

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

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

March 28, 2023

Agenda

#	<u>ADMINISTRATION RESOLUTIONS</u>
23-A-93T	Approval - WIOA/WFJ/WLL One – Stop Administration and Oversight
23-A-94T	Approval – Confirmation - Field Trips
23-A-95T	Approval - Professional Development Providers and Services 2022-2023 School Year
23-A-96T	Approval of Superintendent Decision Regarding HIB Cases
23-A-97T	Approval - Report of Student Suspensions
23-A-98T	Approval – Confirmation - Travel/Webinar Expenses
23-A-99T	Approval – Cooperative Sports Program Agreement (Swimming) Between Hackensack Public Schools Board of Education and Board of Education of The Vocational Schools in The County of Bergen
23-A-100T	Approval - Second Reading Final Adoption Board of Education Policy
23-A-101T	Approval - One Reading - Board of Education Regulations
	<u>PERSONNEL RESOLUTIONS</u>
23-P-86T	Approval—2022 – 2023 Staff Appointments
23-P-87T	Approval—2022-2023 Salary/ Status Reclassification(S)—Non-Certificated
23-P-88T	Approval—2022-2023 Adult and Continuing Education Staff Reclassifications
23-P-89T	Approval—Revised 2022-2023 School Calendar for Teachers and Students Revised 2022-2023 - Student Abbreviated Day Calendar
23-P-90T	Approval—2023-2024 - Student Abbreviated Day Calendar
23-P-91T	Approval—2022-2023 Appointments Extra Duty/Extra Pay Positions Approval—2022-2023 Other Hourly Appointments
23-P-92T	Approval—Leave(S) of Absence
23-P-93T	Approval—Resignation(S)
23-P-94T	Approval—Retirement(S)
23-P-95T	Approval—Return to Work – Resolution - District Employee (ID #6086)
23-P-96T	Approval—2022 - 2023 Emergency Medical Services Staff
23-P-97T	Approval – Suspension with Pay (ID #1396)
	<u>FINANCE RESOLUTIONS</u>
23-F-143T	Approval—Payment of Bills to February 24, 2023 To March 23, 2023
23-F-144T	Monthly Certification—January 2023 Board Secretary / School Financial Report
23-F-145T	Line Item Transfers—January 2023
23-F-146T	Approval—Vendor List Participation in State Contract Purchasing for Bergen County Technical Schools 2022-2023 School Year: 03/2023
23-F-147T	Approval – Adopt A Tentative Budget – 2023-2024 School Year
23-F-148T	Approval – Tentative Adoption 2023-2024 Capital Budget
23-F-149T	Approval- Travel Expenses – Maximum 2023-2024
23-F-150T	Approval – Maximum Dollar Limit For 2023-2024 School Year for Professional Services and Public Relations Expenses in the Bergen County Technical Schools
23-F-151T	Award Of Contract To Provide Lawn Maintenance Services For BCTS Teterboro Campus, Commencing April 1, 2023, For A One-Year Period With The Option To Renew--Vendor: LSI Services LLC, Orangeburg, NY \$12,496.00

23-F-152T	Approved - Hourly Rates for The Bergen County Day Care Center 2023-2024 School Year
23-F-153T	Approval – Shared Services Agreement for Level 1 Site Technician and Support Services Between <u>Alpine</u> Public Schools BOE And BCTS (7/1/2023 To 6/30/2024) \$47,340.00
23-F-154T	Acceptance of Audit for The School Year 2022-2023
23-F-155T	Approval – WIOA Formula Individual Training Account (ITA) Log – 2/22/23 – 3/21/23
23-F-156T	Approval – WIOA Formula On-The-Job Training (OJT) Log – 2/22/23 – 3/21/23
23-F-157T	Award – Competitive Contract for Job Order Contracting Proprietary Software for A Two-Year Period with The Option to Renew Vendor: BNI Publications Inc., Vista, CA

ADMINISTRATION

23-A-93T 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 February 28, 2023, we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFNJ/FS/GA</u>
80 Clients	61 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
3 Clients	2 Clients	0 Clients

2. **LEVELS OF SERVICE:** Adults 7/1/22-2/28/23

Placed in Training	146
Workforce Learning Link Basic Skills	65
Workforce Learning Link Soft Skills	241

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

3. **FINANCIAL SUMMARY:** As of February 28, 2023

	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
<u>WIOA</u>		
Adult	26%	24%
Dislocated Worker	46%	29%
Youth Out-of-School	50%	21%
Work First New Jersey (WFNJ)	66%	16%
Workforce Learning Link	84%	1%
WIOA Other Grants	8%	1%
Program Administration	82%	8%

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

4. **Store Closings:** Rapid Response February 2023: None

23-A-94T

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>Teterboro Campus – Trip Previously Approved on 2/28/23 BOE Meeting – Trip Cancelled</u>
Destination	StellarXplorers Competition, Space Center, 1601 NASA Parkway, Houston, TX
Dates	4/19/23-4/23/23
Purpose of Trip	Finalists in Competition
Participant	16 students, 2 teachers
Total Cost of Trip	\$1,932.98
Total Cost to Board	\$241.62
Student Cost	\$1,932.98
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Nick Elefther	\$1,932.98
Rosie Cabanilla-Alves	\$0

<u>School</u>	<u>Hackensack Campus</u>
Destination	2023 Maroon Bowl (Quiz Bowl) Tournament, Ridgewood HS, 637 E. Ridgewood Ave., Ridgewood, NJ
Dates	4/16/23
Purpose of Trip	Students are Attending an Academic Tournament where they will Compete with Teams from other High Schools from NJ and the mid-Atlantic.
Participant	12 students, 1 teacher
Total Cost of Trip	\$160.00
Total Cost to Board	\$0
Student Cost	\$160.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Jonathan Pinyan	\$0

<u>School</u>	<u>ATHS Campus</u>
Destination	Project Invent Demo Day
Dates	5/13/23
Purpose of Trip	Project Invent is an Extracurricular Program that Utilizes the Design Engineering Process to Create Innovations, and Students Present Final Concepts.
Participant	12 students, 1 teacher
Total Cost of Trip	\$76.74
Total Cost to Board	\$76.74
Student Cost	\$0
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Steven Cohen	\$0

<u>School</u>	<u>Hackensack Campus</u>
Destination	94 th NJ State FFA Convention, Monmouth University, 400 Cedar Ave., West Long Branch, NJ
Dates	5/24/23-5/26/23
Purpose of Trip	CTSO is for the Agriscience Program, this State Level Event is for Competition and Workshop for Students,
Participant	22 students, 1 teacher
Total Cost of Trip	\$4,637.00
Total Cost to Board	\$0
Student Cost	\$0

Participating Staff: **Reimbursement Amount**

Clare Kennedy \$699.00
 Alison Belkin (alternate)
 German Sabio (alternate)

School

Destination

Dates

Purpose of Trip

Participant

Total Cost of Trip

Total Cost to Board

Student Cost

Paramus Campus

Six Flags Great Adventure, 1 Six Flags Boulevard, Jacksonville, NJ

6/2/23

Understanding of Real World Applications, Material Learned in the Classroom, Math Concepts, Build Social Skills Among Peers

75 students, 10 teachers

\$0

\$0

\$0

Participating Staff: **Reimbursement Amount**

Breanna Silva
 Mary Hogan
 Erin Hughes
 Dana Zueben
 Luke Thawley
 Regan Ascenzo
 Kyle Rupinuki
 Esther Reyes
 Jen Gattegno
 Jacqui Lepinski

School

Destination

Dates

Purpose of Trip

Participant

Total Cost of Trip

Total Cost to Board

Student Cost

Northern Valley - Demarest Campus

Field Trip to Bloomberg, 731 Lexington Ave., New York, NY

4/20/23

UI/UX Students will have the Opportunity to see the Process in Action and Ask Questions to Professionals in the Field.

20 students, 2 teachers

\$275.00

\$0

\$275.00

Participating Staff: **Reimbursement Amount**

Jessica Pacheco
 Lauren Rotondella

School

Destination

Dates

Purpose of Trip

Participant

Total Cost of Trip

Total Cost to Board

Student Cost

Northern Valley – Old Tappan Campus

Field Trip to Bloomberg, 731 Lexington Ave., New York, NY

4/21/23

UI/UX Students will have the Opportunity to see the Process in Action and Ask Questions to Professionals in the Field.

15 students, 2 teachers

\$275.00

\$0

\$275.00

Participating Staff: **Reimbursement Amount**

Jessica Pacheco
 Lauren Rotondella

School

Destination

Dates

ATHS Campus

Felician University Cyber Symposium

4/22/23

Purpose of Trip Collaboration between Felician University, Essex, Hudson, Union, Bergen County Community Colleges, and ATHS, Inviting Cybersecurity Students from these institutions to see Cyber Programs at Felician, Participate in Activities.

Participant 20 students, 1 teacher

Total Cost of Trip \$0

Total Cost to Board \$0

Student Cost \$0

Participating Staff: **Reimbursement Amount**

Michael Yob

School

ATHS Campus

Destination The Metropolitan Museum of Art, 1000 Fifth Avenue, NY, NY

Dates 5/22/23

Purpose of Trip Interdisciplinary Connections between content in Global Issues with the African and Arab world collections. Enrichment trip for some being the first time going to the MET.

Participant 30 students, 3 teachers

Total Cost of Trip \$495.00

Total Cost to Board \$0

Student Cost \$495.00

Participating Staff: **Reimbursement Amount**

Ahlam Yassin

Cali Farley

Lauren LaBarbiera

School

Paramus Campus

Destination FFA State Convention, Monmouth University, 400 Cedar Ave., West Long Branch, NJ

Dates 5/24/23-5/26/23

Purpose of Trip Required by State, Students to Compete in FFA Event, Required for C.I.P

Participant 4 students, 2 teachers

Total Cost of Trip \$1,459.00

Total Cost to Board \$0

Student Cost \$1,459.00

Participating Staff: **Reimbursement Amount**

Andee Dixon \$0

Clare Kennedy (BCA) \$0

23-A-95T 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
Michael Fowlin	You Don't Know Me Until You Know Me Performance at Teterboro Campus (<i>Previously Approved at 2/28/23 BOE Meeting – Added One Session – Total of 3 Sessions</i>)	\$4,000.00	3/23/23

Bergen County Teen Arts Festival	Registration for Students to Attend Virtual Teen Arts Festival <i>(Previously Approved on 2/28/23 BOE Meeting – Festival will be In-Person not Virtual)</i>	\$400.00	5/19/23
BCAFlash at BCA	BCA to Host BCAFlash from 9am-4pm, Include Approximately 200 Middle School Students throughout Bergen County. Students will be Charged \$10 to Cover Lunch and T-Shirts, Approximately 20 Volunteer Academy Teachers will Supervise in Exchange for ‘Evening Hours’.	No Cost	3/25/23
BCTS Teachers	Provide Academic Home Instruction for Teterboro Student, A.S.	\$86.00 Per Hour	3/2/23-5/1/23
High Focus	Provide Academic Home Instruction for Applied Tech Student, K.K., for 10 Hours per Week.	\$55.00 Hourly Rate	11/22/22-12/22/22
Silvergate Prep.	Provide Academic Home Instruction for Teterboro Student, A.L. at Silvergate Prep. for 10 Hours per Week	\$72.00 Hourly Rate	2/10/23-3/27/23
Dr. Laura Nicosia	Provide a Virtual Professional Development Program at Teterboro Campus. Topic: “Increasing Diversity in our Literature Offerings.”	\$350.00 Total Fee	3/7/23
Jannet Parra, Amazing Lash Studio Technician Rich Andrews – Owner of Exclusive Stoneworks	Address our Students at our Paramus Campus	No Cost	2022-2023 School Year
Dodge Poetry Mini-Festival	Dodge Poetry Mini-Festival with Students and Teachers at Teterboro Campus, Six Poets will Present.	\$300.00 Per Poet, \$1,800.00 Total	4/4/23
East Coast High School Public Debate at ATHS Campus	ATHS Campus to Host East Coast High School Public Debate from 8:00am-5:00pm. Approximately 20-30 Teams with Coaches and Parent Judges. Capped at 100 Individuals in the Building.	No Cost	5/6/23
Bro-Ritos Food Truck Marcus Crawford Jonathan Gibbs Jared Thomas	Food Truck Owners to Visit Paramus Campus to Engage Students in Work-Based Learning Experience, Including Question and Answer Session.	No Cost	3/29/23

Valley Family Counseling, LLC Thomas Kersting, LPC	Provide Mental Health Lectures, 3 Lectures, 2 for Students, and 1 for Parents at BCA, Hackensack, and Teterboro.	\$5,000.00	3/2/23
Paulette Gando-Duenas	Provide Professional Development Workshop Titled “Public Speaking Discourse” for staff at Paramus	\$500.00	5/12/23
Michael Medaglia	Presentation to Adult Ed Students on HVACR, Professional Consultant	\$600.00 Perkins Grant Stipend	5/1/23
Lauren Caron, Student Director, Lighthouse	Address Paramus Students on Healthy Dating/Relationships	No Cost	2022-2023 School Year
Margaret O’Donnell	Speaking to Adult Education Program, Regarding Entrepreneurship & Business Acumen	\$600.00 Funded by Perkins Post-Secondary Grant	3/1/23
Brandon George	Speaking to Adult Education Program, Regarding Tools & Equipment, Industry Safety	\$600.00 Funded by Perkins Post-Secondary Grant	2/10/23
Vicki White, Maloney & Curcio, Inc.	Speaking to Adult Education Program, Regarding Industry Safety, Tools & Equipment Demo	\$600.00 Funded by Perkins Post-Secondary Grant	2/22/23
Jersey Filmmaker, LLC	Produce a Series of Instructional Videos in our Schools. The Project Includes 7 Videos over 5 Shooting Days with 5 Cameras and 3 Operators.	\$64,950.00 Funded by the Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSR) FY 2022-2023	2022-2023 School Year
Dr. Michael Passow, Columbia Climate School	Provide a Virtual Professional Development Workshop Titled “Latest Developments in Climate Science and Interdisciplinary Implementation Strategies” for Staff at the Paramus and Applied Tech. Campus.	No Cost	4/21/23
Dana Lynch, SAFE Animal Rescue	Address Our Students at Paramus Campus from Owner of SAFE Animal Rescue by Certified Veterinary Technician.	No Cost	2022-2023 School Year
James Garripoli	Address Our Students at Paramus Campus by 3M Representative for Auto Body Repair	No Cost	2022-2023 School Year
High Focus	Provide Academic Home Instruction for Teterboro Student, G.J. by High Focus Instructors for 10 Hours per Week.	\$55.00 Hourly Rate	3/8/23-4/12/23

Deborah Patrick & Oral Patrick	ATHS 12 th Grader, and Her Father, to Present to the 11 th Grade Students at Applied Technology High School Based on the Book that they Co-Authored, “Restorative Healing Begins with Rest”.	No Cost	5/12/23
Silvergate Prep. Instructors	Provide Academic Home Instruction for Applied Tech Student, C.B., for 10 Hours per Week.	\$72.00 Per Hour	1/16/23-3/7/23
Angelo Curro, Moen	To Address Adult Education Students on Moen Customer Services, Installation and Maintenance	\$600.00 Funded by Perkins Post-Secondary Grant	4/17/23
Mireya Vilar-Compte, Montclair State University	Provide a Virtual Professional Development Workshop Titled “The Long-Term Impact of COVID 19 on the Latinx Immigrant Community” for Staff at Teterboro Campus.	Gratis	3/24/23
Tania Feliz-Patron Jennifer Wills Patrick Flynn	Hackensack Public Schools Teachers to Support the Bergen County Technical School District in the Implementation of a Program with Hackensack Middle School Students for CTE Middle School Enrichment.	\$1,300.00 Each Consultant will Receive a Stipend at the End of the Program and Funded by the Perkins Secondary Education Program	3/15/23-6/1/23
Padlet	Provide Virtual Professional Development Programs on Intro to Padlet	Being Provided as Part of our Subscription – Approved in October	4/17/23 Teterboro 5/12/23 Paramus
SubjectToClimate	Provide Virtual Professional Development on Latest Developments in Climate Science and Interdisciplinary Implementation Strategies at Teterboro Campus	Gratis	3/24/23
Pin-Kuang Lai, Ph.D., Stevens Inst.	Provide Virtual Professional Development on Applying Molecular Simulations and Machine Learning to Facilitate Therapeutic Antibody Development and Predict Antibody Stability at BCA	Gratis	4/27/23
Music Theatre International	Provide Professional Security Services for the Play at BCA.	\$400.00	March 2024
Music Theatre International	Provide BCA Winter Musical Royalties, Rentals and Materials Fee	\$7,709.00	March 2024
Krishna Venkatesh, Yoga Instructor	Address our Paramus Campus Staff for our Mental Health Awareness Celebration.	No Cost	5/12/23

Tara K. Broderick, William Paterson Student	Observe 20 Hours of Field Experience in Healthcare Occupations Classes in Order to Fulfill her Obligation for an Alternate Route Teaching Certificate.	No Cost	2022-2023 School Year
Rubicon West LLC	Provide an Annual Subscription to Atlas, a Curricular Mapping Tool, for the District.	\$11,586.00 Funded by Perkins Secondary Education Program FY 23-24.	2023-2024 School Year
Edmentum	Provide an Unlimited Subscription for 140 Apex Learning Courses for the District.	\$16,100.00	2023-2024 School Year

23-A-96T 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 February 28, 2023, the Superintendent reported on the following matters to the Board of Education:

BCTS School Year 2022-2023 HIB Case #7, Case #8

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-97T APPROVAL—REPORT OF STUDENT SUSPENSIONS

RESOLUTION

WHEREAS School principals have reported to the Superintendent of Schools that during the month of **February 2023** 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:

February 2023

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

principals/eh

23-A-98T 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	Gary Hall	Spring 2023 Education Rider Career Fair, Rider University, NJ	\$211.38 Paid by BOE	4/20/23
Central Office	Gary Hall	Employment Litigation & Unconscious Bias – How to Combat its Detrimental Impact, NJ Law Center, New Brunswick, NJ	\$287.00 Paid by BOE	5/3/23
Central Office	Gwenn Lotter	Building Thinking Classrooms, Rowan University Robinson Hall, Glassboro, NJ	\$340.86 Paid by BOE	5/24/23
Central Office	Gwenn Lotter	High School Data Science, Rowan University, Glassboro, NJ	\$340.86 Paid by BOE	5/25/23
Central Office	Hilary Kim	High School Data Science, Rowan University, Glassboro, NJ	\$340.86 Paid by BOE	5/25/23
Central Office	Gwenn Lotter	Desmos, Curriculum Department, Rowan University, Glassboro, NJ	\$340.86 Paid by BOE	5/26/23
BCA	Julia Lewitt	CASIE Online Workshop – Spanish B – DP – Cat2, Virtual	\$950.00 Paid by BOE	6/20/23-6/22/23
BCA	Catherine Fillebrown	2023 International Roundtable on Chinese Applied Linguistics, University of Iowa, Iowa City, IA	\$1,300.00 Paid by BOE	4/22/23-4/23/23
Central Office	Gary Hall	Montclair State University College of Education and Human Services Educator's Exchange, University Hall Conference Center, Montclair, NJ	\$166.07 Paid by BOE	3/30/23
Central Office	Gary Hall	NJ Schools Virtual Job Fair, Virtual -2 Separate Days	\$1,068.20 Paid by BOE	4/19/23 & 5/17/23
Paramus	Melanie Alston-Balaputra	National Sorority of Phi Delta Kappa, Inc. National Conference (Conclave) Omni Orlando Resorts, Championsgate, 1500 Masters Blvd. Championsgate, FL	\$3,077.74 Paid by BOE	7/16/23-7/21/23
Central Office	John Susino	NeoCon 2023, The MART in Chicago, 222 W. Merchandise Mart Plaza, Chicago, IL	\$2,191.76 Paid by BOE	6/11/23-6/14/23

Bergen WDB	Tammy Molinelli	NAWDP Annual Conference, Hilton New Orleans Riverside, Two Poydras St. New Orleans, LA	\$3,060.00 Paid by BOE	5/6/23-5/10/23
ATHS	Amanda Sloomaker	Virtual, The Classroom Behavior Manual: How to Build Relationships with Students, Share Control & Teach Positive Behaviors	\$361.95 Paid by BOE	4/18/23-4/25/23

**23-A-99T APPROVAL – COOPERATIVE SPORTS PROGRAM AGREEMENT (SWIMMING) BETWEEN
 HACKENSACK PUBLIC SCHOOLS BOARD OF EDUCATION AND BOARD OF EDUCATION OF
 THE VOCATIONAL SCHOOLS IN THE COUNTY OF BERGEN**

RESOLUTION

WHEREAS, the parties to this Agreement seek to establish a cooperative sports program in swimming with one another for eligible students in their respective high schools in accordance with the terms set forth herein”

NOW, THEREFORE, BE IT RESOLVED based on the promises and premises set forth herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows: (see attached agreement); and

BE IT FURTHER RESOLVED that the Board President, Superintendent of Schools and School Business Administrator be and hereby are authorized to perform all lawful acts required to implement the terms of this Resolution, including but not limited to the execution of the Cooperative Sports Program Agreement (Swimming) between Hackensack Public Schools Board of Education and Board of Education of the Vocational Schools in the County of Bergen.

