials and public agencies concerned with the welfare of students.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy 1240 and the Board-approved job description.

N.J.S.A. 18A:7A-11.; 18A:17-17.; 18A:17-18.; 18A:17-20.; 18A:17-21.; 18A:22-8.1.; 18A:27-4.1.; 18A:37-4.
N.J.A.C. 6A:8-3.1; 6A:32-4.1

Adopted: 22 July 2004
Revised: 21 January 2010
Revised: 09 June 2011
Revised

Attachments subject to change without notice.

Stafford Township Board of Education Policy

1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

"Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Eligible employee" means any individual employed by the same employer for three months or more, who has worked 250 or more base hours during the preceding twelve month period.

"Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

Attachments subject to change without notice.

"Health care provider" means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition which requires:

a. Inpatient care in a hospital, hospice, or residential medical care facility; or

b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, "continuing medical treatment or continuing supervision by a health care provider" means:

a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

   (1) Treatment two or more times by a health care provider; or

   (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

b. Any period of incapacity due to pregnancy, or for prenatal care;

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

Attachments subject to change without notice.

d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

(1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;

(2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;

(3) The serious health condition of a family member of the staff member; or

(4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of

Attachments subject to change without notice.

Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

(a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;

(b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or

(c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for three months or more, and has worked 250 or more base hours during the preceding twelve month period.

c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall

Attachments subject to change without notice.

be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.

d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

(1) If the Board transitions to another method, the Board is required to give at least sixty days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

(1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

(1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

(1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior

Attachments subject to change without notice.

to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

(2) A staff member shall provide the Board with certification pursuant to A.5. below.

c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

(1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

(a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.

(b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

(c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.

(2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

(a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken

Attachments subject to change without notice.

in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

(b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

(i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;

(c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

(d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

(3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:

(a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;

(b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave,

Attachments subject to change without notice.

with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and

(c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.

(4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

(a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

(b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;

(c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and

(d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.

d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.

Attachments subject to change without notice.

e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.

(1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

(2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.

(3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.

(1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.

(2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.

(3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign

Attachments subject to change without notice.

the certification established by the Board may be denied the requested NJFLA leave.

(4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.

b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.

c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:

(1) The date, if known, on which the serious health condition commenced;

(2) The probable duration of the condition;

(3) The medical facts within the knowledge of the provider of the certification regarding the condition;

(4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

(5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

(6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

(7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.

Attachments subject to change without notice.

d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;

(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or

(3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the

Attachments subject to change without notice.

health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

(1) The Board may deny NJFLA leave to a staff member if:

(a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;

(b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and

(c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.

(2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.

(3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

Attachments subject to change without notice.

a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.

b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

(1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

(a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

Attachments subject to change without notice.

b. Multiple Leaves of Absence

(1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.

b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee of the Board disagrees with a determination on a claim.

c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.

e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

Attachments subject to change without notice.

(1) The written notification may be transmitted to the staff member in electronic form.

(2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in

Attachments subject to change without notice.

the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

(1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;

(2) For the placement of a son or daughter with a staff member for adoption or foster care;

(3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

(4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.

b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.

c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.

b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.

Attachments subject to change without notice.

(1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).

(2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.

(3) The Board shall not provide pay for FMLA leave.

c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave.

d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

4. Types of FMLA leave

a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

Attachments subject to change without notice.

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.

(iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

(b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.

(c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.

(d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

Attachments subject to change without notice.

(e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.

(i) The Board's agreement is not required, however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

(2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.

(3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

(a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

(b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or

Attachments subject to change without notice.

planned medical treatment for a serious health condition of a staff member or a family member.

(1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

(2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.

(3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.

(4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

(a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

(5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

(a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.

(6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no

Attachments subject to change without notice.

unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

(1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

(2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.

(1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.

(2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.

(1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum

Attachments subject to change without notice.

specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

(2) For purposes of this Policy "Instructional Employees" shall be referred to as "Instructional Staff Members".

b. "Semester" means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.

c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.

d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:

(1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.

e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may

Attachments subject to change without notice.

require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last three weeks; and

(2) A staff member would return to work during the three-week period before the end of the semester.

g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last more than two weeks; and

(2) The staff member would return to work during the two week period before the end of the semester.

h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

i. An example of FMLA leave falling within the situations outlined in B.7.f., B.7.g., and B.7.h. above:

(1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.

j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.

k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:

Attachments subject to change without notice.

(1) The Board shall be required to maintain a staff member's group health insurance; and

(2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.

b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

9. Verification

a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

(1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

Attachments subject to change without notice.

b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

(1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

(2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

(1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

(2) The approximate date on which the serious health condition commenced, and its probable duration;

(3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.

(a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

(4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the

Attachments subject to change without notice.

nature of any other work restrictions, and the likely duration of such inability;

(5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;

(6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

(7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and

(8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

(1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.

Attachments subject to change without notice.

e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

(1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.

(2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

b. Denial of Reinstatement

(1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

(a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

Attachments subject to change without notice.

(2) The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.

(a) A "key employee" is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.

(3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.

(a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.

(4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.

c. Intent to Return to Work

(1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

(1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.

