

# *Glassboro Public Schools*



## **MEMO**

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To: Al Lewis

From: Michael Sloan

Date: December 17, 2025

Re: Payroll Contracted Services

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Recommend that the Board ratify the approval of the proposal contract between the Glassboro Board of Education and School Business Operations Professionals (SBO Pros) for payroll processing services to be completed on the 15th and 30th of each month, as needed and shall continue in effect until the services are no longer required by the District, as attached. (attachment)



SCHOOL  
BUSINESS  
OPERATIONS  
PROFESSIONALS™

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# PROPOSAL

November 22, 2025

Michael Sloan  
Business Administrator/Board Secretary  
Glassboro Public School District  
George Beach Administrative Office  
560 Bowe Blvd  
Glassboro, NJ 08028

## SCOPE OF WORK

SBO Pros (Vendor) will complete the payroll process in S3K for the Glassboro Board of Education (District). Any changes to the proposed scope of work requires the written approval of all parties.

The District will furnish and share a Google shared drive inclusive of all payroll documents needed for Vendor to complete the Scope of Work.

Work to be completed in District's approved payroll and human resources software (Systems 3000) on the 15th and 30th of each month:

- Update Staff Deductions
  - The District provides deduction updates 7 days before each pay date
  - Includes any changes to employee health benefits and other withholdings
- Enter all casual pays
  - The District provides template for all contractual and casual obligations to the Company 7 days before each pay date. The template file will include all employee IDs, casual earnings code, amount, and proper charge-to account numbers.
- Review & process Timesheets
  - The District approves timesheets to be included in each pay period 7 days before each pay date.
- Enter all employee docks for each pay period
  - The District provides all dock details, including total amount of individual employee dockage, in accordance with the mutually created and agreed upon dock template 7 days before each pay date.
- Review all queues and payment details and check for exceptions

- Calculate & analyze each payroll
- Finalize & Post Payroll
  - The Company will provide a batch of payroll checks for printing (as needed)
- Agency Payments
  - Create Receipts
  - Create Payments
  - Confirm withholdings amounts for ACH Payments
  - Confirm withholdings amounts for Wire Transfers
  - Provides agency batches for Board of Education to print agency checks
- Assist in Preparation of Quarterly Payroll Reports
  - Quarterly reports completed and shared with Board of Education
  - All quarterly reports require review, approval and submission by the Board of Education
  - Federal 941
  - NJ 927
- Generate year-end W-2 file
- IROC reconciliations
  - District to provide IROC file to SBO Pros with five (5) days advance notice of the submission deadline
  - SBO Pros to reconcile and provide documentation to district
  - District responsible for submission within MBOS

## EXCLUSIONS

The parties agree that the following services are not included in the proposed Scope of Work and will be provided by the District unless otherwise agreed to: (i) anything not set forth in the above Scope of Work; (ii) initiating and approving wire transfers; (iii) ACH activity at the bank; (iv) reconciliation of bank accounts; (v) reconciliation of Agency billings; (vi) update/maintain Position Control Roster; (vii) Issue employee contracts; (viii) check printing; (ix) submission of quarterly Payroll Reports for the State of NJ or the IRS

## COST OF SERVICES

Monthly Payroll Processing	<b>\$4,100</b> per month - \$2,050/payroll -Includes the irregular payrolls scheduled for the month of June for 10 month staff.
Year-End W-2 Creation	<b>\$3,000</b> annual
Quarterly Pension Reconciliation	<b>\$2,000</b> per quarter
Quarterly Payroll Reporting	<b>\$1,500</b> per quarter
One-time Implementation Fee	<b>\$1,000</b>
Additional Payroll Services	Additionally requested payrolls will be processed at an



(Optional)	hourly rate of <b>\$150.00.</b>
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## TERMS & CONDITIONS

This Agreement is made and entered into as of the date first written above, by and between the District and Ground Up Development Group, LLC, a New Jersey limited liability company doing business as SBOPros (herein referred to as “The Vendor”), with its principal place of business located at 123 E. Main Street, P.O. Box 9, Marlton, New Jersey 08053.

## BOARD OF EDUCATION OBLIGATIONS

The parties agree that the District must provide the Vendor with access to all pertinent systems and information required to complete the proposed Scope of Work; including, but not limited to: District payroll software, IRS, Social Security Admin, Axway, etc.

## SBO Pros OBLIGATIONS

The Vendor will maintain the confidentiality and privacy of all District data and software credentials. District data will never be shared or sold or distributed. The company will also maintain Professional Liability and Cyber-Security Insurance for the duration of the agreement.

## WAIVER OF JURY TRIAL AND PUNITIVE DAMAGES

THE PARTIES WAIVE ALL RIGHT TO A TRIAL BY JURY IN ANY CLAIM, ACTION, PROCEEDING OR COUNTERCLAIM AGAINST THE OTHER ON ANY MATTERS ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT.

THE COURT WILL HAVE NO AUTHORITY TO AWARD PUNITIVE, EXEMPLARY OR OTHER DAMAGES NOT MEASURED BY THE PREVAILING PARTY'S ACTUAL DAMAGES, EXCEPT AS MAY BE REQUIRED BY STATUTE. IT IS HEREBY STIPULATED BY THE PARTIES HERETO THAT TRIAL BY JURY IS HEREBY SPECIFICALLY WAIVED AS TO ALL CLAIMS OR DEFENSES BETWEEN THE PARTIES.

## INDEMNIFICATION

The District to the fullest extent under the law, waives release and/or indemnifies, and agrees to defend Vendor, and its officers, directors employees and agents from any and all claims, liability, penalty or damages that arises out of and or relates to, the data provided by the District to the Vendor. The District expressly acknowledges and agrees that it is solely responsible and liable for the accuracy of the data provided to the vendor herein.

## RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall create a partnership, joint venture, employment relationship, or any other relationship between the District and Company, other than the relationship of principal and independent contractor.

## REMEDIES

In the event of any breach of this Agreement, the parties shall reserve any and all rights to enforce the terms of this agreement in any court of law or equity.

#### AMENDMENT BY OPERATION OF LAW

Any provision of this Agreement which is affected by any changes in federal or state law or administrative regulations will necessarily and accordingly be modified automatically and such changes shall be deemed incorporated herein by reference as if set forth fully herein, without any action by the parties required, so as to render this Agreement consistent with such changes in federal or state law or administrative regulations.

#### TERMINATION

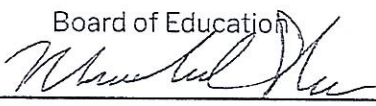

This contract can be terminated with 30 days written notice by either party to the other.

#### NOTICES

Notices or communications to be given by any party to the other shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, or overnight commercial courier or by telephone facsimile to the parties at the addresses provided for below:

COMPANY: 123 E. Main St, PO Box 9, Marlton NJ, 08053

BOARD OF EDUCATION: 560 Bowe Blvd, Glassboro, NJ 08028

Signature:	<u>Board of Education</u> 	<u>SBO Pros</u> 
Title:	<u>BA</u>	<u>Owner</u>
Date:	<u>12/1/25</u>	<u>12/2/25</u>