

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

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

April 29, 2021

AGENDA

#	<u>ADMINISTRATION RESOLUTIONS</u>
21-A-77T	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
21-A-78T	Approval – Students Suspensions March 2021
21-A-79T	Approval - Professional Development Providers and Services 2020-2021 School Year
21-A-80T	Approval – Proposed Research Project; April 2021
21-A-81T	Approval – Webinar Expenses
21-A-82T	Approval – Student Teaching; Princeton University
21-A-83T	Approval – Student Teaching; Columbia University
21-A-84T	Approval – Student Teaching; Seton Hall University
21-A-85T	Approval – First Reading BOE Policies/Regulations
21-A-86T	Approval – Second Reading BOE Policies
21-A-87T	Approval – Addendum to Shared Services Agreement with Northern Valley Regional HS; Institute for Interactive Design
	<u>PERSONNEL RESOLUTIONS</u>
21-P-125T	Approval 2020-2021 Staff Appointments
21-P-126T	Approval – 2020-2021 Salary Reclassifications – Non-Certificated
21-P-127T	Approval – 2021-2022 Renewal of Contracts Non-Tenured Administrative Staff Members
21-P-128T	Approval – 2021-2022 Renewal of Contracts Non-Tenured Educational Services Staff Members
21-P-129T	Approval – 2021-2022 Renewal of Contracts Non-Tenured Teaching Staff Members
21-P-130T	Approval – 2020-2021 Adult and Continuing Education Staff Salary Authorizations
21-P-131T	Approval – 2020-2021 Adult and Continuing Education Staff Reclassifications
21-P-132T	Approval – Revised 2020-2021 School Calendar for Teachers and Students
21-P-133T	Approval – 2020-2021 EMT Temperature Takers
21-P-134T	Approval – 2020-2021 Long Term Substitute Teachers
21-P-135T	Approval – 2020-2021 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
21-P-136T	Revised – Leave of Absence (Res.#21-P-103T)
21-P-137T	Revised – Leave of Absence (Res.#21-P-88T)
21-P-138T	Revised – Leave of Absence (Res.#21-P-104T)
21-P-139T	Revised – Leave of Absence (Res.#21-P-72T)
21-P-140T	Approval – Leave(s) of Absence
21-P-141T	Approval – 2020-2021 Authorization to Allow Extra Carry-Over of Unused Vacation Days
21-P-142T	Approval – 2020-2021 Job Description
21-P-143T	Revised – 2020-2021 Staff Salaries (Res.#21-P-64T)
21-P-144T	Approval – Resignation
21-P-145T	Approval - Retirement

	<u>FINANCE RESOLUTIONS</u>
21-F-149T	Approval-Payments Of Bills: March/April 2021
21-F-150T	Monthly Certification- February 2021 Board Secretary/School Financial Report
21-F-151T	Line Item Transfers – February 2021
21-F-152T	Approval Of Proposed Project(S) Or Program(S) And Application for Federal, State and/or Private Funds: Cares Act
21-F-153T	Approval Of Proposed Project(S) Or Program(S) And Application for Federal, State and/or Private Funds: Cares Act
21-F-154T	Approval Of Proposed Project(S) Or Program(S) And Application for Federal, State and/or Private Funds: Cares Act
21-F-155T	Approval Of Proposed Project(S) Or Program(S) And Application for Federal, State and/or Private Funds: Perkins Post-Secondary Grant
21-F-156T	Approval Of Proposed Project(S) Or Program(S) And Application for Federal, State and/or Private Funds: Perkins Secondary Grant
21-F-157T	Approval – Shared Services Agreement—Technology Support Bergen County Technical Schools and North Arlington Public Schools
21-F-158T	Approval – Shared Services Agreement—Technology Support Bergen County Technical Schools and Ridgefield Park Public Schools
21-F-159T	Approval – Shared Services Agreement—Technology Support Bergen County Technical Schools and Township of Little Ferry
21-F-160T	Award Of Contract To Replace Various Sections Of The Roof at Paramus Tech High School, Paramus
21-F-161T	Award Of Contract To Replace Various Sections of the Roof at The Teterboro Campus
21-F-162T	Award - Typeset, Print And Deliver Envelopes, Letterhead, Business Cards And Various Printed Forms And Materials, On An As Needed Basis, For BCTS Commencing May 1, 2021, For A Two-Year Period.
21-F-163T	Renewal - Contract To Provide On-Call Sewer Ejection Pump And Pump Pit Services at Various Locations Throughout BCTS Commencing May 1, 2021, for an Additional One-Year Period
21-F-164T	Renewal - Contract To Provide On-Call Plumbing Services at Various Locations Throughout BCTS Commencing May 8, 2021, for an Additional One-Year Period
21-F-165T	Award Of Contract To Furnish And Deliver Various MERV 13 HVAC Filters On An As Needed Basis, for BCTS, Commencing May 1, 2021 for a One-Year Period
21-F-166T	Renewal – Part A Bid #19-PC13: Contract To Provide On-Call Maintenance and Repair Services For Fire Alarm Systems At Various Locations Throughout BCTS Commencing May 1, 2021 for an Additional One-Year Period; Rebid - Part B Contract To Provide Annual Testing And Inspection Services For Fire Alarm Systems ; Vendor: Vanwell Electronics, LLC.
21-F-167T	Approval – Policy For Cyber And Privacy Insurance for BCTS
21-F-168T	Approval—WIOA Formula Individual Training Account Log: 7/1/20-6/30/21
21-F-169T	Approval – Professional Engineering Services to Provide Façade Inspection at the Teterboro Campus

ADMINISTRATION

21-A-77T APPROVAL—WIA/WFNJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT

RESOLUTION

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

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

1. PERFORMANCE OF WIOA FUNDS:

As of March 31, 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFNJ/FS/GA</u>
126 Clients	13 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
4 Clients	0 Clients	1 Client

2. LEVELS OF SERVICE: Adults 7/1/20-3/31/21

Placed in Training	144
Workforce Learning Link Basic Skills	181
Workforce Learning Link Soft Skills	185

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

3 FINANCIAL SUMMARY: As of March 31, 2021

<u>WIOA</u>	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
Adult	44%	21%
Dislocated Worker	48%	33%
Youth Out-of-School	56%	15%
Work First New Jersey (WFNJ)	63%	21%
Workforce Learning Link	46%	2%
Smart Steps	0%	0%
Program Administration	78%	8%

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

4. Plant Closings: Rapid Response March 2021 None

21-A-78T

APPROVAL—REPORT OF STUDENT SUSPENSIONS

RESOLUTION

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

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

March 2021

BCA-H	Bergen County Academies, Hackensack	2
BCTHS-P	Bergen County Technical High School, Paramus.....	0
BCTHS-T.....	Bergen County Technical High School, Teterboro	0
BCTHS.....	Applied Technology/BCC Campus.....	0

21-A-79T

**APPROVAL—PROFESSIONAL DEVELOPMENT PROVIDERS AND SERVICES 2020-2021
 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
Bureau of Education & Research	Workshop: Language Disorders vs. Language Differences for English Language Learners (K-12)	\$279.00	5/12/21
High Focus Center	Home Instruction for Teterboro Student	\$50.00/hour (10 hours per week)	3/17/21-4/23/21
Dellicker Strategies, LLC	Cybersecurity services to include ongoing development and delivery of the collaborative cybersecurity workshops series and program support to the district.	\$45,000.00	2021-2022
Christopher M. Anderson	Hydroponics/Aquaponics Program Consultation (2.5 days) Paramus Campus	\$1,250.00	2020-2021
Christopher M. Anderson	Hydroponics/Aquaponics Program Consultation (6 days) Paramus Campus	\$3,000.00	2020-2021
Learn Well Education	Home Instruction for Teterboro Student	\$50.00/hour	8 weeks
Learn Well Education	Home Instruction for Paramus Student	\$50.00/hour	4/5/21-6/1/21
Silvergate Prep	Home Instruction for BCA student	\$72.00/hour	8 weeks

NAME	SERVICE	RATE	DATE
Dr. Ilyse H. O'Desky	Neuropsychological evaluation that measures cognitive and behavioral functioning	\$4000.00	2020-2021
Dr. Rich Milner	Opportunity Centered Teacher: Mindsets and Practices for Equity	\$3,000.00	5/12/21
BCSS Educational Enterprises Division	2 Workshops for BCTS Staff: Google Forms and Sheets	\$1,300.00	5/6/21

21-A-80T APPROVAL – PROPOSED RESEARCH PROJECT- APRIL 2021

RESOLUTION

WHEREAS, the Bergen County Technical Schools Board of Education received a proposal from Kathryn Whitley a BCTS teacher completing her doctoral program at the Montclair University, to conduct a research study on “Weighing the Risks and the Rewards: A Proposed Case Study of Student Experience Navigating School Policies and Practices”;

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

21-A-81T APPROVAL—CONFIRMATION—WEBINAR EXPENSES

RESOLUTION

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

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

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

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

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

Campus	Employee	Destination	Cost (excludes taxes)	Dates
Curriculum	Gwenn Lotter	Webinar: Adapting Science Curricula	No cost	4/13/21
Curriculum	Gwenn Lotter	Webinar: Leveraging High-Quality Science Resources	No cost	5/11/21
Curriculum	Gwenn Lotter	Webinar: Instructional Models that Support Accelerated Learning in Science	No cost	6/8/21

Campus	Employee	Destination	Cost (excludes taxes)	Dates
ATHS	Antonia Strothers	NJ Psychological Association Spring Conference (Virtual)	195.00	5/14/21
ATHS	Taylor Valentine	AP Statistics 6 weeks course (Virtual)	\$499.00	6/14/21-6/23/21
Academy	Puneet Sawhney	Virtual Workshop: CAWS (California Assoc. of IB World Schools) DP Economics	\$775.00	6/25/21-6/28/21
ATHS	Antonina Strothers	Cornell University , NY Program: User Experience Design Certificate Program for School Psychologist	\$2,700.00	May-September 2021

21-A-82T APPROVAL—STUDENT TEACHING—PRINCETON UNIVERSITY**RESOLUTION**

WHEREAS District Supervisor of Humanities **Tim Casperson**, has recommended that **Dylan Snyder** be approved for a student teaching assignment;

BE IT RESOLVED that **Dylan Snyder** be approved for student teaching with no compensation, subject to the following conditions:

1. Participating College: Princeton University
2. Contact staff member: Todd Kent
3. Assignment dates: 03/23/2021 to 06/30/2021
4. Assignment: Program in Teacher Preparation

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

PC/am

source of funds: n/a

21-A-83T APPROVAL—STUDENT TEACHING—TEACHERS COLLEGE, COLUMBIA UNIVERSITY**RESOLUTION**

WHEREAS District Supervisor of Humanities **Tim Casperson**, has recommended that **Eun Soo Christine Koh** be approved for a student teaching assignment;

BE IT RESOLVED that **Eun Soo Christine Koh** be approved for student teaching with no compensation, subject to the following conditions:

5. Participating College: Teachers College, Columbia University
6. Contact staff member: Dr. Erica N. Walker
7. Assignment dates: 02/23/2021 to 06/30/2021
8. Assignment: Mathematics

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to **Eun Soo Christine Koh** regarding this approval as soon as is practicable.

21-A-84T APPROVAL—STUDENT TEACHING—SETON HALL UNIVERSITY**RESOLUTION**

WHEREAS Assistant Superintendent **Andrea Sheridan**, has recommended that **Katie Fierro-Ripoll** be approved for a student teaching assignment;

BE IT RESOLVED that **Katie Fierro-Ripoll** be approved for student teaching with no compensation, subject to the following conditions:

- | | |
|---------------------------|--------------------------|
| 9. Participating College: | Seton Hall University |
| 10. Contact staff member: | Joseph Martinelli, Ed.D. |
| 11. Assignment dates: | 09/01/2021 to 06/30/2022 |
| 12. Assignment: | School Counselor |

BE IT FURTHER RESOLVED that the Board Secretary shall give notice to **Katie Fierro-Ripoll** regarding this approval as soon as is practicable.

21-A-85T APPROVAL—FIRST READING —BOARD OF EDUCATION POLICIES/REGULATIONS**RESOLUTION**

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

Section 7000 – Property

7425M Lead Testing of Water in Schools

REGULATIONS – ONE READING ONLY**Section 6000 – Finances**

R6470.01M Electronic Funds Transfer and Claimant Certification

21-A-86T APPROVAL - SECOND READING FINAL ADOPTION BOARD OF EDUCATION POLICIES**RESOLUTION**

WHEREAS, the Board of Education **attached** policies listed below were approved on a first reading at the March 23, 2021 meeting; and

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

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

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

Section 5000 – Students

5330.05M Seizure Action Plan

Section 7000 – Property

7440M School District Security

7510M Use of District Facilities

Section 8000 – Operations

8561M Procurement Procedures for School Nutrition Programs

21-A-87T **ADDENDUM TO SHARED SERVICES AGREEMENT WITH THE NORTHERN VALLEY REGIONAL
HIGH SCHOOL BOARD OF EDUCATION - INSTITUTE FOR INTERACTIVE DESIGN
TECHNOLOGY**

RESOLUTION

WHEREAS, the Board of Education and the Board of Education of the Northern Valley Regional High School District have entered into a Shared Services Agreement dated July 29, 2019 relating to the operation of a four (4) year career and technical education program referred to as the Institute for Interactive Design Technology; and

WHEREAS, the parties seek to amend certain portions of the Shared Services Agreement as reflected in the Amendment document attached hereto;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby ratifies and approves the Amendment to the Shared Services Agreement with the Board of Education of the Northern Valley Regional High School District, in the form attached hereto; and

BE IT FURTHER RESOLVED, that the Board President, Superintendent of Schools and School Business Administrator be and hereby is authorized to execute the Addendum and take such other proper measures to implement the terms of this Resolution.

POLICIES/REGULATION

FIRST READING

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

POLICY

Section: **PROPERTY**
Number: **7425M**

Title: **LEAD TESTING OF WATER IN SCHOOLS**

EXPLANATION

This policy is revised to reflect the recent changes in N.J.A.C. 6A:26-12.4 (Safety Requirements for School Facilities; Safe drinking water), which require school districts to test for lead in the water outlets in school facilities. All school districts are required to test drinking water outlets in the designated statewide testing year, which will be every third (3rd) school year beginning with the 2021-2022 school year. This is a significant change from the previous administrative code which required lead screenings every six (6) years after the initial screening. In addition, the school district is now required to review the final laboratory results within seventy-two (72) hours upon receipt.

A new regulation on lead testing is developed to relate the administrative code procedures school districts must follow in testing water sources for lead content: lead testing schedule, laboratory results and analysis, school district exemption from testing requirements, and school district reimbursement which is detailed in N.J.A.C. 6A:26-12.4.

The policy is now mandated as is the new regulation.

THE POLICY

The health, safety, and welfare of the children in the District are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board shall provide, in accordance with N.J.A.C 6A:26-12.4, testing for lead in all District sources of drinking water.

SAMPLING AND ANALYSIS OF WATER

The Board of Education shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13,

2017, unless the District qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(j)(h)(i). This ~~testing~~ **lead sampling and analysis** shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, (d)2, and (d)3, and shall be in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 through 12A-39).

PUBLICATION OF TEST RESULTS

The Superintendent of Schools or his or her designee shall complete a review of the final laboratory results within seventy-two (72) hours of receipt. Within twenty-four (24) hours after the ~~Board of Education~~ **Superintendent or his or her designee** ~~or its designee~~ has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This **written** notification shall include: a description of the measures taken by the **Superintendent** ~~Board or its~~ **his or her** designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; **any additional remedial action taken or planned by the Board of Education**; the measures taken to ensure that alternative drinking water has been made available to all students and staff members; **identification of the location of the water outlet(s)**; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and (e)2. ~~After the initial screening, the Board will conduct these lead screenings every six (6) years and~~ **Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated statewide required testing year, which shall be every third (3rd) school year beginning with the 2021-2022 school year. By no later than June 30 of the designated statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(g)2(f)1 and (f)2.**

STATEMENT OF ASSURANCE

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the District completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g)(i).

REIMBURSEMENT OF COSTS FOR WATER TESTING

The Board of Education may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(k)(j).

Legal references: *N.J.S.A. 58:12A-1 through 12A-37 (Safe Drinking Water Act)*

 *N.J.A.C. 6A:26-12.4 (Safety Requirements for School Facilities;
Safe drinking water)*

Adopted (BCTS): 6/20/19
Adopted (BCSS): 6/18/19

☒ BCTS Policy No. 7425**M**
☒ BCSS Policy No. 7425**M**

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

REGULATION

Section: FINANCES
Number: R6470.01M

**Title: ELECTRONIC FUNDS TRANSFER AND CLAIMANT
CERTIFICATION**

III. Definitions – N.J.S.A. 40A:5-2 and N.J.A.C. 5:30-9A.2

For the purpose of Policy No. 6470.01M and this regulation:

- A. “Automated clearing house (ACH) transfer” means an electronic funds transfer initiated by the Board of Education authorizing a banking institution to push funds from the Board of Education bank account(s) into a vendor or claimant’s bank account, executed through the ACH electronic clearing and settlement system used for financial transactions.**
- B. “Board of Education” means a Board of Education as defined by the “Public School Contracts Law,” N.J.S.A. 18A:18A-1 et seq.**
- C. “Charge account” or “charge card” means an account, linked to a credit card issued by a specific vendor to which goods and services may be charged on credit, that must be paid when a statement is issued.**
- D. “Check” means the instrument by which moneys of the Board of Education are disbursed.**
- E. “Chief Executive Officer” means the Superintendent of Schools.**
- F. “Chief Financial Officer” means the School Business Administrator/Board Secretary.**
- G. “Claimant certification” or “vendor certification” means verification of claims pursuant to N.J.S.A. 18A:19-3.**
- H. “Disbursement” means any payment of moneys, including any transfer of funds, by any means.**
- I. “Electronic Data Interchange (EDI)” means technology that provides transaction-related details, including invoice number(s), pay dates, and other identifying information as appropriate for each transaction.**

- J. “Electronic Funds Transfer (EFT)” means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq., that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.**
- K. “Electronic Funds Transfer” and “Indemnification Agreement” means a signed legally binding indemnification agreement renewed on an annual basis between a Board of Education and a banking institution authorized to conduct business in New Jersey, which authorizes that institution to access bank accounts for the purpose of conducting EFTs through the ACH operating system.**
- L. “Governing body” means the Board of Education.**
- M. “Internal controls” means fiscal and operational controls that ensure safe and proper use of a standard EFT system and mitigate the potential for fraud and abuse. For the purpose of N.J.A.C. 5:30-9A.1 et seq., internal controls shall include technological safeguards and cyber security practices, as well as processes affected by the governing body, management, and other personnel establishing fiscal and operational controls that reduce exposure to risk of misappropriation.**
- N. “Local Unit” means any county, municipality, special district, or any public body corporate and politic created or established under any law of this state by or on behalf of any one or more counties or municipalities, or any board, commission, department, or agency of any of the foregoing having custody of funds, but shall not include a school district.**
- O. “National Automated Clearing House Association (NACHA) file” means a file, formatted to NACHA specifications, which contains instructions for transferring funds between accounts.**
- P. “Payment documentation” means such documentation, including evidence of approvals and certifications, as is required by N.J.S.A. 40A:5-16.b, 40A:5-17, 18A:19-1 et seq., and N.J.A.C. 5:30-9A.1 et seq., prior to the legal paying out of moneys.**
- Q. “Procurement card” or “P-card” means an account or physical card that represents an account governed by characteristics specific to a procurement card. These characteristics include limits of time, amount, access, and purchase category controlled by the local unit, local authority, or county college in accordance with an agreement with an issuer. While such cards may have the appearance of a credit card, such as Visa, MasterCard, American Express, or Discover, such general-purpose cards**

do not feature the controls that procurement cards have and as such are not permitted under N.J.A.C. 5:30-9A.1 et seq. A procurement card or P-card may not be used by a Board of Education.

- R. “Reconciliation of activity” means the process used to determine that all transactions utilizing standard EFT technologies are accurate, authorized, and allocable to encumbered appropriations.
- S. “Standard electronic funds transfer technologies” means technologies that facilitate the transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, initiated by means such as, but not limited to, an electronic terminal, telephone, computer, or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account, and incorporate, at a minimum, internal controls set forth in rules promulgated by the Local Finance Board. No general purpose credit or debit card shall be considered a standard EFT technology.
- T. “Supervisory review” means the process performed by an individual in a supervisory capacity to confirm the propriety and accuracy of standard EFT technologies use initiated by subordinates.
- U. “Transaction” means any activity that may result in demand for payment.
- V. “Warrant” means the draft or check of any Board of Education used in warranting disbursement of moneys and shall, in every instance, be evidenced by the issuance of a check of the Board of Education. In no instance shall it be necessary for the Board of Education to refer to or issue, a check separate and distinct from the warrant.

II. Authorization to Use Standard Electronic Funds Transfer Technologies for Electronic Funds Transfer – N.J.A.C. 5:30-9A.3

- A. The Board of Education adopts Policy No. 6470.01M and this regulation to permit the School Business Administrator/Board Secretary to use only the forms of standard EFT technologies that are approved for New Jersey Boards of Education for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.
 - 1. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

- B. N.J.A.C. 5:30-9A.1 et seq. does not authorize a Board of Education to exceed the maximum bid thresholds or other limits set forth in the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq.**
- C. Providers of ACH and wire transfer services are to be financial institutions chartered by federal or state authority. ACH and wire transfer services must be provided by a financial institution covered by the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.**

III. Standard Electronic Funds Transfer Technologies; Internal Controls and Conditions for Use – N.J.A.C. 5:30-9A.4

- A. The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at minimum, the following features and safeguards:**
 - 1. The ability to designate specific individuals able to initiate disbursements, barring those not authorized to initiate disbursements from doing so.**
 - a. The Board of Education designates and approves the School Business Administrator/Board Secretary to be responsible to initiate a claim for payment using an EFT method that has been duly approved in accordance with N.J.S.A. 18A:19-1 et seq., Policy No. 6470.01M, and this regulation.**
 - b. Each claim for payment approved or ratified by the Board shall indicate any payment made using an EFT technology, the type of EFT technology that will or has been utilize in paying the claim, along with a reference that permits tracking.**
 - 2. The ability to designate individuals who may authorize disbursement and segregate initiation and authorization functions. Password or other security controls shall be in place to restrict access based on an individual's authorized role.**
 - a. The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or his or her designee who is not under the direct**

supervision of the School Business Administrator/Board Secretary.