(2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification

Attachments subject to change without notice.

process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

(a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.

(b) The poster and the text will be large enough to be easily read and contain fully legible text.

(c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.

(2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.

(3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

(1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

Attachments subject to change without notice.

c. Designation Notice

(1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

(2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

(1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

(1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Attachments subject to change without notice.

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

(1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

(1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.

(2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

(3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.

Adopted: April 12, 2021
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

2200 CURRICULUM

In accordance with N.J.A.C. 6A:8-3.1, the Board of Education shall ensure curriculum and instruction are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified by the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure that appropriate instructional adaptations are designed and delivered for students with disabilities, for multilingual learners (ML), for students enrolled in alternative education programs, and for students identified as gifted and talented.

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

The Board shall encourage the active involvement of representatives from the community, including representatives from the local workforce and higher education, in the development of educational programs aligned with the NJSLS. The Board shall make all approved curriculum pacing guides and citations for core instructional materials publicly available pursuant to N.J.A.C. 6A:8-3.1(a)3.

The Board shall be responsible for the progress of all students in developing the knowledge and skills specified by the NJSLS, including all content areas not currently included in the Statewide assessment program.

The Board shall be responsible for the delivery of educational programs at all grade levels in the district using a coherent sequence of activities to prepare all students for college, careers, and civic life upon their graduation. Examples of such programs include, but are not limited to, academic programs; career and technical education programs; two-way bilingual immersion; heritage language education; and/or magnet programs. The Board shall implement educational programs that prepare all students for success in college, careers, and civic life, including, if applicable, the Kindergarten through grade eight development of academic skills integral to success in high school courses. When applicable, the Board shall provide students with access to advanced coursework. The Board shall develop, implement, and regularly evaluate strategies that identify, support, and encourage all student groups to enroll in and succeed in advanced coursework.

In accordance with N.J.A.C. 6A:8-3.2, the Board shall provide all students enrolled in the district with the opportunity to attain the goals of an NJSLS-based curriculum in an educational environment that is designed to meet their needs. The Board shall create curriculum, customize instructional adaptations, allocate resources to provide equitable access to courses, programs, and experiences, and build student-centered learning environments that meet the NJSLS. The Board shall provide all students with disabilities an educational program aligned with the NJSLS, as well as the required individualized accommodations, instructional adaptations, and/or modifications as specified in a student's IEP or 504 plan. The Board shall be responsible for identifying students as gifted and talented and shall provide them

Attachments subject to change without notice.

with appropriate instructional adaptations and services as defined at N.J.S.A. 18A:35-35. The Board shall provide language instruction educational programs in accordance with N.J.A.C. 6A:15.

In accordance with N.J.A.C. 6A:8-3.3, the Board shall actively assist and support professional learning for teachers, educational services staff, and school leaders, including the district's plan and additional professional learning requirements at N.J.A.C. 6A:9C-3.

The Board shall provide to teachers, educational services staff, and school leaders professional learning on the following, when applicable:

1. The use of student and school performance data to provide insights into the strengths and areas for growth to improve the quality of instruction that students receive;

2. Evidence-based literacy instruction in accordance with N.J.S.A. 18A:6-142. through 18A:6-150.;

3. The content knowledge, instructional strategies, and collaborative skills needed to meet the needs of students with disabilities required at N.J.A.C. 6A:14;

4. The needs and educational development of students identified as gifted and talented; and

5. All additional statutory and regulatory requirements.

In accordance with N.J.A.C. 6A:8-2, the Board shall be responsible for the review and continuous improvement of curriculum and instruction based upon changes in knowledge, technology, assessment results, and modifications to the NJSLS pursuant to N.J.A.C. 6A:8-3.1(a). The Board shall design curriculum that is comprehensive and meets the developmental needs of students at each grade level through complete alignment with the NJSLS. The curriculum shall be designed to prepare students for success in higher education, careers, and civic life by addressing essential academic subjects, fostering critical thinking, promoting social and emotional growth, and providing opportunities for creativity and contextual learning. The Board shall include interdisciplinary connections throughout the curriculum at every grade level in the district.

The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220. The Superintendent or designee shall develop a procedure to address and eliminate any possible bias in the curriculum as programs, courses of study, and instructional materials that comprise the district's curriculum shall be designed to eliminate discrimination on the basis of any of the protected

Attachments subject to change without notice.

categories listed at N.J.A.C. 6A:7-1.1(a) and promote understanding and mutual respect between children.

In accordance with N.J.A.C. 6A:8-3.4(d), the Board shall provide educators with the time and resources to develop, review, and enhance contextual learning, supportive curricula, and instructional tools for helping students develop required knowledge and skills. The tools shall include, but are not limited to:

1. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;

2. List of core instructional and supplemental materials, including grade level-appropriate texts and decodable texts for emergent readers;

3. Integrated accommodations and modifications for students with disabilities; MLs; students identified as gifted and talented; students not at grade-level proficiency; and students with 504 plans;

4. Assessments, including, formative; summative; benchmark; and alternative assessments;

5. Universal literacy screeners and related instructional materials, as appropriate and as defined at, and required pursuant to, N.J.S.A. 18A:6-142. through 18A:6-150.;

6. Pacing guides; and

7. Opportunities for interdisciplinary connections and contextual learning.

The Superintendent shall establish an in-district team to develop a corrective action plan if the district is found to be in noncompliance with N.J.A.C. 6A:8-3. The in-district team shall consist, at a minimum, of district administrators, curriculum supervisor(s), and educators certified in one or more of the identified areas of noncompliance.

