

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

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

**December 7, 2021**

**AGENDA**

#	<b><u>ADMINISTRATION RESOLUTIONS</u></b>
22-A-53T	Approval – WIA/WFNI/WLL One Stop Administration and Oversight
22-A-54T	Approval – Students Suspensions
22-A-55T	Approval - Professional Development Providers and Services 2021-2022 School Year
22-A-56T	Approval Of Superintendent Decision Regarding HIB Case
22-A-57T	Approval—Internship—Passaic County Community College
22-A-58T	Approval – Articulation Agreement – Bergen Community College and BCTS – AHS for 2021-2022 School Year
22-A-59T	Approval – 1 <sup>st</sup> Reading BOE Policies/Regulations
22-A-60T	Approval – 2 <sup>nd</sup> Reading BOE Policies
22-A-61T	Approval – Deletion of Policies
22-A-62T	Approval – Field Trips
22-A-63T	Approval – Travel Expenses
	<b><u>PERSONNEL RESOLUTIONS</u></b>
22-P-61T	Approval – 2021-2022 Staff Appointments
22-P-62T	Approval – 2021-2022 Salary Reclassification - Certificated
22-P-63T	Approval – 2021-2022 Salary Reclassification – Non-Certificated
22-P-64T	Approval – Revised 2021-2022 Student Abbreviated Day Calendar
22-P-65T	Approval – 2021-2022 District Substitute Teachers
22-P-66T	Approval – 2021-2022 EMT Temperature Takers
22-P-67T	Approval – 2021-2022 Long Term Substitute Teachers
22-P-68T	Approval – 2020-2021 & 2021-2022 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
22-P-69T	Approval – Leave(s) of Absence
22-P-70T	Approval – Retirements
22-P-71T	Approval - Resignation
22-P-72T	Approval - Sidebar Agreement Regarding Athletics Stipends Amending The 2020-2023 Bergen County Vocational-Technical Schools Education Association Contract
22-P-73T	Approval—Sidebar Agreement Regarding Advisory Board Coordination Stipend Amending The 2020-2023 Bergen County Vocational-Technical Schools Education Association Contract
22-P-74T	Approval—Sidebar Agreement Regarding Teacher Overload Compensation Amending The 2020-2023 Bergen County Vocational-Technical Schools Education Association Contract
	<b><u>FINANCE RESOLUTIONS</u></b>
22-F-88T	Approval-Payments of Bills: October-December 2021
22-F-89T	Monthly Certification- September & October 2021 Board Secretary/School Financial Report
22-F-90T	Line Item Transfers October 2021
22-F-91T	Approval – Acceptance of Special, Federal, State and Private Funds and Establishment of Budget (Perkins Grant)

<b>22-F-92T</b>	Approval – Acceptance of Special, Federal, State and Private Funds and Establishment of Budget (Perkins Secondary Grant)
<b>22-F-93T</b>	Approval – Professional Services to Provide a Feasibility Study for the Expansion of Culinary Arts Space – Paramus Campus
<b>22-F-94T</b>	Approval – Renewal of Educators Legal Liability Insurance
<b>22-F-95T</b>	Approval – Shared Services Agreement Technology Support for Haworth Public Schools
<b>22-F-96T</b>	Approval – Award of Contract to Furnish and Deliver Various Science Chemicals and Reagents for Hackensack Campus
<b>22-F-97T</b>	Approval – Award of Contract to Furnish and Deliver Various Maintenance Uniforms and Shoes for BCTS
<b>22-F-98T</b>	Approval – WIOA Formula Individual Training Account Log
<b>22-F-99T</b>	Approval – Acceptance of Donation
<b>22-F-100T</b>	Approval – Renewal Prescription Premium Insurance Rates: 1/1/22-12/31/22; Maxorplus

## ADMINISTRATION

### 22-A-53T      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 October 31, 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFNJ/FS/GA</u>
82 Clients	8 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
2 Clients	0 Clients	2 Clients

2.      LEVELS OF SERVICE: Adults      7/1/21-10/31/21

Placed in Training	92
Workforce Learning Link Basic Skills	131
Workforce Learning Link Soft Skills	126

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

3.      FINANCIAL SUMMARY: As of October 31, 2020:

	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
<u>WIOA</u>		
Adult	32%	20%
Dislocated Worker	46%	34%
Youth Out-of-School	54%	20%
Work First New Jersey (WFNJ)	84%	16%
Workforce Learning Link	61%	2%
Smart Steps	0%	0%
Program Administration	70%	8%

(See Accrued Expense & Obligation Report: Fiscal Year 2022-Program Year 2021 for details).

4.      Plant Closings: Rapid Response October 2021:      None

22-A-54T

**APPROVAL—REPORT OF STUDENT SUSPENSIONS**

**RESOLUTION**

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

November 2021

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

22-A-55T

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

**RESOLUTION**

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

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

NAME	SERVICE	RATE	DATE
NERAC - Patent Investigation	Parent Licensee Investigation to provide BCTS with five suitable targets for Licensing	\$12,500.00	2021-2022
Four Winds Hospital	Home Instruction for BCA Student	\$60/hour	10/13/21-10/29/21
Silvergate Prep	Home Instruction for Teterboro Student	\$72/hour	10/28/21-11/26/21
Steven Schwimmer	Professional Development 3 Sessions (2 hour each) for staff at BCA: Incorporating Economic and Financial Concepts, Data and Analysis in an Interdisciplinary Context.	\$1,800.00	2021-2022
Heroes and Cool Kids	Enrollment Fee and services for curriculum development, honorariums, printed materials and on-site training	\$4,500.00	2021-2022
Comprehensive Behavioral Care	7 day Mental Health Training for students	\$2,450.00 including books for Students	October/November 2021
Workplace Diversity	Provide Network Services 20-Job Posting Package	\$2,000.00 (grant funded)	2021-2022
Mike Moskowitz	Graphic Design Services for Northern Valley Program	\$1,500.00	2021-2022

**22-A-56T      APPROVAL OF SUPERINTENDENT DECISION REGARDING HIB CASE**

**RESOLUTION**

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

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

WHEREAS, at the meeting of the Board held on November 1, 2021, the Superintendent reported on the following matters to the Board of Education:

BCTS School Year 2021-2022 HIB Case #1

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

**22-A-57T      APPROVAL—INTERNSHIP—PASSAIC COUNTY COMMUNITY COLLEGE**

**RESOLUTION**

WHEREAS Director of Technology **Edmund Hayward**, Bergen County Technical Schools, Hackensack, has recommended that **Darell Martinez** be approved for an internship; and

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

- |                               |  |
|-------------------------------|--|
| 1. Participating College:     | Passaic County Community College       |
| 2. Internship dates:          | October 22, 2021 through June 30, 2022 |
| 3. Cooperating Administrator: | Edmund Hayward                         |
| 4. Assignment:                | Technology Department                  |

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

**22-A-58T      APPROVAL – ARTICULATION AGREEMENT – BERGEN COMMUNITY COLLEGE AND BERGEN COUNTY TECHNICAL SCHOOLS – ATHS FOR 2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, Bergen Community College will offer variety of courses which shall provide college credits to students who meet the criteria as set forth in this agreement between Bergen County Technical Schools – Applied Technology High School and BCC;

BE IT RESOLVED that upon recommendation of Richard Panicucci, Assistant Superintendent of Curriculum, the Superintendent of BCTS is authorized to enter into the attached Agreement for a dual enrollment program between Bergen Community College and ATHS for the 2021-2022 School Year.

22-A-59T

**APPROVAL—FIRST READING —BOARD OF EDUCATION POLICIES/REGULATION****RESOLUTION**

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

**FIRST READING****Section 0000 – Bylaws**

0142.1M      Nepotism

**Section 1000 – Administration**

1648.14M      Safety Plan for Healthcare Settings in Schools – COVID-19

**Section 2000 – Program**

2421M      Career and Technical Education

**Section 3000 – Certificated Staff Members**

3113M      Nepotism

3125M      Employment of Teaching Staff Members

**Section 4000 – Non-Certificated Staff Members**

4113M      Nepotism

**Section 5000 – Students**

5751M      Sexual Harassment of Students

**Section 6000 – Finances**

6115.01M      Federal Awards/Funds Internal Controls – Allowability of Costs

6115.02M      Federal Awards/Funds Internal Controls – Mandatory Disclosures

6115.03M      Federal Awards/Funds Internal Controls – Conflict of Interest

6311M      Contracts for Goods or Services Funded by Federal Grants

**Section 7000 – Property**

7432M      Eye Protections Practices

**Section 8000 – Operations**

8420M      Emergency and Crisis Situations

**REGULATION – ONE READING ONLY**

**Section 3000 – Certificated Staff Members**

R3222M	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
R3223M	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
R3224M	Evaluation of Principals, Vice Principals, and Assistant Principals

**22-A-60T      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 November 1, 2021 meeting; and

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

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

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

**Section 1000 – Administration**

1648.11M	The Road Forward COVID-19
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**Section 2000 – Program**

2425M	Emergency or Remote Instruction
2467M	Surrogate Parents and Resource Family Parents

**Section 8000 – Operations**

8540M	School Nutrition Programs
8550M	Meal Charges/Outstanding Food Service Bill

**22-A-61T      APPROVAL—FIRST AND ONLY READING—DELETION OF BOE POLICIES**

**RESOLUTION**

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

**DELETION**

1648M	Restart and Recovery Plan
1648.02M	Remote Learning Options for Families
1648.03M	Restart and Recover Plan – Full-Time Remote Instruction

22-A-62T

## APPROVAL—CONFIRMATION—FIELD TRIPS

RESOLUTION

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

<u>School</u>	<u>Teterboro Campus</u>
Destination	2022 Bergen County Teen Arts Festival -Virtual
Dates	5/9/22-5/13/22
Purpose of Trip	Art Festival
Participant	60 students 3 teachers
Total Cost of Trip	\$400.00
Total Cost to Board	\$0
Student Cost	\$400.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
Mateusz Rojek	
Bridget Centeveno	
Randi Rose	

<u>School</u>	<u>Teterboro Campus</u>
Destination	Mountain Creek Resort, Vernon, NJ
Dates	1/18/22, 2/1/22, 2/15/22
Purpose of Trip	Ski Trip
Participant	40 students 14 teachers
Total Cost of Trip	\$1,537.68
Total Cost to Board	\$0
Student Cost	\$1,537.68
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
14 Teachers	

<u>School</u>	<u>Academy Campus</u>
Destination	2022 NJ Science Olympiad (On-Line)
Dates	3/22/22 – 3/24/22
Purpose of Trip	Science Team contest
Participant	20 students 2 teachers
Total Cost of Trip	\$
Total Cost to Board	\$0
Student Cost	\$1,537.68
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
2 Teachers	

<u>School</u>	<u>Academy Campus</u>
Destination	Quiz Bowl (Yale University) On-Line
Dates	1/8/22
Purpose of Trip	Quiz Bowl club event
Participant	12 students 2 teachers
Total Cost of Trip	\$145.00
Total Cost to Board	\$145.00
Student Cost	\$
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
2 Teachers	



<b><u>School</u></b>	<b><u>Teterboro Campus</u></b>
Destination	Tour of the Bergen County Jail
Dates	1/31/22
Purpose of Trip	Justice Discussion in Criminology
Participant	21 students 2 teachers
Total Cost of Trip	\$278.58
Total Cost to Board	\$13.27
Student Cost	\$265.31
<b><u>Participating Staff:</u></b>	<b><u>Reimbursement Amount</u></b>
2 Teachers	

<b><u>School</u></b>	<b><u>Academy Campus</u></b>
Destination	Quiz Bowl – NJ State History; Ridgewood HS
Dates	1/15/22
Purpose of Trip	Quiz Bowl club event
Participant	12 students 2 teachers
Total Cost of Trip	\$430.00
Total Cost to Board	\$0
Student Cost	\$430.00
<b><u>Participating Staff:</u></b>	<b><u>Reimbursement Amount</u></b>
2 Teachers	

<b><u>School</u></b>	<b><u>Academy Campus</u></b>
Destination	Bergen County Mock Trial Competition
Dates	TBD
Purpose of Trip	Mock Trial Competition
Participant	20 students 2 teachers
Total Cost of Trip	\$0
Total Cost to Board	\$0
Student Cost	\$0
<b><u>Participating Staff:</u></b>	<b><u>Reimbursement Amount</u></b>
2 Teachers	

<b><u>School</u></b>	<b><u>Teterboro Campus</u></b>
Destination	Cyber Patriots Competition (virtual)
Dates	10/2/21, 11/12/21, 12/10/21 and 1/21/22
Purpose of Trip	Competition
Participant	30 students 1 teacher
Total Cost of Trip	\$705.00
Total Cost to Board	\$60.00
Student Cost	\$315.00
Paid by Sponsor:	\$330.00
<b><u>Participating Staff:</u></b>	<b><u>Reimbursement Amount</u></b>
1 Teacher	

22-A-63T

## APPROVAL—CONFIRMATION—TRAVEL 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
Academy	Kaplan, Stephen	2022 Theatre Day for Teachers; Montclair State University	\$175.00	1/7/22
Academy	Pero, Victoria	2022 Theatre Day for Teachers; Montclair State University	\$175.00	1/7/22

# Bergen County Workforce Development Board Bergen One-Stop Career Center

## Accrued Expense & Obligation Report: Fiscal Year 2022-Program Year 2021 July 1, 2021 thru June 30, 2022 as of 10/31/21

Program	Total Budget	Total Obligated	% Obligated	Total Spent	Available Balance	Total Budget Funding Distribution
Adult	\$ 1,630,543	\$ 514,610	32%	\$ 185,270	\$ 1,115,933	<p><b>Total Budget Funding Distribution</b></p> <ul style="list-style-type: none"> <li>ADULT: \$1,630,543 (20%)</li> <li>DISLOCATED WORKER: \$2,692,029 (34%)</li> <li>WFNJ: \$1,263,349 (16%)</li> <li>OUT-OF-SCHOOL YOUTH: \$1,622,242 (20%)</li> <li>ADMIN: \$657,858 (8%)</li> <li>WLL: \$151,459 (2%)</li> <li>IN-SCHOOL YOUTH: \$- (0%)</li> <li>OTHER GRANTS: \$- (0%)</li> </ul>
Dislocated Worker (DW)	\$ 2,692,029	\$ 1,249,591	46%	\$ 562,589	\$ 1,442,438	
<b>Total Adult</b>	<b>\$ 4,322,572</b>	<b>\$ 1,764,201</b>	<b>41%</b>	<b>\$ 747,859</b>	<b>\$ 2,558,371</b>	
Youth In-School	\$ -	\$ -	#DIV/0!	\$ -	\$ -	
Youth Out-of-School	\$ 1,622,242	\$ 869,805	54%	\$ 268,504	\$ 752,437	
<b>Total Youth</b>	<b>\$ 1,622,242</b>	<b>\$ 869,805</b>	<b>54%</b>	<b>\$ 268,504</b>	<b>\$ 752,437</b>	
TANF	\$ 703,749	\$ 575,736	82%	\$ 88,741	\$ 128,013	
GA/SNAP & SNAP ONLY	\$ 559,600	\$ 489,123	87%	\$ 120,937	\$ 70,477	
<b>Total WFNJ</b>	<b>\$ 1,263,349</b>	<b>\$ 1,064,859</b>	<b>84%</b>	<b>\$ 209,678</b>	<b>\$ 198,490</b>	
Workforce Learning Link (WLL)	\$ 151,459	\$ 92,740	61%	\$ 42,027	\$ 58,719	
<b>Total WLL</b>	<b>\$ 151,459</b>	<b>\$ 92,740</b>	<b>61%</b>	<b>\$ 42,027</b>	<b>\$ 58,719</b>	
Program Administration	\$ 657,858	\$ 459,145	70%	\$ 177,497	\$ 198,713	
<b>Total Admin</b>	<b>\$ 657,858</b>	<b>\$ 459,145</b>	<b>70%</b>	<b>\$ 177,497</b>	<b>\$ 198,713</b>	
Smart Steps	\$ -	\$ -	#DIV/0!	\$ -	\$ -	
<b>Total Other Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total</b>	<b>\$ 8,017,480</b>	<b>\$ 4,250,750</b>	<b>53%</b>	<b>\$ 1,445,565</b>	<b>\$ 3,766,730</b>	

## DUAL ENROLLMENT

### ARTICULATION AGREEMENT

WHEREAS the parties to this agreement believe that planning and working together can strengthen their course offerings, provide new opportunities to students, increase the number of students they serve, encourage more students to earn a college degree, and qualify some courses for both high school and college credit, now, therefore, be it AGREED between:

**Bergen Community College, 400 Paramus Road, Paramus, NJ**

**and Applied Technical High School, Bergen Community College, Paramus campus**

This articulation has been agreed upon for the following Bergen Community courses:

<u>High School Course</u>	<u>BCC Course</u>	<u>Course Code</u>
Spanish	Spanish II	Lan-230, 3 credits
Medical Terminology	Medical Terminology	Moa-140, 3 credits
Anatomy & Physiology II	Anatomy & Physiology II	Bio-209, 4 credits
Post-War America	20th C US History Since WWII	His-114, 3 credits
Drafting I	Computer Aided Drafting I	Dft-210, 3 credits

The courses will be offered to students at the Applied Technical High School and carry the equivalent number of credits that traditional college students receive for taking the course at the college:

1. The Applied Technical High School agrees to incorporate the course content, assignments, assessments and expected outcomes contained in the BCC syllabus into their classroom curriculum. The course shall consist of the same number of class contact hours as that of the corresponding college course.
2. The Applied Technical High School must adopt the grading scale used by the College. Students who receive a grade of 70% or higher for the course will receive Bergen Community College credit for the course. Grades for the inter-institutional courses will be reflected on Bergen Community College's spring semester transcript.
3. Credits and degrees will only be granted in accordance with the academic policies and regulations described in the current Bergen Community College Catalog which information can be found online at [www.bergen.edu](http://www.bergen.edu).
4. The duration of this Agreement is the current 2021-2022 academic year and each year the two parties will meet to discuss renewal arrangements.

Bergen Community College

Bergen County Technical School

\_\_\_\_\_  
Dr. Brock Fisher  
Vice President of Academic Affairs

\_\_\_\_\_  
Dr. Howard Lerner  
Superintendent of BCTS

Date \_\_\_\_\_

Date \_\_\_\_\_

# POLICIES/REGULATIONS

## FIRST READING

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

## POLICY

**Section: BYLAWS**  
**Number: 0142.1M**

**Title: NEPOTISM**

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The Board of Education adopts this Nepotism Policy as a condition of receiving state aid pursuant to N.J.A.C. 6A:23A-6.2.

### DEFINITION – RELATIVE

For purposes of this policy, “relative” means an individual’s spouse, civil union partner pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner by blood, marriage, or adoption.

### DEFINITION – IMMEDIATE FAMILY MEMBER

For purposes of this policy, “immediate family member” means the person’s spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child, parent, or sibling, residing in the same household.

### DEFINITION – ADMINISTRATOR

For purposes of this policy, “administrator” shall be defined as set for in N.J.S.A. 18A:12-23.

### EMPLOYMENT OF RELATIVES WITHIN THE DISTRICT

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this District except: (a) a person employed by the District on the effective date of this policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the District; and (b)

the District may employ a relative of a District Board of Education member or Chief School Administrator provided the District has obtained approval from the executive county Superintendent, provided that the District conducted a thorough search for candidates and the proposed candidate is the only qualified and available person for the position.

The Superintendent of Schools shall not recommend to the Board pursuant to N.J.S.A. 18A:27-4.1, any relative of a Board member or the Superintendent, unless the person is subject to an exception in this "Employment of Relatives Within the District" subsection, as set forth in N.J.A.C. 6A:23A-6.2(a)(4).