23-A-100T 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 February 28, 2023 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

- 0152 Board Officers
- 0161 Call, Adjournment and Cancellation
- 0162 Notice of Board Meetings

Section 5000 – Students

- 5701 Plagiarism and Cheating

Section 8000 – Operations

8140M Student Enrollments

23-A-101T 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 2000 – Program

R2423M Bilingual and ESL Education

R2425M Emergency Virtual or Remote Instruction Program

Section 5000 – Students

R5200M Attendance

Section 8000 – Operations

R8330M Student Records

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 2/28/23

Program	Total Budget	Total Obligated	% Obligated	Total Spent	Available Balance	Total Budget Funding Distribution
Adult	\$ 2,415,348	\$ 620,205	26%	\$ 447,591	\$ 1,795,143	<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	\$ 1,352,785	46%	\$ 904,602	\$ 1,600,273	
Total Adult	\$ 5,368,406	\$ 1,972,990	37%	\$ 1,352,193	\$ 3,395,416	
Youth In-School	\$ -	\$ -	#DIV/0!	\$ -	\$ -	
Youth Out-of-School	\$ 2,101,240	\$ 1,041,050	50%	\$ 455,959	\$ 1,060,190	
Total Youth	\$ 2,101,240	\$ 1,041,050	50%	\$ 455,959	\$ 1,060,190	
TANF	\$ 964,632	\$ 604,140	63%	\$ 207,748	\$ 360,492	
GA/SNAP & SNAP ONLY	\$ 650,291	\$ 468,558	72%	\$ 194,648	\$ 181,733	
Total WFNJ	\$ 1,614,923	\$ 1,072,698	66%	\$ 402,396	\$ 542,225	
Workforce Learning Link (WLL)	\$ 84,675	\$ 70,792	84%	\$ 53,650	\$ 13,883	
Total WLL	\$ 84,675	\$ 70,792	84%	\$ 53,650	\$ 13,883	
Program Administration	\$ 793,258	\$ 654,301	82%	\$ 446,336	\$ 138,957	
Total Admin	\$ 793,258	\$ 654,301	82%	\$ 446,336	\$ 138,957	
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	\$ 4,824,802	48%	\$ 2,723,505	\$ 5,300,671	

**COOPERATIVE SPORTS PROGRAM AGREEMENT (SWIMMING)
BETWEEN HACKENSACK PUBLIC SCHOOLS BOARD OF EDUCATION AND'
BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS
IN THE COUNTY OF BERGEN**

This Agreement is made by and between the Board of Education of the Vocational Schools in the County of Bergen, with principal offices located at 540 Farview Avenue, Paramus, NJ 07652 ("Bergen Tech") and the Board of Education of the Hackensack Public Schools, with principal offices located at 191 Second Street, Hackensack, NJ 07601 ("Hackensack")(when referred to collectively herein, referred to as "Districts");

WHEREAS, the parties to this Agreement seek to establish a cooperative sports program in swimming with one another for eligible students in their respective high schools in accordance with the terms set forth herein;

NOW THEREFORE, based on the promises and premises set forth herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Term.** The term of this Agreement shall be from July 1, 2023 through June 30, 2024 ("Term"). This Agreement shall be deemed automatically renewed unless terminated in writing by either or both parties hereto. Either party may provide 90 days' written notice termination of this Agreement to the other party.
2. **Name.** The Hackensack/Bergen Tech team(s) shall be referred to as "Hackensack/Bergen Tech" over the public address system at home and away games or meets, in cheers, and in press releases and news stories/articles. Each party shall work collaboratively with the other to identify and implement a symbolic logo and/or signage representing the two (2) schools.
3. **Eligibility.** Each party is responsible for confirming both the medical and academic eligibility of participants from its own high school district. Each party shall provide the other party with a current copy of its policy regarding athletic eligibility for purposes of transparency and mutual understanding and cooperation.
4. **Recognitions.** With the exception of "scholar-athlete" awards, all special honors to be received by participants related to athletic performance shall be based solely on ability and performance. Such honors include all-league, all-county, all-state, and other similar awards. When award ceremonies are held in either school district regarding the cooperative sports team, players from both districts shall be invited to each such ceremony.
5. **Schedules for Meets/Games and Practice Location/Facility.** Schedules for meets and games shall be developed by and through the cooperative and collaborative efforts of the

Athletic Directors from each of the Districts. It is understood that Hackensack will be the "home site" for swim meets. It is also understood that Hackensack shall host practice each week at the swimming pool located at Hackensack High School.

6. **Communications.** If the Athletic Director of either of the Districts becomes aware of any issue affecting or in connection with the cooperative sports program (or any of them), he or she shall notify the Athletic Director of the other District immediately upon receipt of such information.
7. **Transportation.** (a) For swimming practices and "home" meets, transportation shall be furnished as follows: Bergen Tech shall furnish such buses as may be required for Bergen Tech swimmers from Bergen Tech to Hackensack. At the conclusion of practice, Bergen Tech shall furnish such busses as may be required to bring Bergen Tech swimmers back to the designated location(s) at the Bergen Tech campus(es) for drop off. (b) For "away" meets, the teams from the Districts will travel jointly via bus provided by Bergen Tech. Bergen Tech shall provide a bus to pick up Hackensack athletes at a designated pick up location at Hackensack and transport to the "away" site.
8. **Insurance.** Each party shall maintain, in full force and effect, liability and student accident insurance in appropriate limits of liability for the Term of this Agreement and for any and all renewal Terms.
9. **Team Captains.** If Team Captains are selected, at least one (1) shall be from each high school. This provision may be waived with the joint agreement of the Athletic Director for each of the Districts.
10. **Sharing of Costs.** The parties shall share the following costs evenly: uniforms; supplies; reconditioning costs; tournament fees; and bussing for away swim meets. Other costs, namely, registration of students and uniforms, shall be borne by each of the parties for their own student swimmers.
11. **Coaches.** (a) In the event of a vacancy for the position of Head Coach for the cooperative team, the Athletic Directors from both districts, in collaboration with the respective Superintendents from each District, shall form an interview committee with equal representation from each of the Districts to evaluate applications and interview candidates. (b) The interview committee shall be comprised of representatives of district and school administration, the Board of Education, district employee(s) and such others as determined to be appropriate for the task by the Superintendent of each respective District. (b) At the conclusion of the interview committee process, and using the input of the interview committee and the departing head coach, the Hackensack Athletic Director shall provide his or her recommendation to the Hackensack Schools Superintendent who, in turn, shall make a final decision and recommendation to the Hackensack Board of Education. (c) Hackensack shall be responsible for the salary of the Head Coach. (d) Hackensack shall

appoint at least one (1) assistant coach with the input of the Hackensack Athletic Director and the Head Coach, it shall be responsible to select and pay for the salary and benefits (if any) based on the provisions of the Hackensack Educational Association collectively negotiated agreement; (e) if the parties have any dispute regarding any of the coaches selected, Hackensack, as the paying district, will have the final say as to the individual(s) selected for the position(s).

12. **Amendment to Agreement.** Any amendment or modification to this Agreement shall be in writing signed by both parties.
13. **Authorized Representatives.** Each party hereby represents that the individual executing this Agreement is of full age and authorized by the governing body of each entity to execute this Agreement as the word and deed of each respective party.

HACKENSACK BOARD OF EDUCATION

By: _____

Name and Title

Dated: _____

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

By: _____

Name and Title

Dated: _____

POLICIES

SECOND READING

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

POLICY

Section: **BYLAWS**
Number: **0152**

Title: BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any **Board** member may place a **Board** member's name in nomination **for Board President and Vice President**; a second **on the nomination** is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

Verbal Roll Call Vote

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated **for a single position**, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]~~

Elect Officers with a Majority Vote of all the Board Members Present

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon **them** ~~him/her~~ by law may be removed by a majority vote of **all of the Board members of the Board present and constituting a quorum**. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill

the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

Legal references: *N.J.S.A.18A:15-1; 18A:15-2*

Adopted (BCTS): 11/1/01 Rev.: 11/3/08 Rev.: 11/3/10 Rev:

Adopted (BCSS): 1/23/02 Rev.: 12/17/08 Rev.: 10/20/10 Rev.:

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

POLICY

Section: **BYLAWS**
Number: **0161**

Title: CALL, ADJOURNMENT, AND CANCELLATION

~~All The~~ Board of Education ~~meetings~~ shall ~~be meet~~ in public and each Board shall hold a meeting ~~session~~ at least once every two months during the period in which the schools in the district are in session. All meetings shall be called to commence not later than 8:00 p.m. of the day designated.

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced **at the time of the recess or before** the adjournment ~~takes place~~. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

Legal references: *N.J.S.A.18A:10-6; N.J.A.C 6A:32-3.1*

Adopted (BCTS): 11/1/01 Rev.: 5/17/06 Rev.:
Adopted (BCSS): 1/23/02 Rev.: 5/17/06 Rev.

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

POLICY

Section: BYLAWS
Number: 0162

Title: NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Public Notice

The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.

~~The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the _____, delivered to two newspapers designated by the Board, and filed with the clerk of the _____, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.~~

In accordance with N.J.S.A. 10:4-9, uUpon the affirmative vote of _____ three-quarters of the members present, the Board may **hold a meeting meet notwithstanding the failure to provide adequate notice if:**

1. **Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and**
2. **The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and**
3. **Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and**
4. **Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.**

~~in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~

Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session.~~

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that ~~Such personal notice will include the date and time of the closed session private meeting, the subject or subjects scheduled for discussion at the closed session private meeting, and the right of the affected person individual given notice to request that the discussions be conducted at a public meeting. Such~~

~~Personal~~ notice will be given no less than **forty-eight hours** _____ (~~days or hours~~) in advance of the **closed session** ~~private~~ meeting.

A written request for public discussion must be ~~signed by the person making the request and must be~~ submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this ~~By~~law will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a ~~disabled~~ student.

Legal references: N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted (BCTS): 11/1/01 Rev.: 5/17/06 Rev.:
Adopted (BCSS): 1/23/02 Rev.: 5/17/06 Rev.:

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

POLICY

Section: STUDENTS
Number: 5701

TITLE: PLAGIARISM AND CHEATING

The Board of Education considers plagiarism and cheating to be serious offenses and expects all students of the District to be honest in the presentation and submission of their assignments, homework, test answers, and any other academic works as the product of their own intellectual efforts. Similarly, the Board expects that students who participate in external competitions and/or take advanced placement tests and other external assessments will perform honestly, maintain the highest moral integrity, and shall not cheat or plagiarize under any of these circumstances.

DEFINITIONS

In order to make clear its expectations and to avoid any confusion or misunderstanding, the Board of Education adopts the following definitions of plagiarism and cheating.

- Plagiarism – The act or instance of copying verbatim or by paraphrasing another’s words or ideas **or that of a computer application**. The act or instance of allowing one’s own words or ideas to be copied verbatim or paraphrased. The act or instance of sharing one’s own words or ideas with another. The presentation of another’s words or ideas, **or that of a computer application**, and attributing them as one’s own.

Whether or not a work is copyrighted is immaterial for such act to be deemed plagiarism. Whether or not the act of plagiarism is intentional is also immaterial. In addition, if a plagiarized work is protected by copyright, its unauthorized reproduction is a copyright infringement giving rise to a possible legal or civil cause of action.

- Cheating – Acting dishonestly or unfairly in order to gain an advantage. Such acts may include, but are not limited to the submission of work prepared by another, **or that of a computer application**, but passing it off as one’s own or copying the work or answers of another. Cheating also includes the act or instance of sharing or allowing to be shared one’s own works, words, answers, or ideas with others.

With respect to the students' academic work this means that they will not engage in any of the following acts:

- Cheating on examinations – This includes, but is not limited to, the non-authorized or prohibited use of books, **artificial intelligence (i.e. AI chat bots)**, notes or crib sheets, copying from other students' papers, allowing one's work product to be copied, exchanging information with other students orally, in writing, electronically, by signals or by any other means, illegally obtaining copies of an examination or test or any other similar activities.
- Falsification – Including forgery of signatures, altering or inserting different answers after they have been reviewed and graded, erasing a grader's markings for the student's undeserved benefit and other acts that lead to falsely taking credit for work that is not legitimately earned.

DISCIPLINARY MEASURES

A student who is found to have committed one or more of the above acts of academic dishonesty, whether or not such act is intentional, shall be subject to the following penalties:

First Offense

- A mark of zero (0) for the assignment or test.
- Resubmission of the assignment, honestly prepared and submitted. The new grade shall be calculated as the sum of zero (0) and the new grade divided by two (2), such grade not to exceed fifty percent (50%) of the assignment's original total value.
- Notification shall be sent to the parent of the student. One or both parents shall confer with a school administrator or designee who, upon consideration of the issues discussed in the conference, shall decide what further action to take.
- Eligibility for admission into The National Honor Society may be negatively impacted.

Second Offense

- A mark of zero (0) for the assignment or test with no option to make it up.
- The student shall be suspended from school for one day.
- The student shall be provided with additional support services.

- Notification shall be sent to the parent of the student. One or both parents shall confer with a school administrator or designee, placing emphasis on the fact that this is a second offense in determining the course of action that will be taken.

Third Offense

- The student shall lose all credit in the course taken.
- The student shall be suspended from school for up to three (3) days.
- The student shall be recommended for alternative placement and/or a course of action deemed appropriate to the specific needs of the student.

COMPETITIONS, ADVANCED PLACEMENT TESTS, AND OTHER EXTERNAL ASSESSMENTS

A student who is found to have committed one or more acts of plagiarism or cheating during the course of an academic competition or while taking any advanced placement test or other external assessment, whether or not such act is intentional, shall be subject to the following penalties:

First Offense

- The student shall be disqualified from that academic competition; shall not obtain advanced placement in the course for which the test was taken and fail or be disqualified from any other external assessment or competition for the twelve-month period beginning on the date the plagiarizing or cheating incident occurred.
- The student's parent shall be informed by mail that their son/daughter was involved in an incident of plagiarizing or cheating. One or both parents shall confer with a school administrator or designee, who, upon consideration of the issues discussed in the conference, shall decide what further action to take.
- Eligibility for admission into The National Honor Society may be negatively impacted.

Second Offense

- Disqualification from that and all future school endorsed competitions and external assessments.
- The student shall be suspended from school for one day.

- The student's parent shall be informed by mail that their son/daughter was involved in a second incident of plagiarizing or cheating. One or both parents shall confer with a school administrator or designee. As this is a second offense, more extensive measures to rectify the problem shall be explored relying to a greater extent on parental collaboration and cooperation.

Legal reference: *N.J.S.A. 18A:2-3*

Adopted (BCTS): 9/11/02 Rev.: 12/11/02 Rev.: 9/21/05 Rev.: 12/20/06
Rev.: 1/24/17

Adopted (BCSS): N/A

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

POLICY

Section: OPERATIONS
Number: 8140M

Title: STUDENT ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c) ~~Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

In accordance with N.J.A.C. 6A:32-8.1(e), ~~a~~ student who has been placed on home instruction shall have ~~their~~ ~~his or her~~ attendance status recorded on the regular register ~~attendance pages~~ for the program in which the student is enrolled. **The student shall be marked absent for** ~~For~~ the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ **Absences shall not** ~~No absences will be~~ recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and N.J.A.C. 6A:16-10.1 and 10.2.** The number of possible days ~~of in membership enrollment~~ for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

Legal References: *N.J.S.A. 18A:25-4*
 *N.J.A.C. 6A:14-4.8; 6A:14-4.9; **6A:16-10.1; 6A:16-10.2; 6A:32-8.1;***
 6A:32-8.2; 6A:32-8.3

Adopted (BCTS): 10/17/01 Rev.: 1/26/05 Rev.: 6/20/06 Rev.:
Adopted (BCSS): 1/23/02 Rev.: 1/26/05 Rev.: 6/20/06 Rev.:

REGULATIONS
ONE READING ONLY

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

REGULATION

Section: PROGRAMS
Number: R2423M

TITLE: BILINGUAL AND ESL EDUCATION

A. Definitions (N.J.A.C. 6A:15-1.2)

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
2. “Bilingual education program” means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the programs, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.
3. “Bilingual part-time component” means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
4. “Bilingual resource program” means a program alternative in which students receive, on an individual basis, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments.
5. “Bilingual tutorial program” means a program alternative in which students receive one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.

6. “Dual-language bilingual education program” means a full-time program of instruction in elementary and secondary schools that provides structured English language instruction and instruction in a second language in all content areas for ELLs and for native English-speaking students enrolled in the program.
7. “Educational needs” means the particular educational requirements of ELLs; the fulfillment of which will provide them with equal educational opportunities.
8. “English as a second language (ESL) program” means a daily developmental second-language program of at least one period of instruction based on student language proficiency that teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student’s experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
9. “English language development standards” means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.
10. “English language learner” or “ELL” means a student whose native language is other than English. The term refers to students with 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 as used in N.J.S.A. 18A:35-15 to 26.
11. “English language proficiency assessment” (ELP assessment) means a New Jersey Department of Education-approved assessment that evaluates a student’s English language proficiency on the four domains-of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards as permitted under ESSA.

12. “English language services” means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than ten ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.
13. “Exit criteria” means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
14. “High-intensity ESL program” means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
15. “Instructional program alternative” means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education (Department). All students in an instructional program alternative receive English as a second language.
16. “Native language” means the language or mode of communication normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student’s parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment.
17. “NJSLS” means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.
18. “Parent(s)” for the purposes of Policy 2423 and this Regulation means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
19. “Review process” means the process established by the Board to assess ELLs for exit from bilingual, ESL, or English language services programs.

20. “Sheltered English instruction” means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELLs.
- B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)
1. The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:
 - a. Maintain a census indicating all identified students whose native language is other than English; and
 - b. 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.
 2. 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 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.
- C. Bilingual Programs for English Language Learners (ELLs) (N.J.A.C. 6A:15-1.4)
1. The Board shall provide all Kindergarten to grade twelve ELLs enrolled in the district pursuant to N.J.S.A.18A:7F-46 with all required courses and support services outlined in N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. through C.8. below to prepare ELLs to meet the NJSLS for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs. The district shall also provide appropriate instructional programs to eligible pre-school

ELLs based on need according to the New Jersey Preschool Program Implementation Guidelines, 2015. The guidelines provide developmentally appropriate recommendations for good practice and are intended for school districts that provide preschool programs.

2. The Board shall establish English language services designed 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.
3. The Board shall establish an ESL program 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.
 - a. An ESL curriculum that addresses the WIDA English language development standards shall be developed and adopted by the Board to address the instructional needs of ELLs.
 - b. The ESL curriculum shall be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
4. The Board shall establish bilingual education programs 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. Bilingual education programs shall:
 - a. Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet the NJSLs. All ELLs participating in the bilingual programs shall also receive ESL instruction;
 - b. Include a curriculum that addresses the NJSLs, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district.
5. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the NJSLs, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. The instructional

opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.

6. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ELLs to meet the NJSLs for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, the Board shall develop plans in consultation with and approved by the Department to meet the needs of the students.
7. In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6. above, the Board shall design additional programs and services to meet the special needs of eligible ELLs and include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
8. The Board may establish dual-language bilingual education programs in its schools and may make provisions for the coordination of instruction and services with the school district's world languages program. Dual-language bilingual education programs shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual-language bilingual programs shall be comprised of approximately equal numbers of ELLs and of students whose native language is English.
9. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)

The school district may request a waiver from N.J.A.C. 6A:15-1.4(d) and C.4. above to establish annually an instructional program alternative with the approval of the Department when there are twenty or more students eligible for the bilingual education program in grades Kindergarten through twelve, and the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.

1. Instructional program alternatives shall be developed in consultation with and approved annually by the Department after review of student enrollment and achievement data. All bilingual instructional program

alternatives shall be designed to assist ELLs to develop sufficient English skills and subject-matter skills to meet the NJSLs.

2. The instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time component; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.

E. Approval Procedures (N.J.A.C. 6A:15-1.6)

1. If the district provides a bilingual program, ESL program, or English language services, the district shall submit a plan every three years to the Department for approval. At its discretion, the Department may request modifications, as appropriate.
 - a. Plans submitted by the Board for approval shall include information on the following:
 - (1) Identification of students;
 - (2) Program description;
 - (3) The number of certified staff hired for the program;
 - (4) Bilingual and ESL curriculum development;
 - (5) Evaluation design;
 - (6) Review process for exit; and
 - (7) A budget for bilingual and ESL programs or English language services.

