

**BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS
IN THE COUNTY OF BERGEN
REGULAR MEETING**

**Board Auditorium
540 Farview Avenue
Paramus, New Jersey 07652**

November 1, 2021

AGENDA

#	<u>ADMINISTRATION RESOLUTIONS</u>
22-A-37T	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
22-A-38T	Approval – Student Suspensions
22-A-39T	Approval - Professional Development Providers and Services 2021-2022 School Year
22-A-40T	Approval – Agreement between BCTS and Sheriff Office Department
22-A-41T	Approval – Webinar Expenses
22-A-42T	Approval – Agreement between BCTS and Englewood BOE to provide SLE services
22-A-43T	Approval – Creative Writing Contest for HS Students
22-A-44T	Approval – BCA Hosting Expo 2022
22-A-45T	Approval – Internship NJ Institute of Technology
22-A-46T	Approval – Revision of Previously Approved Field Trip
22-A-47T	Approval – Proposed Research Project
22-A-48T	Approval – First Reading BOE Policies/Regulations
22-A-49T	Approval – Second Reading BOE Policies
22-A-50T	Approval – Deletion of BOE Policies
22-A-51T	Approval – Virtual Competitions
22-A-52T	Approval – Field Trips
	<u>PERSONNEL RESOLUTIONS</u>
22-P-49T	Approval – 2021-2022 Staff Appointments
22-P-50T	Approval – 2021-2022 Salary Reclassification - Certificated
22-P-51T	Approval – 2021-2022 Salary Reclassification – Non-Certificated
22-P-52T	Approval – Revised Start Date
22-P-53T	Approval – 2021-2022 District Substitute Teachers
22-P-54T	Approval – 2021-2022 Long Term Substitute Teachers
22-P-55T	Approval – 2020-2021 & 2021-2022 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
22-P-56T	Approval – Leave(s) of Absence
22-P-57T	Approval – Resignations
22-P-58T	Approval – Retirement
22-P-59T	Approval – 2021-2022 Fringe Benefits
22-P-60T	Approval – 2021-2022 Job Description
	<u>FINANCE RESOLUTIONS</u>
22-F-66T	Approval-Payments Of Bills: September/October 2021
22-F-67T	Monthly Certification- August 2021 Board Secretary/School Financial Report
22-F-68T	Approval Of Proposed Projects Or Programs and Application For Federal, State and/or Private Funds: American Rescue Plan - ESSER
22-F-69T	Approval Of Proposed Projects Or Programs and Application For Federal, State and/or Private Funds: American Rescue Plan
22-F-70T	Approval Of Proposed Projects Or Programs and Application For Federal, State and/or Private Funds: Summer Learning and Enrichment

22-F-71T	Approval Of Proposed Projects Or Programs and Application For Federal, State and/or Private Funds: Beyond the School Day Activities
22-F-72T	Approval Of Proposed Projects Or Programs and Application For Federal, State and/or Private Funds: NJTSS Mental Health Support Staffing
22-F-73T	Acceptance of Special Federal, State and Private Funds and Establishment of Budget
22-F-74T	Approval – Vendor List Participation in State Contract
22-F-75T	Approval – Professional Engineering Services (Chilled Water Rebalancing at BCA)
22-F-76T	Negotiate Contract to Furnish and Deliver Various Stage Lighting Equipment for BCTS
22-F-77T	Approval – Salary and Fringe Benefit Cost Proration School 2021-2022
22-F-78T	Approval – Acceptance of Rescission of Special State and Federal Funds
22-F-79T	Approval – Acceptance of Special State and Federal Funds
22-F-80T	Approval – WIOA Formula Individual Training Account Log
22-F-81T	Approval – Shared Services Agreement—Technology Support Bergen County Technical Schools and Dumont Public Schools
22-F-82T	Approval – Shared Services Agreement—Technology Support Bergen County Technical Schools and E. Rutherford Public Schools
22-F-83T	Approval – Shared Services Agreement—Technology Support Bergen County Technical Schools and Oakland Public Schools
22-F-84T	Negotiate – Contract To Furnish And Deliver a Shopbot Gantry Based CNC Router and The Associated Products or Approved Equal for BCTS
22-F-85T	Approval - Bergen County Technical Schools Participation In Cooperative Pricing Systems
22-F-86T	Rejection Of Bid - To Furnish, Deliver And Install Jofel Toilet Tissue Dispensers On A Free Loan Basis And Purchase Nibroc Toilet Tissue, For A Two-Year Period, Commencing November 1, 2021
22-F-87T	Award Of Construction Contract To Murray Paving And Concrete For Various Construction Projects Throughout BCTS– Project Total \$410,033.26.

ADMINISTRATION

22-A-37T APPROVAL—WIA/WFNJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT

RESOLUTION

WHEREAS the Bergen One-Stop Career Center is the lead One-Stop Operator for Bergen County's Workforce Investment Activity, Work First New Jersey, and Workforce Learning Link;

NOW THEREFORE BE IT RESOLVED the Board of Education acknowledges receipt of the following reports and summary data and directs that they be conveyed to the Workforce Investment Board as required:

1. PERFORMANCE OF WIOA FUNDS:

As of September 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFNJ/FS/GA</u>
58 Clients	08 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
2 Clients	0 Clients	2 Clients

2. LEVELS OF SERVICE: Adults 7/1/21-09/30/21

Placed in Training	68
Workforce Learning Link Basic Skills	99
Workforce Learning Link Soft Skills	91

Most requested training services: Project Management, CDL, and Administrative Assistant

3. FINANCIAL SUMMARY: As of September 30, 2021

	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
<u>WIOA</u>		
Adult	31%	20%
Dislocated Worker	43%	34%
Youth Out-of-School	53%	20%
Work First New Jersey (WFNJ)	84%	16%
Workforce Learning Link	57%	2%
Smart Steps	0%	0%
Program Administration	68%	8%

(See Accrued Expense & Obligation Report: Fiscal Year 2021-Program Year 2020 for details).

4. Store Closings: Virtual Rapid Response September 2021: None

22-A-38T

APPROVAL—REPORT OF STUDENT SUSPENSIONS**RESOLUTION**

WHEREAS School principals have reported to the Superintendent of Schools that during the month of **September 2021** they have imposed disciplinary suspensions on certain pupils pursuant to N.J.S.A. 18A:37-2;

NOW THEREFORE BE IT RESOLVED that the Board of Education acknowledges that these reports have been filed with the Secretary and constitute a report to the Board of Education in compliance with N.J.S.A. 18A:37-4:

September 2021

BCA-H..... Bergen County Academies, Hackensack 0
 BCTHS-P..... Bergen County Technical High School, Paramus..... 0
 BCTHS-T..... Bergen County Technical High School, Teterboro 0
 BCTHS.....Applied Technology/BCC Campus..... 0

22-A-39T

**APPROVAL—PROFESSIONAL DEVELOPMENT PROVIDERS AND SERVICES 2021-2022
SCHOOL YEAR****RESOLUTION**

WHEREAS, the district requires specialized services of various individuals to satisfy educational and business requirements;

BE IT RESOLVED, that the Board of Education confirms the following providers:

NAME	SERVICE	RATE	DATE
Hang Up and Drive	Virtual Presentation to educate students on the dangers of cell phone use behind the wheel	\$1,500.00	11/17/21
Children's Cancer Institute at Hackensack Meridian Health	BCA staff physicians to teach students: Topics in Oncology	\$1,250.00	2021-2022
University of Texas	Professional development and support to develop a course for Teterboro Campus: Engineer Your World	\$3,000.00	2021-2022
Formative	Safe exam browser for a program at Teterboro Campus that contains a comprehensive formative teaching and assessment solution for students	\$731.00	2021-2022
David Maglione	Theatre Expert Series: Workshop Accompanist	\$1,500.00/Trimester	Trimester 1 & 3
David Maglione	Theatre Expert Series: Orchestrator	\$1,500.00/Trimester	Trimester 1
David Maglione	Theatre Expert Series: Music Director	\$3,800.00/Trimester	Trimester 2
Inspired Minds Collide, LLC	Affirmative Action Training Paramus and ATHS	\$350.00/each training	9/27/21 & 12/7/21

22-A-40T

**APPROVAL—AGREEMENT BETWEEN BERGEN COUNTY TECHNICAL SCHOOLS AND SHERIFF
OFFICE DEPARTMENT****RESOLUTION**

BE IT RESOLVED that the Board of Education adopts the Uniform State Memorandum of Understanding between Bergen County Technical Schools and Bergen County Sheriff Office which provides law enforcement resource officers to each campus for the 2021–2022 school year. (copy on file)

AS/am

22-A-41T

APPROVAL—CONFIRMATION—WEBINAR EXPENSES**RESOLUTION**

WHEREAS the employee(s) listed below is(are) attending a conference, convention, staff training, seminar or workshop, scheduled to be held on the dates indicated; and

WHEREAS the attendance at the stated function was approved as work-related and within the scope of the work responsibilities of the attendee; and

WHEREAS the attendance at the function was approved as promoting delivery of instruction and/or furthering the efficient operation of the school district and fiscally prudent; and

NOW THEREFORE BE IT RESOLVED that the Board finds the travel, related expenses, if any, particular to the attendance at the stated function to be necessary; and

BE IT FURTHER RESOLVED that the expense is justified and, therefore, reimbursable.

Campus	Employee	Destination	Cost (excludes taxes)	Dates
Central	Gary Hall	HIPAA Update 2021 (Virtual)	\$219.00	2021-2022
Central	Gary Hall	2021 School Law Conference (Virtual)	\$249.00	2021-2022
Central	Gary Hall	Advocating for your clients at mediation with COVID-19 update (Virtual)	\$209.00	2021-2022
Central	Gary Hall	Advanced Workers' Compensation During COVID-19 (Virtual)	\$219.00	2021-2022
Central	Gary Hall	2021 Labor & Employment Law Forum	\$249.00	2021-2022
Central	Gary Hall	Webcast – Gain the edge! Negotiations strategies	\$199.00	2021-2022
Central	Anthony Caporaso	Webinar: LRP – Best Practices for Alternative Dispute Resolution Under IDEA and Section 504	\$250.00	10/14/21
WIB Center	Tammy Molinelli, Lynda Wolf, Robert Espinosa, Carol Polack	GSETA Conference (Virtual)	\$900.00	11/15/21 & 11/16/21

**22-A-42T APPROVAL – RENEWAL AGREEMENT WITH ENGLEWOOD BOARD OF EDUCATION AND
BERGEN COUNTY TECHNICAL SCHOOLS TO PROVIDE SLE SERVICES.**

RESOLUTION

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS, the Board of Education wishes to enter into an agreement with Englewood Board of Education to provide Structured Learning Experience (SLE) to students referred by Englewood BOE; and

WHEREAS, Bergen County Technical School shall furnish a certificated teaching staff members to provide services under this agreement;

NOW THEREFORE BE IT RESOLVED, The Board of Educations approves the attached Agreement between Englewood Board of Education and Bergen County Technical Schools commencing October 1, 2021 and ending June 30, 2022 at the compensation payments as set forth in the agreement.

22-A-43T APPROVAL—CREATIVE WRITING CONTEST FOR HS STUDENTS IN NEW JERSEY

RESOLUTION

BE IT RESOLVED, that the Board of Education approves the Bergen County Academies to facilitate the Paul-Victor Winter Memorial Creative Writing Contest for High School students in New Jersey.

The associated costs of the program are as follows:

Honorariums for the 2 judges (2 x \$250.00) = \$500.00

Cost of contest organization by Murphy Writing staff: \$500.00

Prizes for the winners:

2 First prize winners (Fiction/Poetry) each \$500.00 = \$1,000.00

2 second prize winners (Fiction/Poetry) each \$300.00 = \$600.00

2 third place winners (Fiction/Poetry) each \$150.00 = \$300.00

2 honorable mention winners (Fiction/Poetry) each \$50.00 = \$100.00

Total of \$3,000.00 will be fully funded by the Bergen County Academies Summer Writing Program account.

AS/am

22-A-44T APPROVAL—HOSTING BCA-EXPO 2022 AT THE BERGEN COUNTY ACADEMY

RESOLUTION

BE IT RESOLVED, that the Board of Education approves the Bergen County Academies to run the BCA-Expo 2022 Science Fair. This Science Fair will be in place of students going to the NJ Regional Science Fair and will serve as the qualifying round for students to attend the International Science and Engineering Fair.

All events will take place at the Bergen County Academy Building on March 6, 2022 and March 16, 2022.

AS/am

22-A-45T APPROVAL—INTERNSHIP—NEW JERSEY INSTITUTE OF TECHNOLOGY**RESOLUTION**

WHEREAS Assistant Superintendent **Andrea Sheridan**, has recommended that **Justin Agustin** be approved for an internship; and

BE IT RESOLVED that **Justin Agustin** be approved for an internship with no compensation, subject to the following conditions:

1. Participating College: New Jersey Institute of Technology
2. Internship dates: October 1, 2021 through June 30, 2022
3. Cooperating Administrator: Andrea Sheridan
4. Assignment: Northern Valley Regional High School

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to **Justin Agustin** regarding this approval as soon as is practicable.

PC/ss

22-A-46T APPROVAL—REVISION OF PREVIOUSLY APPROVED FIELD TRIP**RESOLUTION**

WHEREAS, the Board of Education previously approved the following Field trip: Resolution #22-A-34T, BOE meeting 8/31/21; and

WHEREAS, the date of the trip was changed;

BE IT RESOLVED, the Board of Education approves the revision for the field trip in accord with the following:

<u>School</u>	<u>Teterboro Campus</u>
Destination	Freshman Trip (Hands in 4 Youth; West Milford)
Dates	10/4/21 new date: 10/14/21
Purpose of Trip	Annual Freshman Class Trip
Participants	170 students
Total Cost of Trip	\$8,575.00
Total Cost to Board	0
Student Cost	\$8,575.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
15 Teachers	

BE IT FURTHER RESOLVED, that the Superintendent is authorized to replace staff without further Board action should staff members be unable to attend due to illness or other unforeseen circumstances.

22-A-47T APPROVAL – PROPOSED RESEARCH PROJECT – 2021-2022 SCHOOL YEAR**RESOLUTION**

WHEREAS, the Bergen County Technical School Board of Education received a proposal from Kathryn Whitley, Teacher of English at our Paramus Campus to conduct a research study on “Exploring Teachers Conceptions of Literacy” as part of her doctoral program at Montclair University; and

NOW THEREFORE BE IT RESOLVED the Board of Education approves Kathryn Whitley to conduct this research case study in accordance with all applicable procedures and requirements for consent.

22-A-48T APPROVAL—FIRST READING —BOARD OF EDUCATION POLICIES/REGULATION**RESOLUTION**

BE IT RESOLVED, that the Board of Education discuss and entertain public comment on the following **attached** proposed Board of Education policies/regulations and agrees to consider adoption of the policy at its next meeting after hearing public comments:

Section 1000 – Administration

1648.11M The Road Forward COVID-19

Section 2000 – Program

2425M Emergency or Remote Instruction

2467M Surrogate Parents and Resource Family Parents

Section 8000 – Operations

8540M School Nutrition Programs

8550M Meal Charges/Outstanding Food Service Bill

REGULATION – ONE READING ONLY**Section 1000 – Administration**

R1648.13M School Employee COVID-19 Vaccination and Testing Requirements

Section 3000 – Certificated Staff Members

R3221M Evaluation of Teachers

R3223M Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

Section 5000 – Students

R5460.02M Bridge Year Pilot Program

22-A-49T APPROVAL - SECOND READING FINAL ADOPTION BOARD OF EDUCATION POLICIES**RESOLUTION**

WHEREAS, the Board of Education **attached** policies listed below were approved on a first reading at the September 28, 2021 meeting; and

WHEREAS, said policies was made available for public review; and

WHEREAS, the Board has received no written comments concerning said policies;

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools the following policies is hereby adopted effective immediately:

Section 1000 – Administration

1648.13M School Employee Vaccination Requirements

Section 2000 – Program

2421 Career and Technical Education

Section 3000 – Certificated Staff Members

3222M Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

3224M Evaluation of Principals, Vice Principals, and Assistant Principals

Section 5000 – Students

5111M Eligibility of Resident (County) and Nonresident (Out-of-County) Students

Section 8000 – Operations

8561M Procurement Procedures for School Nutrition Programs

22-A-50T APPROVAL—FIRST AND ONLY READING—DELETION OF BOE POLICIES

RESOLUTION

BE IT RESOLVED that the Board of Education discusses and entertains public comment on the following **attached** Board of Education Policies and agrees to the deletion of such Policies after one reading only.

DELETION

Section 5000 – Students

5114 Children Displaced by Domestic Violence

Section 8000 – Operations

8810 Religious Holidays

22-A-51T APPROVAL—CONFIRMATION—VIRTUAL COMPETITIONS

RESOLUTION

BE IT RESOLVED that the Board of Education confirms the following field trips subject to the principal compiling a list of students/faculty/chaperones together with parental permission forms, insurance, etc.:

School

Destination

Dates

Purpose of Trip

Academy Campus

American Computer Science League

November 2021-May 2022 (Virtual)

4 Competitions

Participants	80 students
Total Cost of Trip	\$550.00
Total Cost to Board	0
Student Cost	\$550.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Bryan Respass	

<u>School</u>	<u>Academy Campus</u>
Destination	Harvard/MIT Math Tournament
Dates	November 13, 2021 (Virtual)
Purpose of Trip	Tournament (BCA math team)
Participants	30 students
Total Cost of Trip	\$0
Total Cost to Board	\$0
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Jonathan Pinyan	
Michael Abramson	
Keith Kaplan	
Joan Vieni	
Ian Askins	
Dan Plotnick	

BE IT FURTHER RESOLVED that the principal has compiled a list of students and chaperones, together with parental permission forms and insurance.

22-A-52T

APPROVAL—CONFIRMATION—FIELD TRIPS

RESOLUTION

BE IT RESOLVED that the Board of Education confirms the following field trips subject to the principal compiling a list of students/faculty/chaperones together with parental permission forms, insurance, etc.:

<u>School</u>	<u>Academy Campus</u>
Destination	Princeton Model United Nations Conference; Virtual
Dates	11/11/21-11/14/21
Purpose of Trip	Model UN competition
Participant	16 students 2 teachers and 3 alternates
Total Cost of Trip	\$960.00
Total Cost to Board	\$0
Student Cost	\$960.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Kramer, Mark	
Wallace, Christine	
3 alternate	

<u>School</u>	<u>Academy Campus</u>
Destination	DECA Regional Marketing Competition; East Rutherford, NJ
Dates	1/10/22
Purpose of Trip	Marketing Competition
Participant	120 students 8 teachers
Total Cost of Trip	\$2,431.00
Total Cost to Board	\$0
Student Cost	\$2,431.00

Participating Staff: **Reimbursement Amount**

Kymerly Acuna
Joseph Gutierrez
Puneet Sawhney
Fred Fogg
Bill Mendelsohn
Paul Kaser
2 Teachers TBD

School

Teterboro Campus

Destination Aerospace High Altitude Balloon Launch
Dates 11/23/21
Purpose of Trip Collect Atmospheric data
Participant 20 students 5 teachers
Total Cost of Trip \$600.00
Total Cost to Board \$0
Student Cost \$600.00

Participating Staff: **Reimbursement Amount**

5 Teachers

School

Teterboro Campus

Destination FCCLA Fall Leadership Conference, Edison, NJ
Dates 11/22/21
Purpose of Trip Leadership Workshop
Participant 17 students 2 teachers
Total Cost of Trip \$935.00
Total Cost to Board \$0
Student Cost \$935.00

Participating Staff: **Reimbursement Amount**

Anna George
Cynthia Mak

School

Paramus Campus

Destination Turf Grass CDE FFA; East Brunswick, NJ
Dates 11/18/21
Purpose of Trip Requirement for the students
Participant 4 students 1 teacher
Total Cost of Trip \$384.50
Total Cost to Board \$340.50
Student Cost \$44.00

Participating Staff: **Reimbursement Amount**

Andee Dixon

School

ATHS

Destination Project Invent Millburn Fire Department
Dates 11/13/21
Purpose of Trip Design Engineering Related Extra-curriculum activity
Participant 16 students 1 teacher
Total Cost of Trip \$0
Total Cost to Board \$0
Student Cost \$0

Participating Staff: **Reimbursement Amount**

Steven Cohen

<u>School</u>	<u>ATHS</u>
Destination	NJIT 3D Bridge Competition, Newark, NJ
Dates	11/20/21
Purpose of Trip	3D Bridge Competition
Participant	5 students 1 teacher
Total Cost of Trip	\$0
Total Cost to Board	\$0
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Kevin Maher	

SHARED SERVICES AGREEMENT

THIS AGREEMENT made this 1 day of October 2021, by and between:

BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS IN THE COUNTY OF BERGEN, a public board of education organized and existing pursuant to N.J.S.A. 18A:54-1, et seq., with administrative offices located at 540 Farview Avenue, Paramus, NJ 07652 (hereinafter referred to as the "Bergen Tech"); and

BOARD OF EDUCATION OF THE CITY OF ENGLEWOOD IN THE COUNTY OF BERGEN, a public board of education for a Type II public school district organized and existing pursuant to N.J.S.A. 18A:8-1 et seq., with administrative offices located at 274 Knickerbocker Road, Englewood, New Jersey 07631 (hereinafter referred to as "Englewood").

WITNESSETH:

WHEREAS, Bergen Tech is public board of education, organized and existing under the authority of N.J.S.A. 18A:54-1, et seq., having charge and supervision of the provision of vocational education within Bergen County, including the operation of the Bergen County Technical School District; and

WHEREAS, Englewood provides certain students pursuing career and technical education programs with the opportunity to pursue Structured Learning Experience ("SLE") and has need of a certified teaching staff member to evaluate SLE sites and facilities to ensure compliance with applicable Law, including but not limited to those set forth in N.J.A.C. 6A:19-4.1, -4.2 and N.J.A.C. 12:56-18.2; and

WHEREAS, Bergen Tech currently employs a certified teaching staff member who is qualified to perform the services required by Englewood with respect to its SLE program; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) allows for any local unit to enter into an agreement with any other local unit or units to provide or receive any services that each local participating in the Agreement is empowered to provide or receive within its own jurisdiction, as set forth in N.J.S.A. 40A:65-7(4); and

WHEREAS, pursuant to N.J.S.A. 40A:65-5, Bergen Tech and Englewood have each adopted resolutions authorizing entry into this Agreement, copies of which are annexed hereto as exhibits,

NOW, THEREFORE, BE IT AGREED, in consideration of the promises and of the covenants, terms, and conditions hereinafter set forth, Bergen Tech and Englewood agree to perform in accordance with the provisions, terms and conditions set forth in this Agreement as follows:

I. DEFINITIONS.

As used in this Agreement, unless the context indicates otherwise, the following terms shall have the following meanings and are to be interpreted consistent with the context of this Agreement in which each term is used.

- A. "Effective Date" means the date identified in this Agreement, which reflects the date on which the last party to this Agreement executed this Agreement, following the adoption of resolutions by the Bergen Tech and Englewood authorizing entry into this Agreement.
- B. "Law" means any statute, regulation, executive order, procurement policy or rule of any department, subdivision, board, commission, agency or instrumentality of the State of New Jersey.
- C. "Services" means the services provided by the individual assigned to perform pursuant to this Agreement.
- D. "Shared Services Agreement" means this Agreement and document(s) executed herein by and between Bergen Tech and Englewood as provided under N.J.S.A. 40A:65-1 et seq.

II. TERM.

- A. The term of this Agreement shall commence on October 1, 2021, and shall continue until June 30, 2022, unless terminated sooner as provided in this agreement.
- B. This Agreement shall renew annually for successive one-year terms, unless terminated sooner as provided in this agreement.

III. PROJECT DESCRIPTION.

Bergen Tech shall furnish a certificated teaching staff member, to provide services under this Agreement. The teaching staff member shall not be identified or referred to as teacher of record, however. The certificated teaching staff member furnished by Bergen Tech will be required to conduct SLE placements for Englewood students, including site visits, and advise on necessary infrastructure for a sustainable SLE program based on the needs of the Englewood School District and provide timely reports of findings to the Englewood Superintendent of Schools or designee. The individual assigned to provide Services will be required to perform such spot checks weekly, every Thursday, between the hours of 12:00 and 3:00 p.m. from October 1, 2021 through June 30, 2022.

IV. RESPONSIBILITIES.

A. Englewood's Responsibilities.

1. Englewood shall provide the individual assigned by Bergen Tech to provide Services with information regarding SLE worksite locations, including but not limited to street address, suite number, telephone number and the like.
2. Englewood will confer with the individual assigned by Bergen Tech directly regarding the specific issues and scheduling needs of each of the SLE facilities.
3. Englewood shall remain responsible for the overall administration and provision of SLE program to its students in accordance with all Laws applicable to the same, including any governmental approvals, parental/student permission, or the like.
4. Englewood shall communicate to Bergen Tech any problem or concerns regarding the Services being provided under this Agreement.
5. Englewood staff and administration shall work collaboratively with the staff member assigned by Bergen Tech to provide Services on matters relating to this Agreement.
6. Englewood shall comply with all rules, regulations, statutes and other legal authority applicable to the provision of SLE programs and the receipt or provision of services under this Agreement.

7. Englewood shall furnish the individual providing services under this Agreement, while the individual is performing spot checks or present at any Englewood property or facilities, with personal protective equipment ("PPE") and all other required safety equipment and measures that Englewood provides to its own staff and administration, consistent with Englewood Board Policy, the Road Back Restart and Recovery Plan for Education issued by the New Jersey Department of Education, or other requirements or conditions set forth by the New Jersey Department or Commissioner of Education.

B. Bergen Tech's Responsibilities.

1. Bergen Tech shall be responsible to provide a certificated teaching staff member qualified to perform the Services required by this Agreement.
2. The individual assigned to provide Services under this Agreement shall perform SLE placements for Englewood students, including site visits, and advise on necessary infrastructure for a sustainable SLE program based on the needs of the Englewood School on Thursday of every week through the end of the school year from 12:00 p.m. to 3:00 p.m. The individual shall begin to coordinate and prepare the program, in his discretion, prior to the date that this Agreement commences
3. The individual assigned to provide Services under this Agreement shall spend one full day per week dedicated to tending to the Program at the Englewood campus which, at the individual's option, can be either in person or virtual.
4. To the extent necessary, the individual assigned to provide services under this Agreement shall furnish timely reports of findings with respect to SLE worksites.
5. Bergen Tech shall communicate to Englewood any problems or concerns regarding the Services.
6. Bergen Tech shall comply with all rules, regulations, statutes and other legal authority applicable to its provision of services under this Agreement.

V. COMPENSATION.

- A. In consideration of the performance by Bergen Tech of the Services, Englewood shall pay Bergen Tech the total sum of \$22,500.00. Bergen Tech shall accept payment in nine (9) equal monthly installments, payable on the 1st of each month

from November 1, 2021 through July 1, 2022. This provision shall survive termination or expiration of this Agreement.

VI. DISPUTE RESOLUTION.

- A. Mandatory Mediation. In the event of a dispute, whether technical or otherwise, the objecting Party must request Non-Binding Mediation and the other party must participate in the mediation. The costs of such Non-Binding Mediation shall be shared equally between Englewood and Bergen Tech.
- B. Procedure. The Mediator shall be a retired Judge of the Superior Court of New Jersey or other professional mutually acceptable to the Parties and who has no current or on-going relationship to either Party. The Mediator shall have full discretion as to the conduct of the mediation. Each party shall participate in the Mediator's program to resolve the dispute until and unless the Parties reach agreement with respect to the disputed matter or one party determines in its sole discretion that its interests are not being served by the mediation.
- C. Non-Binding Effect. Mediation is intended to assist the Parties in resolving disputes over the correct interpretation of this Agreement. No Mediator shall be empowered to render a binding decision.
- D. Judicial Proceedings. Upon the conclusion of Mediation, either party may commence legal proceedings in the appropriate division of the Superior Court of New Jersey venued in Bergen County.
- E. Temporary Injunctive Relief. Notwithstanding the foregoing, nothing herein shall prevent a party from seeking temporary injunctive relief to prevent irreparable harm in the appropriate division of the Superior Court of New Jersey venued in Bergen County.
- F. Payment Pending Dispute. In the event of any dispute as to the amount to be paid, the full amount shall be paid; but if through subsequent negotiation, arbitration or litigation the amount due shall be determined, agreed or adjudicated to be less than was actually so paid, then the recipient of such payment shall forthwith repay the excess.

VII. INDEPENDENT CONTRACTOR/ENTITY STATUS.

The parties understand and agree that the individual provided by Bergen Tech and providing Services hereunder shall be considered an employee of Bergen Tech and shall not be considered an employee of Englewood. The individual, therefore, shall not be entitled to any reimbursement, compensation, payment and/or benefits that may be provided by Englewood to its own staff members. In turn, any staff provided by Englewood

in any way connected with the Services related to this Agreement shall remain employees of Englewood, shall not be considered employees of Bergen Tech, and thus shall not be entitled to any reimbursement, compensation, payment, payment and/or benefits that may be provided by Bergen Tech to its own staff members.

