

**Board of Education of the Vocational Schools
in the County of Bergen
Regular Meeting**

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

January 24, 2023

Agenda

#	<u>ADMINISTRATION RESOLUTIONS</u>
23-A-73T	Approval—WIOA/WFJ/WLL One-Stop Administration And Oversight
23-A-74T	Approval—Confirmation—Travel/Webinar Expenses
23-A-75T	Approval—Confirmation—Field Trips
23-A-76T	Approval — Professional Development Providers and Services 2022-2023 School Year
23-A-77T	Approval of Superintendent Decision Regarding HIB Cases
23-A-78T	Approval—Report of Student Suspensions
23-A-79T	Approval - First Reading — Board of Education Policies/Regulation
23-A-80T	Approval - Second Reading Final Adoption Board of Education Policy
23-A-81T	Approval—One Reading — Board of Education Regulations
23-A-82T	Approval—First and Only Reading—Deletion of BOE Policies
	<u>PERSONNEL RESOLUTIONS</u>
23-P-55T	Approval—2022 – 2023 Staff Appointments
23-P-56T	Approval—2022-2023 Salary/ Status Reclassification(S)—Certificated
23-P-57T	Approval—2022-2023 Salary/ Status Reclassification(S)—Non-Certificated
23-P-58T	Approval-2022-2023 Reclassification(S)—Transfers
23-P-59T	Approval—2022-2023 Adult and Continuing Education Staff Salary Authorizations
23-P-60T	Approval—2022-2023 Adult and Continuing Education Staff Reclassifications
23-P-61T	Approval—2022-2023 Staff Compensation for Athletic Events
23-P-62T	Approval—2022-2023 Appointments Extra Duty/Extra Pay Positions Approval—2022-2023 Other Hourly Appointments
23-P-63T	Approval — Leave(S) Of Absence
23-P-64T	Approval – 2022-2023 Leave of Absence with Pay – Military Leave
23-P-65T	Approval—Resignation(S)
23-P-66T	Approval—Retirement(S)
23-P-67T	Approval—2022-2023 District Substitute Nurse(S)
	<u>FINANCE RESOLUTIONS</u>
23-F-113T	Approval—Payment of Bills December 10, 2022 – January 18, 2023
23-F-114T	Monthly Certification—November 2022 Board Secretary / School Financial Report
23-F-115T	Line Item Transfers— <u>November 30, 2022</u>
23-F-116T	Approval—Vendor List Participation in State Contract Purchasing for Bergen County Technical Schools 2022-2023 School Year: 01/2023
23-F-117T	Acceptance of Special Federal, State and/or Private Funds and Establishment of Budget / American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund Homeless Children and Youth (ARP-HCY II)
23-F-118T	Approval—Proposal for Compliance Inventory Professional Engineering Services--Vendor: T&M
23-F-119T	Award a Contract to Furnish and Deliver Tools and Service Equipment from The Snap-On Industrial Catalog for BCTS, Commencing February 1, 2023, For a Two-Year Period Vendor: Snap-On Industrial, a Division of IDSC Holdings, LLC, Kenosha, WI
23-F-120T	Approval of WIOA and WFJ Personnel Salaries Charged to Grants July 1, 2022 to June 30, 2023
23-F-121T	Approval--Acceptance of Navien Npe180a2 Condensing Hot Water Heater Donation to Adult & Continuing Education Plumbing Program
23-F-122T	Approval – WIOA Formula Individual Training Account (ITA) Log – 12/6/22 – 1/17/23
23-F-123T	Approval – WIOA Formula On-The-Job Training (OJT) Log – 12/6/22 - 1/17/23

23-F-124T	Approval – WFNJ Contract Modification Log
23-F-125T	Memorandum of Understanding Agreement—Morgan Properties And Bergen County Technical Schools District For FY 2023
23-F-126T	Authorizing Agreement with STOPit Solutions
23-F-127T	Authorizing Competitive Contracting for Vendor to Provide Construction Cost Estimating Software Platform

ADMINISTRATION

23-A-73T APPROVAL—WIOA/WFNJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT

RESOLUTION

WHEREAS the Bergen County Job Center is the One-Stop Operator for activities of Bergen County's Workforce Innovation and Opportunity Act, 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 they be conveyed to the Workforce Development Board as required:

1. **PERFORMANCE OF WIOA FUNDS:**

As of December 31, 2022, we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFNJ/FS/GA</u>
60 Clients	49 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
3 Clients	1 Clients	0 Clients

2. **LEVELS OF SERVICE:** Adults 7/1/22-12/31/22

Placed in Training	113
Workforce Learning Link Basic Skills	47
Workforce Learning Link Soft Skills	170

Most requested training services: CDL, Administrative Assistant, and Medical Assistant

3. **FINANCIAL SUMMARY:** As of December 31, 2022

	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
<u>WIOA</u>		
Adult	22%	24%
Dislocated Worker	38%	29%
Youth Out-of-School	47%	21%
Work First New Jersey (WFNJ)	63%	16%
Workforce Learning Link	69%	1%
WIOA Other Grants	8%	1%
Program Administration	79%	8%

(See Accrued Expense & Obligation Report: Fiscal Year 2023-Program Year 2022 for details).

4. **Store Closings:** Rapid Response December 2022: None

23-A-74T

APPROVAL—CONFIRMATION—TRAVEL/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 Office	Gwenn Lotter	AMTNJ-Connections Matters TCNJ, 2000 Pennington Rd., Ewing Township, NJ	\$256.64 Paid by BOE	3/17/2023
Central Office	Jasmine Valentin Gwenn Lotter	Women's Leadership Conference 2023 The Palace at Somerset Park 333 Davidson Avenue, Somerset, NJ	\$539.16 each Total Paid by BOE \$1,078.32	3/27/23-3/28/23
Athletics	William Muller	DAANJ Annual Conference 1000 Boardwalk Atlantic City, NJ	\$1,173.90 Paid by BOE	3/13/23-3/17/23
BCA	Patrick Keane	Section 504 Law in NJ Today Conference 199 Smith Road, Parsippany, NJ	\$244.90 Paid by BOE	2/3/23
Technology	Oscar Forne	PowerSchool University 2023: 1500 Epcot Resorts Boulevard, Orlando, FL	\$4,882.50 Paid by BOE	2/26/23-3/3/23
Teterboro Campus	Erica Golle	National Council of the Social Studies Conference 2022 Philadelphia Convention Center, Arch Street, PA	Previously Approved on 9/27/22 \$1,240.10 Amended Amount \$1,379.96 Paid by BOE	12/2/22-12/3/22
Central Office	Gary Hall	2023 School Law Conference NJ Law Center, 1 Constitution Square, New Brunswick, NJ 08901	\$336.70 Paid by BOE	2/1/23
ATHS Campus	Michael Yob	Garden State Cyber - Attack Lessons, DDoS, Spoofing & Sniffing, Wireless & VPN, Pentesting & Exploits, Virtual	No Cost	2/22/23

23-A-75T

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>BCA Campus</u>
Destination	Belskie Museum Exhibit – 2023, 280 High St., Closter, NJ
Dates	2/28/23 and 3/27/23
Purpose of Trip	Students will Exhibit their Work at the Museum
Participant	16 students, 2 teachers
Total Cost of Trip	\$1,400.00
Total Cost to Board	\$1,400.00
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Dara Tannariello - 2/28/23	\$0
Rhyana Ahmad – 3/27/23	\$0

<u>School</u>	<u>Paramus Campus</u>
Destination	Walnut Hill College/Restaurant, 4207 Walnut Street, Philadelphia, PA
Dates	2/16/23
Purpose of Trip	Visit a Culinary/Baking School, Experience Dining, Visit Baking Class
Participant	25 students, 2 teachers
Total Cost of Trip	\$0
Total Cost to Board	\$0
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Agnes Tuliszewski	\$0
Maria Avellano	\$0

<u>School</u>	<u>ATHS Campus</u>
Destination	Science Olympiad Princeton Invitational, Princeton University, First Campus Center, First Lane, Princeton, NJ
Dates	2/4/23
Purpose of Trip	Competitions Encouraging Engineering Exploration
Participant	17 students, 2 teachers
Total Cost of Trip	\$202.80
Total Cost to Board	\$0
Student Cost	\$202.80
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Steve Cohen	\$0
Matthew Liso	\$0

<u>School</u>	<u>ATHS Campus</u>
Destination	Norman A. Blesman Regional Day School, 333 East Ridgewood Ave., Paramus
Dates	1/13/23
Purpose of Trip	Project Invent Initial Meeting with Community Partner
Participant	15 students, 1 teacher
Total Cost of Trip	\$0
Total Cost to Board	\$0
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Steve Cohen	\$0

<u>School</u>	<u>BCA Campus</u>
Destination	IPPE Convention
Dates	1/24/23-1/26/23
Purpose of Trip	Georgia World Congress Center, 285 Andrew Young International Blvd. NW, Atlanta, GA
Participant	4 students, 1 teacher
Total Cost of Trip	\$476.00
Total Cost to Board	\$0
Student Cost	\$476.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Kennedy, Clare	\$0
Dobrich, Oliver (alternate)	\$0

<u>School</u>	<u>BCIT @ NV Campus</u>
Destination	Northern Regional HOSA Conference - Passaic County Technical Institute, 45 Reinghardt Rd., Wayne, NJ
Dates	1/21/23
Purpose of Trip	Compete in Healthcare Related Competitive Events
Participant	20 students, 1 teacher
Total Cost of Trip	\$495.18 (Paid for by Perkins Grant)
Total Cost to Board	\$0
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Pinkman, Laura	\$0

<u>School</u>	<u>BCA Campus</u>
Destination	ICHSA Mid-Atlantic Quarterfinal 1, Northern Highlands Regional High School, 298 Hillside Ave., Allendale, NJ
Dates	1/29/23
Purpose of Trip	Student-run a Cappella Group will Perform in a Competition with other NJ HS
Participant	11 students, 1 teacher
Total Cost of Trip	\$460.82
Total Cost to Board	\$0
Student Cost	\$460.82
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Louis Spinelli	\$0
Students/Families will provide their own transportation to/from the event. Parents of students will attend.	

<u>School</u>	<u>Academy Campus – (23-A-56T) Previously Approved on 12/13/22, Amendment – Adding an Alternate</u>
Destination	BCA Global Studies: Athens, Greece
Dates	3/17/23-3/25/23
Purpose of Trip	Global Studies: Greece: The Birthplace of Democracy, Athens, Greece
Participants	30 students and 3 teachers
Total Cost of Trip	\$109,732.50
Total Cost to Board	\$0
Students Expense	\$109,732.50
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Maddan, Will	\$5,832.50
Alschen, Sergei	\$5,832.50
Sousa, Nancy	\$5,832.50
Tronicke, Mark (alternate)	
Sytsma, Nancy (alternate)	
Valmira Kaba (alternate)	

<u>School</u>	<u>Teterboro Campus</u>
Destination	Fun Cheer 2 Day National Cheer Championship, 3201 E. Houston St., San Antonio, TX
Dates	3/10/23-3/13/23
Purpose of Trip	Showcase their Routine in a National Competition, Program Recognition
Participants	14 students and 2 teachers
Total Cost of Trip	\$14,635.00
Total Cost to Board	\$0
Students Expense	\$14,635.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Perrucci, Alexa	\$0
Luna, Jamie	\$0
<u>School</u>	<u>ATHS Campus</u>
Destination	Bergen County Math League Dinner Meet, Tenafly H.S. 19 Columbus Drive, Tenafly, NJ
Dates	3/1/23
Purpose of Trip	Students Compete in BCML Math Competition, Communicate, Socialize with Mathletes from Bergen County
Participants	10 students and 2 teachers
Total Cost of Trip	\$108.93
Total Cost to Board	\$0
Students Expense	\$108.93
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Dawidczyk, Angelika	\$0
Liso, Matthew	\$0
<u>School</u>	<u>BCA Campus</u>
Destination	2023 NJ ProStart Invitational, The Grand Marquise, 1550 US Highway 9, Old Bridge, NJ
Dates	2/28/23
Purpose of Trip	NJ State Competition for Hospitality Management, Competitive Scholarship Opportunities for Students
Participants	12 students and 1 teacher
Total Cost of Trip	\$0
Total Cost to Board	\$0
Students Expense	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Adrianne, Timothy	\$0
Spinelli, Lou (alternate)	
<u>School</u>	<u>ATHS Campus</u>
Destination	8 th International Day for Women, United Nations, NY
Dates	2/10/23
Purpose of Trip	Opportunity for Students to Listen to High-level Speakers, Network with other H.S. Students and Professionals.
Participants	40 students and 4 teachers
Total Cost of Trip	\$325.00
Total Cost to Board	\$0
Students Expense	\$325.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Pierce, Katoya	\$0
Rick, Deb	\$0
Koslova, Kat	\$0
Sawhney, Puneet	\$0

<u>School</u>	<u>BCA Campus</u>
Destination	Junior Science and Humanities Symposium at Rutgers University, Rutgers University Busch Student Center, 604 Bartholomew Road, Piscataway Township, NJ
Dates	2/27/23
Purpose of Trip	Chaperone Students who are Competing in Junior Science and Humanities Symposium at Rutgers
Participants	4 students and 1 teacher
Total Cost of Trip	\$0
Total Cost to Board	\$0
Students Expense	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Kennedy, Clare	\$0
Sabio, German (alternate)	\$0

<u>School</u>	<u>BCA Campus</u>
Destination	DECA States – Marketing Competition, 777 Harrah’s Waterfront Conference Center, Atlantic City, NJ
Dates	2/27/23-3/1/23
Purpose of Trip	Allow Students to Compete with others in the Region to Advance to the National Level
Participants	95 students and 8 teachers
Total Cost of Trip	\$38,114.94
Total Cost to Board	\$0
Students Expense	\$38,114.94
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Acuna, Kymberly	\$833.50
Kaser, Paul	\$833.50
Seventko, Justin	\$833.50
Casarico, Elizabeth	\$833.50
Pagano, Emily	\$833.50
Kaba, Valmira	\$833.50
Gutierrez, Joseph	\$988.22
Mendelsohn, Bill	\$988.22
Wang, Ivy (alternate)	
Downey, Lindsay (alternate)	

<u>School</u>	<u>BCA Campus</u>
Destination	All-Together Club Partnership with Bergenfield Elementary School, 115 Highview Ave. Bergenfield, NJ
Dates	2/8/23
Purpose of Trip	Student Trip for the All Together Club to Work w/Students w/Special Needs in Bergenfield Public Schools
Participants	15 students and 1 teacher
Total Cost of Trip	\$0
Total Cost to Board	\$0
Students Expense	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Wallace, Christine	\$0

<u>School</u>	<u>BCA Campus</u>
Destination	Dinner at Segovia Spanish Restaurant, Moonachie, NJ
Dates	1/26/23
Purpose of Trip	Cultural Experience, and Language Immersion
Participants	25 students and 3 teachers
Total Cost of Trip	\$0
Total Cost to Board	\$0
Students Expense	\$0

Participating Staff: **Reimbursement Amount**

Ponce, Lucy	\$0
Calandra, Gabriela	\$0
Carberry, Larentina	\$0
Fillebrown, Catherine (alternate)	\$0

School

Paramus Campus

Destination	Mt. Peter, 51 Old Mt. Peter Road, Warwick, NY
Dates	2/1/23
Purpose of Trip	Social Skills, Physical Well Being, Mental Well Being
Participants	12 students and 3 teachers
Total Cost of Trip	\$735.00
Total Cost to Board	\$0
Students Expense	\$735.00

Participating Staff: **Reimbursement Amount**

Lynch, Ryan	\$0
Banta, Chanelle	\$0
Lastra, Stephan	\$0

School

BCA Campus

Destination	MEBCI All-Bergen County Chorus, Bergenfield, NJ
Dates	1/13/23
Purpose of Trip	Students Attending Successfully Auditioned for the All-County Chorus.
Participants	4 students and 1 teacher
Total Cost of Trip	\$0
Total Cost to Board	\$0
Students Expense	\$0

Participating Staff: **Reimbursement Amount**

Spinelli, Louis	\$0
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23-A-76T APPROVAL — PROFESSIONAL DEVELOPMENT PROVIDERS AND SERVICES 2022-2023 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
Rehman, Bushra	Visiting Artist will Meet with Students to Discuss Creative Writing, Lead Writing Exercises, and Provide Feedback on Reading and Writing Poetry for BCA Students.	\$400.00/day 2 days	Trimester 3
Certiport, A Pearson Vue Business	Provide an Adobe Pro Classroom License Full Suite for BCA	\$4,770.00	2022-2023 School Year
Teacher Synergy LLC, P.O. Box	Provide 225 Resource Licenses for Math and Science Differentiated Materials for Paramus Campus.	\$2,400.00	2022-2023 School Year

NAME	SERVICE	RATE	DATE
James Nicosia, Ph.D.	Provide Virtual Professional Development Program for Paramus Campus. Topic: "Reluctant Readers."	\$250.00	1/20/2023
Feliz-Patron, Tania Wills, Jennifer Flynn, Patrick	Hackensack Public Schools teachers to Support BCTS District in the Implementation of a Program with Hackensack Middle School Students for CTE Middle School Enrichment.	\$1,300.00 To be Paid at the End of the Program/Fully Funded by Perkins Secondary Education Program, FY 2022-2023	1/1/23-4/15/23
Frontline Technologies	Approval for Five (5) Licenses for Online Training in Teacher Evaluations	\$1,670.00	2022-2023 School Year
NJSPA	Provide an in-person Professional Development Program for District Child Study Team, Special Education Teachers, and Collaborative Teachers. Title of the Program: "Professional Learning Regarding Meeting the Needs of Students with Disabilities in Vocational/Technical Learning Environments"	\$1,600.00	3/10/23
Muccia, Mike, Muccia Plumbing & Heating	Guest Speaker to Make Plumbing and Heating Presentation to Adult Education Students	\$600.00 Stipend Paid by Perkins Grant	2/3/2023
Margaret O'Donnell, Rutgers Business School Executive Education	Guest Speaker to Make Entrepreneurship & Business Acumen Presentation	\$600.00 Stipend Paid by Perkins Grant	3/1/23
Brandon George, Snap on Tools, Industrial Sales Rep NY/NJ	Guest Speaker to Present on Topic: Tools & Equipment, Industry Safety to Adult Education Students	\$600.00 Stipend Paid by Perkins Grant	2/10/23
James Thurston, Gold Medal, LLC	Guest Speaker to Present on Topic: Career Development, Networking to Adult Education Students	\$600.00 Stipend Paid by Perkins Grant	3/3/23
LearnWell	Academic Home Instruction for Paramus Student, S.S. Provided by High Focus Instructors for 10 Hours per Week	\$55.00 per hour	1/4/23-2/3/23
Fallon LaForge, Culinary Demonstrator	Provide Culinary Demonstration to Paramus Culinary Students	No Cost	2022-2023 School Year
Phil Mania and Jackie Timpone, Salon Owner/Stylist of Hair Mania	Provide Paramus Cosmetology Students Information from Owner/Stylist of Hair Mania	No Cost	2022-2023 School Year
Ariana Farese, Braiding Specialist	Provide Paramus Cosmetology Students Braiding Presentation	No Cost	2022-2023 School Year

NAME	SERVICE	RATE	DATE
Christopher Reid, Work Force Development	Provide Job Opportunities to Paramus Students	No Cost	2022-2023 School Year
Todd Mendalier, Work Force Development	Provide Job Opportunities to Paramus Students	No Cost	2022-2023 School Year
Robert Haddad, Producer/Consultant, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Edward O'Hara, Graphic Designer/Sports Marketing, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Paul Nobleman, Sports TV Producer, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Vincent Coccia, Associate Producer/MLB Network, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Sweeney Murti,, WFAN/MLB Broadcaster, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Damien Rodriguez, Freelance Video Editor/Podcaster, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Rob Tringali, Freelance Photographer, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Greg Riccardi, Special Event Photo/Videographer, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Emily Lowinger, BCA Alumni Podcaster/Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Samantha Glazer, Time Warner Video Editor, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Matthew Riccardi, Freelance Camera Operator, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Robert Miceli, Producer, World Wrestling Entertainment, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Chris Corcoran, Fox Business Channel, Producer, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Steve Fortunato, Sports Marketer/Video Producer, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Alfonso Delgado, Freelance Producer/Editor, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Adam Schlackman, MLB Network, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Paul Solga, Producer MLB/NHL Networks, Career Planning	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year

NAME	SERVICE	RATE	DATE
Alexander Rajner, Owner, Rajner Quality HVAC	Provide Demonstrations to Paramus Students	No Cost	2022-2023 School Year
Austin Walinchus, Foreman, Rajner Quality HVAC	Provide Career Planning to Paramus Students	No Cost	2022-2023 School Year
Representatives of Lithia Motors	Provide Career Opportunities to Paramus Students	No Cost	2022-2023 School Year
Stephanie Jamison, Mercy College	Provide Presentation to Paramus Students	No Cost	2022-2023 School Year
Alexa Perez, FDU College	Provide Presentation to Paramus Students	No Cost	2022-2023 School Year
Steve Vega, New Guild Design, Career Opportunities	Provide Career Opportunities to Paramus Students	No Cost	2022-2023 School Year
Shannon Pendleton, Sanderson Design, Sustainable Building	Provide Presentation to Paramus Students	No Cost	2022-2023 School Year
John Valone, Representative from Milwaukee Tool, Demonstration	Provide Demonstrations to Paramus Students	No Cost	2022-2023 School Year
Fred Donague, Dewalt Representative, Tool Introduction & Demonstration	Provide Tool and Introduction & Demonstrations to Paramus Students	No Cost	2022-2023 School Year
Property Management Personnel Career Opportunities	Provide Career Opportunities to Paramus Students	No Cost	2022-2023 School Year
Anthony Salvatori, Owner Great Falls Distributor, Food Purveyor	Provide Presentation to Paramus Students	No Cost	2022-2023 School Year

23-A-77T APPROVAL OF SUPERINTENDENT DECISION REGARDING HIB CASES

RESOLUTION

WHEREAS, under the Anti-Bullying Bill of Rights Act, N.J.S.A.18A:37-15 et seq. ("ABRA"), the Superintendent of Schools is required to report to the Board of Education the outcome of investigations into allegations of Harassment, Intimidation and Bullying ("HIB") at the Board meeting next following the completion of the investigation; and

WHEREAS, ABRA requires that the Board is to issue a decision, in writing, to affirm, reject or modify the Superintendent's decision at the meeting following the Board's receipt of the Superintendent's report; and

WHEREAS, at the meeting of the Board held on December 13, 2022, the Superintendent reported on the following matters to the Board of Education:

BCTS School Year 2022-2023 HIB Case #2, Case #3, Case #4

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves and affirms the report and decision of the Superintendent with respect to the investigation as to matters referred to herein.

23-A-78T

APPROVAL—REPORT OF STUDENT SUSPENSIONS

RESOLUTION

WHEREAS School principals have reported to the Superintendent of Schools that during the month of **December 2022** 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:

December 2022

BCA–H	Bergen County Academics, Hackensack	0
BCTHS–P	Bergen County Technical High School, Paramus	0
BCTHS–T	Bergen County Technical High School, Teterboro	1
BCTHS	Applied Technology/BCC Campus	0

principals/ch

23-A-79T

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:

FIRST READING

Section 2000 – Program

2423M Bilingual and ESL Education

2425M Emergency Virtual or Remote Instruction Program

Section 5000 – Students

5200M Attendance

Section 8000 – Operations

8330M Student Records

23-A-80T

APPROVAL - SECOND READING FINAL ADOPTION BOARD OF EDUCATION POLICY

RESOLUTION

WHEREAS, the Board of Education **attached** policy listed below were approved on a first reading at the December 13, 2022 meeting; and

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

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

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

SECOND READING

Section 0000 – Bylaws

0143.2M Student Representatives to Board of Education

Section 5000 – Students

5512M Harassment, Intimidation, or Bullying

23–A–81T APPROVAL—ONE READING—BOARD OF EDUCATION REGULATIONS

RESOLUTION

BE IT RESOLVED, that the Board of Education discuss and entertain public comment on the following **attached** Board of Education Regulations and agrees to adapt these regulations after one reading;

REGULATIONS – ONE READING ONLY

Section 8000 – Operations

R8420.2M Bomb Threats
R8420.7M Lockdown Procedures
R8420.10M Active Shooter

23–A–82T 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

Abolished policies and regulations shall be deleted after ONE reading.