F. Supportive Services (N.J.A.C. 6A:15-1.7)

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.
2. To the extent that it is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be

provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

G. In-service Training (N.J.A.C. 6A:15-1.8)

1. The Board shall develop a plan for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the NJSLs and the WIDA English language development standards. All bilingual and ESL teachers shall receive training in the use of the ESL curriculum.
2. The Professional Development Plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through in-service training.

H. Certification (N.J.A.C. 6A:15-1.9)

1. All teachers of bilingual classes shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education, pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.1.
2. All teachers of ESL classes shall hold a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.
3. All teachers providing English Language Services shall hold a valid New Jersey instructional certificate.

I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry (N.J.A.C. 6A:15-1.10)

1. All ELLs from Kindergarten through grade twelve shall be enrolled in the bilingual, ESL, or English language services education program established by the Board as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), C.2. through C.5. and D. above, and P.L. 1995, c. 59 and c. 327.
2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using ELP assessments 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.

3. 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 ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form. A student shall first achieve the Department-established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, 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.
 - a. Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ELL status based on the student's score on the remaining domains in which the student was assessed.
4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half an academic year and within two years of exit, the mainstream English classroom teacher may recommend retesting with the approval of the Principal.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting shall be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.

- d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the student.
 - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
- 6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the district shall notify by mail the student's parent(s) of the placement determination. If the parent(s) or teaching staff member disagrees with the placement, they may appeal the placement decision in writing to the Superintendent or designee, who will provide a written explanation for the decision within seven working days of receiving the written appeal. 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 complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.
- J. Graduation Requirements for English Language Learners (N.J.A.C. 6A:15-1.11)

All ELLs shall satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).
- K. Location (N.J.A.C. 6A:15-1.12)

All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school buildings of the school district pursuant to N.J.S.A. 18A:35-20.
- L. Notification (N.J.A.C. 6A:15-1.13)
 - 1. The school district shall notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language

in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as an ELL;
 - b. Why the student needs to be placed in a language instructional educational program that will help them develop and attain English proficiency and meet the NJSLs;
 - c. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
 - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
 - e. How the program will meet the student's specific needs in attaining English and meeting State standards;
 - f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and, in the case of high school students, the expected rate of graduation; and
 - g. How the instructional program will meet the objectives of the individualized education program of a student with a disability.
2. The school district shall send progress reports to parent(s) of students enrolled in a bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parent(s) of other students enrolled in the school district.
 3. Progress reports shall be written in English and in the native language of the parent(s) of students enrolled in the bilingual and ESL program unless the school district can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the district.
 4. The school district shall notify the parent(s) when students meet the exit criteria and are placed in a monolingual English program. The notice shall be in English and in the language in which the parent(s) possesses a primary speaking ability.

M. Joint Programs (N.J.A.C. 6A:15-1.14)

With approval of the Executive County Superintendent on a case-by-case basis, a school district may join with another Board to provide bilingual, ESL, or English language services programs.

N. Parental Involvement (N.J.A.C. 6A:15-1.15)

1. The district shall provide for the maximum practicable 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.
2. If the district implements a bilingual education program, the district shall establish a parent advisory committee on bilingual education of which the majority membership shall be parent(s) of ELLs.

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

REGULATION

Section: PROGRAM
Number: R2425M

TITLE: EMERGENCY VIRTUAL OR REMOTE INSTRUCTION
PROGRAM

A. Definitions

1. “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.
2. “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.

B. Pursuant to N.J.A.C. 6A:32-13.1, if 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.

1. If implemented by the Superintendent, the school district’s program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.

- a. 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.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
- a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:
 - (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
 - (2) Addresses the needs of students with disabilities and includes descriptions of the following:
 - (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;

- (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;
- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
 - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
 - (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
 - (1) If the Board is unable to complete and submit a proposed program annually 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 may retroactively approve the program.
- 3. If provided under the Board's program that has been approved by the Commissioner, 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 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Issued BCTS:

Issued BCSS:

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

REGULATION

Section: STUDENTS
Number: R5200M

TITLE: ATTENDANCE

A. Attendance Recording

1. School Register (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
 - (1) "Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following

enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods.

3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

- (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
 - f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)
- The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)
- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in

membership and dividing the result by the student's days in membership.

- (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
- b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
- c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

BC. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. 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 Board decision outlined in Policy 5200 and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.
 - b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student's illness:

supported by a written letter from the parent upon student's return to school; and

supported by notification to the school by the student's parent;

The student's required attendance in court;

The student's suspension from school;

Family illness or death:

supported by a written letter from the parent upon the student's return to school; and

supported by notification to the school by the student's parent;

College visit(s), up to 3 days per school year for students in grades eleven and twelve;

Interviews with a prospective employer or with an admissions officer of an institution of higher education;

Examination for a driver's license;

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.

3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. 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.

D. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of five or more school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;-
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);

- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required;
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and ~~GH~~.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
- a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

- c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

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

REGULATION

Section: OPERATIONS
Number: R8330M

Title: STUDENT RECORDS

A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, or is an emancipated minor.
3. “Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
4. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or the individual’s physician.
5. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
6. “Parent” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
7. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.

8. “Personally identifiable information” means, but is not limited to:
- a. The student's name;
 - b. The name of the student's parent(s) or other family members;
 - c. The address of the student or the student's family;
 - d. The email address of the student, the student's parent(s), or other family members;
 - e. The telephone number of the student, the student's parent(s), or other family members;
 - f. A personal identifier, such as the student's Social Security number, student number, or biometric record;
 - g. A photo of the student;
 - h. The location and times of class trips;
 - i. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - j. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or
 - k. Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.
9. “Physical examination” means the assessment of an individual’s health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.
10. “School contact directory for official use” means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.
11. “Student discipline record” means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student’s record.

12. “Student information directory” means a publication of the Board that includes information relating to a student. It 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. The information shall be the student’s: 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.
13. “Student record” means information related to an individual student gathered within or outside the school district and maintained within the school district, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. In the absence of any “information related to an individual student,” the document(s) no longer meets the definition of “student record.”

B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board shall compile and maintain student records and regulate access in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student records in a manner that assures the security of the records in accordance with the provisions of N.J.A.C. 6A:32-7.
2. Student records shall contain only information that 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.
3. The 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 policies shall be made available upon request. The Board shall make every effort to notify parents and adult students in their dominant language.
4. Nonadult students may assert rights of access only through their parent(s). However, nothing in N.J.A.C. 6A:32-7 or in Policy 8330 or this Regulation 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 is necessary to protect the health or safety of the student or other persons.

5. The parent or adult student shall have access to the student's records and have access to, or be specifically informed about, only the portion of another student's record that contains information about the student.
6. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.
7. The Superintendent or designee shall require all student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the information contained therein. The reviewer shall cause information no longer descriptive of the student or educational program to be deleted from the records, except that prior notice shall be given for students with disabilities in accordance with N.J.A.C. 6A:14, Special Education. The deleted information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
8. 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.
9. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the district shall provide interpretation of the student records in the dominant language of the parents or adult student.
10. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 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.

C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)

1. The Board shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
2. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about the student that is contained in the school contact directory for official use.

3. A parent, adult student, or emancipated minor shall notify, in writing, the Superintendent or designee of their request to exclude any information from the school contact directory for official use.

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, record of daily attendance, classes attended, grade level completed, year completed, and years of attendance;
 - b. Descriptions of the student's progress according to the Board's student performance data;
 - c. History and status of physical health compiled in accordance with State regulations, including immunizations and results of any physical examination(s) given by qualified district employees;
 - d. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - e. All other records required by N.J.A.C. 6A.
2. 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 and include the following as authorized by this Board upon adoption of Policy 8330 and this Regulation. These records may include, but are not limited to:
 - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent or adult student;

- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of the student's co-curricular and athletic activities and achievements;
- k. Class rank;
- l. Awards and honors;
- m. Notations of additional records maintained in a separate file;
- n. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- o. Entries indicating review of the file by an authorized person.

E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

- 1. The Superintendent or designee shall be responsible for the security of student records maintained in the district and shall devise procedures/regulations for assuring that access to student records is limited to authorized persons.
- 2. The Board may store all student records.
 - a. When student records are stored electronically, proper security and backup procedures shall be administered.
- 3. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l)
- 4. Records shall be accessible during the hours in which the school program is in operation.

5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after a student's graduation, or termination from the district, or to age twenty-three, whichever is longer. The mandated student records shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
 6. Any district or school website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records (N.J.A.C. 6A:32-7.5)
1. 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(g) within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
 2. 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.
 3. 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 or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.
 4. Access to, and disclosure of, a student health record shall meet the requirements of FERPA, 20 U.S.C. §1232g, and 34 CFR Part 99.
 5. Organizations, agencies, and persons authorized to access student records shall include only the following:
 - a. The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;
 - (1) The place of residence shall not be disclosed; and
 - (2) Access shall not be provided if denied by a court;

- b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
- c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the adult student's consent;
- d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
- e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
 - (1) An approved private school for students with disabilities;
 - (2) A State facility;
 - (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or
 - (4) Clinics and agencies approved by the New Jersey Department of Education;
- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;
- g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record

information, and shall cease when the specific assigned task is completed;

- h. Accrediting organizations to carry out their accrediting functions;
- i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
- j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:
 - (1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;
 - (2) Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;
 - (3) All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;
 - (4) The Superintendent or designee shall request, in writing, all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
 - (5) Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - (6) Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;

- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
 - l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;
 - m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);
 - n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
 - o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and
 - p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will be used under strict conditions of anonymity and confidentiality.
6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation 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.
7. In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.
- a. When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have

made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.

G. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

1. All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7 as listed below shall have access to a student record, subject to the following conditions:
 - a. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
 - b. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee, the request in writing, together with any required authorization.
 - c. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records, where necessary, and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student(s), or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records inspected, and the purposes for which the data will be used.
 - d. Prior to disclosure of student records to organizations, agencies, or persons outside the district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. The notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.
 - (1) Notice to the parent shall not be required when the parent is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. §1232g(b)(2)(B).
 - e. A record may be withheld from a parent or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When

the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of the request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

H. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may request:
 - a. Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;
 - b. Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;
 - c. The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or
 - d. Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.
2. To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record.
 - a. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the district's decision. If the district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the request.
 - b. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal the district's decision.
 - c. If an appeal is made to the Board, the Board shall render a decision within twenty school days.
 - d. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult

student shall be afforded a full and fair opportunity to present evidence relevant to the issue.

- e. A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.
- 3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b) and I.2. above.
- 4. 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. 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 student record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

I. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

- 1. A student's 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.
 - a. The Board 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.
- 2. Student records of currently enrolled students, other than the records described at N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.
- 3. Upon graduation or permanent departure of a student from the district:
 - a. 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.

- b. Information in student records, other than that described at N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.
- 4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
- 5. The district of last enrollment, graduation, or permanent departure of the student from the district shall keep, for one hundred 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.

Issued (BCTS): 12/12/01 Rev.: 5/21/03 Rev.: 2/25/04 Rev.: 12/15/04 Rev.: 12/20/06
Rev.: 6/27/17 Rev.:

Issued (BCSS): N/A

PERSONNEL

23-P-86T 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:

ATHS	Applied Technical High School (BCC), Paramus
BCA	Bergen County Academies, Hackensack
BCDCC	Bergen County Day Care Center, Hackensack
BCSS	Bergen County Special Services
BCTEC	Bergen County Technical Education Center, Paramus
BCTHS	Bergen County Technical High School, Teterboro
BCVHS	Bergen County Vocational High School, Paramus
BOCC	Bergen One-Stop Career Center, Hackensack
ADULT	Adult Education, Hackensack
NVRHS	Northern Valley Regional High School, Demarest

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Harvey, Raymond (R)	Specialist: Computer Salary: \$50,000. per annum pro rata Effective: 03/16/23 to 06/30/23 Note: Replacement for staff who was reassigned	DISTRICT, Shared Services
Makus, Helen (N)	Day Care Center Caregiver (Part-time) Salary: \$15.00 per hour Effective: 03/13/23 to 06/30/23	DAYCARE, Hackensack

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

23-P-87T 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:

Lohsen, Grace Secretary (Vice Principal) BCA, Hackensack

From: Step 7: \$56,258. + Long. \$900. = \$57,158. per annum
To: Step 7: \$56,258. + Long. \$900. + Ext. Day \$9,881. = \$67,039. per annum pro rata
Effective: 03/01/2023 to 06/30/2023

Middleton, Diane Adult Education Educational Broker- Program Facilitator ADULT ED, Hackensack

From: Adult Ed Educational Broker/Employment Readiness Literacy Instructor ESL (Part-time): \$35. per hour; max. 24 hrs per week)
To: Adult Ed Educational Broker Employment Program Facilitator (Full-time): \$83,000. per annum pro rata
Effective: 04/03/2023 to 06/30/2023
Note: Grant funded; Replacement for staff who was promoted

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

23-P-88T 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-89T APPROVAL— REVISED 2022-2023 SCHOOL CALENDAR FOR TEACHERS AND STUDENTS
REVISED 2022-2023 - STUDENT ABBREVIATED DAY CALENDAR**

Resolution

BE IT RESOLVED, that the attached revised 2022-2023 School Calendar for Teachers and Students and the revised 2022-2023 Student Abbreviated Day Calendar be approved, and

BE IT FURTHER RESOLVED, that the Superintendent may modify this calendar for emergency school closings exclusively except that the days of attendance for teachers will not exceed 183.

BE IT FURTHER RESOLVED, that the Board Secretary shall transmit copies of these documents to all administrators and the leadership of the various associations within the school district.

23-P-90T APPROVAL—2023-2024 - STUDENT ABBREVIATED DAY CALENDAR

Resolution

BE IT RESOLVED, that the attached 2023-2024 Student Abbreviated Day Calendar be approved, and

BE IT FURTHER RESOLVED that the Superintendent may modify this calendar for emergency school closings exclusively except that the days of attendance for teachers will not exceed 183.

BE IT FURTHER RESOLVED, that the Board Secretary shall transmit copies of these documents to all administrators and the leadership of the various associations within the school district.

**23-P-91T 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

<u>Curriculum Projects:</u>	Waldron, Alyssa	1 st payment - \$643 Experimental Biology
	Liso, Matthew	1 st payment - \$643 Cryptology
<u>Home Instruction:</u>	Gosselink, Daniel Student: AD	\$86 per hour Max. hours: 18 Effective 03/02/23
	Miletic, Vanessa Student: AD	\$86 per hour Max. hours: 18 Effective 03/02/23
	Mimidas, Stella Student: AD	\$86 per hour Max. hours: 18 Effective 03/02/23
	Moogan, Thomas Student: AD	\$86 per hour Max. hours: 18 Effective 03/02/23
	Muller, Laura Student: AD	\$86 per hour Max. hours: 18 Effective 03/02/23
	Sfeir, Norina Student: AD	\$86 per hour Max. hours: 18 Effective 03/02/23

Tahan, Mary
Student: AD
\$86 per hour
Max. hours: 18
Effective 03/02/23

Yanniotis, Andreas
Student: AD
\$86 per hour
Max. hours: 18
Effective 03/02/23

Zubov, Igor
Student: AD
\$86 per hour
Max. hours: 16
Effective 03/07/23

Castella, Frank
Student: KG
\$86 per hour
Max. hours: 56
Effective 03/17/23

Liso, Matthew
Student: KG
\$86 per hour
Max. hours: 28
Effective 03/17/23

Rodriguez, Alex
Student: KG
\$86 per hour
Max. hours: 28
Effective 03/17/23

Zurburg, Gebhardt
Student: KG
\$86 per hour
Max. hours: 28
Effective 03/17/23

Dominguez, Kevin
Student: AL
\$86 per hour
Max. hours: 4
Effective 03/14/23

Branda, Dominic
Student: AL
\$86 per hour
Max. hours: 4
Effective 03/14/23

Galperin, Andrea
Student: AL
\$86 per hour
Max. hours: 4
Effective 03/14/23

Gosselink, Daniel
Student: AL
\$86 per hour
Max. hours: 4
Effective 03/14/23

Kim, Hilary
Student: AL
\$86 per hour
Max. hours: 4
Effective 03/14/23

Mimidas, Stella Student: AL	\$86 per hour Max. hours: 4 Effective 03/14/23
Vieni, Joan Student: AL	\$86 per hour Max. hours: 4 Effective 03/14/23
Zubov, Igor Student: AL	\$86 per hour Max. hours: 4 Effective 03/14/23
Biggins, Mary Student: AZ	\$86 per hour Max. hours: 24 Effective 03/20/23
Elefther, Nicholas Student: AZ	\$86 per hour Max. hours: 48 Effective 03/20/23
Mason, Sheavon Student: AZ	\$86 per hour Max. hours: 24 Effective 03/20/23
Moogan, Thomas Student: AZ	\$86 per hour Max. hours: 24 Effective 03/20/23
Sankar, Jayasree Student: AZ	\$86 per hour Max. hours: 24 Effective 03/20/23
Tahan, Mary Student: AZ	\$86 per hour Max. hours: 24 Effective 03/20/23
Zubov, Igor Student: AZ	\$86 per hour Max. hours: 24 Effective 03/20/23

Advisory Committee Work

Rate: \$150 per meeting

Effective: SY 2022-2023

Golle, Erica	Teterboro	\$150	11/18/22
Leon, Stephanie	Paramus	\$150	11/07/22
Rome, Thomas	Paramus	\$150	01/19/23

After School Tutoring - ATHS

Rate: \$39 per hour*

Effective: SY 2022-2023

Max. Hrs.

Putkisto, Alexis

20

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

ATHS Scheduling Work

Rate: Hourly per diem

Effective: SY 2022-2023

Max. Hrs.

Valentine, Taylor

50

BCA Research EXPO

Rate: Hourly per diem

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

Max. Hrs.

Baffo, Patience*

250 hrs. shared

Russo, Christopher*

*Additional staff added to original list and original hours approved at BOE 08/30/22; Resol. #23-P-10T.

Chemical Compliance Officer

Rate: Hourly per diem

Effective: SY 22-23

Max. Hrs.

School

Markel, Alexa

10

Adult Ed

Mansfield, Elizabeth

25

Paramus

Sankar, Jayasree

25

Teterboro

Slootmaker, Amanda

10

ATHS

Conflict Resolution After School - Nursing

Rate: Hourly per diem

Effective: SY 22-23

Max. Hrs.

Beyer, Melissa

10

Hynes, Laura

10

McManus, Rosemarie

10

Saab, Joann

10

Soudant-Flynn, Danielle

10

Content Coaching

Rate: \$68 per hour*

Effective: 03/01/23 to 06/30/23

Max. Hrs.

Colon, Veronica

4

*Grant funded. Middle School CTE Enrichment Program with Hackensack Public Schools

DECA Competition

Atlantic City, NJ

Rate: Per diem

Effective: 02/28/23*

	<u>Max. Days</u>
Acuna, Kymberly	1
Casarico, Elizabeth	1
Downey, Lindsay	1
Gutierrez, Joseph	1
Kaba, Valmira	1
Pagano, Emily	1
Seventko, Justin	1

*Snow Day 2/28/23

Deliver CTE Enrichment

Rate: \$68 per hour*

Effective: 03/01/23 to 06/30/23

	<u>Max. Hrs.</u>
Colon, Veronica	20

*Grant funded. Hackensack Middle School students

Nursing Coverage

Rate: Hourly per diem

Effective: SY 2022-2023

	<u>Max. Hrs.</u>
McManus, Rosemarie	50

Rutgers SLE Training

Rate: Hourly per diem

Effective: SY 2022-2023

	<u>Max. Hrs.</u>
Armonaitis, William	40
Massaro, Brittany	40
Tuliszewska, Agnes	40

23-P-92T APPROVAL — LEAVE(S) OF ABSENCE

Resolution

BE IT RESOLVED, that Paul Kaser, School Counselor, BCA, Hackensack, will be granted an unpaid intermittent federal and New Jersey statutory family leave of absence with benefits for the period March 8, 2023 through March 13, 2023; March 20, 2023 through March 24, 2023; March 28, 2023 and March 30, 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 Hector Montero, Custodian, Bergen County Technical High School, Teterboro, will be granted an unpaid medical leave of absence with no benefits for the period April 1, 2023 through June 30, 2023.