VIII. NOTICES.

All notices, demand, consents, approvals, requests required or permitted to be given to or served upon the parties shall be in writing. Any such notice, demand, consent, approval, request, instrument or document shall be sufficiently given or served if sent by certified or registered mail, postage prepaid, addressed at the address set forth below, or at such other address as it shall designate by notice, as follows:

If to Bergen Tech: John Susino, School Business Administrator
Bergen County Technical Schools District Offices
540 Farview Avenue
Paramus, NJ 07652

With a copy to:

Nowell, P.A.
William C. Soukas, Esq.
155 Polifly Road, Ste. 201
Hackensack, NJ 07601

If to ENGLEWOOD: Cheryl Balletto, School Business Administrator
Englewood Public School District
274 Knickerbocker Road,
Englewood, New Jersey 07631

IX. TERMINATION.

- A. Notwithstanding any other term in this Agreement, either party may, in its sole discretion, terminate this agreement at any time and for any reason, including convenience, on 180 days' notice. However, should the date of termination fall during the same school year as the date on which notice of termination is given, the date of termination may, in the discretion of the Englewood, be extended until the end of such school year.

- B. In the event of termination by the Bergen Tech consistent with Article IX(A) of this Agreement, Bergen Tech shall have no liability to Englewood for any losses or additional costs that may be incurred as a result of Bergen Tech's termination of this Agreement.
- C. In the event of termination prior to the end of the term, Englewood shall be responsible for payment for the Services provided prior to the date of termination.

X. DEFENSE, INDEMNIFICATION, AND INSURANCE.

- A. Each party agrees to defend, indemnify, and hold harmless the other party, its officers, employees, agents, and volunteers, from and against any claim arising from the negligence or willful conduct of the indemnifying party's employees or agents.
- B. Each party shall obtain and maintain during the duration of the Agreement, at its own cost and expense, comprehensive general liability insurance with limits of no less than one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) aggregate, insuring the other against any and all liability or claims arising out of, connected with or resulting directly from the Services provided hereunder. The insurance policy of each party shall name the other as an additional insured. A copy of said certificate of insurance shall be attached to this Agreement.

XI. MISCELLANEOUS.

- A. Authorization. All Parties hereto have the requisite power and authority to enter into this Agreement and it is the intention of the Parties to be bound by the terms hereof. The execution and delivery of this Agreement is valid and binding upon the Parties hereto and the genuineness of any and all resolutions executed may be assumed to be genuine by the Parties in receipt thereof.
- B. Assignment. No Party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other Party and any such attempted assignment shall be void.
- C. Cooperation of the Parties. In performing any services pursuant to this Agreement, the performing Parties will act in a reasonably prudent manner to accommodate the common goals of the Parties toward implementation and effectuation of the stated purposes of this Agreement. No Party hereto shall be liable for failure to advise another Party of any adverse impact from action taken hereunder, unless such failure to advise shall be the result of bad faith or willful concealment of an impact actually known to the Party taking the action or omitting to take such action to be

substantially adverse to the other Parties. The fact that any act or omission should subsequently be determined to have an adverse impact shall not in itself be evidence of bad faith or willful concealment and the Party bringing an action shall be required to affirmatively establish, by independent sufficient evidence, that such Party acted in bad faith or willfully concealed an adverse impact of which it had actual knowledge.

- D. Benefit/No Third Party Beneficiaries. This Agreement shall inure to the benefit of the Parties hereto and their successors and permitted assignees. No other person, corporation, company, partnership or other entity shall be deemed a third party or other beneficiary of this Agreement.
- E. Entire Agreement. This Agreement, including any Exhibits and Addenda attached hereto, contain the sole and entire Agreement between the Parties and supersedes all negotiations and prior agreements or understandings between the Parties, whether oral or written. The Parties acknowledge and agree that they have not made any representations, including the execution and delivery hereof, except such representations as are specifically set forth herein.
- F. Amendments. This Agreement may not be amended except by a writing authorized in the same manner as this Agreement and signed by the respective authorized signatories.
- G. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- H. Governing Law/Venue/Construction. This Agreement and all amendments hereof shall be governed by and construed in accordance with the laws of the State of New Jersey applicable to contracts made and to be performed therein. The venue shall be the County of Bergen. The Parties acknowledge that they have been represented by counsel with respect to the negotiation and preparation of this Agreement and that, accordingly, this Agreement shall be construed in accordance with its terms and without regard to or aid of canons requiring construction against the drafting party.
- I. No Waiver. The failure of a Party to insist on strict performance of any or all of the terms of this Agreement, or to exercise any right or remedy under this Agreement, shall not constitute a waiver or relinquishment of any nature regarding such right or remedy or any other right or remedy. No waiver of any breach or default hereunder shall be considered valid unless in writing and signed by the Party

giving such waiver, and no such waiver shall be deemed a waiver of any subsequent breach or default of the same or similar nature.

- J. No index entries found. **Relationship of the Parties.** Accept as otherwise provided herein, nothing shall create any association, joint venture, partnership, or agency relationship of any kind between the parties. Neither party may create or assume any liability, obligation or expense on behalf of the other, to use the other's monetary credit in conducting any activities under this Agreement.
- K. **Severability.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction; such holding shall not invalidate or render unenforceable any other provision hereof.
- L. **Title and Headings.** Titles and headings to sections or paragraphs herein are inserted merely for convenience of reference and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.
- M. **Recitals.** The recitals set forth above are incorporated into the body of this Agreement as if set forth at length herein.

[Signature Page(s) to Follow]

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and attested to by their proper corporate officers, and their respective seals to be affixed the day and year first written above.

ATTEST:

BOARD OF EDUCATION OF
THE VOCATIONAL SCHOOLS IN
THE COUNTY OF BERGEN

Dated: _____

By: _____

ATTEST:

Cheryl Balletto

School Business Administrator

Dated: 9/29/2021

BOARD OF EDUCATION OF THE
ENGLEWOOD PUBLIC SCHOOL
DISTRICT

By: 

POLICIES/REGULATIONS

FIRST READING

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: ADMINISTRATION
Number: 1648.11M

Title: THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

“THE ROAD FORWARD”

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, “The Road Forward – Health and Safety Guidance for the 2021-2022 School Year” (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

FACTORS IN PREPARATION FOR SCHOOL YEAR 2021-2022

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

“ORDER” DEFINED

“Order”, for the purpose of this policy, shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the District.

RECOMMENDATIONS

The Board considered the recommendations outlined in the Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the District's COVID-19 protocols in the following areas and included in corresponding Appendices:

- I.** General Health and Safety Concerns of Students, Staff Members, and Visitors
 - A.** Vaccination – See Appendix A.;
 - B.** Communication with the Local Health Department – See Appendix B.;
 - C.** Mask Wearing Protocol – See Appendix C.;
 - D.** Physical Distancing and Cohorting Protocols – See Appendix D.;
 - E.** Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
 - F.** Provision of Meals – See Appendix F.; and
 - G.** Transportation Protocols – See Appendix H.
- II.** Cleaning Disinfection, and Airflow – See Appendix H.
- III.** Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- IV.** Contact Tracing – See Appendix J.
- V.**
- VI.** Testing – See Appendix K.
- VII.** Student Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the District's health and safety protocols will not prevent the reopening of the school(s) in the District for full-day, in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9 (Aid to school districts conditioned on compliance with rules and standards for equalization of opportunity; aid withheld for noncompliance; use of virtual or remote instruction to meet requirements for length of school year during state of emergency; guidance relating to virtual or remote instruction; effect of school closures on existing collective bargaining agreements and contracts), schools must be in session for one hundred eighty (180) days to receive state aid. The statute requires that school facilities be provided for at least one hundred eighty (180) days during the school year.

N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of that district for more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the District's 180-day requirement.

The District may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the District is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the District may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the District's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The District anticipates updates to The Road Forward and as such this policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this policy. All revisions to Orders affecting this policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to District-developed protocols implemented as a result of this policy, as appropriate.

POLICY NO. 1648.11M – APPENDICES

The Board of Education may consider the recommendations outlined in "The Road Forward" to develop health and safety protocols. The Board may also consider all recommended Orders and must comply with all mandatory Orders when developing the District's health and safety protocols.

It is recommended that the District utilizes and adjusts the protocols included in the Appendices developed by the District for the "Restart and Recovery Plan Template in June 2020 in order to develop local protocols to address the recommendations outlined in "The Road Forward".

Below is a chart aligning the Appendices provided in the "Restart and Recovery Plan Template" that are referenced in Policy No. 1648.11M.

“RESTART AND RECOVERY PLAN TEMPLATE”	POLICY NO. 1648.11M
N/A	Appendix A - Vaccination
Appendices – G and L	Appendix B – Communication with the Local Health Department
Appendices – A, B, D, and E	Appendix C – Mask Wearing Protocol
Appendices – B, D, E, H, I, J, N, and O	Appendix D – Physical, Distancing, and Cohorting Protocols
Appendices – A, B, H, I, and O	Appendix E – Hand Hygiene and Respiratory Etiquette Protocols
Appendices – H and K	Appendix F – Provision of Meals
Appendix – C	Appendix G – Transportation Protocols
Appendices – B and G	Appendix H – Cleaning, Disinfection, and Airflow
Appendices – D and E	Appendix I – Screening, Exclusion, and Response to Symptomatic Students and Staff Members
Appendices – E and F	Appendix J – Contact Tracing
N/A	Appendix K – Testing
N/A	Appendix L – Student and Staff Member Travel

Adopted (BCTS):

Adopted (BCSS):

- ☒ BERGEN COUNTY TECHNICAL SCHOOLS
- ☒ BERGEN COUNTY SPECIAL SERVICES

POLICY

Section: PROGRAM
Number: 2425M

Title: EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high-quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted (BCSS):
Adopted (BCTS):

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
☐ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: **PROGRAM**
Number: **2467M**

Title: SURROGATE PARENTS AND RESOURCE FAMILY PARENTS

Federal and state laws require that the Board of Education ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14 (Special Education) when:

1. The parent cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the state and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or
4. The student is an unaccompanied youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC § 11434(a)(6) and N.J.A.C. 6A:17-1.2.

QUALIFICATIONS AND SELECTION

The District shall make reasonable efforts to appoint a surrogate parent within thirty (30) days of the determination that a surrogate parent is needed for a student. If the District fails to appoint a surrogate parent for a ward of the state, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;
2. Possess the knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen (18) years of age; and

5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 (Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception) if the person serving as the surrogate parent is compensated.

The person(s) serving as a surrogate parent may not be an employee of the New Jersey Department of Education, this District, or a public or nonpublic agency that is involved in the education or care of the child.

A surrogate parent will be paid solely to act in this capacity.

The person(s) serving as surrogate parent(s) shall contact any state agency that is involved with the student to determine whether the state has a surrogate parent appointed for the student, and make reasonable efforts to appoint a surrogate parent for the student within thirty (30) days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a resource family parent, and the resource family parent is not the parent of the student, the District where the resource family parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP & P) in the Department of Children and Families (DC & F) to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make education decisions and the parent's whereabouts are known to the District, the Superintendent or his or her designee shall obtain all required consent from and provide written notices to the parent.

If the District cannot ascertain the whereabouts of the parent, the resource family parent shall serve as the parent unless that person is unwilling to do so. If there is no resource family parent, or if the resource family parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP & P to assist in identifying an individual to serve as a surrogate parent, appointing a surrogate parent, and obtaining all required consent from, and providing written notices to, the surrogate parent.

TRAINING

New Jersey Administrative Code 6A:14-2.2(d) requires the District train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator or his or her designee shall coordinate the training for surrogate parents. The training may include, but not be limited to:

1. Providing the surrogate parent with a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;

- c. The Special Education process;
 - d. Administrative Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator or his or her designee to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and federal laws. The Surrogate Parent Coordinator or his or her designee shall provide the surrogate parent the opportunity to review and to become familiar with the state and federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
 3. Providing the surrogate parent adequate time to become familiar with the student and the student's disability through a review of the student's record;
 4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
 5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

RIGHTS OF THE SURROGATE PARENT

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14 (Special Education).

Legal references: *N.J.A.C. 6A:14 (Special Education)*

Adopted (BCTS): 4/20/05 Rev.: 8/24/07 Rev.: 11/3/10 Rev.: 9/29/15 Rev.: 6/27/17
 Rev.:
 Adopted (BCSS): N/A

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: OPERATIONS
Number: 8540M

Title: SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

“BREAKFAST AFTER THE BELL” PROGRAM

If seventy percent (70%) or more of the students enrolled in a school in the District on or before the last school day before October 16 of the preceding school year are eligible for free or reduced-price meals under the National School Lunch Program or the Federal School Breakfast Program, the District shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The District may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the District. Any child nutrition program operated within the District shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

DETERMINATION OF STUDENT ELIGIBILITY

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the District. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

NOTIFICATION OF PROGRAM AVAILABILITY

The Superintendent or his or her designee shall annually notify parents of all children in the District of the availability, eligibility requirements, and application procedures for free or reduced-price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced-price meals or free milk depending on the programs operated in the District.

REQUEST FOR AND COMPLETION OF APPLICATION AND NOTICE OF ELIGIBILITY

A parent may request a household application and instructions from the Principal or Program Administrator or his or her designee of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or Program Administrator of his or her designee shall assist the applicant in the preparation of the household application form.

APPLICATION REVIEW AND DETERMINATION OF ELIGIBILITY

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten (10) operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced-price meals or free milk immediately upon the establishment of his or her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his or her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carryover of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

NOTICE OF DENIAL AND APPEAL PROCEDURES

A denial of eligibility for free or reduced-price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary.

The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

ANONYMITY OF STUDENT RECIPIENTS

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced-price school meals or free milk. The identity of students who receive free or reduced-price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced-price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or his or her designee will verify applications of those eligible for free or reduced-price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

Legal references: *7 C.F.R. 210.1 et seq.*
 N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2
 N.J.A.C. 2:36

Adopted (BCTS): 10/17/01 Rev.: 2/28/17 Rev.:
Adopted (BCSS): 1/23/02 Rev.: 2/27/17 Rev.:

☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: OPERATIONS
Number: 8550M

Title: MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

The Board of Education shall establish a meal charge program to permit students in the District to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or Program Administrator or his or her designee. The Principal or Program Administrator or his or her designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten (10) school days to pay the amount due. If the student's parent has not made full payment by the end of the ten (10) school days, the Principal or Program Administrator or his or her designee shall again contact the parent with a second notice informing the parent of any action to be taken by the District in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. The District shall report at least biannually to the New Jersey Department of agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a (Short title; Hunger-Free Students' Bill of Rights Act) and this policy.

The District shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five (5) or more school meals at any time during the school year, the Principal or Program Administrator or his or her designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two (2) attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b (Information provided to parents or guardians related to school lunch and breakfast programs, application; rights of students and families); to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The District shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The District's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 (School breakfast or lunch bills in arrears; notice; report; prohibited actions; determination of eligibility for school meal programs; communication with parent or guardian) shall prohibit the District from sending a student home with a letter addressed to a parent.

A parent who has received a second notice informing them that their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or Program Administrator or his or her designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or Program Administrator or his or her designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or Program Administrator or his or her designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10 (Reports of child abuse). Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or Program Administrator or his or her designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A. 18A:33-21b (Information provided to parents or guardians relating to school lunch and breakfast programs; application; rights of students and families), at the beginning of each school year, and upon initial enrollment in the case of a student enrolled during the school year, the District shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:33-21 et seq.

The District may provide the application and information electronically through the means by which the District communicates with parents electronically. The application and information shall be in a language the parent understands.

The District's liaison for the education of homeless children shall coordinate with District personnel to ensure that a homeless student receives free school meals and is monitored according to the District policies pursuant to N.J.S.A. 18A:33-21c (Provision of free school meals to homeless students).

The District may post this policy on the District's website provided there is a method in place to ensure this policy reaches all households without access to a computer or the Internet.

Legal reference: *N.J.S.A. 18A:33-21; 18A:33-21a, 33-21b, and 33-21c*

Adopted (BCTS): 9/27/16 Rev.: 10/18/17 Rev.:
Adopted (BCSS): 9/20/16 Rev.: 10/30/17 Rev.:

☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
☒ **BERGEN COUNTY SPECIAL SERVICES**

REGULATION

Section: ADMINISTRATION
Number: R1648.13M

Title: SCHOOL EMPLOYEE COVID-19 VACCINATION AND TESTING REQUIREMENTS

I. Definitions

- A. "Covered Workers" shall include all individuals employed by the Board of Education, both full and part-time including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the District whose job duties require them to make regular visits to the District, including volunteers. The term "Covered workers" does not include individuals who visit the District only to provide one-time or limited duration repair, services, or construction.
- B. "Fully Vaccinated." A Covered Worker shall be deemed to be Fully Vaccinated with respect to the COVID-19 virus two (2) or more weeks after receiving the second (2nd) dose of a two-dose vaccination series, or two (2) weeks or more after they have received one (1) dose of a single-dose vaccine, provided that such vaccines are currently authorized for emergency use authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or are approved for use by the FDA or WHO.
- C. "Documentation of Vaccination" means documentary proof of Fully Vaccinated status and shall include the following documents, provided that they identify COVID-19 vaccines currently authorized for EUA by the FDA or WHO, or that are approved for use by the FDA or WHO, together with an administration date for each dose: (i) Centers for Disease Control and Prevention (CDC) COVID-19 vaccination card issued to vaccine recipient by vaccination site, or electronic or physical copy of the CDC COVID-19 Vaccination Card; (ii) official record from the NJ Immunization Information System (NJIS) or other state immunization registry; (iii) record from health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist; (iv) military immunization or health record from the U.S. Armed Forces; or (v) docket mobile phone application record or any State-specific application that produces a digital health record.

- D. "Documentation of Testing" means documentary proof that an unvaccinated Covered Worker has undergone COVID-19 screening infection testing

II. Procedures Related to COVID-19 Vaccination or Testing

It is the policy of the Board of Education, consistent with Executive Order 253 and Policy No. 1648.13M, that all Covered Workers be Fully Vaccinated by October 18, 2021. If a Covered Worker is unvaccinated, the Covered Worker must submit to a minimum of weekly or twice weekly testing on an ongoing basis until fully vaccinated, as determined by the Superintendent of Schools. Covered Workers not in compliance with this policy and regulation may be subject to discipline or other personnel action, up to and including termination.

III. Weekly Testing for Unvaccinated Covered Workers

- A. As of October 18, 2021, Covered Workers who do not submit proof of Full Vaccination must comply with the following ongoing conditions until they are fully vaccinated:

- (1) Undergo weekly COVID-19 infection testing, at a minimum of one (1) to two (2) times each week, as determined by the Superintendent of Schools. COVID-19 infection tests must be performed by an approved testing facility, such as a pharmacy or healthcare facility. Home tests are not permitted. Information on free testing or low cost is available through the New Jersey Department of Health. In the event that infection tests are not covered by insurance, Covered Workers will be required to pay out-of-pocket costs for such tests.
- (2) It is preferred that Covered Workers undergo their weekly infection tests outside of working hours, if practicable. However, Covered Workers are permitted to use sick leave or request the use of vacation leave and/or administrative leave for tests taken during work hours, subject to job needs and the prior approval of their supervisors.
- (4) Submit the results of each weekly infection test to the school district, or to their direct employers, in accordance with procedures and utilizing delivery mechanisms as are directed by the Superintendent.
 - (a) Covered Workers must electronically submit their weekly COVID-19 test results to the school district, or to their direct employers, no later than 5:00pm on the evening before each designated test result submission date.
 - (b) An unvaccinated Covered Worker's failure to submit a valid COVID-19 infection test result as directed shall be deemed voluntary unavailability for work by that worker, and any work

absence resulting from such voluntary unavailability shall be unpaid. Unvaccinated Covered Workers who miss weekly infection test result submission requirements may also be subject to progressive discipline, and are not entitled to work remotely.

- (5) The Board of Education is not obligated to not provide, schedule or reimburse costs of COVID-19 tests for any Covered Worker. If the Board of Education makes any such arrangements or provides any such support at its discretion, it reserves the right to discontinue same without notice or cause.
 - (6) Additional leave time will not be provided for an employee to obtain a COVID-19 infection test, for purposes of this Regulation or Policy No. 1648.13M.
- B. Covered Workers who test positive for COVID-19 should refer to already existing policies as adopted by the Board of Education.
 - C. The requirement that unvaccinated Covered Workers submit to weekly infection testing will continue until further notice. The school district will keep a log of all employee infection testing reported under this Regulation or Policy No. 1648.13M. Covered Workers will only be removed from the weekly infection testing requirements once they submit proof of full vaccination or as may otherwise be authorized in accordance with Executive Order 253.

IV. Required Proof of Compliance

- A. All Covered Workers will be required to comply with Policy 1648M by providing proof of either full vaccination against COVID-19 or the results of weekly COVID-19 infection tests in accordance with district procedures.
- B. Vaccinated Covered Workers must submit their COVID-19 vaccination data and a copy of their vaccination documents in accordance with procedures and utilizing delivery mechanisms as are directed by the Superintendent.
- C. If Covered Workers do not have a completed COVID-19 vaccination as defined above by October 18, 2021, Covered Workers are required to submit to weekly infection testing unless Covered Workers provide proof of full vaccination.
- D. 1. To the extent allowed by Executive Order 253 and/or any directive(s) issued by the Commissioner of the Department of Health (DOH) supplementing those requirements, the school district may establish procedures for collecting data about vaccination status, weekly testing or both either directly from covered workers or from the employers of covered workers who are not employed by the school district, whether those employers are “covered entities” as defined by Executive Order 253 or not.

Data collection from other employers may be accomplished through an appropriate affirmation of compliance to the school district from those other employers. Self-attestations of individual covered workers are not sufficient for this purpose.

2. An affirmation of compliance from the employer of covered workers who are not employed by the school district must state, at a minimum, that:
 - a. the employees and agents of the other employer who work at school district locations or on behalf of the school district for other covered settings will be and remain in compliance with the requirements of Executive Order 253;
 - b. the other employer will immediately notify the school district of any such employee or agent who becomes ineligible to work on-site due to a positive test result or to his/her failure to comply with the vaccination or weekly testing requirements of Executive Order 253;
 - c. the other employer will maintain sufficient data on test results from testing required by Executive Order 253 to comply with state reporting requirements and will promptly provide that data to the school district upon request; and
 - d. such other information as may be required, by law or in the judgment of the Superintendent of Schools, to allow the school district to effectively and efficiently comply with the requirements of Executive Order 253.
 - e. Any and all records related to COVID-19 Vaccination and COVID-19 testing collected pursuant to Executive Order No. 253 and Executive Directive 21-011 shall be made available to the Board of Education and/or New Jersey Department of Health upon request.

V. Enforcement

Any Covered Worker who fails to comply with this Policy and Regulation may be subject to disciplinary action, up to and including termination. Submission of any falsified documents, including as to vaccination or testing may also be the basis for discipline.

VI. Safekeeping of Confidential Medical Records/Information

All medical information submitted in the course of compliance with Policy and Regulation 1648.13M will be maintained in a file separate from the Covered Employee's personnel file and will be treated as confidential medical record.

Legal references: *Executive Order 253 – August 23, 2021*

Issued (BCTS): 10/26/21

Issued (BCSS): 10/19/21

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

REGULATION

**Section: CERTIFICATED
STAFF MEMBERS**
Number: R3221M

TITLE: EVALUATION OF TEACHERS

I. Definitions – N.J.A.C. 6A:10-1.2

The words and terms listed below shall have the following meanings when used in Policy No. 3221M – Evaluation of Teachers, and this regulation unless the context clearly indicates otherwise:

- A. “Announced observation” means an observation in which the person conducting an observation for the purpose of assessment will notify the teacher of the date and the class period the observation will be conducted.
- B. “Annual performance report” means a written appraisal of the teacher’s performance prepared by the teacher’s designated supervisor based on the evaluation rubric for his or her position.
- C. “Annual summative evaluation rating” means an annual rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four (4) summative performance categories are highly effective, effective, partially effective, and ineffective.
- D. “Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.
- E. “Chief School Administrator” means the Superintendent of Schools.
- F. “Commissioner” means the Commissioner of the New Jersey Department of Education.
- G. “Co-observation” means two (2) or more supervisors who are trained on the same practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

- H. “Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the District for implementing the plan, and specific support that the District shall provide as defined in N.J.S.A. 18A:6-119.
- I. “Department” means the New Jersey Department of Education.
- J. Designated supervisor” means the supervisor designated by the Superintendent of Schools or his or her designee as the teacher’s supervisor.
- K. “District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.
- L. “Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. **The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the District.**
- M. “Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.
- N. “Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teachers in the District. Evaluation rubrics consist of measures of professional practice based on educator practice instruments and student outcomes. The Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Assistant Principals, and Vice-Principals, and evaluation rubrics for other categories of teaching staff members.
- O. “Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.
- P. “Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.
- Q. “Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and the District.

- R. “Observation” means a method of collecting data on the performance of a teacher’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the District in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.
- S. “Post-observation conference” means a meeting, either in-person or remotely between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.
- T. “Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Teacher practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.
- U. “Semester” means half of the school year.
- V. “Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- W. “Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.
- X. “Student growth percentile” means a specific metric for measuring individual student progress on statewide assessments by tracking how much a student’s test scores have changed relative to other students statewide with similar scores in previous years.
- Y. “Superintendent” means Superintendent of Schools or Chief School Administrator.
- Z. “Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the District in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.
- AA. “Teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course. It does not include part time teachers who teach in the Adult Education Division of the Bergen County Technical School District.

~~BB. “Teacher practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubrics and the scores are included in the summative evaluation rating for the individual.~~

CC. “Unannounced observation” means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teaching staff member of the date or time the observation will be conducted.

II. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

~~The rules in N.J.A.C. 6A:10-1.1 et seq., shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by the District in effect on July 1, 2013.~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

III. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq., shall be construed to prohibit the Department of Education or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e, or distributing aggregate statistics regarding evaluation data.

IV. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

A. The Board of Education shall **annually** adopt ~~annually~~ evaluation rubrics for teachers. The evaluation rubrics shall have four (4) defined annual ratings: ineffective, partially effective, effective, and highly effective.

B. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123.b. (P.L. 2012, c.26, §17c).

C. **Evaluation rubrics shall be submitted to the Commissioner by August 1st**
~~The Commissioner shall submit evaluation rubrics by June 1~~ for approval by August 15th of each year.

V. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

- A. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
1. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.
 2. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c).
 - a. The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the statewide assessment is, upon receipt, promptly distributed or otherwise made available to ~~teachers teaching staff members~~ who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to ~~teachers teaching staff members~~ who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
 3. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments made to the policy and procedures within ten (10) ~~teacher~~ working days of adoption.
 4. Annually adopt by June 1, any Commissioner-approved ~~educator teacher~~ practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the District's evaluation rubrics.
 5. Ensure the Principal of each school within the District has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
 6. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective date; and

7. Ensure the Superintendent or his or her designee certifies to the Department of Education that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; N.J.S.A. 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
- B. The Board of Education shall ensure the training procedures set forth below are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instrument:
1. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the District and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instrument;
 2. Annually provide updates and refresher training for supervisors who are conducting evaluations in the District and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;
 3. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two (2) co-observations during the school year;
 - a. Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
 - b. A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 10-4.4, but the co-observation shall not count as two (2) or more required observations. If a co-observation counts as one required observation, the teacher's designated supervisor shall determine the score.
 4. The Superintendent shall annually certify to the Department that all supervisors of teachers in the District who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

VI. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

- A. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the District; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
- B. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
- C. ~~A Beginning in 2018-2019, the District Evaluation Advisory Committees is not shall no longer be required~~ and the Board of Education shall have the discretion to **establish a continue the** District's Evaluation Advisory Committee.

VII. Evaluation Procedures for ~~Teachers all Teaching Staff~~ – N.J.A.C. 6A:10-2.4

- A. The provisions outlined in Policy No. 3221M, this regulation, and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
- B. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - 1. Roles and responsibilities for implementation of evaluation policies and procedures;
 - 2. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - 3. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - 4. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

5. Process for developing and scoring student growth objectives;
 6. The process for preparation of individual professional development plans; and
 7. The process for preparation of an annual performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
- C. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
1. Performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:
 - a. The **educator's** ~~teacher's~~ practice instrument; and
 - b. Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 2. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 3. The preliminary annual performance report.
- D. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
- E. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
1. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
 2. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teacher's evaluation rubric; and

3. The teacher's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
- F. The teacher and the designated supervisor shall sign the report within five (5) **teacher** working days of the review.
- G. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

VIII. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5

- A. For each teacher rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
- B. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 4. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five (25) teacher working days following the District's receipt of the teacher's summative rating.
- C. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 9C-4.4(a) and shall:
 1. Address areas in need of improvement identified in the teacher evaluation rubric;
 2. Include specific and demonstrable goals for improvement;
 3. Include responsibilities of the evaluated employee and the District for the plan's implementation; and
 4. Include timelines for meeting the goal(s).

- D. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
- E. Progress toward the teacher's goals outlined in the corrective action plan:
1. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
 2. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee a proficient rating on the next summative evaluation.
- F. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
- G. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
- K. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 10-4.4(a).
- L. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.
- M. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
- N. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.

IX. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.

A. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1

1. The School Improvement Panel shall include the Principal, a Vice-Principal, and a teacher who is chosen in accordance with Section 2. below, by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the District in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represent at least one-third (1/3) of its total membership.
2. The Principal shall annually choose the teacher(s) on the School Improvement Panel through the following process:
 - a. The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated proficient or exemplary in the most recent available annual summative rating.
 - b. The majority representative, in accordance with Section 1. above, may submit to the Principal, teacher member nominees for consideration.
 - c. The Principal shall have final decision making authority and is not bound by the majority representative's list of nominees.
3. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed for more than three (3) consecutive school years.
4. All members of the School Improvement Panel shall be chosen by August 31 of each year.

B. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2

1. The School Improvement Panel shall:
 - a. Oversee the mentoring of teachers in accordance with N.J.A.C. 6A:9C-5.3(a)2 and support the implementation of the District mentoring plan;

- b. Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 10-4.4;
 - c. Ensure corrective action plans for teachers are created in accordance with N.J.A.C. 6A:10-2.5 and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
 - d. Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.
- 2. To conduct observations for the purpose of evaluation, the teacher member shall have:
 - a. Agreement of the majority representative;
 - b. An appropriate supervisory certificate; and
 - c. Approval of the Principal who supervises the teacher being observed.
- 3. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a)3.

X. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

- A. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq., shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
- B. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
 - 1. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
 - 2. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 10-4.4.
- C. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objective(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.

- D. Each score shall be converted to a percentage weight so all components make up one hundred percent (100%) of the evaluation rubric. By August 31 prior to the school academic year in which the evaluation rubric applies, the Department of Education shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
1. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent (30%) and no more than fifty percent (50%) of a teacher's evaluation rubric rating as determined by the Department.
 2. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent (15%) and no more than fifty percent (50%) of a teacher's evaluation rubric rating as determined by the Department.
 3. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 10-4.4 shall be at least fifty percent (50%) and no more than eighty-five percent (85%) of a teacher's evaluation rubric rating as determined by the Department.
- E. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

XI. Student Achievement Components – N.J.A.C. 6A:10-4.2

- A. Measures of student achievement shall be used to determine impact on student learning. The student achievement measures shall include the following components:
1. If the teacher meets the requirements of B. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in D. below; and
 2. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the New Jersey Student Learning Standards (NJSLS), and based on growth and/or achievement.
 - a. For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the state Board.

- B. The median student growth percentile shall be included in the annual summative rating of a teacher who:
1. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to Section D. below;
 2. Teaches the course or group within the course for at least sixty percent (60%) of the time from the beginning of the course to the day of the standardized assessment; and
 3. Has at least twenty (20) individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least twenty (20) individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two (2) school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any year school after shall be used to determine median student growth percentiles.
- C. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
- D. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the District. For teachers who have a student growth percentile score:
1. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 2. The Department then shall report to the employing District Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
- E. Student growth objectives for teachers shall be developed and measured according to the following procedures:
1. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four (4) student growth objectives.

A teacher without a student growth percentile shall have at least two (2) and a maximum of four (4) student growth objectives. By August 31 prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.

2. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
3. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
4. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five (25) **teacher** working days of the teacher's start date if the teacher begins work after October 1.
5. The teacher in consultation with his or her supervisor may make adjustments to student growth objectives only when approved by the Superintendent or his or her designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.
 - a. If the Student Growth Objective (SGO) covers only the second (2nd) semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second (2nd) semester.
6. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

XII. Teacher Practice Components – N.J.A.C. 6A:10-4.3

The teacher practice component rating shall be based on the measurement of the teacher's performance according to the District's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

XIII. Teacher Observation – N.J.A.C. 6A:10-4.4

- A. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b(8) and N.J.A.C. 6A:10-2.5 and 10-3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
- B. Observation conferences shall include the following procedures:
 - 1. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen (15) teacher working days following each observation.
 - 2. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher and offering areas to improve effectiveness. Within a school year, the post-observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.
 - 3. If agreed to by the teacher, one required post-observation conference and any pre-**observation** conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted **by** ~~via~~ written communication, including electronic communication.
 - 4. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen (15) teacher working days following the observation for the purpose of evaluation.
 - 5. A pre-**observation** conference, when required, shall occur at least one but not more than seven (7) teacher working days prior to the observation.
- C. Each teacher shall be observed as described in N.J.A.C. 6A:10-4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-**observation** conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
 - 1. Each observation required for the purpose of evaluation shall be conducted for at least twenty (20) minutes.

2. Nontenured teachers shall be observed at least three (3) times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.
 - a. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
 3. Tenured teachers shall be observed at least two (2) times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
 - a. If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two (2) required observation may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.
 4. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation including a post-observation conference.
 5. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
 6. The supervisor who conducted the observation and post-observation and the teacher who was observed shall sign a written or electronic observation report.
 7. The teacher shall submit his or her written objection(s) of the evaluation within ten (10) teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
- D. To earn a teacher practice score, a nontenured teacher shall receive at least three (3) observations.

1. If a nontenured teacher is present for less than forty percent (40%) of the total student school days in a school year, he or she shall receive at least two (2) observations to earn a teacher practice score.

XIV. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2

- A. The teacher practice instrument approved by the Department shall meet the following criteria:
 1. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
 2. Include scoring guides for assessing teacher practice that differentiate among a minimum of four (4) levels of performance and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - a. Clearly define the expectations for each rating category;
 - b. Provide a conversion to four (4) rating categories;
 - c. Be applicable to all grades and subjects or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - d. Use clear and precise language that facilitates common understanding among teachers and administrators.
 3. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
 4. Include descriptions of specific training and implementation details required for the instrument to be effective.

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

REGULATION

**Section: CERTIFICATED
STAFF MEMBERS**
Number: R3223M

**TITLE: EVALUATION OF ADMINISTRATORS, EXCLUDING
PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS**

I. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the stated meanings when used in Policy No. 3223M – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals, and this regulation unless the context clearly indicates otherwise:

- A. “Administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, employed in the District in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An administrator may be a director, supervisor, or any other administrative or supervisory position in the District. For the purposes of Policy No. 3223M, this regulation, and N.J.A.C. 6A:10-1.1 et seq., an administrator does not include a Principal, Vice Principal, or Assistant Principal.
- B. “Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s designated supervisor based on the evaluation rubric for his or her position.
- C. “Annual summative evaluation rating” means a yearly assessment rating that is based on appraisals of educator practice and student performance, and includes all measures captured in an administrator’s evaluation rubric. The four (4) summative performance categories are ineffective, partially effective, effective, and highly effective.
- D. “Chief School Administrator” means the Superintendent of Schools.
- E. “Commissioner” means Commissioner of the New Jersey Department of Education.
- F. “Corrective Action Plan” means a written plan developed by the administrator’s designated supervisor in collaboration with the administrator to address deficiencies as outlined in an evaluation. The corrective action plan shall include

timelines for corrective action, responsibilities of the individual administrator and the District for implementing the plan, and specific support that the District shall provide as defined in N.J.S.A. 18A:6-119.

- G. “Department” means the New Jersey Department of Education
- H. “Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.
- I. “District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.
- J. “Educator practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for **administrators** ~~teaching staff members~~ other than ~~teachers~~, Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the District.
- K. “Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.
- L. “Evaluation rubrics” mean a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice based on educator practice instruments and student outcomes. The Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.
- M. “Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.
- N. “Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.
- O. “Job Description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and the District.
- P. “Observation” means a method of collecting data on the performance of an administrator’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual

summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1 and as designated by the Superintendent.

- Q. “Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the administrator for the purpose of evaluation to discuss the data collected in the observation.
- R. “Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.
- S. “Semester” means half of the school year.
- T. “Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- U. **“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.**
- V. “Superintendent” means the Superintendent of Schools or Chief School Administrator.
- W. “Supervisor” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the District in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement, as defined in N.J.A.C. 6A:9B-12.

II. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

~~The rules in N.J.A.C. 6A:10-1.1 et seq., shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013.~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

III. Educator Evaluation Data, Information, and Annual Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq.,

including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq., shall be construed to prohibit the Department of Education or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

IV. Evaluation of Administrators – N.J.A.C. 6A:10-2.1

- A. The Board of Education shall annually adopt evaluation rubrics for all administrators. The evaluation rubrics shall have four (4) defined annual ratings: ineffective, partially effective, effective, and highly effective.
- B. Evaluation rubrics shall be submitted to the Commissioner of Education by **August 1st** for approval by **August 15th** of each year.

V. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

- A. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
 - 1. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - 2. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - a. The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
 - 3. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten (10) **administrator** working days of adoption;

4. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the District's evaluation rubrics;
 5. Ensure the Principal of each school within the District has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 6. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 7. Ensure the Superintendent or his or her designee certifies to the Department of Education that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; N.J.S.A. 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
- B. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments:
1. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the District and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 2. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator; and
 3. The Superintendent shall annually certify to the Department of Education that all supervisors of administrators in the District who are utilizing

evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

VI. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

- A. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the District; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
- B. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
- C. ~~A Beginning in 2018-2019, District Evaluation Advisory Committees is not shall no longer be required and the Board of Education shall have the discretion to establish a continue the District Evaluation Advisory Committee.~~

VII. Evaluation Procedures for Administrators – N.J.A.C. 6A:10-2.4

- A. The provisions outlined in Policy No. 3223M, this regulation, and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
- B. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - 1. Roles and responsibilities for implementation of evaluation policies and procedures;
 - 2. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - 3. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;

4. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 5. Process for developing and scoring student growth objectives;
 6. The process for preparation of individual professional development plans; and
 7. The process for preparation of an annual performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
- C. The annual summary conference between designated supervisors and the administrator shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
1. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
 - a. The ~~educator's~~ administrator's practice instrument; and
 - b. Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 2. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 3. The preliminary annual written performance report.
- D. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
- E. The annual performance report for the administrator shall be prepared by the designated supervisor and shall include, but not be limited to:
1. A summative rating based on the evaluation rubric;
 2. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the administrator's evaluation rubric; and

3. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
- F. The administrator and the designated supervisor shall sign the report within five (5) **administrator** working days of the review.
- G. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

VIII. Corrective Action Plans for Administrators – N.J.A.C. 6A:10-2.5

- A. For each administrator rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, the administrator and the Superintendent or the designated supervisor shall develop a corrective action plan. If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
- B. The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 1. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five (25) administrator working days following the District's receipt of the administrator's summative rating.
- C. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 9C-4.4(a) and shall:
 1. Address areas in need of improvement identified in the administrator evaluation rubric;
 2. Include specific and demonstrable goals for improvement;

3. Include responsibilities of the evaluated employee and the District for the plan's implementation; and
 4. Include timelines for meeting the goal(s).
- D. The administrator's designated supervisor and the administrator shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.
- E. Progress toward the administrator's goals outlined in the corrective action plan:
1. Shall be documented in the administrator's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the administrator on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals;
 2. May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee a proficient rating on the next summative evaluation.
- F. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the administrator's designated supervisor.
- G. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
- H. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.
- IX. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2

- A. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
1. Be at least twenty (20) minutes in length;
 2. Be followed within fifteen (15) administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;

3. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
 4. Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten (10) administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
- B. All tenured administrators shall receive at least one observation per school year.
- C. All nontenured administrators shall receive at least three (3) observations, as required pursuant to N.J.S.A. 18A:27-3.1.
1. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year excepting in the case of the first year of employment where the three (3) evaluations and observations must have been completed prior to April 30.
 2. The number of required observations and the annual evaluation for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.

Evaluations for tenured administrators shall be completed prior to June 30.

Issued (BCTS): 5/27/14 Rev.: 5/26/16 Rev.: 9/26/17 Rev.:
Issued (BCSS): 6/17/14 Rev.: 6/21/16 Rev.: 9/19/17 Rev.:

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

REGULATION

Section: STUDENTS
Number: R5460.02M

TITLE: BRIDGE YEAR PILOT PROGRAM

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41)

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

- I. Bridge Year Liaison
 - A. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.
 - B. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
 - C. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
 - D. The Bridge Year Liaison:
 - 1. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;
 - 2. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and

3. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy No. 5460.02M and Regulation No. R5460.02M

II. Student Eligibility

- A. To be eligible to participate in the Bridge Year pilot Program, a student must:

1. Be in the graduating classes of 2021 or 2022;
2. Meet all applicable high school graduation requirements by the end of their senior year of high school;
3. Be nineteen (19) years old or younger during the entirety of the Bridge Year; a student that would turn twenty (20) years old before the end of their Bridge Year is not eligible to participate;
 - a. A student with disabilities is eligible to participate if the student will turn twenty (20) years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
4. Maintain grade point average of 2.0 during the Bridge Year.

- B. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year pilot Program in accordance with federal and state special education requirements.

1. Regarding the Bridge Year's age requirements in Section II.A.3. above school districts that have students with disabilities who have satisfied their state and local graduation requirements, but may need an extra year of services, and will not turn twenty-one (21) years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).
2. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.

III. Academics

- A. Individual Learning Plans (ILP)

1. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.
 - a. In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.
2. To ensure ample time to plan for the implementation of services outlined in the ILP, each bridge year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

B. Academic and Course Requirements

1. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:
 - a. During the fall semester, students shall take between nine (9) and twelve (12) credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;
 - b. During the spring semester, students shall take between nine (9) and twelve (12) credits at the county college in the county in which the host high school is located;
 - c. During either semester, students may take up to three (3) credits offered by a four-year institution of higher education at any high school in the state or any other location to fulfill the student's credit requirements described in Section III. B.1.a. and b. above;
 - d. Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve (12) college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
 - e. During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 35-7, and 35-8 (N.J.A.C. 6A:8-5.1(a)1.vi); and

- f. A Bridge Year student shall be considered a non-matriculated student of the respective county college.
2. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in Section III.B.1. above, and ensure that Bridge Year student meet their total credit requirements for the entirety of the Bridge Year Pilot Program.

C. Graduation

1. As stated in Section II.A.2 above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.
2. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
3. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
 - a. Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.
 - i. For example, 12th graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.
4. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.
5. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

IV. Data Reporting

A. NJ SMART

1. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12th graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12th grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).
2. School districts will be required to begin entering this information for all 12th graders beginning with the June 2021 snapshot.

B. School and District Accountability

1. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
 - a. This would include graduation rate and chronic absenteeism calculations for both school and district accountability.
 - b. Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

V. Athletic Requirements

- A. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
 1. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
- B. Students must meet the eligibility requirements outlined by the NJSIAA.
- C. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.
- D. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

Issued (BCTS):

Issued (BCSS):

POLICIES

SECOND READING

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: ADMINISTRATION
Number: 1648.13M

Title: SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order 253 signed by the Governor of New Jersey on August 23, 2021, the Board of Education shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one or two (2) times each week.

EFFECTIVE DATE OF POLICY – OCTOBER 18, 2021

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the District that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two (2) times each week on an ongoing basis until fully vaccinated.

“COVERED WORKERS” DEFINED

For purposes of Executive Order 253 and this policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the District whose job duties require them to make regular visits to the District, including volunteers.

Covered workers do not include individuals who visit the District only to provide one-time or limited duration repair, services, or construction.

“FULLY VACCINATED” DEFINED

A covered worker shall be considered “fully vaccinated” for COVID-19 two (2) weeks or more after they have received the second (2nd) dose in a two-dose series or two (2) weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for emergency use Authorization by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the United States Food and Drug Administration or the World Health Organization.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated for purposes of this policy, consistent with the provisions of Executive Order 253.

DOCUMENTATION OF VACCINATION

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for emergency use (EUA) by the FDA or the WHO, or that are approved for use by the FDA or the WHO, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the CDC COVID-19 Vaccination Card;
2. Official record from the New Jersey Immunization Information System (NJIS) or other state immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any state specific application that produces a digital health record.

DATA COLLECTION COMPLIANCE WITH LAW

The Board of Education's collection of vaccination information from covered workers shall comport with all federal and state laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

SATISFYING EXECUTIVE ORDER 253 REQUIREMENTS

To satisfy the testing requirement of Executive Order 253 and this policy, an unvaccinated covered worker must undergo screening testing up to two (2) times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 infection test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

An unvaccinated covered worker is required to submit proof of a negative result from an acceptable COVID-19 infection for every test result submission date established under the school district's procedure in order to be eligible to work on-site on and after each such test result submission date. An unvaccinated covered worker's failure to do so shall be deemed

voluntary unavailability for work by that worker, and any work absence resulting from such voluntary unavailability shall be unpaid.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the District may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the District during a week when testing would otherwise be required, the Superintendent or his or her designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

TRACKING AND REPORTING REQUIREMENTS

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

ALLOWANCE FOR STRICTER OR ADDITIONAL REQUIREMENTS

Nothing in Executive Order 253 and this policy shall prevent a Board of Education from revising this policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 through 14B-31.

SUPPLEMENTAL PROTOCOLS

This policy shall be supplemented by Policy No. 1648.11M – Appendix A, which shall include the District’s protocols implementing the provisions of this policy.

The Superintendent is authorized to implement revisions to specific conditions in this policy based on any subsequent executive orders or any additional mandates that affect any provision of this policy. Any such revisions in this policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Legal references: *Executive Order 253 – August 23, 2021*

Adopted (BCTS):

Adopted (BCSS):

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
☐ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: PROGRAM
Number: 2421

Title: CAREER AND TECHNICAL EDUCATION

The Board of Education believes programs of Career and Technical Education (CTE) is important to the educational development of its students. The New Jersey system of career and technical education has as its purpose to:

1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;
2. Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;
3. Support a comprehensive 9-12 career education and counseling system; and
4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.

The Board of Education provides a program of career and technical education operating as a county vocational school district in accordance with N.J.S.A. 18A:54 (Vocational Schools) and N.J.A.C. 6A:19 (Career and Technical Education Programs and Standards).

ADMISSION TO PROGRAMS

Admission to the District's career and technical education programs will be open to regularly enrolled students on the basis of their potential for achieving the occupational or other objective of such instruction.

STUDENTS SUBJECT TO BOARD AUTHORITY

All students participating in career and technical education the CTE programs within the District or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this District and are subject to the policies and rules of this Board of Education. The District shall establish admission requirements that include equity and access for all populations, including special populations and special education students. No student shall be denied admission or participation in any career and technical education

programs due to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.

STUDENT EXPLOITATION PROHIBITED

The District will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the state pertaining to such training and employment. The District will comply with all safety and health standards contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

STATUTORY AND ADMINISTRATIVE CODE COMPLIANCE

Career and technical education programs offered by the District shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

REGULATORY REQUIREMENTS

The Superintendent or his or her designee shall seek and utilize all available state, federal, and private sources of revenue for the financial support of career and technical education programs in this District.

Legal Reference: *N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54*

N.J.A.C. 6A:19 (Career and Technical Education Programs and Standards)

Adopted (BCTS): 9/11/02 Rev.: 3/15/06 Rev.: 2/3/15 Rev.:
Adopted (BCSS): N/A

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

**Section: CERTIFICATED
STAFF MEMBERS**
Number: 3222M

**Title: EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING
TEACHERS AND ADMINISTRATORS**

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board adopts this policy and Regulation No. R3222M – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators, for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act and the AchieveNJ administrative codes. This policy and Regulation No. R3222M provide the specifications and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

DEFINITION – TEACHING STAFF MEMBER

For purposes of this policy and Regulation No. R3222M, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. The term “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members, which shall be submitted to the Commissioner of Education by August 1st for approval by August 15th of each year. The evaluation rubrics shall have four (4) defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff

members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten (10) teaching staff member working days of adoption.

Legal reference: *N.J.S.A. 18A:6-117 et seq.; 18A:27-3.1*

N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5; 6A:10-6.2

Adopted (BCTS): 9/11/02 Rev.: 5/17/06 Rev.: 4/29/14 Rev.: 4/28/16 Rev.: 8/29/17
Rev.:

Adopted (BCSS): 10/16/02 Rev.: 5/17/06 Rev.: 5/29/14 Rev.: 4/26/16 Rev.: 8/22/17
Rev.:

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: CERTIFICATED
STAFF MEMBERS
Number: 3224M

Title: EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND
ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts this policy and the District administration issues Regulation No. R3224M for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act and the AchieveNJ administrative code. This policy and Regulation No. R3224M contain the provisions and requirements for the observation and evaluation of Principals, Vice Principals, and Assistant Principals consistent with TEACHNJ and AchieveNJ.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act. N.J.S.A. 47:1A-1 et seq.

The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals, which shall be submitted to the Commissioner of Education by August 1st for approval by August 15th of each year. The evaluation rubrics shall have four (4) defined annual ratings: unsatisfactory, progressing, proficient, and exemplary. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated unsatisfactory or progressing on

the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, or Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten (10) Principal, Vice Principal, or Assistant Principal working days of adoption.

Legal references: *N.J.S.A. 18A:6-117 through 6-129*

N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5; 6A:10-5.1 through 10-5.4; and 6A:10-7.1 through 10-7.3

Adopted (BCTS): 4/29/14 Rev.: 4/28/16 Rev.: 8/29/17 Rev.:
Adopted (BCSS): 5/29/14 Rev.: 4/26/16 Rev.: 8/22/17 Rev.:

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
☐ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: STUDENTS
Number: 5111M

Title: **ELIGIBILITY OF RESIDENT (COUNTY) AND NONRESIDENT
(OUT-OF-COUNTY) STUDENTS**

The Bergen County Vocational School District Board of Education shall admit to its schools, free of charge, persons over five (5) and under twenty (20) years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, subject to the provisions set forth herein and under applicable laws, rules, and regulations.

ELIGIBILITY TO ATTEND SCHOOL

The Board of Education, as a county vocational school district within the meaning and intent of N.J.S.A. 18A:54-11 through 54-41, including but not limited to N.J.S.A. 18A:54-20.1, shall admit students who apply for admission and are accepted for attendance at any of the schools of the county vocational school district.

The Board shall admit students eligible to attend school free of charge who are domiciled within the District as defined in N.J.A.C. 6A:22-3.1 through 22-3.4 (Eligibility to Attend School).

A child who is domiciled within the District and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the District in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the District pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the District.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the District and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2 (Other students eligible to attend school). A student is only eligible to attend school in the District pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for

the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she:

1. Is domiciled within the District;
2. Is supporting the child without remuneration and intends to do so for a time longer than the school term;
3. Will assume all personal obligations for the student relative to school requirement; and
4. Provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or
5. Provides a copy of his or her mortgage or tax bill if an owner.

Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

PERSON OTHER THAN PARENT/GUARDIAN DOMICILED IN THE DISTRICT

A student is eligible to attend school in this District free of charge pursuant to N.J.S.A. 18A:38-1b if the student is kept in the home of a person domiciled in the District, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency provided that the student applies for admission to and is accepted for attendance at any of the schools of the county vocational school district. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

DISTRICT OF TEMPORARY RESIDENCE

A student is eligible to attend school in this District free of charge pursuant to N.J.S.A. 18A:38-1(d) if the student's parent or guardian temporarily resides within the District and elects to have the student attend the District of temporary residence, notwithstanding the existence of a domicile elsewhere and the student applies for admission to and is accepted for attendance at any of the schools of the county vocations school district. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school District of temporary residence. When one of a student's parents or guardians temporarily resides in the District while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

Provided that the student applies for admission and is accepted for attendance at any of the schools of the county vocational school district, a student is eligible to attend this District free of charge:

1. If the student's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 (Education of Homeless Children);
2. If the student is placed by court order or by a society, agency, or institution in the home of a district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the District and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the District, pursuant to N.J.S.A. 18A:38-3(b). The District shall not be obligated for transportation costs; and
4. If the student resides on federal property within the state pursuant to N.J.S.A. 18A:38-7.7 through 38-7.14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the District as a result of domestic violence, sexual abuse, or other family crisis shall be permitted to remain enrolled in the District for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.3(h). If the student remains enrolled in the District for the remainder of the school year, the District shall provide transportation services to the student, provided the student lives remote from school and the state shall reimburse the District for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable state or federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the state; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the state shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the District shall not condition enrollment in the District on immigration status. A student's immigration/visa status and their eligibility to attend school

shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation No. R5111M – Eligibility of Resident/Nonresident Students.

PROOF OF ELIGIBILITY

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the District in accordance with the provisions of N.J.A.C. 6A:22-3.4 (Proof of Eligibility). The Board of Education shall consider the totality of information and documentation offered by an applicant and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with federal law, document or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. In the case of a dispute between the District and the parent of a student in regard to the student's eligibility to enroll in the District or to remain enrolled in the District pursuant to the provisions of N.J.S.A. 18A:38-1, the District may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent's name and address for use in verifying a student's eligibility for enrollment in the District in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the District shall not condition enrollment in the District on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

REGISTRATION FORMS AND PROCEDURES FOR INITIAL ASSESSMENT

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 through 22-4.3 (Initial Assessment and Enrollment). The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A District-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

UNCONTESTED DENIAL, APPLICATION DEFECTS, FAILURE TO FILE APPEAL

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the District if defects in the application are not corrected or an appeal is not filed in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and 22-4.3.

When a student appears ineligible based on the information provided in the initial application, the District shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the New Jersey Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the District's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed with the twenty-one (21) day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six (6) and sixteen (16), applicants also shall be asked to complete a written statement indicating the student will be attending school in another district or nonpublic school or receiving instruction at a school other than one in the District pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the district of actual domicile or residence or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the District or the Department of Children and Families with the student's name, the name(s) of the parent/ guardian/ resident, and the student's address to the extent known. Staff shall also indicate admission to the District has been denied based on residency or domicile and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

ABSENCE OF BIRTH CERTIFICATE OR OTHER PROOF OF IDENTITY

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the District shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty (30) days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

ABSENCE OF MEDICAL RECORDS

Enrollment in the District shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.1 through 57-4.19 (Immunization of Pupils in Schools).

ABSENCE OF EDUCATIONAL RECORD

When enrollment in the District, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the

applicant shall be advised the student's initial educational placement may be subject to revision upon the District's receipt of records or further assessment of the student.

NOTICE OF INELIGIBILITY

When a student is found ineligible to attend the District pursuant to N.J.A.C. 6A:22-1.1 through 22-4.3 (concerning student residency), or the student's initial application is found to be deficient upon subsequent review or investigation, the District immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

REMOVAL OF CURRENTLY ENROLLED STUDENTS

Nothing in N.J.A.C. 6A:22 and this policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the District who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 and 22-4.3. The full Board or a Board Committee, at the discretion of the full Board, may conduct hearings required pursuant to N.J.A.C. 6A:22-4.3. If a Board Committee conducts the hearing(s), the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 through 4-21 (Open Public Meetings Act).

APPEAL TO THE COMMISSIONER OF EDUCATION

An applicant may appeal to the Commissioner of Education by the District's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 through 38-7.14 (Persons Who May Attend School) and N.J.A.C. 6A:3-8.1 (Appeals from District Board of Education Determinations of Entitlement to Attend School Based upon Domicile or Residency in District) and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to

N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” eligibility determinations shall be filed by the resident keeping the student.

ASSESSMENT AND CALCULATION OF TUITION

If no appeal to the Commissioner of Education is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student’s ineligible attendance, including the twenty-one (21) day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student’s right to attend the District, or the petitioner withdraw the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:6.2(a). Upon the Commissioner’s finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

NONRESIDENT STUDENTS

The admission of a nonresident student to school free of charge must be approved by the Board. Nonresident students shall be required to pay tuition to attend the county vocational school district and, also, may be required to pay a nonresident fee. No student otherwise eligible shall be denied admission on the basis of the student’s race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, sex, socioeconomic status, gender identity or expression, or disability. The continued enrollment of any nonresident student shall be contingent upon the student’s maintenance of good standards of citizenship and discipline.

ANTICIPATING ENTRANCE INTO OR LEAVING DISTRICT

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates District residency and has entered a contract to buy, build, or rent a residence in this District may be offered admission to one of the District’s programs for a period of time not to exceed eight (8) weeks prior to the anticipated date of residency. The parent or legal guardian shall pay tuition on a prorated basis.

If any such child is enrolled in the District and he or she does not become a resident of the District within eight (8) weeks after admission to the school, tuition will be charged until such time as the student becomes a resident of the District or withdraws from the school.

Students whose parent or guardian have moved from the District, thereby becoming residents of another county on or after February 1 of a given school year, and twelfth (12th) grade students whose parent or guardian have moved from the District on or after January 1 of a given year will be permitted to finish the school year in this District. In either case, the parents or legal guardian shall pay tuition on a prorated basis.

F-1 VISA STUDENTS

F-1 Visa students will not be admitted to this District.

J-1 VISA STUDENTS

J-1 Visa students will not be admitted to this District.

Legal references: 8 CFR 214.3

N.J.S.A. 10:4-6 through 4-21 (Open Public Meetings Act); 18A:7B-12 (District of residence; determination); 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3; 18A:38-3.1; 18A:54-11 through 54-41 (County Vocational Schools); 18A:54-20.1 (Enrollment of pupils in county vocational schools; funding; tuition)

N.J.A.C. 6A:3-8.1 (Appeals from District Board of Education Determinations of Entitlement to Attend School Based upon Domicile or Residency in District); 6A:14-3.3 (Special Education; Services; Location, referral and identification); 6A:17-2.1 through 17-2.9 (Education of Homeless Children); 6A:19-3.1 (Career and Technical Education Programs and Standards; Development, Approval, and Delivery of Career and Technical Education; Program Requirements); 6A:22 (Student Residency); 8:57-4.1 through 57-4.19 (Immunization of Pupils in Schools)

Adopted (BCTS): 1/23/02 Rev.: 4/20/05 Rev.: 11/3/08 Rev.: 4/13/10 Rev.: 5/25/11
Rev.: 1/24/17 Rev.: 6/20/19 Rev.: 12/8/20 Rev.:

Adopted (BCSS): N/A

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**
- ☒ **BERGEN COUNTY SPECIAL SERVICES**

POLICY

Section: OPERATIONS
Number: 8561M

Title: PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or food service management company (FSMC) comply with all federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; state procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable state and local laws.