Section 1000 – Administration

1648.11M The Road Forward COVID-1 Health and Safety
1648.13M School Employee Vaccination Requirements

Bergen County Workforce Development Board
Bergen County Job Center

Accrued Expense & Obligation Report: Fiscal Year 2023-Program Year 2022
July 1, 2022 thru June 30, 2023 as of 12/31/22

Program	Total Budget	Total Obligated	% Obligated	Total Spent	Available Balance	Total Budget Funding Distribution
Adult	\$ 2,415,348	\$ 532,678	22%	\$ 308,606	\$ 1,882,670	<p>ADMIN \$793,258 8%</p> <p>WLL \$84,675 1%</p> <p>WFNJ \$1,614,923 16%</p> <p>ADULT \$2,415,348 24%</p> <p>OTHER GRANTS \$162,971 1%</p> <p>OUT-OF-SCHOOL YOUTH \$2,101,240 21%</p> <p>IN-SCHOOL YOUTH \$- 0%</p> <p>DISLOCATED WORKER \$2,953,058 29%</p>
Dislocated Worker (DW)	\$ 2,953,058	\$ 1,123,522	38%	\$ 626,196	\$ 1,829,536	
Total Adult	\$ 5,368,406	\$ 1,656,200	31%	\$ 934,802	\$ 3,712,206	
Youth In-School	\$ -	\$ -	#DIV/0!	\$ -	\$ -	
Youth Out-of-School	\$ 2,101,240	\$ 985,134	47%	\$ 314,320	\$ 1,116,106	
Total Youth	\$ 2,101,240	\$ 985,134	47%	\$ 314,320	\$ 1,116,106	
TANF	\$ 964,632	\$ 579,582	60%	\$ 145,720	\$ 385,050	
GA/SNAP & SNAP ONLY	\$ 650,291	\$ 436,373	67%	\$ 129,939	\$ 213,918	
Total WFNJ	\$ 1,614,923	\$ 1,015,955	63%	\$ 275,659	\$ 598,968	
Workforce Learning Link (WLL)	\$ 84,675	\$ 58,700	69%	\$ 35,054	\$ 25,975	
Total WLL	\$ 84,675	\$ 58,700	69%	\$ 35,054	\$ 25,975	
Program Administration	\$ 793,258	\$ 627,000	79%	\$ 334,633	\$ 166,258	
Total Admin	\$ 793,258	\$ 627,000	79%	\$ 334,633	\$ 166,258	
WIOA Data Reporting & Analysis	\$ 12,971	\$ 12,971	100%	\$ 12,971	\$ -	
WIOA Other OJT	\$ 150,000	\$ -	0%	\$ -	\$ 150,000	
Total Other Grants	\$ 162,971	\$ 12,971	8%	\$ 12,971	\$ 150,000	
Total	\$ 10,125,473	\$ 4,355,960	43%	\$ 1,907,439	\$ 5,769,513	

POLICIES

FIRST READING

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

POLICY

Section: PROGRAM
Number: 2423M

Title: BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services **program** for English language learners (ELLs) as required by law and rules of the **New Jersey** State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 **through to 26.1.**

Identification of **Eligible** ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

- 1. Maintain a census indicating all identified students whose native language is other than English; and**
- 2. Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.

The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school district. A census shall be maintained of all identified students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education-approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.

Bilingual Programs for ELLs Program Implementation

The district shall provide the following programs:

1. An English language services program **in accordance with N.J.A.C. 6A:15-1.2** to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program;
2. An ESL program **in accordance with N.J.A.C. 6A:15-1.2** that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district; and
3. A bilingual education program **in accordance with N.J.A.C. 6A:15-1.2** whenever there are twenty or more ELLs in any one language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually using **English Language Placement (ELP) assessments** ~~a New Jersey Department of Education-approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. **Students who meet the criteria for Statewide alternate assessments, pursuant**

to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.

ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to **exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form.** ~~A function successfully in an English-only program. The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a first achieve the New Jersey Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test. The student's readiness of the student shall be further assessed by on the use basis of a Department-established English language observation form multiple indicators that considers shall include, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.~~

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year.

~~If during the first three years of a student's participation in a bilingual education program, a parent wishes to remove the student prior to the end of each school year, the removal shall must be approved by the Executive County Superintendent of Schools. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, t~~The parent may appeal the Executive County Superintendent's decision to the Commissioner of Education **or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.**

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1. through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. **Upon exhausting an appeal to the Board, the A** complainant ~~not satisfied with the Board's determination of the appeal~~ may appeal to the Commissioner of Education.

Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parents of ELLs by mail within thirty days of the child's identification.

Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A ~~school~~ district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership **shall** ~~will~~ be parents of ELLs.

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

Legal References: *N.J.S.A. 18A:35-15 through 18A:35-26.125*
*N.J.A.C. **6A:14-4.10**; 6A:15-1.1 et seq.*

Adopted (BCTS): 9/11/02 Rev.: 6/30/10 Rev.: 12/13/11 Rev.: 8/23/16 Rev.: 12/13/16

Rev.:

Adopted (BCSS): N/A

- ☒ **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 **the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school 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 more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9** ~~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 addition, pursuant to N.J.S.A. 18A:7F-9.b. 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.a., 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.**

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A.

18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

~~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 of 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~~ **annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for 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 may retroactively approve the program.**

~~If provided under the district's A day of virtual or remote instruction, if provided instituted under the district's Commissioner of Education's approved program of virtual or remote instruction that has been approved by the Commissioner, of student attendance for a day of virtual or remote instruction, shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 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 in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).~~

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, Any the school district's program of virtual or remote instruction shall be provided to an enrolled implemented for the general education students, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one shall provide the same educational opportunities to students with disabilities. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Special education and Rrelated services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to general education students and students with a disability disabilities through the use of electronic communication or a virtual or online platform, as appropriate 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.b., c., or d.; ~~and~~ this Policy; **and Regulation 2425** 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) and 1 through 4 above 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) and 3. above, 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) and 4. above, 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 **posted prominently available** on the school district's website.

Legal References: *N.J.S.A. 18A:7F-9*
N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted (BCSS): 11/23/21 Rev.:
Adopted (BCTS): 12/7/21 Rev.:

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

POLICY

Section: STUDENTS
Number: 5200M

TITLE: ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a ~~local~~ Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

[For districts with secondary school(s)]

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

Legal References : *N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1; 18A:38-25.2; 18A:38-26*
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13 ~~6A:32-8.3~~

Adopted (BCTS): 9/11/02 Rev.: 5/25/05 Rev.: 11/3/08 Rev.: 7/13/11 Rev.: 7/22/14
Rev.: 2/3/15 Rev.: 1/26/21

Adopted (BCSS): N/A

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

POLICY

Section: OPERATIONS
Number: 8330M

Title: STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

GENERAL CONSIDERATIONS

The Board shall compile and maintain student records and regulate access **in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student educational** records in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.4 et seq. Student records shall contain only ~~such~~ information **that as** is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The ~~school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and **Board local** policies shall be made available upon request. The ~~school~~ district shall make every effort to notify parents and adult students in their dominant language.

Nonadult ~~A non-adult~~ students may assert rights of access only through **their** ~~his or her~~ parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if **the information contained in the record** ~~such knowledge~~ is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.4 et seq.

STUDENT INFORMATION DIRECTORY

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized ~~school~~ district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the **inclusion of school district from including** any or all types of information about the student in any student information directory before allowing access to **the such directory and school facilities** to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Every Student Succeeds Act of 2015** ~~Elementary and Secondary Education Act (ESEA) of 1965~~. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

SCHOOL CONTACT DIRECTORY FOR OFFICIAL USE

A school contact directory for official use is a compilation by the ~~school~~ district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

MANDATED AND PERMITTED STUDENT RECORDS

Mandated student records are those records ~~school~~ districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The

Board shall authorize the permitted records to be collected by adopting **this** Policy and Regulation 8330, which will list such permitted records.

MAINTENANCE AND SECURITY OF STUDENT RECORDS

The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district **in accordance with the provisions of N.J.A.C. 6A:32-7.4.** **This** Policy and Regulation 8330 assure that access to **student** ~~such~~ records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(I)** ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ Records shall be accessible during the hours in which the school program is in operation.

Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent,~~ in accordance with ~~the provisions of N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1~~ **Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.**

ACCESS TO STUDENT RECORDS

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

~~The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.~~

Access to and disclosure of a student's health record shall meet the requirements of ~~the FERPA Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).~~

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.4 et seq. or in **this** Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, ~~the district individuals~~ shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and **FERPA** ~~34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).~~

CONDITIONS FOR ACCESS TO STUDENT RECORDS

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student **record**, subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

RIGHTS OF APPEAL FOR PARENTS AND ADULT STUDENTS

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissive~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(c**b**).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal.** ~~disagreement with the decision made in the appeal. Such statements~~ **The parent's or adult student's statement** shall be maintained as part of the

student record, as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

RETENTION AND DISPOSAL OF STUDENT RECORDS

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the ~~school~~ district. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than **the records** ~~that~~ described in N.J.A.C. 6A:32-7.8(**fe**), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(**cb**).

Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(**fe**), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(**fe**), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Legal References: N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted (BCTS): 10/17/01 Rev.: 6/18/03 Rev.: 4/28/04 Rev.: 1/26/05 Rev.: 4/20/05
Rev.: 12/20/06 Rev.: 5/30/17 Rev.: 6/24/21 Rev.:

Adopted (BCSS): N/A

POLICIES

SECOND READING

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

POLICY

Section:
Number: **BYLAWS**
0143.2M

Title: HIGH SCHOOL STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

The Board of Education recognizes that experience gained by and input from students in the school district is a valued source for improving the operation of the school district. To this end, and in accordance with N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2, the Board authorizes the appointment of a minimum of one student selected by the student body to serve as a nonvoting student representative on the Board. The student representative must be selected from one of the grades nine through twelve.

The student body may elect or appoint the student representative to the Board in a process to be determined by the Superintendent or designee. When developing the process the Superintendent or designee shall consider input provided by the student body.

The student representative shall serve for a one school year term and their duties shall include:

1. Attending all Board meetings, excluding any discussions of the Board involving subjects which are confidential;
2. Representing all high school students within the district and presenting student proposals and concerns to the Board for its consideration; and
3. Keeping high school students informed of the business of the Board by providing a monthly report to the Student Council concerning the activities of the Board.

The student representative shall rotate each school year among the high schools in the district if the district has more than one high school.

Student representatives are expected to adhere to all bylaws, policies, and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives, or responsibilities, but rather adds to its membership a nonvoting student representative(s) for the mutual benefit of the Board, student body, and the school district.

N.J.S.A. 18A:12-1.3; 18A:36A-11.2

Adopted (BCTS):
Adopted (BCSS):

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

POLICY

Section: STUDENTS
Number: 5512M

TITLE: HARASSMENT, INTIMIDATION, AND OR BULLYING

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~~QR.~~ Students with Disabilities

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A. Prohibiting Harassment, Intimidation, or Bullying Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. **The Board has determined that a** safe and civil environment in school is necessary for students to learn and achieve high academic standards; ~~h~~Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. ~~Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.~~ Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); **resource family** ~~foster~~ parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

B. Definition of Harassment, Intimidation, or and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion,

ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing “a real or perceived power imbalance” may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as “cyber-bullying” (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

~~Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation,~~

~~or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).~~

~~“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.~~

C. Student ~~Expectations~~ **Behavior**

The Board **of Education** expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with **a** proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the ~~students, parents and other community representatives, school administrators employees, school employees administrators, school volunteers, and students of the school district and community representatives,~~ producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and **that** it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities **for helping to help** students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students’ abilities to grow in self-discipline.

The Board expects ~~that~~ students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, **or** ~~and~~ bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and

4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, **school employees, volunteers, students, and community representatives** ~~instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement,~~ in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board developed ~~must develop~~ guidelines for student conduct, **taking** ~~pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take~~ into consideration **the nature of the behavior; the nature of the student's disability, if any and to the extent relevant;** the developmental ages of students;; ~~the severity of the offenses and students' histories of~~ inappropriate behaviors;; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent **shall** ~~must~~ annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. **The school district will** ~~Students are encouraged to support other~~ students who:

1. Walk away from acts of harassment, intimidation, **or and** bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, **or and** bullying to the designated school staff member.

D. Consequences and ~~Appropriate~~ Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, **and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.** ~~The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and the students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- **Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;**
- **Degrees of harm;**
- **Surrounding circumstances;**
- **Nature and severity of the behaviors;**
- **Incidences of past or continuing patterns of behavior;**
- **Relationships between the parties involved; and**
- **Context in which the alleged incidences occurred.**

Factors for Determining Remedial Measures

Personal:

- **Life skill deficiencies;**
- **Social relationships;**

- **Strengths;**
- **Talents;**
- **Traits;**
- **Interests;**
- **Hobbies;**
- **Extra-curricular activities;**
- **Classroom participation;**
- **Academic performance;**
- **Relationship to peers; and**
- **Relationship between student/family and the school district.**

Environmental:

- **School culture;**
- **School climate;**
- **Student-staff relationships and staff behavior toward the student;**
- **General staff management of classrooms or other educational environments;**
- **Staff ability to prevent and manage difficult or inflammatory situations;**
- **Availability of programs to address student behavior;**
- **Social-emotional and behavioral supports;**
- **Social relationships;**
- **Community activities;**
- **Neighborhood situation; and**
- **Family situation.**

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

- **Admonishment;**
- **Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);**
- **Deprivation of privileges;**
- **Classroom or administrative detention;**
- **Referral to disciplinarian;**
- **In-school suspension during the school week or the weekend;**
- **Out-of-school suspension (short-term or long-term);**
- **Reports to law enforcement or other legal action;**
- **Expulsion; and**

- **Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.**

Examples of Remedial Measures

Personal:

- **Restitution and restoration;**
- **Peer support group;**
- **Recommendations of a student behavior or ethics council;**
- **Corrective instruction or other relevant learning or service experience;**
- **Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;**
- **Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;**
- **Behavioral management plan, with benchmarks that are closely monitored;**
- **Assignment of leadership responsibilities (e.g., hallway or bus monitor);**
- **Involvement of school "disciplinarian;"**
- **Student counseling;**
- **Parent conferences;**
- **Alternative placements (e.g., alternative education programs);**
- **Student treatment; and**
- **Student therapy.**

Environmental (Classroom, School Building, or School District):

- **School and community surveys or other strategies for determining the conditions contributing to HIB;**
- **School culture change and school climate improvement;**
- **Adoption of research-based, systemic bullying prevention programs;**
- **School policy and procedures revisions;**
- **Modifications of schedules;**
- **Adjustments in hallway traffic;**
- **Modifications in student routes or patterns traveling to and from school;**
- **Supervision of student before and after school, including school transportation;**
- **Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);**

- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

~~The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

Consequences—Students

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of~~

~~negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

~~Factors for Determining Consequences—Student Considerations~~

- ~~1. — Age, developmental and maturity levels of the parties involved and their relationship to the school district;~~
- ~~2. — Degrees of harm;~~
- ~~3. — Surrounding circumstances;~~
- ~~4. — Nature and severity of the behavior(s);~~
- ~~5. — Incidences of past or continuing patterns of behavior;~~
- ~~6. — Relationships between the parties involved; and~~
- ~~7. — Context in which the alleged incidents occurred.~~

~~Factors for Determining Consequences—School Considerations~~

- ~~1. — School culture, climate, and general staff management of the learning environment;~~
- ~~2. — Social, emotional, and behavioral supports;~~
- ~~3. — Student-staff relationships and staff behavior toward the student;~~
- ~~4. — Family, community, and neighborhood situation; and~~
- ~~5. — Alignment with Board policy and regulations/procedures.~~

~~Examples of Consequences~~

- ~~1. — Admonishment;~~
- ~~2. — Temporary removal from the classroom;~~
- ~~3. — Deprivation of privileges;~~
- ~~4. — Classroom or administrative detention;~~
- ~~5. — Referral to disciplinarian;~~
- ~~6. — In-school suspension;~~
- ~~7. — Out-of-school suspension (short-term or long-term);~~
- ~~8. — Reports to law enforcement or other legal action; or~~
- ~~9. — Expulsion.~~

~~In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, T~~
the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment,

intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent ~~which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.~~

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

~~Appropriate Remedial Actions—Students~~

~~Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.~~

~~Factors for Determining Remedial Measures~~

~~Personal~~

- ~~1. Life skill deficiencies;~~
- ~~2. Social relationships;~~
- ~~3. Strengths;~~
- ~~4. Talents;~~
- ~~5. Interests;~~
- ~~6. Hobbies;~~
- ~~7. Extra-curricular activities;~~
- ~~8. Classroom participation;~~
- ~~9. Academic performance; and~~
- ~~10. Relationship to students and the school district.~~

~~Environmental~~

- ~~1. School culture;~~
- ~~2. School climate;~~
- ~~3. Student-staff relationships and staff behavior toward the student;~~
- ~~4. General staff management of classrooms or other educational environments;~~

5. ~~Staff ability to prevent and manage difficult or inflammatory situations;~~
6. ~~Social emotional and behavioral supports;~~
7. ~~Social relationships;~~
8. ~~Community activities;~~
9. ~~Neighborhood situation; and~~
10. ~~Family situation.~~

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Remedial Measures

~~Personal—Student Exhibiting Bullying Behavior~~

1. ~~Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;~~
2. ~~Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;~~
3. ~~Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;~~
4. ~~Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;~~
5. ~~Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);~~
6. ~~Develop a learning plan that includes consequences and skill building;~~
7. ~~Consider wrap-around support services or after-school programs or services;~~
8. ~~Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;~~
9. ~~Arrange for an apology, preferably written;~~
10. ~~Require a reflective essay to ensure the student understands the impact of their actions on others;~~
11. ~~Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;~~
12. ~~Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;~~
13. ~~Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and~~
14. ~~Schedule a follow-up conference with the student.~~

Personal—Target/Victim

1. — Meet with a trusted staff member to explore the student's feelings about the incident;
2. — Develop a plan to ensure the student's emotional and physical safety at school;
3. — Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;
4. — Ask students to log behaviors in the future;
5. — Help the student develop skills and strategies for resisting bullying; and
6. — Schedule a follow-up conference with the student.

Parents, Family, and Community

1. — Develop a family agreement;
2. — Refer the family for family counseling; and
3. — Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures—Environmental (Classroom, School Building, or School District)

1. — Analysis of existing data to identify bullying issues and concerns;
2. — Use of findings from school surveys (e.g., school climate surveys);
3. — Focus groups;
4. — Mailings—postal and email;
5. — Cable access television;
6. — School culture change;
7. — School climate improvement;
8. — Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. — Adoption of evidence-based systemic bullying prevention practices and programs;
10. — Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. — Professional development plans for involved staff;
12. — Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. — Formation of professional learning communities to address bullying problems;
14. — Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable

~~student and staff member behavior and the consequences of such actions;~~

- ~~15. School policy and procedure revisions;~~
- ~~16. Modifications of schedules;~~
- ~~17. Adjustments in hallway traffic;~~
- ~~18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;~~
- ~~19. Modifications in student routes or patterns traveling to and from school;~~
- ~~20. Supervision of student victims before and after school, including school transportation;~~
- ~~21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);~~
- ~~22. Targeted use of teacher aides;~~
- ~~23. Disciplinary action, including dismissal, for school staff who contributed to the problem;~~
- ~~24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~25. Parent conferences;~~
- ~~26. Family counseling;~~
- ~~27. Development of a general harassment, intimidation, and bullying response plan;~~
- ~~28. Behavioral expectations communicated to students and parents;~~
- ~~29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;~~
- ~~30. Recommendations of a student behavior or ethics council;~~
- ~~31. Participation in peer support groups;~~
- ~~32. School transfers; and~~
- ~~33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.~~

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand;; increment withholding;; legal action;; disciplinary action;; termination;; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

~~Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.~~

~~Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.~~

~~Examples of support for student victims of harassment, intimidation, and bullying include:~~

- ~~1. Teacher aides;~~
- ~~2. Hallway and playground monitors;~~
- ~~3. Partnering with a school leader;~~
- ~~4. Provision of an adult mentor;~~
- ~~5. Assignment of an adult "shadow" to help protect the student;~~
- ~~6. Seating changes;~~
- ~~7. Schedule changes;~~
- ~~8. School transfers;~~
- ~~9. Before and after school supervision;~~
- ~~10. School transportation supervision;~~
- ~~11. Counseling; and~~
- ~~12. Treatment or therapy.~~

E. **Reporting Harassment, Intimidation, or and Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving **all** complaints alleging **harassment, intimidation, or bullying committed by an adult or youth against a student** ~~violations of this Policy.~~ All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report **alleged acts of harassment, intimidation, or bullying** ~~alleged violations of this Policy~~ to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, ~~and volunteers~~ and contracted service providers who have contact with students, also shall submit a **New Jersey Department of Education-approved HIB 338 Form** ~~report in writing~~ to the Principal within two school days of the verbal report. **Failure to make the required report(s) may result in disciplinary action.** The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). ~~A copy of the form shall be submitted promptly by the Principal to the Superintendent.~~ **The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in**

disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee **is required to** ~~will~~ inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. ~~The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.~~ **Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, t**~~The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.~~

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged ~~acts violations~~ **of harassment, intimidation, or bullying** ~~this Policy~~ to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. **The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.**

~~A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.~~

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

~~In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.~~

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, **in addition to making the HIB 338 Form available online**, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, ~~or and bullying~~ **or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14** ~~from a district employee~~, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. **The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).**

- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to

prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;

- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, **or** ~~and~~ bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying

Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, or Bullying
~~Harassment, Intimidation, and Bullying Investigation~~

~~The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.~~

[Option 1 – Investigate All Reports

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and

provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct; intervention services provided; counseling ordered; training established; or other action taken or recommended by the Superintendent.

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A.

18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

~~{Option 2 — Principal's Preliminary Determination~~

~~Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.~~

~~Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.~~

~~The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary~~

~~action is imposed or is otherwise required to be contained in a student's record under State or Federal law.~~

~~The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.~~

~~Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.~~

~~The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.~~

~~The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and~~

~~current record of the facts and activities concerning the reported incident.~~

~~The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.~~

~~The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.~~

~~Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.~~

~~A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB-338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged~~

~~incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.~~

~~At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.~~

~~A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.~~

~~The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.~~

{Option—Principal's Preliminary Determination

~~However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.~~

~~The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.~~

~~The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.~~

~~The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.~~

~~A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.~~

~~The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]~~

~~The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.~~

~~The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.~~

~~The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, including seeking further information, as necessary.~~

~~The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.~~

~~Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.~~

~~A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).~~

~~At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.~~

~~A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).~~

H. **Responding to Harassment, Intimidation, or Bullying** ~~Range of Responses to an Incident of Harassment, Intimidation, or Bullying~~

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. ~~incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.~~

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences

or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include ~~consistent and appropriate~~ positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) **and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action) intended to remediate the problem behaviors.**
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays ~~(when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying)~~, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, ~~"acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs and~~ **information disseminated to students and parents, such as fact sheets or newsletters the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student**

~~behavior, and harassment, intimidation, and bullying prevention curricula or campaigns.~~

4. District-wide responses can **include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination** ~~comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations-(e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations);~~ **and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2** ~~launching harassment, intimidation, and bullying prevention campaigns.~~

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- **Counseling;**
- **Teacher Aides;**
- **Hallway and playground monitors;**
- **Schedule changes;**
- **Before and after school supervision;**
- **School transportation supervision;**
- **School transfers; and**
- **Therapy.**

I. Reprisal or Retaliation ~~Prohibited~~

The Board **of Education** prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, ~~or one with reliable information,~~ or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. ~~All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.~~

~~Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

~~Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds.~~

~~Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

~~Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.~~

J. **Consequences and Appropriate Remedial Action for False Accusations of Harassment, Intimidation, or Bullying**

The Board of Education prohibits any person from falsely accusing another as a means of ~~retaliation or as a means of~~ harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student **could** ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of **Pupils** ~~Students~~ and as set forth in N.J.A.C. 6A:16-7.2, Short-term ~~s~~Suspensions, N.J.A.C. 6A:16-7.3, Long-term ~~s~~Suspensions, and N.J.A.C. 6A:16-7.4, Expulsions; ~~and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could entail discipline in accordance with district policies, procedures, and agreements; **and which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds. Remedial measures**

~~may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. ~~Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

K. Additional Policy Requirements ~~Harassment, Intimidation, and Bullying Policy Publication and Dissemination~~

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address, and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the

district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principal(s) shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing this Policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

~~This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.~~

~~The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.~~

~~The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.~~

~~The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on~~

~~the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.~~

~~The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.~~

L. Harassment, Intimidation, ~~or and~~ Bullying Training and Prevention Programs

~~The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.~~

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, ~~or and~~ bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

~~The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.~~

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, ~~or and~~ bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, ~~or and~~ bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the **New Jersey Student Learning Core Curriculum Content** Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, ~~or and~~ bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

~~M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review~~

~~The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with students.~~

~~The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools’ Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.~~

~~MN.~~ Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, ~~or and~~ bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be

reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

NQ. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

OP. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, ~~or and~~ bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

PQ. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

QR. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. ~~Approved Private Schools for Students with Disabilities (APSSD)~~

~~In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.~~

The school district shall submit all subsequent amended Harassment, Intimidation, **or** ~~and~~ Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 **through 6A:16-7.9** ~~et seq.~~

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – **August 2022** ~~April 2011~~ – New Jersey Department of Education

~~Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011~~

Adopted (BCTS): 9/11/02 Rev.: 5/21/03 Rev.: 9/22/04 Rev.: 10/12/11 Rev.: 06/28/22
Rev.:

Adopted (BCSS): 10/16/02 Rev.: 5/21/03 Rev.: 9/28/04 Rev.: 9/20/11 Rev.: 06/21/22
Rev.:

REGULATIONS
ONE READING ONLY

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

REGULATION

Section: OPERATIONS
Number: R8420.2M

TITLE: BOMB THREATS

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420** ~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

~~A. Procedures When a Bomb Threat is Received~~

- ~~1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~
- ~~2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~
- ~~3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~
 - ~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~
 - ~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:~~
 - ~~(1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~
 - ~~(2) The caller (e.g., name, address, location, gender, age, background, motive);~~

- (3) ~~— The identity of the person who placed the bomb, if the caller denies responsibility;~~
- (4) ~~— The means by which the bomb was delivered to the site;~~
- (5) ~~— The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~
- (6) ~~— Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

~~B. — Procedures to be Used After a Bomb Threat is Received~~

- 1. ~~— The Principal or designee will immediately call:~~
 - a. ~~— The Police Department/local law enforcement;~~
 - b. ~~— The Fire Department; and~~
 - c. ~~— The Superintendent's office.~~
- 2. ~~— If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~
 - a. ~~— The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
 - b. ~~— If the Principal or designee determines that time permits, pupils will empty their lockers and leave them unlocked; and~~
 - c. ~~— School staff members and pupils will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~
- 3. ~~— If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
- 4. ~~— The Principal or designee will also:~~
 - a. ~~— Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~

- b. — ~~Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
 - c. — ~~Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
 - d. — ~~Allow law enforcement officials to control the scene upon their arrival.~~
5. — ~~School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
- a. — ~~Direct pupils to gather personal belongings in the classroom or within their immediate area;~~
 - b. — ~~Instruct pupils to not use any electronic communication device until instructed otherwise;~~
 - c. — ~~Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
 - d. — ~~Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~
 - e. — ~~Take the pupil roster and the day's attendance;~~
 - f. — ~~Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;~~
 - g. — ~~Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;~~
 - h. — ~~Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
 - i. — ~~Not speak to the media or permit media to interview any pupil.~~
6. — ~~If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.~~

7. ~~In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:~~
 - a. ~~Work with law enforcement officials to ensure the continued safety of pupils and staff;~~
 - b. ~~Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and~~
 - c. ~~In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
8. ~~The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
9. ~~All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
10. ~~In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
11. ~~The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

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

REGULATION

Section: OPERATIONS
Number: R8420.7M

TITLE: LOCKDOWN PROCEDURES

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. ~~The following procedures to shall be enacted during a lockdown shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420 which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.~~

A. ~~Procedures in the Event it is Determined a Lockdown is Warranted~~

1. ~~The Principal and/or designee will immediately:~~

- a. ~~Inform the Superintendent of Schools;~~
- b. ~~Contact local law enforcement;~~
- c. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~
- d. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

2. ~~The Principal and/or designee will also:~~

- a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
- b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
- c. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to~~

~~communicate information to be released to parents, community, and media; and~~

- ~~d. Will allow local law enforcement officials to control the scene upon their arrival.~~
3. ~~School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
- ~~a. Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - ~~b. Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - ~~c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - ~~d. Close and lock doors and windows from inside the room, if possible;~~
 - ~~e. Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
 - ~~f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - ~~g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
6. ~~Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~

8. ~~Lockdown Procedures for Those in Exposed Areas—Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these students may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

~~B. Procedures After Lockdown Situation is Brought Under Control~~

~~{Insert below the procedures to be implemented after lockdown situation is brought under control}~~

1. ~~After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~
2. ~~Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
3. ~~The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.~~
4. ~~The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~

~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she it is determined determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Issued (BCTS): 3/25/09 Rev.: 10/12/11 Rev.: 5/26/16 Rev.:
Issued (BCSS): 3/25/09 Rev.: 8/23/11 Rev.: 5/24/16 Rev.:

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

REGULATION

Section: OPERATIONS
Number: R8420.10M

TITLE: ACTIVE SHOOTER

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. **The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420** ~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

~~A. Procedures in the Event of an Active Shooter in the School or on School Grounds~~

- ~~1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~
 - ~~a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~
 - ~~b. Contact local law enforcement;~~
 - ~~c. Inform the Superintendent of Schools;~~
 - ~~d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~
 - ~~e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~
 - ~~f. Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~

2. ~~The Principal and/or designee will also:~~
 - a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
 - b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
 - c. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
3. ~~School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~
 - a. ~~If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
 - b. ~~Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
 - c. ~~Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~
 - d. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - e. ~~Close and lock doors and windows from inside the room, if possible;~~
 - f. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~
 - g. ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - h. ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other~~

~~staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~

- ~~5. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
 - ~~6. Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
 - ~~7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
 - ~~8. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~
 - ~~9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~
 - ~~10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~
- ~~B. Procedures After Active Shooter Situation is Brought Under Control~~
- ~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
 - ~~2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
 - ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~

4. ~~The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
6. ~~The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Issued (BCTS): 10/12/11 Rev.: 5/26/16 Rev.:
Issued (BCSS): 8/23/11 Rev.: 5/24/16 Rev.:

DELETION OF POLICIES

TO BE ABOLISHED

☒ **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.

