

Collingswood Public Schools
Administrative Services Agreement
July 1, 2025 to June 30, 2026

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

Whereas, Oaklyn desires to engage Collingswood to provide Administrative services; and

Whereas, Collingswood is willing to provide Oaklyn with Administrative services;

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

General requirements:

Collingswood will provide the following:

- A. Administrative support in the areas of personnel, substitutes, NJSMART (staff), board agendas, policy, correspondence and other general central office responsibilities.
- B. Assistant Superintendent for Business and Operations and Business Office staff for the purpose of providing comprehensive business office services, as well as duties and responsibilities required of a Business Administrator pursuant to Title 18A of the New Jersey Statutes and all other applicable laws and regulations; payroll, accounts payable, benefits. H/R and accounting.
- C. Assistant Superintendent for Curriculum and Instruction
- D. Superintendent services with all duties and responsibilities required of a Superintendent pursuant to Title 18A of the New Jersey Statutes.
- E. shared PD opportunities
- F. Shared Chief Performance Officer/Data analysis
- G. Communications- P/R

Collingswood Board of Education has review and oversight responsibility for its employees providing the services. The Collingswood Board of Education has control over their actions or work while performing those duties. The Parties agree to hold each other harmless for any and all actions engaged in by the ADMINISTRATIVE TEAM while providing services to the other party. It is the express understanding of the Parties that this provision eliminates any and all claims that might be asserted for any reason whatsoever against the other Party, as a result of the actions of the ADMINISTRATIVE TEAM when providing services.

The total fee for these services shall be:

\$318,617 Administrative Services

Payment from the Oaklyn Board of Education for these services shall be \$26,551.42 monthly. 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, Oaklyn shall not, on Oaklyn's own behalf or on behalf of another, directly or indirectly, hire an employee of Collingswood, contract with an employee of Collingswood, solicit, or encourage an employee to leave the employ of the Collingswood Board of Education. If Oaklyn does hire, contract with, solicit or encourage an employee of Collingswood to leave the employ Collingswood Board of Education in violation of this agreement, then Oaklyn shall pay Collingswood 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

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

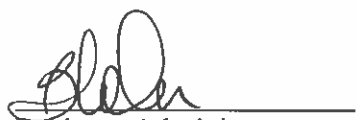
Commercial General Liability	not less than \$1,000,000
Motor Vehicle Liability	not less than \$5,000,000
Workers Compensation	statutory
Additional insured	Oaklyn will be added as an additional insured

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

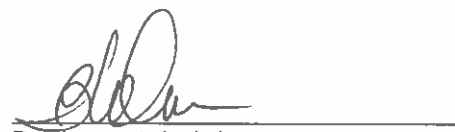

Board President


Business Administrator

1/21/2025
Date

Collingswood Board of Education


Board President


Business Administrator

1/27/2025
Date