- b. The Superintendent of Schools or his or her designee who is not under the direct supervision of the School Business Administrator/Board Secretary shall review the claim for payment and authorize, in writing, the EFT claim that was initiated by the School Business Administrator/Board Secretary before the School Business Administrator/Board Secretary pays the claim using an EFT method.**
 - i. The School Business Administrator/Board Secretary will not pay a claim using an EFT method without written authorization from the Superintendent of Schools or his or her designee.**
 - c. The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person responsible to initiate a claim for payment and the Superintendent of Schools or his or her designee not under the direct supervision of the School Business Administrator/Board Secretary and authorize the School Business Administrator/Board Secretary to make the payment using an EFT method.**
 - d. The Superintendent of Schools or his or her designee shall ensure passwords and security codes are in place to restrict access based on an individual's role.**
- 3. The ability to confirm receipt of payment by vendor.**
- a. The School Business Administrator/Board Secretary shall receive confirmation from the vendor an EFT payment has been received by the vendor. Documentation supporting receipt of an EFT payment received by a vendor shall be included with the claim's supporting documentation.**
- 4. The ability to bar automatic debits from Board of Education accounts.**
- a. The School Business Administrator/Board Secretary shall require all banking institutions approved by the Board of Education to prohibit any automatic debits from any Board of Education bank account as each individual disbursement to a vendor must be preceded by instructions submitted to the bank.**

- 5. The ability for appropriate officials to view transaction history, generate activity reports, and conduct supervisory reviews of all transactions.**
- a. On no less than a weekly basis, the School Business Administrator/Board Secretary shall prepare an Activity Report on all EFT-based transactions.**
 - b. All Activity Reports prepared by the School Business Administrator/Board Secretary shall be submitted and reviewed by an employee or non-employee (i.e. school auditor, accountant, Board President, etc.) approved annually by the Board of Education who is not under the direction of the School Business Administrator/Board Secretary and who is not empowered to authorize EFT transactions.**
 - c. The Activity Report shall include, but not be limited to:**
 - i. The name of the payee;**
 - ii. The Board approval date approving the payment of the claim;**
 - iii. The fund and account from which the payment is being paid;**
 - iv. The technology utilized in each EFT transaction; and**
 - v. The date of payment.**
 - d. A copy of the Activity Report shall be provided to the Board of Education at the first regular monthly Board meeting following any EFT transactions.**
 - e. All EFT Activity Reports and evidence of the review by the employee or non-employee (i.e. school auditor, accountant, etc.) designated and approved annually by the Board of Education who is not under the direction of the School Business Administrator/Board Secretary and who is not empowered to authorize EFT-based transactions are to be maintained and available for audit by the Board of Education's independent auditor.**

- f. The School Business Administrator/Board Secretary or his or her designee shall perform a monthly reconciliation of the reviewed/approved weekly EFT Activity Reports of the EFT transactions appearing on bank statements and in the accounting records (i.e. general ledger, bank reconciliations, list of bills approved by Board, etc.).
 - i. Evidence to support the performance of this monthly review must be maintained by the School Business Administrator/Board Secretary and available for audit by the Board of Education's independent auditor.
6. The ability to back-up transaction data and store such data offline.
 - a. The School Business Administrator/Board Secretary shall ensure all EFT transaction data is backed-up and stored offline.
 - i. However, any ACH file that is in plain text format must not be stored on a Board of Education's local computer past the time the file is transmitted to the bank.
7. Measures to mitigate risk of duplicate payment.
 - a. The School Business Administrator/Board Secretary shall ensure an EFT payment is not duplicated by any other means.
 - b. More than one EFT payment to the same vendor ratified or approved for payment by the Board of Education will be reviewed by the School Business Administrator/Board Secretary prior to payment to ensure there are no duplicate or multiple payments for the same goods or services.
8. The creation and maintenance of an audit trail, such that transaction history, including demands for payment and payment initiation, authorization, and confirmation, can be independently tracked and detailed through the use of an EDI or functional equivalent.
 - a. The Board of Education's EDI or functional equivalent will have the ability to create and maintain the required audit trail.

- 9. The following cyber security best practice framework shall be followed:**
- a. Any system supporting a standard EFT shall:**
- i. Be hosted on dedicated servers or in a Federal Risk and Authorization Management Program (FedRAMP) Moderate Impact Level Authorized Cloud. When using cloud services the vendor shall check provider credentials and contracts;**
 - ii. Encrypt stored and transmitted financial information and personal identification information;**
 - iii. Maintain only critical personal identification information. Social Security numbers shall not be utilized as identification numbers for system purposes;**
 - iv. Employ a resilient password policy;**
 - v. Undergo regular and stress testing;**
 - vi. Carry out regular security updates on all software and devices;**
 - vii. Have back-up plans, information disposal, and disaster recovery procedures created and tested;**
 - viii. Undergo regular security risk assessments for detecting compromises, along with regular monitoring for vulnerabilities, with necessary patches and updates being implemented; and**
 - ix. Develop a Cybersecurity Incident Response Plan.**
- b. The managing organization shall:**
- i. Check provider credentials and contracts when using cloud services;**
 - ii. Educate staff in good security measures and perform employee background checks; and**

- iii. **Create a computer security incident response team, generally called a CSIRT.**
- 10. **Financial institution providers of standard EFT technologies shall provide annual evidence of satisfactory internal control to the School Business Administrator/Board Secretary;**
- 11. **ACH payment shall follow rules set forth by the National Automated Clearing House Association (NACHA) or an equivalent successor banking industry standard. In addition, the following safeguards shall be instituted:**
 - a. **All EFTs through the ACH must utilize EDI technology and be subject to an Electronic Funds Transfer and Indemnification Agreement;**
 - b. **A user that can generate an ACH file shall neither have upload rights nor access that permits editing of a vendor routing number or vendor account number;**
 - c. **Each edit to vendor ACH information shall be approved by a separate individual and be logged showing the user editing the data, date stamp, IP address, and the approval of the edit;**
 - d. **Any ACH file that is in plain text format shall not be stored on a local computer past the time transmitted to a bank; and**
 - e. **If supported by the Board of Education's financial institution(s), said entities shall avail themselves of the ability to recall ACH payments via NACHA file.**
- A. **The Board of Education will only utilize standard EFT technologies upon instituting, at a minimum, the following fiscal and operational controls:**
 - 1. **Policy No. 6470.01M and this regulation shall be adopted authorizing and governing the use of standard EFT technologies consistent with N.J.A.C. 5:30-9A.1 et seq.;**
 - 2. **The School Business Administrator/Board Secretary shall ensure that the minimum internal controls set forth in N.J.A.C. 5:30-9A.1 et seq., along with those internal controls set forth in Policy No. 6470.01M and this regulation are in place and being adhered to;**
 - 3. **Initiation and authorization roles shall be segregated and password-restricted.**

- a. **The School Business Administrator/Board Secretary shall be responsible for initiating all EFTs.**
 - b. **When the School Business Administrator/Board Secretary initiates an EFT, the Superintendent of Schools or his or her designee not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible for authorization of the EFT.**
 - i. **The School Business Administrator/Board Secretary will not pay a claim using an EFT method without written authorization from the Superintendent of Schools or his or her designee.**
 - c. **The Board of Education may designate and approve a backup officer/staff member in the event the School Business Administrator/Board Secretary or Superintendent of Schools or his or her designee not under the direct supervision of the School Business Administrator/Board Secretary who is approved to authorize the EFT payment is unavailable.**
 - d. **All payment of claims, ordinances, or resolutions enacted pursuant to N.J.S.A. 40A:5-17.b shall, at a minimum, comply with the provisions of N.J.A.C. 5:30-9A.4.**
 - e. **N.J.A.C. 5:30-9A.4 shall not be interpreted to prevent a Board of Education from requiring, authorizing, and approving more than one officer to authorize an EFT.**
4. **No Board of Education shall disburse funds unless the goods and services are certified as having been provided pursuant to N.J.S.A. 18A:19-1 et seq. and N.J.A.C. 5:30-9A.1 et seq.**
5. **On no less than a weekly basis, Activity Reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board of Education that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.**
- a. **Reconciliations shall be performed on a monthly basis.**
 - b. **All Activity Reports generated by the School Business Administrator/Board Secretary shall be monitored by**

another individual designated and approved by the Board of Education who is not under the supervision of the School Business Administrator/Board Secretary.

6. A user who uploads an ACH file shall check the amounts and recipients against a register displaying ACH payments.

IV. Claimant Certification; When Payment Can Be Made Without Claimant Certification – N.J.A.C. 5:30-9A.6

- A. Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

V. Automated Clearing House (ACH) Transactions

- A. Providers of ACH and wire-transfer services must be financial institutions chartered by a state or federal agency, with the further requirement that financial institutions providing ACH and wire transfer services be covered under the GUDPA, N.J.S.A. 17:9-41 et seq.
- B. ACH payment shall follow rules set forth by the National Automated Clearing House Association (NACHA) or equivalent successor banking industry standard.
- C. EFTs through ACH must utilize EDI technology which provides transaction-related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction.
- D. The Board of Education must approve an ACH Origination Agreement with the financial institution(s).
- E. Users authorized to generate an ACH file shall neither have upload rights nor access permitting editing of a vendor routing number or vendor account number.
- F. Each edit to vendor ACH information must be approved by a separate individual and be logged showing the user editing the data, date stamp, IP address, and the approval of the edit.
- G. Any user uploading an ACH file shall check the amounts and recipients against a register displaying ACH payments.

- H. If supported by the financial institution, the Board of Education shall avail itself of the ability to recall ACH payments via NACHA file.**

Issued (BCTS):

Issued (BCSS):

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- ☒ BCTS Regulation No. R6470.01M
☒ BCSS Regulation No. R6470.01M

POLICIES

SECOND READING

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

POLICY

Section: STUDENTS
Number: 5330.05M

Title: SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 through 40-12.38 (Paul's Law).

PARENT TO SUBMIT SEIZURE ACTION PLAN

In accordance with N.J.S.A. 18A:40-12.35 (Student's seizure action plan; annual submission to school nurse; contents; training), the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse and school physician.

SCHOOL NURSE RESPONSIBILITY

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board of Education written authorization for the provision of epilepsy or seizure disorder care. The school nurse and school physician shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

STAFF MEMBER TRAINING

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36 (Information regarding student's seizure action plan to be provided to school bus driver; training). The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37 (Release to share medical information of student with epilepsy or a seizure disorder).

EMPLOYEE LIABILITY PROTECTION

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through 40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through 40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Legal Reference: *N.J.S.A. 18A:40-12.34 through 40-12.38*

Adopted (BCTS):
Adopted (BCSS):

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

POLICY

Section: PROPERTY
Number: 7440M

Title: SCHOOL DISTRICT SECURITY

The Board of Education believes that the buildings and facilities of the District represent a substantial community investment. The Board directs the development and implementation of a plan for District security to protect the school community's investment in school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The District security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

PROVIDING DOCUMENTS TO LAW ENFORCEMENT AUTHORITY

The Board of Education shall provide local law enforcement authorities with a copy of the current blueprints and maps for all schools and school grounds within the District or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of District officials with law enforcement, fire officials, and other emergency agencies.

INSTALLATION OF PANIC ALARM

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:10 through 41-13 (Alyssa's Law).

CREATION OF SCHOOL SAFETY SPECIALIST POSITION

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the District in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of

Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the District's liaison with local law enforcement and national, state, and community agencies and organizations in matters of school safety and security.

ACCESS TO SCHOOL PROPERTY

Access to school buildings and grounds outside the hours that school is in session shall be limited through a personnel key control system. Such a system will be established and monitored to limit building access to authorized personnel and to guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

USE OF PROTECTIVE DEVICES AND SECURITY GUARDS

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

ANNUAL SAFETY AUDIT

The District shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

Legal References: *N.J.S.A. 18A:7G-5.2; 18A:17-43.1 through 17-43.3; 18A:41-7.1; 18A:41-10 through 41-14*

N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted (BCTS): 10/17/01 Rev.: 4/26/18 Rev.: 1/28/20 Rev.:
Adopted (BCSS): 1/23/02 Rev.: 4/24/18 Rev.: 1/21/20 Rev.:

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

POLICY

Section: PROPERTY
Number: 7510M

Title: USE OF DISTRICT FACILITIES

The Board of Education believes that certain facilities of this District should be made available for community purposes, provided that such availability does not interfere with the educational and co-curricular programs of the District.

DEFINITIONS

For the purpose of this policy, the term "District facilities" includes school grounds located within the District.

"Youth sports team organization" means one or more sports teams or cheerleading programs organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

PERMISSION TO USE DISTRICT FACILITIES

The Board will permit the use of District facilities when such permission has been requested in writing and has been approved by the School Business Administrator. The Board reserves the right to withdraw permission after it has been granted by the School Business Administrator in the event circumstances change requiring such District facility or facilities or school grounds to be made available for a District purpose or due to a school closing due to weather or other emergency.

Requests will be honored on a first come first served basis.

PRIORITY OF USE

In weighing competing requests for the use of District facilities, the Board will give priority to the following uses, in descending order:

1. Uses and groups directly related to the schools, programs, and operations of the District, including student and teacher groups;
2. Uses and organizations indirectly related to the schools and programs of the District, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;

3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or education purposes;
6. Community political organizations;
7. Community church groups; and
8. Private groups and organizations.

LIABILITY INSURANCE REQUIRED

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by District regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify the designated District representative of any existing safety or dangerous conditions. In the event such conditions exist, the District may cancel or modify the user's access to the District facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the District administration.

USE OF DISTRICT EQUIPMENT

Use of District equipment in conjunction with the use of District facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520 – Loan of School Equipment. The users of District equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a specifically named individual qualified to operate such equipment and approved by the District administration.

PAYMENT OF FEES

The Board shall approve annually a schedule of fees for the use of District facilities based upon the following guidelines:

1. The use of District facilities for activities directly related to the educational program and District operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of District facilities shall be required to pay in advance of such use all required fees as set forth in the fee schedule for such use, and the cost of any additional services that may be

required by the use including, but not limited to, those related to required custodial and law enforcement costs, which may include overtime.

REQUIREMENTS – PROOF OF INSURANCE AND OTHER PREREQUISITES

In accordance with the provisions of N.J.S.A. 18A:40-41.5, the District shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses District facilities or operates on school grounds if the youth sports team organization provides the District evidence of the purchase of General Liability insurance in amounts specified in Regulation No. R7510M – Use of District Facilities.

The District shall provide a copy of Policy No. 2431.4M and Regulation No. R2431.4M, both entitled, “Prevention and Treatment of Sports-Related Concussions and Head Injuries,” to all youth sports team organizations that operate on school grounds or in District facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the District shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the District proof of an insurance policy in the amount of not less than Fifty Thousand and 00/100 Dollars (\$50,000.00) per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the District’s Policy No. 2431.4M and Regulation No. R2431.4M.

FURNISHING INFORMATION ON DISTRICT PRACTICES

The Board shall provide to all persons who supervise youth program that are not sponsored by the District, but operate a program in a District building before or after school hours, on the weekend, or during a period when school is not in session, information on the District’s school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

REGULATIONS GOVERNING USE OF DISTRICT FACILITIES

The Superintendent or his or her designee shall develop regulations for the use of District facilities; such regulations shall be distributed to every user of the facilities and every applicant who requests the use of District facilities. Permission to use District facilities shall be granted only to persons and organizations that agree to the terms of Policy No. 7510M and Regulation No. R7510M, the requirements as outlined in the use of District facilities application, and in accordance with the terms outlined in the approval granted by the District.

Legal references: *N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7*

Adopted (BCTS): 11/1/01 Rev.: 10/25/12 Rev.:

Adopted (BCSS): 1/23/02 Rev.: 11/27/12 Rev.:

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

POLICY

Section: OPERATIONS
Number: 8561M

Title: PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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

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

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

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

I. General Procurement

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

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

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

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

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

II. Micro-Purchases Procedures:

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

III. Formal Procurement

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

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

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

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

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

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

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

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

IV. Small Purchase Procedures

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

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

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

V. Noncompetitive Proposal Procedures

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

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

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

VI. Miscellaneous Provisions

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

VII. Emergency Purchases

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

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

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

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

IX. Records Retention

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

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

X. Code of Conduct for Procurement

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

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

XI. Food Service Management Company (FSMC)

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

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

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

Adopted (BCTS): 5/28/19 Rev.:

Adopted (BCSS): 5/30/19 Rev.:

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A. 18A:18A-3	Sound Business Practice*
Below \$6,400 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$44,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$44,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$44,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$44,000	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000	Micro-purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice*
*Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per federal requirements in 2 CFR Parts 200.317 – 200.326	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications". It is titled, "State Agency Form #358".

**AMENDMENT TO
SHARED SERVICES AGREEMENT
BETWEEN**

**NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION AND
BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS IN THE COUNTY OF BERGEN**

This Amendment to the Agreement is entered into this 30th day of April, 2021 by and between the Northern Valley Regional High School District Board of Education ("Board") and the Board of Education of the Vocational Schools in the County of Bergen ("Bergen Tech");

WHEREAS, The Board and Bergen Tech entered into a Shared Services Agreement, dated the 29th day of July, 2019 ("Shared Services Agreement"), relating to the operation of a four (4) year career and technical education program referred to as the Institute for Interactive Design Technology;

NOW, THEREFORE, in consideration of the foregoing and based on the premises and mutual promises contained herein, that the parties mutually agree that the following modifications shall be made to the Agreement;

Section I - Overview of the Institute, subsection I shall be modified to add the following language; "The Costs that are invoiced by the Board to Bergen Tech for any and all accommodations provided to students pursuant to a Section 504 Plan or IEP shall be in accordance with the schedule of Special Education Services and Fees as set forth in Appendix B, annexed hereto.

Section V - Joint Responsibilities of the Parties, subsection D. shall be modified as follows; "The Board shall purchase 1:1 laptops for Institute students and Bergen Tech shall reimburse the Board for the cost of the same" will be replaced by "Bergen Tech shall purchase 1:1 laptops for Institute students".

Except as otherwise expressly modified by or provided for in this Addendum, all of the terms and conditions of the original Shared Services Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be signed by their respective representatives and attested by their respective secretaries, all on the day and year indicated above:

[SIGNATURES TO FOLLOW ON PAGE BELOW]

ATTEST:

**NORTHERN VALLEY REGIONAL HIGH
SCHOOL DISTRICT BOARD OF
EDUCATION**

BY: _____
Board Secretary

BY: _____
Board President

Date:

Date:

ATTEST:

**BERGEN COUNTY TECHNICAL
SCHOOLS BOARD OF EDUCATION**

BY: _____
Board Secretary

BY: _____

Date:

Date:

PERSONNEL

21-P-125T APPROVAL—2020 – 2021 STAFF APPOINTMENTS

RESOLUTION

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

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

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

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

Key: Staff:

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

Schools/Locations:

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

CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Vitanzo, Stephanie (T)	School Counselor (Limited Contract)	BCA, Hackensack

CERTIFICATION:
School Counselor

Salary: Col V, Step 1: \$57,971. + Ext. Day: \$10,586. = \$68,557. per annum pro rata
Effective: 03/29/2021 to 06/30/2021
Note: Replacement for staff on LOA

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Navarro, Edilia (R)	Custodian/Driver	DISTRICT, Transportation

Salary: C1; Step 1: \$45,979. + Bus. Lic. \$1,100. + Split Shift \$917. = \$47,996. per annum pro rata
Effective: 04/19/21 to 06/30/21
Note: Replacement for staff who retired

Scarpulla, Ciro (R)

Specialist: Computer

DISTRICT, Hackensack

Salary: \$42,000. per annum pro rata

Effective: 05/03/21 to 06/30/21

Note: Replacement for staff who resigned

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

21-P-126T APPROVAL—2020-2021 SALARY RECLASSIFICATION(S)—NON-CERTIFICATED

RESOLUTION

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

Ramirez, Ruben: Custodian

From: Col. 1, Step 16: \$66,904. + Long. \$1,700. + Boiler \$1,100 + 3rd Shift \$1,216. = \$70,920. per annum

To: Col. 1, Step 16: \$66,904. + Long. \$1,700. + Boiler \$1,100 + 2nd Shift \$917. = \$70,621. per annum pro rata

Effective: 05/01/2021 to 06/30/2021

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

**21-P-127T APPROVAL— 2021-2022 RENEWAL OF CONTRACTS
NON-TENURED ADMINISTRATIVE STAFF MEMBERS**

RESOLUTION

BE IT RESOLVED, that upon recommendation of Howard Lerner, Ed.D., Superintendent of Schools, pursuant to the provisions of N.J.S.A. 18A:27-10, written notice be given to the attached listing of non-tenured administrators that a contract for employment for the period July 1, 2021 to June 30, 2022, will be offered to them.

BE IT FURTHER RESOLVED, that the Board Secretary shall transmit written notice to each of the listed individuals as soon as is practicable, either personally or by certified mail.

**21-P-128T APPROVAL— 2021-2022 RENEWAL OF CONTRACTS
NON-TENURED EDUCATIONAL SERVICES STAFF MEMBERS**

RESOLUTION

BE IT RESOLVED, that upon recommendation of Howard Lerner, Ed.D., Superintendent of Schools, pursuant to the provisions of N.J.S.A. 18A:27-10, written notice be given to the attached listing of non-tenured educational services staff members that a contract for employment for the school year 2021-2022, will be offered to them.

BE IT FURTHER RESOLVED, that the Board Secretary shall transmit written notice to each of the listed individuals as soon as is practicable, either personally or by certified mail.

**21-P-129T APPROVAL— 2021-2022 RENEWAL OF CONTRACTS
NON-TENURED TEACHING STAFF MEMBERS**

RESOLUTION

BE IT RESOLVED, that upon recommendation of Howard Lerner, Ed.D., Superintendent of Schools, pursuant to the provisions of N.J.S.A. 18A:27-10, written notice be given to the attached listing of non-tenured teaching staff members that a contract for employment for the school year 2021-2022, will be offered to them.

BE IT FURTHER RESOLVED, that the Board Secretary shall transmit written notice to each of the listed individuals as soon as is practicable, either personally or by certified mail.

**21-P-130T APPROVAL—2020-2021 ADULT AND CONTINUING EDUCATION STAFF
SALARY AUTHORIZATIONS**

RESOLUTION

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

**21-P-131T APPROVAL—2020-2021 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.

21-P-132T APPROVAL— REVISED 2020-2021 SCHOOL CALENDAR FOR TEACHERS AND STUDENTS

RESOLUTION

BE IT RESOLVED that the attached revised 2020-2021 School Calendar for Teachers and Students 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.

21-P-133T APPROVAL—2020 - 2021 EMT TEMPERATURE TAKER(S)

RESOLUTION

BE IT RESOLVED that the following list of **EMT TEMPERATURE TAKER** staff be approved at the rates indicated.

<u>Instructor Name</u>	<u>Rate/hr.</u>	<u>Effective</u>
Carlson (Spaziani), Ceri	\$47.62 (max. 15 hours per week)	04/13/21-06/30/21
Hill, Marlene	\$47.62 (max. 15 hours per week)	04/20/21-06/30/21
Hoehl, Lizbeth	\$47.62 (max. 15 hours per week)	03/30/21-06/30/21

21-P-134T APPROVAL—2020-2021 LONG TERM SUBSTITUTE TEACHERS

RESOLUTION

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

Salary: \$204 per diem
Effective: 03/01/2021 to 05/03/2021
Note: Replacement for staff who retired

**21-P-135T APPROVAL— 2020-2021 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS**

RESOLUTION

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

EXTRA DUTY/EXTRA PAY SY 2020-2021

<u>Curriculum Projects:</u>	Berwick, Carly	Final payment - \$1,792.00* Ext. Essay Student Teacher Guides
	Fillebrown, Catherine	Final payment - \$1,792.00* Mandarin III – Pre IB
	Gutierrez, Joseph	Final payment - \$1,837.00 Middle School Career Exploration
	Mendelsohn, William	Final payment - \$1,792.00* IB Literature II
	Rome, Thomas	1 st payment - \$612.00 Junior and Senior Multimedia
	Sawhney, Puneet	Final payment - \$1,837.00 Middle School Career Exploration
	Zhang, Yu (Eric)	Final payment - \$1,837.00 Middle School Career Exploration

*Completed for SY 19-20 per Curriculum

<u>Home Instruction:</u>	Duran, Juan Student CA	\$82 per hour Max. hours: 8 Effective 03/29/2021
	Gosselink, Daniel Student: CA	\$82 per hour Max. hours: 8 Effective 03/29/2021
	Mancini, Virginia Student: CA	\$82 per hour Max. hours: 8 Effective 03/29/2021

Yanniotis, Andreas Student: CA	\$82 per hour Max. hours: 8 Effective 03/29/2021
Zubov, Igor Student: CA	\$82 per hour Max. hours: 8 Effective 03/29/2021
Barbetta, Joseph Student: MY	\$82 per hour Max. hours: 7 Effective 04/01/2021
Liva, Michael Student: MY	\$82 per hour Max. hours: 7 Effective 04/01/2021
Kozlova, Ekaterina Student: MY	\$82 per hour Max. hours: 28 Effective 04/01/2021
Xu, Minghua Student: MY	\$82 per hour Max. hours: 3.5 Effective 04/01/2021
Zubov, Igor Student: MY	\$82 per hour Max. hours: 14 Effective 04/01/2021

Applied Technology High School - Intern

Rate: \$12.00 per hour

Effective: 04/14/21 to 06/30/21

Malakas, Eric

Max.