For information regarding the titles below, please reference the following:

District Restart and Recovery Plan SY 2021-2022

Policy 1648M – Restart and Recovery Plan

Policy 1648.11M – The Road Forward COVID-19 – Health and Safety

Policy 1648.13M – School Employee Vaccination Requirements

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

Policy 1648.14M – Safety Plan for Healthcare Settings in School Buildings

“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): 12/07/21

Adopted (BCSS): 11/23/21

TO BE ABOLISHED

- ☒ 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 physic 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. Center 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 request 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): 11/01/21

Adopted (BCSS): 10/19/21

PERSONNEL

23-P-55T APPROVAL—2022 – 2023 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:

ATHSApplied Technical High School (BCC), Paramus
BCABergen County Academies, Hackensack
BCDCCBergen County Day Care Center, Hackensack
BCSS.....Bergen County Special Services
BCTEC.....Bergen County Technical Education Center, Paramus
BCTHSBergen County Technical High School, Teterboro
BCVHSBergen County Vocational High School, Paramus
BOCCBergen One-Stop Career Center, Hackensack
ADULTAdult Education, Hackensack
NVRHS.....Northern Valley Regional High School, Demarest

CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Saab, Joann (R)	School Nurse	BCA, Hackensack

Salary: Col. IV, Step 14: \$96,001. + Ext. Day \$11,122. = \$107,123. per annum pro rata
Effective: 01/30/23 to 06/30/23
Note: Replacement for staff who resigned

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

23-P-56T APPROVAL—2022-2023 SALARY/ STATUS RECLASSIFICATION(S)—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:

Rotondella, Lauren Teacher of Graphic Arts NVRHS, Demarest

From: Col. IV, Step 7: \$75,586. per annum
To: Col. V, Step 7: \$77,552. per annum pro rata
Effective: 01/06/23 to 06/30/23
Note: Received CTE Teacher of Graphic Arts

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

23-P-57T APPROVAL—2022-2023 SALARY/ STATUS 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:

Grant, James Custodial Supervisor BCTHS, Teterboro

From: Custodian: C1, Step 8: \$57,869. + Boiler \$1,200. + 2nd Shift \$1,017. = \$60,086. per annum
To: Custodial Supervisor: \$58,000. + Boiler \$1,100. = \$59,100. per annum pro rata
Effective: 12/09/22 to 06/30/23
Note: Increased job responsibilities

Lounsbery, Chelsea Secretary BCA, Hackensack

From: C1, Step 2: \$48,138. per annum
To: C1, Step 3: \$49,762. per annum
Effective: 07/01/22 to 06/30/23
Note: Received 1 additional step due to reporting to Supervisor

O'Connor, Michael Maintenance BCA, Hackensack

From: Crew Chief: M2, Step 16: \$77,229. + Long. \$1,880. + Boiler \$1,200. + Crew Chief \$2,047. = \$82,356. per annum
To: Maintenance: M2, Step 16: \$77,229. + Long. \$1,880. + Boiler \$1,200. = \$80,309. per annum pro rata
Effective: 01/06/23 to 06/30/23
Note: Needs to renew fertilizer/pesticide license to reinstate crew chief stipend

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

23-P-58T APPROVAL-2022-2023 RECLASSIFICATION(S)—TRANSFERS

RESOLUTION

BE IT RESOLVED, that the following staff member(s) status be approved, in accord with the dates specified:

Malajian, Richard, Custodial Supervisor

From: BCTHS, Teterboro

To: DISTRICT, Hackensack (BCA)

Effective: 08/01/2022 to 06/30/2023

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

**23-P-59T APPROVAL—2022-2023 ADULT AND CONTINUING EDUCATION STAFF
SALARY AUTHORIZATIONS**

RESOLUTION

BE IT RESOLVED that the attached listing of Adult and Continuing Education staff be appointed at the rates indicated, effective as per the dates specified.

**23-P-60T APPROVAL—2022-2023 ADULT AND CONTINUING EDUCATION STAFF
RECLASSIFICATIONS**

RESOLUTION

BE IT RESOLVED that the attached listing of Adult and Continuing Education staff be reclassified at the rates indicated, effective as per the dates specified.

23-P-61T APPROVAL—2022-2023 STAFF COMPENSATION FOR ATHLETIC EVENTS

RESOLUTION

BE IT RESOLVED that the following staff be approved for the 2022-2023 school year as Athletic Events/Staff to be compensated in accord with the approved Athletic Events Staff Rates:

Moogan, Thomas

**23-P-62T APPROVAL— 2022-2023 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2022-2023 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 2022-2023

Curriculum Projects:

Walsh, Gene

Final payment - \$1,930

Intro to Logistics and Supply Chain Grade 9

Williams, Bennay

1st payment - \$643
Industry Fundamentals for Cosmetology (Grade 9)

Zhang, Yu

Final payment - \$1,930
Perkins Middle School CTE Enrichment Program

Home Instruction:

Biggins, Mary
Student: AF

\$86 per hour
Max. hours: 2*
Effective 12/01/22

Conlon, Kenneth
Student: AF

\$86 per hour
Max. hours: 2*
Effective 12/01/22

Luvera, Kathryn
Student: AF

\$86 per hour
Max. hours: 8
Effective 12/01/22

Mason, Sheavon
Student: AF

\$86 per hour
Max. hours: 2*
Effective 12/01/22

McKenna, Matthew**
Student: AF

\$86 per hour
Max. hours: 6
Effective 12/01/22

Miller, Bruce
Student: AF

\$86 per hour
Max. hours: 4*
Effective 12/01/22

Moogan, Thomas
Student: AF

\$86 per hour
Max. hours: 2*
Effective 12/01/22

Robin, Melissa
Student: AF

\$86 per hour
Max. hours: 2*
Effective 12/01/22

Conlon, Kenneth
Student: KC

\$86 per hour
Max. hours: 8
Effective 01/03/23

Rodriguez, Alex
Student: KC

\$86 per hour
Max. hours: 8
Effective 01/03/23

Soderman, Stephanie
Student: KC
\$86 per hour
Max. hours: 8
Effective 01/03/23

Yob, Michael
Student: KC
\$86 per hour
Max. hours: 16
Effective 01/03/23

Miletic, Vanessa
Student: MS
\$86 per hour
Max. hours: 16
Effective 11/28/22

*In addition to hours approved at BOE 12/13/22; Resol. #23-P-49T

****Delete.** Prior approval BOE 12/13/22; Resol. #23-P-49T. Replaced by Kathryn Luvera

Admissions Work

Rate: Hourly per diem

Effective: SY 22-23

Max. Hrs.

Buccino, Andrea	50
Pacheco, Jessica	25
Pinkman, Laura	25
Rotondella, Lauren	25

Advisory Committee Work

Rate: \$150 per meeting

Effective: SY 2022-20230

Castella, Frank	ATHS	\$150	10/24/22
Yob, Michael	ATHS	\$150	12/20/22
Kaplan, Stephen	BCA	\$300	SY 22-23

Data Professional Learning Communities Work

Rate: \$68 per hour*

Max.

Effective: 09/01/22 to 06/30/23

Hrs.

Buonadonna, Carl	84
Carey, Jessica	84
Cohen, Steven	84
Dalzell, Matthew	84
Dawidczyk, Angelika	84
Gulistan, Evren	84
Lee, Yoonok	84
Lin, Kevin	84
Liso, Matthew	84
Lu, Joanna	84
Maher, Kevin	84
Marella, Lindsay	84
Mazurkiewicz, Rosanna	84
Michaels, Sarah	84
Mimidas, Stella	84
Moogan, Thomas	84
Perrucci, Lisa	84
Sciametta, Erica	84

*Grant funded

District Chemical Safety Plan Work

Rate: Hourly per diem

Effective: SY 22-23

Rick, Deborah

Max. Hrs.

100

ICHSA Mid-Atlantic Quarterfinal 1

Allendale, NJ

Rate: Per diem

Effective: 01/29/23

Spinelli, Louis

Max. Days

1

Musical Performance with University of Hawaii

Honolulu, HI

Rate: Per diem

Effective: 12/09/22

Kennedy, Clare

Spinelli, Louis

Max. Days

1

1

National Council of the Social Studies Conference 2022

Philadelphia, PA

Rate: Per diem

Effective: 12/03/22

Allard, Genevieve

Golle, Erica

Max. Days

1

1

Northern Regional HOSA Conference

Wayne, NJ

Rate: Per diem

Effective: 01/21/23

Pinkman, Laura

Max. Days

1

Nurse Interview Committee

Rate: Hourly per diem

Effective: 12/01/22 to 12/31/22

Soudant-Flynn, Danielle

Max. Hrs.

2*

*12/05/22 and 12/07/22

STEM Classes to Nonpublic Schools

Rate: As indicated below*

Effective: 07/01/22 to 06/30/23*

Dobrich, Oliver

Mazurkewicz, Rosanna

Max. Hrs.

208

270

Hourly Rate

\$64.19

\$81.04

*Hourly rate and effective date revised from those approved at BOE 10/20/22; Resol. #23-P-36T. Grant funded

APPLIED TECHNOLOGY HIGH SCHOOL – PARAMUS

<u>PER YEAR COMPENSATION:</u>	<u>Recommended Staff</u>		<u>Rate</u>	<u>Effective</u>
	<u>Last Name</u>	<u>First Name</u>		
Before/After School Duty Assignment	LaBarbiera	Lauren	\$2,572	01/11/23 to 02/15/23

BERGEN COUNTY ACADEMIES – HACKENSACK

<u>COORDINATORS:</u>	<u>Recommended Staff</u>		<u>Amount</u>	<u>Effective</u>
	<u>Last Name</u>	<u>First Name</u>		
Stagecraft Coordinator (Musical)	Pavlu	William	\$2,061	SY 22-23

ATHLETICS - DISTRICT

<u>Assignment</u>	<u>Recommended Staff</u>		<u>2022-23</u>
	<u>Last Name</u>	<u>First Name</u>	<u>Amount</u>
Baseball Assistant Coach	Barno	Peter	\$7,797

23-P-63T APPROVAL — LEAVE(S) OF ABSENCE

RESOLUTION

BE IT RESOLVED, that Isabel Caminiti, Administrative Systems Specialist, Human Resources/Grants, Paramus, will be granted an unpaid federal statutory family leave with benefits for the period November 30, 2022 through January 4, 2023. 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 Taylor Valentine, Teacher of Mathematics, ATHS, Paramus, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period January 17, 2023 through February 15, 2023. 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 practicable.

**23-P-64T APPROVAL – 2022-2023 LEAVE OF ABSENCE WITH PAY – MILITARY LEAVE
RESOLUTION**

BE IT RESOLVED, that Louis Spinelli, Teacher of Music, Bergen County Academies, Hackensack, be granted a paid military leave of absence for the period October 28, 2022 and December 12, 2022. The cost of health benefits coverage during the military leave period, 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 practicable.

23-P-65T 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:

Ihemaguba, Akuna	Academic Tutor	Effective 01/16/2023
Patel, Jaimini	LDTC	Effective 12/23/2022

23-P-66T 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 FURTHER RESOLVED, that the following retirement(s) be accepted as per the effective date indicated:

Magee, Robert	Teacher of Auto Body Repair	Teterboro	Effective 07/01/2023
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23-P-67T APPROVAL—2022-2023 DISTRICT SUBSTITUTE NURSE(S)

RESOLUTION

BE IT RESOLVED that the following listing of District Substitute School Nurse(s) be approved for school year 2022-2023.

Ziegler, Jenene	School Nurse	Eff: 01/18/2023
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**BERGEN COUNTY TECHNICAL SCHOOLS
ADULT AND CONTINUING EDUCATION**

SALARY AUTHORIZATION

	NAME	POSITION	EFFECTIVE DATE	STEP	RATE
1.	CARABETTA, NICOLE	OFFICE MANAGER/ FACILITATOR	12/15/2022	N/A	\$ 49.30*
2.	STERNS, ALIA	OFFICE MANAGER/ FACILITATOR	01/18/2023	N/A	\$ 49.30*
3.	WATSON, RICHARD	TEACHER	11/30/2022	1	\$ 50.80

*Account Code 11000252101DT

Board Approval: 01/24/2023

**BERGEN COUNTY TECHNICAL SCHOOLS
ADULT AND CONTINUING EDUCATION**

SALARY RECLASSIFICATION

	NAME	POSITION	EFFECTIVE DATE	FROM STEP	RATE	TO STEP	NEW RATE
1.	CHAN, ALEX	TEACHER	01/02/2023	1	\$ 50.05	2	\$ 52.98
2.	JODICE, THOMAS	TEACHER	01/02/2023	4	\$ 57.48	5	\$ 63.77
3.	KENNEDY, ROBERT	TEACHER	01/02/2023	1	\$ 50.05	2	\$ 52.98
4.	KRENC, RAYMOND	TEACHER	01/02/2023	4	\$ 57.48	5	\$ 63.77

Board Approval: 01/24/2023

BCTS FINANCE RESOLUTIONS
January 24, 2023 BoE Meeting @ 5:00 p.m.

23-F-113T APPROVAL—PAYMENT OF BILLS DECEMBER 10, 2022 – JANUARY 19, 2023

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>Check Numbers</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
011381 - 011572	8,230,350.73	
S43760 - S44115	<u>716,593.59</u>	8,946,944.32

JS/PB/kk

Attachments

23-F-114T MONTHLY CERTIFICATION—NOVEMBER 2022 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 NOVEMBER 30, 2022, 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.

JS/PB/kk

Source of Funds: per Attached

Attachment: monthly certifications

23-F-115T LINE ITEM TRANSFERS—NOVEMBER 30, 2022

Resolution

WHEREAS, pursuant to N.J.A.C. 6:20–2.12(e)*, we, the board of education, confirm that as of NOVEMBER 30, 2022, 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 list of line item transfers.

JS/PB/kk

Source of Funds: per Attached

**23-F-116T APPROVAL—VENDOR LIST PARTICIPATION IN STATE CONTRACT PURCHASING FOR
BERGEN COUNTY TECHNICAL SCHOOLS 2022-2023 SCHOOL YEAR: 01/2023**

#1NJCP

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; and

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

JS/DT/hm/kk

Attachment: New Jersey State Contract Vendors

**23-F-117T ACCEPTANCE OF SPECIAL FEDERAL, STATE AND/OR PRIVATE FUNDS AND
ESTABLISHMENT OF BUDGET / AMERICAN RESCUE PLAN ELEMENTARY AND
SECONDARY SCHOOLS EMERGENCY RELIEF FUND HOMELESS CHILDREN AND
YOUTH (ARP-HCY II)**

Resolution

WHEREAS the Board of Education has approved certain special educational programs and authorized application for special federal, state and/or 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 the Board of Education accepts the following federal, state and/or private grant funds:

Funding Source	Program Title	Amount of Grant
New Jersey Department of Education	American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund Homeless Children and Youth (ARP-HCY II)	\$531,108

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

Program Information	Account Number	Budget Category	Amount
<u>Program Director:</u>	20-496-200-300-SN	Purchased Prof-Tech Services	\$114,000
Diahann DeRuggiero	20-496-200-500-SN	Other Purchased Services	\$417,108
<u>Grant Period:</u>			
April 23, 2021 – September 30, 2024		TOTAL	\$ 531,108

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 of Education.

JS/WL/kk

**23-F-118T APPROVAL—PROPOSAL FOR COMPLIANCE INVENTORY PROFESSIONAL
ENGINEERING SERVICES--VENDOR: T&M**

Resolution

WHEREAS, the District seeks to maintain and renew the existing boiler air permits at each of the school facilities. T&M will confirm our previous inventory with present data for each of the school sites and will detail which site maintains a facility air identification number and an air permit from the New Jersey Department of Environmental Protection (NJDEP) Bureau of Stationary Sources (BSS), it will provide the effective dates of the permits, and it will provide general information on the boiler equipment;

WHEREAS, it is the intent of the BCTS to develop a clearinghouse inventory to track and manage the equipment. It is also the intent to compare and update the State records as well. The BCTS facilities that currently have boilers include the following:

1. BCTHS Teterboro - 504 US-46, Teterboro, NJ (2)
2. BCTHS Paramus - 275 Pascack Rd, Paramus NJ (4)
3. EMS Training Center - 281 Pascack Rd, Paramus NJ (1)
4. Bergen County Academies - 200 Hackensack Ave, Hackensack, NJ (2)
5. BELA Daycare - 284 Hackensack Ave, Hackensack, NJ (1)
6. 11 Carol Court, Hackensack, NJ (1)
7. Police Athletic League (PAL) Building - 200 Hackensack Ave, Hackensack, NJ (2)
8. Animal Care/Landscaping Building - 275/285 Pascack Rd Paramus, NJ (1)

WHEREAS, it is possible a few facilities may require an administrative update of the State records. T&M proposes to prepare a Non-Technical Amendment Application Form for Non-Major Facilities (NTAF) for up to two (2) facilities to address administrative discrepancies in the existing permits/State Records. The application review fee will be \$190 per each facility and will be the responsibility of BCTS.

WHEREAS, all professional services described in Scope of Services items will be compensated by the Lump Sum Fee indicated below.

TASK	DESCRIPTION	LUMP SUM FEE
COMPLIANCE INVENTORY SERVICES		
I	Preparation of Compliance Inventory and Summary	\$2,040
II	Preparation of a Non-Technical Amendment Application Request (up to 4 facilities)	\$986
	TOTAL	\$3,026

THEREFORE, T&M Associates, a Board approved vendor, has submitted the attached proposal to provide services related to this project;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the engineering services provided by T&M Associates in Toms River, New Jersey, NJ for the fees listed above.

JS/KK
Attachment--Proposal

**23-F-119T AWARD A CONTRACT TO FURNISH AND DELIVER TOOLS AND SERVICE EQUIPMENT
FROM THE SNAP-ON INDUSTRIAL CATALOG FOR BCTS, COMMENCING FEBRUARY
1, 2023, FOR A TWO-YEAR PERIOD
VENDOR: SNAP-ON INDUSTRIAL, A DIVISION OF IDSC HOLDINGS, LLC, KENOSHA, WI**

BID #23-PC7R
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 Establish a Contract for a Snap-On Industrial Catalog, or Approved Equal, to Furnish and Deliver Tools and Service Equipment for Bergen County Technical Schools Cooperative, Commencing February 1, 2023, or Date of Award, and

WHEREAS, in accordance with the advertisement, one (1) company submitted a bid and was received, publicly opened and read aloud in the Board of Education office on January 5, 2023,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Business Administrator, the Board of Education awards the contract to Snap-On Industrial, a Division of IDSC Holdings LLC, Kenosha, WI as follows:

Current Snap-On Industrial Catalog	Percentage Discount
Category A	0-25%
Category B	0-25%
Category C	0-25%
Category D	0-25%
Category H	0-30%
Category I	0-30%
Category J	0-30%
Category K	0 %
Category L	0-25%
Category M	0-30%

Current Snap-On Industrial Catalog	Percentage Discount
Category N	0-30%
Category O	0-30%
Category R	0-30%
Category S	0-30%
Category T	0-30%
Category V	0 %
Category W	0-30%
Category X	0 %
Category Y	0-20%
Category Z	0 %

JS/DT/jd/kk

**23-F-120T APPROVAL OF WIOA AND WFNJ PERSONNEL SALARIES CHARGED TO GRANTS FROM
07/01/22 TO 06/30/23**

Resolution

WHEREAS, grant regulations require salaries charged to grants be reported to the Board of Education;

NOW THEREFORE BE IT RESOLVED, the Board of Education of Bergen County Technical Schools approves the attached list of personnel salary charges as specified.

JS/AB/kk
Attachment

**22-F-121T APPROVAL--ACCEPTANCE OF NAVIEN NPE180A2 CONDENSING HOT WATER HEATER
DONATION TO ADULT & CONTINUING EDUCATION PLUMBING PROGRAM**

Resolution

WHEREAS, Policy 7230 authorizes the Board of Education to accept monetary donations for a specific purpose; and

WHEREAS, the Board of Education shall be notified of such donations;

NOW THEREFORE BE IT RESOLVED, that the Board of Education does hereby accept the following donation and directs the Business Administrator/Board Secretary to accept this donation.

Donor	Item	Location
Maloney & Curcio Inc.	Navien NPE180A2 condensing hot water heater (valued at \$1990.00)	Adult & Continuing Education Plumbing Program

JS/JMK/kk
Attachment—item specifications

**23-F-122T APPROVAL – WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT (ITA) LOG FROM
12/6/22 – 1/17/23**

Resolution

BE IT RESOLVED, the Board of Education approves the WIOA Formula 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.

JS/RK/kk
Attachments
Source of funds: see attached

**23-F-123T APPROVAL – WIOA FORMULA ON-THE-JOB TRAINING (OJT) LOG FROM
12/6/22 - 1/17/23**

Resolution

BE IT RESOLVED, the Board of Education approves the WIOA Formula On-The-Job Training (OJT) Account Log entered into by the Superintendent as described on the OJT Contract Log, which is **attached** and made part of this resolution.

JS/RK/kk
Attachments
Source of funds: see attached

23-F-124T APPROVAL – WFNJ CONTRACT MODIFICATION LOG

Resolution

BE IT RESOLVED, the Board of Education approves the WFNJ Contract Modification Log entered into by the Superintendent as described on the WFNJ Contract Modification Log, which is **attached** and made part of this resolution.

JS/RK/kk
Attachments
Source of funds: see attached

**23-F-125T MEMORANDUM OF UNDERSTANDING AGREEMENT—MORGAN PROPERTIES AND
BERGEN COUNTY TECHNICAL SCHOOLS DISTRICT FOR FY 2023**

Resolution

WHEREAS, Bergen County Technical School District is a public board of education organized and existing pursuant to N.J.S.A. 18A:54-1 et seq. and is a county vocational school board vested with the statutory responsibility for supervision and control of vocational, occupational and technical education in the County of Bergen, and

WHEREAS, Morgan Properties Payroll Services, Inc. and Bergen County Technical High School wish to enter into the following MOU for the provision of offering on-the-job workplace opportunities to students currently enrolled at BCTS.

WHEREAS, Morgan Properties joins BCTS as an industry related partner, in support of the Green Building Trades program offered to students.

THEREFORE, under this agreement, Morgan Properties will:

1. Whenever possible, provide summer internship opportunities in property management maintenance to juniors entering their senior year,
2. Whenever possible, provide Part-time School Year Cooperative Education ("Co-ops") to enrolled students,
3. Whenever possible, the Company will offer full-time, permanent employment to the student upon graduation.

NOW THEREFORE, the term of this MOU shall commence on January 3, 2023, and will be reviewed on an annual basis. The MOU may be terminated with thirty (30) days' written notice by either party.

NOW THEREFORE BE IT RESOLVED, that Bergen County Technical School Board of Education hereby approves the MOU between Bergen County Technical School District and Morgan Properties to provide on-the-job workplace opportunities for BCTS students.

