



**New Jersey Department of Education Division of Early  
Childhood Education Office of Preschool Education**

**FY2024-2025 BUDGET NARRATIVE**

Do you contract with Head Start and/or a Local Childcare Providers?	Yes	No	If yes, please provide a copy of each provider's budget workbook for our files.  <i>Please note, it is the district's responsibility to review and approve these budgets. The Division of Early Childhood Education will not be reviewing for approval purposes.</i>  If no, please explain why you are not contracting for Preschool services with Local Providers and/or Head Start.
	X		

<p>Will your district be withholding funds from your Private Provider and/or Head start Agencies?</p>	<table border="1"> <tr> <td data-bbox="1347 661 1421 745">Yes</td> <td data-bbox="1347 745 1421 850">No</td> </tr> <tr> <td data-bbox="1218 661 1347 745" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="1218 661 1347 745"></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>		<p>If yes, below please explain what budget category your district will be withholding and why your district is withholding. Also, included the total percentage withheld from each Private Provider and/or Head Start budget.</p>
Yes	No					
<input checked="" type="checkbox"/>						
<p>Please provide a recoupment plan. If your district withheld funds and did not use all the funds- please provide a plan for reissuing the unspent funds back to the Private Provider and/or Head-Start.</p>		<p>We will be withholding money for the following positions from Head Start as we did in the 2023-2024 school year.</p> <ul style="list-style-type: none"> <li>• Preschool Instructional Coach - \$3,375.00</li> <li>• Community Parent Involvement Specialist - \$3,375.00</li> <li>• Preschool Intervention Referral Specialist - \$3,375.00</li> </ul> <p>Total Withholding - \$10,125.00 (7.2% being withheld)</p>				
<p>Do you use consultants to provide any of the required positions (Preschool Instructional Coach, Preschool Intervention Specialist, etc.)?</p>	<table border="1"> <tr> <td data-bbox="470 661 852 745">Yes</td> <td data-bbox="470 745 852 850">No</td> </tr> <tr> <td data-bbox="203 661 470 745"></td> <td data-bbox="203 661 470 745" style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No		<input checked="" type="checkbox"/>	<p>If yes, please provide the following below:</p> <p>Position(s) consultant is fulfilling  Name of consultant providing service  Number of classrooms under each position  Number of hours per week consultant is in the district (per position)  Duties of consultant (by position)  Any other districts the consultant is serving and the number of classrooms</p>
Yes	No					
	<input checked="" type="checkbox"/>					

Name of Line	Acct #	Please Provide the Budget Line Detail
Purchased Professional Educational Service	100-321	<ul style="list-style-type: none"> <li>• Contracted Teacher Assistants through ESS as needed (\$59,126.00)</li> <li>• Teaching Strategies GOLD and Student Portfolios (\$22,000.00)</li> </ul> Total Costs: \$81,126.00
Other Purchased Service	100-500	<ul style="list-style-type: none"> <li>• Field Trips (\$10,000.00)</li> </ul> Total Costs: \$10,000.00
Other Object	100-800	

Name of Line	Acct #	Please Provide the Budget Line Detail
Purchased Professional Educational Service	200-329	<ul style="list-style-type: none"> <li>Parent Workshops (\$3,000.00)</li> </ul> Total Costs: \$3,000.00
Other Purchased Service	200-330	<ul style="list-style-type: none"> <li>Security Services/SRO from Borough (\$25,000.00)</li> </ul> Total Costs: \$25,000.00
Transportation	200-511	

Name of Line	Acct #	Please Provide the Budget Line Detail
Miscellaneous Purchased Services	200-590	
Other Object	200-800	
Instructional Equipment	400-731	<ul style="list-style-type: none"> <li>• UV Tech Equipment (\$18,585.00)</li> <li>• VersaStudio Printer (\$5,250.00)</li> <li>• Playground Expansion (\$6,165.00)</li> </ul> <p>Total Costs: \$30,000.00</p>
Non-Instructional Equipment	400-732	

# CARRY OVER

<b>CARRY OVER AMOUNT &amp; Year of Carryover</b>	<b>Please provide a brief description of why your district is carrying funds over.</b>
\$10,000.00	\$10,000.00 was carried over to put towards the expansion of our preschool playground to provide a pour in place surface with additional playground items.

*By signing this narrative, you will be approving all your districts budgeted items:*

**Melanie Sweeney, Principal**  
NAME and TITLE

**3/11/24**  
DATE