Hours

10 hrs. per week

Curriculum Revision – Healthcare Occupations

Rate: Hourly per diem

Effective: 03/24/21 to 07/01/21

Carey, Diane

Max.

Hours

10

Curriculum Revisions

Rate: Hourly per diem

Effective: 05/01/21 to 08/01/21

Nardomarino, Laura

Quinn, James

Rupinski, Kyle

Max.

Hours

20

20

20

Curriculum

World History

US History I

US History II

District Contact Tracing

Rate: Hourly per diem

Effective: SY 2020-2021

Beyers, Melissa

Hynes, Laura

Maye, Carol

Max.

Hours

50

50

50

Morning Duty – Academics

Rate: \$955.60*

03/01/21 to 06/22/21

Slootmaker, Amanda

*Prorated

Overload - Teachers

Rate: \$7,203 per annum

Effective: 03/01/21 to 05/28/21*

	<u>Campus</u>
Duran, Juan	Teterboro
Pena, Carlos (Eff. 03/18/21-05/28/21)	Teterboro
Surraco, Amy	Teterboro
Xhemali-Torres, Daphnae	Teterboro

*Except as noted

BERGEN COUNTY ACADEMIES – HACKENSACK

<u>ADVISORS:</u>	<u>Recommended Staff</u>		<u>Rate</u>	<u>Effective</u>
	<u>Last Name</u>	<u>First Name</u>		
Federal Reserve Challenge	Fogg	Fred	\$2,650	SY 20-21

COORDINATORS:

Parent Partnership Organization	Blake	Katherine	\$1,061	SY 20-21
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BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO

<u>COORDINATORS:</u>	<u>Recommended Staff</u>		<u>Rate</u>	<u>Effective</u>
	<u>Last Name</u>	<u>First Name</u>		
Awards Assembly	Buccino	Andrea	\$1,061	SY 20-21

ATHLETICS - DISTRICT

<u>ASSIGNMENT:</u>	<u>Recommended Staff</u>		<u>Rate</u>	<u>Effective</u>
	<u>Last Name</u>	<u>First Name</u>		
Baseball Assistant Coach	Blundo	Joseph	\$7,421	SY 20-21
Baseball Assistant Coach	Lastra	Stephen	\$7,421	SY 20-21
Baseball Assistant Coach	Villareale	Evan	\$7,421	SY 20-21
Baseball Head Coach	Naccara	Douglas	\$10,386	SY 20-21
Golf Head Coach (Boys)	Robertson	Keith	\$5,937	SY 20-21
Golf Head Coach (Girls)	Polonsky	Susan	\$5,937	SY 20-21
Lacrosse Assistant Coach (Boys)	Dixon	Andee	\$7,421	SY 20-21
Lacrosse Assistant Coach (Girls)	Kozlova	Ekaterina	\$7,421	SY 20-21
Lacrosse Head Coach (Boys)	Walsh	Gene	\$10,386	SY 20-21
Lacrosse Head Coach (Girls)	Miller	Luke	\$10,386	SY 20-21
Softball Assistant Coach	Feorenzo	Lauren	\$7,421	SY 20-21
Softball Assistant Coach	Zweben	Dana	\$7,421	SY 20-21
Softball Assistant Coach	Cornelio	Cristal	\$7,421	SY 20-21
Softball Varsity Coach	Mele	Frank	\$10,386	SY 20-21
Tennis Assistant Coach (Boys)	Ohanyan	Peter	\$5,618	SY 20-21
Tennis Head Coach (Boys)	Yselonia	John	\$7,421	SY 20-21
Track Assistant Coach (Boys)	Buser	Erik	\$7,421	SY 20-21
Track Assistant Coach (Boys)	Lynch	Ryan	\$7,421	SY 20-21

Track Assistant Coach (Girls)	Mykytok	Michael	\$7,421	SY 20-21
Track Assistant Coach (Girls)	Case	James	\$7,421	SY 20-21
Track Assistant Coach (Girls)	Cevoli	Kenneth	\$7,421	SY 20-21
Track Head Coach (Boys/Girls)	Hackett	Shawn	\$10,386	SY 20-21
Volleyball Assistant Coach (Boys)	Van Boeckel	Erik	\$7,421	SY 20-21
Volleyball Head Coach (Boys)	Kingsley	Matthew	\$10,386	SY 20-21

21-P-136T REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 02/23/2021; Resol. #21-P-103T)

RESOLUTION

BE IT RESOLVED, that Rebecca Arimborgo, Teacher of English, Applied Technology High School, Paramus, be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period January 4, 2021 through March 26, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-137T REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 01/26/2021; Resol. #21-P-88T)

RESOLUTION

BE IT RESOLVED, that Steevi Brandt, Teacher of English, Applied Technology High School, Paramus, will be granted an unpaid federal statutory family leave of absence with benefits for the period May 18, 2021 through May 26, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-138T REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 02/23/2021; Resol. #21-P-104T)

RESOLUTION

BE IT RESOLVED, that Michael Whitney, Custodian, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period March 25, 2021 to April 9, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-139T REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 12/08/2020; Resol. #21-P-72T)

RESOLUTION

BE IT RESOLVED, that Kaitlyn Koziol, School Counselor, Bergen County Vocational High School, Paramus, will be granted an unpaid federal statutory family leave of absence with benefits for the period April 12, 2021 through June 18, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-140T APPROVAL — LEAVE(S) OF ABSENCE

RESOLUTION

BE IT RESOLVED, that Patricia Carbajal, Secretary, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period April 19, 2021 through July 9, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Joelle Daniele, Confidential Secretary, Bergen County Technical Schools, Human Resources, Paramus, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period March 29, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

**21-P-141T APPROVAL – 2020-2021 AUTHORIZATION TO ALLOW EXTRA CARRY-OVER
OF UNUSED VACATION DAYS**

RESOLUTION

WHEREAS, the COVID-19 pandemic has continued to present a challenge to instruction throughout the 2020-2021 school year, the Bergen County Technical School District has of necessity utilized a variety of onsite, remote/virtual, and hybrid instructional models during the school year, and

WHEREAS, the ability of individual district employees in vacation-eligible job titles to utilize their vacation days during the school year may have been impaired because of impediments to their meaningful or typical use of vacation days due to the unique circumstances caused by or related to the continuing COVID-19 pandemic; and

WHEREAS, contract and/or Board Policy limits the number of available but unused vacation days various district employees in vacation-eligible job titles are allowed to carry over from each current school year (ending June 30, 2021 or August 31, 2021) into the next school year (beginning July 1, 2021 or September 1, 2021); and

WHEREAS, the Board of Education and the Superintendent encourage each employee's respective use of their vacation days at this time because they believe that, even in light of unique circumstances caused by or related to the COVID-19 pandemic the use of vacation days is still possible, reasonable to expect, and valuable to both the employee and the district for the benefits to employee well-being, resilience and productivity such time off from work provides; and

WHEREAS, the Board of Education and the Superintendent also believe that some additional flexibility regarding vacation use in the current school year, and vacation carry-over into the next school year, are warranted due to unique circumstances caused by or related to the COVID-19 pandemic;

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby authorizes the Superintendent to approve the carry-over, from the 2020-2021 school year (ending June 30, 2021, or August 31, 2021) to the 2021-2022 school year (beginning July 1, 2021, or September 1, 2021) of up to five (5) additional unused vacation days in excess of any annual carry-over limit that may exist by contract and/or Board Policy, for district employees in vacation-eligible job titles with "June 30/July 1st" or "August 31/September 1st" carry-over dates, provided that all such "extra carry-over" vacation days approved by the Superintendent shall be used by those employees, in accordance with current request and approval procedures, on or before December 31, 2021.

21-P-142T APPROVAL —2020-2021 JOB DESCRIPTION(S)

RESOLUTION

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

- District Supervisor of Special Education

**21-P-143T REVISED - APPROVAL – 2020-2021 STAFF SALARIES – CORRECTIONS(S)
(BOE 12/08/2020; Resol. #21-P-64T)**

RESOLUTION

BE IT RESOLVED, that the attached salary listing, which shall be made a part of this resolution for the period July 1, 2020, through June 30, 2021, be approved, and

BE IT FURTHER RESOLVED that the Board Secretary shall issue contracts or tenured salary notifications as appropriate to each staff member on the list as soon as is practicable.

21-P-144T 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:

Eilinger, Jenna	Teacher of Mathematics	Effective 07/01/2021
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21-P-145T APPROVAL—RETIREMENT(S)

RESOLUTION

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

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

Buryk, Rosemary	Broker/Counselor	WIA	Effective 07/01/2021
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2021-2022 NON-TENURED ADMINISTRATORS

<u>NAME</u>	<u>TITLE</u>	<u>START DATE</u>	<u>LOCATION</u>	<u>TENURE DATE</u>	
<u>LESS THAN TWO YEARS</u>					
Alston-Balaputra	Vice Principal	7/1/2019	BCVHS, Paramus	7/2/2023	melals@bergen.org
Lotter, Gwendolyn	Supervisor	9/1/2019	District, 540 Farview	9/2/2021	gwelot@bergen.org
Montone, Dennis#	Principal	7/1/2019	ATHS	7/2/2021	dennmon@bergen.org
Wertheim, Jeremy	Principal	7/1/2019	BCVHS, Paramus	7/2/2021	jerwer@bergen.org
# Provisional					

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2021-2022 NON-TENURED EDUCATIONAL SERVICES STAFF

<u>NAME</u>	<u>TITLE</u>	<u>START DATE</u>	<u>PRO.CERT. DATE</u>	<u>LOCATION</u>	<u>TENURE DATE</u>	
<u>LESS THAN ONE YEAR</u>						
Mc Mahon, Meghan	Athletic Trainer	11/9/2020		BCA, Hackensack	11/10/2024	megmcm@bergen.org
<u>TWO YEARS</u>						
Feorenzo, Lauren	School Counselor	9/1/2019		ATHS @ BCC	9/2/2023	laufeo@bergen.org
Keane, Patrick	School Psychologist	9/1/2019		BCTHS, Paramus	9/2/2023	patkean@bergen.org
Maye, Carol	School Nurse	4/22/2019		BCA, Hackensack	4/23/2023	carmay@bergen.org
Patel, Jainini	LDTC	1/2/2019		BCTHS, Paramus	1/3/2021	jaipat@bergen.org
<u>THREE YEARS</u>						
McManus, Rosemarie	School Nurse	9/1/2018		ATHS @ BCC	9/2/2022	rosmcm@bergen.org
Sienkiewicz, Katherine	Speech Language Specialist	9/1/2018		BCVHS, Paramus	9/2/2022	katsie@bergen.org
<u>FOUR YEARS</u>						
Acuna, Kymberly	School Counselor	9/1/2017		BCA, Hackensack	9/2/2021	kymacu@bergen.org
Caroselli, Christopher	School Counselor	9/1/2017		BCTEC, Paramus	9/2/2021	chracar@bergen.org
Mak, Cynthia	School Counselor	9/1/2017		BCTHS, Teterboro	9/2/2021	cymmak@bergen.org
Strothers, Antonia	School Psychologist	9/1/2017		BCTHS, Teterboro	9/2/2021	antstr@bergen.org

^ Emergency Certificate

2021-2022 NON-TENURED TEACHERS

<u>NAME</u>	<u>CERTIFICATION</u>	<u>START DATE</u>	<u>LOCATION</u>	<u>TENURE DATE</u>	
<u>LESS THAN ONE YEAR</u>					
Armonatis, William#	Teacher of Emergency Medical Tech	12/9/2020	BCVHS, Paramus	12/10/2024	wilarm@bergen.org
Corizzi, Thomas	Teacher of Mathematics	2/8/2021	Teterboro	2/9/2025	thocor@bergen.org
Rome, Thomas	Teacher of Audio/Visual Broadcast Production Technology	10/19/2020	Paramus	10/20/2024	thorom@bergen.org
Villarosa, Hillary	Teacher of French	1/11/2021	BCA	1/12/2025	hilvil@bergen.org
<u>ONE YEAR</u>					
Barbetta, Joseph#	Teacher of Engineering Technology	9/1/2020	BCA	9/2/2024	josbar@bergen.org
Luppino, Antonina#	Teacher of Graphic Design	9/1/2020	Northern Valley	9/2/2024	antlup@bergen.org
Rodriguez, Alex#	Teacher of English	9/1/2020	ATHS at BCC	9/2/2024	alerodr@bergen.org
Rodsan, Alexa	Teacher of Mathematics	9/1/2020	ATHS at BCC	9/2/2024	alero@bergen.org
Sciametta, Erica	Teacher of English	9/1/2020	Teterboro	9/2/2024	erisci@bergen.org
Yanniotis, Andreas	Teacher of Aerospace Engineering	9/1/2020	Teterboro	9/2/2024	andyan@bergen.org
<u>LESS THAN TWO YEARS</u>					
Carey, Jessica	Teacher of Biology	10/29/2019	Teterboro	10/30/2023	jescar@bergen.org
Conry, Joseph	Teacher of Social Studies	10/17/2019	Teterboro	10/18/2023	joscon@bergen.org
Michaels, Sarah#	Teacher of Biology	12/16/2019	Teterboro	12/17/2023	sarmic@bergen.org
<u>TWO YEARS</u>					
Dalzell, Matthew	Teacher of Mathematics	9/1/2019	Teterboro	9/2/2023	matdal@bergen.org
Farley, Heather	Teacher of Social Studies	9/1/2019	ATHS at BCC	9/2/2023	calfar@bergen.org
Fogg, Fred#	Teacher of Business	9/1/2019	BCA	9/2/2023	frefog@bergen.org
Janssen, Katherine	Teacher of Social Studies	9/1/2019	BCA	9/2/2023	katian@bergen.org
Rojek, Mateusz#	Teacher of Music	9/1/2019	Teterboro	9/2/2023	matroi@bergen.org
Snyder, Anna#	Teacher of Chemistry	9/1/2019	Teterboro	9/2/2023	annsny@bergen.org

LESS THAN THREE YEARS

Buser, Erik#	Teacher of Engineering Technology	4/11/2019	Teterboro	4/12/2023	eribus@bergen.org
Dobrich, Oliver	Teacher of Chemistry	10/1/2018	BCA	10/2/2022	olidob@bergen.org
McKenna, Matthew	Teacher of Social Studies	9/7/2018	Teterboro	9/8/2022	matmck@bergen.org
Quinn, James	Teacher of Students w/Disabilities	9/12/2018	Paramus	9/13/2022	jamqui@bergen.org
Tolmo, Eva	Teacher of Spanish	10/5/2018	BCA	10/6/2022	evatol@bergen.org

THREE YEARS

Alvarez, John	Teacher of English	9/1/2018	BCVHS, Paramus	9/2/2022	iohalv@bergen.org
Brandt, Steevi	Teacher of English	9/1/2018	ATHS at BCC	9/2/2022	stebra@bergen.org
Flaherty, Paul	Teacher of Physics	9/1/2018	Teterboro	9/2/2022	pauffla@bergen.org
Fletcher, Esther	Teacher of Mathematics	9/1/2018	BCVHS, Paramus	9/2/2022	estfle@bergen.org
Kalata, Grzegorz	Teacher of Health and Physical Ed	9/1/2018	BCA	9/2/2022	grekal@bergen.org
King, Katelyn	Teacher of Environmental Science	9/1/2018	Bergenfield	9/2/2022	katkin@bergen.org
Lewitt, Julia	Teacher of Spanish	9/1/2018	BCA	9/2/2022	jullew@bergen.org
Liso, Matthew	Teacher of Mathematics	9/1/2018	ATHS at BCC	9/2/2022	matis@bergen.org
Marella, Lindsay	Teacher of Mathematics	9/1/2018	Teterboro	9/2/2022	linmar@bergen.org
Miller, Luke	Teacher of Social Studies	9/1/2018	BCA	9/2/2022	lukmil@bergen.org
Sorem, Bridget	Teacher of English	9/1/2018	Paramus	9/2/2022	brisor@bergen.org
Thom, Matthew	Teacher of Biology	9/1/2018	Teterboro	9/2/2022	mattho@bergen.org
Wang, Matthew	Teacher of Computer Science Technology	9/1/2018	BCA	9/2/2022	matwan@bergen.org
Whitley, Kathryn	Teacher of English	9/1/2018	BCVHS, Paramus	9/2/2022	katwhi@bergen.org
Yassin, Ahlam	Teacher of Social Studies	9/1/2018	ATHS at BCC	9/2/2022	ahlyas@bergen.org

LESS THAN THREE YEARS

Cholak, Lyndsey	Teacher of Small Animal Care	10/30/2017	BCVHS, Paramus	10/31/2021	lyncho@bergen.org
Maceri, Rosario	Teacher of Automobile Mechanics	10/23/2017	BCTEC, Paramus	10/24/2021	rosmac@bergen.org
Mason, Sheavon	Teacher of French	4/9/2018	Teterboro	4/10/2022	shemas@bergen.org
Reyes Cruz, Esther	Teacher of Spanish	10/9/2017	BCVHS, Paramus	10/10/2021	estrey@bergen.org
Surraço, Amy	Teacher of Spanish	12/18/2017	BCTHS, Teterboro	12/19/2021	amysur@bergen.org

FOUR YEARS

Cadavid, Veronica	Teacher of Biology	9/1/2017	BCVHA, Paramus	9/2/2021	vercad@bergen.org
Gattegno, Jennifer	Teacher of Spanish/ESL	9/1/2017	BCTEC, Paramus	9/2/2021	jengat@bergen.org
Gemicci, Emre	Teacher of Computer Science Tech	9/1/2017	BCTHS, Teterboro	9/2/2021	emrgem@bergen.org
Kaba, Valmira	Teacher of English	9/1/2017	BCA, Hackensack	9/2/2021	valkab@bergen.org
Kozlova, Ekaterina	Teacher of English	9/1/2017	BCVHS, Paramus	9/2/2021	ekakoz@bergen.org
Lastra, Stephan	Teacher of Health & Phys Ed	9/1/2017	BCVHS, Paramus	9/2/2021	stelas@bergen.org
Lee, Shih*	Teacher of Chinese	9/1/2015	BCTHS, Teterboro		shilee@bergen.org
Pagano, Emily	Teacher of Social Studies	9/1/2017	BCA, Hackensack	9/2/2021	emipag@bergen.org
Seventko, Justin	Teacher of Mathematics	9/1/2017	BCA, Hackensack	9/2/2021	jussev@bergen.org
Valentine, Taylor	Teacher of Mathematics	9/1/2017	ATHS @ BCC	9/2/2021	tayval@bergen.org
Wolf, Samantha	Teacher of English	9/1/2017	BCTEC, Paramus	9/2/2021	samwol@bergen.org

Key:

*non citizen

Provisional

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

SALARY AUTHORIZATION

	NAME	POSITION	EFFECTIVE DATE	STEP	RATE
1.	UMA, AWA	TEACHER	03/16/2021	1	\$ 49.01

Board Approval: 04/29/2021

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

SALARY RECLASSIFICATION

	NAME	POSITION	EFFECTIVE DATE	FROM STEP	RATE	TO STEP	NEW RATE
1.	BARTONE, BRAD	TEACHER	04/01/2021	4	\$ 56.36	5	\$ 61.60
2.	PANZARELLA, JACK	TEACHER	04/05/2021	2	\$ 51.18	3	\$ 53.48

Board Approval: 04/29/2021

**BERGEN COUNTY TECHNICAL SCHOOLS
2020-2021 SCHOOL CALENDAR**

21-P-132T

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^				1	2+	2	3	4	5	6		1	2	3	4					1
7	8	9	10	11	5#	6#	7#	8#	9#	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
21	22	23	24	25	19*	20*	21*	22*	23*	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
28	29	30			26	27	28	29	30	30					28	29	30	31		25	26	27	28	29
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	4	5	1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
8	9	10	11	12	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
					29	30	31			26	27	28	29	30	31					28	29	30		
September	1-2	Staff only-PD remote/virtual-No students+								December					1-23	Full-length/fully remote instruction days for students and staff in BCTS schools								
	3	Full-length/fully remote instruction days for students and staff in BCTS schools													17	Snow Day – School Closed								
	4	Early dismissal remote school day for students and staff^																						
	7	Labor Day-School Closed													24-31	Winter Recess-School Closed								
	8-30	Full-length/fully remote instruction days for students and staff in BCTS schools								January					1	New Year's Day-School Closed								
	28	Yom Kippur– School Closed													4-15	Full-length/fully remote instruction days for students and staff in BCTS schools								
October	1	Full-length/fully remote instruction days for students and staff in BCTS schools													18	Martin Luther King Jr-School Closed								
	2	Curriculum Rev/Advisory Bd (BCA, Teterboro, Paramus, ATHS) – No students+													19-29	Minimum session/fully remote instruction days for students; full length/hybrid in-person/remote schedule for school staff in BCTS schools								
	5-16	Full-length/fully remote instruction days for students in BCTS schools								February					1-26	Minimum day/fully remote instruction days for students; full length/hybrid in person/remote schedule for school staff in BCTS schools								
															1	Snow Day – School Closed								
															2, 9,18, 19	Full length/fully remote instruction day for staff in BCTS schools								
															12-16	Presidents Recess-School Closed								
										March					1	Begin minimum session hybrid in-person/remote instruction days for students only; full-length on-site work days for staff in BCTS schools								
	5-9	50%/50% hybrid schedule-on site & remote work attendance for staff in BCTS schools #													3,10,17,24,31	Minimum day/fully remote instruction days for students; full length/fully remote schedule for school staff in BCTS schools								
	12	Begin full-time on-site work days for staff in BCTS schools													12	Mental Health Awareness Day – Fully remote minimum session day for students only; fully remote full-length on-site work day for staff in BCTS schools								
	19	Begin hybrid in-person/remote instruction schedule for students													18-April 1	Fully remote instruction days for students and staff in BCA								
	19-23	Minimum session days – students only*								April					1,12,13	Fully remote instruction days for students and staff in BCTS Paramus Campus								
	26-30	Full-length/fully remote instruction days for students and staff in BCTS schools													2	Good Friday-School Closed								
November	2-30	Full-length/fully remote instruction days for students and staff in BCTS schools													5-9	Spring Recess-School Closed								
	5-6	NJEA Convention-School Closed								May					14,28	Unused Snow Days – School Closed								
	26-27	Thanksgiving Recess-School Closed													31	Memorial Day-School Closed								
										June					22	Last Day Students & Teachers								

_KEY: Shaded Boxes – School not in session; +Teacher Days-No students; *Early dismissal (4 ½ hours from students' arrival time)-students only; ^Early dismissal - students (4 ½ hours from arrival time) & staff (15 minutes after the students have departed); # Hybrid - 50% on-site/50% remote work schedule for school staff

BCTS DAYS OF ATTENDANCE

Month	# Days Students	# Days Staff	Month	# Days Students	# Days Staff
September	18	20	February	16	16
October	21	22	March	23	23
November	17	17	April	16	16
December	16	16	May	18	18
January	19	19	June	16	16
	91	94		89	89
			Total	180	183

The calendar originally included 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. Adopted: 02/25/2020, 08/25/2020, 10/27/2020, 3/23/2021, 4/29/2021

BERGEN COUNTY TECHNICAL SCHOOLS

TITLE: DISTRICT SUPERVISOR OF SPECIAL EDUCATION

QUALIFICATIONS:

- A valid NJDOE Administrator certificate with Supervisor endorsement.
- A valid NJDOE Instructional certificate with Teacher of the Handicapped or Teacher of Students with Disabilities endorsement and/or a valid NJDOE Educational Services certificate with endorsement in a related area.
- Highly effective verbal and written communication skills.
- Three (3) or more years experience administering programs for disabled students.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Leads and supports the planning and implementation of effective district-wide Special Education programs and Student Personnel Services programs.
2. Interprets the philosophy and district policies and practices of the department to administrators, staff and the community.
3. Assists in the analysis of instructional programs and makes appropriate recommendations for change at the special needs schools and other schools where there are programs for students and with disabilities.
4. Meets regularly with district student personnel staff to assess student services in the district.
5. Recruits, screens, assigns and trains staff members for the various branches of Student Personnel Services Department.
6. Plans, facilitates and/or conducts in-service workshops and training and development programs for members of the department, and for other staff members as needed.
7. Acts as liaison person between the district and local schools where there are programs for students with disabilities.
8. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved techniques in specialized areas; and for attending professional meetings.
9. Develops and implements district Central Admissions
10. Provides appropriate input regarding Board Policies which related to programs for individuals with disabilities.
11. Prepares and completes all necessary reports as required by the district, county office, state and/or federal government.
12. Provides program proposals and other input to the grants department for the preparations of grants and other sources of funding.
13. Prepares the district's Special Education Plan in accordance with NJDOE requirements.
14. Oversees district's Home Instruction Program.
15. Provides input regarding special education status, American with Disabilities Act and Section 504 of the Rehabilitation Act.
16. Completes special projects as needed.
17. Perform such other duties as may be assigned by the Assistant Superintendent.