JS/KK
Attachment—MOU

23-F-126T AUTHORIZING AGREEMENT WITH STOPIT SOLUTIONS

Resolution

WHEREAS, the Board of Education of the Vocational Schools in the County of Bergen (hereafter "Board" or "District") desires to pilot a program that will aid the District in addressing the growing challenges surrounding safety, mental health, and wellness; and

WHEREAS, the Board wishes to enter into an agreement with a vendor in furtherance of the District's commitment to the school community's mental health, wellness, and school safety; and

WHEREAS, the pilot program is being funded, at no cost to the Board, by grant funds designated to deter and prevent instances of school violence, and to address student mental health concerns; and

WHEREAS, to that end, the District has entered into an agreement in principle with STOPit Solutions of Holmdel, New Jersey for a one (1) year period running from September 21, 2022 through June 30, 2023, in the form annexed hereto; and

NOW, THEREFORE, BE IT RESOLVED, based upon the recommendation of the Superintendent of Schools that the aforementioned Agreement with STOPit Solutions be and hereby is ratified and approved in the form annexed hereto subject to the final review and approval of the Board of Education attorney; and

BE IT FURTHER RESOLVED that the Superintendent of Schools and School Business Administrator be and hereby are authorized to take such lawful action as may be required to effectuate the terms of this Resolution.

JS/kk

23-F-127T AUTHORIZING COMPETITIVE CONTRACTING FOR VENDOR TO PROVIDE CONSTRUCTION COST ESTIMATING SOFTWARE PLATFORM

**BID CC #23-PC10
STATE ID #79-BCTSC**

WHEREAS, the Board of Education of the Vocational Schools in the County of Bergen (hereafter "District" or "Board") has a desire to enter into a contract with a vendor to provide a construction cost estimating software platform for the creation and management of a Job Order Contracting ("JOC") bid for the BCTSC in connection with maintenance and repair of

school district facilities for the Bergen County Technical Schools and the Bergen County Special Services School District; and

WHEREAS such services are currently available to be provided through the competitive contracting process under N.J.S.A. 18A:18A-4.1(a) of the Public School Contracts Law and the NJ DCA has confirmed to the District that the use of competitive contracting for this service is consistent with procurement law; and

WHEREAS, under N.J.S.A. 18A:18A-4-3(b), the competitive contracting process authorized hereunder will be administered by the Business Administrator, Legal Counsel, and Qualified Purchasing Agent;

NOW, THEREFORE, BE IT RESOLVED that the School Business Administrator, Legal Counsel, and Qualified Purchasing Agent be and hereby is/are authorized to commence the procurement using competitive contracting as allowable under the New Jersey Public School Contracts Law for the procurement of vendor to provide a construction cost estimator software platform; and

BE IT FURTHER RESOLVED that the School Business Administrator be and hereby is authorized to take such lawful action as may be required to effectuate the terms of this Resolution.

JS/kk

Starting date 12/10/2022 Ending date 1/19/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S43760	12/22/22		1028	OTTERSTEDT AGENCY		95,088.86
S44038	01/19/23		X178	ACV ENVIRONMENTAL SERVICES, INC		5,366.35
S44039	01/19/23		Z743	ALLARD; GENEVIEVE		462.94
S44040	01/19/23		N419	Apple Inc		346.00
S44041	01/19/23		1750	APPLE INC		7,525.35
S44042	01/19/23		6931	ATLANTIC,TOMORROWS OFFICE		19,466.70
S44043	01/19/23		1059	B & H PHOTO-VIDEO INC		10,444.94
S44044	01/19/23		5318	BERGEN BLENDED ACADEMY		1,566.67
S44045	01/19/23		1071	BERGEN COMMUNITY COLLEGE		34,978.00
S44046	01/19/23		2063	BERGEN COUNTY SPECIAL SERVICES		10,323.36
S44047	01/19/23		1089	BERGEN COUNTY TECHNICAL SCHOOL		1,726.10
S44048	01/19/23		1128	BIO SHINE INC		532.95
S44049	01/19/23		4583	BROWN & BROWN METRO INC.		3,000.00
S44050	01/19/23		6990	CAPITAL SUPPLY CO.		2,838.00
S44051	01/19/23		3852	CASTELLA; FRANK		38.00
S44052	01/19/23		1812	CDW-G		4,578.48
S44053	01/19/23		1313	CENGAGE LEARNING		12,145.65
S44054	01/19/23		5626	CENTENO; BRIDGET		3,500.00
S44055	01/19/23		6533	CERTIPORT		4,770.00
S44056	01/19/23		1190	CHARTWELLS		95,946.91
S44057	01/19/23		1905	COMMAND RADIO		592.50
S44058	01/19/23		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		9,432.99
S44059	01/19/23		6079	COMPULOCKS BRANDS, INC.		764.62
S44060	01/19/23		6449	COMPUTER DESIGN AND INTEGRATON LLC		10,124.20
S44061	01/19/23		7710	COMPUTER SOLUTIONS INC		1,950.00
S44062	01/19/23		7258	CORNELIO; CRISTAL		3,500.00
S44063	01/19/23		2973	CRAFTMASTER HARDWARE CO. INC.		4,960.00
S44064	01/19/23		T863	CROWN CASTLE FIBER LLC		3,300.00
S44065	01/19/23		1838	DELL MARKETING; L.P.		979.83
S44066	01/19/23		1204	DELTA DENTAL PLAN OF NJ		116,817.47
S44067	01/19/23		7092	FEUSS; DANIELLE		74.16
S44068	01/19/23		7719	GPC, INC		37,703.00
S44069	01/19/23		1684	GRAINGER		31,768.62
S44070	01/19/23		P652	GULISTAN;EVREN		2,381.01
S44071	01/19/23		O522	HAGER;RAYMOND		1,995.00
S44072	01/19/23		N429	HOOTSUITE INC		15,638.80
S44073	01/19/23		U245	INTERSTATE WASTE SERVICES		1,768.55
S44074	01/19/23		1329	JEWEL ELECTRICAL SUPPLY		24,996.40
S44075	01/19/23		F230	JOHNSON CONTROLS		33,534.17

Starting date 12/10/2022 Ending date 1/19/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S44076	01/19/23		5864	KAPLAN; KEITH		1,470.00
S44077	01/19/23		F128	KI C/O MACO OFFICE SOURCE		8,817.65
S44078	01/19/23		R735	KING;KATELYN		1,981.20
S44079	01/19/23		6395	KOUFATI; DANIELLE		1,908.25
S44080	01/19/23		L997	KOZLOVA; EKATERINA		2,381.01
S44081	01/19/23		5441	KQIRA; BENSIK		239.99
S44082	01/19/23		K857	KULE; BRYAN		2,500.00
S44083	01/19/23		S708	LASTRA; STEPHAN C.		2,382.00
S44084	01/19/23		6342	MCCARTER & ENGLISH, LLP		136.00
S44085	01/19/23		P621	MCMANUS;ROSEMARIE		38.00
S44086	01/19/23		1400	METUCHEN CENTER INC		3,577.84
S44087	01/19/23		6023	MSDSOONLINE		4,530.87
S44088	01/19/23		2527	MULLER; WILLIAM		2,032.20
S44089	01/19/23		K805	NALCO WATER-AN ECOLAB COMPANY		654.18
S44090	01/19/23		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		5,298.00
S44091	01/19/23		S527	NIEVES;MIGUEL		99.98
S44092	01/19/23		1462	NOWELL,P.A.		11,104.50
S44093	01/19/23		E978	PEAR DECK INC		1,000.00
S44094	01/19/23		1518	PITSCO EDUCATION LLC		445.48
S44095	01/19/23		1521	PROVIDET SERVICE ASSOC INC		1,500.00
S44096	01/19/23		U107	PUTKISTO;TINA		164.18
S44097	01/19/23		1775	RIDGEWOOD PRESS		470.00
S44098	01/19/23		3228	ROSETTA STONE		4,035.00
S44099	01/19/23		2002	SCHOOL SPECIALTY		1,452.35
S44100	01/19/23		7231	SPORTSMAN'S		1,291.15
S44101	01/19/23		6829	STAPLES CONTRACT & COMMERCIAL INC		10,338.87
S44102	01/19/23		1604	STUDENT ACTIVITY FUND		435.00
S44103	01/19/23		3652	TORRES-XHEMALI; DAPHNAE		14.50
S44104	01/19/23		2112	TRONICKE; MARK		2,500.00
S44105	01/19/23		4071	TSUJ. CORPORATION		7,105.42
S44106	01/19/23		7724	ULTRAPRO PEST PROTECTION		286.00
S44107	01/19/23		Z081	UNI TEMP		250.00
S44108	01/19/23		2180	VAN DAALEN; MABEL		825.00
S44109	01/19/23		6815	VWR CORPORATE ACCOUNTS		10,766.97
S44110	01/19/23		2771	W.B. MASON COMPANY, INC.		3,793.02
S44111	01/19/23		Q634	WASHINGTON MUSIC SALES CENTER, INC		23.10
S44112	01/19/23		5362	WEX HEALTH INC		245.10
S44113	01/19/23		O679	WILLIAMS; VIVIAN		2,490.00
S44114	01/19/23		1714	YANKEE LINEN INC		922.50

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S44115	01/19/23		A495	YASSIN; AHLAM		161.70

Fund Totals		
11	General Current Expense	\$507,910.08
13	Special Schools	\$57,345.41
20	Special Revenue Funds	\$46,997.45
30	Capital Projects Funds	\$18,472.42
60	CAFETERIA	\$82,452.78
61	ENTERPRISE FUND	\$2,533.31
62	INTERNAL SERVICE FUND	\$882.14
Total for all checks listed		\$716,593.59

Prepared and submitted by: _____

Board Secretary

Date

Starting date 12/10/2022 Ending date 1/19/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
010989	✓ 10/14/22	12/20/22	7047	PENN JERSEY PAPER CO.		(2,396.00)
011079	✓ 11/18/22	01/12/23	6079	COMPULOCKS BRANDS, INC.		(764.62)
011381	12/14/22		5195	DIRECTV. INC.		142.99
011382	12/14/22		7213	NUNBETTER DANCE THEATRE		5,750.00
011383	12/19/22		1511	PSE&G		95,369.93
011384	12/22/22		1879	MACO OFFICE SUPPLIES		26,900.00
011385	01/11/23		W696	ALSTON-BALAPUTRA; MELANIE		1,250.00
011386	01/19/23		S546	AGUIA;YVONNE		149.95
011387	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011390 Stub	
011388	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011390 Stub	
011389	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011390 Stub	
011390	01/19/23		5918	AIRGAS USA,LLC		1,719.98
011391	01/19/23		3203	AMERICAN INSTITUTE		298.67
011392	01/19/23		4308	ASE STUDENT CERTIFICATION		1,615.00
011393	01/19/23		D270	AVS TECHNOLOGY		6,644.10
011394	01/19/23		7613	AZURE BIOSYSTEMS		3,200.00
011395	01/19/23		2925	BARNES AND NOBLE BOOKSELLERS		1,077.80
011396	01/19/23		5176	BERGEN COMMUNITY COLLEGE		235,523.75
011397	01/19/23		1124	BERGEN COUNTY DEPT OF HEALTH SERVICES		5,000.00
011398	01/19/23		2335	BERGEN CTY. TECHNICAL SCHOOLS		641.00
011399	01/19/23		C423	BIRDS BEWARE, INC		7,200.00
011400	01/19/23		5855	BOBCAT OF NORTH JERSEY		1,458.93
011401	01/19/23		1078	BOB'S TROPHY SHOP		250.00
011402	01/19/23		A863	BOUND TREE MEDICAL, LLC		11,184.12
011403	01/19/23		J738	BROOKAIRE COMPANY, LLC		1,027.44
011404	01/19/23		1486	BSN SPORTS,LLC		1,900.65
011405	01/19/23		4161	CABLEVISION EDUCATION		136.98
011406	01/19/23		6918	CABLEVISION LIGHTPATH		30,375.07
011407	01/19/23		3169	CARE PLUS NJ, INC.		900.00
011408	01/19/23		2195	COLDSTAT REFRIGERATION		138.75
011409	01/19/23		1170	COMMERCIAL INTERIORS DIRECT, INC.		11,509.15
011410	01/19/23		7233	CONTINENTAL TRADING AND HARDWARE, INC		749.80
011411	01/19/23		F206	CUBITAC CABINETRY		1,946.25
011412	01/19/23		3210	DAKTRONICS, INC.		57,643.00
011413	01/19/23		V993	DAVID ZUIDEMA INC. SEPTIC		310.50
011414	01/19/23		O364	DELLICKER STRATEGIES, LLC		45,074.80
011415	01/19/23		4775	DEPASQUALE SALON SYSTEMS		3,146.45
011416	01/19/23		Q223	DI CARA/RUBINO ARCHITECTS		90,051.51
011417	01/19/23		1214	DICK BLICK ART MATERIALS		4,875.19

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011418	V 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011419 Stub	
011419	01/19/23		6457	DIRECT ENERGY BUSINESS		40,992.62
011420	01/19/23		5195	DIRECTV. INC.		142.99
011421	01/19/23		T244	EASTERN LIFT TRUCK CO., INC		216.06
011422	01/19/23		N886	EDCONNECTIVE		1,950.00
011423	01/19/23		L817	ELEASE LLC		512.97
011424	01/19/23		6688	ELEVATOR MAINTENANCE CORP		320.00
011425	01/19/23		1353	ESE		561.75
011426	01/19/23		5676	EXEMPLIS CORPORATION C/O BFI		26,622.40
011427	01/19/23		7651	EXPRESS HEATING CO., INC		4,963.28
011428	01/19/23		T135	F.W. WEBB COMPANY		2,401.37
011429	01/19/23		G124	FARRAR FILTER COMPNAY		989.76
011430	01/19/23		D608	FEAR FREE, LLC		1,089.00
011431	01/19/23		2153	FEDEX		9.50
011432	01/19/23		7550	FIRE AND SECURITY TECHNOLOGIES		2,957.25
011433	01/19/23		L336	FIRST CHOICE AUTO EQUIPMENT INC		921.50
011434	01/19/23		S056	FIVE STAR FABRIC HOUSE		798.50
011435	01/19/23		7493	FOLLETT SCHOOL SOLUTIONS, INC		199.00
011436	01/19/23		Q389	FP MAILING SOLUTIONS		65.85
011437	01/19/23		7046	GAETA RECYCLING COMPANY, INC.		295.00
011438	01/19/23		J322	GALLAGHER; LEAH		115.00
011439	01/19/23		5828	GLOBAL INDUSTRIAL		3,666.40
011440	01/19/23		1278	GOPHER SPORT		145.49
011441	01/19/23		1063	GREATER BERGEN COMMUNITY ACTION, INC.		88,821.00
011442	01/19/23		4328	HAIG SERVICE CORPORATION		900.00
011443	01/19/23		1296	HANNON'S		3,756.66
011444	01/19/23		7138	HIGH ALTITUDE SCIENCE LLC		819.00
011445	01/19/23		2107	HILTI		2,380.42
011446	01/19/23		X005	HOSA-FUTURE HEALTH PROFESSIONALS		568.00
011447	01/19/23		6181	HUDSON COMMUNITY ENTERPRISES		100.00
011448	01/19/23		E492	HYMAN CONSULTING		135.00
011449	01/19/23		1312	IDEAL DRIVING SCHOOL, INC.		1,800.00
011450	01/19/23		6348	IRON MOUNTAIN		1,944.36
011451	01/19/23		F287	JEAN CHARLES;KETTY		129.00
011452	01/19/23		U197	JERSEY TRACTOR TRAILER TRAINING, INC		26,500.00
011453	01/19/23		6823	JGB SPORTS, LLC		13,216.00
011454	01/19/23		E480	JOHN MATTHES SEPTIC PLUMBING		1,100.00
011455	01/19/23		1854	JONES & BARTLETT LEARNING, LLC		3,010.47
011456	01/19/23		S701	JUAREZ;NATALIE		230.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011457	01/19/23		7268	K & S MUSIC, INC.		1,484.36
011458	01/19/23		3856	KAIZEN TECHNOLOGIES, INC		1,440.00
011459	01/19/23		B477	KALMAN; SUSAN		91.50
011460	01/19/23		1342	KEEHN POWER PRODUCTS		1,260.95
011461	01/19/23		C273	LAS COMP INSTITUTE OF IT		7,777.77
011462	01/19/23		5204	LAUMAR ROOFING		16,750.00
011463	01/19/23		2504	LAWSON PRODUCTS, INC.		5,316.91
011464	01/19/23		1354	LERCH, VINCI & HIGGINS		2,057.50
011465	01/19/23		7006	LIFE O THE PARTY LLC		3,551.31
011466	01/19/23		6921	LIGHTPATH		6,542.00
011467	01/19/23		3047	LINA		732.73
011468	01/19/23		1368	LINCOLN TECHNICAL INSTITUTE		500.00
011469	01/19/23		3174	LINCOLN TECHNICAL INSTITUTE		614.14
011470	01/19/23		R659	LION TRAINING PRODUCTS		135.50
011471	01/19/23		S822	LONG SUPPLY, INC		2,680.95
011472	01/19/23		3166	LONGO ASSOCIATES, INC.		105,881.08
011473	01/19/23		3849	MALACHY MECHANICAL		562.10
011474	01/19/23		3755	MASTER DRIVING SCHOOL		3,990.00
011475	01/19/23		5989	MCGRAW-HILL SCHOOL EDUCATION		1,795.40
011476	01/19/23		2016	METALS USA NEWARK		4,576.43
011477	01/19/23		I901	METCO SUPPLY INC		181.20
011478	01/19/23		1401	MGL PRINTING SOLUTIONS		1,773.00
011479	01/19/23		1408	MITCHELL1		1,498.38
011480	01/19/23		7375	MONTCLAIR STATE UNITVERSITY		125.00
011481	01/19/23		1738	MOUSER ELECTRONICS, INC.		4,971.56
011482	01/19/23		5072	MRA INTERNATIONAL, INC.		57,640.00
011483	01/19/23		U623	MURPHY WRITING OF STOCKTON UNIVERSITY		3,000.00
011484	01/19/23		5137	NACAC		300.00
011485	01/19/23		6261	NATIONAL OFFICE FURNITURE		2,601.00
011486	01/19/23		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,613.36
011487	01/19/23		7120	NCSSS		615.00
011488	01/19/23		6619	NETTA ARCHITECTS, LLC		233.39
011489	01/19/23		6624	NEW JERSEY MOTOR VEHICLE COMMISSION		150.00
011490	01/19/23		P291	NEW JERSEY SCIENCE OLYMPIAD		250.00
011491	01/19/23		X656	NEW JERSEY STATE FIRST AID COUNCIL		350.00
011492	01/19/23		M218	NJPSAFEA - LEGAL ONE		149.00
011493	01/19/23		Z946	NORTH JERSEY LAND CARE SERVICES, LLC		700.00
011494	01/19/23		2085	NORTH JERSEY MEDIA GROUP INC.		449.04
011495	01/19/23		7277	O.C.A. BENEFIT SERVICES, LLC		584.25

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011496	01/19/23		A786	PANUCCIO;ANTONIO		100.00
011497	01/19/23		1473	PARISIAN BEAUTY ACADEMY		873.34
011498	01/19/23		1495	PASCO SCIENTIFIC CO		3,071.00
011499	01/19/23		2212	PASSAIC COUNTY COMMUNITY COLLEGE		488.00
011500	01/19/23		G895	PASSAIC COUNTY TECHNICAL VOCATIONAL SCH		298.66
011501	01/19/23		N365	PAVON;FLAVIA		115.00
011502	01/19/23		7047	PENN JERSEY PAPER CO.		8,386.00
011503	01/19/23		3422	PESI HEALTHCARE		219.99
011504	01/19/23		6211	PLAYSCRIPTS		407.67
011505	01/19/23		2091	POCKET NURSE		729.45
011506	01/19/23		Q052	POWER LEARNING		5,000.00
011507	01/19/23		D337	PRINT SOLUTIONS		3,934.23
011508	01/19/23		B079	PROSTOCK AUTOMOTIVE WAREHOUSE		1,124.64
011509	01/19/23		N766	PROTRAININGS, LLC		479.52
011510	01/19/23		1511	PSE&G		112,495.86
011511	01/19/23		E834	QUINCY COMPRESSOR LLC		420.00
011512	01/19/23		B575	RAINBOW RESOURCE CENTER, INC		66.70
011513	01/19/23		L572	RAMIREZ;RIGOBERTO		125.00
011514	01/19/23		2457	REALITYWORKS, INC.		4,820.45
011515	01/19/23		Z951	RICH TREE SERVICE		7,243.75
011516	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011522 Stub	
011517	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011522 Stub	
011518	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011522 Stub	
011519	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011522 Stub	
011520	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011522 Stub	
011521	✓ 01/19/23	01/19/23		00.0 \$ Multi Stub Void	#011522 Stub	
011522	01/19/23		1828	RICOH AMERICAS CORPORATION		23,894.00
011523	01/19/23		1526	RIDELL/ALL AMERICAN SPORTS		251.12
011524	01/19/23		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
011525	01/19/23		3876	ROBOTECH CAD SOLUTIONS		8,000.00
011526	01/19/23		F828	ROHRER;TIMOTHY		1,525.00
011527	01/19/23		2715	RSC ARCHITECTS		26,550.00
011528	01/19/23		A381	RUTGERS UNIVERSITY		1,475.00
011529	01/19/23		1544	RUTGERS, THE STATE UNIVERSITY		729.00
011530	01/19/23		V107	RYAN;JAMES J		125.00
011531	01/19/23		L039	RYANS PET SUPPLIES		4,178.50
011532	01/19/23		3515	SAM TELL & SON, INC.		514.16
011533	01/19/23		T439	SARTORIUS CORPORTATION		14,580.00
011534	01/19/23		L831	SCHOOL HEALTH COOPERATION		1,051.47

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011535	01/19/23		B900	SCHREIBERS DELI & CATERING		348.00
011536	01/19/23		3976	SCIENTIFIC APPARATUS SERVICE,INC		1,275.00
011537	01/19/23		1590	SEICKEL & SONS INC		3,250.00
011538	01/19/23		K636	SHERWIN-WILLIAMS		2,548.60
011539	01/19/23		4975	SHI INTERNATIONAL CORP.		162,840.09
011540	01/19/23		N999	SINGER; MR AND MRS.		162.00
011541	01/19/23		7198	SITE ONE LANDSCAPE SUPPLY		179.28
011542	01/19/23		O434	SMART STITCH EMBROIDERY		13,490.00
011543	01/19/23		2344	STANDARD INSURANCE COMPANY		598.18
011544	01/19/23		1616	STATE OF NJ-HEALTH BENEFITS FD		3,945.30
011545	01/19/23		1609	STAUBLE; GEORGE		1,020.60
011546	01/19/23		1597	STEWART MACDONALD'S GUITARY SHOP SUPPL		1,057.04
011547	01/19/23		E849	STRYKER MEDICAL		9,073.60
011548	01/19/23		X925	SUCCESS ADVERTISING INC		96.56
011549	01/19/23		S854	TECHNICAL SAFETY SERVICES		1,325.00
011550	01/19/23		B694	THE CANNING GROUP		1,537.50
011551	01/19/23		4777	THERMO ELECTRON NORTH AMERICA LLC		1,634.00
011552	01/19/23		2337	TREASURER STATE OF NEW JERSEY		2,185.00
011553	01/19/23		O264	TRIMARK STRATEGIC		413.65
011554	01/19/23		U981	TROXELL COMMUNICATIONS INC		53,271.00
011555	01/19/23		6134	TSA TEAMS		650.00
011556	01/19/23		Z361	UNITED SUPPLY CORP		4,393.69
011557	01/19/23		K170	US AERALS & EQUIPMENT, LLC		58,900.00
011558	01/19/23		1679	V.E. RALPH & SON INC		8,216.53
011559	01/19/23		S083	VALLEY TRANSPORTATION		15,550.00
011560	01/19/23		P756	VEOLIA WATER NEW JERSEY		8,280.62
011561	01/19/23		R705	VERIZON		7,217.42
011562	01/19/23		2034	VERIZON WIRELESS		6,974.74
011563	01/19/23		6622	WALLINGTON PLUMBING SUPPLIES		3,566.36
011564	01/19/23		1710	WEINER; MURRAY		1,020.60
011565	01/19/23		7718	WEST BERGEN MENTAL HEALTHCARE		1,611.00
011566	01/19/23		N180	WHITE;DEIDRA		125.00
011567	01/19/23		6076	WILLIAM J. GUARINI, INC.		2,186.60
011568	01/19/23		2211	WINSOR'S TRACTOR TRAILER DRIVING SCHOOL		3,749.62
011569	01/19/23		1695	WOMEN'S RIGHTS INFORMATION CENTER		17,050.00
011570	01/19/23		1713	XEROX CORPORATION		2,097.14
011571	01/19/23		U180	ZDNJ HOLDING INC		724.00
011572	01/19/23		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		200.00
221201	H 12/15/22		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 12/15/2022	107,656.96

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Chk#		Date	Rec date	Code	Vendor name	Check Comment	Check amount
221202	H	12/15/22		4864	DCRP BOARD SHARE		819.25
221203	H	12/23/22		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 12/23/2022	106,067.16
221204	H	12/23/22		4864	DCRP BOARD SHARE		180.40
221205	H	12/23/22		PAY	PAYROLL VENDOR		5,025,453.08
221206	H	12/31/22		1096	BOARD OF VOCATIONAL EDUCATION		139,040.39
221207	H	12/31/22		1616	STATE OF NJ-HEALTH BENEFITS FD		963,800.24
221208	H	12/31/22		1616	STATE OF NJ-HEALTH BENEFITS FD		835.01
230101	H	01/13/23		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 1/13/2023	111,779.92
230102	H	01/13/23		4864	DCRP BOARD SHARE		910.54