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

23-P-93T 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:

Dirr, Pamela	EMT Instructor Aide	Effective 01/15/2023
Higgins, Regina	District Substitute	Effective 03/02/2023
Wang, Matthew	Teacher of Computer Science	Effective 07/01/2023
Wiggins, Elease	Broker/Education	Effective 03/31/2023
Zevallos Paz, Lourdes	Broker/Proctor	Effective 03/18/2023

23-P-94T 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:

Forne, Oscar	Assistant Coordinator of Technology	District, Hackensack	Effective 06/01/2023
Forne, Oscar	Teacher of Machine Shop	BCA, Hackensack	Effective 06/01/2023
Neville, Harriet	Teacher of Cosmetology	BCTEC, Paramus	Effective 01/01/2024

23-P-95T APPROVAL – RETURN TO WORK –RESOLUTION - DISTRICT EMPLOYEE (ID #6086)

Resolution

WHEREAS, the Superintendent received information suggesting that a district employee (ID #6086) may have engaged in unprofessional conduct and/or unacceptable job performance; and

WHEREAS, based on the aforementioned information, the Superintendent recommended that district employee #6086 be suspended with pay effective Friday, January 27, 2023 pending final resolution of this matter; and

WHEREAS, the administration has investigated the matter and determined there are no employment performance or conduct concerns that warrant continued exclusion of the district employee (ID #6086) from work; and

WHEREAS, the Superintendent has recommended that district employee (ID #6086) return to work Monday, March 13, 2023.

NOW THEREFORE BE IT RESOLVED, that the Board hereby ratifies the suspension with pay of district employee (ID #6086) for the period January 27, 2023 through March 12, 2023.

23-P-96T APPROVAL—2022 - 2023 EMERGENCY MEDICAL SERVICES STAFF

RESOLUTION

BE IT that the attached list of 12-Month Emergency Medical Services staff be approved at the rates indicated for the school year 2022-2023.

23-P-97T APPROVAL – SUSPENSION WITH PAY (ID #1396)

Resolution

WHEREAS, the Superintendent has received information suggesting that a district employee (ID #1396) may have engaged in a statutorily disqualifying offense, unprofessional conduct and/or unacceptable job performance; and

WHEREAS, based on the aforementioned information, the Superintendent has recommended that district employee #1396 be suspended with pay effective Thursday, March 23, 2023, pending final resolution of this matter;

NOW THEREFORE BE IT RESOLVED, that the suspension with pay of district employee #1396 is hereby ratified and approved effective March 23, 2023, pending further official investigation and/or action of the Board; and

BE IT FURTHER RESOLVED, that the Board Secretary shall transmit written notice regarding this action to the above-named individual as soon as is practicable, either personally or by certified mail, return receipt requested.

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

SALARY RECLASSIFICATION

	NAME	POSITION	EFFECTIVE DATE	FROM STEP	RATE	TO STEP	NEW RATE
1.	PANZARELLA, JACK	TEACHER	02/01/2023	3	\$ 55.36	4	\$ 58.34*

*Rate Adjustment previously approved at BOE 02/28/2023; Resol. #23-P-80T

Board Approval: 03/28/2023

**BERGEN COUNTY TECHNICAL SCHOOLS
2022-2023 SCHOOL CALENDAR**

23-P-89T

September					October					November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1+	2+*	3	4	5	6	7+		1	2	3	4				1	2	2	3	4	5	6
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
19	20	21	22	23	24	25	26	27	28	21	22	23*	24	25	19	20	21	22	23*	23	24	25	26	27
26	27	28	29	30	31					28	29	30			26	27	28	29	30	30	31			

February					March					April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3			1	2	3	3	4	5	6	7	1	2	3	4	5			1	2	
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28				27	28	29	30	31						29	30	31			26	27	28	29	30

September	1	First Day Teachers Only+	December	26-30	Winter Recess – School Closed
	2	Teachers only+	January	2	New Year's Day - Observed
	5	Labor Day-School Closed		16	Martin Luther King Jr. – Observed School Closed
	6	First day students-all campuses	February	17-21	Presidents Day Recess – School Closed
	26-27	Rosh Hashanah-School Closed		28	Snow Day – School Closed
October	5	Yom Kippur– School Closed	April	7	Good Friday – School Closed
	7	Curriculum Revision/Advisory Board (BCA, Teterboro, Paramus & ATHS)		10-14	Spring Recess – School Closed
November	10-11	NJEA Convention – School Closed	May	29	Memorial Day – School Closed
	24-25	Thanksgiving Recess – School Closed	June	16	Juneteenth – School Closed
				26	Last Day Students & Teachers

Key: + Teacher Day

Shaded Boxes – School not in Session

*Early Dismissal

BCTS DAYS OF ATTENDANCE

<u>Month</u>	<u># Days</u> <u>Students</u>	<u># Days</u> <u>Staff</u>	<u>Month</u>	<u># Days</u> <u>Students</u>	<u># Days</u> <u>Staff</u>
September	17	19	February	16	16
October	19	20	March	23	23
November	18	18	April	14	14
December	17	17	May	22	22
January	<u>20</u>	<u>20</u>	June	<u>17</u>	<u>17</u>
	91	94		92	92
Total			183 186		

The calendar includes four (4) emergency days. In the event that makeup days are needed beyond those, they will first be scheduled during recesses, holidays and/or other days within the school year. Spring recess and staff development dates are also tentative, contingent upon state test dates being finalized. All Student Abbreviated Days are subject to change into full school days for students if schools have delayed openings due to inclement weather or other emergencies. In extreme circumstances, the final day of school may be changed depending upon the number of makeup days required. If that changes, graduation will be moved as well. The minimum number of days of attendance for students within the ten (10) month calendar will be 180. The maximum number of days of attendance for teachers within the ten (10) month calendar will be 183. If any of the four (4) emergency days are not needed, they will be given back by closing school a corresponding number of days in April, May and/or June.

BCTS Student Abbreviated Days — 2022-2023 School Calendar

Bergen County Academies, Hackensack (including Adult Ed as noted “*”)

*District Staff Development	Friday, September 23, 2022
Back-to-School Night	Thursday, October 6, 2022
*District Staff Development	Tuesday, October 25, 2022
*Before Thanksgiving Recess	Wednesday, November 23, 2022
Building Staff Development	Friday, December 9, 2022
*Before Winter Recess	Friday, December 23, 2022
Admissions	Thursday, January 26, 2023
District Staff Development	Thursday February 16, 2023
Admissions	Thursday, March 2, 2023
Admissions	Tuesday, March 7, 2023
*District Staff Development	Thursday, April 27, 2023
*Building Staff Development	Thursday, May 25, 2023
End of Year Procedures	Mon-Fri, June 19-23, 2023
Graduation/Last day for Students	Monday, June 26, 2023

Bergen County Vocational High School, Paramus

Back to School Night	Wednesday, September 21, 2022
Open House	Wednesday, October 12, 2022
Open House	Thursday, November 17, 2022
Before Thanksgiving Recess	Wednesday, November 23, 2022
Before Winter Recess	Friday, December 23, 2022
Professional Development/Advisory Boards	Friday, January 20, 2023
Staff Development	Friday, February 10, 2023
Professional Development/Advisory Boards	Friday, March 10, 2023
Professional Development/Advisory Boards	Friday, April 21, 2023
Staff Development	Friday, May 12, 2023
End of Year Procedures	Tues-Fri, June 20-23, 2023
Graduation/Last day for Students	Monday, June 26, 2023

Applied Technology High School at BCC

Back to School Night	Tuesday September 20, 2022
Open House	Tuesday, October 11, 2022
Open House	Wednesday, October 26, 2022
Before Thanksgiving Recess	Wednesday, November 23, 2022
Before Winter Recess	Friday, December 23, 2022
Professional Development/Advisory Boards	Thursday, January 12, 2023
Staff Development	Thursday, February 16, 2023
Professional Development/Advisory Boards	Friday, March 10, 2023
Professional Development/Advisory Boards	Friday, April 21, 2023
Staff Development	Thursday, May 11, 2023
End of Year Procedures	Tues-Fri, June 20-23, 2023
Graduation/Last day for Students	Monday, June 26, 2023

Bergen County Technical High School, Teterboro

Back to School Night	Thursday, September 22, 2022
Open House	Thursday, October 13, 2022
Open House	Tuesday, October 25, 2022
Staff Development/Student Achievement Review	Monday, October 31, 2022
Curriculum Revision/Advisory Board	Friday, November 18, 2022
Before Thanksgiving Recess	Wednesday, November 23, 2022
Before Winter Recess	Friday, December 23, 2022
Staff Development/Student Achievement Review	Tuesday, March 7, 2023
Staff Development/Student Achievement Review	Friday, March 24, 2023
Staff Development/Student Achievement Review	Monday, April 17, 2023
Curriculum Revision/Advisory Board	Monday, May 15, 2023
Staff Development/Student Achievement Review	Wednesday, May 24, 2023
End of Year Procedures	Tues-Fri, June 20-23, 2023
Graduation/Last day for Students	Monday, June 26, 2023

NOTE: All Student Abbreviated Days will change into full school days for students if schools have delayed openings due to inclement weather or other emergencies. Administration will determine whether and when such student abbreviated days will be re-scheduled later in the school year.

BCTS Student Abbreviated Days — 2023-2024 School Calendar

Bergen County Academies, Hackensack (including Adult Ed as noted “*”)

*District Staff Development	Friday, September 22, 2023
Back-to-School Night	Thursday, October 5, 2023
*District Staff Development	Tuesday, October 24, 2023
*Before Thanksgiving Recess	Wednesday, November 22, 2023
Building Staff Development	Friday, December 8, 2023
*Before Winter Recess	Friday, December 22, 2023
Admissions	Wednesday, January 17, 2024
District Staff Development	Thursday, February 15, 2024
Admissions	Tuesday, March 5, 2024
Admissions	Thursday, March 7, 2024
*Building Staff Development	Thursday, May 23, 2024
End of Year Procedures	Mon-Thu, June 17-20, 2024
Graduation/Last day for Students	Monday, June 24, 2024

Bergen County Vocational High School, Paramus

Back to School Night	Wednesday, September 20, 2023
Open House	Wednesday, October 11, 2023
Open House	Thursday, November 16, 2023
Before Thanksgiving Recess	Wednesday, November 22, 2023
Before Winter Recess	Friday, December 22, 2023
Professional Development/Advisory Boards	Friday, January 19, 2024
Staff Development	Friday, February 9, 2024
Professional Development/Advisory Boards	Friday, March 8, 2024
Professional Development/Advisory Boards	Friday, April 19, 2024
Staff Development	Friday, May 10, 2024
End of Year Procedures	Mon-Thu, June 17-20, 2024
Graduation/Last day for Students	Monday, June 24, 2024

Applied Technology High School at BCC

Back to School Night	Thursday September 21, 2023
Open House	Wednesday, October 18, 2023
Open House	Friday, November 3, 2023
Before Thanksgiving Recess	Wednesday, November 22, 2023
Before Winter Recess	Friday, December 22, 2023
Professional Development/Advisory Boards	Thursday, January 11, 2024
Staff Development	Thursday, February 15, 2024
Professional Development/Advisory Boards	Friday, March 15, 2024
Professional Development/Advisory Boards	Tuesday, April 9, 2024
Staff Development	Thursday, May 9, 2024
End of Year Procedures	Mon-Thu, June 17-20, 2024
Graduation/Last day for Students	Monday, June 24, 2024

Bergen County Technical High School, Teterboro

Back to School Night	Thursday, September 21, 2023
Open House	Thursday, October 12, 2023
Open House	Tuesday, October 24, 2023
District Professional Development	Tuesday, October 31, 2023
Professional Development/Advisory Board	Friday, November 17, 2023
Before Thanksgiving Recess	Wednesday, November 22, 2023
Before Winter Recess	Friday, December 22, 2023
District Professional Development	Tuesday, March 5, 2024
District Professional Development	Friday, March 22, 2024
District Professional Development	Monday, April 15, 2024
Professional Development/Advisory Board	Wednesday, May 22, 2024
End of Year Procedures	Mon-Thu, June 17-20, 2024
Graduation/Last day for Students	Monday, June 24, 2024

NOTE: All Student Abbreviated Days will change into full school days for students if schools have delayed openings due to inclement weather or other emergencies. Administration will determine whether and when such student abbreviated days will be re-scheduled later in the school year.

Adopted: 3/28/2023

EMS Salaries 22-23

23-P-96T

Instructor Name	Title	22-23	Email
Dawson, Cherise	Instructor	\$33.07	cherjdawson@gmail.com

BCTS FINANCE RESOLUTIONS
March 28, 2023 BoE Meeting @ 5:00 p.m.

23-F-143T APPROVAL—PAYMENT OF BILLS TO FEBRUARY 24, 2023 TO MARCH 23, 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>
011746 - 011914	7,206,812.68	
S44398 - S44466	<u>1,799,042.18</u>	9,005,854.86

JS/PB/kk
Attachments

**23-F-144T MONTHLY CERTIFICATION—JANUARY 2023 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 JANUARY 31, 2023, 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-145T LINE ITEM TRANSFERS—JANUARY 2023

Resolution

WHEREAS, pursuant to N.J.A.C. 6:20-2.12(e)*, we, the board of education, confirm that as of JANUARY 31, 2023, 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-146T APPROVAL—VENDOR LIST PARTICIPATION IN STATE CONTRACT PURCHASING FOR
BERGEN COUNTY TECHNICAL SCHOOLS 2022-2023 SCHOOL YEAR: 03/2023**

#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-147S APPROVAL – ADOPT A TENTATIVE BUDGET – 2023-2024 SCHOOL YEAR

Resolution

WHEREAS, the Board of Education is required to adopt a tentative budget for the 2023-2024 school year, and

WHEREAS, the district must prepare an itemized budget and submit the budget to the Executive County Superintendent of Schools per N.J.S.A. 18A:7F-5.

NOW THEREFORE BE IT RESOLVED, the Board of Education does hereby adopt tentative budgets for the 2023-2024 school year as follows:

TOTAL BUDGET

General Fund	\$ 80,002,797
Special Revenue Fund	<u>\$ 11,015,000</u>
Total Budget	<u>\$ 91,017,797</u>

JS/PB/SS/kk

Source of Funds: N/A

23-F-148T APPROVAL – TENTATIVE ADOPTION 2023-2024 CAPITAL BUDGET

Resolution

BE IT RESOLVED that the Board of Education does adopt the following 2023-2024 capital budget:

Capital Budget: \$4,150,000 including bonding costs

JS/PB/kk

Source of Funds: N/A

23-F-149T APPROVAL- TRAVEL EXPENSES – MAXIMUM 2023-2024

Resolution

WHEREAS, NJAC 6A:23A7.3 provides that the board of education shall establish in the annual school budget a maximum expenditure amount for such travel and expense reimbursement for the 2023-2024 school year, which the school district shall not exceed.

NOW THEREFORE BE IT RESOLVED that Bergen County Technical Schools hereby approves the maximum travel expenditure of \$175,000.00 for the 2023-2024 school year; which includes all travel supported by the Federal, State and local funds. The district previously established the maximum amount for the pre-budget year (2022-2023) as \$175,000.00. The district has expended \$81,584.37 of that amount to date.

BE IT FURTHER RESOLVED, that the Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

JS/PB/kk

Source of Funds: NA

**23-F-150T APPROVAL – MAXIMUM DOLLAR LIMIT FOR 2023-2024 SCHOOL YEAR FOR
PROFESSIONAL SERVICES AND PUBLIC RELATIONS EXPENSES IN THE
BERGEN COUNTY TECHNICAL SCHOOLS**

Resolution

WHEREAS, N.J.A.C. 6A:23A-5.2, provides that the board of education establish in the annual school budget a maximum expenditure amount for Professional Services for the 2023-2024 school year, and

WHEREAS, the following limit will apply for Professional Services and Public Relations Expenses for the Bergen County Technical Schools, for the 2023-2024 school year.

Professional Services 2023-2024 SY	Maximum Expenditure
AUDITOR	\$100,000
BOARD ATTORNEY	\$300,000
PHYSICIAN	\$30,000
INSURANCE	\$36,000
PUBLIC RELATIONS EXPENSES	\$35,000

NOW THEREFORE BE IT RESOLVED, that Bergen County Technical Schools approves the professional services and public relations expenditure limits based on the above table.

JS/PB/kk

Source of Funds: NA

**23-F-151T AWARD OF CONTRACT TO PROVIDE LAWN MAINTENANCE SERVICES FOR BCTS
TETERBORO CAMPUS, COMMENCING APRIL 1, 2023, FOR A ONE-YEAR PERIOD WITH
THE OPTION TO RENEW--VENDOR: LSI SERVICES LLC, ORANGEBURG, NY \$12,496.00**

BID #23-12

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 to Provide Lawn Maintenance Services for BCTS – Teterboro Campus, Commencing April 1, 2023, or Date of Award, for a One-Year Period, with the Option to Renew, and

WHEREAS, in accordance with the advertisement, three (3) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on February 22, 2023, and

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Coordinator of Facilities, the Board of Education awards the contract, to the lowest responsible bidder, LSI Services LLC, Orangeburg, NY as follows:

April – commencing approx 4/15/23 (must have at least two visits in April)	\$ 3,378.50
May	\$ 1,302.50 / month
June	\$ 1,302.50 / month
July	\$ 1,302.50 / month
August	\$ 1,302.50 / month
September	\$ 1,302.50 / month
October	\$ 1,302.50 / month
November	\$ 1,302.50 / month
December (if requested, only)	\$500.00 / visit
Grand Total \$ 12,496.00	

Herbicide Application	\$0.25 / linear foot	\$0.25 / linear foot
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JS/DT/jd/kk

**23-F-152T APPROVED - HOURLY RATES FOR THE BERGEN COUNTY DAY CARE CENTER
2023-2024 SCHOOL YEAR**

Resolution

WHEREAS, tuition charges are a major source of revenue;

BE IT RESOLVED the Board of Education approves hourly and weekly rates for Day Care Center for the school year 2023-2024;

Category	2022-2023 Hourly Rates	2023-2024 Hourly Rates
Infants (6 wks – 18mths)	\$7.75	\$8.00
Waddles (18mths – 2 yrs)	\$7.50	\$7.75
Toddlers (2 yrs-Pre-k3)	\$7.25	\$7.50
Pre-Kindergarten – 3 & 4	\$6.75	\$7.00
Registration Fee	\$100.00	\$100.00
Fee for Late Payment	\$40.00	\$40.00
Fee for Returned Check	\$40.00	\$40.00
Late Pick Up Fee	\$15.00	\$15.00
	For every 15 minutes late	For every 15 minutes late
Sibling Discount	10% discount applied to older child	10% discount applied to older child
District, Full Time Adult Education Students and County Employee Discount	15% discount applied to total tuition	15% discount applied to total tuition

JS/kk

**23-F-153T APPROVAL – SHARED SERVICES AGREEMENT FOR LEVEL 1 SITE TECHNICIAN AND
SUPPORT SERVICES BETWEEN ALPINE PUBLIC SCHOOLS BOE AND BCTS
(7/1/2023 TO 6/30/2024) \$47,340.00**

Resolution

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

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

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of a Level 1 Technician along with Technology Support Services by Bergen County Technical Schools Board of Education to Alpine Public Schools Board of Education;

NOW THEREFORE BE IT RESOLVED, Bergen County Technical Schools approves the attached shared services agreement to provide the services of technology support to the Alpine Board of Education per the attached agreement, commencing July 1, 2023, and ending June 30, 2024.

JS/kk
Attachment—Agreement

23-F-154T ACCEPTANCE OF AUDIT FOR THE SCHOOL YEAR 2022-2023

Resolution

WHEREAS, the Bergen County Technical School District in accordance with N.J.S.A. 18A:23-1, Audit when and how made, 18A:23-2; Scope of Audit, 18A:23-3; Filing of Audit, 18A:23-4, preparation and distribution of Synopsis or Summary, 18A:23-5, meeting of board, discussion of report, and

WHEREAS, the Bergen County Technical School District must have a certified Annual External audit of the district's accounts and financial transactions; and

WHEREAS, the Bergen County Technical School District received the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022, prepared by the firm of Lerch, Vinci & Bliss, LLP and

WHEREAS, the audit recommendations, and corrective action plan were received and discussed at the Regular Public Meeting of the Bergen County Technical School District held on March 28, 2023,

THEREFORE, BE IT RESOLVED, that the Board of Education,

THEREFORE, BE IT RESOLVED, that the Board of Education, accepts and approves the Annual Comprehensive Financial Report for the Fiscal Year ended June 30, 2022, and

BE IT FURTHER RESOLVED, Approves the Administrative Corrective Action Plan for the recommendations made by the Auditing firm of Lerch, Vinci and Bliss, LLP, and

BE IT FURTHER RESOLVED Approves the copies of the minutes of this meeting, the synopsis and Corrective Action Plan be filed with the New Jersey State Department of Education after said audit has been reviewed for accuracy and completeness by the Bergen County New Jersey Department of Education office.