Page Two
District Supervisor of Special Education

APPOINTMENT:	Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools or his/her designee.
TERMS OF EMPLOYMENT:	Twelve (12) months per year. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools or his/her designee.
EVALUATION:	Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certified staff evaluation.
BOARD APPROVED:	04/29/2021

Teacher Salary Run
SY 20-21

21-P-143T

<u>Cat ID</u>	<u>name last</u>	<u>name first</u>	<u>etitle</u>	<u>Col Step</u>	<u>Sal Gd</u>	<u>Long</u>	<u>Xday</u>	<u>Sal Adi</u>	<u>Prog Mer</u>	<u>Doct</u>	<u>Withh</u>	<u>Total</u>
73 6338 CROCHET		LAURIE	TEACHER OF VOCATIONA	3 8	45,379.00	0	0	0	0	0	0	45,379.00

FINANCE RESOLUTIONS

21-F-149T APPROVAL—PAYMENT OF BILLS: MARCH/APRIL 2021

RESOLUTION

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

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

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

<u>Dates</u>	<u>Check Numbers</u>	<u>All Funds</u> <u>Account 955-1020731</u>	<u>Total</u>
3/19/21-4/22/21	007803-008012	\$8,053,321.01	
3/19/21-4/22/21	S38528-S38583	\$869,486.00	\$8,922,807.01
 <u>Date</u>	 <u>Check Numbers</u>	 <u>Unemployment Comp Ins Fund</u> <u>Account 955-1020782</u>	 <u>Total</u>
 <u>Date</u>	 <u>Check Numbers</u>	 <u>Escrow Account</u> <u>Account 50214</u>	 <u>Total</u>

PB/JS

**21-F-150T MONTHLY CERTIFICATION—FEBRUARY 2021 BOARD SECRETARY/SCHOOL
FINANCIAL REPORT**

RESOLUTION

WHEREAS pursuant to N.J.A.C. 6:20-2.12(e)*, we, the Board of Education, confirm that as of February 28, 2021 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over-expended in violation of N.J.A.C. 6:20-2.12(b)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments.

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

PB/JS

Source of Funds: per Attached

21-F-151T LINE ITEM TRANSFERS – FEBRUARY 2021

RESOLUTION

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

*Citations are subject to change due to periodic amendments.

BE IT RESOLVED, the board of Education does hereby approve the attached list of line item transfers.

PB/JS/am
Source of Funds: Per Attached

**21-F-152T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION
FOR FEDERAL, STATE AND/OR PRIVATE FUNDS**

**CARES ACT
Elementary and Secondary School
Emergency Relief – Part II (ESSER II) Funds**

RESOLUTION

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

<u>Funding Source</u>	<u>Program Title</u>	<i>Amount of Application</i>
Federal – FY ‘21 CARES Act	Elementary and Secondary School Emergency Relief - Part II (ESSER II) Funds	\$604,436

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

**21-F-153T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION
FOR FEDERAL, STATE AND/OR PRIVATE FUNDS**

**CARES Act
Elementary and Secondary School
Emergency Relief – Part II (ESSER II) Funds
Learning Acceleration**

RESOLUTION

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

<u>Funding Source</u>	<u>Program Title</u>	<i>Amount of Application</i>
Federal – FY '21 CARES Act	Elementary and Secondary School Emergency Relief – Part II (ESSER II) Funds Learning Acceleration	\$38,789

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

**21-F-154T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION
FOR FEDERAL, STATE AND/OR PRIVATE FUNDS**

**CARES ACT
Elementary and Secondary School
Emergency Relief – Part II (ESSER II) Funds
Mental Health**

RESOLUTION

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

<u>Funding Source</u>	<u>Program Title</u>	<i>Amount of Application</i>
Federal – FY '21 CARES Act	Elementary and Secondary School Emergency Relief – Part II (ESSER II) Funds Mental Health	\$45,000

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

**21-F-155T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION FOR
FEDERAL, STATE AND/OR PRIVATE FUNDS**

Perkins Post-Secondary Grant Program

RESOLUTION

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

<u>Funding Source</u>	<u>Program Title</u>	<i>Amount of Application</i>
Federal – FY '22 Card D. Perkins Act	Perkins Post-Secondary Grant Program	\$143,707

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

**21-F-156T APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION
FOR FEDERAL, STATE AND/OR PRIVATE FUNDS**

Perkins Secondary Grant Program

RESOLUTION

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

<u>Funding Source</u>	<u>Program Title</u>	<i>Amount of Application</i>		
Federal – FY ‘22 Carl D. Perkins Act	Perkins Secondary Grant Program	<u>Federal</u> \$695,849	<u>Reserve</u> \$88,411	<u>Total</u> \$784,260

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

**21-F-157T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND NORTH ARLINGTON PUBLIC SCHOOLS**

RESOLUTION

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

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

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to North Arlington 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 North Arlington Board of Education per the attached agreement, commencing October 1, 2020 and ending June 30, 2021.

EH: JS/am

**21-F-158T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND RIDGEFIELD PARK PUBLIC SCHOOLS**

RESOLUTION

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

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

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to Ridgefield Park 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 Ridgefield Park Board of Education per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am

**21-F-159T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND TOWNSHIP OF LITTLE FERRY**

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 in addition, to the computer technology support services as set forth in this agreement, Little Ferry Borough shall permit BCTS to utilize and access Bassano Field at Indian Point Lake drive for the use of Baseball and Softball programs; and

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to Township of Little Ferry and usage of the Athletic Fields by BCTS;

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

EH: JS/am

**21-F-160T AWARD OF CONTRACT TO REPLACE VARIOUS SECTIONS OF THE ROOF AT PARAMUS TECH
HIGH SCHOOL, PARAMUS, NJ
VENDOR: MAK GROUP LLC, CLIFTON, NJ - \$599,657.00**

BID 21-10

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for Roof Replacement on Various Sections of the Roof at Paramus Tech High School, Paramus, NJ, and

WHEREAS, in accordance with the advertisement, eight (8) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on March 18, 2021,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the contract to MAK GROUP LLC, 40 Summit Avenue, Clifton, NJ, which includes the Base Bid and Alternates Areas G and M for a grand total not to exceed \$599,657.00.

Base Bid:	Roof Installation (areas L, O, N)	Grand Total Bid (All Inclusive)	\$ 399,758.00
Alternate Bid:	Roof Installation (area G)	Grand Total Bid (All Inclusive)	\$ 198,900.00
Alternate Bid:	Roof Installation (area M)	Grand Total Bid (All Inclusive)	\$ 999.00
		Grand Total	\$ 599, 657.00

Source of Funds: 12-000-400-450-DO
JS/cs

21-F-161T AWARD OF CONTRACT TO REPLACE VARIOUS SECTIONS OF THE ROOF AT THE TETERBORO CAMPUS
VENDOR: MIKE'S ROOFING, INC. T/A VMG GROUP, ROSELLE, NJ - \$494,000.00

BID 21-11

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for Roof Replacement on Various Sections of the Roof at the Teterboro Campus, Teterboro, NJ, and

WHEREAS, in accordance with the advertisement, eight (8) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on March 18, 2021,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the contract to Mike's Roofing, Inc. t/a VMG Group, 288 Cox Street, Roselle, NJ, which includes the Base Bid and Alternates Roof Areas C and E for a grand total not to exceed \$494,000.00.

Base Bid:	Roof Areas A & B	Base Bid Grand Total	\$ 272,000.00
Alternate Bid:	Roof Area C		\$ 113,000.00
Alternate Bid:	Roof Area E		\$ 109,000.00
		Grand Total	\$ 494,000.00

Source of Funds: 12-000-400-450-DO

JS/cs

21-F-162T AWARD - TYPESET, PRINT AND DELIVER ENVELOPES, LETTERHEAD, BUSINESS CARDS AND VARIOUS PRINTED FORMS AND MATERIALS, ON AN AS NEEDED BASIS, FOR BCTSC COMMENCING MAY 1, 2021, FOR A TWO-YEAR PERIOD.
VENDOR: R. PRESS, INC. T/A RIDGEWOOD PRESS, RIDGEWOOD, NJ

BID #21-PC7
State ID# 79-BCTSC

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq advertised for sealed bids to Typeset, Print and Deliver Envelopes, Letterhead, Business Cards and Various Printed Forms and Materials, On An As Needed Basis, for BCTSC Commencing May 1, 2021 or Date of Award for a Two-Year Period, and

WHEREAS, in accordance with the advertisement, one (1) company submitted a bid and was received, publicly opened and read aloud in the Board of Education office on March 26, 2021, and bid was analyzed on a line item basis;

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Business Administrator, the Board of Education awards this contract to the lowest responsible bidder, as follows:

Item #	Product Description	<u>Estimated Quantity per Year (based on qty of 500)</u>	<u>Quantity 500</u>	<u>Quantity 1000</u>	<u>Quantity 2000</u>	<u>Quantity 5000</u>	<u>Quantity 7500</u>	<u>Quantity 10,000</u>
1	8 1/2 " x 11" Letterhead 24# Strathmore Writing 3/0 black/PMS 321/PMS 872. Tech Logo Color: Soft White Laid	40 (current BT logo)	\$143.00	\$181.00	\$298.00	\$559.00	\$791.00	\$897.00
2	8 1/2 " x 11" Second Page (Blank) Bond 24# Strathmore Laid Color: Soft White Laid	15 (current BT logo)	\$38.00	\$74.00	\$138.00	\$321.00	\$471.00	\$639.00
3	Business Card 2" x 3.5" 88# Strathmore Laid Cover 3/0 thermograph (all 3 colors) black/PMS 321/ PMS 872. Tech Logo Color: Soft White Laid	40 (current BT logo)	\$122.00	\$137.00	\$205.00	\$395.00	\$480.00	\$560.00
4	Business Card 2" x 3.5" 88# Strathmore Laid Cover 3/0 thermograph (all 3 colors) black/PMS 321/ PMS 872 Tech Logo Color: Soft White Laid (to read on back of the card: www.bergen.org in black, Font size 12	4 (current BT logo)	\$149.00	\$167.00	\$497.00	\$520.00	\$640.00	\$750.00
5	#10 Envelopes 24# Strathmore Laid PMS 321/ PMS 872 with Tech logo and return address on front top left Color: Soft White Laid	20 (current BT logo)	\$119.00	\$259.00	\$374.00	\$741.00	\$1,065.00	\$1,335.00
6	#10 Window Envelopes /Security Tint 24# Return address on front top left. Ink Color: Black	10 (current BT logo)	\$55.00	\$71.00	\$127.00	\$265.00	\$367.00	\$469.00
7	#10 Window Envelopes /Security Tint 24# Return address on front top left. Ink Color: Black (Payroll)	10 (current BT logo)	\$55.00	\$71.00	\$127.00	\$265.00	\$367.00	\$469.00
8	#10 Envelopes, 24lb white wove, black ink, address on front top left	10 (current BT logo)	\$55.00	\$65.00	\$90.00	\$162.00	\$229.00	\$296.00
9	6"x 9" White Booklet Envelope 28# Long flap- black ink, 1 sided typesetting. Return address on front top left (can be either Tech or SS logo)	1 (current BT logo)	\$85.00	\$108.00	\$167.00	\$372.00	\$514.00	\$643.00
10	Double Window Envelopes, with 2 windows for checks. Envelope size: 8 1/2" W x 3 3/4" H. Top window – 1/2" from top of envelope & 1/4" from left	2 (current BT logo)	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

<u>Item #</u>	<u>Product Description</u>	<u>Estimated Quantity per Year (based on qty of 500)</u>	<u>Quantity 500</u>	<u>Quantity 1000</u>	<u>Quantity 2000</u>	<u>Quantity 5000</u>	<u>Quantity 7500</u>	<u>Quantity 10,000</u>
	edge. Window size: 3 3/4" W x 3/4" H, space between 2 windows 3/4". Bottom envelope: 3/4" from left edge & 3/4" from bottom of edge of envelope.							
11	9 1/2" x 12 1/2" Open End Poly Window Envelope 28# White poly self-peel & seal with either logo and return address on front top left. <u>Window placement: Approx size 3" down from top & 1/2" from left edge. Window Size: 4" width x 1 1/8" height. Ink Color: Black</u>	6 (current BT logo)	No Bid	No Bid	\$1,323.00	\$1,887.00	\$2,690.00	\$3,123.00
12	9 1/2" x 12 1/2" Open End White Envelope 28# peel and seal with either Logo and return address on front top left. Ink Color: Black	2 (current BT logo)	\$120.00	\$188.00	\$347.00	\$851.00	\$1,245.00	\$1,597.00
13	9 1/2" x 12 1/2" Open End Brown Kraft Envelope 28# peel and seal with either Logo and return address on front top left. Ink Color: Black	1 (current BT logo)	\$142.00	\$231.00	\$443.00	\$1,035.00	\$1,505.00	\$1,625.00
14	10" x 13" Open End Brown Kraft Envelope 28# peel & seal with either Logo and return address on front top left. Ink Color: Black	2 (current BT logo)	\$147.00	\$250.00	\$448.00	\$905.00	\$1,122.00	\$1,399.00
15	9 1/2" x 12 1/2" Open End Brown Kraft Envelope 28# peel and seal with either logo, and return address on front top left. Ink Color: Black	1 (current BT logo)	\$142.00	\$231.00	\$443.00	\$1,035.00	\$1,505.00	\$1,625.00
16	10" x 13" Open End Brown Kraft Envelope 28# either Logo and return address on front top left. "Public Bid" to be imprinted on lower front of envelope on left side. Approx. size of Imprint to be 1" high x 2 1/2" wide Ink Color: Black	1 (current BT logo)	N/A	N/A	N/A	\$905.00	\$1,122.00	\$1,399.00

<u>Item #</u>	<u>Product Description</u>	<u>Estimated Quantity per Year (based on qty of 500)</u>	<u>Quantity 500</u>	<u>Quantity 1000</u>	<u>Quantity 2000</u>	<u>Quantity 5000</u>	<u>Quantity 7500</u>	<u>Quantity 10,000</u>
17	Business Card 3.5" x 3.5" 65lb Mohawk Vellum Finish 1 color/2-sided, PMS 321. Color: Ivory, Uneven fold-over (must be scored and folded for delivery)	2 (current BT logo)	\$149.00	\$159.00	\$210.00	\$420.00	\$556.00	\$699.00
18	Technical School Cash Receivable Forms, 20# stock both pages. 2 part numbered (in red) form (white & yellow) with PMS ink color, 2 hole punched on bottom. Must be wrapped by 100/ct. 8.5 x 11"	1	\$170.00	\$204.00	\$298.00	\$635.00	\$815.00	\$976.00
19	Monthly Evaluation Report- Five-Part NCR Form, Part 1 & 5 is 15lb NCR and Part 2, 3 & 4 is 14lb NCR. Black Ink (must be shrink wrapped in 100's)	2	\$278.00	\$308.00	\$402.00	\$724.00	\$980.10	\$1,097.00
20	Special Services Letterhead 8.5" x 11" with full bleeds. Stock is premium 70# cougar opaque smooth stock. Must be printed traditionally with ink- offset ONLY, no digital/Xerox type production. Must print spot PMS ink colors aqua-Pantone 3252 C yellow-Pantone 123 C deeper blue- Pantone 7693 C	50	\$143.00	\$148.00	\$240.00	\$290.00	\$420.00	\$460.00
21	8 1/2 " x 11" Second Page (Blank) Bond premium 70# cougar opaque smooth stock.	10	\$53.00	\$69.00	\$109.00	\$142.00	\$210.00	\$259.00
22	Special Services Business Cards 2" x 3.5" with full bleeds and heavy coverage. Cards are two- sided- all colors same front & back. Stock is 14pt smooth cougar opaque cover. Must be printed traditionally with ink- offset ONLY, no digital/Xerox type production. Must print Spot PMS Ink Colors. aqua-Pantone 3252 C Yellow-Pantone 123 C deeper blue-	50	\$52.00	\$59.00	\$103.00	\$160.00	\$202.00	\$255.00

<u>Item #</u>	<u>Product Description</u>	<u>Estimated Quantity per Year (based on qty of 500)</u>	<u>Quantity 500</u>	<u>Quantity 1000</u>	<u>Quantity 2000</u>	<u>Quantity 5000</u>	<u>Quantity 7500</u>	<u>Quantity 10,000</u>
	Pantone 7693 C							
23	Special Services Standard #10 Envelope Stock is premium 70# cougar opaque cover, must be printed traditionally with ink – offset ONLY- no digital/Xerox type production Logo and return address on front top left aqua-Pantone 3252 C Yellow-Pantone 123 C deeper blue- Pantone 7693 C	30	\$139.00	\$160.00	\$230.00	\$331.00	\$540.00	\$605.00
24	POCKET FOLDER Tri-Panel 3 Pocket Letter Size Presentation Folder Size: 9" x 12" Side 1 Imprint: 3 color Stock: 12pt C1S White Semi- Gloss Coating: Aqueous Satin Coating – Full coating of printed side Slits: None left pocket; None center pocket; None right pocket. Must print spot PMS colors (PMS 2404 and black). No digital/xerox type reproduction.	20	\$1,090.00	\$1,390.00	\$1,788.00	\$3,190.00	\$3,905.00	\$6,100.00
25	Technical Schools (New Logo) Letterhead 8.5" x 11" with full bleeds. Stock is premium 70# cougar opaque smooth stock. Two-color. Must be printed traditionally with ink- offset ONLY, no digital/Xerox type production. Must print spot PMS ink colors PMS #7404 gold and black	40	\$143.00	\$159.00	\$205.00	\$290.00	\$420.00	\$460.00
26	8 1/2 " x 11" Second Page (Blank) Bond premium 70# cougar opaque smooth stock.	15	\$53.00	\$69.00	\$109.00	\$142.00	\$210.00	\$259.00
27	Technical Schools Business Cards 2" x 3.5" with full bleeds and heavy coverage. Cards are two- sided- all colors same front & back. Stock is 14pt cougar opaque cover. Must be printed traditionally with ink- offset ONLY, no digital/Xerox type production. Must print Spot PMS Ink Colors. PMS #7404 gold and black	250	\$52.00	\$59.00	\$103.00	\$160.00	\$202.00	\$255.00
28	Technical Schools Standard #10 Envelope	100	\$139.00	\$160.00	\$230.00	\$331.00	\$540.00	\$605.00

<u>Item #</u>	<u>Product Description</u>	<u>Estimated Quantity per Year (based on qty of 500)</u>	<u>Quantity 500</u>	<u>Quantity 1000</u>	<u>Quantity 2000</u>	<u>Quantity 5000</u>	<u>Quantity 7500</u>	<u>Quantity 10,000</u>
	Stock is premium 70# cougar opaque smooth cover, must be printed traditionally with ink – offset ONLY- no digital/Xerox type production. Must print spot PMS ink colors. Two-color. Logo and return address on front top left PMS #7404 gold and black							
29	POCKET FOLDER (Technical Schools) Tri-Panel 3 Pocket Letter Size Presentation Folder Size: 9" x 12" Side 1 Imprint: 2 color Stock: 12pt C1S White Semi-Gloss Coating: Aqueous Satin Coating – Full coating of printed side Slits: None left pocket; None center pocket; None right pocket. Must print spot PMS colors (PMS 7404 and black). No digital/xerox type reproduction.	20	\$1,090.00	\$1,390.00	\$1,788.00	\$3,190.00	\$3,905.00	\$6,100.00

Cost/typesetting, if necessary: N/C

Source of Funds: Various
JS/hm

21-F-163T RENEWAL - CONTRACT TO PROVIDE ON-CALL SEWER EJECTION PUMP AND PUMP PIT SERVICES AT VARIOUS LOCATIONS THROUGHOUT BCTS, COMMENCING MAY 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD
VENDORS: RAPID PUMP & METER SERVICE COMPANY, INC., PATERSON, NJ

BID #19-PC15
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on April 30, 2019 (resolution #19-F-181T) to Provide On-Call Sewer Ejection Pump and Pump Pit Services at Various Locations throughout BCTSC, Commencing May 1, 2019, or Date of Award, for a Two-Year Period, with an Option to Renew, and

WHEREAS, the District has decided to renew the contract for an additional one-year period,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the renewal of the contract as follows:

PRICE INFORMATION

On-Call Sewer Ejection Pump and Pump Pit Hourly Rate			
Labor Rate/Hour	<u>Straight Time</u> 7:00 AM – 5:00 PM	<u>Overtime</u> 5:01PM–6:59AM & All Day Saturday	<u>Holidays/Sundays</u>
Technician	\$120.00	\$180.00	\$180.00
Helper	\$115.00	\$175.50	\$175.50
Crew Supervisor	\$120.00	\$180.00	\$180.00
Vac Truck Operator	\$137.50	\$206.25	\$206.25
Jetter Truck with Operator	\$350.00	\$525.00	\$525.00
Confined Space Entry	\$300.00/event	\$300.00	\$300.00
Confined Space Certified	\$300.00/event	\$300.00	\$300.00
Use of Heavy Equipment	\$120.00	\$180.00	\$180.00
Use of Portable Gantry Crane	\$65.00	\$90.00	\$90.00
Use of Combo Vac Truck	\$350.00	\$525.00	\$525.00
Video Inspection	\$300.00	\$450.00	\$450.00
Waste Disposal	\$0.37/1,000 gallons	\$0.37/1,000 gallons	\$0.37/1,000 gallons