The corrective action plan shall include, but not be limited to, the following:

1. The curricular, policy, or programmatic changes to be implemented, including, but not limited to, changes to curriculum frameworks and other required course revisions;

2. The individual(s) responsible for addressing each change identified at N.J.A.C. 6A:8-3.5(e)1. and 1. above;

3. Specific timelines for the completion of each change identified at N.J.A.C. 6A:8-3.5(e)1. and 1. above; and

Attachments subject to change without notice.

4. Alignment with, and incorporation of or references to, the relevant provisions of all applicable State and Federal plans.

Within sixty days of the district's receipt of the Commissioner's written notification pursuant to N.J.A.C. 6A:8-3.5(c), the Superintendent shall present the corrective action plan to the Board for approval.

1. The Board shall review and approve the corrective action plan.

2. The Superintendent shall submit to the Commissioner, or the Commissioner's designee, the corrective action plan approved by the Board.

The Commissioner, or the Commissioner's designee, shall review the corrective action plan and notify the Superintendent if the plan is acceptable. The Superintendent shall implement the corrective action plan within thirty days of the Commissioner's written notification pursuant to N.J.A.C. 6A:8-3.5(g). The Commissioner, or the Commissioner's designee, shall review and verify the district's implementation of the corrective action plan.

When a corrective action plan is not submitted, it is determined by the Commissioner, or the Commissioner's designee, to be unacceptable, or it is not implemented, the Commissioner shall notify the Superintendent of the action(s) that the Commissioner intends to take pursuant to State law, rules, and regulations.

N.J.S.A. 18A:6-142. through 18A:6-150.;
18A:35-35.
N.J.A.C. 6A:8-3.1; 6A:8-3.2; 6A:8-3.3; 6A:8-3.4; 6A:8-3.5

Adopted: 22 July 2004
Revised: 15 April 2010
Revised: 21 July 2016
Revised: 16 July 2020
Revised: 11 October 2021
Revised: 23 September 2024
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES

In accordance with N.J.A.C. 6A:7-1.7(a), the Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring barrier-free access to all school and classroom facilities;

2. Attaining, within each school, minority representation that approximates the district's overall minority representation. Exact apportionment is not required; the ultimate goal is a reasonable plan achieving the greatest degree of a representative balance that is feasible and consistent with sound educational values and procedures;

3. Utilizing, on an annual basis, a State-approved English language proficiency assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading for determining the eligibility and placement of students who may be identified as multilingual learners, pursuant to N.J.A.C. 6A:15-1.3(a)3.;

4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;

5. Ensuring support services, including intervention and referral services and school health services, pursuant to N.J.A.C. 6A:16, are available to all students; and

6. Ensuring a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies such exclusion is necessary.

    a. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

Pursuant to N.J.A.C. 6A:7-1.7(b), the Board shall ensure the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure its curriculum and instruction address the elimination of discrimination by narrowing the achievement and opportunity gaps, by providing equity in educational activities and programs, and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

Attachments subject to change without notice.

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);

2. Ensuring courses shall not be offered separately on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a):

   a. Portions of classes that deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions based on gender identity, provided the course content for such separately conducted sessions is the same;

3. Increasing and promoting equitable representation of all students in all classes and programs;

4. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and ensuring students understand the basic tenet of multiculturalism;

5. Ensuring the Amistad Commission Curriculum is infused into the curriculum and is taught;

6. Ensuring the Commission on Holocaust Education curriculum is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.; and

7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

Pursuant to N.J.A.C. 6A:7-1.7(c), the Board shall ensure all students have access to adequate and appropriate counseling services.

1. When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

2. The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

Attachments subject to change without notice.

Stafford Township Board of Education Policy

Pursuant to N.J.A.C. 6A:7-1.7(d), the Board shall ensure the district's physical education is in a co-educational setting that is developmentally appropriate and does not discriminate on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a), as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;

2. The district may choose to operate separate teams based on sex in one or more sports or single teams open competitively to members of all sexes, as long as the athletic program as a whole provides equal opportunities for students of all sexes to participate in sports at comparable levels of difficulty and competency; and

3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:35-28.; 18A:36-20.
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Adopted: 22 July 2004
Revised: 21 October 2010
Revised: 14 April 2011
Revised: 21 July 2016
Revised: 25 April 2024
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

2411 CAREER EDUCATION AND ACADEMIC COUNSELING

The Board of Education shall develop and implement a comprehensive system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation pursuant to N.J.A.C. 6A:8-6.1.