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Fund Totals		
10	General Fund	\$325,604.04
11	General Current Expense	\$5,983,323.34
12	Capital Outlay	\$154,750.64
13	Special Schools	\$275,012.82
20	Special Revenue Funds	\$600,784.07
30	Capital Projects Funds	\$390,816.26
60	CAFETERIA	\$91.50
61	ENTERPRISE FUND	\$333,986.97
62	INTERNAL SERVICE FUND	\$165,981.09
Total for all checks listed		\$8,230,350.73

Prepared and submitted by: _____
Board Secretary

Date

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

23-F-114T

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Starting date 7/1/2022 Ending date 12/31/2022 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$5,114,252.16
102-106	Cash Equivalents		\$7,591,696.40
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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		\$17,116,836.00
Accounts Receivable:			
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$3,542,551.16	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$6,738,551.88	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$10,291,603.04
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$76,504,512.23	
302	Less Revenues	(\$53,895,884.54)	\$22,608,627.69

Total assets and resources

\$62,723,015.29

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$273,722.07
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$3,402,900.98
Total liabilities		\$3,676,623.05

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$44,361,817.69
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$7,585,518.96
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
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
		\$7,585,518.96
762	Reserve for Adult Education	\$1,371.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
		\$0.00
764	Maintenance Reserve Account - July 1	\$495,169.64
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
		\$495,169.64
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
		\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
		\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$80,928,258.29
602	Less: Expenditures (\$26,199,862.62)	
	Less: Encumbrances (\$44,361,817.69)	(\$70,561,680.31)
	Total appropriated	\$62,810,455.27
	Unappropriated:	
770	Fund balance, July 1	\$2,473,287.80
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$65,283,743.07
	Total liabilities and fund equity	<u>\$68,960,366.12</u>

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$80,928,258.29	\$70,561,680.31	\$10,366,577.98
Revenues	(\$76,504,512.23)	(\$50,759,111.95)	(\$25,745,400.28)
Subtotal	<u>\$4,423,746.06</u>	<u>\$19,802,568.36</u>	<u>(\$15,378,822.30)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$7,585,518.96)	\$7,585,518.96
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$12,217,049.40</u>	<u>(\$7,793,303.34)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$12,217,049.40</u>	<u>(\$7,793,303.34)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$495,169.64)	\$495,169.64
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$11,721,879.76</u>	<u>(\$7,298,133.70)</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>\$4,423,746.06</u>	<u>\$11,721,879.76</u>	<u>(\$7,298,133.70)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$11,721,879.76</u>	<u>(\$7,298,133.70)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$11,721,879.76</u>	<u>(\$7,298,133.70)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$11,721,879.76</u>	<u>(\$7,298,133.70)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$11,721,879.76</u>	<u>(\$7,298,133.70)</u>
Less: Adjustment for prior year	(\$4,423,746.06)	(\$4,423,746.06)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$7,298,133.70</u>	<u>(\$7,298,133.70)</u>

Prepared and submitted by :


Board Secretary

1/6/23
Date

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	69,839,126	99,422	69,938,548	45,035,870	Under	24,902,679
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	20,417	0	20,417	27,695		(7,278)
Total		76,405,090	99,422	76,504,512	50,759,112		25,745,400
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,939,265	332,417	12,271,682	3,728,013	7,917,561	626,108
11160	Total Basic Skills/Remedial – Instruct.	100,267	0	100,267	30,350	69,917	0
12160	Total Bilingual Education – Instruction	109,685	0	109,685	32,986	76,699	0
15180	TOTAL VOCATIONAL PROGRAMS	17,646,553	900,382	18,546,935	5,258,545	11,079,785	2,208,605
17100	Total School-Sponsored Co/Extra Curricul	844,700	8,869	853,569	289,200	542,633	21,736
17600	Total School-Sponsored Athletics – Instr	1,033,437	37,652	1,071,089	417,082	540,815	113,193
25100	Total Other Instructional Programs - Ins	430,000	0	430,000	101,544	305,068	23,388
29680	Total Undistributed Expenditures – Atten	133,711	0	133,711	56,159	77,552	0
30620	Total Undistributed Expenditures – Healt	598,310	2,545	600,855	215,591	360,795	24,470
40580	Total Undistributed Expend – Speech, OT,	304,666	0	304,666	90,757	213,909	0
41660	Total Undist. Expend. – Guidance	2,726,581	0	2,726,581	851,197	1,873,004	2,380
42200	Total Undist. Expend. – Child Study Team	910,907	7,109	918,016	331,399	549,403	37,214
43200	Total Undist. Expend. – Improvement of I	1,625,379	14,486	1,639,865	685,416	825,340	129,108
43620	Total Undist. Expend. – Edu. Media Serv.	141,976	0	141,976	76,961	51,179	13,836
44180	Total Undist. Expend. – Instructional St	102,500	4,989	107,489	17,590	6,430	83,468
45300	Support Serv. - General Admin	1,745,036	293,071	2,038,107	621,490	1,227,354	189,263
46160	Support Serv. - School Admin	2,709,967	7,043	2,717,010	1,143,841	1,530,769	42,400
47200	Total Undist. Expend. – Central Services	1,617,478	11,072	1,628,550	695,387	888,971	44,191
47620	Total Undist. Expend. – Admin. Info. Tec	5,365,486	259,900	5,625,386	2,199,134	2,521,261	904,992
51120	Total Undist. Expend. – Oper. & Maint. O	8,567,991	393,167	8,961,158	3,041,140	4,628,735	1,291,282
52480	Total Undist. Expend. – Student Transpor	765,070	0	765,070	198,334	534,139	32,597
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,264,500	0	13,264,500	3,874,716	5,558,747	3,831,037
75880	TOTAL EQUIPMENT	0	1,285,118	1,285,118	741,022	524,471	19,625
76260	Total Facilities Acquisition and Constr	57,894	880,909	938,803	492,215	388,693	57,894
77140	Total Post-Secondary Programs - Instruct	518,331	30,684	549,015	180,696	363,316	5,004
77280	Total Post-Secondary Programs – Support	125,000	0	125,000	38,332	51,668	35,000
78180	Total Other Special Schools - Instructio	1,024,606	33,633	1,058,239	257,573	475,164	325,502
78320	Total Other Special Schools – Support Se	487,303	42,543	529,846	146,768	278,558	104,510
81180	Total Vocational Evening-Local Instructi	461,471	515	461,986	56,297	390,027	15,663
81320	Total Vocational Evening-Local-Support S	925,110	(22,935)	902,175	300,892	459,912	141,371
83060	Total GED Testing Centers	121,910	0	121,910	29,236	49,932	42,742
Total		76,405,090	4,523,168	80,928,258	26,199,863	44,361,818	10,366,578

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy		34,233,952	0	34,233,952	34,233,952		0
00150	10-1320	Tuition from LEAs Within State		33,256,764	0	33,256,764	9,944,572	Under	23,312,192
00220	10-13[2-4]0	Other Tuition		1,600,000	0	1,600,000	696,550	Under	903,450
00300	10-1__	Unrestricted Miscellaneous Revenues		526,500	0	526,500	160,795	Under	365,705
00310	10-1991	GED Testing Center Fees		121,910	0	121,910	0	Under	121,910
00330	10-1__	Interest Earned on Maintenance Reserve		100,000	99,422	199,422	0	Under	199,422
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		1,611,919	0	1,611,919	1,611,919		0
00495	10-3199	DOE Loan Against State Aid		2,250,885	0	2,250,885	2,250,885		0
00540	10-4200	Medicaid Reimbursement		20,417	0	20,417	27,695		(7,278)
Total				76,405,090	99,422	76,504,512	50,759,112		25,745,400

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		10,451,025	0	10,451,025	3,197,870	7,253,155	0
02180	11-140-100-106	Other Salaries for Instruction		229,240	0	229,240	81,164	148,076	0
02200	11-140-100-320	Purchased Professional – Educational Ser		105,000	0	105,000	55,000	1,000	49,000
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		25,000	0	25,000	5,807	16,561	2,632
02260	11-140-100-610	General Supplies		848,000	312,566	1,160,566	327,583	422,079	410,903
02280	11-140-100-640	Textbooks		175,000	4,852	179,852	29,061	12,476	138,315
02300	11-140-100-800	Other Objects		6,000	15,000	21,000	18,742	2,001	258
02500	11-150-100-101	Salaries of Teachers		75,000	0	75,000	12,786	62,214	0
02540	11-150-100-320	Purchased Professional – Educational Ser		25,000	0	25,000	0	0	25,000
11000	11-230-100-101	Salaries of Teachers		100,267	0	100,267	30,350	69,917	0
12000	11-240-100-101	Salaries of Teachers		109,685	0	109,685	32,986	76,699	0
14000	11-310-100-101	Salaries of Teachers		8,071,486	0	8,071,486	2,369,127	5,702,359	0
14040	11-310-100-320	Purchased Professional-Educational Servi		1,502,000	0	1,502,000	(443)	0	1,502,443
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		52,500	10,175	62,675	17,143	33,479	12,053
14100	11-310-100-610	General Supplies		906,850	672,897	1,579,747	843,532	251,432	484,783
14120	11-310-100-640	Textbooks		130,000	11,879	141,879	23,020	23,675	95,184
14140	11-310-100-8__	Other Objects		18,000	7,250	25,250	18,247	4,576	2,427
15000	11-320-100-101	Salaries of Teachers		6,094,717	0	6,094,717	1,810,564	4,284,153	0
15040	11-320-100-320	Purchased Professional-Educational Servi		625,000	0	625,000	97	606,102	18,801
15080	11-320-100-[4-5]	Other Purchased Services (400-500 series		4,000	0	4,000	135	3,865	0
15100	11-320-100-610	General Supplies		197,000	192,281	389,281	155,317	165,394	68,569
15120	11-320-100-640	Textbooks		35,000	5,901	40,901	15,027	1,896	23,978
15140	11-320-100-8__	Other Objects		10,000	0	10,000	6,779	2,855	357
17000	11-401-100-1__	Salaries		810,000	0	810,000	269,788	540,212	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		1,700	520	2,220	28	2,021	171
17060	11-401-100-8__	Other Objects		33,000	8,349	41,349	19,384	400	21,565
17500	11-402-100-1__	Salaries		749,437	0	749,437	279,897	469,540	0

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17520 11-402-100-[3-5] Purchased Services (300-500 series)	109,000	17,370	126,370	52,496	13,580	60,293
17540 11-402-100-6__ Supplies and Materials	135,000	18,152	153,152	71,945	53,164	28,043
17560 11-402-100-8__ Other Objects	40,000	2,131	42,131	12,745	4,530	24,857
25000 11-4__-100-1__ Salaries	430,000	0	430,000	101,544	305,068	23,388
29500 11-000-211-1__ Salaries	133,711	0	133,711	56,159	77,552	0
30500 11-000-213-1__ Salaries	534,310	0	534,310	189,740	344,570	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	38,000	0	38,000	15,000	15,000	8,000
30580 11-000-213-6__ Supplies and Materials	8,500	2,545	11,045	3,705	1,225	6,116
30600 11-000-213-8__ Other Objects	17,500	0	17,500	7,146	0	10,354
40500 11-000-216-1__ Salaries	304,666	0	304,666	90,757	213,909	0
41500 11-000-218-104 Salaries of Other Professional Staff	2,389,583	0	2,389,583	755,834	1,633,749	0
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	251,998	0	251,998	95,363	156,635	0
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	0	82,620	2,380
42000 11-000-219-104 Salaries of Other Professional Staff	633,995	0	633,995	261,197	372,798	0
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	184,912	0	184,912	61,565	123,347	0
42060 11-000-219-320 Purchased Professional – Educational Ser	60,000	0	60,000	650	50,000	9,350
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	132	6,132	1,147	1,073	3,912
42160 11-000-219-6__ Supplies and Materials	20,000	6,977	26,977	6,435	1,855	18,688
42180 11-000-219-8__ Other Objects	6,000	0	6,000	405	330	5,265
43020 11-000-221-104 Salaries of Other Professional Staff	1,135,194	0	1,135,194	494,301	640,893	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	229,685	0	229,685	93,697	135,988	0
43100 11-000-221-320 Purchased Prof. – Educational Services	50,000	0	50,000	10,771	15,406	23,823
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	80,500	0	80,500	33,648	6,795	40,057
43160 11-000-221-6__ Supplies and Materials	40,000	14,486	54,486	18,981	5,825	29,679
43180 11-000-221-8__ Other Objects	90,000	0	90,000	34,018	20,433	35,549
43500 11-000-222-1__ Salaries	64,476	0	64,476	20,458	44,019	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	75,000	0	75,000	56,504	7,161	11,336
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	4,989	67,489	19,550	6,430	41,508
44160 11-000-223-8__ Other Objects	40,000	0	40,000	(1,960)	0	41,960
45000 11-000-230-1__ Salaries	649,336	0	649,336	241,002	408,334	0
45040 11-000-230-331 Legal Services	250,000	0	250,000	75,854	173,555	591
45060 11-000-230-332 Audit Fees	70,000	0	70,000	0	70,000	0
45070 11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	5,329	4,671	0
45080 11-000-230-334 Architectural/Engineering Services	125,000	292,112	417,112	107,200	295,312	14,600
45100 11-000-230-339 Other Purchased Professional Services	112,000	0	112,000	11,434	75,000	25,566
45140 11-000-230-530 Communications/Telephone	300,000	0	300,000	118,199	173,444	8,357
45160 11-000-230-585 BOE Other Purchased Services	1,000	0	1,000	0	382	618
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	160,700	150	160,850	7,915	22,449	130,486
45200 11-000-230-610 General Supplies	10,000	808	10,808	1,350	2,107	7,352
45260 11-000-230-890 Miscellaneous Expenditures	56,000	0	56,000	53,207	2,100	693

Report of the Secretary to the Board of Education
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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
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	1,978,047	0	1,978,047	843,829	1,134,218	0
46040 11-000-240-105 Salaries of Secretarial and Clerical Ass	653,820	0	653,820	278,490	375,330	0
46100 11-000-240-[4-5] Other Purchased Services (400-500 series	12,600	173	12,773	1,491	1,631	9,650
46120 11-000-240-6__ Supplies and Materials	38,500	4,054	42,554	4,491	16,693	21,370
46140 11-000-240-8__ Other Objects	27,000	2,817	29,817	15,540	2,896	11,380
47000 11-000-251-1__ Salaries	1,424,478	0	1,424,478	578,156	846,322	0
47040 11-000-251-340 Purchased Technical Services	136,300	7,868	144,168	101,154	32,859	10,155
47060 11-000-251-592 Misc. Purch. Services (400-500 Series, O	13,500	200	13,700	6,106	5,583	2,012
47100 11-000-251-6__ Supplies and Materials	32,000	3,004	35,004	3,163	3,729	28,112
47180 11-000-251-890 Other Objects	11,200	0	11,200	6,808	479	3,913
47500 11-000-252-1__ Salaries	3,645,486	0	3,645,486	1,486,962	2,158,524	0
47520 11-000-252-330 Purchased Professional Services	100,000	0	100,000	0	75,000	25,000
47560 11-000-252-[4-5] Other Purchased Services (400-500 series	1,265,000	38,977	1,303,977	516,598	184,066	603,313
47580 11-000-252-6__ Supplies and Materials	350,000	220,923	570,923	194,515	103,554	272,854
47600 11-000-252-8__ Other Objects	5,000	0	5,000	1,059	116	3,824
48500 11-000-261-1__ Salaries	566,439	0	566,439	214,415	352,024	0
48520 11-000-261-420 Cleaning, Repair, and Maintenance Servic	550,000	186,792	736,792	360,518	256,705	119,569
48540 11-000-261-610 General Supplies	215,000	60,532	275,532	53,943	83,857	137,732
49000 11-000-262-1__ Salaries	3,206,246	0	3,206,246	1,350,658	1,855,588	0
49040 11-000-262-3__ Purchased Professional and Technical Ser	150,000	0	150,000	0	100,000	50,000
49060 11-000-262-420 Cleaning, Repair, and Maintenance Svc.	547,500	39,867	587,367	63,397	152,767	371,203
49120 11-000-262-490 Other Purchased Property Services	110,000	0	110,000	35,434	64,066	10,500
49140 11-000-262-520 Insurance	525,000	0	525,000	0	525,000	0
49160 11-000-262-590 Miscellaneous Purchased Services	2,500	264	2,764	140	739	1,865
49180 11-000-262-610 General Supplies	390,000	35,679	425,679	216,082	149,718	59,879
49200 11-000-262-621 Energy (Natural Gas)	400,000	0	400,000	90,505	209,495	100,000
49220 11-000-262-622 Energy (Electricity)	1,300,000	0	1,300,000	496,200	553,800	250,000
49260 11-000-262-626 Energy (Gasoline)	30,000	0	30,000	0	30,000	0
49280 11-000-262-8__ Other Objects	15,000	160	15,160	10,256	585	4,369
50000 11-000-263-1__ Salaries	290,306	0	290,306	120,190	170,116	0
50040 11-000-263-420 Cleaning, Repair, and Maintenance Svc.	40,000	49,716	89,716	12,660	72,810	4,246
50060 11-000-263-610 General Supplies	10,000	4,539	14,539	5,254	7,385	1,900
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.	180,000	6,500	186,500	2,370	9,130	175,000
51060 11-000-266-610 General Supplies	5,000	9,118	14,118	9,118	0	5,000
52060 11-000-270-162 Sal. For Pupil Trans (Other than Bet. Ho	544,570	0	544,570	203,241	332,547	8,782
52140 11-000-270-420 Cleaning, Repair, & Maint. Services	9,000	0	9,000	646	1,942	6,412
52280 11-000-270-512 Contr Serv (Oth. Than Bet Home & Sch) -	112,500	0	112,500	(7,287)	111,650	8,137
52400 11-000-270-593 Misc. Purchased Services - Transportatio	88,000	0	88,000	0	88,000	0
52440 11-000-270-615 Transportation Supplies	8,000	0	8,000	1,364	0	6,636

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52460	11-000-270-8__	Other objects	3,000	0	3,000	370	0	2,630
71020	11-000-291-220	Social Security Contributions	1,310,000	0	1,310,000	384,155	834,399	91,446
71060	11-000-291-241	Other Retirement Contributions - PERS	2,200,000	0	2,200,000	0	0	2,200,000
71160	11-000-291-260	Workmen's Compensation	665,000	0	665,000	0	665,000	0
71180	11-000-291-270	Health Benefits	8,702,000	0	8,702,000	3,192,978	4,064,601	1,444,421
71200	11-000-291-280	Tuition Reimbursement	120,000	0	120,000	21,784	3,080	95,136
71220	11-000-291-290	Other Employee Benefits	267,500	0	267,500	275,799	(8,333)	34
75500	12-000-100-73__	Undistributed Expenditures - Instruction	0	966,733	966,733	505,951	441,195	19,587
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info	0	165,739	165,739	152,435	13,300	4
75720	12-000-262-73__	Undist. Expend. - Custodial Services	0	69,048	69,048	68,363	685	29
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro	0	66,466	66,466	12,151	54,315	0
75860	12-___-00-73__	Special Schools (All Programs)	0	17,132	17,132	2,122	15,003	47
76080	12-000-400-450	Construction Services	0	880,909	880,909	492,215	388,693	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	412,231	0	412,231	148,372	263,859	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series	10,600	10,378	20,978	14,100	6,029	849
77080	13-330-100-610	General Supplies	70,000	18,093	88,093	8,221	79,334	539
77100	13-330-100-640	Textbooks	18,000	3,976	21,976	4,880	13,661	3,434
77120	13-330-100-8__	Other Objects	7,500	(1,763)	5,737	5,123	433	181
77180	13-330-200-2__	Personnel Services - Employee Benefits	125,000	0	125,000	38,332	51,668	35,000
78000	13-4__-100-101	Salaries of Teachers	661,606	0	661,606	220,648	440,958	0
78120	13-4__-100-610	General Supplies	363,000	33,633	396,633	36,925	34,206	325,502
78200	13-4__-200-1__	Salaries	247,903	0	247,903	87,235	160,668	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits	175,000	0	175,000	47,572	67,428	60,000
78240	13-4__-200-3__	Purchased Professional and Technical Svc	15,600	9,074	24,674	9,505	9,074	6,095
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series	33,000	33,000	66,000	2,012	38,533	25,455
78280	13-4__-200-6__	Supplies and Materials	6,800	294	7,094	269	2,866	3,960
78300	13-4__-200-8__	Other Objects	9,000	175	9,175	175	0	9,000
81000	13-629-100-101	Salaries of Teachers	426,471	0	426,471	52,679	373,792	0
81120	13-629-100-610	General Supplies	30,000	515	30,515	3,618	13,354	13,543
81140	13-629-100-640	Textbooks	1,000	0	1,000	0	0	1,000
81160	13-629-100-8__	Other Objects	4,000	0	4,000	0	2,880	1,120
81200	13-629-200-1__	Salaries	616,310	0	616,310	270,026	346,284	0
81220	13-629-200-2__	Personnel Services - Employee Benefits	225,000	0	225,000	24,118	88,308	112,574
81260	13-629-200-[4-5]	Other Purchased Services (400-500 series	52,800	(4,972)	47,828	6,701	17,921	23,207
81280	13-629-200-6__	Supplies and Materials	27,000	(17,963)	9,037	0	7,047	1,990
81300	13-629-200-8__	Other Objects	4,000	0	4,000	48	352	3,600
83000	13-640-200-1__	Salaries	78,410	0	78,410	29,074	49,336	0
83020	13-640-200-6__	Supplies and Materials	43,500	0	43,500	161	597	42,742
Total			76,405,090	4,523,168	80,928,258	26,199,863	44,361,818	10,366,578

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 20 Special Revenue Funds

Assets and Resources

Assets:

101	Cash in bank		(\$1,447,741.37)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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	\$270,145.87	
142	Intergovernmental - Federal	\$679,188.47	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$949,334.34

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$14,782,738.65	
302	Less Revenues	(\$1,633,319.20)	\$13,149,419.45

Total assets and resources

\$12,651,012.42

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$1,447,741.37)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$17,523.70
412	Intergovernmental Accounts Payable - Federal	\$481.01
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$5,393.33
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$300.51
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$23,698.55

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 20 Special Revenue Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$5,392,560.38

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$15,316,626.26	
602	Less: Expenditures	(\$2,689,312.39)	
	Less: Encumbrances	(\$5,392,560.38)	(\$8,081,872.77)
	Total appropriated		\$7,234,753.49
			\$12,627,313.87

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$12,627,313.87

Total liabilities and fund equity

\$12,651,012.42

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$15,316,626.26	\$8,081,872.77	\$7,234,753.49
Revenues	(\$14,782,738.65)	(\$1,633,319.20)	(\$13,149,419.45)
Subtotal	<u>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</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>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</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>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</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>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,887.61</u>	<u>\$6,448,553.57</u>	<u>(\$5,914,665.96)</u>
Less: Adjustment for prior year	(\$533,887.61)	(\$533,887.61)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$5,914,665.96</u>	<u>(\$5,914,665.96)</u>

Prepared and submitted by :


Board Secretary

Date

1/6/23

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Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	40,000	40,000	0	Under	40,000
00745	Total Revenues from Local Sources	250,000	26,947	276,947	2,947	Under	274,000
00770	Total Revenues from State Sources	0	377,916	377,916	0	Under	377,916
00830	Total Revenues from Federal Sources	9,200,000	4,885,723	14,085,723	1,630,372	Under	12,455,351
88740	Total Federal Projects	0	2,153	2,153	0	Under	2,153
Total		9,450,000	5,332,739	14,782,739	1,633,319		13,149,419

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	264,648	264,648	1,951	109,067	153,630
84200	Student Activity Fund	250,000	0	250,000	0	0	250,000
88100	Adult Education	0	342,349	342,349	165,587	129,199	47,564
88135	Nonpublic Teacher STEM Grant	0	33,149	33,149	3,794	29,355	0
88140	Other	150,000	256,850	406,850	47,979	83,054	275,817
88740	Total Federal Projects	9,050,000	4,969,630	14,019,630	2,470,002	5,041,886	6,507,742
Total		9,450,000	5,866,626	15,316,626	2,689,312	5,392,560	7,234,753

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Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	40,000	40,000	0	Under	40,000
00737 20-1760 Student Activity Fund Revenue	250,000	0	250,000	0	Under	250,000
00740 20-1___ Other Revenue from Local Sources	0	26,947	26,947	2,947	Under	24,000
00762 20-3212 Nonpublic Teacher STEM Grant	0	33,149	33,149	0	Under	33,149
00765 20-32___ Other Restricted Entitlements	0	317,167	317,167	0	Under	317,167
00768 20-3700 State Grants thru Intermediate Sources	0	27,600	27,600	0	Under	27,600
00775 20-441[1-6] Title I	170,000	59,983	229,983	43,066	Under	186,917
00780 20-445[1-5] Title II	35,000	14,423	49,423	42,923	Under	6,500
00790 20-447[1-4] Title IV	0	14,783	14,783	0	Under	14,783
00804 20-4419 ARP - IDEA Basic	0	19,592	19,592	2,984	Under	16,608
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	85,012	560,012	167,410	Under	392,602
00806 20-4541 ARP ESSER Accel. Learning Coaching Supt	0	242,527	242,527	0	Under	242,527
00808 20-4543 ARP ESSER Evidence Based Bynd Sch Day	0	40,000	40,000	0	Under	40,000
00809 20-4544 ARP ESSER NJTSS Mental Health Support	0	45,000	45,000	45,000		140
00810 20-4430 Vocational Education	870,000	33,729	903,729	129,806	Under	773,923
00814 20-4540 ARP - ESSER	0	474,413	474,413	108,414	Under	365,999
00815 20-4440 Adult Basic Education	1,100,000	283,916	1,383,916	38,218	Under	1,345,698
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,400,000	3,186,665	9,586,665	886,956	Under	8,699,709
00823 20-4534 CRRSA Act - ESSER II	0	137,637	137,637	75,504	Under	62,133
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	18,792	18,792	15,090	Under	3,702
00825 20-4___ Other	150,000	229,250	379,250	75,001	Under	304,249
88711 20-485-___ CRRSA Act - Mental Health Grant	0	2,153	2,153	0	Under	2,153
Total	9,450,000	5,332,739	14,782,739	1,633,319		13,149,419