The procurement procedures contained in this policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or his or her designee and will be available to determine open competition, the reasonable ness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

I. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The District's plan for procuring items for use in the School Nutrition Programs is as follows:

- A. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. Formal procurement procedures will be used as required by 2 CFR 200.318 through 200.326 and any state and local

procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

B. The following procedures will be used for all purchases:

Product/Services	Estimated Dollar Amount	Procurement Method	Evaluations	Contract Award Type	Contract Duration/Frequency

II. Micro-Purchases Procedures:

- A. Purchases of supplies or services, as defined by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.
- B. Formal bid procedures will be applied on the basis of:
 - 1. Centralized system;
 - 2. Individual school;
 - 3. Multi-school system; and/or
 - 4. State contract.
- C. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board-approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

III. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

- A. An announcement of an IFB or an RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice

will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.

- B. An advertisement in the official newspaper for at least one day is required for all purchases over the District's small purchase threshold as outlined in Federal Funds Procurement Method Section Chart – State Agency Form #358. The advertisement will contain the following:
1. A general description of items to be purchased;
 2. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 3. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 4. The deadline for submissions of sealed bids or proposals; and
 5. The address of the location where complete specifications and bid forms may be obtained.
- C. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- D. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- E. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
1. Contact period for the base year and renewals as permitted;
 2. The Board of Education is responsible for all contracts awarded (statement);
 3. Date, time, and location of IFB/RFP opening;
 4. How the vendor is to be informed of bid acceptance or rejection;
 5. Delivery schedule;
 6. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;

7. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
8. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
9. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
10. Contract provisions as required in Appendix II to 2 CFR 200:
 - a. Termination for cause and convenience – Contracts in excess of Ten Thousand and 00/100 Dollars (\$10,000.00);
 - b. Equal Opportunity Employment – “Federally assisted construction contracts”;
 - c. Davis-Bacon Act – Construction contracts in excess of Two Thousand and 00/100 Dollars (\$2,000.00);
 - d. Contract work Hours and Safety Standards – Contracts in excess of One Hundred Thousand and 00/100 Dollars (\$100,000.00);
 - e. Right to inventions made under a contract or agreement – If the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
 - f. Clean Air Act – Contracts in excess of One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00);
 - g. Debarment and Suspension – All federal awarded contracts;
 - h. Byrd Anti-Lobbying Amendment – Contracts in excess of One Hundred Thousand and 00/100 Dollars (\$100,000.00); and
 - i. Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
11. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

12. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
13. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
14. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent (1/2%) in the implicit price deflator for state and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
15. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using an RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
16. Method of award announcement and effective date (if intent to award is required by state or local procurement requirements);
17. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
18. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
19. Method of shipment or delivery upon contract award;
20. Provision requiring contractor to maintain all required records for three (3) years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
21. Description of process for enabling vendors to receive or pick up orders upon contract award;
22. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
23. Signed statement of non-collusion;

24. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 25. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
 26. Specifications and estimated quantities of products and services prepared by the District and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
 27. The Board of Education's Electronic Signature Policy.
- F. No interpretation of the meaning of the specifications will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator/Board Secretary which must be received at least ten (10) days, not including Saturdays, Sundays, and holidays, prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.
1. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
 2. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable federal, state, and local procurement regulations.
 3. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
- G. In awarding an RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

1. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
2. The School Business Administrator/Board Secretary or his or her designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
3. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
4. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product specified was received.
5. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternative. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
6. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternatives, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
7. The School Business Administrator/Board Secretary is responsible for maintain all procurement documentation.

IV. Small Purchase Procedures

If the amount of purchases for items is less than the District's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of two (2) qualified sources will be required.

- A. Written specifications will be prepared and provided to all vendors.

- B. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two (2) vendors shall be contacted.
- C. The School Business Administrator/Board Secretary or his or her designee will be responsible for contacting potential vendors when price quotes are needed.
- D. The price quotes will receive appropriate confidentiality before award.
- E. The School Business Administrator/Board Secretary will award quotes/bids. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
- F. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
- G. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product specified is received.
- H. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternative. Full documentation will be made available as to the selection of the acceptable item.
- I. The School Business Administrator/Board Secretary or his or her designee is required to sign all quote tabulations, signifying a review and approval of the selections.

V. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used.

- A. Written specifications will be prepared and provided to the vendor.
- B. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.

- C. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product or service specified was received.
- D. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
- E. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable federal or state micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or his or her designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
- F. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

VI. Miscellaneous Provisions

- A. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
- B. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
- C. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
- D. Specifications will be updated as needed.
- E. If the product is not as specified, any of several actions shall be taken, among them: removal of product from service; contact of vendor for approved alternate product; or removal of product from bid.

VII. Emergency Purchases

If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the

District for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

VIII. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

- A. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.381 through 200.326 and applicable program regulations and guidance.
- B. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - 1. All procurements were subject to full and open competition and were made in accordance with federal/state/local procurement requirements;
 - 2. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - 3. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - 4. The awarded contract requires all the federally required certifications; e.g., Buy American, debarment, restrictions on lobbying, etc.;
 - 5. The agency will confirm the addition of their purchasing power (goods and services) to the procurement in scope or services does not create a material change, resulting in the need to re-bid the contract;
 - 6. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
 - 7. The Buy American provisions are included in the procurement of food and agricultural products; and
 - 8. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

IX. Records Retention

The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for seven (7) years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

- A. Written rationale for the method of procurement;
- B. A copy of the original solicitation;
- C. The selection of contract type;
- D. The bidding and negotiation history and working papers;
- E. The basis for contractor selection;
- F. Approval from the state agency to support a lack of competition when competitive bids or offers are not obtained;
- G. The basis for award cost or price;
- H. The term and conditions of the contract;
- I. Any changes to the contract and negotiation history;
- J. Billing and payment records;
- K. A history of any contract claims;
- L. A history of any contractor breached; and
- M. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

X. Code of Conduct for Procurement

- A. All procurements must ensure there is open and free competition and adhere to the most restrictive federal, state, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

- B. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- C. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- D. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
- E. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

XI. Food Service Management Company (FSMC)

- A. In the operation of the District's food service program, the District shall ensure that a FSMC complies with the requirements of the Program Agreement, the District's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable state and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
- B. The District shall monitor the FSMC billing invoices to ensure compliance with federal and state procurement regulations.
- C. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for an FSMC.

Legal references: *N.J.S.A. 18A:18A – Public School Contracts Law*

New Jersey Department of Agriculture "Procurement Procedures for School Food Authorities" Model Policy – September 2018

Adopted (BCTS): 5/28/19 Rev.: 4/29/21 Rev.:
 Adopted (BCSS): 5/30/19 Rev.: 4/27/21 Rev.:

POLICIES DELITION

TO BE ABOLISHED

OCTOBER 26, 2021

- ☒ BERGEN COUNTY TECHNICAL SCHOOLS
☐ BERGEN COUNTY SPECIAL SERVICES

POLICY

Section: STUDENTS
Number: 5114

Title: CHILDREN DISPLACED BY DOMESTIC VIOLENCE

The Board of Education will cooperate with the County Office of Education, as appropriate and feasible, in the education of children temporarily displaced by domestic violence. Any student attending the schools of this District, whether regularly enrolled in this or another district, who has been admitted to a shelter for victims of domestic violence will be permitted and encouraged to continue an appropriate education program with minimal disruption.

The Board will cooperate with other educational institutions in the sharing of pertinent student records and in the establishment of sending-receiving relationships on behalf of displaced children. The confidentiality of all matters concerning displaced children will be strictly observed, and no information regarding the present residence of the child will be released.

Adopted (BCTS): 9/11/02
Adopted (BCSS): N/A

TO BE ABOLISHED

OCTOBER 26, 2021

- ☒ BERGEN COUNTY TECHNICAL SCHOOLS
- ☒ BERGEN COUNTY SPECIAL SERVICES

POLICY

Section: OPERATIONS
Number: 8810

Title: **RELIGIOUS HOLIDAYS**

The Board of Education recognizes that the acknowledgement of religious holidays in the public school may be a source of community concern. It is a goal of the District educational program to teach mutual understanding and respect for religious differences. In pursuing this goal, the educational program may recognize that various religious groups celebrate different holidays with different practices.

LIMITATIONS ON RELIGIOUS ACTIVITIES

In acknowledgment or observance of any religious holiday, the Superintendent shall insure the school and/or school officials do not mandate, organize, participate in an official capacity, endorse, persuade, compel, prevent, or deny participation in constitutionally protected prayer or religion in violation of the governing principles of the First Amendment of the United States Constitution. Consistent with these principles, the Superintendent or his or her designee shall ensure:

- No worship or religious service of any kind is sponsored by the District and conducted during the school day, whether or not conducted by a member of the clergy;
- No religious holiday shall be celebrated in any school of the District or at any District-sanctioned activity whether held on or off District property;
- Religious exhibits or displays include only materials that are a necessary or integral part of the curriculum and are temporary in nature;
- Any religious music played is selected primarily for its artistic content; and

- Any acknowledgment of a religious holiday neither advances nor inhibits any particular religious sect or religion consistent with the governing principles of the First Amendment of the United States Constitution.

Legal references: *United States Constitution, Amendment I*

U.S. Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools – February 7, 2003

N.J. Constitution (1947), Art. 1, Paragraph 4

N.J.S.A. 18A:36-16

Cross reference: Policy No. 2270 – Religion in the Schools

Adopted (BCTS): 10/17/01 Rev.: 3/24/04

Adopted (BCSS): 10/17/01 Rev.: 3/24/04

PERSONNEL

22-P-49T APPROVAL—2021 – 2022 STAFF APPOINTMENTS

RESOLUTION

WHEREAS, the Superintendent, after considering the recommendations of his administrative staff which included consideration of the experience, credentials, and references for the following candidates for employment in the school district, and for status reclassifications of current personnel in district, has determined that the appointments of these individuals is appropriate and in the best interest of the school district, and

BE IT RESOLVED that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with the terms of employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

Key: Staff:

N – New R - Replacement RI – Reinstatement T - Temporary

Schools/Locations:

ATHS.....Applied Technical High School (BCC), Paramus
BCABergen County Academies, Hackensack
BCDCC.....Bergen County Day Care Center, Hackensack
BCSSBergen County Special Services
BCTECBergen County Technical Education Center, Paramus
BCTHSBergen County Technical High School, Teterboro
BCVHSBergen County Vocational High School, Paramus
BOCCBergen One-Stop Career Center, Hackensack
ADULT.....Adult Education, Hackensack

CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Moris, Natalia (R)	School Psychologist	ATHS, Paramus

CERTIFICATION:
School Psychologist

Salary: Col. V, Step 4: \$67,667. per annum pro rata
Effective: 11/22/21 to 06/30/22
Note: Replacement for staff who resigned

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Abas, Ekrem (R)	Specialist: Computer	DISTRICT, Hackensack

Salary: \$40,000. per annum pro rata
Effective: 10/18/21 to 06/30/22
Note: Replacement for staff who was reclassified.

Caminiti, Isabel (N)	Administrative Systems Specialist	DISTRICT, 540 Farview Ave.
	Salary: \$85,000. per annum pro rata Effective: 10/25/21 to 06/30/22	
Greco, Franco (R)	Construction Supervisor	DISTRICT, Paramus
	Salary: \$87,500. per annum pro rata Effective: 10/01/21 to 06/30/22 Note: Replacement for staff who retired	
Markel, Alexa (R)	Broker/Counselor	ADULT ED, Hackensack
	Salary: \$68,000. per annum pro rata Effective: 10/11/21 to 06/30/22 Note: Replacement for staff who resigned	
Skees, Salvatore (N)	Specialist: Computer	DISTRICT, Shared Services
	Salary: \$40,000. per annum pro rata Effective: 10/11/21 to 06/30/22	

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to the above-named individuals as soon as is practicable.

22-P-50T APPROVAL—2021-2022 SALARY RECLASSIFICATION—CERTIFICATED

RESOLUTION

BE IT RESOLVED that the following salary reclassification be approved, as provided by the budget, in accord with the terms of the current collective bargaining agreement:

CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
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Cohen, Olivia	Teacher of Computer Science Technology	BCA, Hackensack
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From: Col. III, Step 9: \$79,232. + Ext. Day \$10,851. = \$90,083. per annum
To: Col. III, Step 9: \$79,232. per annum pro rata
Effective: 09/22/21 to 11/12/21
Note: Reclassification from Extended Day to Traditional Day

Maks, Natalia	Teacher of Commercial Art	BCA, Hackensack
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From: Teacher of Art: Col. III, Step 11 (Academic Guide): \$84,921. per annum
To: Teacher of Commercial Art: Col. V, Step 11 (Vocational Guide): \$88,059. per annum pro rata
Effective: 10/01/21 to 06/30/22
Note: Reclassification due to issuance of CTE Visual Arts certificate and from Academic to Vocational position.

Slootmaker, Amanda

Teacher of Physics

ATHS, Paramus

From: Col. V, Step 8: \$79,823. + Ext. Day \$9,301. = \$89,124. per annum
To: Col. V, Step 8: \$79,823. + Ext. Day \$10,851. = \$90,674. per annum
Effective: 07/01/21 to 06/30/22
Note: Working full Extended Day (70 minutes)

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to the above-named individuals as soon as is practicable.

22-P-51T APPROVAL—2021-2022 SALARY RECLASSIFICATION(S)—NON-CERTIFICATED

RESOLUTION

BE IT RESOLVED, that the following salary reclassification(s) be approved, as provided by the budget in accord with the rates and dates specified:

Hayek, Hajaleh

From: Broker/Work First Technician: \$39,613. per annum
To: Broker/Work First Technician: \$40,767. per annum pro rata
Effective: 09/13/21 to 06/30/22
Note: Increase in job responsibilities

Shoemaker, Barry

From: Custodian (BCTEC, Paramus): C1, Step 7: \$55,379. + Boiler \$1,200. + 2nd Shift \$1,017. = \$57,596. per annum
To: Custodian (BCTHS, Teterboro): C1, Step 7: \$55,379. + Boiler \$1,200. = \$56,579. per annum pro rata
Effective: 09/01/2021 to 06/30/2022
Note: Temporary replacement for staff on LOA

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to the above-named individuals as soon as is practicable.

22-P-52T APPROVAL – REVISED START DATE

RESOLUTION

BE IT RESOLVED that the following salary member's employment status be approved, as provided by the budget, in accord with the rates and dates specified:

Conklin, Naomi

From: 11/29/21
To: 11/22/21

Patiak Jr., Benjamin

From: 10/01/21
To: 10/27/21

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to the above-named individuals as soon as is practicable.

22-P-53T APPROVAL—2021-2022 DISTRICT SUBSTITUTE TEACHER(S)

RESOLUTION

BE IT RESOLVED that the following listing of District Substitute Teacher(s) be approved for school year 2021-2022.

Kappmeier, Lauren Grades N-12; All subjects Eff: 10/18/21

22-P-54T APPROVAL—2021-2022 LONG TERM SUBSTITUTE TEACHER(S)

RESOLUTION

BE IT RESOLVED that Laurie Jaffe, who holds valid County Substitute certificate, be appointed as a long term substitute teacher at the Bergen County Technical High School, Teterboro, to be compensated as follows:

Salary: \$204 per diem
Effective: 09/13/21 to 10/12/21
Note: Replacement for teacher on LOA

**22-P-55T APPROVAL— 2020-2021 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS
APPROVAL— 2021-2022 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS**

RESOLUTION

BE IT RESOLVED, that the following individuals be appointed/confirmed to the Extra Duty/Extra Pay positions, as provided by the budget, as indicated in accord with the rates and dates specified:

EXTRA DUTY/EXTRA PAY SY 2020-2021

Cyber Education Discovery Forum

Rate: Per diem

Effective: 06/23/21

Friedman, Robin

Max.

Days

1

EXTRA DUTY/EXTRA PAY SY 2021-2022

Curriculum Projects:

Friedman, Robin

Final payment - \$896.00*
Intro to Cybersecurity-Gr. 9 ATHS
*Split w/Emre Gemici. Project approved at
08/27/19 mtg so final project based on 19-20
Teacher's contact

Gemici, Emre

Final payment - \$896.00*
Intro to Cybersecurity-Gr. 9 ATHS
*Split w/Robin Friedman. Project approved at
08/27/19 mtg so final project based on 19-20
Teacher's contact

Pergolizzi, Robert

Final payment - \$1,883.00*
Perkins Middle School CTE Enrichment Program
*Grant funded

Home Instruction:

Calandra, Gabriella
Student: AJ

\$84 per hour
Max. hours: 9
Effective 09/09/21

Mihas, Maria
Student: AJ

\$84 per hour
Max. hours: 9
Effective 09/09/21

Lee, Yoonok
Student: FD

\$84 per hour
Max. hours: 12.5
Effective 09/30/21

Patterson, Christopher
Student: FD

\$84 per hour
Max. hours: 12.5
Effective 09/30/21

Thawley, Luke
Student: FD

\$84 per hour
Max. hours: 12.5
Effective 09/30/21

Wolf, Samantha
Student: FD

\$84 per hour
Max. hours: 12.5
Effective 09/30/21

Academy After Hours - Fall
Rate: \$48.57 per hour
Effective: 10/04/21 to 12/23/21
Sciametta, Erica

Max. Hours

25

BCA Research EXPO
Rate: Hourly per diem
Effective: 09/01/21 to 06/30/22
Bajwa, Ravinder
Dogru, Ozgur
Guthrie, Peter
Kaser, Paul
Kennedy, Clare
Kenny, Patricia
Kim, Deok
Liva, Michael
Nodarse, Carlos
Penev, Krassimir
Pergolizzi, Robert

Max.
Hrs.
225 hrs. shared*

Reeves, David
Sabio, German
Stott, Rachel
Tampone-Rios, Evelyn
Waldron, Alyssa
Wang, Matthew

*225 hours to be shared

Curriculum Project – District Physical Education

Rate: Hourly per diem

Effective: 10/15/21 to 12/01/21

Max. Hrs.

Naccara, Douglas

80

Lunch Duty

Rate: \$10. Per lunch period*

Effective: SY 2021-2022

Campus

Schram, Thomas

Paramus

*Per Sidebar Agreement: BOE 08/31/21; Resol. #22-P-25T

Lunch Duty - Academy

Rate: \$12.20 Per lunch period*

Effective: SY 2021-2022

Villarosa, Hillary

Adrianne, Timothy

Fillebrown, Catherine

*Per Sidebar Agreement: BOE 08/31/21; Resol. #22-P-25T

Mentoring – Teacher Bridge Program*

Effective: SY 2021-2022

Friedman, Robin \$2,500

Gemici, Emre \$1,000

Liva, Michael \$1,000

Maher, Kevin \$1,000

Seventko, Justin \$2,500

Yanniotis, Andreas \$1,000

*Funded by NJDOE

APPLIED TECHNOLOGY HIGH SCHOOL – PARAMUS

Recommended Staff

PER HOUR COMPENSATION:

Last Name

First Name

Rate

Effective

Teacher Relief

Pfaff

Andrew

\$59 per hour

SY 21-22

Teacher Relief

Farley

Heather

\$59 per hour

SY 21-22

39 hrs. max

BERGEN COUNTY ACADEMIES – HACKENSACK

Recommended Staff				
<u>ADVISORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Robotics Club	Hodroski	William	\$2,716	SY 21-22

<u>COORDINATORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Lead Teacher	Scully Sytsma	Nancy	\$11,319	SY 21-22

<u>HOURLY COMPENSATION:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Proctoring	Andaloro	Jennifer	\$64/hour	SY 21-22
Proctoring	Bajwa	Ravinder	\$64/hour	SY 21-22
Proctoring	Bercovici	Jon	\$64/hour	SY 21-22
Proctoring	Bonanomi	Mark	\$64/hour	SY 21-22
Proctoring	Branda	John	\$64/hour	SY 21-22
Proctoring	Casarico	Elizabeth	\$64/hour	SY 21-22
Proctoring	Crimmel	Michelle	\$64/hour	SY 21-22
Proctoring	Demeter	Scott	\$64/hour	SY 21-22
Proctoring	Feuss	Danielle	\$64/hour	SY 21-22
Proctoring	Fuentes	Elizabeth	\$64/hour	SY 21-22
Proctoring	Guthrie	Peter	\$64/hour	SY 21-22
Proctoring	Kaser	Paul	\$64/hour	SY 21-22
Proctoring	Liva	Michael	\$64/hour	SY 21-22
Proctoring	Madden	William	\$64/hour	SY 21-22
Proctoring	Seventko	Justin	\$64/hour	SY 21-22
Proctoring	Sorrentino	Elizabeth	\$64/hour	SY 21-22
Proctoring	Sousa	Nancy	\$64/hour	SY 21-22
Proctoring	Spinelli	Louis	\$64/hour	SY 21-22
Proctoring	Walsh	Gene	\$64/hour	SY 21-22
Proctoring	Zubov	Igor	\$64/hour	SY 21-22

<u>PER YEAR COMPENSATION:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Before School Duty Assignment	Miller	Luke	\$2,510	09/27/21
Before School Duty Assignment	Pagano	Emily	\$2,510	09/27/21

NORTHERN VALLEY REGIONAL – DEMAREST/OLD TAPPAN

Recommended Staff				
<u>ADVISORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Web Club	Luppino	Antonina	\$2,716	SY 21-22

BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO

<u>ADVISORS:</u>	Recommended Staff			
	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Debate Team	Ge	Peinan	\$2,716	SY 21-22
Intramural Club	Gosselink	Daniel	\$2,716	SY 21-22
Math Team	Vieni	Joan	\$2,716	SY 21-22

<u>PER YEAR COMPENSATION:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Before/After School Duty Assignment	VanDaalen	Mabel	\$5,019	09/09/21

ATHLETICS - DISTRICT

<u>ASSIGNMENT:</u>	Recommended Staff		
	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Fencing Coach	Lesznik	Gaspar	\$10,646
Lacrosse Assistant Coach (Girls)	Pagano	Emily	\$7,607

22-P-56T APPROVAL — LEAVE(S) OF ABSENCE

RESOLUTION

BE IT RESOLVED, that MaryRose Dibiano, Teacher of Physics, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period March 7, 2022 through June 3, 2022. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Andres Faciolince, Specialist: Computer, Bergen County Technical Schools, Technology (Shared Services), Hackensack, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period November 29, 2021 through December 17, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT FURTHER RESOLVED, that the Board Secretary shall give notice to the above-named individual(s) as soon as is practical.

22-P-57T APPROVAL—RESIGNATION(S)

RESOLUTION

WHEREAS, the administration has reviewed the notice(s) of resignation and has concluded that there is no need for further administrative review,

BE IT FURTHER RESOLVED that the following resignation(s) be accepted as per the effective date indicated:

Al Khudairi, Yousef	Specialist: Computer	Effective 10/16/21
Greco, Franco	Construction Worker	Effective 10/01/21
Roberts, Tobe	Specialist: Computer	Effective 10/26/21
Weisman, Stephen	Teacher of Computer Science	Effective 12/15/21

22-P-58T APPROVAL—RETIREMENT(S)

RESOLUTION

WHEREAS, the Superintendent has reviewed the notice(s) of resignation for the purpose of retirement and has concluded that there is no need for further administrative review,

BE IT RESOLVED, that the following retirement(s) be accepted as per the effective date indicated:

Zurich, Kenneth	School Counselor	Hackensack	Effective 02/01/2022
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22-P-59T APPROVAL—2021-2022 FRINGE BENEFIT(S)

RESOLUTION

BE IT RESOLVED that the attached Fringe Benefit(s) for the following employment position which is not within a bargaining unit, be approved for the dates specified:

- Academic Tutor

22-P-60T APPROVAL —2021-2022 JOB DESCRIPTION(S)

RESOLUTION

BE IT RESOLVED that the attached Job Description(s) for the following employment position be approved:

- Academic Tutor

FRINGE BENEFITS**ACADEMIC TUTOR****For the Period July 1, 2021 – June 30, 2022**

Work Year	10-month annual contract (September through June; school calendar); Up to 20 summer days as needed, and as determined by the Principal.	
Work Hours	Eight (8) hours per day, inclusive of a daily lunch period (same length as teachers in the building); Schedule may include times outside the regular school day including before school, after school and evening hours as needed, and as determined by the Principal.	
Personal Days	Three (3) days – noncumulative; subject to prior request and approval of Principal or his/her designee. <u>Note:</u> Pro-rated for staff employed for less than ten (10) months in a school year.	
Sick Leave	Ten (10) days per school year – cumulative (no partial or half sick days). <u>Note:</u> Pro-rated for staff employed for less than ten (10) months in a school year.	
Early Release	Employee who leaves school early due to illness or any personal emergency, will not be charged with leave days on the first two (2) occasions. Thereafter, however, the employee will be charged a full sick for illness absence regardless of the time s/he leaves school.	
Emergency Leave	Death in the immediate family four (4) consecutive days taken within six (6) months of death. Immediate family shall be defined as: <div style="display: flex; justify-content: space-between;"> <div> -husband or wife -children -mother or father -other relatives, if living in the same domicile at the time of death. </div> <div> -brothers or sisters -mother-in-law or father-in-law -grandparents </div> </div> Death of a relative not a member of the immediate family - one (1) day taken within six (6) months of death; Maximum two (2) per year.	
Health Benefits	- Medical: - Prescription:	SEHBP or its equivalent Co-payment: \$5.00 Generic \$10.00 Preferred Brand \$15.00 Non-Preferred Brand

Mail Order (90-day supply): \$10.00 Generic
 \$20.00 Preferred Brand
 \$30.00 Non-Preferred Brand

- Dental/Orthodontics
- Vision Care

- Employee contributions toward healthcare (medical and prescription) are paid through semi-monthly payroll contributions.

- All of the above are individual and dependent coverage.

- Part-time employees must work twenty-five (25) hours or more to receive health benefits.

Notice of Termination Sixty (60) days

BOE Approved: 11/01/21

BERGEN COUNTY TECHNICAL SCHOOLS

22-P-60T

TITLE:

**ACADEMIC TUTOR
(Noncertificated)**

I. QUALIFICATIONS:

- A. Bachelor's degree from an accredited college or university in a field related to job assignment preferred.
- B. Professional or academic experience demonstrating knowledge in a field related to assigned job responsibilities.
- C. Professional or academic experience demonstrating ability to coach or tutor high school students preferred.
- D. Excellent communication skills (oral and written).
- E. Highly developed interpersonal skills.
- F. Such alternatives to the above qualifications as may be allowed by law and acceptable to the Board.

II. REPORTS TO: Building Principal

III. PERFORMANCE RESPONSIBILITIES:

- A. Provide academic support to students to mitigate learning loss associated with COVID-related instructional disruption.
- B. Provide students with support in completing assignments in core academic subject areas, which may include but is not limited to:
 - 1. Reframing assignment directions;
 - 2. Ensuring student access to the content and resources needed;
 - 3. Provide alternate representations of content when needed;
 - 4. Scaffolding work by reinforcing the strategies and operations needed;
 - 5. Use teacher generated scoring rubrics and guidelines to provide feedback on student work.
- C. Consult and collaborate with certificated faculty to target, refine and individualize student academic support.
- D. Be accessible to students by maintaining a presence in a tutoring center (in-person or virtual) during school hours and/or by being available via virtual meeting rooms before school, after school and/or in the evening as directed by the Principal or his/her designee.
- E. Maintain electronic logs of all student support interactions.
- F. Support the building administration in daily operations (i.e. student supervision) when not providing academic support services.
- G. Performs such other duties as may be assigned.

IV. APPOINTMENT: Appointment shall be made by the Board of Education annually, upon the recommendation of the Superintendent of Schools.

V. TERMS OF EMPLOYMENT: Grant-funded. Ten (10) months per year, plus up to twenty (20) summer days as needed. Not eligible for tenure. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools.

VI. EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on noncertificated staff evaluation.

BOARD APPROVED: 11/01/21

FINANCE RESOLUTIONS

22-F-66T **APPROVAL—PAYMENT OF BILLS: SEPTEMBER/OCTOBER 2021**

RESOLUTION

WHEREAS, the Secretary has presented certain warrants to the Board of Education with a recommendation that they be paid; and

WHEREAS, the Board of Education has determined the warrants presented for payment to be in order;

NOW THEREFORE BE IT RESOLVED, the Board of Education ratifies the payments as authorized by Policy 6600 and that the following itemized lists of the warrants be filed:

<u>Dates</u>	<u>Check Numbers</u>	<u>All Funds</u> <u>Account 955-1020731</u>	<u>Total</u>
9/24/21-10/21/21	008893-009132	\$7,672,828.18	
9/24/21-10/21/21	S40290-S40365	\$861,113.01	\$8,533,941.19
 <u>Date</u>	 <u>Check Numbers</u>	 <u>Unemployment Comp Ins Fund</u> <u>Account 955-1020782</u>	 <u>Total</u>
 <u>Date</u>	 <u>Check Numbers</u>	 <u>Escrow Account</u> <u>Account 345-50179</u>	 <u>Total</u>

PB/JS

22-F-67T **MONTHLY CERTIFICATION— AUGUST 2021 BOARD SECRETARY/SCHOOL
FINANCIAL REPORT**

RESOLUTION

WHEREAS pursuant to N.J.A.C. 6:20-2.12(e)*, we, the Board of Education, confirm that as of August 31, 2021 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over-expended in violation of N.J.A.C. 6:20-2:12(b)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments.