JS/PB/kk
Attachment

**23-F-155T APPROVAL – WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT (ITA) LOG –
2/22/23 – 3/21/23**

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

Source of funds: see attached

23-F-156T APPROVAL – WIOA FORMULA ON-THE-JOB TRAINING (OJT) LOG – 2/22/23 – 3/21/23

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

Source of funds: see attached

**23-F-157T AWARD – COMPETITIVE CONTRACT FOR JOB ORDER CONTRACTING
PROPRIETARY SOFTWARE FOR A TWO-YEAR PERIOD, WITH THE OPTION TO
RENEW
VENDOR: BNi PUBLICATIONS INC., VISTA, CA**

BID CC#23-PC10
State ID #79-BCTSC

RESOLUTION

WHEREAS, on February 24, 2023, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq advertised for Job Order Contracting Proprietary Software Competitive Contract, and

WHEREAS, in accordance with the advertisement, one (1) company submitted a proposal and was received, publicly opened and read aloud in the Board of Education office on March 17, 2023, and

WHEREAS, BNi submitted a proposal for the creation/implementation/maintenance of a job order contracting system for \$45,000, and

WHEREAS, as part of the software component, BNi Publications Inc., will also receive a percentage (listed below) of money spent on construction, when utilizing their pricing software, and

<u>Construction Costs</u>		<u>Percentage Charged</u>	
\$1.00	to	\$5,000,000.00	3.00%
\$5,000,001.00	to	\$37,000,00.00 +	2.00%

WHEREAS, after review by the Evaluation Team, and based on the recommendation of the School Business Administrator, the Board of Education awards the contract for Job Order Contracting Proprietary Software to BNi Publications, Inc., Vista, CA, for a two-year period, with the option to renew for a maximum of a five-year contract,

NOW THEREFORE BE IT RESOLVED, the Board of Education hereby awards the contract to BNi Publications, Inc., Vista CA for \$45,000 for the software component.

Evaluation Average Spreadsheet

	<u>Category</u>	<u>Maximum Value Points</u>	<u>BNi Publications, Inc.</u>
I.	Technical Criteria (30%)	15	15
II.	Management Criteria (20%)	20	20
III.	Cost Criteria (50%)	15	15
	TOTALS	50	50

Evaluation Team:

The respondent's proposals were reviewed and evaluated by the following Evaluation Committee:

John Susino, Business Administrator
Edmund Hayward, Coordinator of Technology
Sean Canning, Consultant

JS/dt

Starting date 2/24/2023 Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S44398	03/23/23		R388	ACUNA; KIMBERLY		144.98
S44399	03/23/23		F763	ALTMAN; RANDY		487.24
S44400	03/23/23		4906	AMERICAN TECHNICAL PUBLISHERS, INC.		927.35
S44401	03/23/23		N419	Apple Inc		793.00
S44402	03/23/23		6931	ATLANTIC,TOMORROWS OFFICE		5,218.00
S44403	03/23/23		1059	B & H PHOTO-VIDEO INC		6,859.69
S44404	03/23/23		4678	BECKMAN COULTER , INC.		6,811.00
S44405	03/23/23		5318	BERGEN BLENDED ACADEMY		4,064.46
S44406	03/23/23		1071	BERGEN COMMUNITY COLLEGE		28,282.00
S44407	03/23/23		5600	BERGEN COMMUNITY COLLEGE		1,531.00
S44408	03/23/23		1089	BERGEN COUNTY TECHNICAL SCHOOL		2,813.22
S44409	03/23/23		1128	BIO SHINE INC		2,155.98
S44410	03/23/23		4583	BROWN & BROWN METRO INC.		3,000.00
S44411	03/23/23		1812	CDW-G		6,054.27
S44412	03/23/23		1313	CENGAGE LEARNING		5,676.00
S44413	03/23/23		6533	CERTIPORT		3,640.00
S44414	03/23/23		1190	CHARTWELLS		197,955.18
S44415	03/23/23		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		31.90
S44416	03/23/23		N538	CONKLIN; NAOMI		47.00
S44417	03/23/23		2973	CRAFTMASTER HARDWARE CO. INC.		226.56
S44418	03/23/23		T863	CROWN CASTLE FIBER LLC		6,600.00
S44419	03/23/23		S090	DAWIDCZYK; ANGELIKA		8.93
S44420	03/23/23		1838	DELL MARKETING; L.P.		4,716.54
S44421	03/23/23		1204	DELTA DENTAL PLAN OF NJ		59,214.11
S44422	03/23/23		S773	DOWNEY; LINDSAY		117.23
S44423	03/23/23		5198	FILLEBROWN; CATHERINE		1,021.50
S44424	03/23/23		E163	FOLLETT CORPORATION		5,417.32
S44425	03/23/23		1684	GRAINGER		6,983.47
S44426	03/23/23		Z097	GUITTEREZ;JOSEPH		297.22
S44427	03/23/23		O522	HAGER;RAYMOND		1,505.00
S44428	03/23/23		U245	INTERSTATE WASTE SERVICES		4,548.95
S44429	03/23/23		1329	JEWEL ELECTRICAL SUPPLY		7,287.48
S44430	03/23/23		F230	JOHNSON CONTROLS		31,581.95
S44431	03/23/23		A093	KABA; VALMIRA		147.50
S44432	03/23/23		5864	KAPLAN; KEITH		105.71
S44433	03/23/23		F128	KI C/O MACO OFFICE SOURCE		90,350.76
S44434	03/23/23		2309	KRAMER; MARK		139.27
S44435	03/23/23		M850	MACERI; ROSARIO		75.39
S44436	03/23/23		6226	MAINTAINCO INCORPORATED		776.87

Starting date 2/24/2023 Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S44437	03/23/23		O032	MAKUS; BRYAN		506.90
S44438	03/23/23		4982	MAST CONSTRUCTION SERVICES, INC.		27,500.00
S44439	03/23/23		1419	MENDELSON; WILLIAM		289.70
S44440	03/23/23		1400	METUCHEN CENTER INC		10,985.53
S44441	03/23/23		M987	MOSKOWITZ; MICHAEL		10,000.00
S44442	03/23/23		2527	MULLER; WILLIAM		653.90
S44443	03/23/23		7383	MURRAY CONTRACTING LLC		350,172.83
S44444	03/23/23		3653	NARDELLI; LAURA		221.47
S44445	03/23/23		3404	NEWSBANK INC.		5,940.00
S44446	03/23/23		1915	NORTHERN VALLEY REGIONAL H.S. DISTRICT		848,557.12
S44447	03/23/23		1462	NOWELL,P.A.		14,652.00
S44448	03/23/23		Z611	OCAMPO, MARIA		160.00
S44449	03/23/23		3313	ORIGENE TECHNOLOGIES, INC.		2,959.95
S44450	03/23/23		X420	PAGANO;EMILY		123.10
S44451	03/23/23		1518	PITSCO EDUCATION LLC		480.70
S44452	03/23/23		1775	RIDGEWOOD PRESS		160.00
S44453	03/23/23		5867	SAFETY KLEEN SYSTEMS, INC		934.00
S44454	03/23/23		2002	SCHOOL SPECIALTY		910.79
S44455	03/23/23		5996	SIMON; ISTVAN		160.00
S44456	03/23/23		6829	STAPLES CONTRACT & COMMERCIAL INC		5,504.51
S44457	03/23/23		1606	STUDENT ACTIVITY FUND-BCTHS		1,404.10
S44458	03/23/23		2780	SUSINO; JOHN		720.00
S44459	03/23/23		S854	TECHNICAL SAFETY SERVICES		445.00
S44460	03/23/23		Z386	TROXELL		3,534.12
S44461	03/23/23		I300	UNITEMP MECHANICAL DEGREES LLC		10,938.31
S44462	03/23/23		2180	VAN DAALEN; MABEL		91.22
S44463	03/23/23		2771	W.B. MASON COMPANY, INC.		1,549.33
S44464	03/23/23		2076	WALLACE; CHRISTINE		55.77
S44465	03/23/23		5362	WEX HEALTH INC		288.10
S44466	03/23/23		1714	YANKEE LINEN INC		1,529.70

Starting date 2/24/2023 Ending date 3/23/2023

Fund Totals		
11	General Current Expense	\$1,187,424.67
12	Capital Outlay	\$2,761.62
13	Special Schools	\$7,299.86
20	Special Revenue Funds	\$35,874.97
30	Capital Projects Funds	\$373,031.10
60	CAFETERIA	\$185,997.18
61	ENTERPRISE FUND	\$4,850.00
62	INTERNAL SERVICE FUND	\$1,802.78
Total for all checks listed		\$1,799,042.18

Prepared and submitted by: _____
Board Secretary

Date

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

23-F-143T

Page 1 of 6

03/23/23 15:54

Starting date 2/24/2023

Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011401	V 01/19/23	03/13/23	1078	BOB'S TROPHY SHOP		(250.00)
011582	V 02/23/23	03/21/23	N502	ALBOE DESIGNS		(1,296.00)
011746	02/24/23		5195	DIRECTV. INC.		151.99
011747	03/01/23		X913	NEW JERSEY DEPT. OF EDUCATION		2,375.00
011748	03/08/23		P456	HAYFORD;MARC		2,500.00
011750	03/23/23		U584	ADUSUMILLI; SRIBHAVYA		250.00
011751	03/23/23		D397	AERO PLUMBING AND HEATING CO., INC		1,012.76
011752	03/23/23		2006	AGILENT TECHNOLOGIES		5,060.64
011753	V 03/23/23	03/23/23		00.0 \$ Multi Stub Void	#011755 Stub	
011754	V 03/23/23	03/23/23		00.0 \$ Multi Stub Void	#011755 Stub	
011755	03/23/23		5918	AIRGAS USA,LLC		983.55
011756	03/23/23		N502	ALBOE DESIGNS		1,296.00
011757	03/23/23		3203	AMERICAN INSTITUTE		490.67
011758	03/23/23		X468	AMERICATION CAREER AND TRAINING SCHOOL		1,584.00
011759	03/23/23		2281	AMTNJ		179.00
011760	03/23/23		N173	APPERSON INC		508.98
011761	03/23/23		2427	ASCD		169.00
011762	03/23/23		2482	ASCD		89.00
011763	03/23/23		F139	ASCD		34.56
011764	03/23/23		D270	AVS TECHNOLOGY		3,322.05
011765	03/23/23		1075	BERGEN COUNTY TEEN ARTS		400.00
011766	03/23/23		2908	BIO-RAD LABS		3,651.31
011767	03/23/23		C423	BIRDS BEWARE, INC		1,200.00
011768	03/23/23		1093	BOARD OF VOCATIONAL EDUCATION		1,113.55
011769	03/23/23		5855	BOBCAT OF NORTH JERSEY		407.50
011770	03/23/23		1078	BOB'S TROPHY SHOP		259.00
011771	03/23/23		1100	BOROUGH OF TETERBORO		256.00
011772	03/23/23		1486	BSN SPORTS,LLC		4,010.76
011773	03/23/23		4161	CABLEVISION EDUCATION		136.98
011774	03/23/23		6918	CABLEVISION LIGHTPATH		30,378.64
011775	03/23/23		B939	CHILDRENS CANCER INSTITUTE		1,250.00
011776	03/23/23		2817	CITY OF HACKENSACK		225.00
011777	03/23/23		2195	COLDSTAT REFRIGERATION		1,008.15
011778	03/23/23		7233	CONTINENTAL TRADING AND HARDWARE, INC		3,389.50
011779	03/23/23		F206	CUBITAC CABINETRY		2,335.04
011780	03/23/23		M284	DAWKINS;HERMAN		312.22
011781	03/23/23		H586	DELAY; KARYN		500.00
011782	03/23/23		4228	DELL ASAP SOFTWARE		16,354.20
011783	03/23/23		1214	DICK BLICK ART MATERIALS		1,384.94

Starting date 2/24/2023 Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011784	03/23/23		6457	DIRECT ENERGY BUSINESS		26,153.64
011785	03/23/23		5195	DIRECTV. INC.		307.48
011786	03/23/23		6654	DYNAMISM INC		2.00
011787	03/23/23		T244	EASTERN LIFT TRUCK CO., INC		162.05
011788	03/23/23		4931	EDUCATIONAL SOLUTIONS ENTERPRISES		16,900.00
011789	03/23/23		L817	ELEASE LLC		512.97
011790	03/23/23		1961	ELECTRONIX EXPRESS		1,682.00
011791	03/23/23		W477	ENVIRONMENTAL DESIGN, INC		3,111.00
011792	03/23/23		T135	F.W. WEBB COMPANY		4,992.80
011793	03/23/23		2492	FEA - FOUNDATION FOR EDUCALTIONAL ADMIN.		2,035.00
011794	03/23/23		3744	FITNESS LIFESTYLES INC.		2,601.42
011795	03/23/23		1251	FLAGHOUSE INC		309.39
011796	03/23/23		I563	FM GENERATOR INC		170.40
011797	03/23/23		U769	GANDO-DUENAS;PAULETTE		500.00
011798	03/23/23		P869	GARRESON;LAYTOYA		52.05
011799	03/23/23		S205	GEORGE;ATIRA		2,500.00
011800	03/23/23		Y675	GRANITE INDUSTRIES		2,685.00
011801	03/23/23		2774	GRAYBAR ELECTRIC		7,101.21
011802	03/23/23		1063	GREATER BERGEN COMMUNITY ACTION, INC.		54,434.00
011803	03/23/23		2386	HACKENSACK CHAMBER OF COMMERCE		75.00
011804	03/23/23		4328	HAIG SERVICE CORPORATION		2,600.00
011805	03/23/23		Q881	HAMMOND;KELLY		500.00
011806	03/23/23		2453	HENRY SCHEIN INC.		3,568.19
011807	03/23/23		2791	HERFF JONES, INC,		57.45
011808	03/23/23		2107	HILTI		1,721.96
011809	03/23/23		Q930	HISTORY UNERASED		2,000.00
011810	03/23/23		1305	HOLY NAME MEDICAL CENTER		1,475.00
011811	03/23/23		1289	HOME DEPOT CREDIT SERVICES		1,212.07
011812	03/23/23		Y988	HOME DEPOT PRO		1,947.50
011813	03/23/23		6086	HOPATCONG RIGGING, INC.		1,500.00
011814	03/23/23		Z878	HUELBIG; JAMES		1,500.00
011815	03/23/23		6348	IRON MOUNTAIN		1,170.13
011816	03/23/23		Q886	ISHAMI FOUNDATION		600.00
011817	03/23/23		U197	JERSEY TRACTOR TRAILER TRAINING, INC		12,000.00
011818	03/23/23		5289	JONES & BARTLETT LEARNING		3,750.00
011819	03/23/23		7268	K & S MUSIC, INC.		632.51
011820	03/23/23		1342	KEEHN POWER PRODUCTS		370.00
011821	03/23/23		W605	KIMBLE, JR.; RICHARD L.		3,000.00
011822	03/23/23		C273	LAS COMP INSTITUTE OF IT		17,775.44

Starting date 2/24/2023 Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011823	03/23/23		5204	LAUMAR ROOFING		3,795.00
011824	03/23/23		2504	LAWSON PRODUCTS, INC.		44.70
011825	03/23/23		H383	LEARNWELL		3,072.30
011826	03/23/23		4123	LEICA MICROSYSTEMS INC.		16,005.12
011827	03/23/23		1354	LERCH, VINCI & HIGGINS		70,225.00
011828	03/23/23		2972	LIFESAVERS INC.		507.87
011829	03/23/23		6921	LIGHTPATH		6,542.00
011830	03/23/23		3047	LINA		741.90
011831	03/23/23		3174	LINCOLN TECHNICAL INSTITUTE		323.23
011832	03/23/23		3849	MALACHY MECHANICAL		85.00
011833	03/23/23		D891	MARTINEZ; HARU LUISANA CORDERO		405.00
011834	03/23/23		3755	MASTER DRIVING SCHOOL		3,990.00
011835	03/23/23		J258	MATH MEDIC		387.00
011836	03/23/23		V910	MD BUYING GROUP LLC		58.00
011837	03/23/23		S596	MEADOWLANDS CHAMBER		700.00
011838	03/23/23		I901	METCO SUPPLY INC		129.30
011839	03/23/23		1405	MIDWEST TECHNOLOGY PRODUCTS & SERVICE		116.38
011840	03/23/23		1790	MUSIC THEATRE INTERNATIONAL		400.00
011841	03/23/23		5137	NACAC		300.00
011842	03/23/23		D778	NAGY; LESLIE M.D.		750.00
011843	03/23/23		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,610.79
011844	03/23/23		7120	NCSSS		750.00
011845	03/23/23		V257	NEW JERSEY CITY UNIVERSITY		3,899.00
011846	03/23/23		A785	NEW JERSEY STATE BAR ASSOCIATION		450.00
011847	03/23/23		G656	NICOSIA;DR LAURA		350.00
011848	03/23/23		P517	NJALAS, INC		100.00
011849	03/23/23		I436	NJASBO		125.00
011850	03/23/23		M218	NJPSAFEA - LEGAL ONE		75.00
011851	03/23/23		6847	ON DECK SPORTS		1,966.86
011852	03/23/23		I807	ORTEGA;CORALY		2,500.00
011853	03/23/23		1473	PARISIAN BEAUTY ACADEMY		3,428.33
011854	03/23/23		1495	PASCO SCIENTIFIC CO		1,365.63
011855	03/23/23		G895	PASSAIC COUNTY TECHNICAL VOCATIONAL SCH		138.67
011856	03/23/23		T685	PASSAIC METAL & BUILDING SUPPLIES CO.		1,475.64
011857	03/23/23		1498	PC JOHN SUSINO		1,527.35
011858	03/23/23		7047	PENN JERSEY PAPER CO.		7,487.50
011859	03/23/23		Z781	PENN MEDICINE PRINCETON HEALTH-CENTER F		3,380.00
011860	03/23/23		3422	PESI HEALTHCARE		299.99
011861	03/23/23		1423	PHCC-NJ		1,078.00

Starting date 2/24/2023 Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011862	03/23/23		1505	POWER EQUIPMENT SERVICES LLC		548.44
011863	03/23/23		K031	PRO-ED, INC		209.00
011864	03/23/23		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		562.50
011865	03/23/23		1511	PSE&G		110,367.65
011866	03/23/23		D943	PURE LIGHTING COMPANY		160.00
011867	03/23/23		Y603	PURESAN HOLDINGS, LLC		795.40
011868	03/23/23		3017	RAPID PUMP METER SERVICE CO.		9,310.74
011869	03/23/23		G640	RAPTOR TECHNOLOGIES		8,766.00
011870	✓ 03/23/23	03/23/23		00.0 \$ Multi Stub Void	#011873 Stub	
011871	✓ 03/23/23	03/23/23		00.0 \$ Multi Stub Void	#011873 Stub	
011872	✓ 03/23/23	03/23/23		00.0 \$ Multi Stub Void	#011873 Stub	
011873	03/23/23		1828	RICOH AMERICAS CORPORATION		13,127.00
011874	03/23/23		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
011875	03/23/23		V002	ROSS; CRISTY		17.50
011876	03/23/23		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		2,500.00
011877	03/23/23		L831	SCHOOL HEALTH COOPERATION		1,085.61
011878	03/23/23		B900	SCHREIBERS DELI & CATERING		220.00
011879	03/23/23		4833	SCIENCE EDUCATION INSTITUTE		250.00
011880	03/23/23		K636	SHERWIN-WILLIAMS		475.19
011881	03/23/23		5756	SHERWOOD DAIRY LLC		174.60
011882	03/23/23		4975	SHI INTERNATIONAL CORP.		64,331.37
011883	03/23/23		2619	SILVER STRONG & ASSOC, LLC		3,500.00
011884	03/23/23		O434	SMART STITCH EMBROIDERY		175.50
011885	03/23/23		2344	STANDARD INSURANCE COMPANY		620.69
011886	03/23/23		R617	STATE LINE FIRE AND SAFETY		1,183.50
011887	03/23/23		L584	STATS MEDIC LLC		1,148.40
011888	03/23/23		K951	STEWART SIGNS		217.93
011889	03/23/23		1607	STUDENT ACTIVITY FUND-TTBR VOC		1,752.00
011890	03/23/23		X925	SUCCESS ADVERTISING INC		335.84
011891	03/23/23		5526	SURVEYMONKEY, INC		765.00
011892	03/23/23		B694	THE CANNING GROUP		187.50
011893	03/23/23		6279	THE COLLEGE OF NEW JERSEY		100.00
011894	03/23/23		4628	THE DBQ COMPANY		2,800.00
011895	03/23/23		1885	THE TERRE COMPANY		4,100.00
011896	03/23/23		L614	THERAPY SHOPPE		377.77
011897	03/23/23		2541	TOTAL MEDIA ENTERPRISES		300.00
011898	03/23/23		T585	TREASURER, STATE OF NEW JERSEY		165.00
011899	03/23/23		M197	TST-TECHNICIANS SERVICES TRAINING		550.00
011900	03/23/23		L373	TURNING STAR		2,625.00