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

A. Comprehensive System of Guidance and Academic Counseling

1. The system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation shall:

   a. Be consistent with the New Jersey Student Learning Standards (NJSLS);

   b. Take into consideration the 2019 American School Counselor Association's National Standards for School Counseling Programs, incorporated herein by reference, as amended and supplemented;

   c. Be infused throughout the curriculum as appropriate for all students;

   d. Be supported by professional learning programs;

   e. Provide developmental career guidance and academic counseling, aligned with the NJSLS, designed to:

      (1) Assist students in making and implementing informed educational and career choices, including opportunities to change career focus;

      (2) Support students' academic attainment, career development, and personal/social development; and

      (3) Develop students' understanding of the relationships among academic attainment, career development, and personal/social development; and

   f. Specify the delivery format, which may include:

      (1) An integrated curriculum that is based on the NJSLS and provides students with the opportunity to engage in

Attachments subject to change without notice.

contextual learning, service learning, and/or work-based learning to acquire information about their career interests and/or take advanced coursework linked to their career interests; and/or

(2) Specialized programs that reflect the needs of students and the community.

B. Students With Disabilities

For students with disabilities beginning at age fourteen or younger, if determined appropriate by the IEP team, the Board shall ensure that career guidance and academic counseling are coordinated with transition services provided in accordance with N.J.A.C. 6A:14-3.7.

C. Fulfillment of the NJSLS

1. In fulfillment of the NJSLS, the Board shall develop and implement the following for all students:

a. Curriculum and instructional methods that:

(1) Include the integration of technological literacy, consistent with the NJSLS;

(2) Include the integration of information literacy, consistent with the NJSLS and delivered in partnership by school library media specialists and classroom educators, pursuant to N.J.S.A. 18A:7F-4.4. through 18A:7F-4.7.;

(3) Provide an understanding of the career applications of knowledge and skills learned in the classroom; and

(4) Provide opportunities to apply knowledge and skills learned in the classroom to real or simulated career challenges.

b. A system of career development activities that:

(1) Offers the opportunity to more fully explore career interests that are linked to the NJSLS, pursuant to N.J.A.C. 6A:19 – Career and Technical Education Programs and Standards;

Attachments subject to change without notice.

(2) Provides the appropriate format for offering career-development activities based on school district resources, community needs, and student interest;

(3) Identifies the delivery format, which may include:

(a) An integrated curriculum that is based on the NJSLS and provides students the opportunity to acquire information about their career interests and/or take advanced coursework linked to their career interests; or

(b) Specialized programs that reflect the needs of students and the community; and

(4) Instills the concept of the need for continuous learning throughout life.

F. Guidance and Academic Counseling

The Board's comprehensive system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation shall involve the coordinated efforts of all teaching staff members under the leadership of certified school counselor(s).

G. Evaluation

1. The program of career education and academic counseling will be reviewed annually to determine its strengths and weaknesses. The following information to be reviewed may include, but is not limited to:

a. An annual record of graduate placements in post-secondary situations;

b. Assessments of past graduates as to the effectiveness of guidance services received in the high school;

c. Results of surveys of parents and staff evaluations of guidance services;

d. Analysis of the effectiveness of outside referrals;

e. Assessments by persons not employed in the school district and experts in the field of career education and academic counseling;

Attachments subject to change without notice.

f. Personal evaluations of the career education and academic counseling staff members to identify weaknesses in the administration of the program; and

g. Any additional information that assists in determining the strengths and weaknesses of the career education and academic counseling program in the district.

N.J.S.A. 18A:7F-4.4. through 18A:7F-4.7.;
18A:61C-10.; 18A:61C-11.
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7; 6A:8-6.1; 6A:8-6.2;
6A:19-1.1 et seq.

Adopted: 22 July 2004
Revised: 15 April 2010
Revised: 21 July 2016
Revised: 25 April 2024
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4. through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;

3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board to be qualified to provide such training, and that the training is updated at least annually;

4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in this Policy and Regulation 5561, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

Attachments subject to change without notice.

Stafford Township Board of Education Policy

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in this Policy and Regulation 5561, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next IEP meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's IEP team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation 5561. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall report all incidents of restraint and seclusion through the Student Safety Data System (SSDS). The Superintendent or designee

Attachments subject to change without notice.

shall annually inform parents of students with disabilities about this Policy and Regulation 5561 regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4.; 18A:46-13.5.; 18A:46-13.6.; 18A:46-13.7.
New Jersey Department of Education Restraint and Seclusion
Guidance for Students with Disabilities – July 10, 2018

Adopted: 21 March 2013
Revised: 17 May 2018
Revised: 16 August 2018
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

FINANCES
6112
Reimbursement of Federal and Other Grant Expenditures
M

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the NJDOE Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the

Attachments subject to change without notice.

month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for
Reimbursement of Federal and Other Grant Expenditures – January 2023

Adopted: 16 December 2010
Revised: 19 September 2019
Revised: 8 May 2023
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Regulation

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

Expenditures must be aligned with approved budgeted items. Any changes or variations from the State-approved budget and grant application need prior approval from the State.

A. Delegation of Responsibility

When determining how the school district will spend its grant funds, the School Business Administrator/Board Secretary, will review the proposed cost to determine whether it is an allowable use of Federal grant funds before obligating and spending those funds on the proposed good or service.