## **PER DIEM SUBSTITUTES AND STUDENT EMPLOYEES**

In accordance with N.J.A.C. 6A:23A-6.2(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent of Schools shall be excluded from the provisions of this policy and N.J.A.C. 6A:23A-6.2.

## **EMPLOYMENT OF CERTAIN EMPLOYEES UNAFFECTED**

Under N.J.S.A. 6A:23A-6.2(a)(2), a person employed by the school district on the effective date of the adoption of this policy or the date on which a relative becomes a school board member or superintendent is not prohibited from continuing to be employed or to be promoted in the District. Therefore, the Superintendent may recommend those employees hired on an annual basis for rehire in the District.

## **AUTHORITY, SUPERVISION OR CONTROL**

A District administrator shall be prohibited from exercising direct or indirect authority, supervision or control over a relative of the District administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.

## **BARGAINING UNITS**

A District administrator or Board member who has a relative who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that District administrator be present with the Board in closed session when negotiation strategies are being discussed; provided however, that the District administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the District can provide such information.

A District administrator or Board member who has an immediate family member who is a member of the same statewide union in another district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a District administrator with an immediate family member who is a member of the same statewide union in another district may fully participate in the process, absent other conflicts. Notwithstanding these provisions, a District administrator who has an immediate family member who is a member of the same statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the District can provide the information.

Legal reference: *N.J.A.C. 6A:23A-6.2*

Adopted (BCTS): 1/23/09 Rev.: 9/30/09 Rev.: 10/6/10 Rev.: 10/20/15 Rev.:  
Adopted (BCSS): 1/21/09 Rev.: 9/16/09 Rev.: 8/25/10 Rev.: 10/22/15 Rev.:



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

## POLICY

**Section: ADMINISTRATION**  
**Number: 1648.14M**

**Title: SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19**

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### **A. Purpose and Scope**

The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR §1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

#### **1. Definitions**

- a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.**
  - (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.**
- b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.**



**COVID-19 (e.g., new work activities in the healthcare setting).**

- 2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.**
  - a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.**
- 3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.**
- 4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:**
  - a. Patient Screening and Management**
    - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.**
  - b. Standard and Transmission-Based Precautions**
    - (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions" which are included in Appendix 5.**
- 5. Personal Protective Equipment (PPE)**
  - a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.**
  - b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.**

**6. Physical Distancing**

- a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.**
  - (1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.**
- b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.**
- c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.**

**7. Physical Barriers**

- a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.**
- b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.**
- c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.**

**8. Cleaning and Disinfecting in the Healthcare Setting**

- a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.**
- b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.**

**9. Ventilation**

- a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.**
- b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.**
- c. The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.**

**D. Health Screening and Medical Management**

**1. Health Screening**

- a. "Screening" means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.**
- b. The school district will include protocols to address health screening for employees in Appendix 11.**

**2. Employee Notification to Employer of COVID-19 Illness or Symptoms**

- a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.**

**3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting**

- a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.**

**4. Medical Removal from the Healthcare Setting**

- a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.

**5. Return to Work Criteria**

- a. The school district will include protocols to address return to work criteria for employees in Appendix 11.

**6. Medical Removal Protection Benefits**

- a. The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.

**E. Vaccinations**

- 1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
- 2. The school district will include protocols to address vaccination for employees in Appendix 13.

**F. Training**

- 1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
- 2. The school district will include protocols to address training for employees in Appendix 14.

**G. Anti-Retaliation**

- 1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections

required by the ETS, or for engaging in actions that are required by the ETS.

2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.

**H. Requirements Implemented at No Cost to Employees**

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

**I. Recordkeeping**

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
  - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.
3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.
  - a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.
  - b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
4. By the end of the next business day after a request, the school district will provide, for examination and copying:

- a. All versions of this Policy which is the written Plan for all employees;
- b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
- c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

**J. Reporting**

- 1. The school district will report to PEOSH:
  - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;
  - b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.

**K. Monitoring Effectiveness**

- 1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
- 2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

**This Policy and its Appendices will be made available upon request.**



**29 CFR §1910.502**

**Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19**

**Healthcare Emergency Temporary Standard  
Occupational Safety and Health Administration Model Plan**

Adopted (BCTS):

Adopted (BCSS):

### **Appendix 1 – Identifying the Healthcare Settings in the School District:**

Location of healthcare setting in the school district buildings listed below:

<b>Facility Location</b>	<b>Worksite-Specific COVID-19 Considerations</b>
Adult & Continuing Ed. 200 Hackensack Ave. Hackensack, NJ 07601 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Applied Tech. H.S. 400 Paramus Rd. Paramus, NJ 07652 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises

<b>Facility Location</b>	<b>Worksite-Specific COVID-19 Considerations</b>
Bergen County Academies  200 Hackensack Ave.  Hackensack, NJ 07601  Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Bergen County Tech. Schools – Paramus  275/285 Pascack Rd  Paramus, NJ 07601  Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Bergen County Tech. Schools – Teterboro  504 Rte. 46 & Central Ave.  Teterboro, NJ 07608  Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Bergen Early Learning Alliance (BELA)  284 Hackensack Ave.  Hackensack, NJ 07601  Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Blesham Regional Day  333 E. Ridgewood Ave.  Paramus, NJ 07652  Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises

<b>Facility Location</b>	<b>Worksite-Specific COVID-19 Considerations</b>
Brownstone School c/o St. Philip the Apostle School 492 Saddle River Rd. Saddle Brook, NJ 07663 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Gateway / Venture 304 E. Midland Ave. Paramus, NJ 07652 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
HIP Union Street 334 Union Street Hackensack, NJ 07601 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
North Street School 200 North Street Teterboro, NJ 07608 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Springboard North 321 E. Ridgewood Ave. Paramus, NJ 07652 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Suspension Alternative Program 284 Hackensack Ave. Hackensack, NJ 07601 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises

<b>Facility Location</b>	<b>Worksite-Specific COVID-19 Considerations</b>
Transition Center 304 Valley Boulevard Wood-Ridge, NJ 07450 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Washington Elementary 355 E. Ridgewood Ave. Paramus, NJ 07652 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises
Washington New Bridges Middle / High School 296 E. Ridgewood Ave. Paramus, NJ 07652 Nurse's Office	Isolation Room / Area available if need to quarantine individuals arises

## **Appendix 2 – Vaccination Status Plan:**

Please refer to Policy #1648.13M

SCHOOL EMPLOYEE  
VACCINATION REQUIREMENTS

Please refer to Policy #1648M

RESTART AND RECOVERY PLAN

### **Appendix 3 – Completed Hazard Forms and Results:**

Please see the attached Hazard Assessment Forms and Results

Please refer to High Contact Surface Sanitizing Initiative

Please refer to Cleaning Protocols Summary

### **Appendix 4 – Patient Screening and Management:**

Please refer to Policy #1648M

RESTART AND RECOVERY PLAN

### **Appendix 5 – Standard and Transmission-Based Precautions:**

Please refer to Policy #1648M

RESTART AND RECOVERY PLAN

Please refer to Policy #5310M

HEALTH SERVICES

Please refer to High Contact Surface Sanitizing Initiative

Please refer to Cleaning Protocols Summary

See BCSS Safe Return to School Plan September 2021

See BCTS Restart Plan SY 2021-2022 – Final

### **Appendix 6 – Personal Protective Equipment (PPE):**

- [1. Describe how employees will be provided facemasks and instruction about when and how they should be worn or used.
2. Identify job tasks, if any, in which the use of a facemask presents a hazard of serious injury or death.
3. Describe the procedures for providing employees PPE in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC’s “Guidelines for Isolation Precautions.”
4. Describe employer procedures for providing PPE to employees with exposure to people with suspected or confirmed COVID-19.]

Please refer to Policy #1648 -

RESTART AND RECOVERY PLAN

Please refer to Policy #5310 -

HEALTH SERVICES



### **Appendix 7 – Physical Distancing:**

- [1. Describe how healthcare setting flows, such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel, will be adjusted to ensure physical distancing.
2. Describe physical healthcare setting changes, such as increased distance between workstations, check-in and checkout stations, etc., that will be implemented to ensure physical distancing.
3. Describe how people in the healthcare setting will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, breakrooms, entrances, exits, and elevators.
4. Describe how aisles, tables, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for physical distancing between people.
5. Identify protocols such as telehealth, telework, flexible work hours, staggered shifts, or additional shifts that can be used to reduce the number of employees in the healthcare setting at one time.]

Please refer to Policy #1648M

RESTART AND RECOVERY PLAN

Please refer to Policy #5310M

HEALTH SERVICES

See BCSS Safe Return to School Plan September 2021

See BCTS Restart Plan SY 2021-2022 – Final

### Appendix 8 – Physical Barriers:

Please refer to Policy #1648M

RESTART AND RECOVERY PLAN

### Appendix 9 – Cleaning and Disinfecting:

Please refer to Policy #1648M

RESTART AND RECOVERY PLAN

Please refer to High Contact Surface Sanitizing Initiative

Please refer to Cleaning Protocols Summary

See BCSS Safe Return to School Plan September 2021

See BCTS Restart Plan SY 2021-2022 – Final

### Appendix 10 - Ventilation:

**The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.**

*(e.g., Maintenance employee, HVAC service contractor(s))*

Name/Contact Information:

Tom Jodice, Coordinator of  
Facilities

Location:

*Bergen County Technical Schools  
and Special Services District*

Please refer to Policy #7421

INDOOR AIR QUALITY  
STANDARDS

See BCSS Safe Return to School Plan September 2021

See BCTS Restart Plan SY 2021-2022 – Final

### **Appendix 11 – Health Screening and Medical Management for Employees:**

Please refer to Policy #1648M	RESTART AND RECOVERY PLAN
Please refer to Policy #5310M	HEALTH SERVICES
Please refer to Policy #3432	SICK LEAVE
Please refer to Policy #3433	VACATIONS/LEAVE TIME
See BCSS Safe Return to School Plan September 2021	
See BCTS Restart Plan SY 2021-2022 – Final	

### **Appendix 12 – Medical Removal Protection Benefits:**

Please refer to Policy #4440	LEAVES OF ABSENCE – CONTRIBUTION TOWARDS HEALTH COVERAGE
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### **Appendix 13 – Vaccinations:**

Please refer to Policy #3433	VACATIONS / LEAVE TIME
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### **Appendix 14 – Training:**

Please refer to Policy #1648M	RESTART AND RECOVERY PLAN
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See BCSS Safe Return to School Plan September 2021

See BCTS Restart Plan SY 2021-2022 – Final

COVID-19 related regulations and policies are delivered in the following formats:

Staff Meetings  
Nurse Presentations During Staff Meetings  
Parent and Community Forums  
Restart Committee Meetings  
Pandemic Response Committee Meetings  
Letters to the School Community

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

## POLICY

**Section: PROGRAM**  
**Number: 2421**

**Title: CAREER AND TECHNICAL EDUCATION**

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

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

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

### ADMISSION TO PROGRAMS

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

### STUDENTS SUBJECT TO BOARD AUTHORITY

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

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

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

## **STUDENT EXPLOITATION PROHIBITED**

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

## **STATUTORY AND ADMINISTRATIVE CODE COMPLIANCE**

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

## **REGULATORY REQUIREMENTS**

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

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

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

Adopted (BCTS): 9/11/02 Rev.: 3/15/06 Rev.: 2/3/15 Rev.: 11/01/21 Rev.:

Adopted (BCSS): N/A

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

## POLICY

**Section:** CERTIFICATED  
**STAFF MEMBERS**  
**Number:** 3113M

**Title:** NEPOTISM

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It is the intent of the Board of Education to avoid both the reality and the appearance of any impropriety or conflict of interest in its hiring practices and procedures. Specifically, with respect to the hiring of certificated staff members, the Board will not appoint a relative (as defined below) of a Board member or the Superintendent of Schools, to any paid position in this District, unless permitted by law or Board Policy. Except under specific circumstances described below or as permitted by law or Policy 0142.1 Nepotism (M), the Board intends that no person who is a relative or immediate family member of a Board member or the Superintendent of Schools shall be placed in nomination for any vacant position, except where permitted under the law.

No school district administrator shall exercise direct or indirect authority, supervision, or control over his or her relative. If it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms shall be put in place.

### DEFINITIONS

For purposes of this policy, the term “immediate family member” means the person’s spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child, parent, or sibling residing in the same household.

For purposes of this policy, the term “paid position” shall be defined to include and shall refer to any position for which an individual receives remuneration or compensation of any type from the Board, which shall include, but not be limited to, salary, hourly wages, per diem stipends, contract award, forgiveness of debt, and the like.

For purposes of this policy, “relative” means an individual’s spouse, civil union partner pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, or half-sister of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner, or domestic partner by blood, marriage, or adoption.

## **EFFECT ON EMPLOYEES HIRED PRIOR TO ADOPTION OF THIS POLICY**

This policy shall have no effect on the employment status of tenured or nontenured, certificated employees hired prior to the date this policy is adopted by the Board.

## **SUBSTITUTE TEACHERS AND STUDENT EMPLOYEES**

This policy shall not apply to the employment of per diem substitute teachers and student employees hired by the Board.

## **EMPLOYMENT OF CERTAIN EMPLOYEES UNAFFECTED**

Under N.J.S.A. 6A:23A-6.2(a)(2), a person employed by the school district on the effective date of the adoption of this policy or the date on which a relative becomes a school board member or superintendent is not prohibited from continuing to be employed or to be promoted in the District. Therefore, the Superintendent may recommend those employees hired on an annual basis for rehire in the District.

## **CROSS-DISTRICT EMPLOYMENT**

The terms and conditions of this policy shall not apply to employees hired by the Board of Education of the Vocational Schools in the County of Bergen where that person has an immediate family member employed by the Board of Education of the Special Services School District of the County of Bergen; nor shall it apply in the reverse circumstances.

Legal reference: *N.J.A.C. 6A:23A-6.2*

Adopted (BCTS): 9/19/07 Rev.: 9/30/09 Rev.: 10/20/15 Rev.:  
Adopted (BCSS): 9/19/07 Rev.: 9/16/09 Rev.: 10/22/15 Rev.:

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

## POLICY

**Section:**       **CERTIFICATED  
STAFF MEMBERS**  
**Number:**       **3125M**

**Title:**           **EMPLOYMENT OF TEACHING STAFF MEMBERS**

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The Board of Education believes it is vital to the successful operation of the District that teaching staff member positions are filled with highly qualified and competent professional individuals.

### **BOARD'S EMPLOYMENT POWERS**

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board of Education shall appoint, transfer, remove, or renew a certificated or noncertificated officer or employee only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this District.

### **TEACHER CERTIFICATION**

No teaching staff member shall be employed unless he or she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

### **BOARD'S POWER TO EMPLOY SUBSTITUTE TEACHERS**

The Board of Education will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or his or her designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

### **REPLACEMENT ASSIGNMENTS**

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his or her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence,



disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

## **SUBSTITUTE TEACHERS – USE OF PRIVATE CONTRACTOR**

The Board of Education may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f).

## **EMPLOYING TEACHERS FOR SUMMER SCHOOL PROGRAMS**

The Board of Education shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

## **EMPLOYMENT OF ATHLETIC COACHES**

### **Superintendent Recommendation**

The Superintendent shall recommend to the Board of Education the employment of qualified coaches for the District's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

### **Forming Student Teams**

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9B-5.16(b), to work in the interscholastic athletic program provided the position has been advertised. The twenty (20) day limitation noted in N.J.A.C. 6A:9B-7.4(a), shall not apply to coaching situations.

### **Non-District Coaches**

An athletic coach employed by this District who is not a regular employee of this District shall be employed only for the duration of the specific sport season. He or she shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

## **Required Certifications**

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners and satisfactory completion of the requirements established by the State Board of Medical Examiners pursuant to N.J.S.A. 18A:26-2.4 and 26-2.5.

## **CRIMINAL BACKGROUND CHECKS**

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 through 6-7.5 [concerning criminal history checks], that no criminal history record information exists on file in the Federal Bureau of Investigation: Identification Division or the State Bureau of Identification, which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board of Education in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the District if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1.

## **NEPOTISM**

Consistent with Board Policy 0142M – Nepotism, the Board of Education prohibits any relative of a Board member or Superintendent from being employed, and prohibits the Superintendent from recommending his or her relative, or that of a Board of Education member for employment, in an office or position in the District in accordance with the provisions of N.J.A.C. 6A:23A-6.2 [Nepotism policy], Policy No. 0142.1M – Nepotism, Policy No. 3113M – Nepotism, and Policy No. 4113M – Nepotism, unless the person is subject to any of applicable exception under the law or under any Board Policy.

No school district administrator shall exercise direct or indirect authority, supervision, or control over his or her relative who is employed as a Teaching Staff member. If it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms shall be put in place.

## **GROUND'S FOR TEACHER'S DISMISSAL**

A teaching staff member's misstatement of fact material to his or her qualifications for employment or the determination of his or her salary will be considered by the Board of Education to constitute grounds for dismissal.

Legal reference: *N.J.S.A. 18A:6-5 through 6-8.4 (Concerning employee qualifications, discrimination, prohibitions, criminal record checks, and leave to serve in the legislature)*

*N.J.S.A. 18A:16-1 (Concerning the Board of Education's authority to employ and dismiss employees)*

*N.J.S.A. 18A:26-1 through 26-23 (Concerning teacher qualifications and certificates)*

*N.J.S.A. 18A:27-1 through 27-12 (Concerning employment of teaching staff members)*

*N.J.A.C. 6A:23A-6.2 (Nepotism Policy)*

***Bergen County Technical School District ONLY***

*N.J.S.A. 18A:54-20 (Concerning powers of the Board of Education of county vocational schools)*

*N.J.A.C. 6A:9B-5.16; 6A:9B-7.4*

*Bridgewater-Raritan Education Association v. Board of Education of the Bridgewater-Raritan School District, Dkt. No. A-85-13 (May 6, 2015)*

Cross reference: Policy No. 0142.1M – Nepotism  
3113M – Nepotism  
4113M - Nepotism  
3159 – Teaching Staff Member/School District Reporting Responsibilities  
3370 – Certificated Staff Member Tenure

Adopted (BCTS): 9/11/02 Rev.: 3/24/04 Rev.: 11/12/08 Rev.: 2/3/15 Rev.: 2/28/17  
Rev.:  
Adopted (BCSS): 2/26/15 Rev.: 2/27/17 Rev.:

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

## POLICY

**Section: NONCERTIFICATED  
STAFF MEMBERS**

**Number: 4113M**

**Title: NEPOTISM**

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It is the intent of the Board of Education to avoid both the reality and the appearance of any impropriety or conflict of interest in its hiring practices and procedures. Specifically, with respect to the hiring of noncertificated staff members, the Board will not appoint a relative (as defined below) of a Board member or the Superintendent of Schools, to any paid position in this District, unless permitted by law or Board Policy. Except under specific circumstances described below, or as permitted by law or Policy 0142.1 Nepotism (M) the Board intends that no person who is a relative of a Board member, or the Superintendent of Schools shall be placed in nomination for any vacant position, except where permitted under the law.

No school district administrator shall exercise direct or indirect authority, supervision, or control over his or her relative. If it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms shall be put in place.

### DEFINITIONS

For purposes of this policy, the term “immediate family member” means the person’s spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child, parent, or sibling residing in the same household.

For purposes of this policy, the term “paid position” shall be defined to include and shall refer to any position for which an individual receives remuneration or compensation of any type from the Board, which shall include, but not be limited to, salary, hourly wages, per diem stipends, contract award, forgiveness of debt, and the like.

For purposes of this policy, “relative” means an individual’s spouse, civil union partner pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner by blood, marriage or adoption.