Bergen County Academy 200 Hackensack Ave. Hackensack, NJ	# OF PUMPS	PIT	YEAR	PRICE TO CLEAN
<i>Grounds Shop</i>	2 pumps	1 pit	20 years old	\$1,875.00/each
<i>Boiler Room</i>	2 pumps	1 pit	20 years old	\$1,875.00/each
<i>Basement Pump Room</i>	1 pump	1 pit	6 years old	\$1,875.00/each
Vo Tech Campus 285 Pascack Road Paramus, NJ	# OF PUMPS	PIT	YEAR	PRICE TO CLEAN
<i>Ext of Commons</i>	2 pumps	1 pit	10 years old	\$1,375.00/each
<i>Solar House Ext between SH & Barn</i>	2 pumps	1 pit	9 years old	\$1,375.00/each
Vo Tech Campus 275 Pascack Road Paramus, NJ	# OF PUMPS	PIT	YEAR	PRICE TO CLEAN
<i>Special Needs</i>	New Sewer Ejection Pump	1 pit	19 years old	\$1,375.00/each

Discount OFF MSRP/list price +25 %

Vendor Cost for Material +25% Markup

Source of Funds: Various

**21-F-164T RENEWAL - CONTRACT TO PROVIDE ON-CALL PLUMBING SERVICES AT VARIOUS LOCATIONS
THROUGHOUT BCTS, COMMENCING MAY 8, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD
VENDOR: WILLIAM J. GUARINI, INC., JERSEY CITY, NJ**

BID #19-PC16
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on April 30, 2019 (resolution #19-F-182T) to Provide On-Call Plumbing Services at Various Locations Throughout BCTSC, Commencing May 8, 2019 or Date of Award, for a Two-Year Period with an Option to Renew, and

WHEREAS, the District has decided to renew the contract for an additional one-year period,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the renewal of the contract, as follows:

On-Call Plumbing Hourly Rate			
	<u>Straight Time</u> 7:00 AM – 5:00 PM	<u>Overtime</u> 5:01 PM – 6:59 AM and All Day Saturday	<u>Holidays/Sundays</u>
Journeyman Labor Rate/Hour	\$100.00	\$150.00	\$200.00
Helper Labor Rate/Hour	\$100.00	\$200.00	\$200.00

Use of Heavy Equipment/Backhoe/Bucket Loader: \$100.00 per hour

Use of Heavy Equipment/Backhoe/Bucket Loader: \$800.00 per day

Use of Heavy Equipment/Backhoe/Bucket Loader: \$4,000.00 per week

Discount off MSRP/list price N/A

Vendor Cost for Material +10% Markup

Source of Funds: Various

**21-F-165T AWARD OF CONTRACT TO FURNISH AND DELIVER VARIOUS MERV 13 HVAC FILTERS
ON AN AS NEEDED BASIS, FOR BCTS, COMMENCING MAY 1, 2021, FOR A ONE-YEAR PERIOD
VENDOR: FARRAR FILTER CO., INC., PATERSON, NJ**

BID #21-PC8
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq advertised for sealed bids to Furnish and Deliver Various MERV 13 HVAC Filters On an As Needed Basis, for BCTSC Commencing April 8, 2021 or Date of Award, for a One-Year Period, and

WHEREAS, in accordance with the advertisement, four (4) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on April 8, 2021,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the contract to the lowest responsible bidder, Farrar Filter Co., Inc., Paterson, NJ, as follows:

<u>Item #</u>	<u>Quantity</u>	<u>Description (inches)</u>	<u>Manufacturer #</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Total Price</u>
1	52	16 x 20 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 7.35	\$ 382.20
2	26	20 x 25 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 9.98	\$ 259.48
3	36	16 x 25 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 8.48	\$ 305.28
4	6	24 x 24 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$11.31	\$ 67.86
5	3	12 x 24 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 7.24	\$ 21.72
6	20	20 x 20 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 8.64	\$ 172.80
-----	143 Total Per Quarterly Order	-----	-----	Grand Total (All Inclusive)		\$1,209.34

AS NEEDED

<u>Item #</u>	<u>Description (inches)</u>	<u>Manufacturer #</u>	<u>Brand</u>	<u>Unit Price</u>
7	16 x 20 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 7.35
8	20 x 25 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 9.98
9	16 x 25 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 8.48
10	24 x 24 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 11.31
11	12 x 24 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 7.24
12	20 x 20 x 2 MERV 13	Glasfloss	Pleated MERV 13	\$ 8.64

JS/dt

21-F-166T

RENEWAL – PART A BID #19-PC13: CONTRACT TO PROVIDE ON-CALL MAINTENANCE AND REPAIR SERVICES FOR FIRE ALARM SYSTEMS AT VARIOUS LOCATIONS THROUGHOUT BCTS, COMMENCING MAY 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD - VENDOR: FIRE AND SECURITY TECHNOLOGIES, INC., LEBANON, NJ;
REBID - PART B BID #19-PC13: CONTRACT TO PROVIDE ANNUAL TESTING AND INSPECTION SERVICES FOR FIRE ALARM SYSTEMS ; VENDOR: VANWELL ELECTRONICS, LLC.

BID #19-PC13
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on May 28, 2019 (resolution #19-F-219T) to Provide On-Call Maintenance and Repairs (Part A) and Annual Testing and Inspection Services (Part B) for Fire Alarm Systems at Various Locations Throughout BCTSC, Commencing May 1, 2019 or Date of Award, for a Two-Year Period with an Option to Renew, and

WHEREAS, the District has decided to renew the contract for On-Call Maintenance and Repair Services (Part A) for an additional one-year period, and

WHEREAS, Vanwell Electronics, LLC decided to not renew the contract for Annual Testing and Inspection Services (Part B), and those items will be rebid;

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the renewal of the contract, as follows:

FIRE AND SECURITY TECHNOLOGIES, INC., LEBANON, NJ

Straight Time-Rate 7:30AM-5PM	Overtime-Rate 5:00 PM-7: 29AM & all day Saturday	Sundays & Holidays Rate
\$110.00 /hour	\$165.00 /hour	\$220.00 /hour

Vendor herein states percentage **decrease on parts**, if applicable: - %

Source of Funds: Various
JS/jd

21-F-167T

**APPROVAL – POLICY FOR CYBER AND PRIVACY INSURANCE BERGEN COUNTY
TECHNICAL SCHOOLS**

RESOLUTION

WHEREAS, the Board of Education's insurance broker has recommended to obtain the Cyber and Privacy Policy with Chubb Cyber Enterprise Risk Management at the following rate:

Policy Number	Period	Annual Premium
G46779198001	April 19, 2021-April 19, 2022	\$18,371.83

NOW THEREFORE BE IT RESOLVED, the Board of Education approves the payment for the above- mentioned policy renewal.

JS/am

21-F-168T APPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG—7/1/20-6/30/21**RESOLUTION**

BE IT RESOLVED the Board of Education approves the WIOA Formula/WFNJ 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.

VP/JS

Source of funds: see attached

**21-F-169T APPROVAL – PROFESSIONAL ENGINEERING SERVICES TO PROVIDE FAÇADE
INSPECTION AT THE TETERBORO CAMPUS
VENDOR: T&M ENGINEERING : \$44,500.00****RESOLUTION**

WHEREAS, a need exists to provide professional engineering services to provide a structural inspection of the Teterobo Campus; and

WHEREAS, T&M Associates, has submitted the attached proposal which includes a structural inspection of the building with submittal of the report and recommendation for repairs and costs associated with those repairs;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned services to be provided by T&M Associates, Toms River, New Jersey for the following fees:

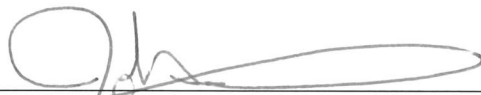
<u>Inspection Services</u>	<u>Amount</u>
Condition Survey	\$13,300.00
Thermal Imaging	\$5,400.00
3D Scanning	\$8,700.00
Report Preparation	\$17,100.00
Total:	\$44,500.00

JS/am

BERGEN COUNTY TECHNICAL SCHOOLS

**BILLS LIST CERTIFICATION
BUDGETARY LINE ITEM STATUS**

I have reviewed the attached bill listing and certify that to the best of my knowledge and belief, all bills have been reviewed and approved by authorized district personnel and that all bills are for bona fide, necessary purchases of materials or services that have been received or rendered to the district. In addition, all expenditures have been properly classified within the District's financial records as submitted to the Board of Trustees of the Bergen County Technical Schools, and furthermore, no budgetary line item account has been over expended.
(N.J.A.C. 6A:23-2.11)



John Susino
Board Secretary

4/26/21

Date

Starting date 3/19/2021 Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
006485	✓ 08/21/20	04/07/21	H345	CARTAGENA;JENNY		(139.95)
006832	✓ 10/22/20	04/15/21	7322	BERGEN COMMUNITY COLLEGE		(150.75)
007082	✓ 11/20/20	03/30/21	1100	BOROUGH OF TETERBORO		(256.00)
007442	✓ 01/21/21	03/23/21	1828	RICOH AMERICAS CORPORATION		(28,877.49)
007803	03/30/21		1100	BOROUGH OF TETERBORO		284.00
007804	04/22/21		2006	AGILENT TECHNOLOGIES		12,024.00
007805	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007806 Stub	
007806	04/22/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		34,797.38
007807	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007808 Stub	
007808	04/22/21		5918	AIRGAS USA,LLC		706.83
007809	04/22/21		Y180	ALLIED ENVELOPE COMPANY		6,512.00
007810	04/22/21		A535	AMERICAN HEART ASSOCIATION		1,205.00
007811	04/22/21		3203	AMERICAN INSTITUTE		2,348.10
007812	04/22/21		7577	AMERICAN KENNEL CLUB		1,049.93
007813	04/22/21		1022	AMERICAN PAPER TOWEL COMPANY		2,376.00
007814	04/22/21		2867	AMERICAN SEWING SUPPLIES		966.32
007815	04/22/21		O754	ANZALDO; DOMINICK		151.50
007816	04/22/21		1016	ATRA JANITORIAL SUPPLY CO INC		9,016.20
007817	04/22/21		C993	AWESOME TALKS		250.00
007818	04/22/21		1059	B & H PHOTO-VIDEO INC		59,543.10
007819	04/22/21		I327	BANZON;HOMER		24.75
007820	04/22/21		1849	BARNES & NOBLE		41.56
007821	04/22/21		7322	BERGEN COMMUNITY COLLEGE		150.75
007822	04/22/21		1077	BERGEN COUNTY UTILITIES AUTHORITY-WPC		1,553.75
007823	04/22/21		5232	BERGEN HOME CARE AND NURSING, INC.		670.00
007824	04/22/21		1088	BINGHAM COMMUNICATIONS INC		355.00
007825	04/22/21		1083	BIO-TEK INSTRUMENTS INC		2,383.00
007826	04/22/21		2675	BLEJWAS ASSOCIATES, INC.		1,619.16
007827	04/22/21		1093	BOARD OF VOCATIONAL EDUCATION		1,823.33
007828	04/22/21		6308	BOARD OF VOCATIONAL EDUCATION		570.00
007829	04/22/21		C183	BRIGHT HORIZON INSTITUTE		1,720.00
007830	04/22/21		R719	BT SPECIALTIES		315.98
007831	04/22/21		C957	BUSSI;JOHN		125.00
007832	04/22/21		3442	C.F. CONNOLLY DIST. CO., INC.		6,746.99
007833	04/22/21		4161	CABLEVISION EDUCATION		136.89
007834	04/22/21		6918	CABLEVISION LIGHTPATH		28,060.59
007835	04/22/21		V858	CAPITAL AREA INTERMEDIATE		125.00
007836	04/22/21		H345	CARTAGENA;JENNY		139.95
007837	04/22/21		6180	CBT NUGGETS, LLC		2,677.53

Starting date 3/19/2021 Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007838	04/22/21		J042	CDW-G		1,907.32
007839	04/22/21		A772	CHARLES; DANNIE		31.50
007840	04/22/21		4466	CHRISTINE VALMY INTERNATIONAL SCHOOL		1,514.00
007841	04/22/21		2800	CITY OF HACKENSACK		5,624.23
007842	04/22/21		G552	CLARUS C/O MACO		3,227.40
007843	04/22/21		O085	CME ASSOCIATES		12,191.50
007844	04/22/21		2195	COLDSTAT REFRIGERATION		1,737.09
007845	04/22/21		3679	COMP TIA		101.71
007846	04/22/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		837.93
007847	04/22/21		T426	CRUZ; CATALINA		25.00
007848	04/22/21		7187	CRYSTAL CLEAR GLASS		1,000.00
007849	04/22/21		4228	DELL ASAP SOFTWARE		168,423.79
007850	04/22/21		Q223	DI CARA/RUBINO ARCHITECTS		4,071.65
007851	04/22/21		1214	DICK BLICK ART MATERIALS		267.87
007852	04/22/21		C996	DIGITAL THEATRE + 2ND FLOOR		1,040.06
007853	04/22/21		5195	DIRECTV. INC.		137.99
007854	04/22/21		U181	DIVER; STACEY		63.50
007855	04/22/21		T244	EASTERN LIFT TRUCK CO., INC		3,295.64
007856	04/22/21		1298	EASTWICK COLLEGE		811.29
007857	04/22/21		1552	EASTWICK COLLEGE - NUTLEY		799.15
007858	04/22/21		1961	ELECTRONIX EXPRESS		1,888.90
007859	04/22/21		6688	ELEVATOR MAINTENANCE CORP		20.00
007860	04/22/21		M196	EUGENIO; MILAGROS		124.14
007861	04/22/21		5676	EXEMPLIS CORPORATION C/O BFI		4,348.30
007862	04/22/21		7651	EXPRESS HEATING CO., INC		2,012.50
007863	04/22/21		T135	F.W. WEBB COMPANY		4,232.77
007864	04/22/21		7681	FAAC INCORPORATED		5,000.00
007865	04/22/21		2153	FEDEX		157.78
007866	04/22/21		T211	FIELDS; CORRY		125.00
007867	04/22/21		Y152	FIGUEROA; YEZENIA		18.10
007868	04/22/21		5237	FINLAY MEDICAL TRAINING INSTITUTE		2,467.60
007869	04/22/21		7550	FIRE AND SECURITY TECHNOLOGIES		63.80
007870	04/22/21		1250	FISHER SCIENTIFIC CO		6,163.65
007871	04/22/21		Q389	FP MAILING SOLUTIONS		56.85
007872	04/22/21		2279	FRED PRYOR SEMINARS / CAREER TRACK		298.00
007873	04/22/21		7296	GENETEC INC		235.00
007874	04/22/21		5828	GLOBAL INDUSTRIAL		3,080.69
007875	04/22/21		V336	GRANO; NICOLE		40.25
007876	04/22/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		109,056.00

Starting date 3/19/2021

Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007877	04/22/21		X078	GROSS;AUDREY		17.00
007878	04/22/21		P230	GROSS;ERIN		500.00
007879	04/22/21		4894	HANG SAFE HOOKS		4,185.91
007880	04/22/21		2453	HENRY SCHEIN INC.		637.50
007881	04/22/21		R259	HK METALCRAFT		3,172.00
007882	04/22/21		1305	HOLY NAME MEDICAL CENTER		343.00
007883	04/22/21		S001	HONORS GRADUATION		184.00
007884	04/22/21		N184	INSTITUTE FOR CONTEMPORARY CAREERS		1,333.33
007885	04/22/21		5451	INTEGRATED SYSTEMS & SERVICES, INC.		721.00
007886	04/22/21		6348	IRON MOUNTAIN		3,281.22
007887	04/22/21		1340	J.W. PEPPER & SON INC		199.95
007888	04/22/21		2345	JAY-HILL REPAIRS		105.00
007889	04/22/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		4,000.00
007890	04/22/21		F230	JOHNSON CONTROLS		11,259.27
007891	04/22/21		R537	JOST;REBECCA		500.00
007892	04/22/21		1342	KEEHN POWER PRODUCTS		1,009.17
007893	04/22/21		E160	KIM; JUNGMI		20.25
007894	04/22/21		2174	LASCOMP INSTITUTE OF IT		2,500.00
007895	04/22/21		5204	LAUMAR ROOFING		4,890.00
007896	04/22/21		2504	LAWSON PRODUCTS, INC.		1,567.91
007897	04/22/21		U156	LEE; DIANA		105.40
007898	04/22/21		S528	LEO;MAURICE		2,200.00
007899	04/22/21		1354	LERCH, VINCI & HIGGINS		340.00
007900	04/22/21		7684	LIFE TECHNOLOGIES CORPORATION		5,949.96
007901	04/22/21		6921	LIGHTPATH		10,148.00
007902	04/22/21		3047	LINA		813.77
007903	04/22/21		1368	LINCOLN TECHNICAL INSTITUTE		4,333.33
007904	04/22/21		7402	LINKEDIN		4,225.00
007905	04/22/21		6561	LITERACY NEW JERSEY		3,000.00
007906	04/22/21		H666	LONGAKER; ARLEEN		12.50
007907	04/22/21		M521	LOUIS GARGUILO COMPANY, INC		28,707.02
007908	04/22/21		6507	MAGRITEK		5,200.00
007909	04/22/21		X327	MANANSALA;MARY CHRISTINE		124.14
007910	04/22/21		4447	MARY POMERANTZ ADVERTISING		1,864.00
007911	04/22/21		6900	MARZANO RESEARCH LLC		1,320.00
007912	04/22/21		6342	MCCARTER & ENGLISH, LLP		544.77
007913	04/22/21		P319	MCQUADE KATHLEEN		120.00
007914	04/22/21		B634	MENJIVAR; MARIA		10.25
007915	04/22/21		1789	METRO FIRE & SAFETY EQUIPMENT CO.		1,720.00

Starting date 3/19/2021 Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007916	04/22/21		1872	M-F ATHLETIC CO.,INC.		5,695.00
007917	04/22/21		X406	MICROSOFT CORPORATION		2,155.97
007918	04/22/21		5072	MRA INTERNATIONAL, INC.		6,015.64
007919	04/22/21		7383	MURRAY CONTRACTING LLC		707,386.29
007920	04/22/21		Z658	MURRAY; DIANE		22.50
007921	04/22/21		6428	NAFME		737.00
007922	04/22/21		J567	NAIR; ANJU		58.75
007923	04/22/21		1422	NASCO		2,281.31
007924	04/22/21		2315	NASSP		385.00
007925	04/22/21		W686	NATIONAL CENTER FOR COLLEGE AND CAREER		44.95
007926	04/22/21		K995	NATIONAL RESTAURANT ASSOCIATION		1,323.00
007927	04/22/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,734.45
007928	04/22/21		N663	NERIO; MARIA		22.00
007929	04/22/21		1445	NEW JERSEY PRINCIPALS & SUPERVISORS ASSC		845.00
007930	04/22/21		M681	NICKERSON SERVICE		700.00
007931	04/22/21		M989	NJACAC		99.00
007932	04/22/21		5406	NJICLE		59.00
007933	04/22/21		H621	NJSCHOOLJOBS.COM		50.00
007934	04/22/21		7277	O.C.A. BENEFIT SERVICES, LLC		61.50
007935	04/22/21		L436	ORTIZ; ROSIE		28.75
007936	04/22/21		R525	PALUMBO; CASEY		15.25
007937	04/22/21		Z172	PANTALEO LSCW; JILL A.		16,005.00
007938	04/22/21		1473	PARISIAN BEAUTY ACADEMY		1,233.12
007939	04/22/21		7248	PASSON'S SPORTS & US GAMES, BSN		7,982.46
007940	04/22/21		J443	PATERSON PAPERS		123.45
007941	04/22/21		V095	PATHOGEND OF NEW JERSEY		13,871.08
007942	04/22/21		1518	PITSCO EDUCATION		508.00
007943	04/22/21		1513	PLAQUES & SUCH		997.00
007944	04/22/21		7413	POWER SCHOOL GROUP LLC		5,285.00
007945	04/22/21		C124	PRECISION ELECTRIC MOTOR WORKS, INC		985.00
007946	04/22/21		D337	PRINT SOLUTIONS		3,555.37
007947	04/22/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		524.50
007948	04/22/21		N766	PROTRAININGS, LLC		519.48
007949	04/22/21		1511	PSE&G		105,030.78
007950	04/22/21		2672	RAMAPO COLLEGE		1,041.67
007951	04/22/21		G640	RAPTOR TECHNOLOGIES		7,800.00
007952	04/22/21		2115	RESERVE ACCOUNT		20,000.00
007953	04/22/21		I290	REYNOSO;ALESSANDRA		20.50
007954	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	

Starting date 3/19/2021

Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007955	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007956	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007957	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007958	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007959	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007960	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007961	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007962	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007963 Stub	
007963	04/22/21		1828	RICOH AMERICAS CORPORATION		37,896.32
007964	04/22/21		1526	RIDELL/ALL AMERICAN SPORTS		3,681.22
007965	04/22/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
007966	04/22/21		L056	RUBINO; TAYLOR		235.00
007967	04/22/21		K311	RUGLIO; ALISON		14.50
007968	04/22/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		4,426.26
007969	04/22/21		6083	S/P2		299.99
007970	04/22/21		Z876	SACKSTEIN; KAREN P.		251.50
007971	04/22/21		1801	SCOLES FLOORSHINE, IND.		3,998.50
007972	04/22/21		D899	SHEPPARD; KATHY		17.50
007973	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007978 Stub	
007974	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007978 Stub	
007975	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007978 Stub	
007976	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007978 Stub	
007977	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007978 Stub	
007978	04/22/21		K636	SHERWIN-WILLIAMS		7,643.15
007979	04/22/21		5756	SHERWOOD DAIRY LLC		66.42
007980	04/22/21		4975	SHI INTERNATIONAL CORP.		23,317.85
007981	04/22/21		7198	SITE ONE LANDSCAPE SUPPLY		1,828.25
007982	04/22/21		3854	SOLUTION TREE		3,600.00
007983	04/22/21		J526	SOUND SMITH		1,257.08
007984	04/22/21		R201	SOUTH BERGEN JOINTURE COMMISSION		747.50
007985	04/22/21		O321	SPENCER;COURTNEY		784.00
007986	04/22/21		2344	STANDARD INSURANCE COMPANY		606.81
007987	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007989 Stub	
007988	✓ 04/22/21	04/22/21		00.0 \$ Multi Stub Void	#007989 Stub	
007989	04/22/21		1614	STATE OF NEW JERSEY		238,433.79
007990	04/22/21		L584	STATS MEDIC LLC		499.00
007991	04/22/21		E849	STRYKER MEDICAL		19,212.00
007992	04/22/21		X925	SUCCESS ADVERTISING INC		207.37
007993	04/22/21		1661	SUEZ WATER NEW JERSEY		6,187.14

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Starting date 3/19/2021 Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007994	04/22/21		Z785	T & M ENGINEERING		4,923.77
007995	04/22/21		6448	THE WRITING COMPANY		122.51
007996	04/22/21		3651	TTI ENVIRONMENTAL, INC.		1,760.00
007997	04/22/21		L319	UGI ENERGY SERVICES, LLC		2,356.23
007998	04/22/21		Z081	UNI TEMP		20,470.69
007999	04/22/21		1663	UNITED PARCEL SERVICE		4.35
008000	04/22/21		1679	V.E. RALPH & SON INC		119,069.91
008001	04/22/21		1682	VAN DINE'S FOUR WHEEL DRIVE CENTER INC.		319.74
008002	04/22/21		R705	VERIZON		552.50
008003	04/22/21		2034	VERIZON WIRELESS		3,117.74
008004	04/22/21		6622	WALLINGTON PLUMBING SUPPLIES		598.52
008005	04/22/21		S693	WEB SCRIBBLE SOLUTIONS, INC		900.00
008006	04/22/21		7718	WEST BERGEN MENTAL HEALTHCARE		314.00
008007	04/22/21		6076	WILLIAM J. GUARINI, INC.		4,918.84
008008	04/22/21		Y804	WILLIAM MARCIANO PIANO TUNER/TECHNICIAN		150.00
008009	04/22/21		3950	WILLIAM PATERSON UNIVERSITY		2,426.72
008010	04/22/21		1695	WOMEN'S RIGHTS INFORMATION CENTER		20,950.00
008011	04/22/21		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		400.00
008012	04/22/21		B624	ZWEIGHAFT, ELIZABETH		40.50
210303	H 03/23/21		7292	MAXOR PLUS		267,917.31
210304	H 03/31/21		1097	BOARD OF VOCATIONAL EDUCATION		101,264.47
210305	H 03/31/21		4864	DCRP BOARD SHARE		139.52
210306	H 03/31/21		PAY	PAYROLL VENDOR		4,404,569.80
210307	H 03/30/21		1616	STATE OF NJ-HEALTH BENEFITS FD		780,451.74
210308	H 03/30/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210309	H 03/31/21		1096	BOARD OF VOCATIONAL EDUCATION		118,882.10
210401	H 04/15/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 4/15/2021	101,344.16
210402	H 04/15/21		4864	DCRP BOARD SHARE		711.99
210403	H 04/21/21		7292	MAXOR PLUS		209,220.11