BE IT RESOLVED the Board of Education does hereby approve the attached monthly certifications, and Board Financial Reports.

PB/JS

Source of Funds: per Attached

**22-F-68T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION FOR FEDERAL,
STATE AND/OR PRIVATE FUNDS**

AMERICAN RESCUE PLAN - ESSER

RESOLUTION

BE IT RESOLVED the Board of Education approves submission of the following application(s) for federal, state and/or private funds to support programs in the district:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Application</u>
Federal - FY '22 American Rescue Plan	Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)	\$1,358,431

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver the necessary applications on behalf of the Board of Education of the Bergen County Technical Schools.

**22-F-69T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION FOR
FEDERAL, STATE AND/OR PRIVATE FUNDS**

**AMERICAN RESCUE PLAN –
ACCELERATED LEARNING COACHING AND SUPPORT**

RESOLUTION

BE IT RESOLVED the Board of Education approves submission of the following application(s) for federal, state and/or private funds to support programs in the district:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Application</u>
Federal - FY '22 American Rescue Plan	Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) Accelerated Learning Coaching and Educator Support Grant	\$242,527

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver the necessary applications on behalf of the Board of Education of the Bergen County Technical Schools.

**22-F-70T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION FOR
FEDERAL, STATE AND/OR PRIVATE FUNDS**

**AMERICAN RESCUE PLAN
SUMMER LEARNING AND ENRICHMENT**

RESOLUTION

BE IT RESOLVED the Board of Education approves submission of the following application(s) for federal, state and/or private funds to support programs in the district:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Application</u>
Federal - FY '22 American Rescue Plan	Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) Evidence-Based Summer Learning and Enrichment Activities	\$40,000

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver the necessary applications on behalf of the Board of Education of the Bergen County Technical Schools.

**22-F-71T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION FOR
FEDERAL, STATE AND/OR PRIVATE FUNDS**

**AMERICAN RESCUE PLAN
BEYOND THE SCHOOL DAY ACTIVITIES**

RESOLUTION

BE IT RESOLVED the Board of Education approves submission of the following application(s) for federal, state and/or private funds to support programs in the district:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Application</u>
Federal - FY '22 American Rescue Plan	Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) Evidence-Based Comprehensive Beyond the School Day Activities	\$40,000

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver the necessary applications on behalf of the Board of Education of the Bergen County Technical Schools.

**22-F-72T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION FOR
FEDERAL, STATE AND/OR PRIVATE FUNDS**

**AMERICAN RESCUE PLAN - ESSER
NJTSS MENTAL HEALTH SUPPORT STAFFING**

RESOLUTION

BE IT RESOLVED the Board of Education approves submission of the following application(s) for federal, state and/or private funds to support programs in the district:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Application</u>
Federal - FY '22 American Rescue Plan	Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) NJTSS Mental Health Support Staffing Grant	\$45,000

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver the necessary applications on behalf of the Board of Education of the Bergen County Technical Schools.

**22-F-73T ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE FUNDS AND
ESTABLISHMENT OF BUDGET**

AMERICAN RESCUE PLAN

RESOLUTION

WHEREAS the Board of Education has approved certain special educational programs and authorized application for special federal, state and private funds to support them; and

WHEREAS formal, written notification has been received that certain of these grants have been approved;

NOW THEREFORE BE IT RESOLVED that the Board of Education accepts the following special federal, state and private grant funds:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Grant</u>
FY '22 NJ Department of Education	American Rescue Plan – IDEA	\$104,832

BE IT FURTHER RESOLVED the program previously approved be implemented and the following budgets be established and the person listed be authorized to administer them:

<u>Program</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
ARP IDEA	20-223-100-100 VN	Salaries	15,600
Grant Period: 3/11/2021-9/30/2024	20-223-100-610 VN	Supplies & Materials	88,039
	20-223-200-200 VN	Employee Benefits	1,193
Program Director: A. Caporaso		TOTAL	\$104,832

**22-F-74T APPROVAL – VENDOR LIST PARTICIPATION IN STATE CONTRACT PURCHASING
FOR BERGEN COUNTY TECHNICAL SCHOOLS 2021-2022 SCHOOL YEAR**

RESOLUTION

WHEREAS, the District, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the District has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the District intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW THEREFORE BE IT RESOLVED, the Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors (See attached) pursuant to all conditions of the individual State contracts;

BE FURTHER RESOLVED, that the Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services.

**22-F-75T APPROVAL – PROFESSIONAL ENGINEERING SERVICES – CHILLED WATER REBALANCING AT
BERGEN COUNTY ACADEMIES
VENDOR: T&M ENGINEERING : \$12,000.00**

RESOLUTION

WHEREAS, the school district has been experiencing cooling issues in the newly renovated toilet and locker room space at 200 Hackensack Avenue, Hackensack NJ; and

WHEREAS, T&M Associates requested the water flow balancing report from Murray Contractor, so the district could review and assess the equipment performance; and

WHEREAS, the report was provided on September 16, 2021 which documented that the chilled water flow rates at each fan coil unit range between 43-73% of the design chilled water flow rates; and

WHEREAS, based on these findings, T&M Associates, will work with the contractor to correct the chilled water flow rates at each unit to the flow rates established by T&M Associates;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned services to be provided by T&M Associates, Toms River, New Jersey for fees not to exceed \$12,000.00.

JS/am

**22-F-76T NEGOTIATE – CONTRACT TO FURNISH AND DELIVER VARIOUS STAGE LIGHTING
EQUIPMENT FOR BCTS - HACKENSACK
VENDOR: 4 WALL ENTERTAINMENT, INC., MOONACHIE, NJ \$59,866.22**

Bid: #22-04RR CONTRACT

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq advertised two times for sealed bids to Furnish and Deliver Various Stage Lighting Equipment for BCTS - Hackensack, and

WHEREAS, on both occasions, no valid bids were received, and

WHEREAS, 18A:18A-5c allows for Boards of Education, after publicly advertising for bids two times, to negotiate a contract;

NOW THEREFORE BE IT RESOLVED, after negotiation by the Purchasing Department, based on the recommendation of the Auditorium Manager, the Board of Education awards the contract to the lowest responsible bidder, 4WALL ENTERTAINMENT, INC., MOONACHIE, NJ, as follows:

<u>Item #</u>	<u>Qty.</u>	<u>Unit of Measure</u>	<u>Product #</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	4	each	N/A	Robe Forte Automated LED Special Effects Light <ul style="list-style-type: none"> • White LED Engine (6700K), Transferable • 1000w Engine producing 50,000 lumens • Full framing shutter systems • CMY/CTO-Linear color mixing system • 2 Color wheels, each with 5 fixed dichroic colors + white • Motorized Iris and Frost Filters • Rotating Prism • Sharp edge focus throughout 5-55 zoom range • 2 x 6 position plus open rotating gobo wheels • Continuously rotating variable Animation Wheel • 50,000-hour LED life • Ships in cardboard packing • 2 x Omega Brackets • 1 x Power Cable (connector style to be selected prior to order) 	\$ 11,865.02	\$ 47,460.08
2	12	each	WL-130-5K-BK	Altman LED Stage Work Lights <ul style="list-style-type: none"> • 5000K • Fixture comes with bare leads • Black Safety Cable • Worklight Diffusion Filter Frame • Pipe Clamp 	\$ 650.12	\$ 7,801.44
3	12	each	WL-BD-BK	Altman 4 Leaf Barn Door for Worklight (Black)	\$ 72.03	\$ 864.36
4	1	each	200A	LEX 200A 3-Phase Moving Light Box <ul style="list-style-type: none"> • 200 Amp, 3 Phase, 4 Pole, 5 Wire, 220 VAC, Pagoda Enclosure, (1) set of (5) cam-type color-coded inlets to (12) NEMA L6-20 Amp locking receptacles, (2) 20 Amps per circuit, LSC19 female panel mount receptacles and (1) NEMA 50-20, 20 Amp duplex receptacle, NEMA 1 Indoor • This box powers 12 moving lights at a remote location with (12) NEMA L6-20 plugs or (2) 6-circuit, 220 VAC multi-cables. The two types of receptacles are wired in parallel. 	\$ 2,135.25	\$ 2,135.25
5	1	each	N/A	LEX Evergrip Molded MULTI-Cable Extension 25'	\$ 308.93	\$ 308.93
6	2	each	N/A	LEX Evergrip Molded MULTI-Cable Extension 50'	\$ 437.00	\$ 874.00
7	2	each	LSC19	Break-Out Male to Female Stage Pin 6'	\$ 211.08	\$ 422.16
GRAND TOTAL (ALL INCLUSIVE)						\$59,866.22

22-F-77T APPROVAL – SALARY AND FRINGE BENEFIT COST PRORATION SCHOOL YEAR 2021-2022

RESOLUTION

WHEREAS a Management Agreement between Bergen County Technical Schools and Bergen County Special Services was approved by both Boards; and

WHEREAS the Management Agreement specifies the proration of salary and fringe costs of personnel who are employed by one Board but performs services for the other Board;

NOW THEREFORE BE IT RESOLVED that the Board of Education accept the **attached** proration worksheet; and

BE IT FURTHER RESOLVED that the Business Administrator shall make the necessary payroll and accounting entries to implement the proration plan.

PB/am
Source of Funds: Various

22-F-78T ACCEPTANCE OF RESCISSION OF SPECIAL STATE AND FEDERAL FUNDS

RESOLUTION

WHEREAS, Resolution No. 19-F-27T was adopted on August 28, 2018, authorizing the Board of Education to accept Workforce Innovation and Opportunity Act (WIOA) grants for Program Year (PY) 2018; and

WHEREAS, all funds allocated were required to be fully expended by June 30, 2020 and there are 39,916 unexpended WIOA funds for PY18 that must be rescinded;

NOW THEREFORE BE IT RESOLVED, the Board of Education accepts the following revised WIOA grants:

Program	Allocation	Decrease	New Level
WIOA Adult	\$ 903,356	\$ -33,195	\$ 870,161
WIOA Youth	\$ 864,140	\$ -3,883	\$ 860,257
WIOA Dislocated Worker	\$ 1,776,860	\$ 2,838	\$ 1,774,022
TOTAL	\$ 3,544,356	\$ -39,916	\$ 3,504,440
Period July 01, 2018 to June 30, 2019			

and

BE IT FURTHER RESOLVED, the program previously approved be implemented and the following budget be established and the person listed below be authorized administer it:

Program: WIOA Program
Administrator: Tammy Molinelli

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver any necessary contracts and reports on behalf of the Board.

22-F-79T

ACCEPTANCE OF SPECIAL STATE AND FEDERAL FUNDS

RESOLUTION

WHEREAS the Board of Education has approved certain special educational programs and authorized application for special state or federal funds to support them, and

WHEREAS formal, written notification has been received that certain of these grants have been approved;

NOW THEREFORE BE IT RESOLVED, the Board of Education accepts the following state or federal grant:

Funding Source	Program Description	Total Grant
NJ Department of Labor	COVID-19 Relief Fund Workforce and Reskilling Addition/(Decrease)	\$ 212,585 (212,585)
	Revised Total	\$ 0
Period – November 1, 2020 to December 30, 2020		

and

BE IT FURTHER RESOLVED, the program previously approved be implemented and the following budget be established and the person listed below be authorized to administer it:

Program: WIOA Program
Administrator: Tammy Molinelli

BERGEN COUNTY JOB CENTER – COVID-19 RELIEF FUND WORKFORCE AND RESKILLING		
ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET
20 832 130 109 V1	SALARIES	\$ (148,143)
20 832 130 200 V1	EMPLOYEE BENEFITS	\$ (64,442)
20 4480 832 V1	REVENUE	\$ (212,585)

BE IT FURTHER RESOLVED the President, Superintendent, and Secretary are authorized to execute and deliver any necessary contracts and reports on behalf of the Board.

22-F-80T

APPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG—7/1/21-6/30/22

RESOLUTION

BE IT RESOLVED the Board of Education approves the WIOA Formula/WFJ Individual Training Account Log entered into by the Superintendent as described on the Individual Training Account Log, which is attached and made part of this resolution.

RK/JS
Source of funds: see attached

**22-F-81T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND DUMONT PUBLIC SCHOOLS**

RESOLUTION

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS it has been determined by both districts that services of technology support can be more efficiently and economically provided by a joint agreement; and

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to Dumont Board of Education;

NOW THEREFORE BE IT RESOLVED, the Board of Education approves the attached Shared Services Agreement to provide the services of technology support to Dumont Board of Education per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

**22-F-82T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND EAST RUTHERFORD PUBLIC SCHOOLS**

RESOLUTION

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS it has been determined by both districts that services of technology support can be more efficiently and economically provided by a joint agreement; and

WHEREAS, both parties are desirous of entering into a shared services agreement (additional technician) agreement support by Bergen County Technical Schools to East Rutherford Board of Education;

NOW THEREFORE BE IT RESOLVED, Bergen County Technical Schools approves the attached Shared Services Agreement to provide the services of technology support to the East Rutherford Board of Education commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am
Source of funds: n/a

**22-F-83T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND OAKLAND BOARD OF EDUCATION**

RESOLUTION

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS it has been determined by both districts that services of technology support can be more efficiently and economically provided by a joint agreement; and

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to Oakland Board of Education;

NOW THEREFORE BE IT RESOLVED, Bergen County Technical Schools approves the attached Shared Services Agreement to provide the services of technology support to the Oakland School District per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am

22-F-84T **NEGOTIATE – CONTRACT TO FURNISH AND DELIVER A SHOPBOT GANTRY BASED CNC ROUTER AND THE ASSOCIATED PRODUCTS OR APPROVED EQUAL FOR BCTS**
VENDOR: SHOPBOT TOOLS, INC., DURHAM, NC \$25,664.00

Bid: #21-14RR CONTRACT

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised two times for sealed bids to Furnish and Deliver a ShopBot Gantry Based CNC Router and the Associated Products or Approved Equal for BCTS, and

WHEREAS, on both occasions, no valid bids were received, and

WHEREAS, 18A:18A-5c allows for Boards of Education, after publicly advertising for bids two times, to negotiate a contract;

NOW THEREFORE BE IT RESOLVED, after negotiation by the Purchasing Department, and based on the recommendation of the Director of Technology, the Board of Education awards the contract to the lowest responsible bidder, Shopbot, Inc., Durham, NC, as follows:

<u>Item #</u>	<u>Qty.</u>	<u>Unit of Measure</u>	<u>Product #</u>	<u>Description (must attach additional sheet that shows what each system includes). *</u>	<u>Unit Price</u>	<u>Total Price</u>
1	1	each	Agantry	Shopbot PRS Gantry Tools – Alpha Alpha closed loop -150lbs. side force, cut up to 10ips & rapid move 30ips with .0004” resolution and +/- .002in repeatability -Z axis 8” under collet (or optional 14”). Includes Crating, Dust foot, X&Y prox & Z-zero kit, sb3 control software, & VCarve Pro SB CAD/CAM design software, clipart, project files, & 15+ hours of video tutorials. - 96’ x 48” x 8” - Gantry 48 - YZ Car 8” Z - Power Specs: 110V, 220V for Spindle - CBxAR 1 Spd, 4-5HP, 220V - HSD 4HP 220V 1 PH PRS - Rail Set X96 PRS - Dust Foot 2.2/4HP PRS4 - User Assembly Kit – Alpha - Spring Assist Kit PRS4 - Kit Push Bar 48 - Crating Gantry Domestic – Std - Drive Set 4 AR Gantry 110V	\$24,604.00	\$24,604.00
2				Shopbot Router Bit Starter Kit, 8 PCS ½” Two Flute Straight V Flute 1-1/4” Spoilboard Cutter	\$258.00	\$258.00

Item #	Qty.	Unit of Measure	Product #	Description (must attach additional sheet that shows what each system includes). *	Unit Price	Total Price
	1	each	13699	1" 60° V Flute ¼" One Flute Straight V Flute ¼" Upcut ¼" Upcut Super "O" Flute ¼" Downcut 1/8" Upcut Tapered Ball Nose		
				GRAND TOTAL (ALL INCLUSIVE) +		\$25,664.00

Source of Funds: 12-000-252-732-DT
JS/hm

22-F-85T APPROVAL - BERGEN COUNTY TECHNICAL SCHOOLS PARTICIPATION IN COOPERATIVE PRICING SYSTEMS

RESOLUTION

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, Bergen County Technical Schools will continue to utilize the purchasing cooperatives of the following agencies, in order to maximize our purchasing potential:

- County of Bergen
- Educational Services Commission of New Jersey (formerly known as Middlesex Regional Educational Services Commission)
- Hunterdon County Educational Services Commission
- Educational Services Commission of Morris County
- Union County Cooperative

BE IT FURTHER RESOLVED that the lead agencies will direct the using agencies on required documentation in order to remain and active member of their cooperative.

BE IT FURTHER RESOLVED, that the Board of Education approves the above list of agencies to utilize purchasing cooperatives during the 2021-2022 School year.

22-F-86T

REJECTION OF BID - TO FURNISH, DELIVER AND INSTALL JOFEL TOILET TISSUE DISPENSERS ON A FREE LOAN BASIS AND PURCHASE NIBROC TOILET TISSUE, FOR A TWO-YEAR PERIOD, COMMENCING NOVEMBER 1, 2021

BID #22-PC7
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq., advertised for sealed bids to Furnish, Deliver and Install Jofel Toilet Tissue Dispensers, or Approved Equal, on a Free Loan Basis and Purchase Nibroc Toilet Tissue, or Approved Equal, for a Two-Year Period, Commencing November 1, 2021, or Date of Award, and

WHEREAS, in accordance with the public advertisement, one (1) company submitted a bid and was received, publicly opened and read aloud in the Board of Education offices on October 19, 2021, and

WHEREAS the bid specifications need to be revised;

NOW THEREFORE BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-22 the bid submitted in connection with Bid #22-PC7 be and hereby is rejected on the grounds that the specifications need to be revised in order to be in compliance with the Public Schools Contracts Law, and

BE IT FURTHER RESOLVED that the School Business Administrator be and hereby is authorized to rebid the contract, with revised specifications.

22-F-87T

AWARD OF CONSTRUCTION CONTRACT TO MURRAY PAVING AND CONCRETE FOR VARIOUS CONSTRUCTION PROJECTS THROUGHOUT BCTS – PROJECT TOTAL \$410,033.26.

RESOLUTION

WHEREAS, the District has determined that various facility and building upgrades located throughout BCTS is needed to meet current educational and instructional requirements; and

WHEREAS, the State of New Jersey allows school districts and other public agencies to purchase goods and services via a cooperative or state contract, including construction services; and

WHEREAS, the Division of Local Government Services' of the State of New Jersey, Department of Community Affairs, has determined that job ordering contracting can be utilized for public works contracts; and

WHEREAS, the Division of Local Government Services has defined public works to be the "building, altering, repairing, improving or demolishing any public structure or facility constructed or acquired by a contracting unit to house local government or school district functions;" and

WHEREAS, BCTS is a participant in the Educational Services Commission of New Jersey, a State of New Jersey approved cooperative purchasing entity; and

WHEREAS, Murray Paving and Concrete has been awarded the job ordering contract for Educational Services Commission of New Jersey, ESCNJ #20/21-03;

NOW THEREFORE BE IT RESOLVED, that the Board of Education contract with Murray Paving and Concrete for the renovation and construction of various district facilities, as identified below, located throughout the Bergen County Technical Schools' system in an amount not to exceed \$410,033.26; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the School Business Administrator to issue purchase orders for said projects listed below.

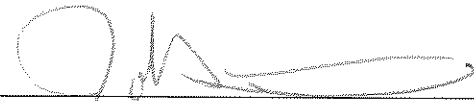
Project Name	Project Location	Project Cost
BCA Front Entrance Visual Display Casework	BCA	\$11,634.67
BCA Room 238/240 Additional HVAC	BCA	\$25,625.87
ATHS Classroom Renovation and Cafeteria Enlargement	ATHS	\$179,342.57
Teterboro Room 511 Upgrades	Teterboro	\$5,072.62
PAL Additional Renovations – Bathroom Upgrades	BCA PAL	\$149,643.23
Paramus CST Change Order	Paramus	\$30,777.79
Paramus Tent Installation	Paramus	\$7,936.51

BERGEN COUNTY TECHNICAL SCHOOLS

**BILLS LIST CERTIFICATION
BUDGETARY LINE ITEM STATUS**

I have reviewed the attached bill listing and certify that to the best of my knowledge and belief, all bills have been reviewed and approved by authorized district personnel and that all bills are for bona fide, necessary purchases of materials or services that have been received or rendered to the district. In addition, all expenditures have been properly classified within the District's financial records as submitted to the Board of Trustees of the Bergen County Technical Schools, and furthermore, no budgetary line item account has been over expended.

(N.J.A.C. 6A:23-2.11)



John Susino
Board Secretary

10-22-21
Date

**BERGEN COUNTY TECHNICAL SCHOOLS
APPROVAL OF PAYMENT OF BILLS**

Month: Sept - Oct 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
9/24/2021 - 10/21/2021	008893 - 009132	7,672,828.18	
9/24/2021 - 10/21/2021	S40290 - S40365	<u>861,113.01</u>	8,533,941.19

<u>Date</u>	<u>Check #</u>	<u>Unemployment Comp Ins Fund Acct 955-1020782</u>	
		<u>0.00</u>	0.00

<u>Date</u>	<u>Check #</u>	<u>Escrow Direct Account Acct 345-50179</u>	
		<u>0.00</u>	0.00

Check Journal Bergen County Vo-Tech Schools
 Rec and Unrec checks Hand and Machine checks

Page 1 of 8

10/21/21 15:02

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008805	V 09/23/21	10/21/21	1959	HOLY NAME HOSP OCCUPATIONAL HEALTH SVC		(70.00)
008810	V 09/23/21	09/29/21	F230	JOHNSON CONTROLS		(3,550.00)
008893	10/05/21		2677	CAMBRIDGE UNIVERSITY PRESS		672.35
008894	10/06/21		6134	TSA TEAMS		724.00
008895	10/21/21		Z960	77 HYDRO		572.97
008896	10/21/21		A948	ACCESS TRAINING		140.00
008897	10/21/21		1007	ACT (AMERICAN COLLEGE TESTING)		2,000.00
008898	10/21/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		22,219.68
008899	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008901 Stub	
008900	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008901 Stub	
008901	10/21/21		5918	AIRGAS USA,LLC		781.84
008902	10/21/21		2981	ALLEGHENY EDUCATIONAL SYSTEMS		2,387.18
008903	10/21/21		U083	ALLIED PRINTING & GRAPHICS CO. INC.		5,900.00
008904	10/21/21		T136	ALVARADO; KEVIN		1,077.00
008905	10/21/21		O479	AMBARYAN; MIKE		1,077.00
008906	10/21/21		A535	AMERICAN HEART ASSOCIATION		2,097.45
008907	10/21/21		3203	AMERICAN INSTITUTE		4,438.01
008908	10/21/21		1022	AMERICAN PAPER AND SUPPLY TOWEL COMPAN		2,376.00
008909	10/21/21		6083	AMERICAN SAFETY COUNCIL, INC		299.00
008910	10/21/21		O713	ARPA; MICHAEL		1,077.00
008911	10/21/21		F662	ASCOLESE; ALEXANDER		1,077.00
008912	10/21/21		1016	ATRA JANITORIAL SUPPLY CO INC		5,509.90
008913	10/21/21		1059	B & H PHOTO-VIDEO INC		10,360.33
008914	10/21/21		1849	BARNES & NOBLE		1,433.00
008915	10/21/21		M528	BCASSP		225.00
008916	10/21/21		E201	BERGEN COUNTY CONSORTUM		210.00
008917	10/21/21		2318	BERGEN COUNTY SHERIFF'S OFFICE B		360.00
008918	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008923 Stub	
008919	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008923 Stub	
008920	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008923 Stub	
008921	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008923 Stub	
008922	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#008923 Stub	
008923	10/21/21		2821	BERGEN COUNTY TECHNICAL SCHOOL		129,841.59
008924	10/21/21		1077	BERGEN COUNTY UTILITIES AUTHORITY-WPC		777.00
008925	10/21/21		A365	BERMUDEZ;OSCAR		125.00
008926	10/21/21		N028	BLACKBOARD, INC		5,616.09
008927	10/21/21		2675	BLEJWAS ASSOCIATES, INC.		12,108.84
008928	10/21/21		1093	BOARD OF VOCATIONAL EDUCATION		1,625.69
008929	10/21/21		6308	BOARD OF VOCATIONAL EDUCATION		684.00

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008930	10/21/21		5855	BOBCAT OF NORTH JERSEY		2,456.97
008931	10/21/21		F528	BOROUGH OF PARAMUS DPW		395.00
008932	10/21/21		4623	BTII INSTITUTE		4,000.00
008933	10/21/21		1114	BURMAX COMPANY INC		5,586.83
008934	10/21/21		4161	CABLEVISION EDUCATION		273.84
008935	10/21/21		6918	CABLEVISION LIGHTPATH		43,598.64
008936	10/21/21		M352	CAMBRIDGE UNIVERSITY PRESS		1,916.10
008937	10/21/21		S424	CAMDEN DREAM CENTER		8,000.00
008938	10/21/21		1145	CAROLINA BIOLOGICAL SUPPLY CO		49.50
008939	10/21/21		U604	CARY, BRAD		1,077.00
008940	10/21/21		6867	CASCADE SCHOOL SUPPLIES		30.30
008941	10/21/21		U208	CEDAR HILL NURSERY		2,802.50
008942	10/21/21		7010	CINCINNATI CHILDREN'S HOSP MED CENTER DI		600.00
008943	10/21/21		O085	CME ASSOCIATES		2,307.00
008944	10/21/21		2195	COLDSTAT REFRIGERATION		242.32
008945	10/21/21		1170	COMMERCIAL INTERIORS DIRECT, INC.		3,845.76
008946	10/21/21		1136	COMMUNICAN		1,648.35
008947	10/21/21		6449	COMPUTER DESIGN AND INTEGRATON LLC		311,705.56
008948	10/21/21		X993	CONSOLIDATED INSTRUMENTS AND AVIONICS		768.75
008949	10/21/21		1764	CONTENT PARTY RENTALS, INC.		304.00
008950	10/21/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		76,882.54
008951	10/21/21		P259	CONVERSANO; JOSHUA		1,077.00
008952	10/21/21		K350	COOK; VASILI		1,077.00
008953	10/21/21		D828	CROOKHORN; MICHAEL		1,077.00
008954	10/21/21		L664	DELEON; ALBERTO		1,077.00
008955	10/21/21		H542	DEMCO		498.60
008956	10/21/21		Q223	DI CARA/RUBINO ARCHITECTS		9,051.04
008957	10/21/21		1216	DIGI-KEY CORP		16.03
008958	10/21/21		C539	DIPOPOLO; TYLER		1,077.00
008959	10/21/21		5195	DIRECTV. INC.		137.99
008960	10/21/21		H159	DISASTER MANAGEMENT SYSTEMS, INC		2,710.42
008961	10/21/21		P938	DOMINGUE; JOINEL		1,077.00
008962	10/21/21		6125	E3 NORTHEASTERN TECHNOLOGIES GROUP		280.00
008963	10/21/21		2290	EAI EDUCATION		31.41
008964	10/21/21		6601	EARTH NETWORKS INC		5,824.00
008965	10/21/21		T244	EASTERN LIFT TRUCK CO., INC		752.50
008966	10/21/21		1552	EASTWICK COLLEGE - NUTLEY		469.69
008967	10/21/21		6451	EBSCO INFORMATION SERVICES		2,110.00
008968	10/21/21		6907	EDUCATIONAL DATA SERVICES		13,500.00