Check Journal

Bergen County Vo-Tech Schools

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Rec and Unrec checks

Hand and Machine checks

03/23/23 15:54

Starting date 2/24/2023

Ending date 3/23/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011901	03/23/23		7587	UNITED SUPPLY CORP		92.77
011902	03/23/23		Z361	UNITED SUPPLY CORP		86.14
011903	03/23/23		1679	V.E. RALPH & SON INC		7,234.22
011904	03/23/23		S083	VALLEY TRANSPORTATION		12,487.50
011905	03/23/23		P756	VEOLIA WATER NEW JERSEY		7,938.98
011906	03/23/23		2034	VERIZON WIRELESS		3,741.62
011907	03/23/23		W937	VORVOLAKOS;CELESTE		125.00
011908	03/23/23		B558	VWR INTERNATIONAL		53.74
011909	03/23/23		L805	WE CUT THE GLASS LLC		1,150.00
011910	03/23/23		7718	WEST BERGEN MENTAL HEALTHCARE		1,611.00
011911	03/23/23		Y804	WILLIAM MARCIANO PIANO TUNER/TECHNICIAN		155.00
011912	03/23/23		1695	WOMEN'S RIGHTS INFORMATION CENTER		6,250.00
011913	03/23/23		1713	XEROX CORPORATION		2,098.39
011914	03/23/23		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		200.00
230204	H 02/28/23		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 2/28/2023	112,624.29
230205	H 02/28/23		4864	DCRP BOARD SHARE		240.41
230206	H 02/24/23		1616	STATE OF NJ-HEALTH BENEFITS FD		1,063,833.24
230207	H 02/24/23		1616	STATE OF NJ-HEALTH BENEFITS FD		835.01
230208	H 02/28/23		PAY	PAYROLL VENDOR		5,074,956.16
230209	H 02/28/23		1096	BOARD OF VOCATIONAL EDUCATION		147,097.33
230301	H 03/15/23		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 03/15/2023	112,384.84
230302	H 03/15/23		4864	DCRP BOARD SHARE		1,024.70

Starting date 2/24/2023 Ending date 3/23/2023

Fund Totals		
10	General Fund	\$225,259.13
11	General Current Expense	\$5,813,723.22
12	Capital Outlay	\$3,519.80
13	Special Schools	\$227,175.29
20	Special Revenue Funds	\$532,968.17
30	Capital Projects Funds	\$2,375.00
60	CAFETERIA	\$17.50
61	ENTERPRISE FUND	\$242,019.12
62	INTERNAL SERVICE FUND	\$159,755.45
Total for all checks listed		\$7,206,812.68

Prepared and submitted by: _____
Board Secretary

Date

23-F-144T

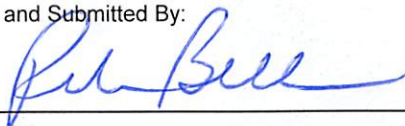
DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: January 31, 2023

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	12,701,448.56	9,773,288.97	7,126,551.11	15,348,186.42
2 Special Revenue Fund - Fund 20	(958,421.02)	1,000,980.00	616,985.79	(574,426.81)
3 Capital Projects Fund - Fund 30	(153,382.03)	164,734.98	409,288.68	(397,935.73)
4 Enterprise Funds - Fund 61, Fund 62	228,221.49	296,679.67	484,154.31	40,746.85
5 Enterprise Fund (Fund 5X) Cafeteria	38,711.88	90,952.77	82,544.28	47,120.37
6 Total Governmental Funds (Lines 1 Thru 5)	11,856,578.88	11,326,636.39	8,719,524.17	14,463,691.10
TRUST AND AGENCY FUNDS (FUND 6X)				
7 Payroll	7,000.00	2,992,056.27	2,992,056.27	7,000.00
8 Payroll Agency	121,639.44	2,389,028.70	1,999,104.58	511,563.56
9 Other (attach list) - Unemploy Insur	550,745.41	4,469.47	0.00	555,214.88
10 Total Trust & Agency Funds (lines 7 thru 9)	679,384.85	5,385,554.44	4,991,160.85	1,073,778.44
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	129,978.38	1,574.89	0.00	131,553.27
18 Total All Funds (lines 6,10,13,14,15,16, &17)	12,665,942.11	16,713,765.72	13,710,685.02	15,669,022.81

Prepared and Submitted By:



 2/15/23
 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 1/31/2023 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$7,658,926.45
102-106	Cash Equivalents		\$7,591,986.37
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		\$13,516,836.00
Accounts Receivable:			
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$3,073,588.68	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$5,575,650.60	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$8,659,739.28
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	(\$57,809,309.71)	\$18,695,202.52

Total assets and resources

\$56,122,690.62

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 1/31/2023 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	\$273,886.07
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	\$3,303,923.23
Total liabilities		\$3,577,809.30

**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 1/31/2023 Fund: 10 General Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$36,075,233.85

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 (\$38,938,724.37)		
	Less: Encumbrances (\$36,075,233.85)	(\$75,013,958.22)	\$5,914,300.07
	Total appropriated		\$50,071,593.52

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 **\$52,544,881.32**

Total liabilities and fund equity **\$56,122,690.62**

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 1/31/2023 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$80,928,258.29	\$75,013,958.22	\$5,914,300.07
Revenues	(\$76,504,512.23)	(\$57,809,309.71)	(\$18,695,202.52)
Subtotal	<u>\$4,423,746.06</u>	<u>\$17,204,648.51</u>	<u>(\$12,780,902.45)</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>\$9,619,129.55</u>	<u>(\$5,195,383.49)</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>\$9,619,129.55</u>	<u>(\$5,195,383.49)</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>\$9,123,959.91</u>	<u>(\$4,700,213.85)</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>\$9,123,959.91</u>	<u>(\$4,700,213.85)</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>\$9,123,959.91</u>	<u>(\$4,700,213.85)</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>\$9,123,959.91</u>	<u>(\$4,700,213.85)</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>\$9,123,959.91</u>	<u>(\$4,700,213.85)</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>\$9,123,959.91</u>	<u>(\$4,700,213.85)</u>
Less: Adjustment for prior year	(\$4,423,746.06)	(\$4,423,746.06)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$4,700,213.85</u>	<u>(\$4,700,213.85)</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 1/31/2023 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	51,992,038	Under	17,946,510
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	5,785,720		(90,173)
00570	SUBTOTAL – Revenues from Federal Sources	20,417	0	20,417	31,552		(11,135)
Total		76,405,090	99,422	76,504,512	57,809,310		18,695,203
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,939,265	273,981	12,213,246	5,955,595	5,740,426	517,224
11160	Total Basic Skills/Remedial – Instruct.	100,267	0	100,267	50,584	49,684	0
12160	Total Bilingual Education – Instruction	109,685	0	109,685	54,977	54,708	0
15180	TOTAL VOCATIONAL PROGRAMS	17,646,553	896,743	18,543,296	8,518,513	8,066,368	1,958,414
17100	Total School-Sponsored Co/Extra Curricul	844,700	8,869	853,569	470,716	363,357	19,496
17600	Total School-Sponsored Athletics – Instr	1,033,437	32,552	1,065,989	491,696	500,437	73,857
25100	Total Other Instructional Programs - Ins	430,000	0	430,000	212,857	190,660	26,483
29680	Total Undistributed Expenditures – Atten	133,711	0	133,711	78,462	55,249	0
30620	Total Undistributed Expenditures – Healt	598,310	2,545	600,855	316,017	270,445	14,393
40580	Total Undistributed Expend – Speech, OT,	304,666	0	304,666	149,125	155,541	200
41660	Total Undist. Expend. – Guidance	2,726,581	0	2,726,581	1,331,217	1,392,984	2,380
42200	Total Undist. Expend. – Child Study Team	910,907	7,109	918,016	493,913	387,270	36,832
43200	Total Undist. Expend. – Improvement of I	1,625,379	14,486	1,639,865	949,745	585,694	104,425
43620	Total Undist. Expend. – Edu. Media Serv.	141,976	0	141,976	84,009	48,662	9,305
44180	Total Undist. Expend. – Instructional St	102,500	4,989	107,489	21,810	7,241	78,438
45300	Support Serv. - General Admin	1,745,036	293,071	2,038,107	948,925	996,634	92,548
46160	Support Serv. - School Admin	2,709,967	7,043	2,717,010	1,588,195	1,093,140	35,675
47200	Total Undist. Expend. – Central Services	1,617,478	11,072	1,628,550	935,429	673,073	20,047
47620	Total Undist. Expend. – Admin. Info. Tec	5,365,486	255,408	5,620,894	2,958,679	1,979,495	682,719
51120	Total Undist. Expend. – Oper. & Maint. O	8,567,991	393,167	8,961,158	4,338,633	3,740,356	882,169
52480	Total Undist. Expend. – Student Transpor	765,070	0	765,070	300,265	428,638	36,167
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,264,500	0	13,264,500	5,328,424	7,070,326	865,750
75880	TOTAL EQUIPMENT	0	1,358,847	1,358,847	1,028,879	319,474	10,494
76260	Total Facilities Acquisition and Constr	57,894	880,909	938,803	688,733	192,175	57,894
77140	Total Post-Secondary Programs - Instruct	518,331	36,284	554,615	331,921	219,452	3,242
77280	Total Post-Secondary Programs – Support	125,000	(1,000)	124,000	52,737	68,718	2,545
78180	Total Other Special Schools - Instructio	1,024,606	33,633	1,058,239	416,207	446,513	195,519
78320	Total Other Special Schools – Support Se	487,303	40,482	527,785	237,661	219,192	70,932
81180	Total Vocational Evening-Local Instructi	461,471	515	461,986	130,947	315,276	15,763
81320	Total Vocational Evening-Local-Support S	925,110	(27,535)	897,575	433,148	405,583	58,824
83060	Total GED Testing Centers	121,910	0	121,910	40,706	38,462	42,742
Total		76,405,090	4,523,168	80,928,258	38,938,724	36,075,234	5,914,300

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 1/31/2023 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	16,581,235	Under	16,675,529
00220	10-13[2-4]0	Other Tuition		1,600,000	0	1,600,000	912,755	Under	687,245
00300	10-1	Unrestricted Miscellaneous Revenues		526,500	0	526,500	264,097	Under	262,403
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	1,702,092		(90,173)
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	31,552		(11,135)
Total				76,405,090	99,422	76,504,512	57,809,310		18,695,203

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	5,207,061	5,243,964	0
02180	11-140-100-106	Other Salaries for Instruction		229,240	0	229,240	126,595	102,645	0
02200	11-140-100-320	Purchased Professional – Educational Ser		105,000	0	105,000	56,000	0	49,000
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		25,000	0	25,000	13,048	9,320	2,632
02260	11-140-100-610	General Supplies		848,000	252,129	1,100,129	462,881	332,439	304,809
02280	11-140-100-640	Textbooks		175,000	4,852	179,852	41,537	2,430	135,885
02300	11-140-100-800	Other Objects		6,000	17,000	23,000	19,419	1,708	1,873
02500	11-150-100-101	Salaries of Teachers		75,000	0	75,000	29,055	45,945	0
02540	11-150-100-320	Purchased Professional – Educational Ser		25,000	0	25,000	0	1,975	23,025
11000	11-230-100-101	Salaries of Teachers		100,267	0	100,267	50,584	49,684	0
12000	11-240-100-101	Salaries of Teachers		109,685	0	109,685	54,977	54,708	0
14000	11-310-100-101	Salaries of Teachers		8,071,486	0	8,071,486	3,923,506	4,147,980	0
14040	11-310-100-320	Purchased Professional-Educational Servi		1,502,000	0	1,502,000	234,081	500	1,267,419
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		52,500	10,175	62,675	25,398	16,153	21,124
14100	11-310-100-610	General Supplies		906,850	672,897	1,579,747	937,671	158,346	483,929
14120	11-310-100-640	Textbooks		130,000	11,879	141,879	46,694	204	94,980
14140	11-310-100-8	Other Objects		18,000	7,250	25,250	21,577	1,537	2,136
15000	11-320-100-101	Salaries of Teachers		6,094,717	0	6,094,717	3,010,745	3,083,972	0
15040	11-320-100-320	Purchased Professional-Educational Servi		625,000	0	625,000	6,199	600,000	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	186,242	383,242	288,160	46,406	48,676
15120	11-320-100-640	Textbooks		35,000	5,176	40,176	15,027	3,602	21,547
15140	11-320-100-8	Other Objects		10,000	3,125	13,125	9,319	3,803	0
17000	11-401-100-1	Salaries		810,000	0	810,000	449,064	360,936	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	21,624	400	19,325
17500	11-402-100-1	Salaries		749,437	0	749,437	327,855	421,582	0

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Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17520 11-402-100-[3-5] Purchased Services (300-500 series)	109,000	19,425	128,425	64,365	31,741	32,319
17540 11-402-100-6__ Supplies and Materials	135,000	10,997	145,997	85,007	44,073	16,917
17560 11-402-100-8__ Other Objects	40,000	2,131	42,131	14,468	3,042	24,622
25000 11-4__-100-1__ Salaries	430,000	0	430,000	212,857	190,660	26,483
29500 11-000-211-1__ Salaries	133,711	0	133,711	78,462	55,249	0
30500 11-000-213-1__ Salaries	534,310	0	534,310	277,847	256,463	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	38,000	0	38,000	20,000	10,000	8,000
30580 11-000-213-6__ Supplies and Materials	8,500	2,545	11,045	4,414	3,981	2,650
30600 11-000-213-8__ Other Objects	17,500	0	17,500	13,757	0	3,743
40500 11-000-216-1__ Salaries	304,666	0	304,666	149,125	155,541	0
41500 11-000-218-104 Salaries of Other Professional Staff	2,389,583	0	2,389,583	1,177,156	1,212,427	0
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	251,998	0	251,998	134,350	117,648	0
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	19,710	62,910	2,380
42000 11-000-219-104 Salaries of Other Professional Staff	633,995	0	633,995	378,740	255,255	0
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	184,912	0	184,912	89,648	95,264	0
42060 11-000-219-320 Purchased Professional – Educational Ser	60,000	0	60,000	16,135	34,515	9,350
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	132	6,132	1,459	1,051	3,622
42160 11-000-219-6__ Supplies and Materials	20,000	6,977	26,977	7,527	855	18,596
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	692,768	442,426	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	229,685	0	229,685	130,593	99,092	0
43100 11-000-221-320 Purchased Prof. – Educational Services	50,000	0	50,000	18,245	8,682	23,073
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	80,500	0	80,500	37,663	9,360	33,477
43160 11-000-221-6__ Supplies and Materials	40,000	14,486	54,486	24,569	8,127	21,790
43180 11-000-221-8__ Other Objects	90,000	0	90,000	45,907	18,007	26,086
43500 11-000-222-1__ Salaries	64,476	0	64,476	21,754	42,722	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series)	75,000	0	75,000	62,255	5,940	6,805
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	23,770	7,106	36,612
44160 11-000-223-8__ Other Objects	40,000	0	40,000	(1,960)	134	41,826
45000 11-000-230-1__ Salaries	649,336	0	649,336	337,083	312,253	0
45040 11-000-230-331 Legal Services	250,000	0	250,000	104,523	144,886	0
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	2,000	12,000	11,184	816	0
45080 11-000-230-334 Architectural/Engineering Services	125,000	292,112	417,112	153,750	250,282	13,080
45100 11-000-230-339 Other Purchased Professional Services	112,000	(2,000)	110,000	11,434	75,000	23,566
45140 11-000-230-530 Communications/Telephone	300,000	0	300,000	165,677	121,489	12,834
45160 11-000-230-585 BOE Other Purchased Services	1,000	288	1,288	1,286	0	0
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	160,700	(138)	160,562	108,019	19,178	33,365
45200 11-000-230-610 General Supplies	10,000	808	10,808	2,414	1,402	6,992
45260 11-000-230-890 Miscellaneous Expenditures	56,000	0	56,000	53,555	1,327	1,118

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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	1,171,525	806,522	0
46040 11-000-240-105 Salaries of Secretarial and Clerical Ass	653,820	0	653,820	390,742	263,078	0
46100 11-000-240-[4-5] Other Purchased Services (400-500 series	12,600	173	12,773	1,491	675	10,606
46120 11-000-240-6__ Supplies and Materials	38,500	4,054	42,554	8,194	15,528	18,831
46140 11-000-240-8__ Other Objects	27,000	2,817	29,817	16,242	7,338	6,237
47000 11-000-251-1__ Salaries	1,424,478	0	1,424,478	798,062	626,416	0
47040 11-000-251-340 Purchased Technical Services	136,300	17,368	153,668	114,704	38,909	55
47060 11-000-251-592 Misc. Purch. Services (400-500 Series, O	13,500	200	13,700	9,355	2,970	1,376
47100 11-000-251-6__ Supplies and Materials	32,000	(6,496)	25,504	4,556	4,299	16,648
47180 11-000-251-890 Other Objects	11,200	0	11,200	8,753	479	1,989
47500 11-000-252-1__ Salaries	3,645,486	0	3,645,486	2,085,605	1,559,881	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	656,937	242,685	404,356
47580 11-000-252-6__ Supplies and Materials	350,000	216,431	566,431	214,991	101,901	249,539
47600 11-000-252-8__ Other Objects	5,000	0	5,000	1,147	29	3,824
48500 11-000-261-1__ Salaries	566,439	0	566,439	305,156	261,283	0
48520 11-000-261-420 Cleaning, Repair, and Maintenance Serv	550,000	186,792	736,792	510,730	165,540	60,522
48540 11-000-261-610 General Supplies	215,000	60,532	275,532	108,598	51,749	115,185
49000 11-000-262-1__ Salaries	3,206,246	0	3,206,246	1,879,179	1,327,067	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	116,033	193,021	278,312
49120 11-000-262-490 Other Purchased Property Services	110,000	0	110,000	53,372	46,128	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	1,885
49180 11-000-262-610 General Supplies	390,000	60,679	450,679	303,649	122,904	24,126
49200 11-000-262-621 Energy (Natural Gas)	400,000	0	400,000	167,608	232,392	0
49220 11-000-262-622 Energy (Electricity)	1,300,000	(25,000)	1,275,000	667,955	455,769	151,276
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	11,449	1,959	1,752
50000 11-000-263-1__ Salaries	290,306	0	290,306	158,222	132,084	0
50040 11-000-263-420 Cleaning, Repair, and Maintenance Svc.	40,000	49,716	89,716	31,195	52,051	6,470
50060 11-000-263-610 General Supplies	10,000	4,539	14,539	11,909	730	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	4,320	6,940	175,240
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	278,176	254,484	11,910
52140 11-000-270-420 Cleaning, Repair, & Maint. Services	9,000	0	9,000	1,242	1,346	6,412
52280 11-000-270-512 Contr Serv (Oth. Than Bet Home & Sch) -	112,500	0	112,500	18,963	84,550	8,987
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	258	6,378

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52460	11-000-270-8	Other objects	3,000	0	3,000	520	0	2,480
71020	11-000-291-220	Social Security Contributions	1,310,000	0	1,310,000	504,416	654,669	150,915
71060	11-000-291-241	Other Retirement Contributions - PERS	2,200,000	0	2,200,000	3,945	2,058,300	137,755
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	4,524,161	3,687,496	490,344
71200	11-000-291-280	Tuition Reimbursement	120,000	0	120,000	59,474	4,862	55,665
71220	11-000-291-290	Other Employee Benefits	267,500	0	267,500	236,428	0	31,072
75500	12-000-100-73	Undistributed Expenditures - Instruction	0	1,035,970	1,035,970	774,749	250,767	10,455
75680	12-000-252-73	Undistributed Expenditures - Admin. Info	0	170,231	170,231	152,435	17,792	0
75720	12-000-262-73	Undist. Expend. - Custodial Services	0	69,048	69,048	72,420	(3,399)	0
75740	12-000-263-73	Undist. Expend. - Care and Upkeep of Gro	0	66,466	66,466	12,151	54,315	0
75860	12-000-00-73	Special Schools (All Programs)	0	17,132	17,132	17,125	0	0
76080	12-000-400-450	Construction Services	0	880,909	880,909	688,733	192,175	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	218,735	193,496	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	20,093	90,093	77,162	10,671	2,261
77100	13-330-100-640	Textbooks	18,000	7,576	25,576	16,388	9,145	43
77120	13-330-100-8	Other Objects	7,500	(1,763)	5,737	5,537	111	89
77180	13-330-200-2	Personnel Services - Employee Benefits	125,000	(1,000)	124,000	52,737	68,718	2,545
78000	13-4-100-101	Salaries of Teachers	661,606	0	661,606	353,089	308,517	0
78120	13-4-100-610	General Supplies	363,000	33,633	396,633	63,117	137,997	195,519
78200	13-4-200-1	Salaries	247,903	0	247,903	128,097	119,806	0
78220	13-4-200-2	Personnel Services - Employee Benefits	175,000	0	175,000	67,830	80,705	26,465
78240	13-4-200-3	Purchased Professional and Technical Svc	15,600	9,074	24,674	18,579	1,736	4,360
78260	13-4-200-[4-5]	Other Purchased Services (400-500 series	33,000	30,939	63,939	21,950	14,193	27,797
78280	13-4-200-6	Supplies and Materials	6,800	294	7,094	680	2,574	3,841
78300	13-4-200-8	Other Objects	9,000	175	9,175	525	180	8,470
81000	13-629-100-101	Salaries of Teachers	426,471	0	426,471	119,099	307,372	0
81120	13-629-100-610	General Supplies	30,000	515	30,515	11,848	5,024	13,643
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	376,731	239,579	0
81220	13-629-200-2	Personnel Services - Employee Benefits	225,000	0	225,000	40,006	146,310	38,684
81260	13-629-200-[4-5]	Other Purchased Services (400-500 series	52,800	(9,572)	43,228	16,253	10,427	16,548
81280	13-629-200-6	Supplies and Materials	27,000	(17,963)	9,037	0	9,025	12
81300	13-629-200-8	Other Objects	4,000	0	4,000	157	243	3,600
83000	13-640-200-1	Salaries	78,410	0	78,410	40,544	37,866	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	38,938,724	36,075,234	5,914,300