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Bergen County Vo-Tech Schools
Hand and Machine checks

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Starting date 3/19/2021

Ending date 4/22/2021

Fund Totals	
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10	General Fund	\$203,627.63
11	General Current Expense	\$5,608,546.95
12	Capital Outlay	\$380,092.88
13	Special Schools	\$228,103.72
20	Special Revenue Funds	\$855,183.45
30	Capital Projects Funds	\$422,456.04
60	CAFETERIA	\$1,011.75
61	ENTERPRISE FUND	\$194,233.12
62	INTERNAL SERVICE FUND	\$160,065.47
Total for all checks listed		\$8,053,321.01

Prepared and submitted by: _____
Board Secretary

Date

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

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Starting date 3/19/2021

Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38528	04/22/21		1750	APPLE INC		247,372.35
S38529	04/22/21		6931	ATLANTIC,TOMORROWS OFFICE		3,103.26
S38530	04/22/21		1071	BERGEN COMMUNITY COLLEGE		77,883.00
S38531	04/22/21		2063	BERGEN COUNTY SPECIAL SERVICES		4,235.00
S38532	04/22/21		7641	BEUTEL; TERENCE		60.00
S38533	04/22/21		1128	BIO SHINE INC		3,968.72
S38534	04/22/21		6990	CAPITAL SUPPLY CO.		971.80
S38535	04/22/21		1812	CDW-G		62,867.32
S38536	04/22/21		1313	CENGAGE LEARNING		6,445.77
S38537	04/22/21		5626	CENTENO; BRIDGET		1,047.00
S38538	04/22/21		1190	CHARTWELLS		54,238.72
S38539	04/22/21		1905	COMMAND RADIO		3,625.10
S38540	04/22/21		Z461	CONSTELLATION NEW ENERGY		41,354.59
S38541	04/22/21		2973	CRAFTMASTER HARDWARE CO. INC.		648.00
S38542	04/22/21		1838	DELL MARKETING; L.P.		5,435.68
S38543	04/22/21		1204	DELTA DENTAL PLAN OF NJ		55,038.90
S38544	04/22/21		5362	DISCOVERY BENEFITS, INC.		283.80
S38545	04/22/21		J070	DUDESOLUTIONS,INC		3,455.62
S38546	04/22/21		R515	EILINGER; JENNA		2,060.00
S38547	04/22/21		6791	GEESE CHASERS OF NORTH JERSEY		1,209.00
S38548	04/22/21		1684	GRAINGER		6,648.63
S38549	04/22/21		O522	HAGER;RAYMOND		1,875.00
S38550	04/22/21		U245	INTERSTATE WASTE SERVICES		1,605.60
S38551	04/22/21		1337	J. O'BRIEN COMPANY INC		257.40
S38552	04/22/21		1329	JEWEL ELECTRICAL SUPPLY		70,319.42
S38553	04/22/21		5864	KAPLAN; KEITH		1,325.00
S38554	04/22/21		6854	KI C/O MACO OFFICE SUPPLY		1,608.26
S38555	04/22/21		7314	LAN ASSOCIATES		12,840.00
S38556	04/22/21		7401	LANCASTER; JONATHON		3,500.00
S38557	04/22/21		I322	LYNCH; RYAN		1,875.00
S38558	04/22/21		6226	MAINTAINCO INCORPORATED		130.00
S38559	04/22/21		4982	MAST CONSTRUCTION SERVICES, INC.		18,400.00
S38560	04/22/21		H972	MEDCO SUPPLY CO.		1,481.98
S38561	04/22/21		1400	METUCHEN CENTER INC		11,722.24
S38562	04/22/21		2031	MONTONE; DENNIS		98.94
S38563	04/22/21		K805	NALCO WATER-AN ECOLAB COMPANY		560.68
S38564	04/22/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		8,088.40
S38565	04/22/21		1462	NOWELL,P.A.		21,684.00
S38566	04/22/21		3360	PENA; CARLOS		550.00

Starting date 3/19/2021 Ending date 4/22/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38567	04/22/21		1775	RIDGEWOOD PRESS		3,280.00
S38568	04/22/21		X931	ROSADO;GREGORY		75.00
S38569	04/22/21		W174	SAVVAS LEARNING COMPANY LLC		2,623.50
S38570	04/22/21		2002	SCHOOL SPECIALTY		3,424.63
S38571	04/22/21		6829	STAPLES CONTRACT & COMMERCIAL INC		13,951.75
S38572	04/22/21		1601	STORR TRACTOR COMPANY		4,100.15
S38573	04/22/21		1604	STUDENT ACTIVITY FUND		417.75
S38574	04/22/21		4676	T. FARESE & SONS, INC.		771.00
S38575	04/22/21		1382	THE MAIN LOCK SHOP		45.00
S38576	04/22/21		6776	THERMO FISHER SCIENTIFIC ASHEVILLE, LLC		5,424.00
S38577	04/22/21		O774	TRAK MACHINE TOOLS		89,193.20
S38578	04/22/21		Z386	TROXELL		2,535.00
S38579	04/22/21		4071	TSUJ. CORPORATION		552.50
S38580	04/22/21		7724	ULTRAPRO PEST PROTECTION		1,706.00
S38581	04/22/21		2771	W.B. MASON COMPANY, INC.		1,113.34
S38582	04/22/21		L796	WOLF;LYNDA		225.00
S38583	04/22/21		1714	YANKEE LINEN INC		174.00

Check Journal

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Rec and Unrec checks

Hand and Machine checks

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Starting date 3/19/2021

Ending date 4/22/2021

Fund Totals	
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11	General Current Expense	\$417,937.14
12	Capital Outlay	\$210,985.84
13	Special Schools	\$7,576.48
20	Special Revenue Funds	\$87,877.64
30	Capital Projects Funds	\$100,796.97
60	CAFETERIA	\$44,021.21
61	ENTERPRISE FUND	\$290.72
Total for all checks listed		\$869,486.00

Prepared and submitted by: _____

Board Secretary

Date

21-F-150T

DISTRICT OF VOCATIONAL SCHOOLS

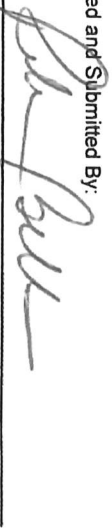
All Funds

For Month Ending: February 28, 2021

CASH REPORT

FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
GOVERNMENTAL FUNDS				
1 General Fund - 10	16,101,239.40	7,079,532.77	6,924,368.98	16,256,403.19
2 Special Revenue Fund - Fund 20	(648,725.48)	236,319.00	482,922.71	(895,329.19)
3 Capital Projects Fund - Fund 30	(248,677.09)	307,808.23	666,360.07	(607,228.93)
4 Enterprise Funds - Fund 61, Fund 62	1,429,360.05	102,074.05	451,254.87	1,080,179.23
5 Enterprise Fund (Fund 5X) Cafeteria	(77,496.15)	4,667.88	25,533.10	(98,361.37)
6 Total Governmental Funds (Lines 1 Thru 5)	16,555,700.73	7,730,401.93	8,550,439.73	15,735,662.93
TRUST AND AGENCY FUNDS (FUND 6X)				
7 Payroll	7,000.00	2,637,965.93	2,637,965.93	7,000.00
8 Payroll Agency	489,305.94	2,232,925.11	2,562,486.93	159,744.12
9 Other (attach list) - Unemploy Insur	436,842.29	362.49	0.00	437,204.78
10 Total Trust & Agency Funds (lines 7 thru 9)	933,148.23	4,871,253.53	5,200,452.86	603,948.90
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	129,857.57	16.55	0.00	129,874.12
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	17,618,706.53	12,601,672.01	13,750,892.59	16,469,485.95

Prepared and Submitted By:



Date

3/15/21

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

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$10,174,902.72
102 - 106	Cash Equivalents		\$6,081,500.47
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$9,933,348.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$2,408,317.69	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$6,227,483.05	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$8,646,300.74

Loans Receivable:

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

Other Current Assets

(\$2.99)

Resources:

301	Estimated revenues	\$73,257,182.29	
302	Less revenues	(\$59,608,376.93)	\$13,648,805.36

Total assets and resources

\$48,484,854.30

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

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$32,271.17
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,278,501.81
	Total liabilities		\$3,310,772.98

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$33,243,061.54
761	Capital reserve account - July	\$6,077,195.97	
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	\$6,077,195.97
764	Maintenance reserve account - July	\$706,524.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$706,524.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$77,222,134.76	
602	Less: Expenditures	(\$41,170,553.48)	
	Less: Encumbrances	(\$29,278,109.07)	(\$70,448,662.55)
	Total appropriated		\$46,800,253.72

Unappropriated:

770	Fund balance, July 1		\$2,338,780.07
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,964,952.47)
	Total fund balance		\$45,174,081.32
	Total liabilities and fund equity		<u>\$48,484,854.30</u>

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

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$77,222,134.76	\$70,448,662.55	\$6,773,472.21
Revenues	(\$73,257,182.29)	(\$59,608,376.93)	(\$13,648,805.36)
Subtotal	<u>\$3,964,952.47</u>	<u>\$10,840,285.62</u>	<u>(\$6,875,333.15)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$6,077,195.97)	\$6,077,195.97
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,964,952.47</u>	<u>\$4,763,089.65</u>	<u>(\$798,137.18)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$706,524.00)	\$706,524.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,964,952.47</u>	<u>\$4,056,565.65</u>	<u>(\$91,613.18)</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>\$3,964,952.47</u>	<u>\$4,056,565.65</u>	<u>(\$91,613.18)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,964,952.47</u>	<u>\$4,763,089.65</u>	<u>(\$798,137.18)</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 7/1/2020 Ending date 2/28/2021 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	65,221,768	368,876	65,590,644	53,910,741	Under	11,679,903
00400	Total Revenues from Intermediate Sources	850,000	1,100,000	1,950,000	0	Under	1,950,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	20,991	0	20,991	2,089	Under	18,902
Total		71,788,306	1,468,876	73,257,182	59,608,377		13,648,805
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,500,279	138,495	11,638,774	6,509,688	4,648,379	480,706
11160	Total Basic Skills/Remedial – Instruct.	92,291	0	92,291	55,352	36,939	0
12160	Total Bilingual Education – Instruction	107,519	0	107,519	60,518	47,001	0
13160	Total Vocational Programs – Local -Instr	13,791,519	94,437	13,885,956	8,076,472	5,282,741	526,743
15180	TOTAL VOCATIONAL PROGRAMS	957,550	451,244	1,408,794	605,575	449,977	353,242
17100	Total School-Sponsored Co/Extra Curricul	827,200	0	827,200	382,323	412,744	32,133
17600	Total School-Sponsored Athletics – Instr	949,989	43,819	993,808	445,133	413,049	135,626
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	143,364	268,116	8,520
29680	Total Undistributed Expenditures – Atten	124,083	0	124,083	86,033	38,050	0
30620	Total Undistributed Expenditures – Healt	545,924	508,875	1,054,799	283,225	215,276	556,298
40580	Total Undistributed Expend – Speech, OT,	272,089	0	272,089	155,128	116,961	0
41660	Total Undist. Expend. – Guidance	2,325,815	(65,000)	2,260,815	1,288,080	968,855	3,880
42200	Total Undist. Expend. – Child Study Team	944,439	60	944,499	562,605	298,660	83,235
43200	Total Undist. Expend. – Improvement of I	1,369,979	76,858	1,446,837	878,413	435,903	132,521
43620	Total Undist. Expend. – Edu. Media Serv.	136,023	0	136,023	96,348	28,327	11,348
44180	Total Undist. Expend. – Instructional St	105,000	7,319	112,319	26,770	572	84,978
45300	Support Serv. - General Admin	1,709,091	249,958	1,959,049	946,063	861,023	151,963
46160	Support Serv. - School Admin	2,566,010	3,678	2,569,688	1,566,807	931,607	71,274
47200	Total Undist. Expend. – Central Services	1,534,970	144	1,535,114	907,034	532,833	95,246
47620	Total Undist. Expend. – Admin. Info. Tec	4,840,168	537,838	5,378,006	3,452,467	1,554,093	371,446
51120	Total Undist. Expend. – Oper. & Maint. O	8,300,364	545,198	8,845,562	4,261,943	3,632,394	951,225
52480	Total Undist. Expend. – Student Transpor	790,734	0	790,734	210,855	393,180	186,700
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,987,117	(1,311,000)	12,676,117	5,864,754	4,735,272	2,076,091
75880	TOTAL EQUIPMENT	0	1,717,940	1,717,940	1,324,161	322,415	71,364
76260	Total Facilities Acquisition and Constr	57,894	2,221,047	2,278,941	1,000,541	1,220,506	57,894
77140	Total Post-Secondary Programs - Instruct	494,907	5,521	500,428	294,056	174,974	31,399
77280	Total Post-Secondary Programs – Support	115,000	11,000	126,000	84,286	41,486	228
78180	Total Other Special Schools - Instructio	952,587	24,775	977,362	476,380	308,900	192,082
78320	Total Other Special Schools – Support Se	634,818	55,639	690,457	388,083	250,827	51,547
81180	Total Vocational Evening-Local Instructi	452,922	20,874	473,796	151,569	307,030	15,197
81320	Total Vocational Evening-Local-Support S	752,748	95,110	847,858	527,872	282,425	37,561
83060	Total GED Testing Centers	129,277	0	129,277	58,653	67,597	3,027
Total		71,788,306	5,433,829	77,222,135	41,170,553	29,278,109	6,773,472

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Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy		33,066,697	0	33,066,697	33,066,697		0
00150	10-1320	Tuition from LEAs Within State		29,784,285	0	29,784,285	18,488,475	Under	11,295,810
00220	10-13[2-4]0	Other Tuition		1,550,000	0	1,550,000	813,464	Under	736,536
00300	10-1__	Unrestricted Miscellaneous Revenues		591,509	0	591,509	1,536,907		(945,398)
00310	10-1991	GED Testing Center Fees		129,277	0	129,277	5,198	Under	124,079
00330	10-1__	Interest Earned on Maintenance Reserve		100,000	368,876	468,876	0	Under	468,876
00390	10-2000	Unrestricted		850,000	1,100,000	1,950,000	0	Under	1,950,000
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		2,840,879	0	2,840,879	2,840,879		0
00495	10-3199	DOE Loan Against State Aid		1,021,925	0	1,021,925	1,021,925		0
00540	10-4200	Medicaid Reimbursement		20,991	0	20,991	2,089	Under	18,902
Total				71,788,306	1,468,876	73,257,182	59,608,377		13,648,805
Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		10,048,373	(75,000)	9,973,373	5,918,729	4,054,644	0
02180	11-140-100-106	Other Salaries for Instruction		249,406	0	249,406	117,581	131,825	0
02200	11-140-100-320	Purchased Professional – Educational Ser		115,000	(75,000)	40,000	(11,100)	2,000	49,100
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		37,500	0	37,500	18,184	7,728	11,589
02260	11-140-100-610	General Supplies		770,000	286,339	1,056,339	390,263	314,996	351,080
02280	11-140-100-640	Textbooks		175,000	2,156	177,156	57,928	83,287	35,940
02300	11-140-100-800	Other Objects		20,000	0	20,000	3,829	1,136	15,035
02500	11-150-100-101	Salaries of Teachers		65,000	0	65,000	12,237	52,763	0
02540	11-150-100-320	Purchased Professional – Educational Ser		20,000	0	20,000	2,038	0	17,962
11000	11-230-100-101	Salaries of Teachers		92,291	0	92,291	55,352	36,939	0
12000	11-240-100-101	Salaries of Teachers		107,519	0	107,519	60,518	47,001	0
13000	11-3__-100-101	Salaries of Teachers		12,165,669	0	12,165,669	7,303,663	4,862,006	0
13040	11-3__-100-320	Purchased Professional-Educational Servi		827,000	0	827,000	335,261	303,000	188,739
13080	11-3__-100-[4-5]	Other Purchased Services (400-500 series		4,000	0	4,000	0	0	4,000
13100	11-3__-100-610	General Supplies		581,250	87,059	668,309	343,739	103,907	220,663
13120	11-3__-100-640	Textbooks		198,600	7,378	205,978	93,639	10,998	101,341
13140	11-3__-100-8__	Other Objects		15,000	0	15,000	171	2,829	12,000
14000	11-310-100-101	Salaries of Teachers		178,550	0	178,550	6,912	171,638	0
14040	11-310-100-320	Purchased Professional-Educational Servi		124,000	0	124,000	0	115,270	8,730
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		68,000	0	68,000	21,701	12,844	33,455
14100	11-310-100-610	General Supplies		387,000	263,522	650,522	331,122	48,709	270,691
14120	11-310-100-640	Textbooks		10,000	0	10,000	2,941	0	7,059
14140	11-310-100-8__	Other Objects		18,000	(753)	17,247	4,840	4,594	7,813
15000	11-320-100-101	Salaries of Teachers		100,000	0	100,000	15,658	84,342	0
15100	11-320-100-610	General Supplies		72,000	188,475	260,475	222,402	12,580	25,493
17000	11-401-100-1__	Salaries		790,000	0	790,000	377,291	412,709	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		1,700	0	1,700	0	0	1,700

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060	11-401-100-8__	Other Objects	35,500	0	35,500	5,032	35	30,433
17500	11-402-100-1__	Salaries	690,989	0	690,989	355,529	335,460	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	89,000	10,800	99,800	25,343	13,115	61,341
17540	11-402-100-6__	Supplies and Materials	130,000	29,674	159,674	59,245	64,474	35,956
17560	11-402-100-8__	Other Objects	40,000	3,345	43,345	5,016	0	38,329
25000	11-4__-100-1__	Salaries	420,000	0	420,000	143,364	268,116	8,520
29500	11-000-211-1__	Salaries	124,083	0	124,083	86,033	38,050	0
30500	11-000-213-1__	Salaries	479,424	0	479,424	304,461	174,963	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	42,000	0	42,000	22,949	7,500	11,551
30580	11-000-213-6__	Supplies and Materials	7,500	508,875	516,375	(45,809)	32,812	529,372
30600	11-000-213-8__	Other Objects	17,000	0	17,000	1,624	0	15,376
40500	11-000-216-1__	Salaries	272,089	0	272,089	155,128	116,961	0
41500	11-000-218-104	Salaries of Other Professional Staff	2,005,536	(65,000)	1,940,536	1,117,483	823,053	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	235,279	0	235,279	155,912	79,367	0
41560	11-000-218-320	Purchased Professional – Educational Ser	85,000	0	85,000	14,685	66,435	3,880
42000	11-000-219-104	Salaries of Other Professional Staff	696,537	0	696,537	429,418	241,443	25,676
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	171,402	0	171,402	115,001	56,401	0
42060	11-000-219-320	Purchased Professional – Educational Ser	22,500	0	22,500	12,696	0	9,804
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	739	0	5,261
42160	11-000-219-6__	Supplies and Materials	40,000	60	40,060	4,262	815	34,983
42180	11-000-219-8__	Other Objects	8,000	0	8,000	489	0	7,511
43020	11-000-221-104	Salaries of Other Professional Staff	961,048	0	961,048	630,107	330,941	0
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	210,431	0	210,431	135,632	74,799	0
43100	11-000-221-320	Purchased Prof. – Educational Services	45,000	0	45,000	33,314	6,820	4,866
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	55,500	(7,450)	48,050	27,591	2,470	17,989
43160	11-000-221-6__	Supplies and Materials	28,000	101,220	129,220	22,587	12,387	94,246
43180	11-000-221-8__	Other Objects	70,000	(16,912)	53,088	29,182	8,486	15,420
43500	11-000-222-1__	Salaries	61,023	0	61,023	40,343	20,680	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	65,000	5,200	70,200	53,257	7,647	9,296
43580	11-000-222-6__	Supplies and Materials	10,000	(5,200)	4,800	2,748	0	2,052
44020	11-000-223-104	Salaries of Other Professional Staff	0	17,987	17,987	17,943	0	44
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	62,500	(14,046)	48,454	5,175	572	42,708
44160	11-000-223-8__	Other Objects	42,500	3,378	45,878	3,652	0	42,226
45000	11-000-230-1__	Salaries	652,391	0	652,391	410,902	241,489	0
45040	11-000-230-331	Legal Services	275,000	15,832	290,832	100,117	183,571	7,144
45060	11-000-230-332	Audit Fees	66,000	0	66,000	0	66,000	0
45070	11-000-230-333	Expenditure & Internal Control Audit Fee	10,000	0	10,000	438	9,563	0
45080	11-000-230-334	Architectural/Engineering Services	50,000	231,570	281,570	87,021	194,501	48
45100	11-000-230-339	Other Purchased Professional Services	172,500	0	172,500	73,496	67,500	31,504
45140	11-000-230-530	Communications/Telephone	250,000	0	250,000	143,755	87,756	18,489
45160	11-000-230-585	BOE Other Purchased Services	1,000	0	1,000	0	0	1,000

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	165,200	2,418	167,618	77,174	10,519	79,925
45200	11-000-230-610	General Supplies	10,000	137	10,137	1,372	124	8,641
45260	11-000-230-890	Miscellaneous Expenditures	56,000	0	56,000	51,789	0	4,211
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	1,862,758	0	1,862,758	1,148,980	713,778	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	618,902	0	618,902	407,793	211,109	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	16,850	69	16,919	(631)	69	17,481
46120	11-000-240-6__	Supplies and Materials	39,500	(8,752)	30,748	(824)	1,960	29,611
46140	11-000-240-8__	Other Objects	28,000	12,361	40,361	11,488	4,691	24,182
47000	11-000-251-1__	Salaries	1,299,570	0	1,299,570	787,799	511,771	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	101,838	16,088	57,274
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	95	17,095	7,780	1,664	7,651
47100	11-000-251-6__	Supplies and Materials	32,000	49	32,049	6,373	2,669	23,007
47180	11-000-251-890	Other Objects	11,200	0	11,200	3,245	641	7,314
47500	11-000-252-1__	Salaries	3,250,168	0	3,250,168	2,118,546	1,131,622	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	50,000	50,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,215,000	111,488	1,326,488	716,219	267,284	342,985
47580	11-000-252-6__	Supplies and Materials	270,000	426,350	696,350	565,853	104,967	25,530
47600	11-000-252-8__	Other Objects	5,000	0	5,000	1,849	220	2,930
48500	11-000-261-1__	Salaries	602,039	0	602,039	342,440	259,599	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	425,000	378,035	803,035	434,936	129,671	238,429
48540	11-000-261-610	General Supplies	175,000	57,479	232,479	119,215	66,371	46,893
49000	11-000-262-1__	Salaries	2,991,573	0	2,991,573	1,880,574	1,071,601	39,399
49040	11-000-262-3__	Purchased Professional and Technical Ser	250,000	0	250,000	125,000	125,000	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	640,000	51,587	691,587	285,802	231,178	174,607
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	59,556	39,942	10,502
49140	11-000-262-520	Insurance	500,000	0	500,000	0	500,000	0
49160	11-000-262-590	Miscellaneous Purchased Services	2,500	140	2,640	708	696	1,236
49180	11-000-262-610	General Supplies	355,000	53,086	408,086	160,966	68,000	179,121
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	99,686	240,314	60,000
49220	11-000-262-622	Energy (Electricity)	1,300,000	0	1,300,000	562,507	559,897	177,596
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	(2,595)	20,000	12,595
49280	11-000-262-8__	Other Objects	15,000	212	15,212	8,283	212	6,717
50000	11-000-263-1__	Salaries	254,252	0	254,252	155,130	99,122	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	4,658	44,658	20,036	23,702	920
50060	11-000-263-610	General Supplies	5,000	0	5,000	3,777	732	491
51000	11-000-266-1__	Salaries	35,000	0	35,000	3,643	31,357	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	165,000	0	165,000	(690)	165,000	690
51060	11-000-266-610	General Supplies	5,000	0	5,000	2,970	0	2,030
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	516,734	0	516,734	210,091	306,643	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	1,411	777	6,812