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008969	10/21/21		0838	EDUCATIONAL SCIENCE		109.99
008970	10/21/21		M684	EDUCURVE LEARNING, LLC		300.00
008971	10/21/21		6688	ELEVATOR MAINTENANCE CORP		320.00
008972	10/21/21		F928	EMERGING TECHNOLOGIES INSTITUTE		1,973.50
008973	10/21/21		2830	EMS TRAINING CENTER		120.00
008974	10/21/21		1105	ENCYCLOPEDIA BRITANNICA INC.		925.00
008975	10/21/21		R744	ENGINEER YOUR WORLD		3,000.00
008976	10/21/21		1934	ESI EQUIPMENT, INC.		2,307.60
008977	10/21/21		2778	E-Z WHEELS DRIVING SCHOOL, INC.		3,199.22
008978	10/21/21		T135	F.W. WEBB COMPANY		685.30
008979	10/21/21		2492	FEA		135.00
008980	10/21/21		2153	FEDEX		38.19
008981	10/21/21		5237	FINLAY MEDICAL TRAINING INSTITUTE		1,193.60
008982	10/21/21		U786	FIRST EDUCATIONAL RESOURCES		299.00
008983	10/21/21		T880	FISCHETTO; CHARLTON		1,077.00
008984	10/21/21		1250	FISHER SCIENTIFIC CO		4,587.40
008985	10/21/21		3744	FITNESS LIFESTYLES INC.		930.00
008986	10/21/21		G837	FORMATIVE		5,605.00
008987	10/21/21		Q389	FP MAILING SOLUTIONS		56.85
008988	10/21/21		5504	G & G TECHNOLOGIES, INC.		5,439.00
008989	10/21/21		7627	GLOBAL EDUCATION BENCHMARK GROUP		550.00
008990	10/21/21		H546	GO-BOX, LLC		1,417.47
008991	10/21/21		2774	GRAYBAR ELECTRIC		4,186.50
008992	10/21/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		61,565.00
008993	10/21/21		X603	GROOVER; KENAN		1,077.00
008994	10/21/21		X273	GUIRACOGA; HENRY		1,077.00
008995	10/21/21		4328	HAIG SERVICE CORPORATION		254.00
008996	10/21/21		U148	HAMMOND; JOSHUA		1,077.00
008997	10/21/21		L953	HANDS IN 4 YOUTH		8,575.00
008998	10/21/21		P343	HARRIS;ANTOINETTE		260.07
008999	10/21/21		I860	HITTING STORE		192.30
009000	10/21/21		1959	HOLY NAME HOSP OCCUPATIONAL HEALTH SVC		70.00
009001	10/21/21		1289	HOME DEPOT CREDIT SERVICES		760.25
009002	10/21/21		X005	HOSA-FUTURE HEALTH PROFESSIONALS		2,268.00
009003	10/21/21		1304	HUBERT CO		2,851.27
009004	10/21/21		6181	HUDSON COMMUNITY ENTERPRISES		400.00
009005	10/21/21		O160	HUNTINGTON; LEAF		1,077.00
009006	10/21/21		2505	IDEAL DRIVING SCHOOL		4,000.00
009007	10/21/21		D684	IDS AUTOSHRED		285.00

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009008	10/21/21		N184	INSTITUTE FOR CONTEMPORARY CAREERS		1,333.33
009009	10/21/21		M027	INSTITUTE FOR THERAPEUTIC MASSAGE INC		1,061.11
009010	10/21/21		6348	IRON MOUNTAIN		3,047.56
009011	10/21/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		40,000.00
009012	10/21/21		1336	JOHN SIMON INSTRUMENT CO INC		125.00
009013	10/21/21		F230	JOHNSON CONTROLS		5,329.83
009014	10/21/21		7060	JOSTENS		4,601.00
009015	10/21/21		7268	K & S MUSIC, INC.		677.73
009016	10/21/21		1342	KEEHN POWER PRODUCTS		325.70
009017	10/21/21		G142	KIM; NAHUN		115.25
009018	10/21/21		C273	LAS COMP INSTITUTE OF IT		15,549.99
009019	10/21/21		5204	LAUMAR ROOFING		5,580.00
009020	10/21/21		Q662	LEE; FUI YEE		451.00
009021	10/21/21		2972	LIFESAVERS INC.		354.08
009022	10/21/21		6921	LIGHTPATH		6,542.00
009023	10/21/21		3047	LINA		763.86
009024	10/21/21		Z891	LORENZO; ANDY		1,077.00
009025	10/21/21		2447	LRP PUBLICATION		250.00
009026	10/21/21		2371	LTi, INC.		2,450.00
009027	10/21/21		J929	MANOLIAS; JAMES		1,335.00
009028	10/21/21		4447	MARY POMERANTZ ADVERTISING		365.00
009029	10/21/21		6900	MARZANO RESEARCH LLC		4,780.00
009030	10/21/21		E992	MASSARO;JESSE		125.00
009031	10/21/21		J181	MATEO; YENRRI		1,077.00
009032	10/21/21		I183	MCDONALD; AVALON		1,077.00
009033	10/21/21		Q002	MCLEAN;RONALD		125.00
009034	10/21/21		2013	MCMASTER CARR		118.69
009035	10/21/21		I901	METCO SUPPLY INC		105.00
009036	10/21/21		1789	METRO FIRE & SAFETY EQUIPMENT CO.		545.80
009037	10/21/21		T538	Metro NY Insulation		4,921.40
009038	10/21/21		1872	M-F ATHLETIC CO.,INC.		244.00
009039	10/21/21		5072	MRA INTERNATIONAL, INC.		11,524.00
009040	10/21/21		I879	MULLEN; TYLER		1,077.00
009041	10/21/21		1422	NASCO		2,749.35
009042	10/21/21		2315	NASSP		4,741.30
009043	10/21/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,721.56
009044	10/21/21		R375	NEW YORK CAKE WHOLESALE		364.83
009045	10/21/21		3369	NJ ASSOCIATION OF FFA CHAPTERS		1,225.00
009046	10/21/21		T167	NJ ASSOCIATION OF SCHOOL PSYCHOLOGISTS		195.00

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009047	10/21/21		4517	NJ MOTOR VEHICLE COMMISSION		100.00
009048	10/21/21		7628	NJAAE		120.00
009049	10/21/21		5025	NJALL		550.00
009050	10/21/21		5406	NJICLE		169.00
009051	10/21/21		H621	NJSCHOOLJOBS.COM		100.00
009052	10/21/21		G994	NORMINGTON; MICHAEL		1,077.00
009053	10/21/21		7277	O.C.A. BENEFIT SERVICES, LLC		399.75
009054	10/21/21		B721	ONEILL; DANIEL		1,077.00
009055	10/21/21		G799	OROS; XIMENA		1,077.00
009056	10/21/21		T966	PAK; ANDREW		1,077.00
009057	10/21/21		Y248	PALOS SPORTS, INC.DBA SCHOOL HEALTH CORI		101.04
009058	10/21/21		Z172	PANTALEO LSCW; JILL A.		6,375.00
009059	10/21/21		1473	PARISIAN BEAUTY ACADEMY		1,966.46
009060	10/21/21		1495	PASCO SCIENTIFIC CO		9,019.09
009061	10/21/21		7248	PASSON'S SPORTS & US GAMES, BSN		1,179.74
009062	10/21/21		X842	PATRICELLI; TYLER		1,077.00
009063	10/21/21		T331	PAYSCHOOLS		4,969.04
009064	10/21/21		1500	PC- DAVID TANKARD		293.27
009065	10/21/21		1498	PC JOHN SUSINO		871.80
009066	10/21/21		X432	PETA; JAKUB		1,077.00
009067	10/21/21		T462	POLAT; KAAAN		1,077.00
009068	10/21/21		1505	POWER EQUIPMENT SERVICES LLC		833.20
009069	10/21/21		D337	PRINT SOLUTIONS		5,664.00
009070	10/21/21		M330	PROJECT INVENT		1,800.00
009071	10/21/21		B210	Project Search Promotions		529.00
009072	10/21/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		1,867.50
009073	10/21/21		1511	PSE&G		95,528.47
009074	10/21/21		2672	RAMAPO COLLEGE		3,968.75
009075	10/21/21		3017	RAPID PUMP METER SERVICE CO.		1,947.75
009076	10/21/21		2776	REMINGTON & VERNICK ENGINEERS		1,185.68
009077	10/21/21		X556	REPLIT		750.00
009078	✓ 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#009081 Stub	
009079	✓ 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#009081 Stub	
009080	✓ 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#009081 Stub	
009081	10/21/21		1828	RICOH AMERICAS CORPORATION		8,437.00
009082	10/21/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
009083	10/21/21		3876	ROBOTECH CAD SOLUTIONS		4,000.00
009084	10/21/21		T139	ROTTER;DR. KATHLEEN M.		1,200.00
009085	10/21/21		2715	RSC ARCHITECTS		7,200.00

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009086	10/21/21		6166	RUTGERS UNIVERSITY BUSINESS SCHOOL		3,495.00
009087	10/21/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		7,773.29
009088	10/21/21		B124	SALAZAR; SANTIAGO		1,077.00
009089	V 10/21/21	10/21/21		00.0 \$ Multi Stub Void	#009090 Stub	
009090	10/21/21		1855	SARGENT WELCH		13,343.35
009091	10/21/21		J878	SARTORI; JARETT		1,077.00
009092	10/21/21		2022	SCHOLASTIC CLASSROOM MAGAZINES		680.63
009093	10/21/21		L831	SCHOOL HEALTH COOPERATION		1,372.92
009094	10/21/21		O669	SCIGLITANO; ANTHONY		1,077.00
009095	10/21/21		L903	SENZON; ERIC		50.00
009096	10/21/21		K636	SHERWIN-WILLIAMS		433.23
009097	10/21/21		4975	SHI INTERNATIONAL CORP.		78,859.02
009098	10/21/21		3087	SKILLSUSA		93.00
009099	10/21/21		O434	SMART STITCH EMBROIDERY		899.00
009100	10/21/21		R600	SMITH; SHAVON		1,077.00
009101	10/21/21		Y367	SMITH;SHERRY		156.00
009102	10/21/21		3854	SOLUTION TREE		10,360.00
009103	10/21/21		2344	STANDARD INSURANCE COMPANY		1,260.34
009104	10/21/21		1614	STATE OF NEW JERSEY		110,744.89
009105	10/21/21		O629	STEINBERG;DAVID		125.00
009106	10/21/21		1601	STORR TRACTOR COMPANY		1,033.14
009107	10/21/21		1661	SUEZ WATER NEW JERSEY		8,066.75
009108	10/21/21		Z785	T & M ENGINEERING		35,081.82
009109	10/21/21		P493	TAYLOR; CAMRON		1,077.00
009110	10/21/21		M642	TAYLOR; DAVID		1,077.00
009111	10/21/21		1626	TEACHER'S DISCOVERY		237.24
009112	10/21/21		5413	TECH TIRE SUPPLY CO		596.95
009113	10/21/21		6943	THE COLLEGE BOARD		400.00
009114	10/21/21		A084	THE MATHWORKS, INC		998.00
009115	10/21/21		7052	THOMAS SCIENTIFIC		5,833.22
009116	10/21/21		F015	TOWER GARDEN		115.80
009117	10/21/21		7672	TREASURER STATE OF NJ		2,250.00
009118	10/21/21		6134	TSA TEAMS		990.00
009119	10/21/21		3651	TTI ENVIRONMENTAL, INC.		11,597.50
009120	10/21/21		J032	TURI; ERIC		1,077.00
009121	10/21/21		6950	TURNITIN, LLC		15,510.00
009122	10/21/21		L319	UGI ENERGY SERVICES, LLC		84.74
009123	10/21/21		L442	ULRICH; TYLER		1,077.00
009124	10/21/21		1663	UNITED PARCEL SERVICE		7.60

Starting date 9/24/2021 Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009125	10/21/21		7587	UNITED SUPPLY CORP		51.26
009126	10/21/21		1679	V.E. RALPH & SON INC		3,190.33
009127	10/21/21		Z505	VALVERDE; SERGIO		1,077.00
009128	10/21/21		2034	VERIZON WIRELESS		2,687.71
009129	10/21/21		6815	VWR CORPORATE ACCOUNTS		2,050.75
009130	10/21/21		7199	WARDS SCIENCE/VWR INTERNATIONAL LLC		62.90
009131	10/21/21		Y493	WINNING TEAMS BY NISSEL		287.80
009132	10/21/21		1695	WOMEN'S RIGHTS INFORMATION CENTER		50,400.00
210904	H 09/24/21		1616	STATE OF NJ-HEALTH BENEFITS FD		780,404.30
210905	H 09/27/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210906	H 09/30/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 9/30/2021	101,601.60
210907	H 09/30/21		4864	DCRP BOARD SHARE		175.58
210908	H 09/30/21		PAY	PAYROLL VENDOR		4,748,952.76
210909	H 09/30/21		1096	BOARD OF VOCATIONAL EDUCATION		138,457.01
211001	H 10/15/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 10/15/2021	103,191.53
211002	H 10/15/21		4864	DCRP BOARD SHARE		498.79
211003	H 10/20/21		7292	MAXOR PLUS		266,904.58

Check Journal

Bergen County Vo-Tech Schools

Page 8 of 8

Rec and Unrec checks

Hand and Machine checks

10/21/21 15:02

Starting date 9/24/2021

Ending date 10/21/2021

Fund Totals		
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10	General Fund	\$539,468.31
11	General Current Expense	\$5,635,588.29
12	Capital Outlay	\$5,439.00
13	Special Schools	\$192,572.80
20	Special Revenue Funds	\$853,110.27
30	Capital Projects Funds	\$24,632.94
60	CAFETERIA	\$5,585.29
61	ENTERPRISE FUND	\$236,332.07
62	INTERNAL SERVICE FUND	\$180,099.21
	Total for all checks listed	\$7,672,828.18

Prepared and submitted by: _____

Board Secretary

Date

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

Page 1 of 3

10/21/21 15:09

Starting date 9/24/2021

Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S40290	09/24/21		0577	VISUAL EDUCATION LTD, LYCHETT HOUSE		583.00
S40296	09/29/21		Z081	UNI TEMP		22,117.82
S40303	10/21/21		3719	AMERICAN PROTECTIVE SYSTEM, INC.		6,631.25
S40304	10/21/21		1750	APPLE INC		31,234.70
S40305	10/21/21		N765	ARAMSCO		5,892.15
S40306	10/21/21		5318	BERGEN BLENDED ACADEMY		6,278.85
S40307	10/21/21	10/21/21	1071	BERGEN COMMUNITY COLLEGE		
S40308	10/21/21		2063	BERGEN COUNTY SPECIAL SERVICES		3,188.65
S40309	10/21/21		1089	BERGEN COUNTY TECHNICAL SCHOOL		2,015.54
S40310	10/21/21		1128	BIO SHINE INC		13,364.17
S40311	10/21/21		6990	CAPITAL SUPPLY CO.		2,402.50
S40312	10/21/21		5848	CAPORASO; ANTHONY		19.88
S40313	10/21/21		1812	CDW-G		3,900.00
S40314	10/21/21		1313	CENGAGE LEARNING		9,655.37
S40315	10/21/21		5626	CENTENO; BRIDGET		2,094.00
S40316	10/21/21		1190	CHARTWELLS		127,496.87
S40317	10/21/21		1159	CLIFFSIDE PARK BD OF EDUCATION		28,467.00
S40318	10/21/21		5488	COMPLETE BOOK & MEDIA SUPPLY, INC		16.49
S40319	10/21/21		6449	COMPUTER DESIGN AND INTEGRATON LLC		423.16
S40320	10/21/21		Z461	CONSTELLATION NEW ENERGY		25,831.64
S40321	10/21/21		T863	CROWN CASTLE FIBER LLC		3,300.00
S40322	10/21/21		1838	DELL MARKETING; L.P.		168,127.58
S40323	10/21/21		1204	DELTA DENTAL PLAN OF NJ		56,007.35
S40324	10/21/21		7183	DUFF & PHELPS LLC		1,275.00
S40325	10/21/21		E163	FOLLETT HIGHER EDUCATION GROUP		12,875.94
S40326	10/21/21		M020	GARFIELD BOARD OF EDUCATION		19,161.00
S40327	10/21/21		1684	GRAINGER		29,735.35
S40328	10/21/21		7012	GRECO; FRANCO		464.93
S40329	10/21/21		2540	HYNES; LAURA		17.50
S40330	10/21/21		U245	INTERSTATE WASTE SERVICES		1,250.00
S40331	10/21/21		1329	JEWEL ELECTRICAL SUPPLY		2,301.42
S40332	10/21/21		3948	KASER; PAUL		17.50
S40333	10/21/21		6854	KI C/O MACO OFFICE SUPPLY		78,843.88
S40334	10/21/21		7314	LAN ASSOCIATES		570.00
S40335	10/21/21		2120	MAHWAH SCHOOL DISTRICT		28,467.00
S40336	10/21/21		4982	MAST CONSTRUCTION SERVICES, INC.		18,400.00
S40337	10/21/21		6031	MCGRAW HILL ORDER SERVICES		4,709.10
S40338	10/21/21		H972	MEDCO SUPPLY CO.		185.66
S40339	10/21/21		1400	METUCHEN CENTER INC		6,443.20

Check Journal

Bergen County Vo-Tech Schools

Rec and Unrec checks

Hand and Machine checks

Page 2 of 3

10/21/21 15:09

Starting date 9/24/2021

Ending date 10/21/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S40340	10/21/21		K805	NALCO WATER-AN ECOLAB COMPANY		821.46
S40341	10/21/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		5,911.00
S40342	10/21/21		P193	NOVISIGN		900.00
S40343	10/21/21		1462	NOWELL, P.A.		20,317.50
S40344	10/21/21		5787	O'CONNOR; MICHAEL		229.95
S40345	10/21/21		W674	PARK RIDGE BOARD OF EDUCATION		28,467.00
S40346	10/21/21		6632	PASCACK VALLEY BOARD OF EDUCATION		19,161.00
S40347	10/21/21		2721	PRIHODA; STACY		79.96
S40348	10/21/21		W174	SAVVAS LEARNING COMPANY LLC		1,612.29
S40349	10/21/21		2002	SCHOOL SPECIALTY		2,664.73
S40350	10/21/21		3969	SODERMAN; STEPHANIE		1,875.00
S40351	10/21/21		6829	STAPLES CONTRACT & COMMERCIAL INC		7,358.92
S40352	10/21/21		1601	STORR TRACTOR COMPANY		1,328.71
S40353	10/21/21		1382	THE MAIN LOCK SHOP		1,190.00
S40354	10/21/21		6776	THERMO FISHER SCIENTIFIC ASHEVILLE, LLC		4,191.00
S40355	10/21/21		2186	TOSI; THOMAS A.		115.81
S40356	10/21/21		4071	TSUJ. CORPORATION		11,809.26
S40357	10/21/21		7724	ULTRAPRO PEST PROTECTION		572.00
S40358	10/21/21		Z081	UNI TEMP		5,094.43
S40359	10/21/21		2180	VAN DAALEN; MABEL		875.00
S40360	10/21/21		6815	VWR CORPORATE ACCOUNTS		367.19
S40361	10/21/21		2771	W.B. MASON COMPANY, INC.		2,045.65
S40362	10/21/21		5362	WEX HEALTH INC		296.70
S40363	10/21/21		1714	YANKEE LINEN INC		402.00
S40364	10/21/21		1071	BERGEN COMMUNITY COLLEGE		19,661.00
S40365 V	10/21/21	10/21/21	1071	BERGEN COMMUNITY COLLEGE		

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

Page 3 of 3

10/21/21 15:09

Starting date 9/24/2021

Ending date 10/21/2021

Fund Totals		
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10	General Fund	\$129,341.30
11	General Current Expense	\$439,920.54
12	Capital Outlay	\$52,761.57
13	Special Schools	\$990.20
20	Special Revenue Funds	\$111,146.25
60	CAFETERIA	\$123,653.15
61	ENTERPRISE FUND	\$3,300.00
Total for all checks listed		\$861,113.01

Prepared and submitted by: _____
Board Secretary

Date

22-F-67T


DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: August 31, 2021

CASH REPORT					
FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)	
GOVERNMENTAL FUNDS					
1 General Fund - 10	16,066,352.64	5,077,503.56	5,850,458.21	15,293,397.99	
2 Special Revenue Fund - Fund 20	(871,333.09)	404,537.31	587,137.80	(1,053,933.58)	
3 Capital Projects Fund - Fund 30	(755,164.97)	772,568.21	232,246.54	(214,843.30)	
4 Enterprise Funds - Fund 61, Fund 62	1,162,145.49	225,343.51	418,310.38	969,178.62	
5 Enterprise Fund (Fund 5X) Cafeteria	16,380.33	0.00	30,287.72	(13,907.39)	
6 Total Governmental Funds (Lines 1 Thru 5)	15,618,380.40	6,479,952.59	7,118,440.65	14,979,892.34	
TRUST AND AGENCY FUNDS (FUND 6X)					
7 Payroll	7,000.00	1,267,828.69	1,267,828.69	7,000.00	
8 Payroll Agency	85,416.25	902,639.37	934,770.60	53,285.02	
9 Other (attach list) - Unemploy Insur	492,878.26	18.84	0.00	492,897.10	
10 Total Trust & Agency Funds (lines 7 thru 9)	585,294.51	2,170,486.90	2,202,599.29	553,182.12	
11	0.00	0.00	0.00	0.00	
12	0.00	0.00	0.00	0.00	
13 Total Scholarship/Trust Funds (lines 11+12)	0.00	0.00	0.00	0.00	
14	0.00	0.00	0.00	0.00	
15	0.00	0.00	0.00	0.00	
16	0.00	0.00	0.00	0.00	
17 Escrow Direct	126,512.79	5.39	0.00	126,518.18	
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	16,330,187.70	8,650,444.88	9,321,039.94	15,659,592.64	

Prepared and Submitted By:



Date

9/17/24

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 1 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$8,214,338.10
102 - 106	Cash Equivalents		\$7,084,663.81
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$29,862,697.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$5,708,224.25	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$386,883.10	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$6,105,607.35

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$74,063,086.00	
302	Less revenues	(\$39,371,163.34)	\$34,691,922.66

Total assets and resources

\$85,959,228.92

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 2 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$917,064.79
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,316,982.88
	Total liabilities		\$4,234,047.67

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$65,575,629.66
761	Capital reserve account - July	\$7,082,400.39	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$7,082,400.39
764	Maintenance reserve account - July	\$537,647.71	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$537,647.71
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$78,790,764.00	
602	Less: Expenditures	(\$7,196,342.32)	
	Less: Encumbrances	(\$60,847,951.66)	(\$68,044,293.98)
	Total appropriated		\$83,942,147.78

Unappropriated:

770	Fund balance, July 1		\$2,510,711.47
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$4,727,678.00)
	Total fund balance		\$81,725,181.25
	Total liabilities and fund equity		<u>\$85,959,228.92</u>

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 3 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$78,790,764.00	\$68,044,293.98	\$10,746,470.02
Revenues	(\$74,063,086.00)	(\$39,371,163.34)	(\$34,691,922.66)
Subtotal	<u>\$4,727,678.00</u>	<u>\$28,673,130.64</u>	<u>(\$23,945,452.64)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$7,082,400.39)	\$7,082,400.39
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$21,590,730.25</u>	<u>(\$16,863,052.25)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$537,647.71)	\$537,647.71
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$21,053,082.54</u>	<u>(\$16,325,404.54)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$21,053,082.54</u>	<u>(\$16,325,404.54)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$4,727,678.00</u>	<u>\$21,590,730.25</u>	<u>(\$16,863,052.25)</u>

Prepared and submitted by : _____
Board Secretary Date

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 4 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	67,430,233	65,444	67,495,677	33,675,616	Under	33,820,061
00400	Total Revenues from Intermediate Sources	850,000	0	850,000	0	Under	850,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	21,862	0	21,862	0	Under	21,862
Total		73,997,642	65,444	74,063,086	39,371,163		34,691,923
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,480,866	425,237	11,906,103	194,818	10,679,598	1,031,686
11160	Total Basic Skills/Remedial – Instruct.	96,412	0	96,412	0	96,412	0
12160	Total Bilingual Education – Instruction	104,495	0	104,495	0	104,495	0
13160	Total Vocational Programs – Local -Instr	14,719,842	202,173	14,922,015	115,038	13,806,482	1,000,495
15180	TOTAL VOCATIONAL PROGRAMS	1,243,500	13,654	1,257,154	43,291	239,545	974,318
17100	Total School-Sponsored Co/Extra Curricul	844,700	0	844,700	1,512	809,013	34,175
17600	Total School-Sponsored Athletics – Instr	1,001,192	3,940	1,005,132	59,321	779,798	166,013
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	29,636	390,364	0
29680	Total Undistributed Expenditures – Atten	128,214	0	128,214	21,141	107,073	0
30620	Total Undistributed Expenditures – Healt	563,178	748	563,926	58,678	475,381	29,867
40580	Total Undistributed Expend – Speech, OT,	284,487	0	284,487	9,767	274,720	0
41660	Total Undist. Expend. – Guidance	2,431,167	0	2,431,167	152,881	2,274,406	3,880
42200	Total Undist. Expend. – Child Study Team	1,008,785	39,340	1,048,125	104,895	877,313	65,917
43200	Total Undist. Expend. – Improvement of I	1,492,302	298	1,492,600	210,471	1,075,403	206,726
43620	Total Undist. Expend. – Edu. Media Serv.	139,740	0	139,740	59,693	60,744	19,303
44180	Total Undist. Expend. – Instructional St	102,500	0	102,500	710	37,550	64,240
45300	Support Serv. - General Admin	1,775,857	491,033	2,266,890	279,518	1,783,104	204,269
46160	Support Serv. - School Admin	2,628,796	30,081	2,658,877	418,282	2,179,926	60,668
47200	Total Undist. Expend. – Central Services	1,639,121	2,767	1,641,888	306,549	1,229,016	106,322
47620	Total Undist. Expend. – Admin. Info. Tec	4,978,627	59,536	5,038,163	917,658	3,119,132	1,001,372
51120	Total Undist. Expend. – Oper. & Maint. O	8,481,951	202,343	8,684,294	879,578	6,155,343	1,649,373
52480	Total Undist. Expend. – Student Transpor	761,019	1,760	762,779	64,947	509,765	188,067
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	14,064,600	0	14,064,600	1,899,123	8,906,803	3,258,674
75880	TOTAL EQUIPMENT	0	973,636	973,636	147,461	825,770	406
76260	Total Facilities Acquisition and Constr	57,894	2,248,265	2,306,159	863,847	1,384,418	57,894
77140	Total Post-Secondary Programs - Instruct	505,557	46,849	552,406	47,391	446,046	58,969
77280	Total Post-Secondary Programs – Support	115,000	0	115,000	18,286	96,714	0
78180	Total Other Special Schools - Instructio	971,646	45,542	1,017,188	58,579	606,435	352,174
78320	Total Other Special Schools – Support Se	474,993	120	475,113	60,406	314,376	100,331
81180	Total Vocational Evening-Local Instructi	454,471	258	454,729	10,848	417,044	26,837
81320	Total Vocational Evening-Local-Support S	897,345	5,543	902,888	141,939	708,509	52,440
83060	Total GED Testing Centers	129,385	0	129,385	20,079	77,254	32,052
Total		73,997,642	4,793,122	78,790,764	7,196,342	60,847,952	10,746,470

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 5 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy	33,562,698	0	33,562,698	33,562,697	Under	1
00150	10-1320	Tuition from LEAs Within State	31,561,650	0	31,561,650	0	Under	31,561,650
00220	10-13[2-4]0	Other Tuition	1,550,000	0	1,550,000	84,083	Under	1,465,917
00300	10-1___	Unrestricted Miscellaneous Revenues	526,500	0	526,500	27,426	Under	499,074
00310	10-1991	GED Testing Center Fees	129,385	0	129,385	1,410	Under	127,975
00330	10-1___	Interest Earned on Maintenance Reserve	100,000	65,444	165,444	0	Under	165,444
00390	10-2000	Unrestricted	850,000	0	850,000	0	Under	850,000
00440	10-3132	Categorical Special Education Aid	1,618,948	0	1,618,948	1,618,948		0
00470	10-3177	Categorical Security Aid	213,795	0	213,795	213,795		0
00480	10-3178	Adjustment Aid	3,452,071	0	3,452,071	3,452,071		0
00495	10-3199	DOE Loan Against State Aid	410,733	0	410,733	410,733		0
00540	10-4200	Medicaid Reimbursement	21,862	0	21,862	0	Under	21,862
Total			73,997,642	65,444	74,063,086	39,371,163		34,691,923

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	10,021,626	0	10,021,626	99,902	9,921,724	0
02180	11-140-100-106	Other Salaries for Instruction	223,240	0	223,240	12,474	210,766	0
02200	11-140-100-320	Purchased Professional – Educational Ser	100,000	0	100,000	0	0	100,000
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series	35,000	0	35,000	3,298	29,070	2,632
02260	11-140-100-610	General Supplies	838,000	423,320	1,261,320	77,889	448,204	735,227
02280	11-140-100-640	Textbooks	175,000	1,916	176,916	0	4,974	171,942
02300	11-140-100-800	Other Objects	3,000	0	3,000	230	885	1,885
02500	11-150-100-101	Salaries of Teachers	65,000	0	65,000	1,025	63,975	0
02540	11-150-100-320	Purchased Professional – Educational Ser	20,000	0	20,000	0	0	20,000
11000	11-230-100-101	Salaries of Teachers	96,412	0	96,412	0	96,412	0
12000	11-240-100-101	Salaries of Teachers	104,495	0	104,495	0	104,495	0
13000	11-3___-100-101	Salaries of Teachers	12,898,992	0	12,898,992	41,024	12,857,968	0
13040	11-3___-100-320	Purchased Professional-Educational Servi	1,002,000	0	1,002,000	0	580,000	422,000
13080	11-3___-100-[4-5]	Other Purchased Services (400-500 series	4,000	0	4,000	63	3,937	0
13100	11-3___-100-610	General Supplies	596,250	200,173	796,423	28,406	342,701	425,316
13120	11-3___-100-640	Textbooks	208,600	0	208,600	45,408	18,253	144,940
13140	11-3___-100-8___	Other Objects	10,000	2,000	12,000	138	3,623	8,239
14000	11-310-100-101	Salaries of Teachers	95,500	0	95,500	627	94,500	373
14040	11-310-100-320	Purchased Professional-Educational Servi	532,000	0	532,000	0	0	532,000
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series	54,000	0	54,000	5,424	40,486	8,090
14100	11-310-100-610	General Supplies	387,000	11,910	398,910	33,300	24,629	340,981
14120	11-310-100-640	Textbooks	10,000	1,433	11,433	0	1,433	10,000
14140	11-310-100-8___	Other Objects	18,000	0	18,000	3,629	3,497	10,874
15000	11-320-100-101	Salaries of Teachers	75,000	0	75,000	0	75,000	0
15100	11-320-100-610	General Supplies	72,000	311	72,311	311	0	72,000
17000	11-401-100-1___	Salaries	810,000	0	810,000	1,137	808,863	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	1,700	0	1,700	375	150	1,175