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 20 Special Revenue Funds

Assets and Resources

Assets:

101	Cash in bank		(\$574,426.81)
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	\$262,585.87	
142	Intergovernmental - Federal	\$325,613.47	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$588,199.34

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	(\$3,304,792.20)	\$11,477,946.45

Total assets and resources

\$11,491,718.98

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$574,426.81)
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 1/31/2023 Fund: 20 Special Revenue Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$4,718,257.01

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	(\$3,848,605.83)	
	Less: Encumbrances	(\$4,718,257.01)	(\$8,566,862.84)
	Total appropriated		\$11,468,020.43

Unappropriated:

770	Fund balance, July 1	\$0.00	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	\$0.00	
	Total fund balance		\$11,468,020.43
	Total liabilities and fund equity		\$11,491,718.98

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$15,316,626.26	\$8,566,862.84	\$6,749,763.42
Revenues	(\$14,782,738.65)	(\$3,304,792.20)	(\$11,477,946.45)
Subtotal	<u>\$533,887.61</u>	<u>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</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>\$5,262,070.64</u>	<u>(\$4,728,183.03)</u>
Less: Adjustment for prior year	(\$533,887.61)	(\$533,887.61)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$4,728,183.03</u>	<u>(\$4,728,183.03)</u>

Prepared and submitted by :

Board Secretary

Date

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 20 Special Revenue Funds

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	78,787	Under	299,129
00830 Total Revenues from Federal Sources	9,200,000	4,885,723	14,085,723	3,223,058	Under	10,862,665
88740 Total Federal Projects	0	2,153	2,153	0	Under	2,153
Total	9,450,000	5,332,739	14,782,739	3,304,792		11,477,946

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	185,630	128,050	28,669
88135 Nonpublic Teacher STEM Grant	0	33,149	33,149	11,474	21,674	0
88140 Other	150,000	256,850	406,850	71,569	67,042	268,239
88740 Total Federal Projects	9,050,000	4,969,630	14,019,630	3,577,981	4,392,424	6,049,225
Total	9,450,000	5,866,626	15,316,626	3,848,606	4,718,252	6,749,769

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 20 Special Revenue Funds

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	64,987	Under	252,180
00768 20-3700 State Grants thru Intermediate Sources	0	27,600	27,600	13,800	Under	13,800
00775 20-441[1-6] Title I	170,000	59,983	229,983	89,194	Under	140,789
00780 20-445[1-5] Title II	35,000	14,423	49,423	45,923	Under	3,500
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	260,989	Under	299,023
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		0
00810 20-4430 Vocational Education	870,000	33,729	903,729	344,072	Under	559,657
00814 20-4540 ARP - ESSER	0	474,413	474,413	208,140	Under	266,273
00815 20-4440 Adult Basic Education	1,100,000	283,916	1,383,916	646,640	Under	737,276
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,400,000	3,186,665	9,586,665	1,389,523	Under	8,197,142
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	99,999	Under	279,251
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	3,304,792		11,477,946

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	185,630	128,050	28,669
88135 20-481- Nonpublic Teacher STEM Grant	0	33,149	33,149	11,474	21,674	0
88140 20- Other	150,000	256,850	406,850	71,569	67,042	268,239
88500 20- Title I	170,000	59,983	229,983	112,257	77,931	39,794
88520 20- Title II	35,000	14,423	49,423	45,923	3,500	0
88560 20- Title IV	0	14,783	14,783	280	0	14,503
88620 20- I.D.E.A. Part B (Handicapped)	475,000	85,012	560,012	307,475	171,335	81,202
88640 20- Vocational Education	870,000	33,729	903,729	385,567	420,465	97,697
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	531,803	655,719	63,378
88680 20- Private Industry Council (JTPA/WIOA)	6,400,000	3,590,686	9,990,686	1,748,452	2,903,175	5,339,059
88709 20-483- CRRSA Act - ESSER II Grant Program	0	137,637	137,637	76,154	0	61,483
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	254,125	153,328	66,960

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Starting date 7/1/2022 Ending date 1/31/2023 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	3,848,606	4,718,257	6,749,763

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 30 Capital Projects Funds

Assets and Resources

Assets:

101	Cash in bank		(\$397,935.73)
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		\$3,385,748.00

Resources:

301	Estimated Revenues	\$38,159,318.77	
302	Less Revenues	(\$1,418,942.32)	\$36,740,376.45

Total assets and resources

\$39,728,188.72

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$397,935.73)
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 1/31/2023 Fund: 30 Capital Projects Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$2,921,987.92

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	(\$1,395,684.36)	
	Less: Encumbrances	(\$2,921,987.92)	(\$4,317,672.28)
	Total appropriated		\$40,788,377.37

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

\$39,728,188.72

Total liabilities and fund equity

\$39,728,188.72

Starting date 7/1/2022 Ending date 1/31/2023 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$42,184,061.73	\$4,317,672.28	\$37,866,389.45
Revenues	(\$38,159,318.77)	(\$1,418,942.32)	(\$36,740,376.45)
Subtotal	<u>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</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>\$4,024,742.96</u>	<u>\$2,898,729.96</u>	<u>\$1,126,013.00</u>
Less: Adjustment for prior year	(\$4,024,742.96)	(\$4,024,742.96)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1,126,013.00)</u>	<u>\$1,126,013.00</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 1/31/2023 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other	0	38,159,319	38,159,319	1,418,942	Under	36,740,376
Total		0	38,159,319	38,159,319	1,418,942		36,740,376
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	42,184,062	42,184,062	1,395,684	2,921,988	37,866,389
Total		0	42,184,062	42,184,062	1,395,684	2,921,988	37,866,389

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 1/31/2023 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	1,418,942	Under	36,740,376
Total	0	38,159,319	38,159,319	1,418,942		36,740,376

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000 30-____-73 Capital Project Equipment	0	526,348	526,348	249,045	94,192	183,111
89060 30-000-4__-39 Other Purchased Prof. and Tech Services	0	3,014,433	3,014,433	406,274	1,784,333	823,825
89080 30-000-4__-45 Construction Services	0	37,114,809	37,114,809	449,272	891,079	35,774,458
89100 30-000-4__-61 General Supplies	0	1,135,306	1,135,306	278,708	60,581	796,016
89180 30-000-4__-8 Other Objects	0	393,166	393,166	12,385	91,803	288,978
Total	0	42,184,062	42,184,062	1,395,684	2,921,988	37,866,389

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 1/31/2023 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 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		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
Total assets and resources			<u>\$0.00</u>

Starting date 7/1/2022 Ending date 1/31/2023 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

**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 1/31/2023 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**

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 1/31/2023 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

3/1/23

Starting date 7/1/2022 Ending date 1/31/2023 Fund: 40 Debt Service Funds

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 1/31/2023 Fund: 60 CAFETERIA

Assets and Resources

Assets:

101	Cash in bank		\$47,120.37
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 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	(\$0.02)	
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	(\$477,463.56)	\$408,552.18

Total assets and resources

\$586,835.53

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Starting date 7/1/2022 Ending date 1/31/2023 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 1/31/2023 Fund: 60 CAFETERIA

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$361,164.69
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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
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
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
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$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
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
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
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
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00

601	Appropriations	\$886,015.74
602	Less: Expenditures (\$444,820.09)	
	Less: Encumbrances (\$361,164.69)	(\$805,984.78)
	Total appropriated	\$441,195.65

Unappropriated:

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

Total fund balance	\$441,195.65
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Total liabilities and fund equity	<u>\$586,835.53</u>
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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$886,015.74	\$805,984.78	\$80,030.96
Revenues	(\$886,015.74)	(\$477,463.56)	(\$408,552.18)
Subtotal	<u>\$0.00</u>	<u>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</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>\$328,521.22</u>	<u>(\$328,521.22)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$328,521.22</u>	<u>(\$328,521.22)</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 1/31/2023 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	477,464	Under	408,552
Total		840,258	45,758	886,016	477,464		408,552
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		840,258	45,758	886,016	444,820	361,165	80,031
Total		840,258	45,758	886,016	444,820	361,165	80,031

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Available

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Available

80,031

80,031

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Unrealized

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	840,258	45,758	886,016	477,464	Under	408,552
Total	840,258	45,758	886,016	477,464		408,552

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	840,258	45,758	886,016	444,820	361,165	80,031
Total	840,258	45,758	886,016	444,820	361,165	80,031

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 61 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$697,217.13
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	\$308,317.54	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$308,317.54
	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	\$3,278,200.00	
302	Less Revenues	(\$1,877,573.62)	\$1,400,626.38

Total assets and resources

\$2,485,899.73

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 1/31/2023 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	\$4,843.59
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	\$1,500.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$963,565.98
Total liabilities		\$969,909.57

**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 1/31/2023 Fund: 61 ENTERPRISE FUND

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$1,508,092.69

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	\$3,278,200.00	
602	Less: Expenditures	(\$1,762,209.84)	
	Less: Encumbrances	(\$1,508,092.69)	(\$3,270,302.53)
	Total appropriated		\$7,897.47
			\$1,515,990.16

Unappropriated:

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

Total fund balance **\$1,515,990.16**

Total liabilities and fund equity **\$2,485,899.73**

Starting date 7/1/2022 Ending date 1/31/2023 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,278,200.00	\$3,270,302.53	\$7,897.47
Revenues	(\$3,278,200.00)	(\$1,877,573.62)	(\$1,400,626.38)
Subtotal	<u>\$0.00</u>	<u>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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>\$1,392,728.91</u>	<u>(\$1,392,728.91)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,392,728.91</u>	<u>(\$1,392,728.91)</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 1/31/2023 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	3,000	3,278,200	1,877,574	Under	1,400,626
Total	3,275,200	3,000	3,278,200	1,877,574		1,400,626

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	3,275,200	3,000	3,278,200	1,762,210	1,508,093	7,897
Total	3,275,200	3,000	3,278,200	1,762,210	1,508,093	7,897

Bergen County Vo-Tech Schools

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Starting date 7/1/2022 **Ending date** 1/31/2023 **Fund: 61** **ENTERPRISE FUND**

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	3,275,200	3,000	3,278,200	1,877,574	Under	1,400,626
Total	3,275,200	3,000	3,278,200	1,877,574		1,400,626

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	3,275,200	3,000	3,278,200	1,762,210	1,508,093	7,897
Total	3,275,200	3,000	3,278,200	1,762,210	1,508,093	7,897

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 62 INTERNAL SERVICE FUND

Assets and Resources

Assets:

101	Cash in bank		(\$656,470.28)
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	\$0.00
141	Intergovernmental - State	\$0.00	\$0.00
142	Intergovernmental - Federal	\$0.00	\$0.00
143	Intergovernmental - Other	\$39,000.00	\$39,000.00
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$39,000.00
	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	(\$134,534.14)	\$2,061,665.86

Total assets and resources

\$4,859,165.58

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 1/31/2023 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$656,470.28)
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 1/31/2023 Fund: 62 INTERNAL SERVICE FUND

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$942,090.92

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 (\$1,167,253.34)		
	Less: Encumbrances (\$942,090.92)	(\$2,109,344.26)	\$86,855.74
	Total appropriated		\$1,028,946.66

Unappropriated:

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

Total fund balance **\$1,028,946.66**

Total liabilities and fund equity **\$4,859,165.58**

Starting date 7/1/2022 Ending date 1/31/2023 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,196,200.00	\$2,109,344.26	\$86,855.74
Revenues	(\$2,196,200.00)	(\$134,534.14)	(\$2,061,665.86)
Subtotal	<u>\$0.00</u>	<u>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</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>\$1,974,810.12</u>	<u>(\$1,974,810.12)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,974,810.12</u>	<u>(\$1,974,810.12)</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2022 Ending date 1/31/2023 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	134,534	Under	2,061,666
Total	2,196,200	0	2,196,200	134,534		2,061,666
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	2,196,200	0	2,196,200	1,167,253	942,091	86,856
Total	2,196,200	0	2,196,200	1,167,253	942,091	86,856

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Bergen County Vo-Tech Schools

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Starting date 7/1/2022 Ending date 1/31/2023 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,196,200	0	2,196,200	134,534	Under	2,061,666
Total	2,196,200	0	2,196,200	134,534		2,061,666

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,196,200	0	2,196,200	1,167,253	942,091	86,856
Total	2,196,200	0	2,196,200	1,167,253	942,091	86,856

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Transfers by Transfer Number

Bergen County Vo-Tech Schools

23-F-145T

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Start date 1/1/2023

End date 1/31/2023

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TR#	Transfer Description	Amount	To Account		From Account	
10909	01/05/23 :AUDIT SERVICES	2,000.00	11-000-230-333-DS	EXPENDITURE AND INTERNAL	11-000-230-339-DS	OTHER PURCHASED PROF
10913	01/05/23 :Equipment- Academy	33,183.62	12-000-100-730-AC	EQUIPMENT	11-140-100-618-AC	SUPPLIES AND
10914	01/05/23 :Equipment- Academy	2,785.01	12-000-100-730-AC	EQUIPMENT	11-140-100-618-AC	SUPPLIES AND
10918	01/19/23 :ATHLETICS EQUIPMENT	5,100.00	12-000-100-731-AT	EQUIPMENT	11-402-100-610-AT	SUPPLIES & MATERIALS
10923	01/25/23 :Equipment- Technology	2,170.00	12-000-252-732-DT	EQUIPMENT	11-000-252-610-DT	GENERAL SUPPLIES
10924	01/27/23 :OPERATIONS SUPPLIES	25,000.00	11-000-262-610-DO	GENERAL SUPPLIES	11-000-262-622-DO	ENERGY-ELECTRICITY
10925	01/30/23 :Equipment- Technology	2,322.00	12-000-252-732-DT	EQUIPMENT	11-000-252-610-DT	GENERAL SUPPLIES
10926	01/30/23 :Equipment- EMS	2,061.00	12-000-100-730-EM	INSTRUCTIONAL EQUIPMENT	13-413-200-500-EM	OTHER PURCHASED SERVICES
10931	01/31/23 :BCA MISC EXPENSES	2,000.00	11-140-100-890-AC	OTHER OBJECTS	11-140-100-618-AC	SUPPLIES AND
10932	01/31/23 :ADULT DAT TEXTBOOKS	1,000.00	13-330-100-640-PS	TEXTBOOKS	13-330-200-200-PS	EMPLOYEE BENEFITS
		77,621.63	Report Total			

23-F-146T	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
	AB Sciex, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01051	12/31/23	877-740-2129
	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	07/31/22	631-969-2600
	Agilent Technologies, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01042	12/31/23	800-227-9770
	Air Brake & Equipment	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89279	11/20/22	973-926-0166
	Air Brake & Equipment	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42086	08/09/22	973-926-0166
	Air Brake & Equipment	OEM & Non-OEM Maintenance & Repair for Light/Medium Duty Vehicles	40830	03/17/23	973-926-0166
	Affordable Interior Systems, Inc.	Furniture: Office, Lounge	19-FOOD-00876	04/30/23	hwoods@ais-inc.com
	Alliance Bus Group	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89259	11/20/22	201-507-8500
	American Mobile Glass	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01496	07/31/24	973-697-0808
	AT&T Mobility	Wireless Devices & Services	82584	05/31/22	732-610-6988
	Atlantic Plumbing Supply Corp	Plumbing & Heating Supplies/Equipment	89798	10/30/22	732-929-0400
	Automotive Brake Company	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86000	02/25/23	201-342-0636
	Auto Plus Auto Parts	Automotive Lubricants	20-FLEET-01344	11/19/23	856-778-1400
	AVAYA, Inc.	Telecommunications Equipment and Services	80802	01/31/23	908-696-5587
	Beyer Brothers	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FLEET-00922	08/04/22	973-644-3200
	Beyer Ford, LLC	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89263	11/20/22	201-943-3100
	Beyer Brothers	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42069	08/09/22	201-943-3100
	Beyer of Morristown, LLC	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FLEET-00914	08/04/22	973-644-3200
	Beyer of Morristown, LLC	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00445	08/28/22	973-644-3200
	Brantley Brothers	Moving Svcs for DPMC & Cooperative Purchasing Participants	40144	10/31/22	973-824-9500
	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	40142	10/31/22	609-396-4561
	Bus Parts Warehouse, Dencompany, LLC	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42088	08/09/22	800-635-5537
	Business Furniture Inc.(BFI)	Office & Lounge Furniture-Herman Miller	81620	04/30/23	973-795-6463
	Campbell Freightliner	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89264	11/20/22	732-287-1500
	Campbell Freightliner	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42074	08/09/22	732-287-1500
	Canon USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Svcs.	40462	10/11/22	201-225-7794
	Caymen Chemical Company	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01055	12/31/23	000-000-0000
	CDW Government LLC	Data Communications Equipment	87718	10/01/24	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	07/31/22	866-776-7415
	CDW Government LLC (Microsoft)	Computer Equipment, Peripherals & Related Services	40166	07/31/22	866-776-7415
	CDW Government LLC	Computer Equipment, Peripherals & Related Services	89974	07/31/22	866-773-7348
	Charles F. Connolly	AC, HVAC, Repair Parts	41607	05/31/22	201-998-8080
	Chas S. Winner Inc (Winner Ford)	Vehicles, Trucks, Class 2, Utility/Dump, with Snow Plow Option	88726	04/25/22	856-427-2796
	Chas S. Winner Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00212	11/27/22	856-214-0758
	Cherry Valley Tractor Sales	Parts & Repairs for Lawn & Grounds Equipment	43022	02/16/23	856-983-0111
	Cherry Valley Tractor Sales	Skid Steer Loader w/Quick-Detach. Bucket Various Atts & Trailer	78905	06/08/22	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 Equipment	87720	10/01/24	732-346-2193
	Cisco Systems Inc.	Computer Equipment, Peripherals & Related Services	89966	07/31/22	215-620-2074
	Clarus Glassboards, LLC	Library & School Supplies	17-FOOD-00269	08/22/22	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	04/30/22	201-666-0131
	Command Radio (JVC Kenwood)	Radio Communication Equipment and Accessories	83927	04/30/22	201-666-0131
	Commercial Interiors Direct Inc.	Carpet/Flooring Supply & Install - Mfg: Tandus	81755	06/30/22	973-839-8394
	Commercial Interiors Direct Inc.	Carpet/Flooring/Supply & Install - Mfg: Milliken	81752	06/30/22	973-839-8394
	Commercial Interiors Direct Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/22	973-839-8394
	Computer Design & Integration, LLC	Data Communications Equipment	21-TELE-01506	10/01/24	201-931-1420
	Concord Products Co Inc	Furniture: Office & Lounge	81614	04/30/23	856-933-3000
	Chas. A. Connolly Dist Co	Heating, Ventilation and Air Conditioning Repair Parts (HVAC)	41607	05/31/22	201 998-8080
	Consolidated Steel & Alum	Fence, Chain Link, Install & Replacement	88680	10/31/22	908-272-6262
	Craftmaster Hardware, LLC	Locking Hardware (Parts Only) T2981	19-FOOD-00846	04/30/22	201-768-0808