## **EFFECT ON EMPLOYEES HIRED PRIOR TO ADOPTION OF THIS POLICY**

This policy shall have no effect on the employment status of tenured or nontenured noncertificated employees hired prior to the date this policy is adopted by the Board.

## **STUDENT EMPLOYEES**

This policy shall not apply to the employment of student employees hired by the Board.

## **EMPLOYMENT OF CERTAIN EMPLOYEES UNAFFECTED**

Under N.J.S.A. 6A:23A-6.2(a)(2), a person employed by the school district on the effective date of the adoption of this policy or the date on which a relative becomes a school board member or superintendent is not prohibited from continuing to be employed or to be promoted in the District. Therefore, the Superintendent may recommend those employees hired on an annual basis for rehire in the District.

## **CROSS-DISTRICT EMPLOYMENT**

The terms and conditions of this policy shall not apply to employees hired by the Board of Education of the Vocational Schools in the County of Bergen where that person has an immediate family member employed by the Board of Education of the Special Services School District of the County of Bergen; nor shall it apply in the reverse circumstances.

Legal reference:       *N.J.A.C. 6A:23A-6.2*

Adopted (BCTS): 9/19/07   Rev.: 9/30/09   Rev.: 10/20/15   Rev.:  
Adopted (BCSS): 9/19/07   Rev.: 9/16/09   Rev.: 10/22/15   Rev.:

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

## POLICY

Section: STUDENTS  
Number: 5751M

Title: **SEXUAL HARASSMENT OF STUDENTS**

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The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implements practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
  - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

**In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.**

**A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".**

**Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.**

**The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).**

**The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.**

**Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.**

**The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.**

**The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.**

**Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve**

requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school-district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

#### **34 CFR §106**

**United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)**

Adopted (BCTS): 9/11/02 Rev.: 1/26/05 Rev.:  
Adopted (BCSS): 10/16/02 Rev.: 1/26/05 Rev.:



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

## POLICY

Section: FINANCES  
Number: 6115.01M

Title: **FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
ALLOWABILITY OF COSTS**

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The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.

6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

**In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.**

2 CFR §200.302(b)(7)  
2 CFR §200.403

Adopted (BCTS):

Adopted (BCSS):

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

## POLICY

Section: FINANCES  
Number: 6115.02M

Title: **FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
MANDATORY DISCLOSURES**

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The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

### A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).
3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

**B. Proceedings About Which the Board of Education Must Report**

- 1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:**
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;**
  - b. Reached its final disposition during the most recent five-year period; and**
  - c. Is one of the following:**
    - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;**
    - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;**
    - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or**
    - (4) Any other criminal, civil, or administrative proceeding if:**
      - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;**
      - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and**
      - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.**

**C. Reporting Procedures**

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.**
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.**

**D. Reporting Frequency**

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.**
- 2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.**

**E. Definitions**

- 1. For purposes of this Policy:**
  - a. "Administrative proceeding" for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.**
  - b. "Conviction" for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.**

- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:**
- (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and**
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.**

2 CFR §200.113

Adopted (BCTS):  
Adopted (BCSS):

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

## POLICY

Section: FINANCES  
Number: 6115.03M

Title: **FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST**

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The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
  - a. Such a conflict of interest would arise when a Board of Education 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.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.



3. **However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.**
4. **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.**

**The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.**

**To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.**

**The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.**

**The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.**

**The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).**

**The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.**

**The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:**

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted (BCTS):  
Adopted (BCSS):

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

## POLICY

Section: FINANCES  
Number: 6311M

Title: **CONTRACTS FOR GOODS OR SERVICES FUNDED BY  
FEDERAL GRANTS**

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Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.**

The School Business Administrator/Board Secretary shall be responsible to check the web-based **System for Award Management (SAM)** ~~Excluded Parties Lists System (EPLS)~~ maintained by **the United States government** - the General Services Administration (GSA). The purpose of the **SAM EPLS** is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall **access review** the **SAM EPLS** to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also **access review** the **SAM EPLS** list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM EPLS** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200 FAR Subpart 9.405.**

Continuation of current contracts and restrictions on subcontracting with vendors who are on the **SAM EPLS** list or proposed for disbarment shall be in accordance with the limitations as outlined in **2 CFR §200 FAR Subparts 9.405.1 and 9.405.2.**

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

~~Federal Acquisition Regulations (FAR) Subpart 9.4-2~~ **CFR §200**

Adopted (BCTS): 10/12/11 Rev.:  
Adopted (BCSS): 9/20/11 Rev.:

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

## POLICY

Section: PROPERTY  
Number: 7432M

Title: EYE PROTECTION

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The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1 directs the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The term "appropriate eye protective device" shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

### Optional

[including the adult evening school program.]

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

~~Each student, staff member, and visitor, exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The appropriate eye protective device shall be supplied by the Board,~~

except that the student, staff member, or visitor, **including individuals present for evening adult-school programs**, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned **appropriate** eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discarded. Any shared **appropriate** eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the **New Jersey** Department of Education.

The Building Principal **or designee** shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members **of supervising** such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

~~A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit.~~

~~A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.~~

~~A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.~~

The **school district** Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide **annual in-service training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f).** ~~staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall~~

~~report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.~~

N.J.S.A. 18A:40-12.1; 18A:40-12.2

**N.J.A.C. 6A:7-1.3**

N.J.A.C. 6A:26-12.5

~~N.J.A.C. 6:53-5.1~~ **[vocational districts]**

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Adopted (BCSS): 1/23/02 Rev.: 4/28/04 Rev.: 3/16/11 Rev.:

☒ BERGEN COUNTY TECHNICAL SCHOOLS  
☒ BERGEN COUNTY SPECIAL SERVICES

## POLICY

Section: OPERATIONS  
Number: 8420M

Title: **EMERGENCY AND CRISIS SITUATIONS**

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The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement **comprehensive** written plans, and procedures, **and mechanisms** to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

**“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.**

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq.; and the Commissioner of Education, and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be **notified** briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.



The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

~~In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.~~

**Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.**

**Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.**

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1** ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.~~

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds

**in accordance with N.J.A.C. 6A:16-5.1** ~~as provided by the New Jersey Office of Homeland Security and Preparedness.~~

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 ~~et seq.~~; **18A:41-2; 18A:41-6; 18A:41-7**

N.J.A.C. 6A:16-5.1; 6A:27-11.2

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Rev.:

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

## REGULATION

**Section: CERTIFICATED  
STAFF MEMBERS**  
**Number: R3222M**

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

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**I. Definitions – N.J.A.C. 6A:10-1.2**

These words and terms shall have the following meanings when used in Policy No. 3222M and this regulation unless the context clearly indicates otherwise:

- A. “Annual performance report” means a written appraisal of the teaching staff member’s performance prepared by the teaching staff member’s designated supervisor based on the evaluation rubric for his or her position.
- B. “Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member’s evaluation rubric. The four (4) summative performance categories are ineffective, partially effective, effective and highly effective.
- C. “Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.
- D. “Commissioner” means Commissioner of the New Jersey Department of Education.
- E. “Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the District for implementing the plan, and specific support that the District shall provide as defined in N.J.S.A. 18A:6-119.
- F. “Department” means the New Jersey Department of Education.
- G. “Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

- H. "District Evaluation Advisory Committee" means a group of individuals created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.
- I. "Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member's supervisor.
- J. "Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member's summative evaluation rating in a manner determined by the District.
- K. "Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description and professional standards based on, when applicable, the individual's evaluation rubric.
- L. "Evaluation rubrics" means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. The Board of Education will have an evaluation rubric specifically for teachers, another specifically for principals, Vice Principal, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.
- M. "Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.
- N. "Individual professional development plan" is as defined in NJ.S.A. 18A:6-119.
- O. "Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and District.
- P. "Observation" means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the District in a supervisory role and capacity and who shall possess a school administrator, Principal or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

- Q. “Post-observation conference” means a meeting, either in person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.
- R. “Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.
- S. “Semester” means half of the school year.
- T. “Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- U. “Student growth objective” means an academic goal that reaching staff members and designated supervisors may set for groups of students.
- V. “Superintendent” means Superintendent of Schools or Chief School Administrator.
- W. “Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1.1, or Superintendent employed in the District in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11.1 through 9B-11.12.
- X. “Teaching staff member” for the purposes of Policy No. 3222M and this regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

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

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

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

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

IV. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

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

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

- A. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:
  - 1. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - 2. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner of Education pursuant to N.J.A.C. 6A:10-2.1(c);
    - a. The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

3. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board of Education/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten (10) **teaching staff member** working days of adoption;
  4. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department of Education which instruments will be used as part of the District's evaluation rubrics;
  5. Ensure the Principal of each school within the District has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  6. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and;
  7. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; N.J.S.A. 18A:6-123.b(8); and N.J.S.A. 18A:18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
- B. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:
1. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the District and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

2. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and
3. The Superintendent shall annually certify to the Department of Education that all supervisors of teaching staff members in the District who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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

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

VII. Evaluation Procedures of Teaching Staff Members – N.J.A.C. 6A:10-2.4

- A. The provisions outlined in Policy No. 3222M, this regulation, and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
- B. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  1. Roles and responsibilities for implementation of evaluation policies and procedures;



2. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  3. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for student attrition to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
  4. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  5. Process for developing and scoring student growth objectives;
  6. The process for preparation of individual professional development plans; and
  7. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
- C. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
1. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, whenever applicable:
    - a. The **educator's** ~~teaching staff member's~~ practice instrument; and
    - b. Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  2. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  3. The preliminary annual performance report.

- D. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
- E. The annual performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:
  - 1. A summative rating based on the evaluation rubric;
  - 2. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member's evaluation rubric; and
  - 3. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
- F. The teaching staff member and the designated supervisor shall sign the report within five (5) **teaching staff member** working days of the review.
- G. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

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

- A. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, the teaching staff member and the teaching staff member's designated supervisor shall develop a corrective action plan. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
- B. The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation, except:

1. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five (25) teaching staff member working days following the District's receipt of the teaching staff member's summative rating.
- C. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 9C-4.4(a) and shall:
1. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
  2. Include specific, demonstrable goals for improvement;
  3. Include responsibilities of the evaluated employee and the District for the plan's implementation; and
  4. Include timelines for meeting the goal(s).
- D. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
- E. Progress toward the teaching staff member's goals outlined in the corrective action plan:
1. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; and
  2. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee a proficient rating on the next summative evaluation.
- F. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.

- G. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.
- H. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.

IX. **Required Observations for Teaching Staff Member** ~~Observations and Evaluations~~ —  
N.J.A.C 6A:10-6.2

- A. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
  - 1. Be at least twenty (20) minutes in length;
  - 2. Be followed within fifteen (15) teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
  - 3. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
  - 4. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten (10) teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
- B. All tenured teaching staff members shall receive at least one observation per school year.
- C. All nontenured teaching staff members shall receive at least three (3) observations, as required pursuant to N.J.S.A. 18A:27-3.1.
  - 1. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three (3) observations and evaluations must have been completed prior to April 30.

2. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
- D. Evaluations for tenured teaching staff shall be completed prior to June 30.

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

## REGULATION

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

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

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**I. Definitions – N.J.A.C. 6A:10-1.2**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Include responsibilities of the evaluated employee and the District for the plan's implementation; and
  4. Include timelines for meeting the goal(s).
- D. The administrator's designated supervisor and the administrator shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.
- E. Progress toward the administrator's goals outlined in the corrective action plan:
1. Shall be documented in the administrator's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the administrator on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals;
  2. May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee a proficient rating on the next summative evaluation.
- F. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the administrator's designated supervisor.
- G. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
- H. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.
- IX. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2
- A. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
1. Be at least twenty (20) minutes in length;
  2. Be followed within fifteen (15) administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;

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

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

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Issued (BCSS): 6/17/14   Rev.: 6/21/16   Rev.: 9/19/17   Rev.:

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

## REGULATION

**Section: CERTIFICATED  
STAFF MEMBERS**  
**Number: R3224M**

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

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I. Definitions – N.J.A.C. 6A:10-1.2

The words and terms listed below shall have the following meanings when used in Policy No. 3224M – Evaluation of Principals, Vice Principals, and Assistant Principals and this regulation:

- A. “Annual performance report” means a written appraisal of a Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for the Principal’s, Vice Principal’s, or Assistant Principal’s position.
- B. “Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four (4) summative performance categories are ineffective, partially effective, effective, and highly effective.
- C. “Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.
- D. “Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.
- E. “Commissioner” means the Commissioner of the New Jersey Department of Education.
- F. “Corrective Action Plan” means a written plan developed by the Superintendent or a designated supervisor in collaboration with the Principal, Vice Principal, or Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal or Vice Principal or



Assistant Principal and the District for implementing the plan and specific support that the District shall provide as defined in N.J.S.A. 18A:6-119.

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

- Q. “Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the Principal, Vice Principal, or Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.
- R. “Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.
- S. “Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.
- T. “Semester” means half of the school year.
- U. “Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- V. “Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.
- W. “Student growth percentile” means a specific metric for measuring individual student progress on statewide assessments by tracking how much a student’s test scores have changed relative to other students statewide with similar scores in previous years.
- X. “Superintendent” means the Superintendent of Schools or Chief School Administrator.
- Y. “Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the District in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.

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

~~The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a district in effect on July 1, 2013.~~ No collective bargaining agreement entered into

after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

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

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

IV. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

- A. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. The evaluation rubrics shall have four (4) defined annual ratings: unsatisfactory, progressing, proficient, and exemplary.
- B. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L.2012, c.26, §17c).
- C. Evaluation rubrics shall be submitted to the Commissioner by **August** ~~June~~ 1<sup>st</sup> for approval by August 15<sup>th</sup> of each year.

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

- A. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
  - 1. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - 2. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);

- a. The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
3. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/ Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten (10) **Principal, Vice Principal, and Assistant Principal** working days of adoption;
4. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department of Education which instruments will be used as part of the District's evaluation rubrics;
5. Ensure the Principal of each school within the District has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
6. Ensure data elements are collected from the implementation of the principal practice instrument and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
7. Ensure the Superintendent or his or her designee certifies to the Department of Education that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119, N.J.S.A. 18A:6-123.b(8), N.J.S.A. 18A:27-3.1, and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

- B. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, employing the Commissioner-approved principal practice instrument:
1. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the District and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
  2. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal; and
  3. The Superintendent shall annually certify to the Department of Education that all supervisors of Principals, Vice Principals, and Assistant Principals in the District who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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

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

shall have the discretion to **establish a** ~~sustain or disband the~~ District Evaluation Advisory Committee.

VII. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.4

- A. The provisions outlined in Policy No. 3224M, this regulation, and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
- B. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels. The evaluation policies and procedures shall include, but not be limited to, a description of:
  - 1. Roles and responsibilities for implementation of evaluation policies and procedures;
  - 2. Job descriptions, evaluation rubrics for Principals, Vice Principal, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.
  - 3. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
  - 4. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - 5. Process for developing and scoring student growth objectives;
  - 6. The process for preparation of individual professional development plans; and
  - 7. The process for preparation of an annual performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
- C. The annual summary conference between the designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the annual performance report is filed. The conference shall occur on or before June 30

of each school year and shall include, but not be limited to, a review of the following:

1. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and the scores or evidence compiled using the evaluation rubric, including, when applicable:
    - a. The ~~educator's~~ ~~principal's~~ practice instrument; and
    - b. Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  2. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  3. The preliminary annual performance report.
- D. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
- E. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:
1. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
  2. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
  3. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
- F. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five (5) **Principal, Vice Principal, and Assistant Principal** working days of the review.
- G. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice

Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

VIII. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5

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



- D. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the Principal's, Vice Principal's, or Assistant Principal's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
- E. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
1. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; and
  2. May be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee a proficient rating on the next summative evaluation.
- F. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the designated supervisor.
- G. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
- H. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 10-5.4.
- I. The corrective action plan shall remain in effect until the Principal, Vice Principals, or Assistant Principal receives his or her next summative evaluation rating.

- J. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.

IX. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1

- A. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
- B. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
1. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
  2. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 10-5.4.
- C. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 10-5.4.
- D. Each score shall be converted to a percentage weight so all measures make up one hundred percent (100%) of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department of Education shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
1. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent (10%) and no greater than forty percent (40%) of evaluation rubric rating as determined by the Department.
  2. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent (10%) and no greater than twenty percent (20%) of evaluation rubric rating as determined by the Department.
  3. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent (10%) and no greater than forty percent (40%) of evaluation rubric rating as determined by the Department.

4. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be no less than fifty percent (50%) of evaluation rubric rating.
  - E. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
  - F. The Department of Education shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- X. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
- A. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
    1. The school-wide student growth percentile of all students assigned to the Principal;
    2. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
    3. Administrator goals set by Principals, Vice Principals, and Assistant Principals in consultation with their supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
  - B. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
  - C. The Department of Education shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
  - D. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principal's shall be determined according to the following procedures:

1. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
  2. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
- E. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
1. The designated supervisor shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals, which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four (4) goals.
  2. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with their designated supervisor, each administrator goal. Each Vice Principal and Assistant Principal shall set goals specific to their job description or adopt the same goals as their Principal. If the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor do not agree upon the administrator goal, the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
  3. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor by October 31 of each school year, or within twenty-five (25) **Principal, Vice Principal, and Assistant Principal** working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
  4. The designated supervisor of the Principal, Vice Principal, or Assistant Principal, shall approve the administrator goal score. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

XI. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

- A. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.
- B. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the District's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
- C. A score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement shall determine leadership practice and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

XII. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

- A. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
- B. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
- C. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
- D. Post-observation conferences shall include the following procedures:
  - 1. A supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen (15) Principal, Vice Principal, or Assistant Principal working days following each observation.
  - 2. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan,

collecting additional information needed for the evaluation, and offering areas to improve effectiveness.

3. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  4. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen (15) Principal, Vice Principal, or Assistant Principal working days following the observation.
  5. The supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed, shall sign a written or electronic observation report.
  6. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten (10) **Principal, Vice Principal, and Assistant Principal** working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
- E. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two (2) times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three (3) times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

### XIII. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

- A. The principal practice instrument approved by the Department of Education shall meet the following criteria:
1. Incorporate domains of practice and/or performance criteria that align to the **2015** ~~2008 Interstate School Leadership Licensure Consortium (ISLLC)~~ Professional Standards for **Educational School Leaders** developed by the **National Policy Board for Educational Administration (NPBEA)** ~~ISLLC~~ incorporated herein by reference;  
~~available at:~~

~~[http://www.cesso.org/documents/2008/educational\\_leadership\\_policy\\_standards\\_2008.pdf](http://www.cesso.org/documents/2008/educational_leadership_policy_standards_2008.pdf)~~

2. Include scoring guides for assessing principal practice that differentiate among a minimum of four (4) levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four (4) rating categories;
3. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to:
  - a. Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
  - b. Evaluating the effectiveness of teaching staff members and supporting their professional growth.
4. **Include descriptions of specific training and implementation details required for the instrument to be effective.**

# POLICIES

## SECOND READING



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

**POLICY**

**Section: ADMINISTRATION**  
**Number: 1648.11M**

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

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**“THE ROAD FORWARD”**

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

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

**FACTORS IN PREPARATION FOR SCHOOL YEAR 2021-2022**

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

**“ORDER” DEFINED**

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

**RECOMMENDATIONS**

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

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

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

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

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

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

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

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

## **POLICY NO. 1648.11M – APPENDICES**

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

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

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

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

Adopted (BCTS):

Adopted (BCSS):

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

## POLICY

**Section:** PROGRAM  
**Number:** 2425M

**Title:** EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted (BCSS):

Adopted (BCTS):

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

## POLICY

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

**Title: SURROGATE PARENTS AND RESOURCE FAMILY PARENTS**

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

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

### QUALIFICATIONS AND SELECTION

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

The person serving as a surrogate parent shall:

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



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

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

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

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

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

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

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

## **TRAINING**

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

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

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

## **RIGHTS OF THE SURROGATE PARENT**

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

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

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

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

## POLICY

**Section: OPERATIONS**  
**Number: 8540M**

**Title: SCHOOL NUTRITION PROGRAMS**

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

### **“BREAKFAST AFTER THE BELL” PROGRAM**

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

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

### **DETERMINATION OF STUDENT ELIGIBILITY**

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

## **NOTIFICATION OF PROGRAM AVAILABILITY**

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

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

## **REQUEST FOR AND COMPLETION OF APPLICATION AND NOTICE OF ELIGIBILITY**

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

## **APPLICATION REVIEW AND DETERMINATION OF ELIGIBILITY**

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

## **NOTICE OF DENIAL AND APPEAL PROCEDURES**

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

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

#### **ANONYMITY OF STUDENT RECIPIENTS**

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

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

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

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

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

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

**POLICY**

**Section: OPERATIONS**  
**Number: 8550M**

**Title: MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL**

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

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

The District shall not:

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# POLICIES DELITION

# TO BE ABOLISHED ON DECEMBER 7, 2021

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

## POLICY

Section: ADMINISTRATION  
Number: 1648M

Title: RESTART AND RECOVERY PLAN

~~On June 26, 2020, the New Jersey Department of Education (NJDOE) published "The Road Back – Restart and Recovery Plan for Education" (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students' unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a "Restart and Recovery Plan" (Plan) to reopen schools that best fits the district's local needs.~~

~~The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy No. 1648M – Restart and Recovery, to address those policy requirements in the Guidance. Policy No. 1648M shall only be effective through the current COVID-19 pandemic and will take precedence over any existing policy on the same or similar subject, unless determined otherwise by the Superintendent.~~

~~I. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning~~

~~A. Transportation~~

~~1. If the District is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirements shall be those outlined in Section II.B.4. below:~~

~~a. Accommodations for students who are unable to wear a face covering should be addressed according to that~~

~~student's particular need and in accordance with all applicable laws and regulations.~~

- ~~2. The District shall use best practices for cleaning and disinfecting District-owned school buses and other transportation vehicles in accordance with Section I.C. below.~~
- ~~3. District-employed school bus drivers and aides on District-owned school buses shall practice all safety actions and protocols as indicated for other school staff.~~
- ~~4. If the District is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.~~

~~[See Policy No. 1648M – Appendix C for the protocols/procedures for “Transportation” which is also included in the District’s Restart and Recovery Plan.]~~

~~B. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms~~

- ~~1. The District shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.~~
  - ~~a. School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.~~
  - ~~b. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.~~
  - ~~c. Results must be documented when signs/symptoms of COVID-19 are observed.~~
  - ~~d. The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.~~
  - ~~e. Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.~~

- ~~f. If the District becomes aware that an individual who has spent time in a District facility tests positive for COVID-19, District officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.~~
- ~~2. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.~~
  - ~~a. If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/District facility may be denied.~~
- ~~3. Students are required to wear face coverings unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.~~
  - ~~a. Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.~~
- ~~4. Exceptions to the Requirement for Face Coverings~~
  - ~~a. Doing so would inhibit the individual's health.~~
  - ~~b. The individual is in extreme heat outdoors.~~
  - ~~c. The individual is in water.~~
  - ~~d. A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.~~
  - ~~e. The student is under the age of two (2), due to the risk of suffocation.~~
  - ~~f. During the period a student is eating or drinking.~~
  - ~~g. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face~~

~~covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time).~~

- ~~h. The student is engaged in high intensity aerobic or anaerobic activities.~~
- ~~i. Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet (6') apart.~~
- ~~j. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.~~

~~[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the District’s Restart and Recovery Plan.]~~

#### ~~C. Facilities Cleaning Practices~~

- ~~1. The District must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.~~
- ~~2. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.~~

~~[See Policy Guide 1648 – Appendix G for the protocols/procedures for “Facilities Cleaning Practices” which is also included in the District’s Restart and Recovery Plan.]~~

#### ~~D. Wraparound Supports~~

##### ~~1. Mental Health Supports~~

~~The District’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the District must find other ways to assess and monitor students’ mental health.~~

~~[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the District’s Restart and Recovery Plan.]~~

#### ~~E. Contact Tracing~~

- ~~1. Upon notification that a resident has tested positive for COVID-19, the local health department will call the District to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet (6’) for a period of at least ten (10) minutes.~~
- ~~2. The District shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.~~
- ~~3. The District shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.~~
- ~~4. A staff liaison(s) shall be designated by the Superintendent or his or her designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.~~
- ~~5. The District shall allow staff, students, and families to self-report symptoms and/or suspected exposure.~~

~~[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the District’s Restart and Recovery Plan.]~~

### ~~II. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning~~

#### ~~A. Scheduling~~

- ~~1. The District’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.~~
- ~~2. The District’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.~~

~~3. The District recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.~~

~~a. Special Education and English Language Learners (ELL)~~

~~1) The District shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this policy.~~

~~2) The District shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.~~

~~[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the District’s Restart and Recovery Plan.]~~

~~B. Staffing~~

~~1. The District shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.~~

~~2. As the District adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.~~

~~[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the District’s Restart and Recovery Plan.]~~

~~III. NJDOE Guidance – Key Subject Area 3 – Policy and Funding~~

~~A. School Funding~~

~~1. Purchasing~~

~~The District may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The~~

~~District shall continue to comply with the provisions of the  
“Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.~~

~~2. Costs and Contracting~~

~~The District shall follow all New Jersey State laws and  
regulations applicable to local school districts for purchasing  
when procuring devices and connectivity or any technology  
related item.~~

~~IV. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning~~

~~A. Ensuring the Delivery of Special Education and Related Services to  
Students with Disabilities~~

- ~~1. The District shall continue to meet their obligations to students  
with disabilities to the greatest extent possible.~~

~~B. Professional Learning~~

- ~~1. The District shall prepare and support teaching staff members  
in meeting the social, emotional, health, and academic needs of  
all students throughout the implementation of the Plan.~~

~~a. Professional Learning~~

- ~~1) The District shall grow each teaching staff  
member’s professional capacity to deliver  
developmentally appropriate standards-based  
instruction remotely.~~

~~b. Mentoring and Induction~~

- ~~1) The District shall ensure:~~
- ~~a) All novice provisional teachers new to  
the District be provided induction;~~
  - ~~b) One-to-one mentoring is provided to  
novice provisional teachers by qualified  
mentors;~~
  - ~~e) Mentors can provide sufficient support  
and guidance to novice provisional  
teachers working in a remote  
environment;~~



- d) ~~Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and~~
- e) ~~The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.~~

~~e. Evaluation~~

- 1) ~~The District has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).~~

~~C. Career and Technical Education (CTE)~~

- 1. ~~The District shall implement innovative learning models for new learning environments regarding CTE.~~

~~2. Quality CTE Programs~~

~~The District shall ensure students have access to appropriate industry-recognized, high-value credentials.~~

~~3. Work-Based Learning~~

~~The District will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in person.~~

~~Legal reference: New Jersey Department of Education "The Road Back—Restart and Recovery Plan for Education"~~

~~Memorandum—New Jersey Governor and Department of Education—Conditions for Learning—Health and Safety—August 3, 2020~~

## ~~Appendices~~

~~The provisions of the attached Appendices C, E, F, G, K, N, and O from the District's Restart and Recovery Plan are included in Policy No. 1648M.~~

Adopted (BCTS): 12/8/20  
Adopted (BCSS): 11/17/20

# TO BE ABOLISHED ON DECEMBER 7, 2021

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

## POLICY

Section: ADMINISTRATION  
Number: 1648.02M

Title: REMOTE LEARNING OPTIONS FOR FAMILIES

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~~On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled "Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021" as a result of the COVID-19 pandemic. This supplemental guidance includes an additional "anticipated minimum standard," as this phrase is used throughout "The Road Back: Restart and Recovery Plan for Education" (NJDOE Guidance). This additional "anticipated minimum standard" provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as "parents") may submit, and school districts shall accommodate, requests for full-time remote learning.~~

~~Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the district's Restart and Recovery Plan (Plan) and Policy No. 1648M—Restart and Recovery Plan.~~

~~A parent may contact the Principal or his or her designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this policy; and/or any other information regarding the District's Plan and Policy No. 1648M.~~

~~To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this policy that addresses the following:~~

### ~~I. Unconditional Eligibility for Full-Time Remote Learning~~

#### ~~A. All students are eligible for full-time remote learning.~~

- ~~1. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.~~
- ~~2. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in District schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college-operated programs, and approved private schools for students with disabilities).~~

## ~~II. Procedures for Submitting Full-Time Remote Learning Requests~~

- ~~A. A parent may request a student receive full-time remote learning from the District by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least thirty (30) calendar days before the student is eligible to commence full-time remote learning in accordance with Section II.A., below.~~
- ~~B. The student may only begin full-time remote learning at the beginning of the school year.~~
- ~~C. The written request for the student to receive full-time remote learning shall include:~~
  - ~~1. The student's name, school, and grade;~~
  - ~~2. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;~~
  - ~~3. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;~~
  - ~~4. For students with disabilities, the District staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and~~
  - ~~5. Any additional information the Principal or his or her designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in District programs.~~
    - ~~a. The documentation required by the District to be provided in the parent's request for full-time remote learning shall not~~

~~exclude any students from the District's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.~~

~~D. Upon receiving the written request, the Principal or his or her designee may request additional information from the parent to assist the Principal or his or her designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in District programs.~~

~~E. The Principal or his or her designee will review the written request and upon satisfaction of the procedures outlined in this policy, the Principal or his or her designee will provide written approval of the parent's request for full-time remote learning.~~

~~1. In the event the request does not satisfy the procedures outlined in this policy, the Principal or his or her designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this policy.~~

~~F. The Principal's written approval of the request shall be provided to the parent within thirty (30) calendar days of receiving the parent's written request.~~

~~1. The written approval will include the date the remote learning program will commence for the student in accordance with Section II.B., above.~~

### ~~III. Scope and Expectations of Full-Time Remote Learning~~

~~A. The scope and expectations of the District's full-time remote learning program will include, but not be limited to, the following:~~

~~1. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation No. R5200M—Attendance (Bergen County Technical Schools District only); the provisions of the District's remote learning program outlined in the District's Plan; and any other Board policies and regulations that govern the delivery of services to, and District expectations of, students participating in the remote learning program and their families;~~

~~2. The technology and the connectivity options to be used and/or provided to the student during remote learning; and~~

~~3. Any additional information the Principal or his or her designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and~~

~~other educational services as any other student otherwise participating in District programs (i.e. students participating in a hybrid model).~~

- ~~a. This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the District, the District making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.~~
- ~~b. Maintaining the high quality and scope of instruction and educational services also requires students to interact with the teacher and other students remotely. Therefore, students using the remote educational program must keep audio and video features of the technological equipment they use on at all times in order to fulfill the expectations and requirements of the remote learning option.~~

- ~~4. The District will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the District's remote learning option.~~

#### ~~IV. Procedures to Transition from Full-Time Remote Learning to In-Person Services~~

- ~~A. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least thirty (30) calendar days before the student is eligible for in-person services.~~
- ~~B. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of the school year, at the beginning of a marking period, at the beginning of a mid-year semester, or within thirty (30) school days after receiving written approval of the Principal or his or her designee.~~
- ~~C. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:~~
  - ~~1. The student's name, school, and grade;~~
  - ~~2. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with Section IV.B., above; and~~

~~3. Any additional information the Principal or his or her designee determines would be important on the student's transition from full-time remote learning to in-person services.~~

~~D. A student previously approved for remote learning wanting to transition into the District's in-person program must spend at least one marking period in remote learning before being eligible to transition into the District's in-person program, or one semester (1/2 school year) in remote learning before being eligible to transition into the District's in-person program, or thirty (30) school days in remote learning before being eligible to transition into the District's in-person program.~~

~~1. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.~~

~~E. The Principal or his or her designee will review the request for compliance with this policy, and upon satisfaction of the procedures in this policy, will provide the parent of the student a written approval of the student entering the District's in-person program.~~

~~1. In the event the request does not satisfy the procedures outlined in this policy, the Principal or his or her designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this policy.~~

~~F. Upon approval of the student's transition from full-time remote learning to in-person services, the District will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.~~

~~G. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.~~

## ~~V. Reporting~~

~~A. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.~~

~~1. The District will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.~~

## ~~VI. Procedures for Communicating District Policy with Families~~

~~A. The District will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:~~

- ~~1. Summaries of, and opportunities to review, the District's full-time remote learning Policy/Plan;~~
- ~~2. Procedures for submitting full-time remote learning requests in accordance with Section II., above;~~
- ~~3. Scope and expectations of full-time remote learning in accordance with Section III., above;~~
- ~~4. The transition from full-time remote learning to in-person services and vice versa in accordance with Sections II., and IV., above; and~~
- ~~5. The District's procedures for ongoing communication with families and for addressing families' questions or concerns.~~

## ~~VII. Home or Out of School Instruction~~

~~A. No provision of this policy supersedes the District's requirements to provide home or out of school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or his or her designee.~~

~~[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the District's Restart and Recovery Plan.]~~

Legal Reference: *New Jersey Department of Education Guidance Document: “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021”*

Adopted (BCTS): 9/22/20

Adopted (BCSS): 9/29/20



# TO BE ABOLISHED ON DECEMBER 7, 2021

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

## POLICY

Section: ADMINISTRATION  
Number: 1648.03M

Title: RESTART AND RECOVERY PLAN – FULL-TIME REMOTE  
INSTRUCTION

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~~On June 26, 2020, the New Jersey Department of Education published “The Road Back – Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening the New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “restart and Recovery Plan” (Plan) to reopen schools that best fit the District’s local needs.~~

~~The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648M and 1648.02M to address these policy requirements. Board policies related to COVID-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing policy on the same or similar subject, unless determined otherwise by the Superintendent.~~

~~On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in “The Road Back – Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.~~

~~Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:~~

- ~~1. The school building(s) or grade level(s) within the District that will provide full-time remote instruction;~~

- ~~2. The specific health and safety standards delineated in the NJDOE's "Checklist for Re-Opening of School 2020-2021," and detailed in "The Road Back—Restart and Recovery Plan for Education" Guidance, that the school is unable to satisfy;~~
- ~~3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and~~
- ~~4. A date by which the school anticipates the resumption of in-person instruction.~~

~~Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district's first day of school.~~

~~The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good faith efforts toward the resumption of in-person instruction.~~

~~All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:~~

- ~~1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half (2½) hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.~~
- ~~2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a one hundred eighty (180) day school year are met pursuant to N.J.S.A. 18A:7F-9.~~
- ~~3. The District shall provide access to standards-based instruction of the same quality and rigor as afforded all other students of the District, the District making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.~~
- ~~4. Maintaining the high quality and scope of instruction and educational services also requires students to interact with the teacher and other students remotely. Therefore, students using the remote educational program must keep audio and video features of the technological equipment they use on at all times in order to fulfill the expectations and requirements of the remote learning option.~~

~~5. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLs).~~

~~All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four (4) hours of in-person or remote instruction.~~

~~Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.~~

~~Legal references: Executive Order 175 August 13, 2020~~

Adopted (BCTS): 10/27/20  
Adopted (BCSS): 10/20/20

**PERSONNEL**

**22-P-61T      APPROVAL—2021 – 2022 STAFF APPOINTMENTS**

**RESOLUTION**

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

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

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

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

Key:      Staff:

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

Schools/Locations:

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

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Ahmad, Rhyana (N)	Academic Tutor (Math/Science)	BCTHS, Teterboro
	Salary: \$55,000. per annum pro rata Effective: 11/29/21 to 06/30/22 Note: Grant funded (ARAP 2021)	
Conniff, Cara (N)	Academic Tutor (Math/Science)	ATHS, Paramus
	Salary: \$55,000. per annum pro rata Effective: 11/18/21 to 06/30/22 Note: Grant funded (ARAP 2021)	

Cubias, Claudia (R)	Broker/MIS Computer Technician	BOCC (WIA), Hackensack
	Salary: \$50,000. per annum pro rata Effective: 12/13/21 to 06/30/22 Note: Grant funded	
Hot, Valjbona (R)	Custodian	DISTRICT, Teterboro
	Salary: Col. 1, Step 1: \$47,009. + Boiler \$1,200. + 2 <sup>nd</sup> Shift \$1,017. = \$49,226. per annum pro rata Effective: 11/15/21 to 06/30/22 Note: Replacement for staff who was reassigned.	
Ihemaguba, Akunna (N)	Academic Tutor (Math/Science)	BCVHS, Paramus
	Salary: \$55,000. per annum pro rata Effective: 12/06/21 to 01/31/22 Note: Grant funded (ARAP 2021)	
Mamone, Brandon (R)	Specialist: Computer	DISTRICT, Teterboro
	Salary: \$40,000. per annum pro rata Effective: 11/08/21 to 06/30/22 Note: Replacement for staff who resigned	
Ohannesian, Taleen (N)	Broker/Counselor	BOCC (WIA), Hackensack
	Salary: \$45,000. per annum pro rata Effective: 12/01/21 to 06/30/22 Note: Grant funded	
Pham, Philip (N)	Specialist: Computer	DISTRICT, Shared Services
	Salary: \$40,000. per annum pro rata Effective: 11/22/21 to 06/30/22 Note: Shared Services Lincoln Park	
Radimer, Wiet (N)	Academic Tutor (Humanities)	BCVHS, Paramus
	Salary: \$55,000. per annum pro rata Effective: 11/22/21 to 06/30/22 Note: Grant funded (ARAP 2021)	
Zevallos Paz, Lourdes (R)	Broker/Counselor (Part-time)	ADULT ED, Hackensack
	Salary: \$21.00 per hour Effective: 11/16/21 to 06/30/22 Note: Replacement for staff appointed to full time position in District	

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

**22-P-62T      APPROVAL—2021-2022 SALARY RECLASSIFICATION—CERTIFICATED**

**RESOLUTION**

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

**CERTIFICATED**

<u><b>NAME</b></u>	<u><b>POSITION</b></u>	<u><b>SCHOOL/LOCATION</b></u>
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Maks, Natalia	Teacher of Commercial Art	BCA, Hackensack
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From: Col. V, Step 11 (Vocational Guide): \$88,059. per annum pro rata  
To: Col. V, Step 11 (Vocational Guide): \$88,940. per annum pro rata  
Effective: 10/01/21 to 06/30/22  
Note: Revision to salary

Patiak, Jr., Benjamin	Teacher of Mathematics	BCTHS, Teterboro
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From: Col. III, Step 19: \$107,679 per annum pro rata  
To: Col. V, Step 19: \$113,250. per annum pro rata  
Effective: 10/27/21 to 06/30/22  
Note: Reclass due to receipt of official evaluation of credentials from IERF for 2<sup>nd</sup> Master's Degree from Philippines

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

**22-P-63T      APPROVAL—2021-2022 SALARY RECLASSIFICATION(S) / STATUS—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:

Haas, Morgan

From: Day Care Center Caregiver (Part-time): \$12.00 per hour  
To: Day Care Center Caregiver (Part-time): \$13.00 per hour  
Effective: 01/01/2022 to 06/30/2022  
Note: Minimum hourly rate change from \$12.00 per hr. to \$13.00 per hr. as of 01/01/2022. Max 24 hours per week

Manzione, Stephen

From: Mail Clerk/Courier (Part-time): \$12.00 per hour  
To: Mail Clerk/Courier (Part-time): \$13.00 per hour  
Effective: 01/01/2022 to 06/30/2022  
Note: Minimum hourly rate change from \$12.00 per hr. to \$13.00 per hr. as of 01/01/2022. Max 24 hours per week

Ruehl, Kathleen

From: Day Care Center Caregiver: \$22,495. per annum  
To: Day Care Center Caregiver: \$23,660. per annum pro rata  
Effective: 01/01/2022 to 06/30/2022  
Note: Salary adjustment due to minimum wage hourly rate change to \$13/hr. as of 01/01/2022.