B. Allowability Determinations

1. All costs supported by Federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The School Business Administrator/Board Secretary, must consider these factors when making an allowability determination. A section entitled, Helpful Questions for Determining Whether Costs are Allowable, is located at the end of this Regulation.

2 CFR Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of Federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance and grant award notifications.

Restrictions in State and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with Policy and Regulation 6471 and related administrative regulations.

Whichever allowability requirements are stricter will govern whether a cost is allowable. General allowability determination factors include the following:

Attachments subject to change without notice.

a. Be Necessary and Reasonable for the performance of the Federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, "reasonable" means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

(1) Whether the cost is a type generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the Federal award.

(2) The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; Federal, State and other laws and regulations; and terms and conditions of the Federal award.

(3) Market prices for comparable goods or services for the geographic area.

(4) Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the Federal government.

(5) Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. (2 CFR 200.404)

Whether a cost is "necessary" will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

Attachments subject to change without notice.

Attachments subject to change without notice.

When determining whether a cost is necessary, consideration may be given to:

(1) Whether the cost is needed for the proper and efficient performance of the Federal award program.

(2) Whether the cost is identified in the approved budget or application.

(3) Whether there is an educational benefit associated with the cost.

(4) Whether the cost aligns with identified needs based on results and findings from a needs assessment.

(5) Whether the cost addresses program goals and objectives and is based on program data.

b. Allocable to the Federal award. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This means that the Federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR 200.405) For example, if fifty percent of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent of their time on the grant program.

c. Consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the school entity.

d. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or in the terms and conditions of the Federal award.

e. Consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

f. Adequately documented. All expenditures must be properly documented.

g. Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in 2 CFR Part 200.

h. Not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such. Some Federal program statutes require the non-Federal entity to contribute a certain amount of non-Federal resources to be eligible for the Federal program.

i. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR 200.406)

C. Selected Items of Cost

2 CFR 200, Subpart E, sets forth principles to be applied in establishing the allowability of fifty-five specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR 200.420 through 200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (Facilities and Administration) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the State or in Board policy. If an item is unallowable for any of these reasons, Federal funds cannot be used to purchase it.

School district personnel responsible for spending Federal grant funds and for determining allowability must be familiar with and refer to the 2 CFR Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a Federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check State, district and program-specific rules.

Attachments subject to change without notice.

Stafford Township Board of Education Regulation

The selected item of cost addressed in 2 CFR Part 200 includes the following:

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR 200.421
Advisory councils	2 CFR 200.422
Alcoholic beverages	2 CFR 200.423
Alumni/ae activities	2 CFR 200.424
Audit services	2 CFR 200.425
Bad debts	2 CFR 200.426
Bonding costs	2 CFR 200.427
Collection of improper payments	2 CFR 200.428
Commencement and convocation costs	2 CFR 200.429
Compensation – personal services	2 CFR 200.430
Compensation – fringe benefits	2 CFR 200.431
Conferences	2 CFR 200.432
Contingency provisions	2 CFR 200.433
Contributions and donations	2 CFR 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements	2 CFR 200.435
Depreciation	2 CFR 200.436
Employee health and welfare costs	2 CFR 200.437
Entertainment costs	2 CFR 200.438
Equipment and other capital expenditures	2 CFR 200.439
Exchange rates	2 CFR 200.440
Fines, penalties, damages, and other settlements	2 CFR 200.441
Fund raising and investment management costs	2 CFR 200.442
Gains and losses on disposition of depreciable assets	2 CFR 200.443
General costs of government	2 CFR 200.444

Attachments subject to change without notice.

Attachments subject to change without notice.

Goods and services for personal use	2 CFR 200.445
Idle facilities and idle capacity	2 CFR 200.446
Insurance and indemnification	2 CFR 200.447
Intellectual property	2 CFR 200.448
Interest	2 CFR 200.449
Lobbying	2 CFR 200.450
Losses on other awards or contracts	2 CFR 200.451
Maintenance and repairs costs	2 CFR 200.452
Materials and supplies costs, including costs of computing devices	2 CFR 200.453
Memberships, subscriptions, and professional activity costs	2 CFR 200.454
Organization costs	2 CFR 200.455
Participant support costs	2 CFR 200.456
Plant and security costs	2 CFR 200.457
Pre-award costs	2 CFR 200.458
Professional services costs	2 CFR 200.459
Proposal costs	2 CFR 200.460
Publication and printing costs	2 CFR 200.461
Rearrangement and reconversion costs	2 CFR 200.462
Recruiting costs	2 CFR 200.463
Relocation costs of employees	2 CFR 200.464
Rental costs of real property and equipment	2 CFR 200.465
Scholarships and student aid costs	2 CFR 200.466
Selling and marketing costs	2 CFR 200.467
Specialized service facilities	2 CFR 200.468
Student activity costs	2 CFR 200.469
Taxes (including Value Added Tax)	2 CFR 200.470
Termination costs	2 CFR 200.471
Training and education costs	2 CFR 200.472
Transportation costs	2 CFR 200.473
Travel costs	2 CFR 200.474
Trustees	2 CFR 200.475

D. Helpful Questions for Determining Whether Costs are Allowable

Stafford Township Board of Education
Regulation

1. In addition to applying the cost principles and standards described above, district staff involved in expending Federal funds should ask the following questions when assessing the allowability of a particular cost:

   a. Is the proposed cost allowable under the relevant program?

   b. Is the proposed cost consistent with an approved program plan and budget?

   c. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use Federal funds only to supplement the amount of funds available from non-Federal (and possibly other Federal) sources, or only as a match for funds from non-Federal sources.

   d. Is the proposed cost consistent with EDGAR?

   e. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

   f. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.

   g. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the School Business Administrator/Board Secretary, who shall consult with the school solicitor for clarification as appropriate.