Vendors	Category	Contract #	Expires	Phone #
Daco Limited Partnership dba Dauphin	Furniture: Office & Lounge	81616	04/30/23	973-263-1100
David Weber Oil Co.	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
David Weber	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
Dell Marketing	Computer Equipment, Peripherals & Related Services	19-TELE-00656	07/31/22	512-513-8701
Dell Marketing	Software Reseller Services	20-TELE-01510	05/24/26	646-573-0885
Dell Marketing	Data Communications Equipment	88796	10/01/24	800-981-3355
DFFLM LLC T/A Ditschman Flemington Road	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FLEET-00916	08/04/22	908-782-3673
Ditto Sales (dba Versteel)	Furniture: Office & Lounge	81731	04/30/22	800-876-2120
D.M. Radio Service Corp.	Radio Communication Equipment and Accessories	83897	04/30/22	908-879-2525
EB Fence	Fence, Chain Link, Install & Replacement	88679	10/31/22	609-704-8884
EMC	Computer Equipment, Peripherals & Related Services	89968	07/31/22	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 Equipment	87720	10/01/24	609-528-8912
Eplus Technology Inc. (Lenovo)	Computer Equipment, Peripherals & Related Services	89968	07/31/22	609-528-8912
Eventide, Inc.	Radio Communication Equipment and Accessories	83891	04/30/22	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
FDR Hitches	Enclosed Trailers, Single Axle/Double Axle, Up to 7,000lbs. GVWR	19-FLEET-00879	06/27/22	908-259-9500
Flinn Scientific, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01035	12/31/23	800-452-1261
Firestone Complete Auto Care	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	615-937-3343
FM Generator, Inc.	Preventive Maint. & Testing of Emergency Standby Generators	19-GNSV1-00443	05/31/23	781-828-0026
Forbo Flooring, Inc.	Carpet/Flooring/Supply & Install	81749	06/30/22	570-450-0222
FP Mailing Solutions (FrancoTYP Postalia Inc)	Mailroom Equipment and Maintenance Various State Agencies	41263	04/14/22	630-827-5837
Frank Mazza	Carpet/Flooring/Supply & Install - Mfg:Mannington	81751	06/30/22	609-561-5300
Franklin Griffith Electric, LLC	Electrical Equipment & Supplies North, Central & South Regions	88957	09/30/22	609-695-6121
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@genelsafety.com
GovConnect	Computer Equipment, Peripherals & Related Services	89974	07/31/22	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	10/09/22	800-791-5454
Goodyear Tire and Rubber Company	Tires, Tubes and Services	20-FLEET-00948	03/31/24	330-796-43252
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/Flooring/Supply & Install - Mfg: Mohawk	81753	06/30/22	908-686-6333
Heritage Flooring, Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/22	609-513-1513
Hertrich Fleet Services, Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00210	07/27/22	800-698-9825
Hertrich Fleet Services	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00444	08/28/22	800-698-9825
High Point Furniture Industries HPFI	Furniture: Office & Lounge	81621	04/30/23	336-431-7101
Home Depot	Walk-In Building Supplies	18-FLEET-00234	12/31/26	732-926-2830
Hoover (Robert H. Hoover & Sons)	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89257	11/20/22	973-347-4210
Hoover Truck Center	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42068	08/09/22	973-347-4210
HP Hewlett Packard	Computer Equipment, Peripherals & Related Services	40116	07/31/22	800-277-8988
HP Hewlett Packard	Computer Equipment, Peripherals & Related Services	89974	07/31/22	847-922-2977
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	06/30/22	hwoods@ais-inc.com
Impac Fleet	Fuel Credit Card Services - Statewide	19-GNSV1-00606	11/29/22	281-445-1100
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	04/14/22	908-534-1988
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Mohawk	81753	06/30/22	800-241-4586
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/22	800-241-4586
Jewel Electric Supply	Electrical Equipment & Supplies, Statewide	21-FOOD-01749	09/30/24	201-653-1613
Johnson Controls Fire Protection	Testing, Inspection, Monitoring and Maintenance of Fire Supression Systems	83717	10/23/22	973-295-8835
Johnston G P Inc.	Radio Communication Equipment and Accessories	83925	04/30/22	201-428-2025
Johnston Communication	Cabling Products & Services; Data Center Management Solutions	85152	10/09/22	201-428-2025
Johnston Communication	Communication Wiring Services	88766	03/19/23	201-428-2025
Johnny On The Spot, LLC	Fabricated & Prefabricated Structures: Portable Sanitation Units	20-GNSV1-01315	09/30/23	732-721-3443

Vendors	Category	Contract #	Expires	Phone #
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	08/30/22	800-421-5354
Lawmen Supply	Law Enforcement Firearms Equipment and Supplies (Jason Durie, rep)	17-FLEET-00740	05/14/23	201-994-6137
Lawson Products Inc.	Parts & Repairs for Road Maintenance Equipment	85850	11/29/22	800-890-8198
Lawson	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42111	08/09/22	215-741-3960
Lawson Products Inc.	Parts & Repairs for Lawn & Grounds Equipment	43023	02/16/23	215-741-3960
Lifesavers, Inc.	Building MGMT - Life Safety Equipment & AED	84689	08/14/22	973-244-9111
Louis A Jammer Co., Inc.	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	85294	04/30/24	609-883-0900
Lowes Home Centers	Walk-In Building Supplies NJSTART #M8001	18-FLEET-00235	07/31/22	704-758-3818
M & G Auto Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	201-868-6700
Mannington Mills	Carpet/Flooring/Supply & Install	81751	06/30/22	706-602-6517
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	07/31/22	703-673-7871
Mid-Atlantic Truck Center	Automotive Parts for Heavy Duty Vehicles over 15,000 lbs	42075	08/09/22	908-862-8181
Millennium, 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 Group	Carpet/Flooring/Supply & Install	81753	06/30/22	908-565-2292
Motrola Solutions, Inc	Radio Communication Equipment and Accessories	83909	04/30/22	609-324-3653
MRA International	Computer Equipment, Peripherals & Related Services	89974	07/31/22	732-222-0997
Municibid	Auctioneering Services: Internet Auctions to Sell Surplus Property	19-GNSV1-00696	04/30/22	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	11/20/22	732-651-1600
P&A Auto Part, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/25/23	leon@tonsa.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	04/14/22	804-496-6912
Power Place Inc	Tractor, Agriculture Landscape Utility with Attachments	17-FLEET-00430	08/07/22	sara@powerplaceinc.com
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	04/30/22	000-000-0000
Quadient, Inc.	Mailroom Equipment & Maintenance	41267	04/14/22	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
Rachles/Michele's Oil Co.	Gasoline, Automotive	19-FLEET-00973	10/31/24	973-546-1041
R.D. Sales Door & Hardware, LLC	Locking Hardware (Parts Only)	87241	04/30/22	973-248-1222
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81748	06/30/22	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Manninton	81751	06/30/22	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81752	06/30/22	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81753	06/30/22	201-796-0006
Ricoh USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Servs.	40467	10/11/22	978-621-1276
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	11/20/22	973-838-0820
Rubbercycle LLC	Park and Playground Equipment	16-FLEET-00131	05/30/22	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 Contract Flooring Service	Carpet/Flooring/Supply & Install	81754	06/30/22	908-884-6324
Simonlk Transporation & Warehousing Group, LLC	Moving Svcs for DPMC & Cooperative Purchasing Participants	40140	10/31/22	856-234-1068
Software House International (SHI)	Computer Equipment, Peripherals & Related Services	40116	07/31/22	732-868-5904
Software House International (SHI) (Cisco)	Data Communications Product and Services	21-TELE-01506	09/30/24	732-868-5904
Superior Distributors Co., Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85999	02/25/23	201-797-9490

Vendors	Category	Contract #	Expires	Phone #
Tandus Centiva US, LLC	Carpet/Flooring/Supply & Install	81755	06/30/22	800-241-4902
Tarkett, USA, Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	20-FOOD-01063	06/30/22	706-259-2635
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
Troxell Communications, Inc.	Library & School Supplies	17-FOOD-00244	08/30/22	800-578-8858
Turnout Fire & Safety	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00752	06/14/22	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	08/30/22	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
Valk Manufacturing	Snow Plows, D.O.T and Authorities	77724	10/31/22	717-766-0711
Verizon Business Network Services, LLC	Data Communication Network Services	85943	02/10/23	908-239-7090
Verizon Wireless	Wireless Devices & Services	82583	05/31/22	215-280-1333
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
Warshauer Generator, LLC	Maintenance/Repair and Replacement Portable Commercial Mobile Generators	21-GNSV1-01587	09/30/24	732-741-6400
Warshauer Generator, LLC	Mobile Light Towers	19-FLEET-00839	05/02/22	732-741-6400
Warshauer Generator, LLC	Trailer Mounted Generators Statewide	18-FOOD-00378	05/24/22	732-741-6400
Waste Management of New Jersey, Inc.	Solid Waste Collection, Statewide	40379	01/10/23	609-434-5671
Wayne Auto Parts	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	wayneautosupply@optonline.net
W B Mason	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/23	888-926-2766
Xerox	Copiers, Maint., and Supplies	40469	10/11/22	732-750-7514
York Telecom Corporation	Software Reseller Services	20-TELE-01509	05/24/26	njstart@yorktel.com

 INTEROFFICE MEMORANDUM

TO: ANDREA SHERIDAN

FROM: ALISA MILLER

SUBJECT: NEW RATES 2023/2024

DATE: MARCH 6, 2023

Andrea Sheridan
Approved
3/6/23

I am recommending that the rates for the Bergen Early Learning Alliance Child Care Center (BELA) remain as an hourly rate for all families. Payments will be made twice a month on the 1st and 15th of each month. Parents will still be asked to give at least two weeks' notice for any schedule changes.

I am also recommending the monthly discount for district employees remain at 15%. This discount will apply for only the children of these district employees as well as a no fee week for Winter and Spring Recess. Grandchildren from the district and Bergen County employees will continue to receive the 10% discount that is already in place.

I am recommending that all families have the opportunity to have one no fee week per year (July-June). Pro-care would be able to track the week that each family uses as a no fee week.

Below are the rates for 2022/2023 school year and the proposed rates for the 2023/2024 school year.

Age Group	Rates for 2022/2023	Rates for 2023/2024
Infants (6 weeks – 18 months)	\$7.75	\$8.00
Waddlers (18 months-2 y/o)	\$7.50	\$7.75
Toddlers (2 y/o- Pre-k 3)	\$7.25	\$7.50
Pre-k 3 & 4	\$6.75	\$7.00

SHARED SERVICES AGREEMENT
LEVEL I TECHNICIAN - TECHNOLOGY SUPPORT SERVICES

THIS AGREEMENT made this 1st day of July, in the year Two Thousand and Twenty-three, by and between **Alpine Board of Education** (hereinafter referred to as "**Alpine**"), having offices located at 500 Hillside Avenue Alpine, NJ 07620 and the Bergen County Technical School District Board of Education (hereinafter referred to as "**Bergen Tech**"), having offices located at 540 Farview Ave, Paramus, New Jersey 07652;

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

WHEREAS, Bergen Tech and **Alpine** are both authorized to provide the services of technology support services for their respective entities; and

WHEREAS, Bergen Tech and **Alpine** are of the opinion that the services of technology support services can be more efficiently and economically provided to each party through a joint agreement for the subcontracting of such services (hereinafter referred to as "the Agreement"); and

WHEREAS, the parties are desirous of entering into a shared service agreement which would authorize the subcontracting of the services of technology support services by Bergen Tech to provide technical support services to **Alpine**;

NOW THEREFORE, it is hereby agreed by and between the parties as follows:

1. Services to be Performed

Bergen Tech agrees to provide the services of a Level I Technician (.6) to **Alpine**.

2. Standards and Scope of Performance

a. The Level I Technician shall provide the following services to **Alpine** for the duration of this Agreement:

- i. Overall technical support services, including the troubleshooting, diagnosis and correction of any and all problems with **Alpine's** hardware and software systems and components;
- ii. The set-up, installation, breakdown and configuration of **Alpine's** computer hardware and software systems and components;
- iii. General network administration services.

b. The Bergen further agrees to provide on an average of one (1) day per week for the duration of this Agreement, technology support services to Dumont utilizing experienced professional Information Technology Technicians in conjunction with an Online Helpdesk. Areas of service shall include:

- c. Server administration;
- d. Server setup and reconfiguration;
- e. Network management;
- f. Security assessment;
- g. Website management;
- h. Hardware and software support;
- i. Printer maintenance;
- j. E-Mail administration;
- k. Technology inventory;
- l. Scheduled staff training;

3. Costs

- a. Level I -Technician (.6) - Alpine shall pay Bergen Tech forty-seven thousand three hundred forty dollars (\$47,340.00), which is the cost of a level I technician salary for 3 days per week, inclusive of benefits, whose services are to be performed under this Agreement for the period beginning July 1, 2023 and ending June 30, 2024.

- b. Technology Support Services - Alpine shall pay Bergen Tech twenty-four thousand seven hundred twenty dollars (\$24,720) for the services of the technology support services to be performed under this Agreement for the period beginning July 1, 2023 and ending June 30, 2024.

In the event of a dispute between the parties over the amount due under the terms of this Agreement, the challenged amount shall be paid by **Alpine** without prejudice to its right to file a lawsuit to determine the amount actually owed Bergen Tech. An adjustment to the amount due should be made consistent with any decision of the court.

4. Duration

- a. This Agreement shall commence on July 1, 2023 and shall end on June 30, 2024. This Agreement may be renewed by agreement of the parties for one (1) additional year on a yearly basis. Said renewal shall be in writing and approved by each party by formal resolution before becoming effective.
- b. **Alpine** may terminate this Agreement if Bergen Tech (1) persistently or repeatedly refuses or fails to perform the services required under this Agreement; (2) disregards laws, ordinances, rules, regulations or orders of a public authority having jurisdiction; or (3) otherwise commits a breach of this Agreement.
- c. Bergen Tech may terminate this Agreement if **Alpine** (1) persistently or repeatedly fails to make payment in accordance with this Agreement; or (2) otherwise commits a breach of this Agreement.

5. Payment Procedures

Bergen Tech shall submit to **Alpine** a voucher for payment of the costs set forth in Paragraph 3 of this Agreement on a monthly basis. **Alpine** shall reimburse Bergen Tech before the first day of the following month.

6. Indemnification and Insurance

- a. **Alpine** assumes all liability for, and agrees to indemnify and hold Bergen Tech and its agents, servants, employees, students, guests, licensees and invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by **Alpine**, its agents, servants or employees related to the performance of **Alpine's** obligations under the terms of this Agreement.
- b. Bergen Tech assumes all liability for, and agrees to indemnify and hold **Alpine** and its agents, servants, employees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Bergen Tech, its agents, servants or employees related to the performance of Bergen Tech's obligations under the terms of this Agreement.
- c. Both parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other party to be designated on its policy as an additional insured.

7. Merger

This Agreement merges and supersedes all prior negotiations, representations and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

8. Modification

This Agreement may only be modified by an instrument in writing signed by both parties to the Agreement.

9. Waiver

No waiver by either party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this

Agreement. Neither party may waive any of its rights or any obligations of the other party or any provision of this Agreement except by an instrument in writing signed by that party.

10. Severability

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

11. Notice

All notices pertaining to the Agreement shall be in writing, and delivered in person or sent certified mail to the parties at the following address:

For Bergen Tech:

Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical School District
540 Farview Ave,
Paramus, New Jersey 07652

For Alpine:

Ms. Olga Yarmolina
Business Administrator
Alpine Board of Education
500 Hillside Avenue
Alpine, NJ 07620

12. Governing Law

This Agreement shall be governed, construed and interpreted in accordance with the law of the State of New Jersey as it applies to contracts made and performed in New Jersey. The Superior Court of the State of New Jersey, in the County of Passaic, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising therefrom. Each of the parties hereby expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced by the other in such court.

13. Assignment

Neither party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the other, and any such transfer or assignment or attempt thereat shall be null and void.

14. Section Headings

Section headings are for reference purposes only and shall not in any way affect the meaning or interpretation of any provision of this Agreement.

15. Counterparts

This Agreement may be executed in any number of counterparts, which, taken together, shall constitute but one instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective

16. Public Inspection

A copy of this document shall be available for public inspection at the offices of both parties immediately after a passage of a resolution to become a party to the Agreement in accordance with N.J.S.A. 40A:65-5(b).

17. Limitation of Employment

Alpine agrees that during the term of this Agreement, and for an additional period of one (1) year following the termination or expiration of this Agreement, Alpine shall not directly or indirectly offer employment to, employ, seek the counsel of, or contract for services with any Bergen employees providing services under this Agreement during the term, or any renewal term, of this Agreement. This provision shall be construed by the parties as a covenant independent of any other term or condition contained in this Agreement. In the event that Alpine violates this provision, Alpine shall pay Bergen, for each violation, a monetary amount equal to one (1) year's contract cost of the Bergen employee in question, including but not limited to salary and benefits. It is understood and agreed that, in addition to the foregoing remedy, Bergen may also terminate this Agreement without

prior notice in the event of Alpine's violation of this provision.

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

ATTEST:

ALPINE
PUBLIC SCHOOLS
BOARD OF EDUCATION

By: 

Olga Yarmolina
Business Administrator

By: 

~~Sara Hacken~~ Philip Simotas
Board President

Dated: 2/27/2023

Dated: 2/27/2023

BERGEN TECH REGIONAL
HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____

John Susino
Business Administrator/
Board Secretary

By: _____

William Connelly
Board President

Dated: _____

Dated: _____

CORRECTIVE ACTION PLAN

23-F-154T

NAME OF SCHOOL BERGEN COUNTY TECHNICAL SCHOOLS COUNTY BERGEN

TYPE OF AUDIT 2021-22 ANNUAL AUDIT

DATE OF BOARD MEETING MARCH 28,2023

CONTACT PERSON JOHN SUSINO, BOARD SECRETARY

TELEPHONE NUMBER 201-343-6000

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
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THERE ARE NO RECOMMENDATIONS



CHIEF SCHOOL ADMINISTRATOR3/14/2023
DATE

BOARD SECRETARY3/14/2023
DATE

BCTS/BCJC
ITA CONTRACT LOG
BOARD RESOLUTION, MARCH 28, 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>
20.831.130.324 V1	American Institute	3203	317024	REYES, Emanuel	2/27/23 - 1/12/24	4,000	DS	960
20.831.130.324 V1	Bergen Community	5600	317004	CARTER, Elizabeth	2/25/23 - 4/1/23	1,999	DS	36
20.831.130.324 V1	Bergen Community	5600	317004	FIORE, Denise	2/25/23 - 4/1/23	1,999	TM	36
20.831.130.324 V1	Elite Institute	D330	317040	ALVIS, Etni	3/20/23 - 5/19/23	4,000	TM	120
20.831.130.324 V1	Jersey Tractor	U197	317005	MARTINEZ, Jose	3/20/23 - 4/14/23	4,000	TM	120
20.831.130.324 V1	Jersey Tractor	U197	317005	PERDOMO, Eric	3/6/23 - 4/14/23	4,000	DS	120
20.831.130.324 V1	Jersey Tractor	U197	317005	THOMAS, Naiquan	3/13/23 - 4/21/23	4,000	DS	180
20.831.130.324 V1	Master Driving	3755	317020	GUZMAN, Christopher	3/27/23 - 5/22/23	3,990	DS	160
20.831.130.324 V1	Morris Co. Vocational School	1416	317041	CARDINAL, Matthew	3/1/23 - 6/28/23	2,099	DF	165
20.831.130.324 V1	Parisian	1473	317027	WINAND, Megen	4/14/23 - 9/25/23	4,000	DS	600
20.831.130.324 V1	Rutgers CCPD	7378	317002	DELUSANT Christina	3/20/23 - 7/30/23	3,750	TM	370
20.831.130.324 V1	School of Real Estate Studies	7312	317042	MERRITT, Frances	3/20/23 - 3/31/23	4,000	TM	65
20.831.130.324 V1	William Paterson	3950	317010	ROBINSON, Sunday	3/13/23 - 6/12/23	2,669	DS	200
20.831.130.324 V1	William Paterson	3950	317010	WILLIAMS, Vondra	3/20/23 - 7/31/23	1,958	TM	350
20.825.130.324 V1	Bergen Community	5600	317004	MITCHELL, Jacqueline	3/7/23 - 8/4/23	2,525	TM	460
20.825.130.324 V1	Jersey Tractor	U197	317005	FRANCIS, Jeremiah	3/20/23 - 4/28/23	4,000	TM	180
20.825.130.324 V1	Las Comp	C273	317007	DEGROAT, Jerica	3/13/23 - 6/30/23	4,000	TM	320
20.825.130.324 V1	Master Driving	3755	317020	BRUCE, Gregory	3/20/23 - 5/15/23	3,990	DS	160
20.825.130.324 V1	Rutgers - Camden	5714	317035	ROBERTS, Charlene	3/1/23 - 4/5/23	3,500	DS	100

BCTS/BCJC
OJT CONTRACT LOG
BOARD RESOLUTION, MARCH 28, 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>
20.825.130.326 V1	Print Solutions	D337	317039	PROANO, Chris	2/6/23 - 7/7/23	8,400	KT	840