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 6 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060 11-401-100-8__ Other Objects	33,000	0	33,000	0	0	33,000
17500 11-402-100-1__ Salaries	727,192	0	727,192	21,184	706,008	0
17520 11-402-100-[3-5] Purchased Services (300-500 series)	104,000	0	104,000	0	4,000	100,000
17540 11-402-100-6__ Supplies and Materials	130,000	1,692	131,692	32,984	69,655	29,053
17560 11-402-100-8__ Other Objects	40,000	2,248	42,248	5,153	135	36,960
25000 11-4__-100-1__ Salaries	420,000	0	420,000	29,636	390,364	0
29500 11-000-211-1__ Salaries	128,214	0	128,214	21,141	107,073	0
30500 11-000-213-1__ Salaries	499,178	0	499,178	47,379	451,799	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	38,000	0	38,000	7,657	22,500	7,843
30580 11-000-213-6__ Supplies and Materials	8,500	748	9,248	1,087	1,081	7,079
30600 11-000-213-8__ Other Objects	17,500	0	17,500	2,555	0	14,945
40500 11-000-216-1__ Salaries	284,487	0	284,487	9,767	274,720	0
41500 11-000-218-104 Salaries of Other Professional Staff	2,103,985	0	2,103,985	113,636	1,990,349	0
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	242,182	0	242,182	39,245	202,937	0
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	0	81,120	3,880
42000 11-000-219-104 Salaries of Other Professional Staff	756,868	0	756,868	61,868	695,000	0
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	177,417	0	177,417	27,433	149,984	0
42060 11-000-219-320 Purchased Professional – Educational Ser	22,500	0	22,500	0	3,700	18,800
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	0	280	5,720
42160 11-000-219-6__ Supplies and Materials	40,000	39,340	79,340	11,760	28,348	39,231
42180 11-000-219-8__ Other Objects	6,000	0	6,000	3,834	0	2,166
43020 11-000-221-104 Salaries of Other Professional Staff	1,021,039	0	1,021,039	157,432	863,607	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	215,763	0	215,763	34,947	180,816	0
43100 11-000-221-320 Purchased Prof. – Educational Services	45,000	0	45,000	3,000	11,195	30,805
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	80,500	0	80,500	7,750	13,710	59,040
43160 11-000-221-6__ Supplies and Materials	40,000	298	40,298	1,826	5,277	33,195
43180 11-000-221-8__ Other Objects	90,000	0	90,000	5,516	798	83,686
43500 11-000-222-1__ Salaries	62,240	0	62,240	10,086	52,154	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	75,000	0	75,000	49,607	8,590	16,803
43580 11-000-222-6__ Supplies and Materials	2,500	0	2,500	0	0	2,500
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	62,500	0	62,500	710	37,550	24,240
44160 11-000-223-8__ Other Objects	40,000	0	40,000	0	0	40,000
45000 11-000-230-1__ Salaries	669,157	0	669,157	88,911	580,246	0
45040 11-000-230-331 Legal Services	275,000	(70,000)	205,000	13,928	186,073	5,000
45060 11-000-230-332 Audit Fees	66,000	0	66,000	0	66,000	0
45070 11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	2,704	7,296	0
45080 11-000-230-334 Architectural/Engineering Services	100,000	503,130	603,130	60,044	543,086	0
45100 11-000-230-339 Other Purchased Professional Services	172,500	(12,150)	160,350	4,785	106,600	48,965
45140 11-000-230-530 Communications/Telephone	250,000	70,000	320,000	50,128	269,142	730
45160 11-000-230-585 BOE Other Purchased Services	1,000	0	1,000	0	0	1,000
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	165,200	54	165,254	5,439	23,461	136,354

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 7 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45200	11-000-230-610	General Supplies		10,000	0	10,000	2,053	1,200	6,747
45260	11-000-230-890	Miscellaneous Expenditures		56,000	0	56,000	51,527	0	4,473
45280	11-000-230-895	BOE Membership Dues and Fees		1,000	0	1,000	0	0	1,000
46000	11-000-240-103	Salaries of Principals/Assistant Princip		1,916,957	0	1,916,957	309,553	1,607,404	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		634,239	0	634,239	102,592	531,647	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series		12,600	1,060	13,660	0	7,704	5,956
46120	11-000-240-6__	Supplies and Materials		39,000	25,855	64,855	221	29,906	34,727
46140	11-000-240-8__	Other Objects		26,000	3,166	29,166	5,916	3,265	19,985
47000	11-000-251-1__	Salaries		1,403,721	0	1,403,721	222,705	1,181,016	0
47040	11-000-251-340	Purchased Technical Services		175,200	0	175,200	81,717	31,574	61,909
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		17,000	0	17,000	1,246	13,102	2,652
47100	11-000-251-6__	Supplies and Materials		32,000	2,767	34,767	881	3,324	30,561
47180	11-000-251-890	Other Objects		11,200	0	11,200	0	0	11,200
47500	11-000-252-1__	Salaries		3,358,627	0	3,358,627	567,959	2,790,668	0
47520	11-000-252-330	Purchased Professional Services		100,000	0	100,000	0	100,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series		1,215,000	28,816	1,243,816	312,856	154,519	776,441
47580	11-000-252-6__	Supplies and Materials		300,000	29,220	329,220	35,246	73,743	220,231
47600	11-000-252-8__	Other Objects		5,000	1,500	6,500	1,598	202	4,700
48500	11-000-261-1__	Salaries		627,639	0	627,639	81,362	546,277	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		545,000	76,059	621,059	53,635	248,361	319,063
48540	11-000-261-610	General Supplies		175,000	71,474	246,474	14,733	141,360	90,382
49000	11-000-262-1__	Salaries		3,092,210	0	3,092,210	429,084	2,663,126	0
49040	11-000-262-3__	Purchased Professional and Technical Ser		250,000	0	250,000	0	250,000	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		547,500	45,180	592,680	42,304	151,016	399,360
49120	11-000-262-490	Other Purchased Property Services		110,000	0	110,000	16,803	71,305	21,892
49140	11-000-262-520	Insurance		500,000	0	500,000	0	500,000	0
49160	11-000-262-590	Miscellaneous Purchased Services		2,500	0	2,500	140	500	1,860
49180	11-000-262-610	General Supplies		355,000	6,050	361,050	33,205	95,804	232,041
49200	11-000-262-621	Energy (Natural Gas)		400,000	0	400,000	3,304	246,696	150,000
49220	11-000-262-622	Energy (Electricity)		1,300,000	0	1,300,000	153,766	956,234	190,000
49260	11-000-262-626	Energy (Gasoline)		30,000	0	30,000	0	0	30,000
49280	11-000-262-8__	Other Objects		15,000	235	15,235	2,370	160	12,705
50000	11-000-263-1__	Salaries		272,102	0	272,102	39,975	232,127	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		40,000	0	40,000	8,897	12,268	18,835
50060	11-000-263-610	General Supplies		5,000	3,345	8,345	0	5,110	3,235
51000	11-000-266-1__	Salaries		35,000	0	35,000	0	35,000	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		175,000	0	175,000	0	0	175,000
51060	11-000-266-610	General Supplies		5,000	0	5,000	0	0	5,000
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		487,019	0	487,019	62,814	424,205	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		9,000	0	9,000	298	1,490	7,212
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		170,000	1,760	171,760	1,760	0	170,000

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 8 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52400	11-000-270-593	Misc. Purchased Services - Transportatio		84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies		8,000	0	8,000	0	0	8,000
52460	11-000-270-8__	Other objects		3,000	0	3,000	75	70	2,855
71020	11-000-291-220	Social Security Contributions		1,305,000	0	1,305,000	183,237	814,954	306,809
71060	11-000-291-241	Other Retirement Contributions - PERS		2,420,000	0	2,420,000	0	0	2,420,000
71160	11-000-291-260	Workmen's Compensation		635,000	0	635,000	0	635,000	0
71180	11-000-291-270	Health Benefits		9,332,600	0	9,332,600	1,555,768	7,428,709	348,122
71200	11-000-291-280	Tuition Reimbursement		120,000	0	120,000	9,555	5,375	105,070
71220	11-000-291-290	Other Employee Benefits		252,000	0	252,000	150,562	22,765	78,673
75500	12-000-100-73__	Undistributed Expenditures - Instruction		0	358,491	358,491	34,315	323,998	178
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info		0	426,943	426,943	113,146	313,569	228
75720	12-000-262-73__	Undist. Expend. - Custodial Services		0	161,014	161,014	0	161,014	0
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro		0	27,188	27,188	0	27,188	0
76080	12-000-400-450	Construction Services		0	2,248,265	2,248,265	863,847	1,384,418	0
76200	12-000-400-800	Other Objects		10,000	0	10,000	0	0	10,000
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi		47,894	0	47,894	0	0	47,894
77000	13-330-100-101	Salaries of Teachers		404,457	0	404,457	42,956	361,501	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series		10,600	0	10,600	0	6,100	4,500
77080	13-330-100-610	General Supplies		65,000	45,007	110,007	166	76,891	32,949
77100	13-330-100-640	Textbooks		18,000	1,578	19,578	1,047	1,105	17,425
77120	13-330-100-8__	Other Objects		7,500	264	7,764	3,221	448	4,095
77180	13-330-200-2__	Personnel Services - Employee Benefits		115,000	0	115,000	18,286	96,714	0
78000	13-4__-100-101	Salaries of Teachers		608,646	0	608,646	45,958	562,688	0
78120	13-4__-100-610	General Supplies		363,000	45,542	408,542	12,621	43,747	352,174
78200	13-4__-200-1__	Salaries		240,593	0	240,593	35,120	205,473	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits		170,000	0	170,000	22,181	102,819	45,000
78240	13-4__-200-3__	Purchased Professional and Technical Svc		15,600	0	15,600	0	0	15,600
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series		33,000	0	33,000	3,105	5,710	24,185
78280	13-4__-200-6__	Supplies and Materials		6,800	120	6,920	0	374	6,546
78300	13-4__-200-8__	Other Objects		9,000	0	9,000	0	0	9,000
81000	13-629-100-101	Salaries of Teachers		424,971	0	424,971	10,848	414,123	0
81120	13-629-100-610	General Supplies		28,500	258	28,758	0	2,921	25,837
81140	13-629-100-640	Textbooks		1,000	0	1,000	0	0	1,000
81200	13-629-200-1__	Salaries		603,544	0	603,544	100,105	503,439	0
81220	13-629-200-2__	Personnel Services - Employee Benefits		210,001	0	210,001	26,760	174,905	8,336
81260	13-629-200-[4-5]	Other Purchased Services (400-500 series		52,800	5,500	58,300	15,029	29,868	13,404
81280	13-629-200-6__	Supplies and Materials		27,000	43	27,043	43	0	27,000
81300	13-629-200-8__	Other Objects		4,000	0	4,000	2	298	3,700
83000	13-640-200-1__	Salaries		85,885	0	85,885	13,137	72,748	0
83020	13-640-200-6__	Supplies and Materials		43,500	0	43,500	6,941	4,507	32,052
Total				73,997,642	4,793,122	78,790,764	7,196,342	60,847,952	10,746,470

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 9 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 20 Special Revenue Funds

Assets and Resources

Assets:

101	Cash in bank		(\$1,057,737.50)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$190,962.00	
142	Intergovernmental - Federal	\$706,851.44	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$897,813.44

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

	Other Current Assets		\$0.00
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Resources:

301	Estimated revenues	\$11,102,343.17	
302	Less revenues	(\$66,836.37)	\$11,035,506.80

Total assets and resources

\$10,875,582.74

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 10 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$1,057,737.50)
411	Intergovernmental accounts payable - state		\$12,694.43
421	Accounts payable		\$145,049.46
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.24
	Other current liabilities		\$1,886.01
	Total liabilities		\$159,630.14

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,708,840.83
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$11,562,942.43	
602	Less: Expenditures	(\$846,989.83)	
	Less: Encumbrances	(\$5,248,241.57)	(\$6,095,231.40)
	Total appropriated		\$11,176,551.86

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$460,599.26)
	Total fund balance		\$10,715,952.60
	Total liabilities and fund equity		<u>\$10,875,582.74</u>

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 11 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$11,562,942.43	\$6,095,231.40	\$5,467,711.03
Revenues	(\$11,102,343.17)	(\$66,836.37)	(\$11,035,506.80)
Subtotal	<u>\$460,599.26</u>	<u>\$6,028,395.03</u>	<u>(\$5,567,795.77)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$460,599.26</u>	<u>\$6,028,395.03</u>	<u>(\$5,567,795.77)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$460,599.26</u>	<u>\$6,028,395.03</u>	<u>(\$5,567,795.77)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$460,599.26</u>	<u>\$6,028,395.03</u>	<u>(\$5,567,795.77)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$460,599.26</u>	<u>\$6,028,395.03</u>	<u>(\$5,567,795.77)</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	0	35,871	35,871	11,871	Under	24,000
00830	Total Revenues from Federal Sources	9,370,000	1,696,472	11,066,472	54,965	Under	11,011,507
Total		9,370,000	1,732,343	11,102,343	66,836		11,035,507
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	211,141	211,141	0	45,002	166,139
88140	Other	120,000	30,000	150,000	22,885	96,713	30,402
88740	Total Federal Projects	9,250,000	1,951,801	11,201,801	824,104	5,106,527	5,271,170
Total		9,370,000	2,192,942	11,562,942	846,990	5,248,242	5,467,711

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 13 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	0	35,871	35,871	11,871	Under	24,000
00775 20-441[1-6] Title I	170,000	0	170,000	0	Under	170,000
00780 20-445[1-5] Title II	35,000	0	35,000	0	Under	35,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	0	Under	538,954
00810 20-4430 Vocational Education	870,000	0	870,000	0	Under	870,000
00814 20-4540 ARP - ESSER	0	67,500	67,500	0	Under	67,500
00815 20-4440 Adult Basic Education	1,100,000	146,978	1,246,978	0	Under	1,246,978
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,600,000	969,367	7,569,367	17,461	Under	7,551,906
00823 20-4534 CRRSA Act - ESSER II	0	379,884	379,884	0	Under	379,884
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	0	Under	38,789
00825 20-4___ Other	120,000	30,000	150,000	37,504	Under	112,496
Total	9,370,000	1,732,343	11,102,343	66,836		11,035,507

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	0	211,141	211,141	0	45,002	166,139
88140 20-___-___ Other	120,000	30,000	150,000	22,885	96,713	30,402
88500 20-___-___ Title I	170,000	0	170,000	0	170,000	0
88520 20-___-___ Title II	35,000	0	35,000	32,500	4,780	(2,280)
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	64,306	325,732	148,917
88640 20-___-___ Vocational Education	870,000	0	870,000	56,203	323,584	490,213
88660 20-___-___ Adult Education	1,100,000	146,978	1,246,978	52,942	1,066,521	127,515
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,600,000	1,254,696	7,854,696	487,862	3,028,932	4,337,903
88709 20-483-___-___ CRRSA Act - ESSER II Grant Program	0	379,884	379,884	115,095	100,924	163,865
88710 20-484-___-___ CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	15,197	18,819	4,773
88713 20-487-___-___ ARP-ESSER Grant Program	0	67,500	67,500	0	67,235	265
Total	9,370,000	2,192,942	11,562,942	846,990	5,248,242	5,467,711

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 14 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 30 Capital Projects Funds

Assets and Resources

Assets:

101	Cash in bank		(\$214,843.30)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$4,100,039.93

Resources:

301	Estimated revenues	\$3,651,577.07	
302	Less revenues	(\$772,568.21)	\$2,879,008.86

Total assets and resources

\$6,764,205.49

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 15 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$214,843.30)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$2,482,014.77
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$4,961,094.75		
602	Less: Expenditures	(\$232,246.54)		
	Less: Encumbrances	(\$1,172,497.09)	(\$1,404,743.63)	\$3,556,351.12
	Total appropriated			\$6,038,365.89

Unappropriated:

770	Fund balance, July 1			\$2,035,357.28
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$1,309,517.68)
	Total fund balance			\$6,764,205.49
	Total liabilities and fund equity			<u>\$6,764,205.49</u>

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 16 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$4,961,094.75	\$1,404,743.63	\$3,556,351.12
Revenues	(\$3,651,577.07)	(\$772,568.21)	(\$2,879,008.86)
Subtotal	<u>\$1,309,517.68</u>	<u>\$632,175.42</u>	<u>\$677,342.26</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$632,175.42</u>	<u>\$677,342.26</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$632,175.42</u>	<u>\$677,342.26</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$632,175.42</u>	<u>\$677,342.26</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,309,517.68</u>	<u>\$632,175.42</u>	<u>\$677,342.26</u>

Prepared and submitted by : _____
Board Secretary Date

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 17 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other	0	3,651,577	3,651,577	772,568	Under	2,879,009
Total		0	3,651,577	3,651,577	772,568		2,879,009
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	4,961,095	4,961,095	232,247	1,172,497	3,556,351
Total		0	4,961,095	4,961,095	232,247	1,172,497	3,556,351

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 18 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 30 Capital Projects Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00980 30-____ Other Financing Sources	0	3,651,577	3,651,577	772,568	Under	2,879,009
Total	0	3,651,577	3,651,577	772,568		2,879,009

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000 30-____-____-73_ Capital Project Equipment	0	464,994	464,994	0	72,494	392,500
89060 30-000-4____-39_ Other Purchased Prof. and Tech Services	0	209,334	209,334	14,982	159,423	34,929
89080 30-000-4____-45_ Construction Services	0	2,687,762	2,687,762	28,596	842,207	1,816,959
89100 30-000-4____-61_ General Supplies	0	979,971	979,971	188,669	98,373	692,929
89180 30-000-4____-8__ Other Objects	0	619,034	619,034	0	0	619,034
Total	0	4,961,095	4,961,095	232,247	1,172,497	3,556,351

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 19 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 40 Debt Service Funds

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$0.00
	Total liabilities and fund equity		<u>\$0.00</u>

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 21 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 40 Debt Service Funds

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 23 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 60 CAFETERIA

Assets and Resources

Assets:

101	Cash in bank		(\$13,907.39)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$148,721.00

Resources:

301	Estimated revenues	\$635,000.00	
302	Less revenues	\$84.00	\$635,084.00

Total assets and resources

\$769,897.61

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 24 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$13,907.39)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$4,856.00
	Other current liabilities		\$119,669.61
	Total liabilities		\$134,897.61

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$625,000.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$635,000.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$625,000.00)	(\$625,000.00)
	Total appropriated		\$635,000.00

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$635,000.00
	Total liabilities and fund equity		<u>\$769,897.61</u>

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 25 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$635,000.00	\$625,000.00	\$10,000.00
Revenues	(\$635,000.00)	\$84.00	(\$635,084.00)
Subtotal	<u>\$0.00</u>	<u>\$625,084.00</u>	<u>(\$625,084.00)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$625,084.00</u>	<u>(\$625,084.00)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$625,084.00</u>	<u>(\$625,084.00)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$625,084.00</u>	<u>(\$625,084.00)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$625,084.00</u>	<u>(\$625,084.00)</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 60 CAFETERIA

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	635,000	0	635,000	(84)	Under	635,084
Total	635,000	0	635,000	(84)		635,084
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	635,000	0	635,000	0	625,000	10,000
Total	635,000	0	635,000	0	625,000	10,000

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 60 CAFETERIA

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	635,000	0	635,000	(84)	Under	635,084
Total	635,000	0	635,000	(84)		635,084

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	635,000	0	635,000	0	625,000	10,000
Total	635,000	0	635,000	0	625,000	10,000

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 61 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$743,618.23
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$390,762.99	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$390,762.99

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$100,748.00

Resources:

301	Estimated revenues	\$3,224,700.00	
302	Less revenues	(\$644,528.97)	\$2,580,171.03

Total assets and resources

\$3,815,300.25

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 29 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$3,894.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$30,700.00
	Other current liabilities		\$1,032,044.28
	Total liabilities		\$1,066,638.28

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$2,202,072.99
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,224,700.00	
602	Less: Expenditures	(\$476,038.03)	
	Less: Encumbrances	(\$2,202,072.99)	(\$2,678,111.02)
	Total appropriated		\$2,748,661.97

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$2,748,661.97
	Total liabilities and fund equity		<u>\$3,815,300.25</u>

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 30 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,224,700.00	\$2,678,111.02	\$546,588.98
Revenues	(\$3,224,700.00)	(\$644,528.97)	(\$2,580,171.03)
Subtotal	<u>\$0.00</u>	<u>\$2,033,582.05</u>	<u>(\$2,033,582.05)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,033,582.05</u>	<u>(\$2,033,582.05)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,033,582.05</u>	<u>(\$2,033,582.05)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,033,582.05</u>	<u>(\$2,033,582.05)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,033,582.05</u>	<u>(\$2,033,582.05)</u>

Prepared and submitted by : _____
Board Secretary Date

Report of the Secretary to the Board of Education
 Bergen County Vo-Tech Schools

Page 31 of 37
 10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	3,158,700	66,000	3,224,700	644,529	Under	2,580,171
Total	3,158,700	66,000	3,224,700	644,529		2,580,171
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	3,158,700	66,000	3,224,700	476,038	2,202,073	546,589
Total	3,158,700	66,000	3,224,700	476,038	2,202,073	546,589

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	3,158,700	66,000	3,224,700	644,529	Under	2,580,171
Total	3,158,700	66,000	3,224,700	644,529		2,580,171
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	3,158,700	66,000	3,224,700	476,038	2,202,073	546,589
Total	3,158,700	66,000	3,224,700	476,038	2,202,073	546,589

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 62 INTERNAL SERVICE FUND

Assets and Resources

Assets:

101	Cash in bank		\$225,560.39
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$18,300.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$18,300.00

Loans Receivable:

131	Interfund	\$3,393,064.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$3,393,064.00

Other Current Assets

\$71,424.00

Resources:

301	Estimated revenues	\$2,206,000.00	
302	Less revenues	\$0.00	\$2,206,000.00

Total assets and resources

\$5,914,348.39

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 34 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,752,870.47
	Total liabilities		\$3,752,870.47

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$1,784,316.43
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$2,206,000.00	
602	Less: Expenditures	(\$311,724.98)	
	Less: Encumbrances	(\$1,784,316.43)	(\$2,096,041.41)
	Total appropriated		\$1,894,275.02

Unappropriated:

770	Fund balance, July 1		\$267,202.90
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$2,161,477.92
	Total liabilities and fund equity		\$5,914,348.39

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,206,000.00	\$2,096,041.41	\$109,958.59
Revenues	(\$2,206,000.00)	\$0.00	(\$2,206,000.00)
Subtotal	<u>\$0.00</u>	<u>\$2,096,041.41</u>	<u>(\$2,096,041.41)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,096,041.41</u>	<u>(\$2,096,041.41)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,096,041.41</u>	<u>(\$2,096,041.41)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,096,041.41</u>	<u>(\$2,096,041.41)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,096,041.41</u>	<u>(\$2,096,041.41)</u>

Prepared and submitted by : _____
Board Secretary Date

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 36 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	2,206,000	0	2,206,000	0	Under	2,206,000
Total	2,206,000	0	2,206,000	0		2,206,000

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	2,206,000	0	2,206,000	311,725	1,784,316	109,959
Total	2,206,000	0	2,206,000	311,725	1,784,316	109,959

Report of the Secretary to the Board of Education
Bergen County Vo-Tech Schools

Page 37 of 37
10/14/21 16:04

Starting date 7/1/2021 Ending date 8/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,206,000	0	2,206,000	0	Under	2,206,000
Total	2,206,000	0	2,206,000	0		2,206,000

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,206,000	0	2,206,000	311,725	1,784,316	109,959
Total	2,206,000	0	2,206,000	311,725	1,784,316	109,959

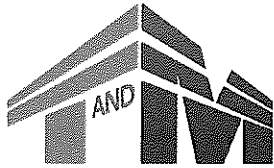
Vendors	Category	Contract #	Expires	Phone #
1075 Emergency Lighting	Law Enforcement Firearms Equipment and Supplies	17-FL-EET-00743	05/14/23	973-556-5729
22nd Century Technologies, Inc.	Temporary Staff Services	19-GNSVZ-00348	02/01/22	888-998-7284
AB Seey, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide Non-DEM Maintenance, Repair, Overhaul, Upgrades/Overhaul	17-FL-EET-01051	12/31/23	877-740-2129
Alamo Car & Truck Collision	Vehicles	40925	03/17/22	973-484-5737
A Technology & Security Solutions, Inc.	Surveillance and Access Control Security Systems	17-TEL-E-00231	07/31/22	631-989-2800
Adigent Technologies, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FL-EET-01042	12/31/23	800-227-9770
Air Brake & Equipment	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89278	03/20/22	973-828-0186
Air Brake & Equipment	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42088	08/08/22	973-828-0186
Air Brake & Equipment	OEM & Non-OEM Maintenance & Repair for Light/Medium Duty Vehicles	40830	03/17/22	973-828-0186
Alumina Bus Group Torrey Arcola Sales & Service	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89259	03/20/22	201-507-8550
American Mobile Glass	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01486	07/31/24	973-897-0808
ATI	Wireless Devices & Services	82584	02/28/22	732-610-8988
Atlantic Coast Marketing Inc.	Publication Media	86084	02/28/22	877-803-0325
Atlantic Plumbing Supply Corp	Plumbing & Heating Supplies/Equipment	89789	10/30/22	732-828-0100
Automotive Brake Company	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86000	02/25/22	201-342-0636
AVAYA, Inc.	Telecommunications Equipment and Services	80802	01/31/22	908-898-5587
Bella Security Sales, Inc.	Locking Hardware (Parts Only)	87238	12/31/21	973-243-3709
Beyer Brothers	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FL-EET-00822	08/04/22	973-644-3200
Beyer Brothers	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89263	03/20/22	201-943-3100
Beyer Brothers	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42089	08/09/22	201-943-3100
Beyer of Monticello, LLC	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FL-EET-00814	08/04/22	973-644-3200
Bayer of Monticello, LLC	Vehicles, Van/Multivans, 7-Passenger, Gasoline and Hybrid	18-FL-EET-00445	08/28/22	973-644-3200
Bidgeston Americas, Inc.	Tires, Tubes and Services (M-6000 NJ STARCT)	19-FL-EET-00708	03/31/24	615-957-3343
Bridgeway Moving and Storage	Moving Stvs for DPMC & Cooperative Purchasing Participants	40142	10/31/21	609-398-4591
Bus Parts Warehouse, Dancompley, LLC	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42088	08/09/22	800-635-5537
Business Furniture Inc.(BFI)	Office & Lounge Furniture-Herman Miller	81620	04/30/22	973-765-6483
Cambell Freightliner	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89284	02/20/22	732-287-1500
Canon USA	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42074	08/09/22	732-287-1500
Canon Business Solutions	Copiers, Multi-Function Devices, Maint., Supplies and Print Servs.	40462	07/11/22	201-225-7794
Cayman Chemical Company	NJ Cost per Copy	82707	12/31/21	631-330-2613
CDW Government LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FL-EET-01055	12/31/23	000-000-0000
CDW Government LLC	Data Communications Equipment	87718	10/31/24	866-776-7415
CDW Government LLC (EMC Corp)	Software Reseller Services	20-TEL-E-01511	05/24/26	898-776-7415
CDW Government LLC (Microsoft)	Computer Equipment, Peripherals & Related Services	89998	07/31/22	866-776-7415
CDW Government LLC	Computer Equipment, Peripherals & Related Services	40168	07/31/22	866-776-7415
CDW Government LLC	Computer Equipment, Peripherals & Related Services	89974	07/31/22	866-773-7346
Charles F. Connolly	AC, HVAC, Repair Parts	41607	05/31/22	201-998-8080
Chas S. Werner Inc (Werner Ford)	Vehicles, Trucks, Class 2, Utility/Dump, with Snow Plow Option	89726	04/29/22	859-427-2796
Chas S. Werner Inc.	Vehicles, Trucks, Pickup, Class 1	17-FL-EET-00212	03/27/22	859-214-0758
Cherry Valley Tractor Sales	Parts & Repairs for Lawns & Grounds Equipment	43022	02/16/22	856-883-0111
Cherry Valley Tractor Sales	Skid Steer Loader w/Quick-Detach. Bucket Various Afts & Trailer	78905	08/08/22	856-883-0111
Circle Brake of Passaic County	Maintenance & Repair Light/Medium Duty Vehicles	40861	03/17/22	973-772-3824
Cisco Systems Inc.	Data Communications Equipment	87720	10/01/24	732-346-2193
Cisco Systems Inc.	Computer Equipment, Peripherals & Related Services	89366	07/31/22	215-620-2074
Clarus Glasbeards, LLC	Library & School Supplies	17-FOOD-00269	08/22/22	888-813-7414
Climfle Body Corp	Snow Plow Parts, and Grader and Loader Blades	88268	01/19/22	201-945-3870
Command Radio	Maintenance & Repair Light/Medium Duty Vehicles	40822	03/17/22	201-945-3870
Command Radio (JVC Kenwood)	Radio Communication Equipment and Accessories	83927	04/30/22	201-988-0131
Commercial Interiors Group	Furniture: Office & Lounge	81613	04/30/22	423-623-0031
Commercial Interiors Direct Inc.	Furniture: Office & Lounge	81610	04/30/22	973-838-8384
Commercial Interiors Direct Inc.	Carpet/Flooring Supply & Install - Mfg. Tandus	81755	08/30/22	973-839-8394
Commercial Interiors Direct Inc.	Carpet/Flooring Supply & Install - Mfg. Milliken	81752	08/30/22	973-839-8394
Commercial Interiors Direct Inc.	Carpet/Flooring Supply & Install - Mfg. Mannington	81751	08/30/22	973-839-8394