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	0	264,648	264,648	1,951	109,067	153,630
84200 20-475-___ Student Activity Fund	250,000	0	250,000	0	0	250,000
88100 20-___-___ Adult Education	0	342,349	342,349	165,587	129,199	47,564
88135 20-481-___ Nonpublic Teacher STEM Grant	0	33,149	33,149	3,794	29,355	0
88140 20-___-___ Other	150,000	256,850	406,850	47,979	83,054	275,817
88500 20-___-___ Title I	170,000	59,983	229,983	66,129	108,480	55,374
88520 20-___-___ Title II	35,000	14,423	49,423	45,923	3,500	0
88560 20-___-___ Title IV	0	14,783	14,783	0	0	14,783
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	85,012	560,012	213,696	233,880	112,436
88640 20-___-___ Vocational Education	870,000	33,729	903,729	278,658	489,525	135,546
88641 20-223-___ ARP-IDEA Basic Grant Program	0	19,592	19,592	2,983	6,971	9,637
88660 20-___-___ Adult Education	1,100,000	150,900	1,250,900	324,030	842,395	84,475
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,400,000	3,590,686	9,990,686	1,192,759	3,127,721	5,670,205
88709 20-483-___ CRRSA Act - ESSER II Grant Program	0	137,637	137,637	75,504	0	62,133
88710 20-484-___ CRRSA Act - Learning Acceleration Grant	0	18,792	18,792	15,090	0	3,702
88711 20-485-___ CRRSA Act - Mental Health Grant	0	2,153	2,153	0	0	2,153
88713 20-487-___ ARP-ESSER Grant Program	0	474,413	474,413	157,359	229,414	87,640

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 20 Special Revenue Funds

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88714	20-488-_-_- ARP ESSER Accel. Learning Coaching Supt	0	242,527	242,527	12,870	0	229,657
88715	20-489-_-_- ARP ESSER Evidence Based Summer Enrich	0	40,000	40,000	40,000	0	0
88716	20-490-_-_- ARP ESSER Evidence Based Bynd Sch Day	0	40,000	40,000	0	0	40,000
88717	20-491-_-_- ARP ESSER NJTSS Mental Health Support	0	45,000	45,000	45,000	0	0
Total		9,450,000	5,866,626	15,316,626	2,689,312	5,392,560	7,234,753

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 30 Capital Projects Funds

Assets and Resources

Assets:

101	Cash in bank			(\$302,855.44)
102-106	Cash Equivalents			\$0.00
108	Impact Aid Reserve (General)			\$0.00
109	Impact Aid Reserve (Capital)			\$0.00
111	Investments			\$0.00
112	Unamortized Premums on Investments			\$0.00
113	Unamortized Discounts on Investments			\$0.00
114	Interest Receivable on Investments			\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable			\$0.00
171	Inventories for Consumption			\$0.00
172	Inventories for Resale			\$0.00
181	Prepaid Expenses			\$0.00
191	Deposits			\$0.00
192	Deferred Expenditures			\$0.00
199, xxx	Other Current Assets			\$3,385,748.00

Resources:

301	Estimated Revenues	\$38,159,318.77	
302	Less Revenues	(\$939,998.95)	\$37,219,319.82

Total assets and resources

\$40,302,212.38

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$302,855.44)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 30 Capital Projects Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$3,435,580.62

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$42,184,061.73	
602	Less: Expenditures (\$821,660.70)		
	Less: Encumbrances (\$3,435,580.62)	(\$4,257,241.32)	\$37,926,820.41
	Total appropriated		\$41,362,401.03

Unappropriated:

770	Fund balance, July 1	(\$1,060,188.65)	
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00

Total fund balance

\$40,302,212.38

Total liabilities and fund equity

\$40,302,212.38

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$42,184,061.73	\$4,257,241.32	\$37,926,820.41
Revenues	(\$38,159,318.77)	(\$939,998.95)	(\$37,219,319.82)
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</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>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</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>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</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>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,317,242.37</u>	<u>\$707,500.59</u>
Less: Adjustment for prior year	(\$4,024,742.96)	(\$4,024,742.96)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$707,500.59)</u>	<u>\$707,500.59</u>

Prepared and submitted by :


Board Secretary

1/6/23
Date

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other	0	38,159,319	38,159,319	939,999	Under	37,219,320
Total		0	38,159,319	38,159,319	939,999		37,219,320
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	42,184,062	42,184,062	821,661	3,435,581	37,926,820
Total		0	42,184,062	42,184,062	821,661	3,435,581	37,926,820

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 30 Capital Projects Funds

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00980 30-___ Other Financing Sources	0	38,159,319	38,159,319	939,999	Under	37,219,320
Total	0	38,159,319	38,159,319	939,999		37,219,320

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000 30-___-___-73_ Capital Project Equipment	0	576,348	576,348	142,904	195,822	237,622
89060 30-000-4___-39_ Other Purchased Prof. and Tech Services	0	3,010,629	3,010,629	304,882	1,881,490	824,257
89080 30-000-4___-45_ Construction Services	0	37,118,613	37,118,613	192,793	1,149,558	35,776,262
89100 30-000-4___-61_ General Supplies	0	1,085,306	1,085,306	181,082	104,522	799,702
89180 30-000-4___-8___ Other Objects	0	393,166	393,166	0	104,188	288,978
Total	0	42,184,062	42,184,062	821,661	3,435,581	37,926,820

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 40 Debt Service Funds

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 40 Debt Service Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$0.00

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$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	\$0.00

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Starting date 7/1/2022 Ending date 11/30/2022 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 Sale/Leaseback 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>
Change in Tuition 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 Bus Advertising 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 Federal Impact Aid (General):			
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 Federal Impact Aid (Capital):			
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 7/1/2022 Ending date 11/30/2022 Fund: 40 Debt Service Funds

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 60 CAFETERIA

Assets and Resources

Assets:

101	Cash in bank		\$47,542.35
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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	(\$0.02)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$0.02)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$7,249.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$123,914.00

Resources:

301	Estimated Revenues	\$886,015.74	
302	Less Revenues	(\$295,552.96)	\$590,462.78

Total assets and resources

\$769,168.11

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 60 CAFETERIA

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$2,967.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$142,672.88
Total liabilities		\$145,639.88

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 60 CAFETERIA

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$442,481.53

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$886,015.74	
602	Less: Expenditures	(\$262,487.51)	
	Less: Encumbrances	(\$442,481.53)	(\$704,969.04)
	Total appropriated		\$623,528.23

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$623,528.23

Total liabilities and fund equity

\$769,168.11

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$886,015.74	\$704,969.04	\$181,046.70
Revenues	(\$886,015.74)	(\$295,552.96)	(\$590,462.78)
Subtotal	<u>\$0.00</u>	<u>\$409,416.08</u>	<u>(\$409,416.08)</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>\$409,416.08</u>	<u>(\$409,416.08)</u>
Change in Sale/Leaseback 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>\$409,416.08</u>	<u>(\$409,416.08)</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>\$409,416.08</u>	<u>(\$409,416.08)</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>\$409,416.08</u>	<u>(\$409,416.08)</u>
Change in Tuition 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>\$409,416.08</u>	<u>(\$409,416.08)</u>
Change in Bus Advertising 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>\$409,416.08</u>	<u>(\$409,416.08)</u>
Change in Federal Impact Aid (General):			
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>\$409,416.08</u>	<u>(\$409,416.08)</u>
Change in Federal Impact Aid (Capital):			
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>\$409,416.08</u>	<u>(\$409,416.08)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$409,416.08</u>	<u>(\$409,416.08)</u>

Prepared and submitted by :


Board Secretary


Date

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 60 CAFETERIA

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	840,258	45,758	886,016	295,553	Under	590,463
Total	840,258	45,758	886,016	295,553		590,463
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	840,258	45,758	886,016	262,488	442,482	181,047
Total	840,258	45,758	886,016	262,488	442,482	181,047

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	840,258	45,758	886,016	295,553	Under	590,463
Total	840,258	45,758	886,016	295,553		590,463

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	840,258	45,758	886,016	262,488	442,482	181,047
Total	840,258	45,758	886,016	262,488	442,482	181,047

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 61 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$739,113.45
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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	\$356,025.54	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$356,025.54

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$79,738.68

Resources:

301	Estimated Revenues	\$3,275,200.00	
302	Less Revenues	(\$1,388,263.17)	\$1,886,936.83

Total assets and resources

\$3,061,814.50

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$62,486.59
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$2,500.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$963,565.98
Total liabilities		\$1,028,552.57

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 61 ENTERPRISE FUND

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$1,716,664.27

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$3,275,200.00	
602	Less: Expenditures	(\$1,241,938.07)	
	Less: Encumbrances	(\$1,716,664.27)	(\$2,958,602.34)
	Total appropriated		\$2,033,261.93

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance **\$2,033,261.93**

Total liabilities and fund equity **\$3,061,814.50**

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,275,200.00	\$2,958,602.34	\$316,597.66
Revenues	(\$3,275,200.00)	(\$1,388,263.17)	(\$1,886,936.83)
Subtotal	<u>\$0.00</u>	<u>\$1,570,339.17</u>	<u>(\$1,570,339.17)</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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>
Change in Sale/Leaseback 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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>
Change in Tuition 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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>
Change in Bus Advertising 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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>
Change in Federal Impact Aid (General):			
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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>
Change in Federal Impact Aid (Capital):			
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>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,570,339.17</u>	<u>(\$1,570,339.17)</u>

Prepared and submitted by :

Board Secretary

Date

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

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 61 ENTERPRISE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		3,275,200	0	3,275,200	1,388,263	Under	1,886,937
Total		3,275,200	0	3,275,200	1,388,263		1,886,937

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		3,275,200	0	3,275,200	1,241,938	1,716,664	316,598
Total		3,275,200	0	3,275,200	1,241,938	1,716,664	316,598

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	3,275,200	0	3,275,200	1,388,263	Under	1,886,937
Total	3,275,200	0	3,275,200	1,388,263		1,886,937
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	3,275,200	0	3,275,200	1,241,938	1,716,664	316,598
Total	3,275,200	0	3,275,200	1,241,938	1,716,664	316,598

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 62 INTERNAL SERVICE FUND

Assets and Resources

Assets:

101	Cash in bank		(\$361,529.46)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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	\$40,800.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$40,800.00

Loans Receivable:

131	Interfund	\$3,351,064.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$3,351,064.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$63,906.00

Resources:

301	Estimated Revenues	\$2,196,200.00	
302	Less Revenues	(\$95,534.14)	\$2,100,665.86

Total assets and resources

\$5,194,906.40

Report of the Secretary to the Board of Education
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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$361,529.46)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$3,830,218.92
Total liabilities		\$3,830,218.92

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 11/30/2022 Fund: 62 INTERNAL SERVICE FUND

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$1,284,911.74

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$2,196,200.00	
602	Less: Expenditures	(\$831,512.52)	
	Less: Encumbrances	(\$1,284,911.74)	(\$2,116,424.26)
	Total appropriated		\$1,364,687.48

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$1,364,687.48

Total liabilities and fund equity


\$5,194,906.40

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,196,200.00	\$2,116,424.26	\$79,775.74
Revenues	(\$2,196,200.00)	(\$95,534.14)	(\$2,100,665.86)
Subtotal	<u>\$0.00</u>	<u>\$2,020,890.12</u>	<u>(\$2,020,890.12)</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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>
Change in Sale/Leaseback 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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>
Change in Tuition 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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>
Change in Bus Advertising 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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>
Change in Federal Impact Aid (General):			
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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>
Change in Federal Impact Aid (Capital):			
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>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,020,890.12</u>	<u>(\$2,020,890.12)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 62 INTERNAL SERVICE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	2,196,200	0	2,196,200	95,534	Under	2,100,666
Total	2,196,200	0	2,196,200	95,534		2,100,666

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	2,196,200	0	2,196,200	831,513	1,284,912	79,776
Total	2,196,200	0	2,196,200	831,513	1,284,912	79,776

Starting date 7/1/2022 Ending date 11/30/2022 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,196,200	0	2,196,200	95,534	Under	2,100,666
Total	2,196,200	0	2,196,200	95,534		2,100,666

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,196,200	0	2,196,200	831,513	1,284,912	79,776
Total	2,196,200	0	2,196,200	831,513	1,284,912	79,776

DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: November 30, 2022

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	14,014,496.06	5,437,925.64	7,271,623.42	12,180,798.28
2	Special Revenue Fund - Fund 20	(1,554,934.66)	929,794.00	822,600.71	(1,447,741.37)
3	Capital Projects Fund - Fund 30	(134,646.79)	152,524.31	320,732.96	(302,855.44)
4	Enterprise Funds - Fund 61, Fund 62	515,087.00	262,658.62	400,161.63	377,583.99
5	Enterprise Fund (Fund 5X) Cafeteria	8,344.70	134,270.03	95,072.38	47,542.35
6	Total Governmental Funds (Lines 1 Thru 5)	12,848,346.31	6,917,172.60	8,910,191.10	10,855,327.81
TRUST AND AGENCY FUNDS (FUND 6X)					
7	Payroll	7,000.00	3,133,032.75	3,133,032.75	7,000.00
8	Payroll Agency	99,448.72	2,426,214.22	2,412,401.71	113,261.23
9	Other (attach list) - Unemploy Insur	571,972.08	21.86	21,269.69	550,724.25
10	Total Trust & Agency Funds (lines 7 thru 9)	678,420.80	5,559,268.83	5,566,704.15	670,985.48
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	122,577.83	29.39	0.00	122,607.22
18	Total All Funds (lines 6,10,13,14,15,16, &17)	13,649,344.94	12,476,470.82	14,476,895.25	11,648,920.51

Prepared and Submitted By:



 12/14/22
 Date

Start date 11/1/2022

End date 11/30/2022

01/19/23 16:02

TR#	Transfer Description		Amount	To Account		From Account	
10872	11/01/22	::BCA OTHER EXPENSES	1,000.00	11-140-100-890-AC	OTHER OBJECTS	11-140-100-610-AC	GENERAL SUPPLIES
10863	11/04/22	:Equipment- Applied Tech	3,308.00	12-000-100-730-BC	EQUIPMENT	11-310-100-618-BC	SUPPLIES AND
10864	11/04/22	:Equipment- EMS	4,148.00	12-000-100-730-EM	INSTRUCTIONAL EQUIPMENT	13-413-100-610-EM	GENERAL SUPPLIES
10865	11/04/22	:Equipment- Applied Tech	4,728.00	12-000-100-730-BC	EQUIPMENT	11-310-100-618-BC	SUPPLIES AND
10876	11/29/22	:GROUNDS DEPT SERVICES	5,000.00	11-000-263-420-DO	CLEANING REPAIR AND	11-000-262-420-DO	CLEANING
			18,184.00	Report Total			

23-F-116T Vendors	Category	Contract #	Expires	Phone #
1075 Emergency Lighting	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00743	05/14/23	973-556-5729
22nd Century Technologies, Inc.	Temporary Staff Services	18-GNSV2-00348	01/31/23	888-998-7284
A Lembo Car & Truck Collision	OEM & NON-OEM Maintenance & Repair Services for Light/Medium Duty Vehicles	40825	03/17/23	973-484-5737
A Technology & Security Solutions, Inc.	Surveillance and Access Control Security Systems	17-TELE-00231	07/31/23	631-969-2600
AB Sciex, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01051	12/31/23	877-740-2129
ACV Environmental Services, Inc.	NJDEP Emergency Response Services Term Contract - Statewide	42008	04/30/23	NJDEP@acenviro.com
ACV Environmental Services, Inc.	Non-Emergency Remedial Action Services Term Contract (NERAS)	87664	08/24/23	NJDEP@acenviro.com
Affordable Interior Systems, Inc.	Furniture: Office, Lounge	19-FOOD-00876	04/30/23	hwoods@ais-inc.com
Agilent Technologies, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01042	12/31/23	800-227-9770
Air Brake & Equipment	OEM & Non-OEM Maintenance & Repair for Light/Medium Duty Vehicles	40830	03/17/23	973-926-0166
Air Brake & Equipment	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89279	11/20/23	973-926-0166
Alliance Bus Group	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89259	11/20/23	201-507-8500
American Mobile Glass	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01496	07/31/24	973-697-0808
Anchor Moving & Storage	Moving Svcs for DPMC & Cooperative Purchasing Participants	22-GNSV2-25458	10/31/25	Mike.Jenkins@Movewithanchor.com
ARI Phoenix, Inc.	Vehicle Lifts, with Garage and Fleet Maint. Equipment	22-FLEET-01981	04/13/24	teklagoodwin@ari-hetra.com
AT&T Mobility	Wireless Voice, Data & Accessories	22-TELE-05861	08/11/24	fg520n@att.com
Atlantic Plumbing Supply Corp	Plumbing & Heating Supplies/Equipment	89798	06/30/23	732-929-0400
Auto Plus Auto Parts	Automotive Lubricants	20-FLEET-01344	11/19/23	856-778-1400
Automotive Brake Company	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86000	02/25/23	201-342-0636
AVAYA, Inc.	Telecommunications Equipment and Services	80802	01/31/23	908-696-5587
Beyer Brothers, Corp.	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FLEET-00922	08/04/23	973-644-3200
Beyer Ford, LLC	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89263	11/20/23	201-943-3100
Beyer of Morristown, LLC (will be allowed to expire in NJSTART until the extension agreement letter has been signed)	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00445	08/28/23	973-644-3200
Bluum USA, Inc.	Library & School Supplies	17-FOOD-00244	08/30/23	800-578-8858
Bridgestone Americas, Inc.	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	615-937-3343
Broadway Moving and Storage	Moving Svcs for DPMC & Cooperative Purchasing Participants	22-GNSV2-25457	10/31/25	info@broadwaymovers.com
Business Furniture Inc.(BFI)	Office & Lounge Furniture-Herman Miller	81620	04/30/23	973-795-6463
Business Furniture Inc.(BFI)	Office & Lounge Furniture-National Office	81721	04/30/23	973-795-6463
Campbell Freightliner	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89264	11/20/23	732-287-1500
Canon USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Svcs.	40462	04/11/23	isgbidadmin@cusa.canon.com
Caymen Chemical Company	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01055	12/31/23	000-000-0000
CDW Government LLC	Computer Equipment, Peripherals & Related Services	89974	02/28/23	866-773-7348
CDW Government LLC	Data Communications Product and Services	21-TELE-01506	09/30/24	866-776-7415
CDW Government LLC	Software Reseller Services	20-TELE-01511	05/24/26	866-776-7415
CDW Government LLC (EMC Corp)	Computer Equipment, Peripherals & Related Services	89968	02/28/23	866-776-7415
CDW Government LLC (Microsoft)	Computer Equipment, Peripherals & Related Services	40166	02/28/23	866-776-7415
Chas S. Winner Inc (Winner Ford)	Vehicles, Trucks, Class 2, Utility/Dump, with Snow Plow Option	88726	04/25/23	856-427-2796
Chas S. Winner Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00212	11/27/23	856-214-0758
Cherry Valley Tractor Sales	Parts & Repairs for Lawn & Grounds Equipment	43022	02/16/23	856-983-0111
Circle Brake of Passaic County	Maintenance & Repair/Light/Medium Duty Vehicles	40861	03/17/23	973-772-3924
Cisco Systems Inc.	Data Communications Product and Services	21-TELE-01506	09/30/24	nvp-help@cisco.com
Clarus Glassboards, LLC	Library & School Supplies	17-FOOD-00269	08/22/23	888-813-7414
Cliffside Body Corp	Snow Plow Parts, and Grader and Loader Blades	88268	01/19/23	201-945-3970
Cliffside Body Corp	Maintenance & Repair/Light/Medium Duty Vehicles	40822	03/17/23	201-945-3970
Command Radio	Radio Communication Equipment and Accessories	83927	04/30/23	201-666-0131
Command Radio (JVC Kenwood)	Radio Communication Equipment and Accessories	83927	04/30/23	201-666-0131
Commercial Interiors Direct Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	06/30/23	sales@commercialinteriorsdirect.com
Commercial Interiors Direct Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/23	sales@commercialinteriorsdirect.com
Computer Design & Integration, LLC	Data Communications Product and Services	21-TELE-01506	09/30/24	201-931-1420
Concord Products Co Inc	Furniture: Office & Lounge	81614	04/30/23	856-933-3000
Consolidated Steel & Aluminum Fence Co., Inc.	Fence, Chain Link, Rock Fall, Wooden, Vinyl & Ornamental (Install & Replace)	88680	06/30/23	908-272-6262
Core Mechanical	HVAC, Refrigeration and Boiler Services - Statewide (NOT for Parts ONLY)	88697	10/31/23	contracts@coreiaq.com
Craftmaster Hardware, LLC	Locking Hardware - Statewide	21-FOOD-16468	07/31/25	201-768-0808
D.M. Radio Service Corp.	Radio Communication Equipment and Accessories	83897	04/30/23	908-879-2525
Daco Limited Partnership dba Dauphin	Furniture: Office & Lounge	81616	04/30/23	973-263-1100
David Weber	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
David Weber Oil Co.	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
Deere & Company	Tractor, Agriculture Landscape Utility with Attachments	17-FLEET-00431	08/07/23	GovContractSupport@JohnDeere.com
Dell Marketing	Computer Equipment, Peripherals & Related Services	19-TELE-00656	02/28/23	512-513-8701
Dell Marketing	Computer Equipment, Peripherals & Related Services	19-TELE-00656	02/28/23	Stephanie.Schrader@dell.com
Dell Marketing	Software Reseller Services	20-TELE-01510	05/24/26	646-573-0885
DIRAD Technologies, Inc.	Telecommunications Equipment and Services	80812	01/31/23	kathy.cregan@dirad.com

Ditto Sales (dba Versteel)	Furniture: Office & Lounge	81731	04/30/23	800-876-2120
EB Fence, LLC	Fence, Chain Link, Rock Fall, Wooden, Vinyl & Ornamental (Install & Replace)	88679	06/30/23	609-704-8884
Elate Moving, Inc.	Moving Svcs for DPMC & Cooperative Purchasing Participants	22-GNSV2-25461	10/31/25	info@elatemoving.com
EMC	Computer Equipment, Peripherals & Related Services	89968	02/28/23	732-635-2583
EMR Power Systems, LLC	Preventive Maint. & Testing of Emergency Standby Generators	20-GNSV2-01162	05/31/23	609-396-1211
Eplus Technology Inc. (Cisco)	Data Communications Product and Services	21-TELE-01506	09/30/24	609-528-8912
Eplus Technology Inc. (Lenovo)	Computer Equipment, Peripherals & Related Services	89968	02/28/23	609-528-8912
Eventide, Inc.	Radio Communication Equipment and Accessories	83891	04/30/23	201-541-1200
Exemplis Corp.	Furniture: Office & Lounge	81711	04/30/23	714-995-4800
Fastenal	Facilities Maintenance & Repair & Operations (MRO) & Industrial Supplies	19-FLEET-00565	06/30/23	609-530-0010
Firestone Complete Auto Care	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	615-937-3343
Flatbush Moving Van Company	Moving Svcs for DPMC & Cooperative Purchasing Participants	22-GNSV2-25460	10/31/25	joseph.liantonio@gmail.com
Flinn Scientific, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01035	12/31/23	800-452-1261
FM Generator, Inc.	Preventive Maint. & Testing of Emergency Standby Generators	20-GNSV2-01163	05/31/23	781-828-0026
Forbo Flooring, Inc.	Carpet/Flooring/Supply & Install - Mfg: Forbo	81749	06/30/23	570-450-0222
FP Mailing Solutions (FrancoTYP Postalia Inc)	Mailroom Equipment and Maintenance Various State Agencies	41263	04/14/23	630-827-5837
Frank Mazza and Son, Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	06/30/23	908-686-6333
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/23	609-561-5300
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	06/30/23	908-565-2292
Franklin Griffith Electric, LLC	Electrical Equipment & Supplies North, Central & South Regions	88957	07/31/23	s.adams@frankelec.com
Frey Scientific	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01030	12/31/23	888-388-3224
Gen EL Safety & Industrial Products, LLC	Environmental Testing Instruments, Equipment & Supplies for Air and Water Quality	21-FOOD-01682	08/31/24	greg@genesafety.com
George S. Hall, Inc.	HVAC, Refrigeration and Boiler Services - Statewide (NOT for Parts ONLY)	88696	10/31/23	cassandra.kalev@gshgroup.com
Gillespie Group	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	06/30/23	908-686-6333
Gillespie Group	Carpet/Flooring/Supply & Install - Mfg: Forbo	81749	06/30/23	info.na@forbo.com
Gillespie Group	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/23	jennifer.higgins@mannington.com
Gillespie Group	Carpet/Flooring/Supply & Install - Mohawk	81753	06/30/23	908-565-2292
GM Data Communications, Inc.	Communication Wiring Services	88736	03/19/23	gmdata@gmdatcom.com
Goodyear Tire and Rubber Company	Tires, Tubes and Services	20-FLEET-00948	03/31/24	330-796-43252
GovConnect	Computer Equipment, Peripherals & Related Services	89974	02/28/23	800-800-0019
Grainger	Industrial Products/MRO Supplies & Equipment (T#M0002)	19-FLEET-00566	06/30/23	877-888-4470
Graybar Electric Company, Inc.	Cabling Products & Services; Data Center Management Solutions	85151	10/09/23	nicholas.carty@graybar.com
Hach Company	Environmental Testing Instruments, Equipment & Supplies for Air and Water Quality	21-FOOD-01684	08/31/24	800-227-4224
Hannon Floor Covering	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	06/30/23	
Hannon Floor Covering	Carpet/Flooring/Supply & Install - Mfg: Forbo	81749	06/30/23	908-686-6333
Hannon Floor Covering	Carpet/Flooring/Supply & Install - Mohawk	81753	06/30/23	908-565-2292
Heritage Flooring, Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/23	609-513-1513
Heritage Flooring, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	06/30/23	908-565-2292
Hertrich Fleet Services	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00444	08/28/23	800-698-9825
Hertrich Fleet Services, Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00210	11/27/23	800-698-9825
High Point Furniture Industries HPFI	Furniture: Office & Lounge	81621	04/30/23	336-431-7101
Hitachi Vantara, LLC	Computer Equipment, Peripherals & Related Services	20-TELE-01200	02/28/23	
Home Depot USA, Inc. / The Home Depot Pro	Walk-In Building Supplies and Related Supplies	18-FLEET-00234	12/31/26	uscommunities@homedepot.com
Hoover (Robert H. Hoover & Sons)	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89257	11/20/23	973-347-4210
HP Hewlett Packard	Computer Equipment, Peripherals & Related Services	40116	02/28/23	800-277-8988
HP Hewlett Packard	Computer Equipment, Peripherals & Related Services	89974	02/28/23	847-922-2977
Impac Fleet	Fuel Credit Card Services - Statewide	19-GNSV1-00606	07/31/23	281-445-1100
Indiana Furniture Industries	Furniture: Office & Lounge	81622	04/30/23	800-422-5727
Insight Public Sector Inc	Software Reseller Services	20-TELE-01512	05/24/26	800-467-4448
Interface Americas, Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	06/30/23	800-336-0225 ext. 5635
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/23	800-241-4586
Jammer Doors	Overhead/Rolling Doors & Operations, Repair/Replace	21-GNSV1-01460	04/30/24	609-883-0900
Jersey Office Systems, LLC dba Jersey Mail Systems	Mailroom Equipment and Maintenance Various State Agencies	19-GNSV2-00680	04/14/23	908-534-1988
Jewel Electric Supply	Electrical Equipment & Supplies, Statewide	21-FOOD-01749	09/30/24	201-653-1613
Johnny On The Spot, LLC	Fabricated & Prefabricated Structures: Portable Sanitation Units	20-GNSV1-01315	09/30/23	732-721-3443
Johnson Controls Fire Protection	Testing, Inspection, Monitoring and Maintenance of Fire Suppression Systems	83717	04/23/23	kristina.mccradden@jci.com
Johnston Communication	Communication Wiring Services	88766	03/19/23	201-428-2025
Johnston G P Inc.	Radio Communication Equipment and Accessories	83925	04/30/23	201-428-2025
Johnston G.P. Inc. Communication	Cabling Products & Services; Data Center Management Solutions	85152	10/09/23	bmahoney@icni.com
Keehn Power Products	Parts & Repairs for Lawn & Grounds Equipment	43030	02/16/23	201-489-4454
Keer Electrical Supply Co., Inc.	Electrical Equipment & Supplies, Statewide	21-FOOD-01748	09/30/24	973-484-7400
Krueger International	Furniture: Office & Lounge	81720	04/30/23	800-454-7400
Lakeshore Learning Materials	Library & School Supplies	17-FOOD-00250	08/30/23	800-421-5354
Lawmen Supply	Law Enforcement Firearms Equipment and Supplies (Jason Durie, rep)	17-FLEET-00740	04/30/23	201-994-6137
Lawson Products Inc.	Parts & Repairs for Lawn & Grounds Equipment	43023	02/16/23	215-741-3960
Lawson Products Inc.	Parts & Repairs for Road Maintenance Equipment	85850	11/29/23	800-890-8198
Lenovo (United States), Inc.	Computer Equipment, Peripherals & Related Services	21-TELE-01428	02/28/23	sweldon@lenovo.com
Limbach Company, LLC	HVAC, Refrigeration and Boiler Services - Statewide (NOT for Parts ONLY)	88689	10/31/23	david.strobino@limbachinc.com