Weisman, Steven

From: Teacher of Computer Science, BCTEC, Paramus: Col. III, Step 3: \$62,164.00 per annum

To: Specialist: Computer, DISTRICT, Hackensack: \$50,526. per annum pro rata

Effective: 11/22/21 to 06/30/22

Note: Replacement for staff who resigned. Reclassed from Teacher to Specialist, Seamless Service from Teacher position

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

**22-P-64T APPROVAL—REVISED 2021-2022 - STUDENT ABBREVIATED DAY CALENDAR**

**RESOLUTION**

BE IT RESOLVED that the attached revised 2021-2022 Student Abbreviated Day Calendar be approved, and

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

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

**22-P-65T APPROVAL—2021-2022 DISTRICT SUBSTITUTE TEACHER(S)**

**RESOLUTION**

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

Hsu, Yilan	Grades N-12; All Subjects	Eff: 10/28/21
Vargas, Diego	COE: Teacher of Spanish	Eff: SY 21-22

**22-P-66T APPROVAL—2021 - 2022 EMT TEMPERATURE TAKERS**

**RESOLUTION**

BE IT RESOLVED that the following list of **EMT TEMPERATURE TAKER** staff be approved at the rates indicated, effective 07/01/21 through 06/30/22.

<u>Instructor Name</u>	<u>Rate/hr.</u>	<u>Effective</u>
Addeo, Carmen	\$48.57 (max. 15 hours per week)	10/27/21

**22-P-67T APPROVAL—2021-2022 LONG TERM SUBSTITUTE TEACHER(S)**

**RESOLUTION**

BE IT RESOLVED that Yilan Hsu, who holds valid County Substitute certificate, be appointed as a long term substitute teacher at the Bergen County Academies, Hackensack, to be compensated as follows:

Salary:	\$221. per diem
Effective:	10/28/21 to 11/30/21
Note:	Replacement for teacher on LOA

22-P-68T      APPROVAL— 2020-2021 APPOINTMENTS  
                         EXTRA DUTY/EXTRA PAY POSITIONS  
                         APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS  
                         APPROVAL— 2021-2022 APPOINTMENTS  
                                 EXTRA DUTY/EXTRA PAY POSITIONS  
                         APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS

**RESOLUTION**

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

**EXTRA DUTY/EXTRA PAY SY 2020-2021**

<b><u>Curriculum Projects:</u></b>	Armonaitis, William	Final payment - \$1,837.00 EMR for Applied Technology Effective: 11/17/21
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**EXTRA DUTY/EXTRA PAY SY 2021-2022**

<b><u>Curriculum Projects:</u></b>	Gutierrez, Joseph	Final payment - \$1,883.00 Perkins Middle School CTE Effective: 11/09/21
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	Sawhney, Puneet	Final payment - \$1,883.00 Perkins Middle School CTE Effective: 11/09/21
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	Zhang, Yu	Final payment - \$1,883.00 Perkins Middle School CTE Effective: 11/09/21
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<b><u>Home Instruction:</u></b>	Adriance, Timothy Student: AJ	\$84 per hour Max. hours: 18 Effective 11/01/21
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	Gutierrez, Joseph Student: AJ	\$84 per hour Max. hours: 18 Effective 11/01/21
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	Kim, Roslyn Student: AJ	\$84 per hour Max. hours: 18 Effective 11/01/21
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	Kozlova, Ekaterina Student: AJ	\$84 per hour Max. hours: 18 Effective 11/01/21
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Mihas, Maria  
Student: AJ  
\$84 per hour  
Max. hours: 9  
Effective 11/01/21

Paul, Eric  
Student: AJ  
\$84 per hour  
Max. hours: 18  
Effective 11/01/21

Walsh, Gene  
Student: AJ  
\$84 per hour  
Max. hours: 18  
Effective 11/01/21

Carey, Jessica  
Student: DR  
\$84 per hour  
Max. hours: 6  
Effective 10/25/21

Conry, Joseph  
Student: DR  
\$84 per hour  
Max. hours: 6  
Effective 10/25/21

Hommen, Maureen  
Student: DR  
\$84 per hour  
Max. hours: 6  
Effective 10/25/21

Kruger, Ryan  
Student: DR  
\$84 per hour  
Max. hours: 6  
Effective 10/25/21

Magee, Robert  
Student: DR  
\$84 per hour  
Max. hours: 6  
Effective 10/25/21

Zavorotniy, Yuriy  
Student: DR  
\$84 per hour  
Max. hours: 6  
Effective 10/25/21

Lee, Yoonok  
Student: FD  
\$84 per hour  
Max. hours: 12  
Effective 11/02/21

Patterson, Christopher  
Student: FD  
\$84 per hour  
Max. hours: 12  
Effective 11/02/21

Thawley, Luke  
Student: FD  
\$84 per hour  
Max. hours: 12  
Effective 11/02/21

Wolf, Samantha  
Student: FD  
\$84 per hour  
Max. hours: 12  
Effective 11/02/21

Carey, Jessica  
Student: HM  
\$84 per hour  
Max. hours: 8  
Effective 11/02/21

Conry, Joseph  
Student: HM  
\$84 per hour  
Max. hours: 8  
Effective 11/02/21

Kruger, Ryan  
Student: HM  
\$84 per hour  
Max. hours: 8  
Effective 11/02/21

Marella, Lindsey  
Student: HM  
\$84 per hour  
Max. hours: 8  
Effective 11/02/21

Yanniotis, Andreas  
Student: HM  
\$84 per hour  
Max. hours: 4  
Effective 11/02/21

Allard, Genevieve  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

Golle, Erica  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

Miletic, Vanessa  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

Moogan, Thomas  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

Olivo, Daniel  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

Sankar, Jayasree  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

Sladich, Dan  
Student: MB  
\$84 per hour  
Max. hours: 4  
Effective 11/10/21

**Academy After Hours – Common Area Supervision**

**Rate: \$48.57 per hour**

**Effective: 11/01/21 to 06/30/22**

Alschen, Sergei  
Branda, John  
Guthrie, Peter  
Kaser, Paul  
Kouefati, Danielle  
Lang, Scott  
Xu, Minghua

**Max.  
Hours**

1,500\*

\*Note: Maximum 1,500 hours to be shared.

**Admissions Chairperson work**

**Rate: Hourly per diem**

**Effective: SY 21-22**

Buccino, Andrea

**Max. Hrs.**

50

**Cosmetology After School Program**

**Rate: Hourly per diem**

**Effective: 11/08/21 to 06/30/22**

Leon, Stephanie

**Max. Hrs.**

35

**Curriculum Project: Instruction for Middle School Program**

**Rate: Hourly per diem\***

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

Bajwa, Ravinder  
Gutierrez, Joseph  
Sawhney, Puneet  
Zhang, Yu

**Max. Hrs.**

32  
32  
32  
32

\*Grant funded Perkins Secondary Education Program

**Curriculum Project: Instructional Coaching for Bergenfield  
And Little Ferry Middle School Teachers**

**Rate: Hourly per diem\***

**Effective: SY 21-22**

	<b><u>Max. Hrs.</u></b>
Bajwa, Ravinder	4
Gutierrez, Joseph	4
Sawhney, Puneet	4
Zhang, Yu	4

\*Grant funded Perkins Secondary Education Program

**Curriculum Revisions**

**Rate: Hourly per diem**

**Effective: 12/07/21 to 06/30/22**

	<b><u>Max. Hrs.</u></b>	<b><u>Project</u></b>
Lancaster, Jonathan	10	US History I
Lancaster, Jonathan	10	Global History

**Lunch Duty\***

**Rate: \$10. Per lunch period\***

**Effective: 09/03/21 to 06/30/22**

	<b><u>Campus</u></b>
Schram, Thomas	Paramus

\*Revised BOE 11/01/21; Resol. #22-P-55T. Per Sidebar Agreement: BOE 08/31/21; Resol. #22-P-25T

**Overload – Teacher (Revised)**

**Rate: \$7,383 per annum**

**Effective: SY 2021-2022**

	<b><u>Campus</u></b>
Thom, Matthew	Teterboro

**BERGEN COUNTY VOCATIONAL SCHOOLS – PARAMUS**

<b><u>ADVISORS:</u></b>	<b><u>Recommended Staff</u></b>		<b><u>Rate</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
Fitness Club	VanBoeckel	Eric	\$2,716	11/16/21
Poetry Club	Alvarez	John	\$2,716	11/17/21
Weightlifting Club	Chomin	Michael	\$2,716	11/10/21

**BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO**

<b><u>ADVISORS:</u></b>	<b><u>Recommended Staff</u></b>		<b><u>Rate</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
VICA	Conlon	Kenneth	\$2,716	SY 21-22

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

**ATHLETICS - DISTRICT**

<b><u>ASSIGNMENT:</u></b>	<b>Recommended Staff</b>		
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Basketball Assistant Coach (Girls)	Luvera	Kathryn	\$8,038
Basketball Assistant Coach (Boys)	Meeney	Brian	\$8,038
Assistant Fencing Coach	Switala	Dylan	\$7,607

**22-P-69T      APPROVAL — LEAVE(S) OF ABSENCE**

**RESOLUTION**

BE IT RESOLVED, that Catherine Fillebrown, Teacher of Chinese, Bergen County Academics, Hackensack, will be granted an unpaid federal statutory family leave of absence with benefits for the period October 20, 2021 through December 3, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

**22-P-70T      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:

Miller, Ava	Assistant Board Secretary	District	Effective 04/01/22
Schaffer, Mark	Coordinator of EMS	EMS	Effective 03/01/22

**22-P-71T      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:

Ghotok, Mhamdnor	Assistant Football Coach	Effective 11/02/21
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**22-P-72T      APPROVAL—SIDEBAR AGREEMENT REGARDING ATHLETICS STIPENDS AMENDING THE  
2020-2023 BERGEN COUNTY VOCATIONAL-TECHNICAL SCHOOLS EDUCATION  
ASSOCIATION CONTRACT**

**RESOLUTION**

BE IT RESOLVED, that the attached Sidebar Agreement regarding Athletics Stipends amending the 2020-2023 Bergen County Vocational Technical Schools Education Association contract be approved effective 07/01/21; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to sign the attached Sidebar Agreement on behalf of the Board of Education.

**22-P-73T      APPROVAL—SIDEBAR AGREEMENT REGARDING ADVISORY BOARD COORDINATION  
STIPEND AMENDING THE 2020-2023 BERGEN COUNTY VOCATIONAL-TECHNICAL  
SCHOOLS EDUCATION ASSOCIATION CONTRACT**

**RESOLUTION**

BE IT RESOLVED, that the attached Sidebar Agreement regarding Advisory Board Coordination Stipend amending the 2020-2023 Bergen County Vocational Technical Schools Education Association contract be approved effective 07/01/21; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to sign the attached Sidebar Agreement on behalf of the Board of Education.

**22-P-74T      APPROVAL—SIDEBAR AGREEMENT REGARDING TEACHER OVERLOAD COMPENSATION  
AMENDING THE 2020-2023 BERGEN COUNTY VOCATIONAL-TECHNICAL SCHOOLS  
EDUCATION ASSOCIATION CONTRACT**

**RESOLUTION**

BE IT RESOLVED, that the attached Sidebar Agreement regarding Teacher Overload Compensation amending the 2020-2023 Bergen County Vocational Technical Schools Education Association contract be approved effective 07/01/21; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to sign the attached Sidebar Agreement on behalf of the Board of Education.

## BCTS Student Abbreviated Days — 2021-2022 School Calendar

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

Back-to-School Night.....	Thursday, September 30, 2021
*Staff Development/Student Achievement Review.....	Monday, October 18, 2021
*Staff Development/Student Achievement Review.....	Tuesday, November 16, 2021
*Before Thanksgiving Recess .....	Wednesday, November 24, 2021
*Before Winter Recess.....	Thursday, December 23, 2021
Admissions .....	Friday, January 28, 2022
Admissions .....	Tuesday, March 1, 2022
Admissions .....	Thursday, March 3, 2022
*Staff Development/Student Achievement Review.....	Friday, March 25, 2022
*Curriculum Revision/Advisory Boards.....	Friday, May 20, 2022
*Staff Development/Student Achievement Review.....	Friday, May 27, 2022
*Staff Development/Student Achievement Review.....	Tuesday, June 14, 2022
End of Year Procedures.....	Mon-Thurs, June 20-23, 2022
Graduation/Last day for Students.....	Friday, June 24, 2022

### Bergen County Vocational High School, Paramus^

#### Applied Technology High School at BCC+ (“+” or “^” indicates this campus only)

+Back to School Night.....	Tuesday September 21, 2021
^Open House.....	Tuesday, September 21, 2021
^Back to School Night .....	Wednesday, September 22, 2021
+Open House.....	Thursday, September 23, 2021
+Open House .....	Tuesday, October 12, 2021
^Open House.....	Wednesday, October 13, 2021
Professional Development/Advisory Boards.....	Friday, October 22, 2021
+Open House .....	Tuesday, October 26, 2021
^Open House .....	Thursday, November 11, 2021
Professional Development/Advisory Boards.....	Friday, November 12, 2021
Before Thanksgiving Recess .....	Wednesday, November 24, 2021
Before Winter Recess.....	Thursday, December 23, 2021
Staff Development .....	Friday, January 14, 2022
Staff Development .....	Friday, February 11, 2022
Professional Development/Advisory Boards.....	Friday, March 11, 2022
Staff Development .....	Friday, March 18, 2022
Professional Development/Advisory Boards.....	Friday, April 22, 2022
Staff Development.....	Thursday, May 12, 2022
End of Year Procedures .....	Mon-Thurs, June 20-23, 2022
Graduation/Last day for Students.....	Friday, June 24, 2022

### Bergen County Technical High School, Teterboro

Back to School Night .....	Thursday, September 23, 2021
Open House .....	Thursday, October 7, 2021
Open House .....	Tuesday, October 12, 2021
Early Dismissal-Weather Emergency.....	Tuesday, October 26, 2021
Staff Development/Student Achievement Review.....	Friday, October 29, 2021
Curriculum Revision/Advisory Board .....	Monday, November 8, 2021
Before Thanksgiving Recess .....	Wednesday, November 24, 2021
Before Winter Recess.....	Thursday, December 23, 2021
Staff Development/Student Achievement Review.....	Tuesday, March 1, 2022
Staff Development/Student Achievement Review.....	Friday, March 18, 2022
Staff Development/Student Achievement Review.....	Monday, April 4, 2022
Curriculum Revision/Advisory Board .....	Monday, May 16, 2022
Staff Development/Student Achievement Review.....	Wednesday, May 25, 2022
End of Year Procedures.....	Mon-Thurs, June 20-23, 2022
Graduation/Last day for Students.....	Friday, June 24, 2022

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

Adopted: 03/23/2021, 08/31/2021, 9/28/2021, 12/07/2021

**SIDEBAR AGREEMENT**  
**between**  
**THE BERGEN COUNTY TECHNICAL SCHOOLS BOARD OF EDUCATION**  
**and**  
**THE BERGEN COUNTY TECHNICAL SCHOOLS EDUCATION ASSOCIATION**

The Bergen County Technical Schools Board of Education (hereinafter "Board") and the Bergen County Technical School Education Association (hereinafter "Association") are parties to a collective negotiations agreement that sets forth terms and conditions of employment for district employees in positions represented by the Association from July 1, 2020 through June 30, 2023 (hereinafter "Agreement").

Schedule E (Athletic Department Salary Guide) sets forth the stipends for various extracurricular coaching assignments for interscholastic student athletics programs.


The Board and the Association agree that a new, second-tier Track Assistant Coach stipend in addition to the current Track Assistant Coach stipend would allow the district to provide valuable coaching support and resources to its student track athletes.

Based on the forgoing, the parties' mutual agreement is as follows:

1. The following shall be a part of Schedule E (Athletic Department Salary Guide) of the Agreement for the term of the Agreement only:

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Track Second Assistant Coach	\$7,390	\$7,160	\$6,950

This revision of the Agreement is effective July 1, 2021.

  
 Jon Bercovici, President  
 Bergen County Technical Schools Education Association

12.3.21  
 Date

\_\_\_\_\_  
 Howard Lerner, Ed.D.  
 Superintendent

\_\_\_\_\_  
 Date



**SIDEBAR AGREEMENT**  
**between**  
**THE BERGEN COUNTY TECHNICAL SCHOOLS BOARD OF EDUCATION**  
**and**  
**THE BERGEN COUNTY TECHNICAL SCHOOLS EDUCATION ASSOCIATION**

The Bergen County Technical Schools Board of Education (hereinafter "Board") and the Bergen County Technical School Education Association (hereinafter "Association") are parties to a collective negotiations agreement that sets forth terms and conditions of employment for district employees in positions represented by the Association from July 1, 2020 through June 30, 2023 (hereinafter "Agreement").

Article VIII(D) sets forth terms and conditions related to the responsibilities of Shop/CTE teachers for establishing and maintaining Advisory Committees for their disciplines as required by the federal Carl Perkins Act. Article VIII(D) specifically states that "[s]hop teachers not assigned a Program Manager/Lead Teacher will receive a stipend of \$150 for coordinating each Advisory Committee meeting."

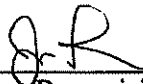
The Board and the Association agree that, since the time Article VIII(D) was first included in predecessors to the Agreement, the use of Advisory Committees has expanded to include subjects taught by Academic teachers as well as by Shop/CTE teachers. The time and responsibility required to coordinate Advisory Committees are no different for Academic teachers than they are for Shop/CTE teachers. Consequently, the rationale for paying a \$150 stipend to Shop/CTE teachers not assigned Program Managers/Lead Teachers for coordinating each Advisory Committee meeting applies equally to Academic teachers not assigned Program Managers/Lead Teachers who are required to coordinate Advisory Committee meetings.

Based on the forgoing, the parties' mutual agreement is as follows:

1. The second paragraph of Article VIII(D) of the Agreement is revised to read as follows:

"As assigned by the Building Administrator, teachers of Academic and/or Shop/CTE subject areas in all district high schools shall be responsible for establishing and maintaining an Advisory Committee for their discipline in accord with the requirements of the Federal Carl Perkins Act. Teachers not assigned a Program Manager/Lead Teacher will receive a stipend of \$150 for coordinating each Advisory Committee meeting. Where more than one teacher is assigned to a particular program that involves an Advisory Committee and no Program Manager/Lead Teacher support, only one such teacher shall be eligible for this stipend for that program. All academic teachers and support staff members not assigned to programs that involve Advisory Committees will be assigned appropriate activities."

This revision of the Agreement is effective July 1, 2021.

  
 Jon Bercovici, President  
 Bergen County Technical Schools Education Association

12-3-21

Date

\_\_\_\_\_  
 Howard Lerner, Ed.D.  
 Superintendent

\_\_\_\_\_  
 Date

**SIDEBAR AGREEMENT**  
**between**  
**THE BERGEN COUNTY TECHNICAL SCHOOLS BOARD OF EDUCATION**  
**and**  
**THE BERGEN COUNTY TECHNICAL SCHOOLS EDUCATION ASSOCIATION**

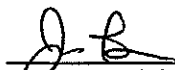
The Bergen County Technical Schools Board of Education (hereinafter "Board") and the Bergen County Technical School Education Association (hereinafter "Association") are parties to a collective negotiations agreement that sets forth terms and conditions of employment for district employees in positions represented by the Association from July 1, 2020 through June 30, 2023 (hereinafter "Agreement").

