

Oaklyn Public Schools
PK Secretarial Support Services Agreement
July 1, 2025 to June 30, 2026

Agreement made this --th day of March 2025, by and between the Oaklyn Board of Education (hereinafter referred to as "Oaklyn") and the Collingswood Board of Education (hereinafter referred to as "Collingswood").

Whereas, Collingswood desires to engage Oaklyn to provide PK Secretarial Support services for its P/K classes housed in the Oaklyn Public School; and

Whereas, Oaklyn is willing to provide Collingswood with PK Secretarial Support services;

Now therefore be it resolved, that the parties, intending to be legally bound, hereby agree as follows:

General requirements:

Oaklyn will provide the following services and staff:

18% of PK Secretarial Support staff time for Collingswood P/K classrooms (3).

Oaklyn Board of Education has review and oversight responsibility for its employees providing the services. The Oaklyn Board of Education has control over their actions or work while performing those duties.

The total fee for these services shall be:

\$15,899 (summer hours excluded for 10-month employees)

Payment from the Collingswood Board of Education for these services shall be \$1,589.90 paid monthly commencing September 1, 2025.

This agreement shall be renewable and will be made after an analysis of costs is reviewed.

This Agreement constitutes the entire understanding of the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.

During the period of the shared services agreement as set forth above, and for a year thereafter, Collingswood shall not, on Collingswood's own behalf or on behalf of another, directly or indirectly, hire an employee of Oaklyn, contract with an employee of Oaklyn, solicit, or encourage an employee to leave the employ of the Oaklyn Board of Education. If Collingswood does hire, contract with, solicit or encourage an

employee of Oaklyn to leave the employ Oaklyn Board of Education in violation of this agreement, then Collingswood shall pay Oaklyn Board of Education an amount equivalent to the value of the employees contracted salary provided under this contract.

The parties agree that either may terminate this Agreement upon (60) days written notice served upon the other. No cause shall be required for either party to terminate this Agreement. Should any dispute arise regarding the termination of this Agreement, it shall be submitted to the County Superintendent of Schools for resolution.

To the extent permitted by law, each party will indemnify, defend, and hold harmless the other party, including its employees and agents, from and against any and all third party claims or liabilities arising from the negligence or wrongful act of the indemnifying party, its employees, or agents in carrying out its duties

Oaklyn will provide Collingswood an insurance certificate as proof of the following coverage's;

Commercial General Liability	not less than \$1,000,000
Motor Vehicle Liability	not less than \$5,000,000
Workers Compensation	statutory
Additional insured	Collingswood will be added as an additional insured

This Agreement shall be governed by and constructed in accordance with the applicable laws of the State of New Jersey.

In Witness Whereof, and intending to be legally bound, the parties hereto set their hand and seal:

Oaklyn Board of Education



Board President



Business Administrator

3/12/2025
Date

Collingswood Board of Education



Board President



Business Administrator

3/25/2025
Date