Adopted: 11 October 2021
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR 200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education (NJDOE) all violations of Federal criminal law involving fraud, conflict of interests, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR 200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 – Remedies for noncompliance, including suspension or debarment. (See also 2 CFR 180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.

2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

4. The Superintendent or designee must disclose, in writing, any potential conflict of interest to the Federal agency or pass-through entity in accordance with the established Federal agency policies.

B. Proceedings About Which the Board Must Report

Attachments subject to change without notice.

1. The Superintendent or designee must disclose, in writing, to the Federal awarding agency or to the NJDOE information required about each proceeding that:

   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal government;

   b. Reached its final disposition during the most recent five-year period; and

   c. Is one of the following:

      (1) A criminal proceeding that resulted in a conviction, as defined in E. below;

      (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

      (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

      (4) Any other criminal, civil, or administrative proceeding if:

         (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;

         (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and

         (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

Attachments subject to change without notice.

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.

2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board received if the Superintendent or designee already provided the information through the SAM because the Board was required to do so under Federal procurement contracts the Board was awarded.

D. Reporting Frequency

1. During any period of time when the Board is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five-year period, either to report new information about any proceeding(s) the Board has not reported previously, or affirm that there is no new information to report.

2. If the Board has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000, the Board must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For the purpose of this Policy:

a. "Administrative proceeding" for the purpose of 2 CFR 200 – Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. "Conviction" for the purpose of 2 CFR 200 – Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:

Attachments subject to change without notice.

(1) Only the Federal share of the funding under any Federal award with a Board cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR 200.113; 200.212

Adopted: 11 October 2021
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

FINANCES
6311
Contracts for Goods or Services Funded by Federal Grants
M

Attachments subject to change without notice.

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR 200.214 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR 200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR 200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR 3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR 180.210 and the amount of the contract is expected to equal or exceed $25,000, unless the Board chooses a lower threshold.

Stafford Township Board of Education Policy

FINANCES
6311
Contracts for Goods or Services Funded by Federal Grants
M

Compliance with the provisions of 2 CFR 200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR 200
2 CFR 3485.220
2 CFR 180.210

Adopted: 09 June 2011
Revised: 11 October 2021
Revised: 8 May 2023
Revised:

Attachments subject to change without notice.

Stafford Township Board of Education Policy

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASSP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board is ultimately responsible for ensuring all procurement procedures for any purchases by the Board and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following threshold amounts apply for all purchases:

Attachments subject to change without notice.

Board Micro-Purchase Threshold: $2625

Board Small Purchase Threshold: $17,500

The Board will follow formal procurement procedures for all purchases over the Small Purchase Threshold amount.

The Board will perform a cost or price analysis to determine the estimated dollar amounts for purchases and thus the required procurement method.

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37.a. and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold as defined by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

C. Small Purchase Procedures

If the amount of purchases for items is less than the Board's small purchase threshold, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.

2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors must be contacted.

Attachments subject to change without notice.

3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.

4. The price quotes will receive appropriate confidentiality before award.

5. Quotes will be awarded by the School Business Administrator/Board Secretary. Quotes will be awarded based on the lowest price.

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, names of all vendors contacted, price quotes from each vendor, and written specifications.

7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.

8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

D. Formal Procurement

When a formal procurement method is required, Invitation for Bid (IFB) or Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board to purchase needed items.

   a. The advertisement of the IFB or legal notice will run for one day a minimum of ten calendar days prior to the bid opening.

   b. The advertisement of the RFP or legal notice will run for one day a minimum of twenty calendar days prior to the proposal due date.

Attachments subject to change without notice.

2. An advertisement is required for all purchases over the school district's small purchase threshold. The announcement (advertisement or legal notice) will contain:

   a. A general description of items to be purchased;

   b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;

   c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;

   d. The deadline for submission of sealed bids or proposals; and

   e. The address of the location where complete specifications and bid forms may be obtained.