22-F-74T

	Vendors	Category	Contract #	Expires	Phone #
Vendors	Complete Book & Media Supply	Publication Media	89097	02/28/22	800-888-1775
	Computer Design & Integration, LLC	Data Communications Equipment	21-TEL-E-01508	10/01/24	201-831-1420
	Concord Products Co Inc	Furniture: Office & Lounge	81914	04/30/22	858-933-3000
	Concord Products Co Inc	Heating, Ventilation and Air Conditioning Repair Parts	41897	05/31/22	201-888-8080
	Conradsteel Steel & Alum	Fence, Chain Link, Install & Replacement	88880	10/31/21	908-272-8282
	Craftmaster Hardware, LLC	Locking Hardware (Parts Only) 72861	19-FOOD-00846	12/31/21	201-788-9808
	Craft Oil Corp., dba Petrolites	Auto Lubricants, Engine Gear Oils, Greases, Hydraulic	81514	11/29/21	800-451-8523
	Daco Limited Partnership dba Dauphin	Furniture: Office & Lounge	81816	04/30/22	973-283-1100
	David Weber	Automotive Lightbulbs	20-FL-EEI-01343	11/19/22	201-486-7333
	Deal Marketing	Computer Equipment, Peripherals & Related Services	19-TEL-E-00856	07/31/22	512-513-9701
	Deal Marketing	Software Reseller Services	20-TEL-E-01510	05/24/26	646-573-0885
	Deal Marketing	Computer Equipment, Peripherals & Related Services	19-TEL-E-00656	07/31/22	512-728-4985
	DEEM LLC T/A Diachrom Flomation Road	Data Communications Equipment	88768	10/01/24	800-981-3355
	Dito Sales (dba Versatec)	DEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	08/04/22	08/04/22	806-782-3872
	D.M. Radio Service Corp.	Furniture: Office & Lounge	19-FL-EEI-00816	04/30/22	800-676-1120
	EEB Fence	Radio Communication Equipment and Accessories	83897	04/30/22	808-878-2525
	ENIC	Fence, Chain Link, Install & Replacement	889879	10/31/21	809-704-8884
	ENR Power Systems, LLC	Computer Equipment, Peripherals & Related Services	889868	07/31/22	732-635-2583
	Epulis Technology Inc. (Ciseco)	Preventive Maint. & Testing of Emergency Standby Generators	20-GUNS-VZ-01162	05/31/23	608-986-1211
	Epulis Technology Inc. (Lenovo)	Data Communications Equipment	87720	10/01/24	609-528-8912
	Everbide, Inc.	Computer Equipment, Peripherals & Related Services	889868	07/31/22	609-528-8912
	Exemplis Corp.	Radio Communication Equipment and Accessories	838951	04/30/22	201-541-1200
	Federal	Furniture: Office & Lounge	81771	04/30/22	714-995-1800
	FDR希希斯	Facilities Maintenance & Repair & Operations (MRO) & Industrial Supplies	19-FL-EEI-00685	06/30/23	609-593-0010
	Film Scientific, Inc.	Enclosed Trailers, Single Axle/Double Axle Up to 7,000lbs. GVWR	19-FL-EEI-00879	08/21/22	908-259-5980
	Firestone Complete Auto Care	Scientific Equipment, Accessories, Supplies and Maintenance Nationwide	17-FL-EEI-01035	12/31/22	800-452-1261
	FL Generation, Inc.	Tires, Tubes and Services (All-Season N1 START)	19-FL-EEI-00706	03/31/24	615-637-3343
	Fordoo Floortech, Inc.	Preventive Maint. & Testing of Emergency Standby Generators	19-GUNS-VI-00443	05/31/23	781-829-0028
	Frank Mazza	Carpet/flooring/Supply & Install	81749	06/30/22	570-450-0222
	Franklin Electric Electric, LLC	Mailroom Equipment and Maintenance Various State Agencies	41263	04/14/22	630-827-5837
	Fry Scientific	Carpet/flooring/Supply & Install - Mgr-Maintenance	88974	06/30/22	609-561-5300
	Gan Eel, Sateri & Industrial Products, LLC	Electrical Equipment & Supplies North, Central & South Regions	88957	11/30/21	609-695-6121
	GovCommed	Scientific Equipment, Accessories, Supplies and Maintenance Nationwide	17-FL-EEI-01030	12/31/23	688-388-3224
	Graybar Electric Company, Inc.	Environmental Testing Instruments	85054	11/30/21	973-995-7777
	Goodyear Tire and Rubber Company	Computer Equipment, Peripherals & Related Services	88974	07/31/22	800-800-0018
	H.A. Delbert & Sons	Industrial Products/MRO Supplies & Equipment (TBM0002)	19-FL-EEI-00366	08/30/23	877-898-4470
	Hach Company	Cabling Products & Services, Data Center Management Solutions	85151	10/08/22	800-181-5454
	Hach Company	Tires, Tubes and Services	20-FL-EEI-00848	03/31/24	530-789-4352
	Hachman Floor Covering	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	88972	03/20/22	658-845-2800
	Heritage Flooring, Inc.	Environmental Testing Instruments	85091	11/30/21	800-227-4224
Heritage Fuel Services, Inc.	Carpet/flooring/Supply & Install - Mgr. Mohawk	81753	08/30/22	508-686-6333	
Herford Fuel Services	Carpet/flooring/Supply & Install - Mgr. Merrington	81751	06/30/22	608-513-1513	
Heriberto New Method, Inc.	Vehicles, Trucks, Pickup, Class 1	17-FL-EEI-00210	07/21/22	800-698-9825	
High Point	Vehicles, Vans/Minivans, 7-P seater, Gasoline and Hybrid	18-FL-EEI-00444	07/21/22	800-698-9825	
Home Depot	Publication Media	86870	02/28/22	211-245-5451	
Hoover (Robert H. Hoover & Sons)	Furniture: Office & Lounge	81821	04/30/22	368-431-1101	
Hoover Truck Center	NJ vendor number 2 is M8001 with NJSTART	18-FL-EEI-00234	12/31/21	732-928-2850	
HP Hewlett Packard	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	88257	12/31/21	973-347-4210	
HP Hewlett Packard	Automotive Parts for Heavy Duty Vehicles Over 15,000 lbs	42088	09/30/22	973-347-4210	
Indiana Public Sector Inc.	Computer Equipment, Peripherals & Related Services	40116	07/31/22	800-577-8988	
Indiana Public Sector Inc.	Computer Equipment, Peripherals & Related Services	88974	07/31/22	847-822-2877	
Interstate Americas, Inc.	Furniture: Office & Lounge	81822	04/30/22	800-422-5727	
Interstate Americas, Inc.	Software Reseller Services	20-TEL-E-01512	05/24/26	800-467-4448	
Interstate Americas, Inc.	Cement & Portland, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81736	08/30/22		

Vendors	Category	Contract #	Expires	Phone #
Impact Fleet	Fuel Credit Card Services - Statewide	18-GNSV1-00808	11/28/21	281-445-1100
Jermer Doors	Overhead/Rolling Doors & Operations, Repair/Repairs	21-GNSV1-01460	04/30/22	808-883-0980
Jersey Office Systems, LLC dba Jersey Mail Systems	Mailroom Equipment and Maintenance Various State Agencies	18-GNSV2-00880	04/14/22	808-534-1988
J & J Industries dba J & J Invision	Carpent/Flooring/Supply & Install - Mfg. Mohawk	81753	06/30/22	800-241-4586
J & J Industries dba J & J Invision	Carpent/Flooring/Supply & Install - Mfg. Mohawk	81751	06/30/22	800-241-4586
Level Electric Supply	Electrical Equipment & Supplies, Statewide	21-FOOD-01749	09/30/24	201-853-1613
Johnson Controls Fire Protection	Testing, Inspection, Monitoring and Maintenance of Fire Suppression Systems	83717	10/23/22	873-296-8835
Johnson G P Inc.	Radio Communication Equipment and Accessories	83925	04/30/22	201-428-2025
Johnson Communication	Calllog Products & Services, Data Center Management Solutions	85152	10/08/22	201-428-2025
Johnson Communications	Telecommunications Equipment and Services	88786	03/18/22	201-428-2025
Johnson Power Products	Parts & Repairs for Lawn & Grounds Equipment	80802	01/31/22	201-991-7400
Keen Electrical Supply Co., Inc.	Electrical Equipment & Supplies, Statewide	21-FOOD-01748	08/30/24	800-454-7400
Kemper International	Furniture, Office & Lounge	61720	04/30/22	800-454-7400
Latashore Learning Materials	Library & School Supplies	17-FOOD-00250	08/30/22	800-421-5354
Lawson Supply	Law Enforcement Firearms Equipment and Supplies (Jason Durie, m)	17-FLEET-00740	05/14/23	201-994-6137
Lawson Products Inc.	Parts & Repairs for Road Maintenance Equipment	85850	11/28/21	800-880-8188
Lawson Products Inc.	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42111	08/09/22	215-741-3880
Liessover, Inc.	Parts & Repairs for Lawn & Grounds Equipment	43023	09/16/22	973-244-9111
LI Information Delivery/US	Building MGMT - Life Safety Equipment & AED	84889	08/14/22	810-556-9550
Louis A Jammer Co., Inc.	Overhead/Rolling Doors & Operations, Repair/Repairs, DOT & Other Agencies	89071	04/30/24	808-883-0980
M & G Auto Parts, Inc.	Work-in Building Supplies NJ/START #M8901	18-FLEET-00235	07/31/22	704-798-3818
Manning Mills	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85988	02/25/22	201-888-6700
Merchandise Overhead Door Co.	Carpent/Flooring/Supply & Install	81751	06/30/22	706-802-8517
Microsoft Corporation	Overhead/Rolling Doors & Operations, Repair/Repairs, DOT & Other Agencies	21-GNSV1-01461	04/30/24	856-338-1314
Mid-Atlantic Truck Center	Computer Equipment, Peripherals & Related Services	40166	07/31/22	703-673-7871
Millennium, Inc.	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42075	08/09/22	808-880-8181
Modern Group, Ltd.	Communication Wiring Services	88740	03/18/22	973-286-4878
Mohawk Group	Preventive Maintenance & Testing of Generators	20-GNSV2-01164	03/31/23	215-843-9100
Motorsola Solutions, Inc.	Carpent/Flooring/Supply & Install	81753	06/30/22	908-585-2292
MRA International	Radio Communication Equipment and Accessories	83909	04/30/22	608-324-3853
Municipal	Computer Equipment, Peripherals & Related Services	88874	07/31/22	733-222-0897
National Office Furniture	Audiotaping Services, Internal Auctions to Sell Surplus Property	18-GNSV1-00886	04/30/22	800-531-8074
New Jersey D+A152/E152oor Works	Furniture, Office & Lounge	81721	04/30/22	800-482-1213
Northeast Equipment	Overhead/Rolling Doors & Operations, Repair/Repairs, DOT & Other Agencies	21-GNSV1-01462	04/30/24	908-824-1234
On Site Fleet Service Inc	Parts & Repairs for Lawn & Grounds Equipment	43031	02/16/22	973-256-2040
Pasco Scientific	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs	88273	03/20/22	732-651-1600
Performance Tire Co., Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01031	12/31/23	856-241-5743
Performance Tire Co., Inc.	Electrical Equipment & Supplies, Statewide	21-FOOD-01747	09/30/24	808-518-7877
Harding New Method, Inc.	Tires, Tubes and Services (N-8000 NJ START)	19-FLEET-00708	03/31/24	908-479-2228
PPC Lubricants, Inc.	Publication Media	88070	02/28/22	800-657-6861
Pitney Bowes	Auto Lubricants, Engine Gear Oils, Greases, Hydraulic	81515	11/28/21	800-772-5823
Power Place Inc	Mailroom Equipment & Maintenance	41288	04/14/22	804-486-8912
President Container Group, LLC	Parts & Repairs for Lawn & Grounds Equipment	43039	02/16/22	808-534-2837
ProComm Systems Inc.	Boxes, Computed DDC & DSS	20-FOOD-01086	01/14/23	201-933-7500
Quandent, Inc.	Radio Communication Equipment and Accessories	83931	04/30/22	000-000-0000
RAR Auto Body and Glass	Mailroom Equipment & Maintenance	41287	04/14/22	800-636-7678
Rasheed/McNeil's Oil Co.	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01497	07/31/24	808-394-0977
R.D. States Door & Hardware, LLC	Gasoline, Automotive	19-FLEET-00973	10/31/24	973-546-1041
RFS Commercial Inc.	Locking Hardware (Parts Only)	81741	12/31/21	973-248-1222
RFS Commercial Inc.	Carpent/Flooring/Supply & Install - Mention	81748	06/30/22	201-798-0006
RFS Commercial Inc.	Carpent/Flooring/Supply & Install - Mention	81751	06/30/22	201-798-0006
RFS Commercial Inc.	Carpent/Flooring/Supply & Install	81753	06/30/22	201-798-0006
Ricoon USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Servs.	40467	01/11/22	878-821-1276
Roula 23 Auto Mail	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs	80262	03/20/22	673-838-0820
Rubbercycle LLC	Park and Playground Equipment	18-FLEET-00131	05/30/22	732-363-0680

Vendors	Category	Contract #	Expires	Phone #
Safeco	Furniture: Office & Lounge	81729	04/30/22	770-815-1314
Savcon TIA Maco Office Supplies	Furniture: Office & Lounge (HON)	18-FOOD-00927	04/30/22	201-987-3309
Shaw Contract Flooding Service	Carpet/Flooring/Supply & Install	81754	06/30/22	808-884-8324
Software House International (SHI)	Computer Equipment, Peripherals & Related Services	40116	07/31/22	732-868-5904
Software House International (SHI) (HP)	Data Communications Equipment	87718	10/01/24	732-868-5904
Steelcase Moving & Storage, Inc.	Moving Svs for D/WC & Cooperative Purchasing Participants	40145	10/31/21	856-848-4854
Storr Tractor	Parts & Repairs for Lawn & Ground Equip	43038	02/16/22	908-722-9830
Superior Distributors Co., Inc.	Non-OEM Automotive Parts & Accessories/light Duty Vehicles	85989	02/25/22	201-797-9480
Tandus Centria US, LLC	Carpet/Flooring/Supply & Install	81755	08/30/22	800-241-4502
Tarbet, USA, Inc.	Carpet & Paddng, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Instel	20-FOOD-01063	08/30/22	708-259-2835
Tee Measurements, Inc.	Video Teleconferencing Equipment & Services	81123	01/31/22	973-473-8822
Thomas Scientific	Scientific Equipment Accessories Supplies and Maintenance Statewide	1-FLEET-01033	12/31/23	856-472-8884
Thomas Automotive Corp	Non-OEM Automotive Parts & Accessories/light Duty Vehicles	88004	08/30/22	800-578-8858
Troxel Communications, Inc.	Library & School Supplies	17-FOOD-00244	08/30/22	800-578-8858
Turned Fire & Safety	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00752	09/14/22	201-883-9312
United Motor Parts, Inc.	Non-OEM Automotive Parts & Accessories/light Duty Vehicles	88988	02/25/22	201-376-9166
United Supply Corp.	Library & School Supplies (10114)	17-FOOD-00262	08/30/22	718-439-9387
Van Dine Four Wheel Drive Center, Inc.	Snow Plow Parts, and Grader and Loader Blades	88220	01/19/22	201-487-1488
Valk Manufacturing	Snow Plows D.O.T. and Authorities	77724	01/19/22	717-788-0711
Verizon Business	Data Communication Network Services	85943	02/10/22	808-236-7080
Verizon Wireless	Wireless Devices & Services	82583	02/28/22	215-280-1333
Versteel (aka Dillo Sate)	Furniture: Office & Lounge	81731	04/30/22	800-878-2120
VWR International, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01037	12/31/23	856-241-5743
Washburn Generator, LLC	Maintenance/Repair and Replacement Portable Commercial Mobile Generators	21-GNSV1-01587	09/30/24	732-741-8400
Washburn Generator, LLC	Mobile Light Towers	18-FLEET-00839	05/02/22	732-741-8400
Washburn Generator, LLC	Trailer Mounted Generators Statewide	18-FOOD-00378	05/24/22	809-434-9871
Waste Management of New Jersey, Inc.	Solid Waste Collection, Statewide	40379	01/10/22	888-928-2788
W B Mason	Furniture: Office & Lounge (HON)	18-FOOD-00927	04/30/22	610-559-9550
LM Information Delivery, Inc.	Publication Media	88071	02/28/22	732-750-7514
Xerox	Copiers, Maint., and Supplies	40469	01/11/22	
York Telecom Corporation	Software Reseller Services	20-TELE-01509	05/24/26	njstart@yorktel.com



YOUR GOALS. OUR MISSION.

~~22-75~~
22-F-75T

BCTSOH17015

October 6, 2021

John Susino
Business Administrator/Board Secretary
Bergen County Special Services School District
540 Farview Avenue, Room 2300
Paramus, NJ 07652

RE: BERGEN COUNTY TECHNICAL SCHOOLS
TOILET & LOCKER ROOM RENOVATION - CHILLED WATER REBALANCING
PROFESSIONAL ENGINEERING SERVICES

Dear Mr. Susino:

As discussed, the School District has been experiencing cooling issues in the newly renovated Toilet & Locker Room space at 200 Hackensack Avenue. When notified of these issues, T&M Associates requested the balancing report so we could review and assess the equipment performance. This report was provided on September 16, 2021, which showed that the chilled water flow rates at each fan coil unit are only 43-73% of the design chilled water flow rates.

On September 23, 2021 a virtual meeting was held with Murray Contracting, the balancing subcontractor, MAST, T&M Associates, and the District to try to better understand the existing conditions and potential cause of the low flow rates. During this meeting the balancer confirmed the balancing valves were fully open at the time of testing, and that the pumps were operating at full flow. It was ultimately agreed that additional testing would be required to determine the root cause of the low chilled water flow rates.

T&M met the balancer on site on October 1, 2021 to further investigate the issue. Several readings were taken in various areas and it was confirmed that the pump was operating correctly, but other areas of the building seem to be receiving more water than required. This is likely leading to insufficient flow in the area of the toilet and locker rooms at the end of the line.

Based on these findings, we recommend that the existing air handling units connected to the chilled water system be rebalanced to their respective design chilled water flow rates to see if this corrects the issue at the end of the line. T&M performed a recent inventory of the HVAC systems in this building, and believe there to be fourteen (14) units connected to the chilled water system. The original design drawings for most of these areas are not available, thus the design chilled water flow rates will need to be calculated. We anticipate that the following actions will need to be taken to gather this information:

1. The balancing contractor will need to perform additional testing to determine the existing air handling unit supply, return, and outdoor airflow rates, airflow temperatures, and water flow rates at each unit. The balancer should also note any units where balancing valves are not currently installed.
2. T&M will review this data and coordinate with the air handling unit manufacturer to determine the appropriate chilled water flow rates for each system.
3. The balancing contractor will need to rebalance the chilled water flow rates at each unit (where possible) to the flow rates provided by T&M.



4. The balancer will then need to rebalance the toilet and locker room units to determine if there is sufficient chilled water flow.


T&M will perform the above-referenced services for the not-to-exceed budget fee of **\$12,000**. These services will be invoiced in accordance with the attached Schedule of Hourly Billing Rates. As discussed, we have also included the meetings and site visits previously attended in this budget fee. Once authorized, these will appear on the initial invoice for this project.

At the conclusion of the chilled water system rebalancing, if the issues in the toilet and locker room are not resolved, upgrades to the central chilled water plant may be necessary. Design services related to these upgrades are not included in the fee outlined above, and will be an additional service.

Should you have any questions or require additional information, please do not hesitate to contact me at 732.473.3400 or edasti@tandmassociates.com.

Very truly yours,

T&M ASSOCIATES

 Mary Dasti
Oct 6 2021 2:49 PM
DocuSign

M. ELAINE DASTI, PE
COMPANY PRACTICE LEADER, MEP

The undersigned has read, understood and hereby accepts this proposal.

JOHN SUSINO, BUSINESS ADMINISTRATOR/BOARD SECRETARY
BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT

DATE

22-F-77T

BCTS-BCSS SALARY PRORATION WORKSHEET
7/1/21-6/30/22

	Name	Job Title	Employee's District	21-22 Proration Base	21-22 Contracted Salary	21-22 Benefits	BCTS % BCSS %	Salary	Fringe	Notes
1	Anglesea, M	Behavior Specialist	BCSS	\$78,232	\$78,232	10,187	40% 60%	31,293 46,939	4,075 6,112	
2	Badiner, M.	Director of Instruction	BCSS	\$214,969	\$214,969	25,781	10% 90%	21,497 193,472	2,578 23,203	
3	Bartone, B.	Maintenance	BCTS	\$81,261	\$81,261	31,785	50% 50%	40,631 40,631	15,893 15,893	
4	Batchelor, C.	Maintenance	BCSS	\$71,872	\$71,872	22,075	50% 50%	35,936 35,936	11,038 11,038	
5	Beaven, E.	Teacher	BCSS	\$101,240	\$101,240	20,278	20% 80%	20,248 80,992	4,056 16,222	
6	Bellani, P.	Accounting Manager	BCTS	\$192,422	\$192,422	29,650	50% 50%	96,211 96,211	14,825 14,825	
7	Bohan, T	Director of Instruction	BCSS	\$213,544	\$213,544	9,972	20% 80%	42,709 170,835	1,994 7,978	
8	Castillo, E.	Secretary	BCTS	\$55,942	\$55,942	17,525	0% 100%	- 55,942	- 17,525	
9	Cimelli, P.	Maintenance	BCSS	\$70,477	\$70,477	22,933	50% 50%	35,239 35,239	11,467 11,467	
10	Coppola, P.	Personnel Manager	BCTS	\$115,227	\$115,227	9,926	50% 50%	57,614 57,614	4,963 4,963	
11	Daniele, J.	Confidential Secretary	BCTS	\$76,436	\$76,436	32,151	0% 100%	- 76,436	- 32,151	
12	DeMartino, M.	Teacher-SAP	BCSS	\$91,682	\$91,682	21,799	50% 50%	45,841 45,841	10,899 10,899	
13	Digia, C.	Secretary	BCTS	\$48,107	\$48,107	24,133	50% 50%	24,054 24,054	12,067 12,067	
14	Dunne, P.	Secretary	BCSS	\$69,772	\$69,772	10,741	20% 80%	13,954 55,818	2,148 8,593	
15	Dvorozniak, M.	Assistant Project Coord.	BCTS	\$92,700	\$92,700	29,802	75% 25%	69,525 23,175	22,352 7,451	
16	Espinosa, G	Supervisor	BCSS	\$133,217	\$133,217	25,781	5% 95%	6,661 126,556	1,289 24,492	
17	Ford, J.	Secretary	BCSS	\$67,316	\$67,316	10,741	50% 50%	33,658 33,658	5,370 5,370	
18	Groh, K.	Job Coach	BCSS	\$50,123	\$50,123	11,987	30% 70%	15,037 35,086	3,596 8,391	
19	Guarino, C.	Secretary	BCTS	\$48,107	\$48,107	37,164	50% 50%	24,054 24,054	18,582 18,582	
20	Hall, G	Coordinator of Human Resources	BCTS	\$198,778	\$198,778	20,105	50% 50%	99,389 99,389	10,053 10,053	
21	Hartwick, D.	Personnel Manager	BCTS	\$122,479	\$122,479	15,852	50% 50%	61,240 61,240	7,926 7,926	
22	Heisler, J.	Secretary	BCSS	\$66,470	\$66,470	10,741	50% 50%	33,235 33,235	5,370 5,370	
23	Hendrickson, M.	Maintenance	BCSS	\$57,957	\$57,957	915	50% 50%	28,979 28,979	457 457	
24	Hynes, L.	School Nurse	BCTS	\$120,390	\$120,390	15,489	95% 5%	114,371 6,020	14,714 774	
25	Jodice, T	Coordinator of Facilities	BCTS	\$133,049	\$133,049	27,774	50% 50%	66,525 66,525	13,887 13,887	
26	Kubler, K.	Confidential Secretary	BCSS	\$65,000	\$65,000	29,680	50% 50%	32,500 32,500	14,840 14,840	
27	Kuhn, T.	Accountant	BCSS	\$111,430	\$111,430	19,502	50% 50%	55,715 55,715	9,751 9,751	
28	LaPorta, R	Secretary	BCTS	\$62,210	\$62,210	24,559	50% 50%	31,105 31,105	12,279 12,279	
29	Lerner, H	Superintendent	BCTS	\$296,619	\$296,619	20,810	50% 50%	148,310 148,310	10,405 10,405	
30	Liulakis, N.	Guidance Counselor	BCSS	\$95,246	\$95,246	7,451	10% 90%	9,525 85,721	745 6,706	
31	Lopiccolo, L.	Payroll Supervisor	BCTS	\$98,133	\$98,133	21,567	50% 50%	49,067 49,067	10,784 10,784	
32	Mastricova, M	Maintenance	BCSS	\$75,716	\$75,716	30,569	50% 50%	37,858 37,858	15,284 15,284	
33	Miller, A	Asst Board Secretary	BCTS	\$103,968	\$103,968	14,028	50% 50%	51,984 51,984	7,014 7,014	
34	Matos, H.	Purchasing	BCSS	\$56,257	\$56,257	24,649	50% 50%	28,129 28,129	12,325 12,325	
35	Nalbhone, S.	CIE	BCSS	\$104,907	\$104,907	14,583	35% 65%	36,717 68,190	5,104 9,479	

BCTS-BCSS SALARY PRORATION WORKSHEET
7/1/21-6/30/22

	Name	Job Title	Employee's District	21-22 Proration Base	21-22 Contracted Salary	21-22 Benefits	BCTS % BCSS %	Salary	Fringe	Notes
36	Ogden, G.	Cooperative Education Coordinator	BCTS	\$47,937	\$119,842	521	0% 100%	- 47,937	- 521	7/1/21-12/31/21
37	Pais-Crosson, L.	Secretary	BCTS	\$52,808	\$52,808	11,852	50% 50%	26,404 26,404	5,926 5,926	
38	Panicucci, R.	Asst Superintendent of Curriculum	BCTS	\$213,301	\$213,301	28,208	85% 15%	181,306 31,995	23,977 4,231	
39	Piccioni, J.	Transportation	BCTS	\$56,138	\$56,138	11,482	50% 50%	28,069 28,069	5,741 5,741	
40	Prihoda, S.	Transportation Manager	BCTS	\$84,997	\$84,997	10,238	50% 50%	42,499 42,499	5,119 5,119	
41	Quinones, R.	Maintenance	BCSS	\$70,711	\$70,711	915	40% 60%	28,284 42,427	366 549	
42	Rudolph, D.	Job Coach	BCSS	\$11,212	\$44,848	5,602	15% 85%	1,682 9,530	840 4,761	7/1/21-9/30/21
43	Smith, S.	Confidential Secretary	BCTS	\$92,037	\$92,037	30,550	50% 50%	46,019 46,019	15,275 15,275	
44	Smyth, M.	Maintenance	BCSS	\$74,861	\$74,861	22,075	50% 50%	37,431 37,431	11,038 11,038	
45	Susino, J.	Business Administrator/ Board Secretary	BCTS	\$235,695	\$235,695	28,208	50% 50%	117,848 117,848	14,104 14,104	
46	Theos, L.	Personnel Manager	BCTS	\$21,777	\$130,664	839	50% 50%	10,889 10,889	419 419	7/1/21-8/31/21
47	Tikijan, D.	Purchasing Manager	BCTS	\$132,864	\$132,864	17,844	50% 50%	66,432 66,432	8,922 8,922	
48	Tripodi, G.	Transportation	BCTS	\$64,139	\$64,139	25,023	75% 25%	48,104 16,035	18,767 6,256	
49	Vaccaro, A.	Transition Coordinator	BCSS	\$97,660	\$97,660	9,972	10% 90%	9,766 87,894	997 8,975	
50	Zaberto, M.	Grants Director	BCTS	\$34,684	\$138,735	1,048	75% 25%	26,013 8,671	786 262	7/1/21-9/30/21
Grand Total								4,932,076	907,063	5,839,139
Services Within Home District								2,935,636	508,080	3,443,716
Total services provided by BCSS for BCTS								641,892	135,628	777,520
Total services provided by BCTS for BCSS								1,354,548	263,354	1,617,903
Total Management Services								1,996,440	398,983	2,395,423
Grand Total								4,932,076	907,063	5,839,139