

SHARED SERVICES AGREEMENT

Between the Township of Clark and the Clark Board of Education

This Shared Services Agreement ("Agreement") is entered into this 20 day of October, 2025, by and between the Township of Clark, maintaining offices at 430 Westfield Avenue, Clark, County of Union, State of New Jersey 07066 (hereinafter "Township"), and the Clark Board of Education, maintaining offices at 365 Westfield Ave, Clark, County of Union, State of New Jersey 07066 (hereinafter "Board of Education" or "BOE").

This Agreement is made pursuant to the provisions of the *Uniform Shared Services and Consolidation Act*, N.J.S.A. 40A:65-1, *et seq.*, including without limitation, N.J.S.A. 40A:65-4.

1. PURPOSE

The purpose of this Agreement is to formalize an arrangement under which the Township will provide publicity, communication, and media-related services to the Board of Education. These services are intended to:

- Promote school activities and initiatives to the community.
- Provide important information through interviews with district leaders, personnel, and staff.
- Engage students throughout the district in hands-on collaboration with Township TV and media staff on various communications and media projects.
- Maximize efficiency, community engagement, and transparency while avoiding duplication of resources.

2. SERVICES PROVIDED

The Township shall provide, upon reasonable written request and in coordination with designated school officials, the following services to the Board of Education:

- Preparation, design, and distribution of articles, newsletters, memoranda, and public announcements.
- Creation of graphics, promotional materials, and digital content.
- Video recording, editing, and coverage of school sporting events, performances, and special events.
- Video interviews with BOE leaders, personnel, and staff as agreed upon, to highlight important topics, initiatives, and information for the community.

- Opportunities for students throughout the district to collaborate with Township TV and media staff on various projects, providing hands-on experience in communications, media production, and public information.
- Support with social media and digital platforms where mutually agreed upon.
- Other related publicity and communication services as jointly determined.

All services will be carried out by Township personnel, contractors, or volunteers affiliated with the Township.

3. COSTS AND REIMBURSEMENT

1. The Board of Education shall reimburse the Township for the actual costs of providing services.
2. Costs will be calculated based on staffing, equipment use, supplies, and other direct expenses reasonably incurred.
3. The Township will provide the Board of Education with a **quarterly** invoice.
4. Payment shall be due within **30 days** of receipt of invoice.

4. TERM

This Agreement shall commence on October 26, 2025, and remain in effect until July 31, 2026, unless terminated earlier in accordance with Section 7. The Agreement may be renewed or extended by written consent of both parties.

5. RESPONSIBILITIES OF THE PARTIES

- **Township:**
 - Provide the services outlined in Section 2 in a timely and professional manner.
 - Assign qualified personnel to carry out the services.
 - Maintain records of time and costs associated with services.
- **Board of Education:**
 - Provide reasonable access to facilities and staff as needed.
 - Collaborate with Township personnel to coordinate scheduling, priorities, and messaging.
 - Timely remit reimbursement payments as set forth in Section 3.

6. INSURANCE & LIABILITY

Each party shall maintain such liability insurance coverage with such liability limits and coverage as are reasonably acceptable to its Business Administrator and such other insurance as is required by law for its operations and employees which also is reasonably acceptable to its Business Administrator and such other insurance. Nothing in this Agreement shall be construed as a waiver of any governmental immunity or limitation of liability enjoyed by either party. BOE agrees to, shall, and hereby does indemnify, defend, hold and save harmless the Township from and against any and all claims, demands, charges, actions, causes of action, lawsuits, suits, arbitrations, other proceedings, damage, damage, liability, judgments, costs, and expenses, including but not limited to reasonable counsel fees, costs and expenses, except for those based upon the gross negligence or willful misconduct of the Township.

7. TERMINATION

Either party may terminate this Agreement with 90 days' prior written notice to the other party. In the event of termination, the Board of Education shall reimburse the Township for all services rendered up to the effective date of termination.

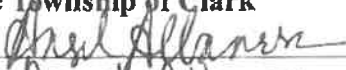
8. MISCELLANEOUS

- This Agreement may only be amended in writing signed by both parties.
- If any provision of this Agreement is held invalid, the remaining provisions shall remain in effect.
- This Agreement shall be governed by the laws of the State of New Jersey.
- This Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to rules and regulations promulgated by the Director.
- Neither party shall be held liable for delays or temporary non-performance caused by events beyond their control, including but not limited to natural disasters, strikes, or other circumstances defined as *force majeure*, provided that the foregoing shall not excuse the BOE's failure to pay or untimely payment of reimbursement to the Township pursuant to section 3 hereof.

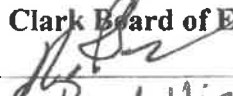
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9. SIGNATURES

For the Township of Clark

By: 
Name: Angel Albanese
Title: Mayer
Date: Oct 20, 2025

For the Clark Board of Education

By: 
Name: E. Paul Vizzuso
Title: SBA/BS
Date: 11/4/25