3. In an IFB or RFP, each vendor will be given an opportunity to bid or propose on the same specifications.

4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

5. The IFB or RFP must clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

   a. Contract period for the base year and renewals as permitted;

   b. The Board is responsible for all contracts awarded (statement);

   c. Date, time, and location of IFB/RFP opening;

   d. How the vendor is to be informed of bid acceptance or rejection;

   e. Delivery schedule;

   f. IFB requirements (terms and conditions) that bidder must fulfill in order for bid to be awarded;

   g. RFP requirements (terms and conditions) that proposer must fulfill in order for proposal to be evaluated and awarded;

Attachments subject to change without notice.

h. Benefits to which the Board will be entitled if the contractor cannot or will not perform as required;

i. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;

j. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board's nonprofit school food service account;

k. Contract provisions as required in Appendix II to 2 CFR 200:

(1) Termination for cause and convenience – contracts in excess of $10,000;

(2) Equal Opportunity Employment – "Federally assisted construction contracts";

(3) Davis-Bacon Act – construction contracts in excess of $2,000;

(4) Contract work Hours and Safety Standards – contracts in excess of $100,000;

(5) Right to inventions made under a contract or agreement – if the contract meets the definition of a "funding agreement" under 37 CFR 401.2(a);

(6) Clean Air Act – contracts in excess of $150,000;

(7) Debarment and Suspension – all Federal awarded contracts;

(8) Byrd Anti-Lobbying Amendment – contracts in excess of $100,000; and

(9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Attachments subject to change without notice.

l. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

m. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-2. – Definitions. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous proposer with price as the primary factor among other factors considered);

p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);

q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;

r. Provision requiring access by duly authorized representatives of the Board, New Jersey Department of Agriculture (NJDA), USDA, or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;

s. Method of shipment or delivery upon contract award;

t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;

u. Description of process for enabling vendors to receive or pick up orders upon contract award;

v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);

Attachments subject to change without notice.

w. Signed statement of non-collusion;

x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);

y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and 7 CFR Part 220.16(d) and USDA Guidance Memo SP 23-2024;

z. Specifications and estimated quantities of products and services prepared by the Board and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and

aa. The Board's Electronic Signature Policy (see New Jersey Uniform Electronic Signature Transaction Act, N.J.S.A. 12A:12-1 et seq.).

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the representatives listed below. The Board's response will be provided in writing to all potential bidders or proposers within seven days.

a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.

b. The School Business Administrator/Board Secretary will be responsible to ensure all Board procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each proposer in the initial RFP document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluations, a firm fixed price or cost reimbursable contract is awarded.

a. The contracts will be awarded to the responsible proposer whose proposal is responsive to the request and is most advantageous to the Board, price as the primary, and other

Attachments subject to change without notice.

factors considered. Any and all proposals may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary or designee is required to sign on the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.

d. The School Business Administrator/Board Secretary or designee will be responsible for the documentation that the actual product specified was received.

e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the "Buy American" provision.

f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

8. In awarding an IFB, price is the only consideration.

a. The contract will be awarded to the responsible bidder whose bid is responsive to the invitation and is the lowest price. Any and all bids may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary is required to sign on the bid tabulations of competitive sealed bids.

Attachments subject to change without notice.

c. The School Business Administrator/Board Secretary reviews the procurement system to ensure compliance with applicable laws.

d. The School Business Administrator/Board Secretary is responsible for documentation that the actual product specified is received.

e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the "Buy American" provision.

f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.

2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.

3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.

Attachments subject to change without notice.

4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.

5. A member or representative of the Board will approve, in advance, all procurements that result from noncompetitive negotiations.

F. Miscellaneous Provisions

1. The Board agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

2. Payment will be made to the vendor when the contract has been met and verified and has met the Board's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)

3. Specifications will be updated as needed.

4. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The following emergency procedures shall be followed.

   All emergency procurements shall be approved by the School Business Administrator/Board Secretary.

   At a minimum, the following emergency procurement procedures shall be documented:

   a. Item name;

   b. Dollar amount;

   c. Vendor; and

   d. Reason for emergency.

Attachments subject to change without notice.

Attachments subject to change without notice.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.

2. When utilizing the services of a co-op, agent, or third party the Board will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:

   a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

   b. The existing contract allows for the inclusion of additional Boards of Education that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;

   c. The specifications in the existing contract meet their needs and that the items being ordered are in the contract;

   d. The awarded contract requires all the Federally required certifications; e.g. “Buy American,” debarment, restrictions on lobbying, etc.;

   e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the need to re-procure the contract;

   f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;

   g. The “Buy American” provisions are included in the procurement of food and agricultural products; and

   h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned

to each participating agency when utilizing a cost-reimbursable contract.

I. The "Buy American" Act

1. The "Buy American" provision requires the Board to purchase, to the maximum amount practicable, domestic commodities or products. This provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture. Program regulations that govern this provision apply to a Board that operates the NSLP and SBP and are found at 7 CFR 210.21(d) and 7 CFR 220.16(d). The Board complies by:

   a. Purchasing domestic commercial food products for the school meals programs;

   b. Including "Buy American" provision language in procurement procedures, solicitations, and contracts; and

   c. Tracking non-domestic commercial food purchases.

J. Records Retention

1. The Board shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board shall maintain, at a minimum, the following documents:

   a. Written rationale for the method of procurement;

   b. A copy of the original solicitation;

   c. The selection of contract type;

   d. The bidding and negotiation history and working papers;

   e. The basis for contractor selection;

   f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;

   g. The basis for award cost or price;

Attachments subject to change without notice.

h. The terms and conditions of the contract;

i. Any changes to the contract and negotiation history;

j. Billing and payment records;

k. A history of any contractor claims; and

l. A history of any contractor breaches.

K. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of their immediate family, their partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

Attachments subject to change without notice.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

L. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.

3. In accordance with N.J.S.A. 18A:18A-5.a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A-1 et seq.
New Jersey Department of Agriculture "Procurement Procedures for School Food Authorities" Model Policy – October 2025

Adopted: 17 May 2018
Revised: 16 August 2018
Revised: 13 May 2019
Revised: 18 November 2020
Revised: 9 August 2021
Revised:

Attachments subject to change without notice.

Stafford Township School District
Special Services
2025-2026 School Year

In-district Tuition Students
June 2026

ID#	District	Class	Building
25621	Barnegat	6	INT
25734	Eagleswood	2	OA
25785	Eagleswood	PSD	OXY
26243	Eagleswood	PSD	OXY

Out of District Tuition
June 2026

ID#	School
22509	Shore Center for Autism
23439	Hawkswood School
24714	Hawkswood School
25813	Lehmann School
25649	Y.A.L.E. School Northfield Campus
23050	Y.A.L.E. School Northfield Campus
23229	Y.A.L.E. School Northfield Campus
25722	Children's Center of Monmouth County
23494	SEARCH Day Program

Attachments subject to change without notice.

Stafford Township School District
Manahawkin, NJ 08050

"Set Sail for Success"

Oxycocus Elementary School
William Wilkinson, Director of Early Childhood Education

MONTHLY REPORT

MAY 2026

MISSION STATEMENT

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

Attachments subject to change without notice.

REQUIRED INFORMATION

ENROLLMENT		HEALTH REPORT	
PEA Grant	47	Student Visits	74
PSD	47	Staff Visits	11
		Medications	9
		CST Meetings	3
TOTAL	***94***	***TOTAL***	***97***

REQUIRED DRILLS

DRILL	DATE	TIME	OCCUPANTS
Non-Fire Evacuation Drill	5/08/2026	9:25 am	132
Fire Drill	5/15/2026	9:25 am	130

Stafford Township School District
Manahawkin, NJ

"Set Sail for Success"

Primary Learning Center
Dawn Reo, Principal

Monthly Report
May 2026

MISSION STATEMENT

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

Attachments subject to change without notice.

Required Information:

Enrollment:
Grade K: 306
Grade DK: 6
Special Education: 19
PreK: 148
Total Enrollment: 479

Choice: 6

Health Reports:
Visits: 470
Medications: 101
Staff Contacts: 6
Screenings: 185
Accidents: 0
Workman's Comp: 0
Total Visits: 762

Required Drills:

Drill	Date	Time	Occupants
Evacuation Non Fire	5/6/2026	8:40	514
Fire Drill	5/5/2026	7:30	82

Stafford Township School District
Manahawkin, NJ

"SET SAIL FOR SUCCESS"

Ocean Acres Elementary School
Susan D'Alessandro, Principal

Monthly Report
May 2026

MISSION STATEMENT

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

Required Information:

Enrollment:
Grade 1: 284
Grade 2: 319
Grade K: 0
Pre-K: 120
Total Enroll: 723

Health Reports:
Visits:1003
Medications: 140
Staff/Parent Contact: 205
In person Parent Conferences:2
Screenings: 15
Accidents: 1
Work. Comp:2
Total Visits: 1368

Drill	*Date*	*Time*	*Occupants*
Fire Drill	05/04/26	1:30pm	895
Active Shooter	05/19/26	9:32 am	895

Q:\Monthly Report\2025-2026\May\2026

Attachments subject to change without notice.

Stafford Township School District
Manahawkin, NJ

McKinley Avenue Elementary School
Tiffany Eberle, Principal
Jacqueline Aliseo, Vice Principal

"Set Sail for Success"

Monthly Report
May, 2026

MISSION STATEMENT

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

Attachments subject to change without notice.

Required Information:

Enrollment:

Grade 3:	303
Grade 4:	323
Special Education:	28
Total Enrollment:	654
Choice:	6

Health Reports:

Visits:	519
Medications:	77
Staff Contacts:	8
Screenings:	134
Accidents:	0
Workman's Comp.:	7
Total Visits:	745

Required Drills:

Drill	*Date*	*Time*	*Occupants*
Evacutation/on-Fire	5/11/2026	8:20 am	697
Fire Drill	5/19/2026	8:00 am	709

Stafford Township School District
Manahawkin, NJ

"SET SAIL FOR SUCCESS"
Intermediate School
Hope Zaun, Principal

Monthly Report
May 2026

MISSION STATEMENT

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

Attachments subject to change without notice.

Required Information:

Enrollment:
3rd Grade: 8
4th Grade: 3
5th Grade: 314
6th Grade: 342
Total Enrollment: 667 records

Special Ed: 165
Choice: 6

Health Reports:

Total Visits: 471
Medications: 178
Staff Contact: 5
Screenings: 388
Accidents: 2
Workman's Comp: 8

Required Drills:

Drill	*Date*	*Time*	*Occupants*
Fire Drill	5/19/2026	8:00am	710
Evacuation None-Fire Drill	5/11/2026	8:20am	717