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Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		170,000	0	170,000	(1,494)	1,760	169,734
52400	11-000-270-593	Misc. Purchased Services - Transportatio		84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies		8,000	0	8,000	117	0	7,883
52460	11-000-270-8__	Other objects		3,000	0	3,000	729	0	2,271
71020	11-000-291-220	Social Security Contributions		1,315,000	(200,000)	1,115,000	542,620	380,597	191,783
71060	11-000-291-241	Other Retirement Contributions - PERS		2,420,000	(243,000)	2,177,000	9,117	1,862,829	305,053
71160	11-000-291-260	Workmen's Compensation		610,000	0	610,000	0	610,000	0
71180	11-000-291-270	Health Benefits		9,270,117	(868,000)	8,402,117	5,037,213	1,861,277	1,503,627
71200	11-000-291-280	Tuition Reimbursement		120,000	0	120,000	55,776	9,020	55,205
71220	11-000-291-290	Other Employee Benefits		252,000	0	252,000	220,028	11,549	20,423
75500	12-000-100-73__	Undistributed Expenditures - Instruction		0	348,492	348,492	296,079	28,954	23,460
75560	12-000-21_-73__	Undist. Expend. - Supp Serv. - Related &		0	491,125	491,125	444,235	0	46,890
75600	12-000-220-73__	Undist. Expend. - Support Serv. - Inst.		0	5,400	5,400	5,374	0	26
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info		0	311,919	311,919	305,848	6,016	55
75720	12-000-262-73__	Undist. Expend. - Custodial Services		0	24,679	24,679	20,979	0	3,700
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro		0	111,555	111,555	79,600	42,765	(10,810)
75760	12-000-266-73__	Undist. Expend. - Security		0	116,746	116,746	0	116,746	0
75780	12-000-270-732	Undist. Expend. Student Trans. - Non-Ins		0	212,624	212,624	165,840	46,742	42
75860	12-___-__00-73__	Special Schools (All Programs)		0	95,400	95,400	6,207	81,193	8,000
76040	12-000-400-334	Architectural/Engineering Services		0	5,820	5,820	3,314	2,506	0
76080	12-000-400-450	Construction Services		0	2,215,227	2,215,227	997,227	1,218,000	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		393,807	0	393,807	244,309	149,498	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series		10,600	(5,000)	5,600	3,561	322	1,717
77080	13-330-100-610	General Supplies		65,000	10,000	75,000	35,709	19,919	19,373
77100	13-330-100-640	Textbooks		18,000	521	18,521	6,462	3,920	8,139
77120	13-330-100-8__	Other Objects		7,500	0	7,500	4,016	1,315	2,169
77180	13-330-200-2__	Personnel Services - Employee Benefits		115,000	11,000	126,000	84,286	41,486	228
78000	13-4__-100-101	Salaries of Teachers		605,587	0	605,587	337,076	268,511	0
78120	13-4__-100-610	General Supplies		347,000	24,775	371,775	139,304	40,389	192,082
78200	13-4__-200-1__	Salaries		403,918	0	403,918	231,377	172,541	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits		155,000	43,000	198,000	104,431	66,866	26,703
78240	13-4__-200-3__	Purchased Professional and Technical Svc		15,600	0	15,600	0	5,000	10,600
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series		40,000	11,339	51,339	37,824	6,014	7,501
78280	13-4__-200-6__	Supplies and Materials		10,800	1,505	12,305	9,220	406	2,679
78300	13-4__-200-8__	Other Objects		9,500	(205)	9,295	5,232	0	4,064
81000	13-629-100-101	Salaries of Teachers		423,422	5,000	428,422	129,852	298,570	0
81120	13-629-100-610	General Supplies		28,500	15,874	44,374	21,717	8,460	14,197
81140	13-629-100-640	Textbooks		1,000	0	1,000	0	0	1,000
81200	13-629-200-1__	Salaries		483,948	65,000	548,948	381,578	167,370	0

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81220	13-629-200-2__ Personnel Services – Employee Benefits	200,000	39,000	239,000	125,484	107,965	5,551
81260	13-629-200-[4-5] Other Purchased Services (400-500 series	52,800	(9,880)	42,920	11,780	6,072	25,068
81280	13-629-200-6__ Supplies and Materials	12,000	990	12,990	6,557	0	6,433
81300	13-629-200-8__ Other Objects	4,000	0	4,000	2,472	1,018	510
83000	13-640-200-1__ Salaries	85,277	0	85,277	54,169	31,108	0
83020	13-640-200-6__ Supplies and Materials	44,000	0	44,000	4,485	36,488	3,027
Total		71,788,306	5,433,829	77,222,135	41,170,553	29,278,109	6,773,472

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 20 Special Revenue Funds

Assets and Resources

Assets:

101	Cash in bank		(\$895,329.19)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$9,188.15	
142	Intergovernmental - Federal	\$63,181.80	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$72,369.95

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$10,178,070.81	
302	Less revenues	(\$2,287,251.21)	\$7,890,819.60

Total assets and resources

\$7,067,860.36

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$895,329.19)
411	Intergovernmental accounts payable - state		\$4,218.70
421	Accounts payable		\$3,520.80
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.24
	Other current liabilities		\$1,886.01
	Total liabilities		\$9,625.75

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$3,837,398.09
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$10,534,656.68	
602	Less: Expenditures	(\$3,476,422.07)	
	Less: Encumbrances	(\$3,480,812.22)	(\$6,957,234.29)
	Total appropriated		\$7,414,820.48

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$356,585.87)
	Total fund balance		\$7,058,234.61
	Total liabilities and fund equity		<u>\$7,067,860.36</u>

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$10,534,656.68	\$6,957,234.29	\$3,577,422.39
Revenues	(\$10,178,070.81)	(\$2,287,251.21)	(\$7,890,819.60)
Subtotal	<u>\$356,585.87</u>	<u>\$4,669,983.08</u>	<u>(\$4,313,397.21)</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>\$356,585.87</u>	<u>\$4,669,983.08</u>	<u>(\$4,313,397.21)</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>\$356,585.87</u>	<u>\$4,669,983.08</u>	<u>(\$4,313,397.21)</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>\$356,585.87</u>	<u>\$4,669,983.08</u>	<u>(\$4,313,397.21)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$356,585.87</u>	<u>\$4,669,983.08</u>	<u>(\$4,313,397.21)</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2020 Ending date 2/28/2021 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00830	Total Revenues from Federal Sources	9,610,000	498,654	10,108,654	2,241,834	Under	7,866,820
Total		9,630,000	548,071	10,178,071	2,287,251		7,890,820
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	20,000	60,175	80,175	8,105	20,069	52,001
88120	Vocational Education	20,000	(20,000)	0	0	0	0
88140	Other	320,000	230,177	550,177	396,514	101,549	52,114
88740	Total Federal Projects	9,270,000	634,305	9,904,305	3,071,803	3,359,195	3,473,307
Total		9,630,000	904,657	10,534,657	3,476,422	3,480,812	3,577,422

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00775 20-441[1-6] Title I	170,000	35,959	205,959	74,000	Under	131,959
00780 20-445[1-5] Title II	35,000	23,898	58,898	55,930	Under	2,968
00785 20-449[1-4] Title III	10,000	(10,000)	0	12,690		(12,690)
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	265,189	Under	259,391
00810 20-4430 Vocational Education	890,000	126,320	1,016,320	0	Under	1,016,320
00815 20-4440 Adult Basic Education	1,100,000	351,721	1,451,721	511,835	Under	939,886
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,610,000	(182,749)	6,427,251	1,051,890	Under	5,375,361
00822 20-4532 Coronavirus Relief Fund (CRF) Grant	0	95,573	95,573	95,573		0
00825 20-4___ Other	320,000	8,352	328,352	174,727	Under	153,625
Total	9,630,000	548,071	10,178,071	2,287,251		7,890,820

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	20,000	60,175	80,175	8,105	20,069	52,001
88120 20-___-___ Vocational Education	20,000	(20,000)	0	0	0	0
88140 20-___-___ Other	320,000	230,177	550,177	396,514	101,549	52,114
88500 20-___-___ Title I	170,000	35,959	205,959	127,655	57,581	20,723
88520 20-___-___ Title II	35,000	23,898	58,898	55,930	0	2,968
88540 20-___-___ Title III	10,000	(10,000)	0	0	0	0
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	358,601	118,100	47,879
88640 20-___-___ Vocational Education	870,000	146,320	1,016,320	212,466	728,726	75,128
88660 20-___-___ Adult Education	1,100,000	351,721	1,451,721	623,423	685,940	142,357
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,610,000	(58,746)	6,551,254	1,647,689	1,744,742	3,158,823
88700 20-___-___ Other	0	0	0	(21,945)	0	21,945
88706 20-479-___-___ CRF Grant Program	0	95,573	95,573	67,983	24,106	3,484
Total	9,630,000	904,657	10,534,657	3,476,422	3,480,812	3,577,422

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 30 Capital Projects Funds

Assets and Resources

Assets:

101	Cash in bank		(\$607,228.93)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$4,100,039.93

Resources:

301	Estimated revenues	\$7,040,477.35	
302	Less revenues	(\$3,122,768.12)	\$3,917,709.23

Total assets and resources

\$7,410,520.23

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$607,228.93)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$4,483,487.98
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$9,594,583.02		
602	Less: Expenditures	(\$2,195,628.38)		
	Less: Encumbrances	(\$1,929,382.31)	(\$4,125,010.69)	\$5,469,572.33
	Total appropriated			\$9,953,060.31

Unappropriated:

770	Fund balance, July 1			\$11,565.59
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$2,554,105.67)
	Total fund balance			\$7,410,520.23
	Total liabilities and fund equity			<u>\$7,410,520.23</u>

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,594,583.02	\$4,125,010.69	\$5,469,572.33
Revenues	(\$7,040,477.35)	(\$3,122,768.12)	(\$3,917,709.23)
Subtotal	<u>\$2,554,105.67</u>	<u>\$1,002,242.57</u>	<u>\$1,551,863.10</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>\$2,554,105.67</u>	<u>\$1,002,242.57</u>	<u>\$1,551,863.10</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>\$2,554,105.67</u>	<u>\$1,002,242.57</u>	<u>\$1,551,863.10</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>\$2,554,105.67</u>	<u>\$1,002,242.57</u>	<u>\$1,551,863.10</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,554,105.67</u>	<u>\$1,002,242.57</u>	<u>\$1,551,863.10</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	7,040,477	7,040,477	3,122,768	Under	3,917,709
Total		0	7,040,477	7,040,477	3,122,768		3,917,709
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	9,594,583	9,594,583	2,195,628	1,929,382	5,469,572
Total		0	9,594,583	9,594,583	2,195,628	1,929,382	5,469,572

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 30 Capital Projects Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	7,040,477	7,040,477	3,122,768	Under	3,917,709
Total	0	7,040,477	7,040,477	3,122,768		3,917,709

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000 30-___-___-73_ Capital Project Equipment	0	442,500	442,500	0	0	442,500
89060 30-000-4__-39_ Other Purchased Prof. and Tech Services	0	362,505	362,505	57,100	270,689	34,717
89080 30-000-4__-45_ Construction Services	0	6,499,861	6,499,861	1,871,478	1,507,763	3,120,620
89100 30-000-4__-61_ General Supplies	0	1,544,246	1,544,246	147,189	104,175	1,292,882
89180 30-000-4__-8__ Other Objects	0	745,470	745,470	119,862	46,755	578,853
Total	0	9,594,583	9,594,583	2,195,628	1,929,382	5,469,572

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 40 Debt Service Funds

Assets and Resources

Assets:

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$0.00
	Total liabilities and fund equity		<u>\$0.00</u>

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2020 Ending date 2/28/2021 Fund: 40 Debt Service Funds

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 60 CAFETERIA

Assets and Resources

Assets:

101	Cash in bank		(\$98,361.37)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$148,721.00

Resources:

301	Estimated revenues	\$865,000.00	
302	Less revenues	(\$20,721.17)	\$844,278.83

Total assets and resources

\$894,638.46

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$98,361.37)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$4,856.00
	Other current liabilities		\$193,182.80
	Total liabilities		\$208,410.80

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$534,767.42
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$865,000.00	
602	Less: Expenditures	(\$178,772.34)	
	Less: Encumbrances	(\$534,767.42)	(\$713,539.76)
	Total appropriated		\$686,227.66

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$686,227.66
	Total liabilities and fund equity		<u>\$894,638.46</u>

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$865,000.00	\$713,539.76	\$151,460.24
Revenues	(\$865,000.00)	(\$20,721.17)	(\$844,278.83)
Subtotal	<u>\$0.00</u>	<u>\$692,818.59</u>	<u>(\$692,818.59)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$692,818.59</u>	<u>(\$692,818.59)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$692,818.59</u>	<u>(\$692,818.59)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$692,818.59</u>	<u>(\$692,818.59)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$692,818.59</u>	<u>(\$692,818.59)</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 7/1/2020 Ending date 2/28/2021 Fund: 60 CAFETERIA

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	20,721	Under	844,279
Total		865,000	0	865,000	20,721		844,279
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	178,772	534,767	151,460
Total		865,000	0	865,000	178,772	534,767	151,460

Starting date 7/1/2020 Ending date 2/28/2021 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	865,000	0	865,000	20,721	Under	844,279
Total	865,000	0	865,000	20,721		844,279

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	865,000	0	865,000	178,772	534,767	151,460
Total	865,000	0	865,000	178,772	534,767	151,460

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 61 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$773,822.96
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$350,262.58	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$350,262.58

Loans Receivable:

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

Other Current Assets

\$100,748.00

Resources:

301	Estimated revenues	\$3,155,200.00	
302	Less revenues	(\$1,635,144.48)	\$1,520,055.52

Total assets and resources

\$2,744,889.06

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	(\$0.40)
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$40,300.00
	Other current liabilities	\$1,033,159.71
	Total liabilities	\$1,073,459.31

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$961,219.57
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,155,200.00	
602	Less: Expenditures	(\$1,483,770.25)	
	Less: Encumbrances	(\$961,219.57)	(\$2,444,989.82)
	Total appropriated		\$1,671,429.75

Unappropriated:

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

Total fund balance

\$1,671,429.75

Total liabilities and fund equity

\$2,744,889.06

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,155,200.00	\$2,444,989.82	\$710,210.18
Revenues	(\$3,155,200.00)	(\$1,635,144.48)	(\$1,520,055.52)
Subtotal	<u>\$0.00</u>	<u>\$809,845.34</u>	<u>(\$809,845.34)</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>\$809,845.34</u>	<u>(\$809,845.34)</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>\$809,845.34</u>	<u>(\$809,845.34)</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>\$809,845.34</u>	<u>(\$809,845.34)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$809,845.34</u>	<u>(\$809,845.34)</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 7/1/2020 Ending date 2/28/2021 Fund: 61 ENTERPRISE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,901,200	254,000	3,155,200	1,635,144	Under	1,520,056
Total		2,901,200	254,000	3,155,200	1,635,144		1,520,056
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,901,200	254,000	3,155,200	1,483,770	961,220	710,210
Total		2,901,200	254,000	3,155,200	1,483,770	961,220	710,210

Starting date 7/1/2020 Ending date 2/28/2021 Fund: 61 ENTERPRISE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,901,200	254,000	3,155,200	1,635,144	Under	1,520,056
Total	2,901,200	254,000	3,155,200	1,635,144		1,520,056

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,901,200	254,000	3,155,200	1,483,770	961,220	710,210
Total	2,901,200	254,000	3,155,200	1,483,770	961,220	710,210

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 62 INTERNAL SERVICE FUND

Assets and Resources

Assets:

101	Cash in bank		\$306,356.27
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$36,600.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$36,600.00

Loans Receivable:

131	Interfund	\$3,393,064.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$3,393,064.00

Other Current Assets

\$71,424.00

Resources:

301	Estimated revenues	\$2,203,200.00	
302	Less revenues	(\$1,208,081.68)	\$995,118.32

Total assets and resources

\$4,802,562.59

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

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Starting date 7/1/2020 Ending date 2/28/2021 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,752,870.47
	Total liabilities		\$3,752,870.47

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$702,784.05
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$2,203,200.00	
602	Less: Expenditures	(\$1,389,014.29)	
	Less: Encumbrances	(\$702,784.05)	(\$2,091,798.34)
	Total appropriated		\$111,401.66
			\$814,185.71

Unappropriated:

770	Fund balance, July 1		\$235,506.41
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$1,049,692.12
	Total liabilities and fund equity		<u>\$4,802,562.59</u>

Starting date 7/1/2020 Ending date 2/28/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,203,200.00	\$2,091,798.34	\$111,401.66
Revenues	(\$2,203,200.00)	(\$1,208,081.68)	(\$995,118.32)
Subtotal	<u>\$0.00</u>	<u>\$883,716.66</u>	<u>(\$883,716.66)</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>\$883,716.66</u>	<u>(\$883,716.66)</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>\$883,716.66</u>	<u>(\$883,716.66)</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>\$883,716.66</u>	<u>(\$883,716.66)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$883,716.66</u>	<u>(\$883,716.66)</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 7/1/2020 Ending date 2/28/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,203,200	0	2,203,200	1,208,082	Under	995,118
Total		2,203,200	0	2,203,200	1,208,082		995,118
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,203,200	0	2,203,200	1,389,014	702,784	111,402
Total		2,203,200	0	2,203,200	1,389,014	702,784	111,402

Starting date 7/1/2020 Ending date 2/28/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,203,200	0	2,203,200	1,208,082	Under	995,118
Total	2,203,200	0	2,203,200	1,208,082		995,118

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,203,200	0	2,203,200	1,389,014	702,784	111,402
Total	2,203,200	0	2,203,200	1,389,014	702,784	111,402

Transfers by Transfer Number

Bergen County Vo-Tech Schools

Start date 2/1/2021

End date 2/28/2021

21-F-1517

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TR#	Transfer Description	Amount		To Account	From Account
2854	02/22/21 :CONSTRUCTION PROJECTS	200,000.00	12-000-400-450-DO	CONSTRUCTION SERVICES	11-000-291-220-DB SOCIAL SECURITY
		150,000.00	12-000-400-450-DO	CONSTRUCTION SERVICES	11-000-291-241-DB OTHER RETIREMENT
		868,000.00	12-000-400-450-DO	CONSTRUCTION SERVICES	11-000-291-272-DB HEALTH
2857	02/22/21 ::PERS RECLASSIFICATION	11,000.00	13-330-200-200-PS	EMPLOYEE BENEFITS	11-000-291-241-DB OTHER RETIREMENT
		43,000.00	13-413-200-200-EM	EMPLOYEE BENEFITS	11-000-291-241-DB OTHER RETIREMENT
		39,000.00	13-629-200-200-DA	EMPLOYEE BENEFITS	11-000-291-241-DB OTHER RETIREMENT
2883	02/28/21 :GRANTS DEPT SUPPLIES	500.00	13-416-200-610-GM	SUPPLIES & MATERIALS	13-416-200-580-GM TRAVEL
2884	02/28/21 :ATHLETICS EQUIPMENT	8,250.00	12-000-100-731-AT	EQUIPMENT	11-402-100-610-AT SUPPLIES & MATERIALS
2885	02/28/21 :BCA CLASSROOM EQUIPMENT	9,200.00	12-000-100-730-AC	EQUIPMENT	11-140-100-610-AC GENERAL SUPPLIES
2886	02/28/21 :ATHS CLASSROOM EQUIP	500.00	12-000-100-730-BC	EQUIPMENT	11-310-100-610-BC GENERAL SUPPLIES
2887	02/28/21 :TETERBORO EQUIPMENT	5,600.00	12-000-100-730-TT	INSTRUCTIONAL EQUIPMENT	11-310-100-610-TT GENERAL SUPPLIES
2888	02/28/21 :OPERATIONS SALARIES	15,000.00	11-000-262-110-DO	SALARIES - STUDENTS	11-000-262-101-DO SALARIES-OVERTIME
2890	02/28/21 :TRAINING SALARIES	3,450.00	11-000-223-104-DI	SALARIES OF OTHER PROF	11-000-221-500-DI OTHER PURCHASED SERVICES
2893	02/28/21 :PARAMUS TEXTBOOKS	1,000.00	11-310-100-640-PT	TEXTBOOKS	11-310-100-890-PT OTHER OBJECTS
2894	02/28/21 :TECH SHARED SERVICES	200,000.00	61-950-200-200-IN	EMPLOYEE BENEFITS	- - -
2896	02/28/21 :GROUNDS DEPT REPAIRS	4,500.00	11-000-263-420-DO	CLEANING REPAIR AND	11-000-262-610-DO GENERAL SUPPLIES
2900	02/28/21 :TECHNOLOGY EQUIPMENT	6,000.00	12-000-252-732-DT	EQUIPMENT	11-000-252-610-DT GENERAL SUPPLIES
		1,565,000.00	Report Total		

SHARED SERVICES AGREEMENT
SITE TECHNICIAN SERVICES - TECHNOLOGY SUPPORT SERVICES

THIS AGREEMENT made this 1st day of October, in the year Two Thousand and Twenty, by and between North Arlington Board of Education (hereinafter referred to as "North Arlington", having offices located at 222 Ridge Road, North Arlington, NJ 07031 and the Bergen County Technical Schools Board of Education (hereinafter referred to as "Bergen", 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 purposes of any of the participating entities; and

WHEREAS, Bergen and North Arlington are authorized to provide the services of a site technician services for their respective entities; and

WHEREAS, Bergen and North Arlington are of the opinion that the services of a site technician 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 an interlocal services agreement which would authorize the subcontracting of the services of a site technician services by Bergen to provide site technician services to North Arlington;

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

1. Services to be Performed

Bergen agrees to provide the services of a Level 3 technician to North Arlington.

2. Standards and Scope of Performance

a. The Level 3 Technician shall provide the following services to North Arlington for forty (40) hours per week for the duration of this Agreement:

1. The Level 3 Technician will provide all technical coverage including but not limited to network, server and administrative support. This includes supervision of technical staff and support for administrative functions throughout the district.

b. Bergen further agrees to provide Technology Support Services for the duration of this Agreement, technology support services to North Arlington utilizing experienced professional Information Technology Technicians in conjunction with an Online Helpdesk. Areas of service shall include:

1. Server administration;
2. Server setup and reconfiguration;
3. Network management;
4. Security assessment;
5. Website management;
6. Hardware and software support;
7. Printer maintenance;
8. E-Mail administration;
9. Technology inventory;
10. Scheduled staff training;

3. Costs

a. Level 3 Technician Services. North Arlington shall pay Bergen seventy eight thousand three hundred dollars (\$78,300), which is the cost of the Level 3 technician's salary inclusive of benefits, to be performed under this Agreement for the period beginning October 1, 2020 and ending June 30, 2021.

b. Technology Support Services; North Arlington shall pay Bergen Twenty two thousand five hundred dollars (\$22,500) for the services of the technology support services to be performed under this Agreement for the period beginning October 1, 2020 and ending June 30, 2021.