Louis A Jammer Co., Inc.	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	85294	04/30/24	609-883-0900
M & G Auto Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	201-868-6700
Mancon, LLC	NJDOT Parts Warehouse Management	18-GNSV1-00858	06/03/24	awickard@manconinc.com
Mannington Commercial	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/23	706-602-6517
Marlee Contractors	HVAC, Refrigeration and Boiler Services - Statewide	88692	10/31/23	bhartline@marleecontractors.com
Merchantville Overhead Door Co.	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	21-GNSV1-01461	04/30/24	856-338-1314
Microsoft Corporation	Computer Equipment, Peripherals & Related Services	40166	02/28/23	703-673-7871
Millennium Communications Group, Inc.	Communication Wiring Services	88740	03/19/23	973-296-4978
Modern Group, Ltd.	Preventive Maintenance & Testing of Generators	20-GNSV2-01164	05/31/23	215-943-9100
Mohawk Carpet Distribution, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	06/30/23	908-565-2292
Motorola Solutions, Inc.	Radio Communication Equipment and Accessories	83909	04/30/23	609-324-3653
MRA International	Computer Equipment, Peripherals & Related Services	89974	02/28/23	732-222-0997
Multi Temp Mechanical, Inc.	HVAC, Refrigeration and Boiler Services - Statewide	88695	10/31/23	lc@multitempmech.com
Municibid	Auctioneering Services: Internet Auctions to Sell Surplus Property	19-GNSV1-00696	04/30/23	800-531-6074
National Office Furniture	Furniture: Office & Lounge	81721	04/30/23	800-482-1213
New Jersey D+A152:E152oor Works	Overhead/Rolling Doors & Operators, Repair/Replace, DOT & Other Agencies	21-GNSV1-01462	04/30/24	908-624-1234
On Site Fleet Service Inc	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89273	11/20/23	732-651-1600
P&A Auto Part, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/25/23	leon@tonsa.com
Palo Alto Networks	Data Communications Product and Services	20-TELE-01195	09/30/24	rcarter@paloaltonetworks.com
Pasco Scientific	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01031	12/31/23	856-241-5743
Pemberton Electrical Supply Co., LLC	Electrical Equipment & Supplies, Statewide	21-FOOD-01747	09/30/24	609-518-7877
Performance Tire Co., Inc.	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	908-479-2226
Pitney Bowes	Mailroom Equipment & Maintenance	41258	04/14/23	804-496-6912
President Container Group, LLC	Boxes, Corrugated DOC & DSS	20-FOOD-01066	01/14/23	201-933-7500
ProComm Systems Inc.	Radio Communication Equipment and Accessories	83931	04/30/23	000-000-0000
Quadient, Inc.	Mailroom Equipment & Maintenance	41267	04/14/23	800-636-7678
R&R Auto Body and Glass	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01497	07/31/24	609-394-0977
R.D. Sales Door & Hardware, LLC	Locking Hardware - Statewide	21-FOOD-16465	07/31/25	973-248-1222
Rachles/Michele's Oil Co.	Gasoline, Automotive	19-FLEET-00973	10/31/24	973-546-1041
RFS Commercial Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	06/30/23	908-686-6333
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Mannington	81751	06/30/23	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	06/30/23	908-565-2292
Ricoh USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Servs.	40467	04/11/23	mike.pallotta@ricoh-usa.com
Romeo Enterprises	Automotive Lubricants	20-FLEET-01345	11/19/23	732-599-3475
Route 23 Auto Mall	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89262	11/20/23	973-838-0820
Rubbercycle LLC	Park and Playground Equipment	16-FLEET-00131	05/30/23	732-363-0600
Safeco	Furniture: Office & Lounge	81729	04/30/23	770-615-1314
Saveon T/A Maco Office Supplies	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/23	201-867-3309
Shaw Industries, Inc., dba Shaw Contract Flooring Service	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	23-FOOD-18184	06/30/23	908-884-6324
Simonik Transportation & Warehousing Group, LLC	Moving Svcs for DPMC & Cooperative Purchasing Participants	22-GNSV2-25456	10/31/25	rkandetzke@simonikallied.com
Software House International (SHI)	Computer Equipment, Peripherals & Related Services	40116	02/28/23	732-868-5904
Software House International (SHI) (Cisco)	Data Communications Product and Services	21-TELE-01506	09/30/24	732-868-5904
Steedle Moving & Storage, Inc.	Moving Svcs for DPMC & Cooperative Purchasing Participants	22-GNSV2-25459	10/31/25	info@steedlemoving.com
Storr Tractor Company	Parts & Repairs for Lawn & Grounds Equipment	43038	02/16/23	sbradley@storrtractor.com
Superior Distributors Co., Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85999	02/25/23	201-797-9490
Taylor Oil Company	Automotive Lubricants	20-FLEET-01342	11/19/23	908-725-7737
Tele Measurements, Inc.	Video Teleconferencing Equipment & Services	81123	01/31/23	973-473-8822
Thomas Scientific	Scientific Equipment Accessories Supplies and Maintenance Statewide	1-FLEET-01033	12/31/23	856-472-8694
Tonsa Automotive Corp	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/25/23	800-437-0700
Trius, Inc.	Customized Snow Plows and Related Components, NJDOT & Authorities - Statewide	21-FLEET-01453	04/30/24	laltamura@triusonline.com
Turnout Fire & Safety	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00752	05/14/23	201-963-9312
Turnout Uniforms	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00751	05/14/23	973-812-1568
United Motor Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	201-376-6166
United Supply Corp.	Library & School Supplies (T0114)	17-FOOD-00262	08/30/23	718-439-9387
Van Dines Four Wheel Drive Center, Inc.	Snow Plow Parts and Grader and Loader Blades	88270	01/19/23	201-487-1466
Verizon Business Network Services, LLC	Data Communication Network Services	85943	02/10/23	908-239-7090
Verizon Wireless	Wireless Voice, Data & Accessories	22-TELE-05441	08/11/24	richard.mullin@verizonwireless.com
Versteel (dba Ditto Sales)	Furniture: Office & Lounge	81731	04/30/23	800-876-2120
VWR International, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01037	12/31/23	856-241-5743
W B Mason	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/23	888-926-2766
Warshauer Generator, LLC	Mobile Light Towers	19-FLEET-00839	05/02/23	732-741-6400
Warshauer Generator, LLC	Trailer Mounted Generators Statewide	18-FOOD-00378	05/24/23	732-741-6400
Warshauer Generator, LLC	Maintenance/Repair and Replacement Portable Commercial Mobile Generators	21-GNSV1-01587	09/30/24	732-741-6400
Waste Management of New Jersey, Inc.	Solid Waste Collection, Statewide	40379	01/10/24	609-434-5671
Wayne Auto Parts	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	wayneautosupply@optonline.net
York Telecom Corporation	Software Reseller Services	20-TELE-01509	05/24/26	njstart@yorktel.com



BCTSOH-17002

January 9, 2023

Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical School District
540 Fairview Avenue, Room 2300
Paramus, New Jersey 07652

**RE: BERGEN COUNTY TECHNICAL SCHOOL DISTRICT COMPLIANCE INVENTORY
PROFESSIONAL ENGINEERING SERVICES**

Dear Mr. Susino:

T&M is pleased to submit this Proposal for Professional Engineering Services to develop an air permit compliance inventory for the Bergen County Technical School District (BCTSD). We understand the importance of this equipment to the BCTSD and the need to maintain compliance with local, County, State and Federal regulations. Our staff is prepared to assist you with this project and to make this project a success.

BACKGROUND

It is our understanding that BCTSD seeks to maintain and renew the existing boiler air permits at each of the school facilities. T&M will confirm our previous inventory with present data for each of the school sites and will detail which site maintains a facility air identification number and an air permit from the New Jersey Department of Environmental Protection (NJDEP) Bureau of Stationary Sources (BSS), it will provide the effective dates of the permits, and it will provide general information on the boiler equipment. It is anticipated that the general information regarding the boiler equipment and serial number will be obtained from T&M's recent inventory of HVAC equipment.

While, the boiler data and related permit information are maintained by the BCTSD, some data is also available in State Records through the NJDEP Geographic Information System (GIS) and the NJDEP Open Records Platform (dataminer). However, it is the intent of the BCTSD to develop a clearinghouse inventory to track and manage the equipment. It is also the intent to compare and update the State records as well.

The Bergen County Technical Schools (BCTS) facilities that currently have boilers include the following:

1. BCTHS Teterboro - 504 Us-46, Teterboro, NJ (2)
2. BCTHS Paramus - 275 Pascack Rd, Paramus NJ (4)
3. EMS Training Center - 281 Pascack Rd, Paramus NJ (1)
4. Bergen County Academies - 200 Hackensack Ave, Hackensack, NJ (2)
5. Bela Daycare - 284 Hackensack Ave, Hackensack, NJ (1)
6. 11 Carol Court, Hackensack, NJ (1)
7. Police Athletic League (PAL) Building - 200 Hackensack Ave, Hackensack, NJ (2)
8. Animal Care/Landscaping Building - 275/285 Pascack Rd Paramus, NJ (1)



SCOPE OF SERVICES

I. Preparation of Compliance Inventory

T&M will use information gathered during our recent District-wide HVAC equipment inventory to obtain information on each boiler. This will include the boiler serial number, size, location, age, and boiler type. In addition, we anticipate that the District will provide the NJDEP BSS permit number and facility ID. We propose up to three (3) virtual meetings with the District to review the information and confirm accuracy of the data.

T&M will also compare our data to the data in listed in the State Records, including the NJDEP GIS and the NJDEP Open Records Platforms. We will provide a crosswalk summary to indicate information which may be inaccurate in the NJDEP's records. T&M anticipates up to two (2) rounds of revisions may be necessary to finalize the compliance inventory.

We will submit an electronic version of the compliance inventory to BCTSD for review and comment. Upon receipt and incorporation of comments, T&M will finalize the compliance inventory and summary and submit two (2) hard copies to the District.

II. Preparation of a Non-Technical Amendment Application Request

Based on our preliminary research, it is possible a few facilities may require an administrative update of the State records. This may include the correction of facility contacts, listing of equipment, and facility address. T&M proposes to prepare a Non-Technical Amendment Application Form for Non-Major Facilities (NTAF) for up to two (2) facilities to address administrative discrepancies in the existing permits/State Records. T&M will prepare the NTAF and submit to BCTSD for review and comment. Once approved by BCTSD, T&M will submit the NTAF to the NJDEP BSS for approval. We will provide copies of the approved amendment data upon receipt to the BCTSD. The application review fee will be \$190 per each facility and will be the responsibility of BCTSD. Since the changes will not occur until the application review fee is received by the NJDEP BSS, T&M will assist BCTS with the invoicing process to ensure the amendments are received expeditiously.

INFORMATION TO BE PROVIDED BY THE CLIENT/OWNER

1. Boiler Specification Data.
2. Copies of available air permits.



EXCLUSIONS

Our Fee is based upon the following items being excluded from our Scope of Work. Note that should these services be requested, we will be pleased to provide them as additional services for either lump sum fees or on a time and material basis in accordance with our Schedule of Hourly Billing Rates.

1. Preparation of Air Permit Applications.
2. NJDEP Application Review Fees.
3. Design of structural repairs.
4. Interior inspections.
5. Services not specifically listed are not included.

SCHEDULE

We anticipate completing Task I within two (2) weeks of receipt of information provided by BCTSD for the boilers. Task II will be completed within one (1) week of the payment NTAF review fee to the NJDEP BSS.

SCHEDULE OF FEES

All professional services described in Scope of Services items will be compensated by the Lump Sum Fee indicated below.

TASK	DESCRIPTION	LUMP SUM FEE
COMPLIANCE INVENTORY SERVICES		
I	Preparation of Compliance Inventory and Summary	\$3,960
II	Preparation of a Non-Technical Amendment Application Request (up to 4 facilities)	\$1,914
TOTAL		\$5,874

Our Fee includes all necessary services, as defined and/or excluded. All professional services identified in the Scope of Services will be invoiced in accordance with the T&M Standard Terms and Conditions of Professional Services. Should additional services be required by the Owner, outside the scope as identified above, T&M will provide a subsequent proposal.



We thank you for the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require additional information, please do not hesitate to contact me at 732-908-4755 or MDasti@tandmassociates.com.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in blue ink that reads "M. Elaine Dasti".

M. ELAINE DASTI, PE
VICE PRESIDENT
MEP COMPANY PRACTICE LEADER

Enclosures: Standard Terms & Conditions of Professional Services

The undersigned has read, understood and hereby accepts this proposal.

JOHN SUSINO, BUSINESS ADMINISTRATOR
BERGEN COUNTY TECHNICAL SCHOOL DISTRICT



STANDARD TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

These Standard Terms & Conditions shall govern the performance of services pursuant to this Agreement.

As used herein, the term "Client" refers to the Client identified in T&M's Proposal / Scope of Services. The term "T&M" refers to T&M Associates. The Client and T&M may be referred to individually as a "Party" or collectively as the "Parties". The term "Agreement" refers to this contract between T&M and the Client consisting of (1) the T&M Proposal / Scope of Services, and (2) these Standard Terms and Conditions. The "Project" is identified in T&M's Proposal / Scope of Services.

1. SCOPE OF SERVICES.

- a. Descriptions of the services to be provided by T&M are set forth in the Proposal/Scope of Services (*the "Services"*). Services not set forth in the Scope of Services, or specifically itemized as additional services, are excluded from the scope of T&M's Services (*the "Additional Services"*) and T&M assumes no responsibility to perform such Additional Services. If any Additional Services become necessary during the course of the Project, T&M can perform such Additional Services in accordance with a written agreement between the Client and T&M for such Additional Services.
- b. T&M shall have no obligation to commence the Services as stipulated in this Agreement and / or any associated work authorization until both this Agreement and any applicable work authorization are fully executed and delivered to T&M.

2. COMPENSATION.

- a. **BILLING RATES.** Client shall compensate T&M at the billing rates identified in T&M's Proposal. Unless otherwise provided in the Proposal, compensation for Services shall be based on T&M's Schedule of Hourly Billing Rates and Schedule of Miscellaneous Charges in effect at the time Services are performed.
- b. **REIMBURSABLE EXPENSES.** Client shall pay T&M for reimbursable expenses according to the current Schedule of Miscellaneous Charges including, without limitation, application fees, printing and reproduction, courier and express delivery service, bulk / special mailings, facsimile transmissions and other costs of acquiring materials specifically for Client and related charges.
- c. **INVOICES.** T&M shall submit invoices monthly and payment in full is due and payable thirty (30) days from the date of T&M's invoice. Services shall be billed at a minimum increment of 0.25 hour. If Client fails to make any payment due T&M for services and expenses within thirty (30) days after receipt of invoice, the amounts due T&M will accrue interest at the rate of one percent (1.0%) per month until paid in full.
- d. **SUSPENSION OF SERVICES.** Once a payment is PAST DUE, the Client shall be deemed to be in breach of this Agreement and any other agreements between the Client and T&M. If a payment is PAST DUE, T&M may suspend performance of all Services provided to the Client until T&M has been paid all amounts due and T&M shall have no liability whatsoever to the Client for any costs, delays or damages resulting from T&M's suspension of services caused by the Client's breach of this Agreement.
- e. **TERMINATION.** Client or T&M may terminate this Agreement with ten (10) days prior written notice for convenience or cause. In the event of termination, T&M shall be paid for all services rendered and costs incurred up to the date of termination in accordance with the payment terms herein.
- f. **COLLECTION COSTS.** In the event legal action is necessary to enforce the payment provisions of this Agreement, T&M shall be entitled to recover from the Client the reasonable attorneys' fees, court costs and expenses incurred by T&M in connection therewith.
- g. **FEE DURATION & ANNUAL ADJUSTMENT.** The hourly rates charged for T&M employees are adjusted annually in January to reflect changes in the various elements that comprise such hourly rates with a corresponding adjustment in fee. All adjustments in rates will be in accordance with generally accepted practices consistent with T&M's procedures.

3. STANDARD OF CARE.

The standard of care for all professional services performed or furnished by T&M under this Agreement will be the care and skill ordinarily used by members of T&M's profession practicing under similar circumstances at the same time and in the same locality and based on facts and information available at the time services are provided. T&M makes no warranties, expressed or implied in connection with T&M's Services.

4. OWNERSHIP AND USE OF DOCUMENTS.

All reports, plans, specifications, computer files, field data, notes and other files and documents prepared by T&M pursuant to this Agreement (the "Documents") are instruments of T&M's professional services and T&M shall retain an ownership and property interest therein. Provided full payment for Services rendered and costs incurred is made by the Client to T&M, T&M grants to the Client a license to use the Documents for the purpose of constructing, occupying and maintaining the Project. The Documents are not intended or represented to be suitable for reuse by the Client or others on extensions of this Project or on any other project. Any reuse, dissemination, or modification of the Documents without T&M's written approval shall be at Client's sole risk and without liability to T&M and the Client agrees to indemnify, defend and hold harmless T&M from all claims, damages and expenses, including attorneys' fees and costs, arising out of such reuse by the Client or by others acting through the Client.

5. CONFIDENTIALITY.

All information that the Client deems confidential shall be prominently branded "Confidential Information" prior to releasing said information to T&M. T&M will not intentionally divulge information regarding the Project that the Client designates as confidential, except (i) to the Client or parties designated by the Client; (ii) in response to a subpoena or other similar legal requirements; and / or (iii) in the event that withholding such information could create risk of significant harm to the public. Information that is in the public domain, that is provided to T & M by third parties is not considered confidential. Any information that is not clearly marked "Confidential Information" by the Client prior to disclosure to T&M shall not be deemed as confidential. Pursuant to T&M's company retention policy, both Parties shall retain copies of any and all Confidential Information, which shall remain confidential, for archival purposes. The Client authorizes T&M to identify the Client as a T&M client and use photographs or illustrations of the Project and non-confidential information in any sales or marketing literature.

6. CONSTRUCTION COST ESTIMATES.

The Client shall advise T&M in writing of any budgetary limitations for the overall cost of construction. T&M will endeavor to work within such limitations and will, if requested and included within the Proposal / Scope of Services, submit to the Client an opinion of probable construction cost. Opinions of probable construction cost will represent T&M's reasonable judgment as a design professional familiar with the construction industry but do not represent, warrant or guarantee that bids or negotiated prices will not vary or exceed budgets or opinions of probable cost or evaluations prepared or agreed to by T&M. The Client acknowledges that neither T&M nor the Client has control over the cost of labor, materials or methods by which contractors determine prices for construction, competitive bidding, markets, or negotiation conditions.

7. RESPONSIBILITY DURING CONSTRUCTION.

T&M's Services during the construction phase are intended to provide the Client a greater degree of confidence that the completed work of contractor(s) will conform in general to the approved plans and related documents. T&M will endeavor to observe the progress and quality of the executed work of contractor(s) and determine in general if such work is proceeding in accordance with the requirements of the Project. T&M shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of such work. T&M shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by contractors or the safety precautions and programs incident to the work of contractor(s) or for any failure of any contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to a contractor furnishing and performing the work. Accordingly, T&M neither guarantees the performance of any contractor nor assumes any responsibility for any contractor's failure to furnish and perform its work in accordance with the contract documents. T&M shall not be responsible for the acts or omissions of the Client, the Client's other consultants, contractors and their respective subs, agents or employees, or other persons for whom the Client is responsible.

8. SITE CONDITIONS.

T&M shall not be liable for damage or injury to any subterranean structures (*including, but not limited to, utilities, mains, pipes, tanks, and telephone cables*) or any existing subterranean conditions; or the consequences of such damage or injury, if (*with respect to this clause*) (i) such structures or conditions were unknown and were not identified or shown, or were incorrectly shown, in information or on plans furnished to or obtained by T&M in connection with the Services; (ii) concealed conditions are encountered in the performance of the Services; (iii) concealed or unknown conditions in an existing structure are at variance with the conditions indicated by the Proposal / Scope of Services or work authorization; or (iv) unknown physical conditions below the surface of the ground are encountered that differ materially from those ordinarily encountered and are generally recognized as inherent in work of the character provided under this Agreement.

The Client shall provide to T&M all plans, maps, drawing and other documents identifying the location of any subterranean structures on the Site. Prior to location of any drilling or excavation below the ground surface, T&M shall

obtain the concurrence of the Client as to the location for such drilling or excavation. Should: (i) subterranean structures or existing subterranean conditions be unknown and not identified or shown, or be incorrectly shown, in information or on plans furnished to or obtained by T&M in connection with the Services; (ii) concealed conditions be encountered in the performance of the Services; (iii) concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Proposal / Scope of Services or work authorization; or (iv) unknown physical conditions below the ground differ materially from those ordinarily encountered and generally recognized as inherent in work of the character provided under this Agreement; then the amount of this Agreement and / or time for performance shall be equitably adjusted by change order upon claim by either Party made within twenty (20) days after the first observance of the conditions.

The Parties agree that reports prepared by or on behalf of T&M pertaining to site conditions, including, but are not limited to, environmental, geotechnical or geologic reports (*hereinafter collectively the "Site Condition Reports"*), are prepared for the exclusive use of the Client and its authorized agents, and that no other party may rely on the Site Condition Reports unless T&M agrees in advance to such reliance in writing. The Site Condition Reports are not intended for use by others, and the information contained therein is not applicable to other sites, projects or for any purpose, except the one originally contemplated in the Services. The Client acknowledges that the Site Condition Reports are based on conditions that exist at the time a study is performed and that the findings and conclusions of the Site Condition Reports may be affected by the passage of time, by man-made events such as construction on or adjacent to the site, or by natural events such as floods, earthquakes, slope instability or groundwater fluctuations, among others. The Parties agree that interpretations of subsurface conditions by T&M and / or its subcontractors may be based on limited field observations including, without limitation, from widely spaced sampling locations at the site of the Project. The Client acknowledges that site exploration by T&M and / or its subcontractors will only identify subsurface conditions at those points where subsurface tests are conducted or samples are taken. The Parties agree that T&M and / or its subcontractors may review field and laboratory data and then apply professional judgment to render an opinion about subsurface conditions at the site of the Project and that the actual subsurface conditions may differ, sometimes significantly, from those indicated by T&M and / or its subcontractors. The Client agrees that any report, conclusions or interpretations will not be construed as a warranty of the subsurface conditions by T&M and / or its subcontractors. The Parties further agree that no warranty or representation, express or implied, is included or intended in any reports, conclusions, or interpretations prepared by or on behalf of T&M pertaining to the site conditions.