Article VIII(C), in part, allows the Board to assign teachers at the Paramus, Teterboro and Applied Technology High School campuses "more than 25 periods or 50 mods per week to a sixth period or two (2) additional mods per day in any subject area." Article VIII(C), in part, also sets forth terms and conditions related to compensation for teachers who teach extra assignment periods in addition to their maximum allowable teaching loads. Specifically, "[c]ompensation for the additional assignment period... shall be the shop differential for teachers who have taught 91 or more days in an additional period or two (2) mods of assignment. Teachers who have taught 90 or fewer days in an additional assignment shall be compensated at the teacher relief rate as per Schedule D." The "shop differential" refers to the monthly salary adjustment stated in the first paragraph of Article VI(J)(2). The "teacher relief rate" refers to the hourly rate for "Teacher Relief" stated in the "PER HOUR COMPENSATION" section of Schedule D.

The Board and the Association agree that, under certain circumstances, the "Teacher Relief" rate in Schedule D is not adequate compensation for the work required of teachers at the Paramus, Teterboro and Applied Technology High School campuses assigned to the extra instructional periods as described above for durations of ninety (90) days or less in a school year. Specifically, the Board and the Association agree that the following shall be added as a new second paragraph in Article VIII(C):

Where a teacher's assignment to an extra instructional period as described above lasts more than ten (10) but less than ninety one (91) consecutive school days, and the Principal specifically communicates that the assigned teacher is responsible for all elements of teacher job performance related to that extra instructional period (e.g., development of curriculum scope and sequence, lesson planning, instruction, assessment of learning, etc.) during that time, compensation for the additional assignment period shall be the shop differential (Article VI(J)(2)) rather than the teacher relief rate established in Schedule D. On every sixth consecutive day of such an assignment, the teacher will also be given an additional preparation period. To qualify for this higher compensation rate and additional preparation time, the Principal must communicate his/her expectation that the teacher assigned to the extra instructional period has assumed or will assume "full teacher responsibility" for the extra instructional period, and the anticipated minimum duration of the assignment, in writing to the teacher and in his/her recommendation of the assignment to the Superintendent or his/her designee for approval.

This revision of the Agreement is effective July 1, 2021.

  
 Jon Bercovici, President  
 Bergen County Technical Schools Education Association

12.3.21

Date

\_\_\_\_\_  
 Howard Lerner, Ed.D.  
 Superintendent

\_\_\_\_\_  
 Date

## **FINANCE RESOLUTIONS**

### **22-F-88T      APPROVAL—PAYMENT OF BILLS: OCTOBER – DECEMBER 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>	All Funds <u>Account 955-1020731</u>	<u>Total</u>
10/22/21-12/02/21	009133-009321	\$14,520,683.47	
10/22/21-12/02-21	S40610-S40873	\$1,193,326.99	\$15,714,010.46

<u>Date</u>	<u>Check Numbers</u>	Unemployment Comp Ins Fund <u>Account 955-1020782</u>	<u>Total</u>
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<u>Date</u>	<u>Check Numbers</u>	Escrow Account <u>Account 345-50179</u>	<u>Total</u>
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PB/JS

### **22-F-89T      MONTHLY CERTIFICATION— SEPTEMBER AND OCTOBER 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 September 30, 2021 and October 31, 2021 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over-expended in violation of N.J.A.C. 6:20-2.12(b)\* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

\*Citations are subject to change due to periodic amendments.

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

PB/JS

Source of Funds: per Attached

**22-F-90T                      LINE ITEM TRANSFERS – OCTOBER 2021**

**RESOLUTION**

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

\*Citations are subject to change due to periodic amendments.

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

PB/JS/am  
Source of Funds: Per Attached

**22-F-91T                      ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE FUNDS AND  
ESTABLISHMENT OF BUDGET**

**PERKINS POST-SECONDARY GRANT PROGRAM**

**RESOLUTION**

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

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

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

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u>Amount of Grant</u></b>
Federal – FY '22 Carl D. Perkins Act	Perkins Post-Secondary Grant Program	\$137,710

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

<b><u>Program Information</u></b>	<b><u>Account Number</u></b>	<b><u>Budget Category</u></b>	<b><u>Amount</u></b>
Grant Period: 6/1/2021 – 6/30/2022	20-361-100-600 VN	Supplied & Materials	20,252
	20-361-200-100 VN	Salaries	38,248
	20-361-200-200 VN	Employee Benefits	7,500
Program Director: R. Panicucci	20-361-200-300 VN	Purchased Prof Services	2,176
	20-361-400-731 VN	Instructional Equipment	69,534
		<b>TOTAL</b>	<b>\$137,710</b>

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

**22-F-92T ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE FUNDS AND  
ESTABLISHMENT OF BUDGET**

**PERKINS SECONDARY GRANT PROGRAM**

**RESOLUTION**

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

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

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

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u>Amount of Grant</u></b>		
		Federal	Reserve	TOTAL
Federal – FY '22 Carl D. Perkins Act	Perkins Secondary Grant Program	Grant No. V048A190030 \$601,383	Grant No. V048A210030 \$90,214	\$691,597

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

<b><u>Program Information</u></b>	<b><u>Account Number</u></b>	<b><u>Budget Category</u></b>	<b><u>Amount</u></b>	
			Federal	Reserve
Program Director:	20.362.100.100.VN	Salaries	240,556	
R. Panicucci	20.362.100.300.VN	Purchased Services	75,720	
	20.362.100.600.VN	Supplies and Materials	9,000	
Grant Period:	20.362.200.100.VN	Salaries	11,690	
July 1, 2021 to	20.362.200.200.VN	Employee Benefits	61,538	
June 30, 2022	20.362.200.300.VN	Purchased Technical Services	23,687	
	20.362.200.500.VN	Other Purchased Services	9,760	
	20.362.200.600.VN	Supplies and Materials	2,000	
	20.362.400.731.VN	Instructional Equipment	167,432	
Reserve:	20.363.400.731.VN	Instructional Equipment		90,214
		Total	\$601,383	\$90,214
		<b>GRAND TOTAL</b>	<b>\$691,597</b>	

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

**~~22-F-93T~~ APPROVAL – PROFESSIONAL SERVICES TO PROVIDE A FEASIBILITY STUDY FOR  
THE EXPANSION/RENOVATION OF CULINARY ARTS SPACE – PARAMUS CAMPUS  
VENDOR: DICARA/RUBINO ARCHITECTS**

Resolution Removed

WHEREAS, a need exists to provide professional services to prepare a feasibility study for the possible expansion and renovation of the culinary arts spaces at Bergen County Technical Schools -Paramus Campus; and

WHEREAS, DiCara/Rubino Architects, has submitted the attached proposal which includes recommendations for design options, a code analysis and estimations of probable cost;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned project and services to be provided by DiCara/Rubino Architects, located at 30 Galesi Drive, Wayne, New Jersey at the following fees:

Description	Amount
Feasibility Study	\$7,500.00
Reimbursable expenses not to exceed	\$2,000.00

JS/am

**22-F-94T APPROVAL – RENEWAL OF EDUCATORS LEGAL LIABILITY INSURANCE  
BERGEN COUNTY TECHNICAL SCHOOLS**

RESOLUTION

WHEREAS, the Board of Education's insurance broker has recommended the renewal of the Educators Legal Liability Policy with QBE Insurance Corporation at the following rate:

Policy Number	Period	Annual Premium
QBPE-1000	December 12, 2021 to December 12, 2022	\$84,445.00

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

**22-F-95T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND HAWORTH 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 Haworth Board of Education;

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

**22-F-96T      AWARD OF CONTRACT TO FURNISH AND DELIVER VARIOUS SCIENCE CHEMICALS AND REAGENTS FOR BCTS - HACKENSACK**  
**VENDOR: FISHER SCIENTIFIC COMPANY LLC, HANOVER PARK, IL**

**BID #22-06**

**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 Science Chemicals and Reagents for BCTS - Hackensack, and

WHEREAS, in accordance with the advertisement, two (2) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on November 23, 2021,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Instructors in the affected departments, the Board of Education awards the contract to the lowest responsible bidder, after analyzing on a line item basis, Fisher Scientific Company LLC, Hanover Park, IL as follows:

Item #	Unit of Measure	Qty	Description	Unit	Total Cost
14-386-40	each	1	Thermo Scientific™ Microplate Readers Optical Filters Wavelength Range: 550nm	\$270.48	\$270.48
14-386-45	each	1	Thermo Scientific™ Microplate Readers Optical Filters Wavelength Range: 595nm	\$287.33	\$287.33
14-386-45	each	1	Thermo Scientific™ Microplate Readers Optical Filters Wavelength Range: 690nm	\$270.32	\$270.32
17-502-001	each	2	Gibco N-2 Supplement (100X), 50mL, Neural Cell	\$882.00	\$1,764.00
21-625-0	each	1	Tocris Bioscience INCA-6, 50mg	\$649.00	\$649.00
NC0099852	each	2	Trilencer-27 Fluorescent-labeled transfection control siRNA duplex	\$149.15	\$298.30
NC1635976	each	2	Trilencer-27 HPRT Positive control siRNA duplex	\$149.15	\$298.30
NC1738848	each	2	siTran 2.0 siRNA transfection reagent (0.5ml)	\$285.47	\$570.94
50-189-585FP	each	2	H9c2 Rat Myoblast cells	\$598.95	\$1,197.90
50-188-729FP	each	2	HepG2 human hepatocellular carcinoma cells	\$598.95	\$1,197.90
50-189-662FP	each	10	Trypsin-EDTA for primary cells	\$34.72	\$347.20
50 189 663FP	each	10	Trypsin Neutralizing Solution	\$34.72	\$347.20
50 189 661FP	each	10	Penicillin- Streptomycin-Amphotercin B	\$34.72	\$347.20
NC1298362	each	1	C8-D30 astrocyte type III clone	\$764.72	\$764.72
50-188-770FP	each	2	NCI-H441 Human Lung adenocarcinoma cells	\$598.95	\$1,197.90
			GRAND TOTAL (ALL INCLUSIVE):		\$9,808.68

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Purchasing Department to rebid the items that have not been awarded.

JS/hm

**22-F-97T      AWARD OF CONTRACT TO FURNISH AND DELIVER VARIOUS MAINTENANCE UNIFORMS AND SHOES ON AN AS NEEDED BASIS FOR BERGEN COUNTY TECHNICAL SCHOOLS, COMMENCING DECEMBER 15, 2021, FOR A TWO-YEAR PERIOD**  
**VENDORS: VARIOUS**

BID #22-PC8R  
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 Maintenance Uniforms and Shoes on an As Needed Basis for Bergen County Technical Schools Cooperative, Commencing December 15, 2021, or Date of Award, for a Two-Year Period, and

WHEREAS, in accordance with the advertisement, two (2) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on November 16, 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 contracts, on a line item basis, as follows:

SMART STITCH LLC, EWING, NJ

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
	<b><u>SHORT SLEEVE SHIRTS</u></b>				
---	<b>WORK SHIRT - Short Sleeve 60% Cotton / 40% Polyester - Polo Gold Embroidered (BCSS or BCTS) All Colors</b>	<b>Blue Generation BG7206</b>	<b>330</b>	-----	-----
1	Small	-----	-----	\$18.50	\$18.50
2	Medium	-----	-----	\$18.50	\$18.50
3	Large	-----	-----	\$18.50	\$18.50
4	X Large	-----	-----	\$18.50	\$18.50
5	2X Large	-----	-----	\$20.00	\$20.00
6	3X Large	-----	-----	\$22.75	\$22.75
7	4X Large	-----	-----	\$24.75	\$24.25
---	<b>WORK SHIRT – Short Sleeve 100% ring spun Cotton Heavyweight - Polo Gold Embroidered (BCSS or BCTS) All Colors</b>	<b>Port Authority K420</b>	<b>60</b>	-----	-----
8	Small	-----	-----	\$18.00	\$18.00
9	Medium	-----	-----	\$18.00	\$18.00
10	Large	-----	-----	\$18.00	\$18.00
11	X Large	-----	-----	\$18.00	\$18.00



<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
12	2X Large	-----	-----	\$20.00	\$20.00
13	3X Large	-----	-----	\$22.00	\$22.00
14	4X Large	-----	-----	\$24.00	\$24.00
---	<b>WORK SHIRT - Short Sleeve 65% Polyester / 35% Cotton Gold Embroidered (BCSS or BCTS) All Colors</b>	<b>Red Kap SP24</b>	<b>110</b>	-----	-----
15	Small	-----	-----	\$16.50	\$16.50
16	Medium	-----	-----	\$16.50	\$16.50
17	Large	-----	-----	\$16.50	\$16.50
18	X Large	-----	-----	\$16.50	\$16.50
19	2X Large	-----	-----	\$19.00	\$19.00
20	3X Large	-----	-----	\$19.00	\$19.00
21	4X Large	-----	-----	\$19.00	\$19.00
---	<b>Women's – Short Sleeve 60% Cotton / 40% Polyester Gold Embroidered (BCSS or BCTS) All Colors (supervisors)</b>	<b>Blue Generation BG6204</b>	<b>65</b>	-----	-----
22	Small	-----	-----	\$17.50	\$17.50
23	Medium	-----	-----	\$17.50	\$17.50
24	Large	-----	-----	\$17.50	\$17.50
25	X Large	-----	-----	\$17.50	\$17.50
26	2X Large	-----	-----	\$18.75	\$18.75
27	3X Large	-----	-----	\$21.75	\$21.75
28	4X Large	-----	-----	\$23.00	\$23.00
	<b><u>LONG SLEEVE SHIRTS</u></b>				
---	<b>WORK SHIRT - Long Sleeve with Pocket 60% Cotton / 40% Polyester Gold Embroidered (BCSS or BCTS) All Colors</b>	<b>Blue Generation BG7208</b>	<b>110</b>	-----	-----
29	Small	-----	-----	\$22.75	\$22.75
30	Medium	-----	-----	\$22.75	\$22.75
31	Large	-----	-----	\$22.75	\$22.75
32	X Large	-----	-----	\$22.75	\$22.75
33	2X Large	-----	-----	\$24.00	\$24.00
34	3X Large	-----	-----	\$27.00	\$27.00
35	4X Large	-----	-----	\$28.50	\$28.50
---	<b>WORK SHIRT - Long Sleeve 100% Cotton Twill Shirt Gold Embroidery (BCSS or BCTS) All Colors</b>	<b>Blue Generation BG8213</b>	<b>15</b>	-----	-----
36	Small	-----	-----	\$20.00	\$20.00
37	Medium	-----	-----	\$20.00	\$20.00

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
38	Large	-----	-----	\$20.00	\$20.00
39	X Large	-----	-----	\$20.00	\$20.00
40	2X Large	-----	-----	\$22.00	\$22.00
41	3X Large	-----	-----	\$24.00	\$24.00
42	4X Large	-----	-----	\$25.00	\$25.00
---	<b>WORK SHIRT – Long Sleeve 100% Cotton Gold Embroidered (BCSS or BCTS) All Colors</b>	<b>Port Authority K8000LS</b>	<b>35</b>	-----	-----
43	Small	-----	-----	\$22.00	\$22.00
44	Medium	-----	-----	\$22.00	\$22.00
45	Large	-----	-----	\$22.00	\$22.00
46	X Large	-----	-----	\$22.00	\$22.00
47	2X Large	-----	-----	\$24.00	\$24.00
48	3X Large	-----	-----	\$26.00	\$26.00
49	4X Large	-----	-----	\$28.00	\$28.00
---	<b>WORK SHIRT - Long Sleeve 35% Cotton / 65% Polyester Gold Embroidered (BCSS or BCTS) All Colors</b>	<b>Red Kap SP 14</b>	<b>50</b>	-----	-----
50	Small	-----	-----	\$19.25	\$19.25
51	Medium	-----	-----	\$19.25	\$19.25
52	Large	-----	-----	\$19.25	\$19.25
53	X Large	-----	-----	\$19.25	\$19.25
54	2X Large	-----	-----	\$22.25	\$22.25
55	3X Large	-----	-----	\$22.25	\$22.25
56	4X Large	-----	-----	\$22.25	\$22.25
---	<b>Women's – Long Sleeve 100% Cotton Twill Gold Embroidery (BCSS or BCTS) All Colors</b>	<b>Blue Generation BG6213</b>	<b>5</b>	-----	-----
57	Small	-----	-----	\$20.00	\$20.00
58	Medium	-----	-----	\$20.00	\$20.00
59	Large	-----	-----	\$20.00	\$20.00
60	X Large	-----	-----	\$20.00	\$20.00
61	2X Large	-----	-----	\$22.00	\$22.00
62	3X Large	-----	-----	\$24.00	\$24.00
63	4X Large	-----	-----	\$25.00	\$25.00
	<b><u>PANTS / SHORTS</u></b>				
---	<b>WORK PANTS - Long 65% Polyester / 35% Cotton Twill - All Colors</b>	<b>Red Kap PT 20</b>	<b>430</b>	-----	-----
64	Sizes: 31 x 30 through 42 x 34	-----	-----	\$18.50	\$18.50
65	Sizes: 44 x 30 and 46 x 29	-----	-----	\$22.00	\$22.00
66	Sizes: 48 x 32	-----	-----	\$22.00	\$22.00

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
68	Sizes: 62 x 29	-----	-----	\$41.00	\$41.00
---	<b>Women's - Long 65% Polyester / 35% Cotton Twill - All Colors</b>	<b>Red Kap PT 21</b>	<b>65</b>	-----	-----
69	Sizes: 2 to 16	-----	-----	\$19.75	\$19.75
70	Sizes: 10 to 16	-----	-----	\$19.75	\$19.75
71	Sizes: 18 to 20	-----	-----	\$19.75	\$19.75
---	<b>WORK PANTS – Long 100% Cotton Wrinkle-Resistant Twill - All Colors</b>	<b>Red Kap PC 20</b>	<b>125</b>	-----	-----
73	Sizes: 31 x 30 through 42 x 34	-----	-----	\$26.00	\$26.00
74	Sizes: 44 x 30 and 46 x 29	-----	-----	\$31.50	\$31.50
75	Sizes: 48 x 32	-----	-----	\$31.50	\$31.50
76	Sizes: 58 x 30	-----	-----	\$57.00	\$57.00
77	Sizes: 62 x 29	-----	-----	\$57.00	\$57.00
---	<b>Women's - Long 65% Polyester / 35% Cotton Twill - All Colors</b>	<b>Red Kap PC 45</b>	<b>5</b>	-----	-----
78	Sizes: 2 to 16	-----	-----	\$27.75	\$27.75
79	Sizes: 10 to 16	-----	-----	\$27.75	\$27.75
80	Sizes: 18 to 20	-----	-----	\$27.75	\$27.75
---	<b>MEN'S SHORTS 65% Polyester / 35% Combed Cotton Twill - All Colors</b>	<b>Red Kap PT26</b>	<b>70</b>	-----	-----
82	Sizes 28 - 42	-----	-----	\$18.00	\$18.00
83	Sizes 44 through 50	-----	-----	\$21.75	\$21.75
	<b><u>OUTERWEAR</u></b>				
---	<b>Jacket – Water Resistant 100% Nylon Black Embroidered on back: "OPERATIONS"</b>	<b>Tri Mountain 6800</b>	<b>200</b>	-----	-----
84	Small	-----	-----	\$35.00	\$35.00
85	Medium	-----	-----	\$35.00	\$35.00
86	Large	-----	-----	\$35.00	\$35.00
87	X Large	-----	-----	\$35.00	\$35.00
88	2X Large	-----	-----	\$37.00	\$37.00
89	3X Large	-----	-----	\$39.00	\$39.00
90	4X Large	-----	-----	\$41.00	\$41.00