4. Duration

a. This Agreement shall commence on October 1, 2020 and shall end on June 30, 2021. 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. North Arlington may terminate this Agreement if Bergen (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 may terminate this Agreement if North Arlington (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 shall submit to North Arlington a voucher for payment of the costs set forth in Paragraph 3 of this Agreement on a monthly basis. North Arlington shall reimburse Bergen before the first day of the following month.

6. Indemnification and Insurance

a. North Arlington assumes all liability for, and agrees to indemnify and hold Bergen 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 North Arlington, its agents, servants or employees related to the performance of North Arlington's obligations under the terms of this Agreement.

b. Bergen assumes all liability for, and agrees to indemnify and hold North Arlington 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, its agents, servants or employees related to the performance of Bergen's obligations under the terms of this Agreement.

c. All 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 parties 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 all parties to the Agreement.

9. Waiver

No waiver by any 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. No party may waive any of its rights or any obligations of the other parties 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:

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

For North Arlington:

Mrs. Samantha Dembowski
Business Administrator
North Arlington Board of Education
222 Ridge Road,
North Arlington, NJ 07031

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 Bergen, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising there from. 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

No party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the others, 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

Each party shall maintain a copy of this Agreement on file at their offices, which shall be open to the public for inspection.

17. Limitation of Employment

NORTH ARLINGTON 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, NORTH ARLINGTON 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 NORTH ARLINGTON violates this provision, NORTH ARLINGTON 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 NORTH ARLINGTON'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.

NORTH ARLINGTON BOARD OF ED

By: Samantha Dembowski By: Michele Higgins
Samantha Dembowski Michele Higgins
Business Administrator/ Board President
Board Secretary

BERGEN COUNTY
TECHNICAL SCHOOLS
BOARD OF EDUCATION

By: John Susino By: Dr. Lawrence Meyerson
John Susino Dr. Lawrence Meyerson
Business Administrator/ Board President
Board Secretary

SHARED SERVICES AGREEMENT
TECHNOLOGY SUPPORT SERVICES

THIS AGREEMENT made this 1st day of July, in the year Two Thousand and Twenty one, by and between **Ridgefield Park School District** (hereinafter referred to as "**Ridgefield Park**"), having offices located at 712 Lincoln Ave, Ridgefield Park, NJ 07660 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 **Ridgefield Park** are both authorized to provide the services of technology support services for their respective entities; and

WHEREAS, Bergen Tech and **Ridgefield Park** 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 **Ridgefield Park**;

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 general technology Support services to **Ridgefield Park** on an as needed basis for the purpose of project based computer deployment and basic training.

2. Standards and Scope of Performance

- a. Level I - Support Technician - Bergen Tech agrees to provide the Ridgefield Park School District with Level I support which includes desktop level support services.
- b. Level II - Server Administration - Bergen Tech agrees to provide the Ridgefield Park School District with Level II support which includes all support listed above as well as server administration and trouble-shooting support services.
- c. Level III - Network Administration - Bergen Tech agrees to provide the Ridgefield Park School District with Level III support which includes all support listed above as well as Network administration and trouble-shooting support services.

3. Costs

- a. Level I - Support Technician - **Ridgefield Park** shall pay Bergen Tech an hourly rate of \$80.00 for support technician services during normal business hours (8:00 am to 6:00 pm Monday through Friday) on an **as needed basis** to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

Ridgefield Park shall pay Bergen Tech an hourly rate of \$120.00 for support technician services during after business hours (6:01 pm to 7:59 am Monday through Friday and 12:00am to 11:59pm Saturday and Sunday) on an **as needed basis** to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

- b. Level II - Server Administration - **Ridgefield Park** shall pay Bergen Tech an hourly rate of \$95.00 for server administration services during normal business hours (8:00 am to 6:00 pm Monday through Friday) on an **as needed basis** to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

Ridgefield Park shall pay Bergen Tech an hourly rate of \$142.50 for support server administration services during after business hours (6:01 pm to 7:59 am Monday through Friday and 12:00am to 11:59pm Saturday and Sunday) on an **as needed basis** to be performed under this

Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

- c. Level III - Network Administration - Ridgefield Park shall pay Bergen Tech an hourly rate of \$110.00 for network administration services during normal business hours (8:00 am to 6:00 pm Monday through Friday) on an **as needed basis** to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

Ridgefield Park shall pay Bergen Tech an hourly rate of \$165.00 for network administration services during after business hours (6:01 pm to 7:59 am Monday through Friday and 12:00am to 11:59pm Saturday and Sunday) on an **as needed basis** to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

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 **Ridgefield Park** 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, 2021 and shall end on June 30, 2022. 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. **Ridgefield Park** 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 **Ridgefield Park** (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 **Ridgefield Park** a voucher for payment of the costs set forth in Paragraph 3 of this Agreement on a monthly basis. **Ridgefield Park** shall reimburse Bergen Tech before the first day of the following month.

6. Indemnification and Insurance

- a. **Ridgefield Park** 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 **Ridgefield Park**, its agents, servants or employees related to the performance of **Ridgefield Park's** obligations under the terms of this Agreement.
- b. Bergen Tech assumes all liability for, and agrees to indemnify and hold **Ridgefield Park** 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 Ridgefield Park:

Mr. James Tevis
Business Administrator/Board Secretary
Ridgefield Park School District
712 Lincoln Ave,
Ridgefield Park, NJ 07660

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 Bergen, 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

Ridgefield Park 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, Ridgefield Park 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 Ridgefield Park violates this provision, Ridgefield Park 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 Ridgefield Park'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:

RIDGEFIELD PARK
SCHOOL DISTRICT

By: _____

James Tevis
Business Administrator/
Board Secretary

By: _____

Christopher Gibbons
Board President

Dated: _____

03/24/2021

Dated: _____

03/25/2021

BERGEN TECH REGIONAL
HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____

John Susino
Business Administrator/
Board Secretary

By: _____

William Connelly
Board President

Dated: _____

4/29/21

Dated: _____

4/29/21

SHARED SERVICES AGREEMENT
TECHNOLOGY SUPPORT SERVICES

THIS AGREEMENT made this 1st day of July, in the year Two Thousand Twenty one, by and between **the Borough of Little Ferry** (hereinafter referred to as "**Borough**"), having offices located at 217 Liberty Street, Little Ferry, New Jersey 07643 and the Bergen County Technical Schools Board of Education (hereinafter referred to as the "**Bergen**"), having offices located at 540 Farview Avenue, 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 purposes of any of the participating entities; and

WHEREAS, Bergen and Little Ferry Borough are both authorized to provide the services of a network technician and technology support services for their respective entities; and

WHEREAS, Bergen and Little Ferry Borough are of the opinion that the services of a level 1 technician and 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 services agreement which would authorize the subcontracting of the services of a network technician and technology support services by Bergen to provide a level 1 technician and technology support services to Little Ferry Borough;

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

1. Services to be Performed

Bergen agrees to provide the services of a level 1 technician and technology support services to Little Ferry Borough.

2. Standards and Scope of Performance

a. The level 1 technician shall provide the following services to Little Ferry Borough for eight (8) hours per week for the duration of this Agreement:

1. Overall technical support services, including the troubleshooting, diagnosis and correction of any and all problems with Little Ferry Borough's hardware and software systems and components;
2. The set-up, installation, breakdown and configuration of Little Ferry Borough's computer hardware and software systems and components;
3. General network administration services.

b. Bergen further agrees to provide Technology Support Services for the duration of this Agreement, technology support services to Little Ferry Borough Administrative and Law Enforcement Offices; utilizing experienced professional Information Technology Technicians in conjunction with an Online Helpdesk. It is understood by Bergen that the Borough's Law Enforcement Offices operate twenty (24) hours per day, seven (7) per week and support shall be provided in accordance with said hours and per Local, State and Federal Law Enforcement rules and regulations. This includes but is not limited to Bergen employees assigned to Law Enforcement support to be CJIS (Criminal Justice Information Services) Certified.

Areas of service shall include:

1. Server administration;
2. Server setup and reconfiguration;
3. Network management;
4. Security assessment;
5. Website management;
6. Hardware and software support;
7. Printer maintenance;
8. E-Mail administration;
9. Technology inventory;
10. Scheduled staff training;
11. Data Backup management in accordance with best practices
12. Dual authenticated remote access for Administrator.

3. Costs

a. Level One Technician Little Ferry Borough shall pay Bergen thirteen thousand nine hundred dollars (\$13,900.00), which is the cost of the level one technician salary inclusive of benefits, for the services of the level one technician to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

b. Technology Support Services Little Ferry Borough shall pay Bergen Sixteen thousand five hundred dollars (\$16,500.00) for the services of the technology support services to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

4. Little Ferry Athletic Fields

In addition to the computer technology support services provided as set forth in this Agreement, Little Ferry Borough shall permit Bergen to utilize and access Bassano Field at Indian Lake Drive for the use of Bergen's Baseball and Softball program. Bergen shall not be required to pay any fee or obtain a daily permit for its use of the Bassano Field and, in consideration for being permitted to use of Bassano Field on those terms, Bergen is providing the technology services set forth herein at an

appropriately discounted cost and/or rate as set forth in Paragraph 3 herein.

Bergen shall be permitted access to Bassano Field from 3:00 p.m. to 6:30 p.m., Monday through Friday from March 1, 2022 through April 9, 2022, and on Saturdays from 8:00 a.m. to 12:00 p.m. (the "Permit Period"). Bergen is permitted to utilize the synthetic turf fields as well as the two (2) adjacent batting tunnels for practices and scrimmages. At the end of each permitted session, Bergen must ensure that the fields, dugout area(s), and batting tunnels are clean and free of debris, and Bergen must also secure the field and the bathrooms.

Bergen is permitted to mobilize and leave at Bassano Field during the permitted use periods batting screens, nets, bases, portable mounts, and any other training appurtenances required, provided that such equipment is properly stored and secured at the end of each practice session. Neither party takes any responsibility for damage or theft of the others property or equipment left at Bassano Field during off-hours.

Bergen may also schedule a total of three (3) night baseball games at Bassano Field during the months of April and May, provided that the start time of the games is not later than 6:30 p.m., and also, with the agreement and consent of Little Ferry Borough, which shall not be unreasonably withheld.

During the Permit Period, the point of contact for Bergen shall be its Athletic Director, and for Little Ferry Borough will be the Borough Administrator.

5. Duration

a. This Agreement shall commence on July 1, 2021 and shall end on June 30, 2022. 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. The actual billing start date of said agreement will begin upon delivery of said services.

b. Little Ferry Borough may terminate this Agreement if Bergen (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 may terminate this Agreement if Little Ferry Borough (1) persistently or repeatedly fails to make payment in accordance with this Agreement; or (2) otherwise commits a breach of this Agreement.

6. Payment Procedures

Bergen shall submit to Little Ferry Borough a voucher for payment of the costs set forth in Paragraph 3 of this Agreement on a quarterly basis (prorated to the actual start of service). Little Ferry Borough shall reimburse Bergen in full within one month of receipt of final invoice.

7. Indemnification and Insurance

a. Little Ferry Borough assumes all liability for, and agrees to indemnify and hold Bergen 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 Little Ferry Borough, its agents, servants or employees related to the performance of Little Ferry Borough's obligations under the terms of this Agreement.

b. Bergen assumes all liability for, and agrees to indemnify and hold Little Ferry Borough 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, its agents, servants or employees related to the performance of Bergen'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.

8. 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.

9. Modification

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

10. 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.

11. 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.

12. 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:

Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical Schools
540 Farview Avenue
Paramus, New Jersey 07652

For Little Ferry Borough:

Paula Cozzarelli
Township Administrator
Little Ferry Borough
217 Liberty Street
Little Ferry, New Jersey 07643

13. 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 Bergen, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising there from. 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.

14. 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.

15. 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.

16. 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.

17. Public Inspection

Each party shall maintain a copy of this Agreement on file at their offices, which shall be open to the public for inspection.

18. Limitation of Employment

Little Ferry Borough 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, Little Ferry Borough 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

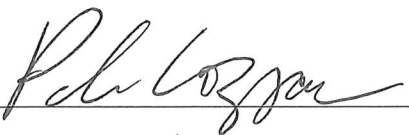
Agreement. This provision shall be construed by the parties as a covenant independent of any other term or condition contained in this Agreement. In the event that Little Ferry Borough violates this provision, Little Ferry Borough shall pay Bergen, for each violation, a monetary amount equal to one (1) 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 Little Ferry Borough'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:

Township of Little Ferry
Borough

By: _____



Paula Cozzarelli
Township Administrator

By: _____



Mauro D. Raguseo
Mayor

BERGEN COUNTY TECHNICAL
SCHOOLS BOARD OF EDUCATION

By: _____

John Susino
Business Administrator/
Board Secretary

By: _____



William Connelly
Board President



YOUR GOALS. OUR MISSION.

21-F-169T

BCTSOH-17002

March 23, 2021

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

RE: **BERGEN COUNTY TECHNICAL SCHOOL, TETERBORO CAMPUS
PROFESSIONAL ENGINEERING SERVICES - FAÇADE INSPECTION**

Dear Mr. Susino:

We are pleased to submit this Proposal for Professional Engineering Services for a facade inspection at the Bergen County Technical School District, Teterboro Campus.

BACKGROUND

It is our understanding that Bergen County Technical School Districts would like to perform a structural inspection of the Teterboro Campus as had previously been conducted at the Hackensack Campus. The extent of the inspection is intended to provide a condition survey of the building with recommended repairs and costs associated with those repairs for budgeting purposes. This proposal includes effort for a 100% visual inspection of all exterior walls of the facility including hands on inspections as determined in the field by our inspection team. In addition, laser scanning of the exterior facade and thermal imaging of the facility will be performed by our subconsultants.

SCOPE OF SERVICES

I. Façade Inspection

The Bergen County Technical School Teterboro Campus is located on Central Avenue in Teterboro. The building has a footprint of approximately 202,000 square feet in area with approximately 1,800 linear feet of perimeter wall.

The first steps at the onset of the project will be to search and review available drawings, previous condition survey reports, and other relevant material; perform a preliminary site visit of the buildings to be inspected and develop field forms for the inspection.

A two-person team, led by Joel Uchno, PE, will perform this condition survey. The survey will include 100% hands on inspection of all unobstructed façade elements. Items to be inspected include, the exterior brick masonry and concrete facade, all louvers, windows and lintels on the exterior, all pipe and conduit attachments to the exterior façade, and parapets. Elements observed with signs of advanced deterioration will be inspected more closely with additional hands-on inspections. Inspection teams will also observe all previously reported repairs. Each deficiency observed will be identified as to its current state identifying the type of deficiency and quantity of deficiency along with location. Testing of material for physical properties and/or environmental impacts is not part of the inspection. Personnel will utilize various hand-held equipment such as sounding hammers, tape measures, screwdrivers, binoculars and cameras as necessary to complete the inspection.

T&M also anticipates the use of a 20-foot ladder and 65-foot manlift to perform the façade inspections. All T&M personnel have been trained in fall protection and will use appropriate fall protection equipment.



March 23, 2021

Page 2 of 4

Equipment to include full body harnesses and retractable lanyards along with other personal protective equipment (PPE).

Inspections will be coordinated with facility personnel for access to the building, at no time will inspections interfere with operations. T&M will coordinate with the facility and Bergen County School on a weekly basis to schedule the upcoming week's inspections.

II. Thermal Imaging

T&M anticipates utilizing The Thermo Group of Hackettstown NJ to conduct the thermal imaging of the perimeter of the building. The Thermo Group has previously provided thermal imaging to the Bergen County Technical and Special Services School Districts for the Hackensack Campus. Scheduling for the imaging services will be weather driven as a soaking rain is necessary to perform the study. Results from the imaging will be incorporated into T&M's findings.

III. Laser Scanning

T&M also anticipates utilizing the services of Geod Corporation to perform a laser scan of the exterior of the building in conjunction with the visual observations. The laser scan will provide a visual 3D model of the building. This will help identify small variations in the building vertical alignment. This in conjunction with the visual observations can help identify areas that may have anchoring issues for the exterior veneer.

IV. Report Preparation

T&M will develop the Condition Survey Report. The report will be prepared using Word, Excel and AutoCAD documents. Data from field inspection forms will be transferred to Excel files for collation. Once all the input has been gathered, the data will be sorted into repair items and developed into repair categories based on urgency of repair. All items identified will be transcribed onto an AutoCAD drawing along with appropriate photo designations that will also be included in the report. In addition to the structural components, T&M will also coordinate and incorporate into the report the Thermal Imaging Study and 3D scans. Upon collation of all the field data, T&M will also prepare a preliminary cost estimate. The cost estimate will be based on the repairs recommended and utilizing cost estimating manuals and the most recent construction costs available.

T&M will submit 2 copies of the complete Pre-Final Condition Survey Report to the Bergen County Technical and Special Services School Districts for review and comment. Upon Receipt and incorporation of comments, T&M will finalize the report and submit two hard copies along with a pdf of the report.

INFORMATION TO BE PROVIDED BY THE CLIENT/OWNER

1. Access to the site.
2. Any available building plans

EXCLUSIONS

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

1. Design of structural repairs.
2. Preparation of construction documents.
3. Inspection of the roof membrane system



March 23, 2021
Page 3 of 4

4. Interior inspections
5. Services not specifically listed are not included.

SCHEDULE

We anticipate completing the report within 4 weeks of completing all site investigations including the thermal imaging and 3D scans.

SCHEDULE OF FEES

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

TASK	ITEM	DESCRIPTION	LUMP SUM FEE
I	INSPECTION SERVICES		
	1	Condition Survey	\$13,300
	2	Thermal Imaging	\$5,400
	3	3D Scanning	\$8,700
	4	Report Preparation	\$17,100
TOTAL			\$44,500

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



BCTSOH-17002
BERGEN COUNTY TECHNICAL SCHOOL, TETERBORO CAMPUS
PROFESSIONAL ENGINEERING SERVICES – FAÇADE INSPECTION

March 23, 2021

Page 4 of 4

We thank you for the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require additional information, please do not hesitate to contact me at 973.614.0005 or RKeady@tandmassociates.com.

Very truly yours,

T&M ASSOCIATES

ROBERT R. KEADY JR., PE, CME
SR. VICE PRESIDENT

Enclosures: Standard Terms & Conditions of Professional Services

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

JOHN SUSINO, BUSINESS ADMINISTRATOR
BERGEN COUNTY TECHNICAL SCHOOLS

**BCTS/BOSCC
ITA CONTRACT LOG
Board Resolution April 29, 2021**

21-F-168T

<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>
20.825.130.324V1	Avtech Institute	2201	117016	BADR, Amal	3/28/2021-7/24/2021	4,000.00	DF	300
20.831.130.324V1	Atlantic Cty Schl Prof ED	Q832	117038	SANCHEZ, Jennifer	4/19/2021-6/2/2021	4,000.00	LT	255
20.831.130.324V1	American Inst.	3203	117018	RODRIGUEZ, Laura	4/19/2021-3/18/2022	4,000.00	SR	1080
20.831.130.324V1	Bergen Blended	5318	117031	MURPHY, Wendy	4/19/2021-9/17/2021	4,000.00	AW	400
20.831.130.324V1	Branford Inst.	5468	17035	RUAN, Rysell	5/17/2021-6/25/2021	3,650.00	AW	120
20.831.130.324V1	Emerging Technologies	F928	117037	CARACCIO, Michael	3/22/2021-9/4/2021	3,947.00	DF	480
20.831.130.324V1	Ideal Driving	2505	117036	MIRANDA, Alexander	4/5/2021-6/25/2021	4,000.00	SR	240
20.831.130.324V1	Jersey Tractor	U197	117023	ALI, Yusuf	4/12/2021-5/21/2021	4,000.00	SR	180
20.831.130.324V1	Jersey Tractor	U197	117023	AMORIM, Armino	4/12/2021-5/21/2021	4,000.00	SR	180
20.831.130.324V1	Jersey Tractor	U197	117023	ASA-AWUKU, Kwame	4/5/2021-5/14/2021	4,000.00	SR	180
20.831.130.324V1	Jersey Tractor	U197	117023	FIELDS, David	4/5/2021-5/14/2021	4,000.00	SR	180
20.831.130.324V1	Jersey Tractor	U197	117023	FIREK, Daniel	4/5/2021-5/14/2021	4,000.00	DF	180
20.831.130.324V1	Jersey Tractor	U197	117023	GRYNBERG, Henry	4/12/2021-5/12/2021	4,000.00	DF	180
20.831.130.324V1	Jersey Tractor	U197	117023	HAIMOR, Ammar	4/5/2021-5/14/2021	4,000.00	DF	180
20.831.130.324V1	Jersey Tractor	U197	117023	HAWKINS, Kysan	4/5/2021-4/23/2021	1,333.33	SR	30
20.831.130.324V1	Jersey Tractor	U197	117023	LINDGREN, Keith	4/19/2021-5/28/2021	4,000.00	SR	180
20.831.130.324V1	Jersey Tractor	U197	117023	MCLEAN, Ronald	3/29/2021-5/7/2021	4,000.00	SR	180
20.831.130.324V1	LasComp Inst	U197	117023	NICHOLSON, Dakim	4/12/2021-5/12/2021	4,000.00	SR	180
20.831.130.324V1	LasComp Inst	2174	117010	ARETON-O'MARA, Lana	4/12/2021-7/30/2021	4,000.00	SR	320
20.831.130.324V1	LasComp Inst	2174	117010	CHAVEZ, Xavier	4/5/2021-6/25/2021	4,000.00	SR	240
20.831.130.324V1	LasComp Inst	2174	117010	MCQUADE, Kathleen	3/22/2021-8/6/2021	4,000.00	SR	400
20.831.130.324V1	LasComp Inst	2174	117010	ORE, Jimmy	4/5/2021-6/25/2021	4,000.00	SR	240
20.831.130.324V1	Ramapo	2672	117011	DONG, Roland	3/31/2021-7/28/2021	4,000.00	DF	96
20.831.130.324V2	Robotech CAD	3876	117029	SERNA, Jaime	4/5/2021-6/8/2021	4,000.00	DF	200
20.831.130.324V1	Rutgers CCPD	7378	117012	DIAZ-BENEFIELD, Diana	4/5/2021-7/17/2021	2,995.00	SR	300
20.831.130.324V1	Rutgers CCPD	7378	117012	HO, Richard	4/26/2021-5/15/2021	2,375.00	SR	60
20.831.130.324V1	Rutgers CCPD	7378	117012	JOHN, Cathy	4/12/2021-6/26/2021	3,955.00	AW	220
20.831.130.324V1	Rutgers CCPD	7378	117012	MANON, Wilfredo	3/29/2021-9/11/2021	4,000.00	SR	480
20.831.130.324V2	Jersey Tractor	U197	117023	BORTNICK, Robert	4/5/2021-5/14/2021	4,000.00	DF	180
20.831.130.324V2	Jersey Tractor	U197	117023	HAMMAD, Hammad	3/29/2021-5/7/2021	4,000.00	DF	180
20.831.130.326V1	Metro N Y Insulation	T538	117039	COSTA, Gary	4/5/2021-7/29/2021	9,843.00	KT	640