9. UNANTICIPATED CONDITIONS.

If during the performance of T&M's services, any unanticipated conditions are observed, which in T&M's judgment may affect the Proposal / Scope of Services, T&M will notify the Client. The Client agrees that the discovery of such unanticipated conditions constitutes a significant change in the Proposal / Scope of Services. Based on T&M's evaluation of unanticipated conditions, T&M is authorized to take any of the following action: (a) Complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; or (b) Stop Work pending written agreement with the Client to modify the Scope of Services and Fees as required by the previously unanticipated conditions; or (c) Terminate the Services effective on the date specified by T&M in writing. The Client shall waive any claim against T&M and agrees to indemnify, defend and hold T&M harmless from any claim of liability for injury or loss arising from the encountering of unanticipated conditions.

10. HAZARDOUS CONDITIONS.

It is acknowledged by both parties that T&M's Scope of Services does not include any services related to asbestos or hazardous or toxic materials. T&M shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials or toxic substances in any form at the Project site. In the event T&M or any other party encounters asbestos or hazardous or toxic materials at the site of the Project, or should it become known in any way that such materials may be present at the site of the Project or any adjacent areas that may affect the performance of T&M Services, T&M may, at its sole option and without liability for consequential or any other damages, suspend performance of Services on the project until the Client takes steps to identify, abate and/or remove the asbestos or hazardous or toxic materials, and to warrant that the site of the Project is in full compliance with applicable laws. If, in T&M's sole opinion, site conditions represent a threat to the public health or an environmental hazard, T&M will so advise the Client, so the Client may notify appropriate authorities. If the Client fails to act in a responsible manner, T&M may notify the appropriate authorities. The Client waives any claim against T&M and agrees to defend, indemnify and save T&M harmless from any claim or liability arising from the conditions or notifications of conditions at the site.

11. FORCE MAJEURE.

T&M is not responsible for delays caused by factors beyond T&M's reasonable control, including, but not limited to,

delays due to strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client or owner of the Project to furnish timely information or to provide review comments promptly; or delays caused by faulty performance by the Client, consultants or contractors at any level.

12. CONSEQUENTIAL DAMAGES.

In no event shall T&M be liable in contract, tort, strict liability or otherwise for any incidental, special, indirect, consequential, punitive or exemplary damages, including but not limited to loss caused by delay, commercial loss, or lost profits or revenues or opportunities resulting from any service furnished by T&M under this Agreement.

13. INSURANCE.

- a. **LIMITS.** T&M shall maintain for the term of this project the following types of insurance and minimum limits: (i) Worker's Compensation and Employer's Liability insurance, per statutory limits; (ii) Comprehensive General Liability Insurance, a total of \$1,000,000 each occurrence and \$2,000,000 in aggregate; (iii) Comprehensive Automobile Liability insurance, a total of \$1,000,000 each occurrence and \$2,000,000 in aggregate; and (iv) Professional Errors and Omissions insurance with a per claim limit of not less than \$3,000,000. Certificates for policies of insurance will be provided to the PROJECT OWNER upon request.
- b. **WAIVER OF SUBROGATION.** Both Parties waive all rights against each other and their respective subconsultants, subcontractors, employees, and agents for any and all damages caused by fire or other causes of loss to the extent covered by insurance set forth herein, except such rights as they may to the proceeds of insurance. The waiver shall be effective as to a person or entity (a) even though that person or entity would otherwise have a duty of indemnification, contractual or other, (b) even though that person or entity did not pay the insurance premium directly or indirectly, or (c) whether or not the person or entity had an insurable interest in the damaged property.

14. INDEMNIFICATION.

T&M agrees, subject to the provisions contained herein, to indemnify the Client, and the Client's officers, directors and employees, from and against any losses, damages and judgments arising from claims by third parties but only to the extent they are found to be caused solely by T&M's negligent acts, errors or omissions in the performance of professional services under this Agreement. T&M's obligation to indemnify and hold harmless the Client and its officers, directors, and employees does not include a duty to defend. This indemnification provision is subject to and limited by the provisions agreed to by the Client and T&M in the "Limitations of Liability" section of these Standard Terms and Conditions.

The Client agrees, subject to the provisions contained herein, to indemnify T&M, and T&M's officers, directors and employees, from and against any losses, damages and judgments caused by the Client's acts, errors or omissions and by any of Client's contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

15. LIMITATION OF LIABILITY.

The Client and T&M agree that T&M's total liability for any and all losses, judgments, injuries, claims, expenses and damages arising out of, resulting from or in any way relating to this Agreement or T&M's Services, shall be limited to the total sum of \$50,000.00 or T&M's total fee for Services rendered on this Project, whichever is less. The Client hereby releases T&M from any liability above such amount. The Client waives such claims and causes including, but not limited to, negligence, professional errors or omissions, direct or indirect damages, delays, consequential damages, lost profits, strict liability, and breach of contract or breach of warranty.

16. GOVERNING LAW.

The laws of the State within which the Project is located will govern the validity of this Agreement, its interpretation and performance.

17. INDEPENDENT CONTRACTOR.

Unless otherwise provided in our proposal, T&M is and shall be an independent contractor in the performance of services under the Agreement, maintaining complete control of its employees and operations and neither T&M nor anyone employed by T&M shall be the agent, representative, employee or servant of the Client in the performance of services under this Agreement.

18. ASSIGNMENT.

Neither T&M nor the Client shall assign or transfer their interest in the Agreement without the written consent of the other Party. However, nothing contained in this paragraph shall prevent T&M from employing such consultants or subconsultants as T&M may deem appropriate. The covenants and agreements contained herein shall apply to and be binding upon the Parties hereto and upon their respective assigns and successors.

19. WAIVER OF JURY TRIAL.

The Client and T&M specifically waive their rights to a jury trial to resolve any and all claims, including, but not limited to, those sounding in contract, tort or statute, against the other arising out of or connected in any way to this Agreement and Project because the Parties hereto believe that the complex commercial and professional aspects of their dealings with one another make a jury determination neither desirable nor appropriate.

20. DISPUTE RESOLUTION.

The Client and T&M agree that they shall submit any and all unsettled claims, counterclaims or other unresolved disputes to non-binding mediation, where each Party shall pay its own costs and fifty percent (50%) of the mediator's fees. This provision shall not apply to fee collection lawsuits. Any and all claims and / or causes of action between the Parties arising out of or relating to this Agreement may be brought by either Party within eight (8) years of substantial completion of the Project or termination of this Agreement, whichever is sooner.

21. SEVERABILITY.

If any provision contained herein is held to be unenforceable by a court of law or equity, the Agreement shall be construed as if such provision did not exist and the unenforceability of such a provision shall not be held to render any other provision of the Agreement unenforceable.

22. SURVIVAL.

The express representations, indemnification and limitations of liability contained in this Agreement will survive the completion of all services of T&M under this Agreement or the termination of this Agreement for any reason.

23. EXECUTION.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same agreement. Execution and delivery of this Agreement may be evidenced by e-mail or facsimile transmission.

24. ENTIRE AGREEMENT.

This Agreement (*consisting of (1) Proposal / Scope of Services and (2) Standard Terms & Conditions*) comprises the final and complete agreement between the Client and T&M. It supersedes all prior or contemporaneous communications or Agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each Party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel and accepts the terms and conditions contained herein. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and T&M. In the event the Client provides any kind of work authorization whatsoever, verbal or written, for the commencement of T&M's Services or any Additional Services, or any portions thereof, prior to the Client's execution of this Agreement, these terms and conditions, including terms of payment herein, shall govern the Services performed by T&M pursuant to the Project and shall be binding upon the Parties. To the extent the Client provides its own agreement and that agreement is silent with respect to any term or condition expressed herein, these conditions shall prevail and shall be binding upon the Parties. In the event of a conflict between the Standard Terms and Conditions and the Proposal / Scope of Services, the Standard Terms and Conditions will control.

**BERGEN COUNTY TECHNICAL SCHOOLS
WIOA AND WFNJ SALARIES
JULY 01,2022 - JUNE 30,2023**

23-F-120T

Staff Roster - July 1, 2022 through June 30, 2023																		
Admin Staff		Grants Funding Staff Positions (in Dollars)																
First Name	Last Name	WIOA Adult (Admin)	Salary %	WIOA Youth (Admin)	Salary %	WIOA Dislocated Worker (Admin)	Salary %	Workforce Learning Link (Admin)	Salary %	WFNJ TANF (Admin)	Salary %	WFNJ GA/SNAP (Admin)	Salary %	WFNJ SNAP ONLY (Admin)	Salary %	BCTS	Salary %	Total Salary
		20-825-235-108 20-825-235-109		20-826-235-108 20-826-235-109		20-831-235-108 20-831-235-109		20-845-235-109		20-848-240-108 20-848-240-109		20-848-250-108 20-848-250-109		20-848-249-108 20-848-249-109				2022-2023
Angela	Bortnick	22,379	0.23	21,406	0.22	32,110	0.33	2,919	0.03	9,730	0.10	8,757	0.09	-	0.00	-		97,302
Tammy	Molinelli	37,343	0.23	35,720	0.22	51,956	0.32	-		21,107	0.13	16,236	0.10	-	0.00	-		162,363
Carol	Polak	17,790	0.23	17,017	0.22	24,751	0.32	-		10,055	0.13	7,735	0.10	-	0.00	-	0.00	77,348
Vivian	Williams	3,567	0.05	3,567	0.05	4,281	0.06	-		1,427	0.020	1,427	0.020	-	0.00	57,077	0.80	71,346
Lynda	Wolf	24,491	0.23	23,426	0.22	34,074	0.32	-		13,843	0.13	10,648	0.10	-	0.00	-		106,482
TOTAL		105,571		101,136		147,172		2,919		56,162		44,803		-		57,077		514,842

Program Staff		Grants Funding Staff Positions (in Dollars)																
First Name	Last Name	WIOA Adult (Program)	Salary %	WIOA Youth (Program)	Salary %	WIOA Dislocated Worker (Program)	Salary %	Workforce Learning Link (Program)	Salary %	WFNJ TANF (Program)	Salary %	WFNJ GA/SNAP (Program)	Salary %	WFNJ SNAP ONLY (Program)	Salary %	BCSS	Salary %	Total Salary
		20-825-130-109		20-826-131-109 20-826-131-110		20-831-130-109		20-845-130-109		20-849-240-109 20-849-248-109		20-849-250-109		20-849-249-109				2022-2023
Jose	Ampie Zapata	-		-		-		-		-		47,455	1.00	-	0.00	-		47,455
Nicole	Aquino	-	0.25	-		-	0.75	-		-		-	0.00	-		-		
George	Arnet	-		-		-		-		-		58,787	1.00	-	0.00	-		58,787
Claudia	Cubias	17,061	0.33	17,061	0.33	17,578	0.34	-		-		-		-		-		51,700
Robert	Espnosa	13,110	0.20	6,555	0.10	45,885	0.70	-		-		-		-		-		65,550
Denise	Friedland	19,500	0.30	-		45,500	0.70	-		-	0.00	-		-		-		65,000
Geraldine	Giusto	20,394	0.34	2,999	0.05	32,990	0.55	-		1,799	0.03	1,799	0.03	-	0.00	-		59,982
Hajaleh	Hayek	6,323	0.15	6,323	0.15	16,861	0.40	-		12,646	0.30	-		-		-		42,153
Jyoti	Kiatani	12,150	0.25	4,860	0.10	24,299	0.50	-		4,860	0.10	2,430	0.05	-		-		48,598
Harry	Lisa	-		36,518	0.62	-	0.00	22,382	0.38	-		-		-		-		58,900
Tahisha	Martin	11,900	0.25	-		35,700	0.75	-		-		-		-	0.00	-		47,600
Enid	Monzon	-		-		-		-		46,000	1.00	-		-		-		46,000
Taleen	Ohannessian	-		46,530	1.00	-		-		-		-		-	0.00	-		46,530
Kathy	Richardi Tahan	20,768	0.23	-		69,529	0.77	-		-		-		-		-		90,297
Sonia	Rosario	21,055	0.26	-		59,925	0.74	-		-	0.00	-		-		-		80,980
Scott	Denise	11,250	0.25	-		33,750	0.75	-		-		-		-	0.00	-		45,000
Sharon	Sermon	-	0	65,000	1.00	-		-		-		-		-		-		65,000
Juan	Suarez	-	0	53,800	1.00	-		-		-		-		-		-		53,800
Donna	Todd	28,800	0.3	-	0.00	43,200	0.45	19,200	0.20	4,800	0.05	-	0.00	-	0.00	-		96,000
Patricia	Urspruch	17,020	0.30	-		39,714	0.70	-		-	0.00	-	0.00	-		-		56,734
																		-
TOTAL		199,331		239,646		464,931		41,582		70,105		110,472		-		-		1,126,067

Notes:

Robert Espinosa - Ida 11/4/22

Taleen Ohannessian Ida 8/5/22

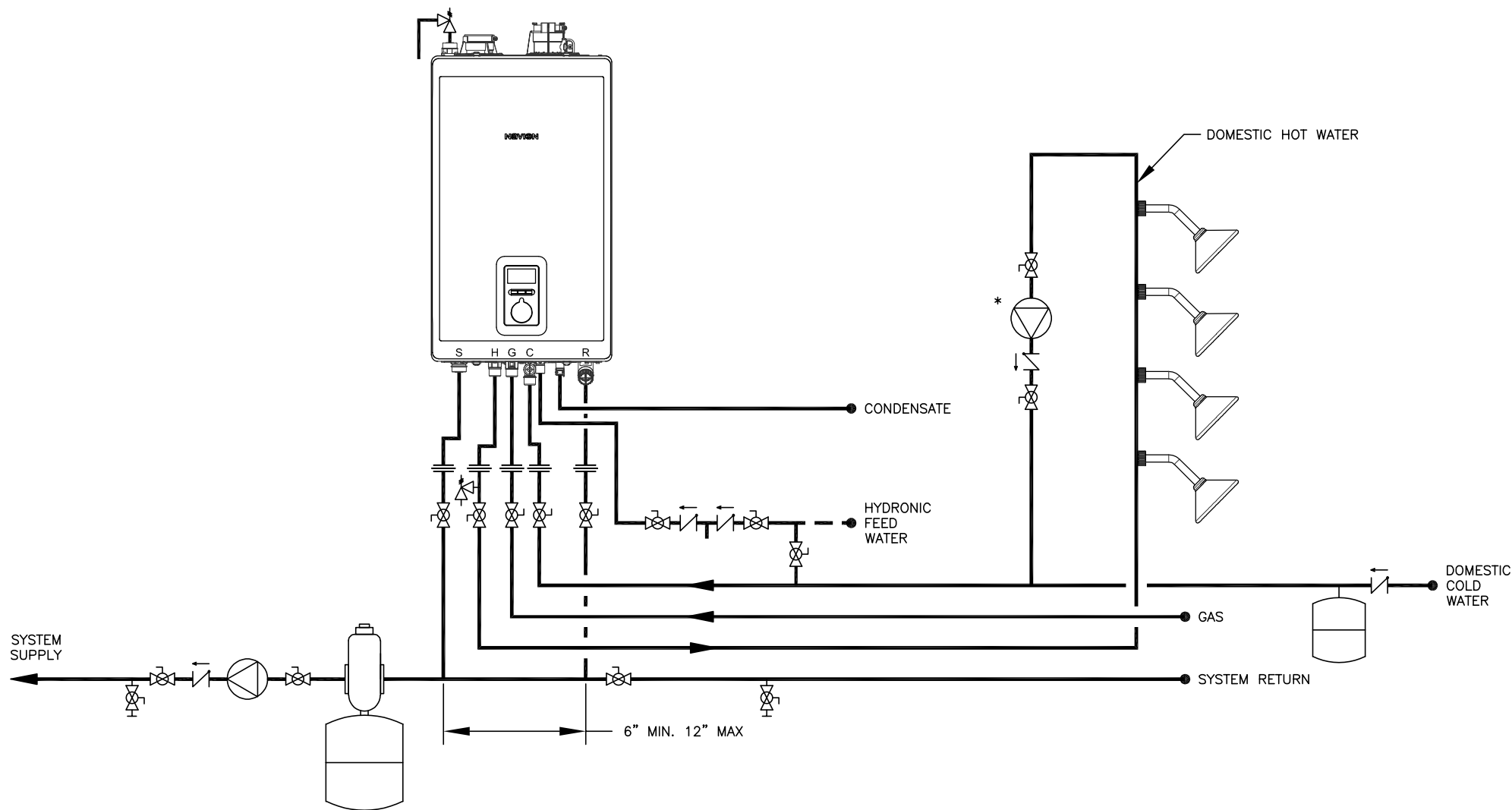
Sonia Rosario Ida 2/1/23

THIS DRAWING IS INTENDED ONLY AS A GUIDE AND NOT AS A REPLACEMENT FOR PROFESSIONALLY ENGINEERED PROJECT DRAWINGS. THIS CONCEPT SYSTEM DRAWING DOES NOT IMPLY COMPLIANCE WITH LOCAL BUILDING CODES. ACTUAL INSTALLATION MAY VARY DEPENDING ON INSTALLATION LOCATION AND PARAMETERS AND IT MUST BE DONE IN ACCORDANCE TO ALL LOCAL BUILDING CODES. VERIFY WITH LOCAL BUILDINGS OFFICIALS BEFORE COMMENCEMENT OF SYSTEM INSTALLATION. CHANGES OR MODIFICATIONS TO PIPING OR DESIGN IS NOT TO BE PERFORMED WITHOUT EXPRESSED WRITTEN PERMISSION BY NAVIEN, INC.

23-F-121T

DHW RECIRCULATION REQUIREMENTS:

* REFER TO NAVIEN I & O MANUAL FOR INSTALLATION REQUIREMENTS AND FURTHER INFORMATION.



20 GOODYEAR
IRVINE, CA 92618
800-519-8794
www.navieninc.com

NCB-H SERIES COMBI-BOILER

(1) NCB-H COMBI-BOILER APPLICATION
DHW RECIRCULATION SHOWN

INCLUDES MODELS NCB-190/060H, 190/080H, 240/110H, 240/130H, 250/150H

DRAWN BY: S. STOEKE

NCB-H-1-P-DHWR

MAY 16, 2022

SYMBOL LEGEND

	BACKFLOW PREVENTER		CHECK VALVE		FULL-PORT VALVE		EXPANSION TANK
	CONTROL WIRING		PRESSURE RELIEF VALVE		CIRCULATOR		UNION
	CASCADE CABLE		AIR ELIMINATION				

BCTS/BCJC
ITA CONTRACT LOG
BOARD RESOLUTION, JANUARY 24, 2023

23-F-121T

<u>Account #</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>PO#</u>	<u>Client Name</u>	<u>Period</u>	<u>Obligation</u>	<u>Counselor</u>	<u>Hours</u>
20.831.130.324 V1	Bergen Blended	5318	317019	DE LA CRUZ, Miguelina	1/4/23 - 5/4/23	4,000	TM	150
20.831.130.324 V1	National Career	4367	317031	DIGIOVANNI, Marco	12/12/22 - 5/26/23	4,000	TM	400
20.831.130.324 V1	Parisian Beauty	1473	317027	ALMANZAR, Marimar	1/2/23 - 6/6/23	4,000	LT	600
20.831.130.324 V1	Rutgers Ex Ed Piscataway	6166	317009	JIRATHAMTHANAKUL, Pichanun	1/30/23 - 4/24/23	3,495	DS	35
20.831.130.324 V2	CDE Career	M149	317032	ROBINSON, Jessica	12/19/22 - 1/11/23	4,000	EW	80
20.831.130.324 V2	Jersey Tractor	U197	317005	ERNST, Allen	12/19/22 - 1/27/23	4,000	TM	180
20.831.130.324 V2	Jersey Tractor	U197	317005	FABIANO, Michael	1/9/23 - 2/17/23	4,000	DS	180
20.831.130.324 V2	Jersey Tractor	U197	317005	SHAIKH, Jahan	1/23/23 - 3/3/23	4,000	DS	180
20.831.130.324 V2	Rutgers CCPD	7378	317002	PARADISE, Grace	1/9/23 - 3/5/23	2,500	DS	150
20.825.130.324 V1	BCTS (Adult Ed)	1093	317021	LUCAS, Louis	1/9/23 - 11/29/23	4,000	TM	1053
20.825.130.324 V1	Bergen Blended	5318	317019	ARAGON, Mabel	1/3/23 - 6/17/23	4,000	DS	400
20.825.130.324 V1	Bergen Community	5600	317004	TORIBIO, Paola	1/17/23 - 5/6/23	820	DS	90
20.825.130.324 V2	Jersey Tractor	U197	317005	SANCHEZ, Roberto	1/23/23 - 3/3/23	4,000	SR	180
20.825.130.324 V2	Jersey Tractor	U197	317005	WALTERS, Kazarus	1/2/23 - 2/10/23	4,000	DS	180
20.825.130.324 V2	Jersey Tractor	U197	317005	WILLIAMS, David	1/9/23 - 2/17/23	4,000	SR	180
20.825.130.324 V2	Las Comp	C273	317007	LADINO, Leonardo Vargas	12/27/22 - 3/17/23	4,000	TM	240

23-F-123T

BCTS/BCJC

OJT CONTRACT LOG

BOARD RESOLUTION, JANUARY 24, 2023

<u>Account #</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>PO#</u>	<u>Client Name</u>	<u>Period</u>	<u>Obligation</u>	<u>Counselor</u>	<u>Hours</u>
20.831.130.326 V1	NJ Precision Technologies	R804	317033	ANDERSON, Steven	12/14/22 - 5/30/23	8,398	KT	884

23-F-124T

BCTS/BCJC
WFNJ CONTRACT MODIFICATION LOG
Board Resolution January 24, 2023

<u>Account Number</u>	<u>Vendor</u>	<u>Contract #</u>	<u>Vendor Name</u>	<u>Purchase Order</u>	<u>Original Budget</u>	<u>Prior Inc. (Decr.)</u>	<u>Modified Budget</u>	<u>Inc. (Decr.)</u>	<u>Modified Budget</u>
<u>TANF</u>									
20.849.240.324 V1	1695	21-770	Women's Rights Info Ctr.	217017	\$ 208,000.00	\$ 41,600.00	\$ 249,600.00	\$ (156,700.00)	\$ 92,900.00
20.849.240.324 V1 (Rollover)	1695	21-770	Women's Rights Info Ctr.	217017	\$ 35,700.00	—	\$ 35,700.00	\$ (10,350.00)	\$ 25,350.00
20-849-240-330V1	2790	21-720	BC Dept of Human Svcs	217016	\$ 22,400.00	—	\$ 22,400.00	—	\$ 22,400.00
<u>GA/SNAP</u>									
20.849.250-324 V1	1695	21-770	Women's Rights Info Ctr.	217017	\$ 200,200.00	—	\$ 200,200.00	—	\$ 200,200.00
20.849.250.324 V1 (Rollover)	1695	21-770	Women's Rights Info Ctr.	217017	\$ 34,100.00	—	\$ 34,100.00	—	\$ 34,100.00
20.849.250.330V1	2790	21-720	BC Dept of Human Svcs	217016	\$ 17,600.00	—	\$ 17,600.00	—	\$ 17,600.00
<u>TOTAL:</u>					<u>\$ 518,000.00</u>	<u>\$ 41,600.00</u>	<u>\$ 559,600.00</u>	<u>\$ (167,050.00)</u>	<u>\$ 392,550.00</u>



23-F-125T

**Memorandum of Understanding ("MOU")
Morgan Properties Payroll Services, Inc. & Bergen Tech High School
On-the-job Workplace Opportunities**

Morgan Properties Payroll Services, Inc. ("Company") and Bergen Tech High School ("School") enter into the following Memorandum of Understanding for the provision of offering on-the-job workplace opportunities to students currently enrolled at the School. Company joins the School as an industry related partner, in support of the Green Building Trades program offered to students.

Under this agreement the School will:

1. Provide education and training to enrolled students for skills necessary to complete the following objectives:
 - Carpentry
 - Plumbing
 - Electrical
 - Diagnostics
2. Provide each student with NOCTI-Construction Occupations certification upon successful completion of said exam
3. Provide each student with SP2 Soft Skills Certification upon successful completion of said exam
4. Provide each student with OSHA-10 Certification upon successful completion of said exam

Under this agreement Company will:

1. Whenever possible, provide summer internship opportunities in property management maintenance to juniors entering their senior year:
 - a. Company will interview interested juniors, entering their senior year, for the full-time summer internship beginning on or around July 1
 - b. Company will perform pre-employment screening including background check and drug screening
 - c. Company will abide by state and local laws for employment of minors
 - d. Company will pay interns a minimum of \$15.00/hour
 - e. Company will assign intern to work with seasoned maintenance professionals to provide on-the-job training and exposure to maintenance operations at a multi-family apartment community.
 - f. Company will complete progress reports provided by the School regarding the student's progress.

MORGAN PROPERTIES

23-F-125T

2. Whenever possible, provide Part-time School Year Cooperative Education ("Co-ops") to enrolled students:
 - a. Summer intern will transition from full-time to part-time as a co-op
 - b. Co-ops will report to the property a minimum of 1-day per week, possible Saturday shifts if schedules permit
 - c. Company will pay co-ops a minimum of \$15.00/hour
 - d. Company will assign co-op to work with seasoned maintenance professionals to provide on-the-job training and exposure to maintenance operations at a multi-family apartment community.
 - e. Company will complete progress reports provided by the School regarding the student's progress.
3. Whenever possible, the Company will offer full-time, permanent employment to the student upon graduation.

The term of this MOU shall commence on January 3, 2023 and will be reviewed on an annual basis. The MOU may be terminated with thirty (30) days' written notice by either party.

For Morgan Properties Payroll Services, Inc.
160 Clubhouse Road
King of Prussia, PA 19406:

Name
Title

For Bergen Tech High School
275 Pascack rd.
Paramus, NJ 07652

Name
Title