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
---	<b>PARKA (black long) 65% Polyester / 35% Cotton Gold Embroidered (BCSS or BCTS) Embroidered on back: "OPERATIONS"</b>	<b>Pinnacle JB34</b>	<b>60</b>	-----	-----
91	Medium	-----	-----	\$73.00	\$73.00
92	Large	-----	-----	\$73.00	\$73.00
93	X Large	-----	-----	\$73.00	\$73.00
94	2X Large	-----	-----	\$86.75	\$86.75
95	3X Large	-----	-----	\$86.75	\$86.75
96	4X Large	-----	-----	\$107.00	\$107.00
---	<b>Coverall – Insulated Twill Navy</b>	<b>Red Kap CT 30</b>	<b>20</b>	-----	-----
97	Small	-----	-----	\$75.00	\$75.00
98	Medium	-----	-----	\$75.00	\$75.00
99	Large	-----	-----	\$75.00	\$75.00
100	Large-Long	-----	-----	\$75.00	\$75.00
101	X Large	-----	-----	\$75.00	\$75.00
102	X Large – X Large Long	-----	-----	\$75.00	\$75.00
103	2X Large	-----	-----	\$90.00	\$90.00
104	2X Large-Long	-----	-----	\$90.00	\$90.00
105	3X Large	-----	-----	\$90.00	\$90.00
106	4X Large	-----	-----	\$90.00	\$90.00
---	<b>2-Piece Rainsuit Yellow</b>	<b>Tingley Rubber S63217</b>	<b>25</b>	-----	-----
107	Small	-----	-----	\$24.00	\$24.00
108	Medium	-----	-----	\$24.00	\$24.00
109	Large	-----	-----	\$24.00	\$24.00
110	X Large	-----	-----	\$24.00	\$24.00
111	2X Large	-----	-----	\$24.00	\$24.00
112	3X Large	-----	-----	\$24.00	\$24.00
113	5X Large	<b>S 53307</b>	-----	\$24.00	\$24.00
	<b><u>ENHANCED VISIBILITY</u></b>				
---	<b>Lime Enhanced Visibility Short Sleeve Shirt- 100% Wicking Polyester Embroidered (BCTS or BCSS)</b>	<b>Occunomix lux-xsspb</b>	<b>15</b>	-----	-----
114	Small	-----	-----	\$15.00	\$15.00
115	Medium	-----	-----	\$15.00	\$15.00
116	Large	-----	-----	\$15.00	\$15.00
117	X Large	-----	-----	\$15.00	\$15.00
118	2X Large	-----	-----	\$15.00	\$15.00
119	3X Large	-----	-----	\$15.00	\$15.00

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
120	4X Large	-----	-----	\$15.00	\$15.00
---	<b>Lime Enhanced Visibility Long Sleeve Shirt 100% Wicking Polyester Embroidered (BCTS or BCSS)</b>	<b>Occunomix lux-xlsbp</b>	<b>15</b>	-----	-----
121	Small	-----	-----	\$16.00	\$16.00
122	Medium	-----	-----	\$16.00	\$16.00
123	Large	-----	-----	\$16.00	\$16.00
124	X Large	-----	-----	\$16.00	\$16.00
125	2X Large	-----	-----	\$16.00	\$16.00
126	3X Large	-----	-----	\$16.00	\$16.00
127	4X Large	-----	-----	\$16.00	\$16.00
---	<b>Hi Vis Crew Sweatshirt Safety Green - Polyester Fleece Embroidered in Black (BCSS or BCTS)</b>	<b>Occunomix lux-cswt</b>	<b>20</b>	-----	-----
128	Small	-----	-----	\$35.00	\$35.00
129	Medium	-----	-----	\$35.00	\$35.00
130	Large	-----	-----	\$35.00	\$35.00
131	X Large	-----	-----	\$35.00	\$35.00
132	2X Large	-----	-----	\$35.00	\$35.00
133	3X Large	-----	-----	\$35.00	\$35.00
134	4X Large	-----	-----	\$35.00	\$35.00
---	<b><u>ACCESSORIES</u> (Shoes, Boots, Gloves)</b>				
---	<b><u>SHOES</u> Low-Cut Men</b>	<b>Genuine Grip 7100</b>	<b>40</b>	-----	-----
135	Sizes: 5 through 14E	-----	-----	\$48.00	\$48.00
---	<b>Low-Cut Women's</b>	<b>Genuine Grip 210</b>	<b>5</b>	-----	-----
136	Sizes: 5 through 11	-----	-----	\$41.00	\$41.00
---	<b>High-Cut Men (6")</b>	<b>Wolverine w10691</b>	<b>65</b>	-----	-----
137	Sizes: 6D through 12E	-----	-----	\$76.00	\$76.00
138	Sizes: 13D and 13-3E	-----	-----	\$76.00	\$76.00
139	Size: 14E	-----	-----	\$76.00	\$76.00
---	<b>High-Cut Women's (6")</b>	<b>Genuine Grip 760</b>	<b>5</b>	-----	-----
140	Sizes: 5 through 11	-----	-----	\$66.00	\$66.00
---	<b>SLUSH BOOTS YELLOW</b>	<b>Storm Bound 79</b>	<b>15</b>	-----	-----
141	Sizes: 8 through 13	-----	-----	\$26.00	\$26.00
142	Sizes: 14 through 16	-----	-----	\$27.00	\$27.00

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
---	<b>WEAR-TEX 6 LAYER Men's Gloves: Black</b>	<b>Rothco 4494</b>	<b>125</b>	-----	-----
143	All Sizes	-----	-----	\$20.00	\$20.00

**EMS Instructor Uniforms**

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
---	<b>WOMEN'S PANT Two-way mechanical stretch fabric - Navy</b>	<b>* Propper F5259</b>	<b>55</b>	-----	-----
154	Sizes: 0 to 20 Regular	-----	-----	\$85.00	\$80.00
155	Sizes: 0 to 20 Long	-----	-----	\$85.00	\$80.00

**KEYPORT ARMY NAVY, BRICK, NJ**

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
	<b><u>PANTS / SHORTS</u></b>				
---	<b>WORK PANTS - Long 65% Polyester / 35% Cotton Twill - All Colors</b>	<b>Red Kap PT 20</b>	<b>430</b>	-----	-----
67	Sizes: 58 x 30	-----	-----	\$32.00	\$30.00
---	<b>Women's - Long 65% Polyester / 35% Cotton Twill - All Colors</b>	<b>Red Kap PT 21</b>	<b>65</b>	-----	-----
72	Sizes: 22 to 26	-----	-----	\$36.00	\$34.00
---	<b>Women's - Long 65% Polyester / 35% Cotton Twill - All Colors</b>	<b>Red Kap PC 45</b>	<b>5</b>	-----	-----
81	Sizes: 22 to 24	-----	-----	\$54.00	\$50.00

**EMS Instructor Uniforms**

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
---	<b>PROFESSIONAL SHORT SLEEVE POLO Colors: Academy Blue, Heather Embroidered Logo (2 5/8" in diameter) BC EMS TRAINING CENTER with title below Logo</b>	<b>5.11 Tactical 41060</b>	<b>75</b>	-----	-----
144	Small	-----	-----	\$55.00	\$55.00

<u>Item #</u>	<u>Description</u>	<u>Manufacturer #</u>	<u>Approximate quantity/year</u>	<u>Unit price+ 1-25</u>	<u>Unit price+ 26 and up</u>
145	Medium	-----	-----	\$55.00	\$55.00
146	Large	-----	-----	\$55.00	\$55.00
147	X Large	-----	-----	\$55.00	\$55.00
148	X Large - Tall	-----	-----	\$60.00	\$60.00
149	2X Large	-----	-----	\$60.00	\$60.00
150	3X Large	-----	-----	\$60.00	\$60.00
151	4X Large	-----	-----	\$60.00	\$60.00
152	5X Large	-----	-----	\$60.00	\$60.00
153	6X Large	-----	-----	\$60.00	\$60.00
---	<b>MEN'S PANT</b> <b>Two-way mechanical stretch fabric - Navy</b>	<b>5.11 Tactical 74369</b>	<b>55</b>	-----	-----
156	Sizes: 28 x 30 through 44 x 36	-----	-----	\$85.00	\$80.00
157	Sizes: 46 to 54	-----	-----	\$85.00	\$80.00

JS/jd

**22-F-98T          PPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG—7/1/21-6/30/22**

**RESOLUTION**

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

RK/JS

Source of funds: see attached

**22-F-99T          APPROVAL – ACCEPTANCE OF DONATION FOR BERGEN COUNTY TECHNICAL SCHOOLS**

**RESOLUTION**

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

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

WHEREAS, American Paper Towel Company, LLC donated the following items for the district:

Jofel Toilet Tissue Dispensers (approximately 450, double dispensers)

Toilet: Paper Dispenser (roll paper):

- Jofel #J00006 Jumbo Tissue Dispenser
- Dimensions: 13.0" x 14.5/8" x 6.0"
- Color: Black Translucent
- Contoured design with no hard corners
- Double wall construction & ribbed reinforcement

- Transparent doors
- Tapered sides
- Key lock doors
- Non Proprietary roll core

THEREFORE BE IT RESOLVED, that the Board of Education does hereby accept the donation; and

BE IT FURTHER RESOLVED, the Board of Education extends appreciation to American Towel Company, LLC, Carlstadt, NJ for this very generous donation to the Bergen County Technical Schools.

JS/am

**22-F-100T RENEWAL - PRESCRIPTION PREMIUM INSURANCE RATES – 1/1/2022 – 12/31/2022  
RX ADMINISTRATOR: MAXORPLUS**

**RESOLUTION**

WHEREAS, the Bergen County Technical School District participates in a self-insurance pharmaceutical benefit management program administered by MaxorPlus; and

WHEREAS, the District's approved insurance and benefits consultant, Brown and Brown Associates of 39 A Vreeland Road, Florham Park, New Jersey, has conducted a review of the annual claims data and experience rating for the District's pharmaceutical benefit plan usage; and

WHEREAS, the following monthly prescription premium insurance rates for Bergen County Technical Schools will decrease 10% for the year 2022:

<b>\$1 Copay</b>	<b>\$1/\$5 Copay</b>	<b>\$5 Copay</b>
Single .....\$301.81	Single .....\$295.16	Single ..... \$282.57
Employee/Spouse .....\$691.64	Employee/Spouse .....\$676.42	Employee/Spouse.....\$647.53
Family.....\$785.95	Family .....\$768.66	Family..... \$735.85
Parent/Child.....\$458.99	Parent/Child.....\$448.90	Parent/Child..... \$429.74
Overage Dep.....\$187.12	Overage Dep.....\$183.01	Overage Dep..... \$172.76

<b>5/10/15 Copay</b>	<b>5/10/15 EHP</b>
Single ..... \$274.09	Single ..... \$214.66
Employee/Spouse.....\$628.11	Employee/Spouse..... \$486.56
Family..... \$713.77	Family..... \$718.32
Parent/Child..... \$416.84	Parent/Child..... \$496.29
Overage Dep..... \$169.93	Overage Dep..... \$167.56

NOW THEREFORE BE IT RESOLVED, The Board of Education approves the above monthly employee prescription premium insurance rates for January 1, 2022 through December 31, 2022.

Source of Funds: 11-000-291-270-DB  
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

12-2-21

Date

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

Month: Oct - Dec 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
10/22/2021 - 12/02/2021	009133 - 009321	14,520,683.47	
10/22/2021 - 12/02/2021	S40610 - S40873	<u>1,193,326.99</u>	15,714,010.46

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

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

Starting date 10/22/2021      Ending date 12/2/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008775	09/23/21	12/02/21	J242	DAVILA;DIANA		(50.40)
008957	10/21/21	11/10/21	1216	DIGI-KEY CORP		(16.03)
009045	10/21/21	11/09/21	3369	NJ ASSOCIATION OF FFA CHAPTERS		(1,225.00)
009087	10/21/21	10/22/21	7378	RUTGERS, THE STATE UNIVERSITY OF NJ		(7,773.29)
009133	11/10/21		N633	FCCLA STATE OFFICE		855.00
009134	12/02/21		Q076	AAFCS		160.00
009135	12/02/21		6924	ADORAMA		332.40
009136	12/02/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		1,728.00
009137	12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009139 Stub	
009138	12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009139 Stub	
009139	12/02/21		5918	AIRGAS USA,LLC		1,503.10
009140	12/02/21		A535	AMERICAN HEART ASSOCIATION		4,577.58
009141	12/02/21		3203	AMERICAN INSTITUTE		2,502.96
009142	12/02/21		6083	AMERICAN SAFETY COUNCIL, INC		299.00
009143	12/02/21		6083	AMERICAN SAFETY COUNCIL, INC S/P2		299.00
009144	12/02/21		5876	APEX LEARNING		14,000.00
009145	12/02/21		4308	ASE STUDENT CERTIFICATION		765.00
009146	12/02/21		1016	ATRA JANITORIAL SUPPLY CO INC		4,007.20
009147	12/02/21		O241	AZTEC SOFTWARE		3,735.00
009148	12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009149 Stub	
009149	12/02/21		1059	B & H PHOTO-VIDEO INC		218,499.72
009150	12/02/21		O051	BEIDEL; CHRISTINE		1,500.00
009151	12/02/21		2318	BERGEN COUNTY SHERIFF'S OFFICE B		360.00
009152	12/02/21		V639	BERRAK; SU G		361.00
009153	12/02/21		1088	BINGHAM COMMUNICATIONS INC		645.00
009154	12/02/21		6308	BOARD OF VOCATIONAL EDUCATION		798.00
009155	12/02/21		1069	BOROUGH OF PARAMUS		256.59
009156	12/02/21		A863	BOUND TREE MEDICAL, LLC		769.20
009157	12/02/21		C183	BRIGHT HORIZON INSTITUTE		2,697.14
009158	12/02/21		1108	BSN CORPORATION		1,641.06
009159	12/02/21		1486	BSN SPORTS		4,936.79
009160	12/02/21		4161	CABLEVISION EDUCATION		136.92
009161	12/02/21		6918	CABLEVISION LIGHTPATH		31,665.28
009162	12/02/21		F778	CALIFORNIA STATE UNIVERSITY, SACRAMENTO		263.00
009163	12/02/21		1145	CAROLINA BIOLOGICAL SUPPLY CO		1,687.00
009164	12/02/21		6867	CASCADE SCHOOL SUPPLIES		70.57
009165	12/02/21		2196	CENTRAL POLY CORP.		2,248.00
009166	12/02/21		O085	CME ASSOCIATES		508.00
009167	12/02/21		2195	COLDSTAT REFRIGERATION		2,429.62

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009168	12/02/21		1170	COMMERCIAL INTERIORS DIRECT, INC.		6,315.36
009169	12/02/21		P221	CONSTANT CONTACT, INC		378.00
009170	12/02/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		3,504.95
009171	12/02/21		E328	CRYOSTAR INDUSTRIES, INC		5,835.00
009172	12/02/21		J242	DAVILA;DIANA		50.40
009173	12/02/21		4228	DELL ASAP SOFTWARE		56,892.23
009174	12/02/21		Q223	DI CARA/RUBINO ARCHITECTS		14,340.44
009175	12/02/21		1216	DIGI-KEY CORP		16.03
009176	12/02/21		5195	DIRECTV. INC.		137.99
009177	12/02/21		1747	E & A SUPPLY INC		3,207.00
009178	12/02/21		R924	E&A RESTAURANT SUPPLY		18,603.00
009179	12/02/21		1552	EASTWICK COLLEGE - NUTLEY		276.52
009180	12/02/21		M740	EDITSTOCK		2,299.99
009181	12/02/21		1961	ELECTRONIX EXPRESS		321.55
009182	12/02/21		6515	ELECTUDE USA LLC		3,105.50
009183	12/02/21		6688	ELEVATOR MAINTENANCE CORP		640.00
009184	12/02/21		2778	E-Z WHEELS DRIVING SCHOOL, INC.		2,856.00
009185	12/02/21		T135	F.W. WEBB COMPANY		8,530.92
009186	12/02/21		2153	FEDEX		2.29
009187	12/02/21		1353	FESTO DIDACTIC, INC		1,267.65
009188	12/02/21		7550	FIRE AND SECURITY TECHNOLOGIES		797.20
009189	12/02/21		1250	FISHER SCIENTIFIC CO		347.99
009190	12/02/21		1251	FLAGHOUSE INC		838.00
009191	12/02/21		1252	FLINN SCIENTIFIC INC		297.93
009192	12/02/21		7493	FOLLETT SCHOOL SOLUTIONS, INC		199.99
009193	12/02/21		Q234	FUTURE BUSINESS LEADERS OF AMERICA PHI B		494.00
009194	12/02/21		G057	GAROFALO;FRANK		125.00
009195	12/02/21		1816	GAVINS		9,995.75
009196	12/02/21		I508	GENERAL SECURITY		5,250.00
009197	12/02/21		G374	GLOBAL DOMAIN LISTINGS		228.00
009198	12/02/21		K752	GOULD;REBEKAH		2,000.00
009199	12/02/21		2774	GRAYBAR ELECTRIC		17,182.26
009200	12/02/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		54,504.00
009201	12/02/21		6522	GRIFFIN ENTERPRISES, LLC		747.65
009202	12/02/21		X698	GSETA		900.00
009203	12/02/21		2453	HENRY SCHEIN INC.		3.63
009204	12/02/21		2791	HERFF JONES, INC,		2,207.18
009205	12/02/21		1305	HOLY NAME MEDICAL CENTER		941.00
009206	V 12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009207 Stub	

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009207	12/02/21		1289	HOME DEPOT CREDIT SERVICES		1,781.33
009208	12/02/21		X005	HOSA-FUTURE HEALTH PROFESSIONALS		252.00
009209	12/02/21		6205	HUGHES; JANET W.		1,500.00
009210	12/02/21		6845	IDESIGN SOLUTIONS		45.80
009211	12/02/21		P222	INSPIRED MINDS COLLIDE, LLC		350.00
009212	12/02/21		N184	INSTITUTE FOR CONTEMPORARY CAREERS		1,333.33
009213	12/02/21		M027	INSTITUTE FOR THERAPEUTIC MASSAGE INC		466.67
009214	12/02/21		5944	INTERNATIONAL BACCALAUREATE ORG		11,650.00
009215	12/02/21		6348	IRON MOUNTAIN		886.67
009216	12/02/21		U101	ISKANDER;RAOUF		182.74
009217	12/02/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		39,000.00
009218	12/02/21		1336	JOHN SIMON INSTRUMENT CO INC		6,366.40
009219	12/02/21		F230	JOHNSON CONTROLS		31,359.54
009220	12/02/21		R660	JU; EUNA		281.75
009221	12/02/21		S687	KANG CHULWON		1,575.00
009222	12/02/21		1757	KAPLAN EARLY LEARNING CO.		946.08
009223	12/02/21		1342	KEEHN POWER PRODUCTS		839.98
009224	12/02/21		R872	LANGUAGE TESTING INTERNATIONAL, INC		1,025.00
009225	12/02/21		C273	LAS COMP INSTITUTE OF IT		11,700.00
009226	12/02/21		5204	LAUMAR ROOFING		1,800.00
009227	12/02/21		2504	LAWSON PRODUCTS, INC.		8,261.48
009228	12/02/21		S528	LEO; MARICE		3,050.00
009229	12/02/21		1361	LEVITT'S PLANT FOOD SUPPLY		2,815.00
009230	12/02/21		3326	LIFE TECHNOLOGIES CORPORATION		3,869.18
009231	12/02/21		2972	LIFESAVERS INC.		882.00
009232	12/02/21		6921	LIGHTPATH		6,542.00
009233	12/02/21		3047	LINA		763.86
009234	12/02/21		2371	LTI, INC.		2,450.00
009235	12/02/21		Z849	MAGLIONE; DAVID		1,500.00
009236	12/02/21		B289	MANAGEBAC INC		1,248.00
009237	12/02/21		6900	MARZANO RESEARCH LLC		8,400.00
009238	12/02/21		6961	MATTHEW BENDER & CO., INC		202.10
009239	12/02/21		2016	METALS USA NEWARK		11,299.65
009240	12/02/21		X406	MICROSOFT CORPORATION		21,515.96
009241	12/02/21		1405	MIDWEST TECHNOLOGY PRODUCTS & SERVICE		407.50
009242	12/02/21		7383	MURRAY CONTRACTING LLC		1,127,493.69
009243	12/02/21		5137	NACAC		300.00
009244	12/02/21		2315	NASSP		1,477.15
009245	12/02/21		6840	NATIONAL ART AND SCHOOL SUPPLIES		51.00

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009246	12/02/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		9,208.30
009247	12/02/21		E666	NEW JERSEY MATHEMATICS LEAGUE		90.00
009248	12/02/21		2913	NEW JERSEY SCHOOL BOARDS ASSN		325.00
009249	12/02/21		F376	NJ SAFE SCHOOLS PROGRAM		150.00
009250	12/02/21		3889	NJECC, INC.		1,940.00
009251	12/02/21		H621	NJSCHOOLJOBS.COM		200.00
009252	12/02/21		2085	NORTH JERSEY MEDIA GROUP INC.		678.53
009253	12/02/21		7277	O.C.A. BENEFIT SERVICES, LLC		109.75
009254	12/02/21		C521	OMAX CORPORATION		29,304.00
009255	12/02/21		2381	ORGANIZATION OF AMERICAN HISTORIANS		93.00
009256	12/02/21		Z172	PANTALEO LSCW; JILL A.		9,180.00
009257	12/02/21		1473	PARISIAN BEAUTY ACADEMY		150.53
009258	12/02/21		J434	PAULUCCI; SANDRA		120.00
009259	12/02/21		P623	PC DENNIS MONTONE		287.18
009260	12/02/21		1514	PC RUSSELL DAVIS		410.57
009261	12/02/21		L683	PEREZ; HILDA		120.00
009262	12/02/21		B642	POWELL;MS. CELINETTLE		85.00
009263	12/02/21		1505	POWER EQUIPMENT SERVICES LLC		972.11
009264	12/02/21		7413	POWER SCHOOL GROUP LLC		2,199.25
009265	12/02/21		E443	PRECIOUS STONES COACHING		200.00
009266	12/02/21		1508	PROJECT ADVENTURE INC		1,858.50
009267	12/02/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		524.50
009268	12/02/21		1511	PSE&G		86,075.61
009269	12/02/21		2672	RAMAPO COLLEGE		2,593.75
009270	12/02/21		2955	RICCIARDI BROTHERS PAINTS		83.96
009271	✓ 12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009274 Stub	
009272	✓ 12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009274 Stub	
009273	✓ 12/02/21	12/02/21		00.0 \$ Multi Stub Void	#009274 Stub	
009274	12/02/21		1828	RICOH AMERICAS CORPORATION		8,437.00
009275	12/02/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
009276	12/02/21		7467	RISE VISION		2,227.50
009277	12/02/21		P643	ROBINS ON BROADWAY		310.05
009278	12/02/21		3876	ROBOTECH CAD SOLUTIONS		2,100.00
009279	12/02/21		4430	ROCKLER WOODWORKING & HARDWARE		148.16
009280	12/02/21		4259	ROLAND DGA CORPORATION		1,799.00
009281	12/02/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		20,290.83
009282	12/02/21		3515	SAM TELL & SON, INC.		86.16
009283	12/02/21		7312	SCHOOL OF REAL ESTATE STUDIES LLC		4,000.00
009284	12/02/21		K636	SHERWIN-WILLIAMS		728.96

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
009285	12/02/21		4975	SHI INTERNATIONAL CORP.		204,715.52
009286	12/02/21		B268	SHIN; AHYEOUNG		46.05
009287	12/02/21		E024	SHUE;JERSEY		120.00
009288	12/02/21		3087	SKILLSUSA		540.00
009289	12/02/21		O434	SMART STITCH EMBROIDERY		281.00
009290	12/02/21		3854	SOLUTION TREE		2,400.00
009291	12/02/21		P211	SOOKRAM; NICOLE		120.00
009292	12/02/21		R201	SOUTH BERGEN JOINTURE COMMISSION		1,495.00
009293	12/02/21		I041	SPECTRUM INFRARED SERVICES INC		2,270.00
009294	12/02/21		B773	SPOHRER AIR COMPRESSOR INC		860.00
009295	12/02/21		2344	STANDARD INSURANCE COMPANY		598.18
009296	12/02/21		4925	STATE OF NEW JERSEY		1,141.50
009297	12/02/21		X925	SUCCESS ADVERTISING INC		293.75
009298	12/02/21		1661	SUEZ WATER NEW JERSEY		14,110.44
009299	12/02/21		Z785	T & M ENGINEERING		45,930.78
009300	12/02/21		R126	THE CENTER FOR ALCOHOL AND DRUG RESOUR		30.00
009301	12/02/21		W086	THE LAMAPO GROUP		1,419.79
009302	12/02/21		3925	THIRY; TERESA M		1,500.00
009303	12/02/21		O430	TRUNO		3,364.00
009304	12/02/21		L319	UGI ENERGY SERVICES, LLC		310.55
009305	12/02/21		1663	UNITED PARCEL SERVICE		14.05
009306	12/02/21		1794	UNUM AMERICA		3,407.50
009307	12/02/21		1679	V.E. RALPH & SON INC		2,744.20
009308	12/02/21		S083	VALLEY TRANSPORTATION		3,529.28
009309	12/02/21		1682	VAN DINE'S MOTORS INC		11,138.66
009310	12/02/21		2034	VERIZON WIRELESS		2,906.96
009311	12/02/21		K723	VICTORIAS NURSERY		1,054.75
009312	12/02/21		6622	WALLINGTON PLUMBING SUPPLIES		544.81
009313	12/02/21		7199	WARDS SCIENCE/VWR INTERNATIONAL LLC		139.99
009314	12/02/21		7718	WEST BERGEN MENTAL HEALTHCARE		628.00
009315	12/02/21		6076	WILLIAM J. GUARINI, INC.		6,004.92
009316	12/02/21		3950	WILLIAM PATERSON UNIVERSITY		156.20
009317	12/02/21		1695	WOMEN'S RIGHTS INFORMATION CENTER		23,950.00
009318	12/02/21		S760	WORKPLACEDIVERSITY.COM		2,000.00
009319	12/02/21		1713	XEROX CORPORATION		4,517.24
009320	12/02/21		C233	ZIEGELHOFFER;MS. LAURIE		716.85
009321	12/02/21		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		400.00
211004	H 10/29/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 10/29/2021	102,759.10
211005	H 10/29/21		4864	DCRP BOARD SHARE		96.27

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
211006	H 10/29/21		PAY	PAYROLL VENDOR		4,763,655.27
211007	H 10/31/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801,503.92
211008	H 10/31/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
211009	H 10/31/21		1096	BOARD OF VOCATIONAL EDUCATION		133,891.28
211101	H 11/15/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 11/15/2021	102,895.57
211102	H 11/15/21		4864	DCRP BOARD SHARE		783.57
211103	H 11/16/21		7292	MAXOR PLUS		230,702.48
211104	H 11/30/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 11/30/2021	101,977.80
211105	H 11/30/21		4864	DCRP BOARD SHARE		96.27
211106	H 11/30/21		1616	STATE OF NJ-HEALTH BENEFITS FD		789,939.74
211107	H 11/30/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
211108	H 11/30/21		PAY	PAYROLL VENDOR		4,969,378.25
211109	H 11/30/21		1096	BOARD OF VOCATIONAL EDUCATION		147,729.37



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Fund Totals	
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10	General Fund	\$309,207.47
11	General Current Expense	\$10,548,719.80
12	Capital Outlay	\$574,817.26
13	Special Schools	\$464,459.49
20	Special Revenue Funds	\$946,894.59
30	Capital Projects Funds	\$869,010.56
60	CAFETERIA	\$688.80
61	ENTERPRISE FUND	\$451,415.86
62	INTERNAL SERVICE FUND	\$355,469.64
Total for all checks listed		\$14,520,683.47

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

Starting date 10/22/2021      Ending date 12/2/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S40610	11/03/21		5616	BLOOMBERG FINANCE L.P.		27,189.32
S40615	11/23/21		1462	NOWELL,P.A.		23,875.50
S40810	12/02/21		N419	Apple Inc		344.00
S40811	12/02/21		1750	APPLE INC		6,950.00
S40812	12/02/21		N765	ARAMSCO		6,949.63
S40813	12/02/21		6931	ATLANTIC,TOMORROWS OFFICE		20,413.66
S40814	12/02/21		1041	BCTS CLEARING ACCOUNT		9,248.00
S40815	12/02/21		7087	BECKMAN COULTER INC		4,228.05
S40816	12/02/21		5318	BERGEN BLENDED ACADEMY		200.00
S40817	12/02/21		1071	BERGEN COMMUNITY COLLEGE		58,359.00
S40818	12/02/21		1072	BERGEN COUNTY SPECIAL SERVICES		825.00
S40819	12/02/21		2063	BERGEN COUNTY SPECIAL SERVICES		4,464.11
S40820	12/02/21		1089	BERGEN COUNTY TECHNICAL SCHOOL		917.02
S40821	12/02/21		7641	BEUTEL; TERENCE		365.88
S40822	12/02/21		1128	BIO SHINE INC		14,707.15
S40823	12/02/21		1094	BOARD OF VOCATIONAL EDUCATION		180.00
S40824	12/02/21		7217	CAPODICE; CHRISTOPER		600.00
S40825	12/02/21		1812	CDW-G		27,505.82
S40826	12/02/21		1313	CENGAGE LEARNING		6,473.25
S40827	12/02/21		5626	CENTENO; BRIDGET		1,197.00
S40828	12/02/21		1190	CHARTWELLS		149,000.04
S40829	12/02/21		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		6,133.45
S40830	12/02/21		6449	COMPUTER DESIGN AND INTEGRATON LLC		29,106.42
S40831	12/02/21		Z461	CONSTELLATION NEW ENERGY		24,223.95
S40832	12/02/21		T863	CROWN CASTLE FIBER LLC		6,600.00
S40833	12/02/21		1838	DELL MARKETING; L.P.		187,409.32
S40834	12/02/21		1204	DELTA DENTAL PLAN OF NJ		56,253.20
S40835	12/02/21		3322	DRC/CTB		2,457.60
S40836	12/02/21		1684	GRAINGER		7,123.72
S40837	12/02/21		4755	INFOBASE PUBLISHING		2,914.88
S40838	12/02/21		U245	INTERSTATE WASTE SERVICES		11,598.40
S40839	12/02/21		1329	JEWEL ELECTRICAL SUPPLY		16,952.25
S40840	12/02/21		A340	KALATA; GRZEGORZ		825.00
S40841	12/02/21		6854	KI C/O MACO OFFICE SUPPLY		268,240.59
S40842	12/02/21		4373	KOELLER; LAURA		160.00
S40843	12/02/21		6395	KOUFATI; DANIELLE		1,010.25
S40844	12/02/21		7314	LAN ASSOCIATES		185.00
S40845	12/02/21		6226	MAINTAINCO INCORPORATED		659.42
S40846	12/02/21		4982	MAST CONSTRUCTION SERVICES, INC.		9,200.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S40847	12/02/21		1400	METUCHEN CENTER INC		5,755.20
S40848	12/02/21		3518	MPS		351.90
S40849	12/02/21		K805	NALCO WATER-AN ECOLAB COMPANY		710.02
S40850	12/02/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		592.00
S40851	12/02/21		1462	NOWELL,P.A.		10,911.00
S40852	12/02/21		1028	OTTERSTEDT AGENCY		250.00
S40853	12/02/21		1775	RIDGEWOOD PRESS		231.00
S40854	12/02/21		5867	SAFETY KLEEN SYSTEMS, INC		1,439.00
S40855	12/02/21		2002	SCHOOL SPECIALTY		3,320.25
S40856	12/02/21		P359	SHEHAJ; SAIMIR		75.00
S40857	12/02/21		6829	STAPLES CONTRACT & COMMERCIAL INC		30,259.39
S40858	12/02/21		1601	STORR TRACTOR COMPANY		4,928.39
S40859	12/02/21		S247	SURRACO; AMY		3,500.00
S40860	12/02/21		2780	SUSINO; JOHN		120.00
S40861	12/02/21		5801	THE HON COMPANY		11,145.26
S40862	12/02/21		7115	THE HON COMPANY C/O MACO		53,542.86
S40863	12/02/21		1382	THE MAIN LOCK SHOP		3,667.94
S40864	12/02/21		5513	THOMSON REUTERS - WEST PUBLISHING CORP		384.00
S40865	12/02/21		4071	TSUJ. CORPORATION		23,552.74
S40866	12/02/21		7724	ULTRAPRO PEST PROTECTION		411.00
S40867	12/02/21		Z081	UNI TEMP		5,671.09
S40868	12/02/21		2180	VAN DAALEN; MABEL		875.00
S40869	12/02/21		6815	VWR CORPORATE ACCOUNTS		904.96
S40870	12/02/21		2771	W.B. MASON COMPANY, INC.		33,811.21
S40871	12/02/21		5362	WEX HEALTH INC		872.90
S40872	12/02/21		L796	WOLF;LYNDA		219.00
S40873	12/02/21		1714	YANKEE LINEN INC		780.00

Starting date 10/22/2021

Ending date 12/2/2021

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Fund Totals	
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10	General Fund	\$1,545.00
11	General Current Expense	\$746,501.69
12	Capital Outlay	\$41,679.77
13	Special Schools	\$13,716.60
20	Special Revenue Funds	\$132,250.67
30	Capital Projects Funds	\$60,971.56
60	CAFETERIA	\$119,997.65
61	ENTERPRISE FUND	\$71,186.41
62	INTERNAL SERVICE FUND	\$5,477.64
Total for all checks listed		\$1,193,326.99

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

22-F-89T

## DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: September 30, 2021

## CASH REPORT

FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
<b>GOVERNMENTAL FUNDS</b>				
1 General Fund - 10	15,293,397.99	5,084,061.01	7,136,753.94	13,240,705.06
2 Special Revenue Fund - Fund 20	(1,053,933.58)	539,839.88	605,003.83	(1,119,097.53)
3 Capital Projects Fund - Fund 30	(214,843.30)	232,246.54	65,064.02	(47,660.78)
4 Enterprise Funds - Fund 61, Fund 62	969,178.62	288,713.08	458,000.45	799,891.25
5 Enterprise Fund (Fund 5X) Cafeteria	(13,907.39)	23,259.86	13,444.89	(4,092.42)
6 Total Governmental Funds (Lines 1 Thru 5)	14,979,892.34	6,168,120.37	8,278,267.13	12,869,745.58
<b>TRUST AND AGENCY FUNDS (FUND 6X)</b>				
7 Payroll	7,000.00	2,746,186.71	2,746,186.71	7,000.00
8 Payroll Agency	53,285.02	2,346,884.29	1,666,009.56	734,159.75
9 Other (attach list) - Unemploy Insur	492,897.10	18.84	0.00	492,915.94
10 Total Trust & Agency Funds (Lines 7 thru 9)	553,182.12	5,093,089.84	4,412,196.27	1,234,075.69
11	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00
13 Total Scholarship/Trust Funds (Lines 11+12)	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00
16	0.00	0.00	0.00	0.00
17 Escrow Direct	126,518.18	5.35	0.00	126,523.53
18 Total All Funds (Lines 6, 10, 13, 14, 15, 16, & 17)	15,659,592.64	11,261,215.56	12,690,463.40	14,230,344.80

Prepared and Submitted By:



 10/20/21  
 Date

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

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$6,157,570.56
102 - 106	Cash Equivalents		\$7,084,934.50
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		\$26,162,697.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$5,232,382.60	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$2,790,536.55	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$8,033,419.15

Loans Receivable:

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

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$74,063,086.00	
302	Less revenues	(\$42,047,292.02)	\$32,015,793.98

**Total assets and resources**

**\$79,454,415.19**

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

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$632,957.86
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,440,705.88
	<b>Total liabilities</b>		<b>\$4,073,663.74</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$59,443,913.82
761	Capital reserve account - July	\$7,082,400.39	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$7,082,400.39
764	Maintenance reserve account - July	\$537,647.71	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$537,647.71
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$78,790,764.00	
602	Less: Expenditures	(\$13,540,772.12)	
	Less: Encumbrances	(\$54,716,235.82)	(\$68,257,007.94)
	Total appropriated		\$77,597,717.98

Unappropriated:

770	Fund balance, July 1		\$2,510,711.47
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$4,727,678.00)
	Total fund balance		<b>\$75,380,751.45</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$79,454,415.19</u></b>

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

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$78,790,764.00	\$68,257,007.94	\$10,533,756.06
Revenues	(\$74,063,086.00)	(\$42,047,292.02)	(\$32,015,793.98)
Subtotal	<u>\$4,727,678.00</u>	<u>\$26,209,715.92</u>	<u>(\$21,482,037.92)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$7,082,400.39)	\$7,082,400.39
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$19,127,315.53</u>	<u>(\$14,399,637.53)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$537,647.71)	\$537,647.71
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$18,589,667.82</u>	<u>(\$13,861,989.82)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$18,589,667.82</u>	<u>(\$13,861,989.82)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$4,727,678.00</u>	<u>\$19,127,315.53</u>	<u>(\$14,399,637.53)</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 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	67,430,233	65,444	67,495,677	36,351,121	Under	31,144,556
00400	Total Revenues from Intermediate Sources	850,000	0	850,000	0	Under	850,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	21,862	0	21,862	624	Under	21,238
Total		73,997,642	65,444	74,063,086	42,047,292		32,015,794
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,480,866	425,237	11,906,103	1,199,151	9,739,367	967,585
11160	Total Basic Skills/Remedial – Instruct.	96,412	0	96,412	9,702	86,710	0
12160	Total Bilingual Education – Instruction	104,495	0	104,495	10,587	93,908	0
13160	Total Vocational Programs – Local -Instr	14,719,842	202,173	14,922,015	1,427,355	12,531,291	963,369
15180	TOTAL VOCATIONAL PROGRAMS	1,243,500	6,854	1,250,354	52,068	255,993	942,293
17100	Total School-Sponsored Co/Extra Curricul	844,700	0	844,700	85,995	728,055	30,650
17600	Total School-Sponsored Athletics – Instr	1,001,192	3,940	1,005,132	94,325	749,449	161,358
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	83,654	336,346	0
29680	Total Undistributed Expenditures – Atten	128,214	0	128,214	31,712	96,503	0
30620	Total Undistributed Expenditures – Healt	563,178	748	563,926	109,857	424,829	29,239
40580	Total Undistributed Expend – Speech, OT,	284,487	0	284,487	41,248	243,239	0
41660	Total Undist. Expend. – Guidance	2,431,167	0	2,431,167	388,657	2,038,630	3,880
42200	Total Undist. Expend. – Child Study Team	1,008,785	39,340	1,048,125	181,581	802,360	64,183
43200	Total Undist. Expend. – Improvement of I	1,492,302	298	1,492,600	327,365	981,712	183,523
43620	Total Undist. Expend. – Edu. Media Serv.	139,740	0	139,740	64,736	61,892	13,112
44180	Total Undist. Expend. – Instructional St	102,500	0	102,500	760	38,000	63,740
45300	Support Serv. - General Admin	1,775,857	491,033	2,266,890	456,250	1,608,284	202,357
46160	Support Serv. - School Admin	2,628,796	30,081	2,658,877	630,313	1,976,361	52,203
47200	Total Undist. Expend. – Central Services	1,639,121	2,767	1,641,888	417,414	1,128,558	95,915
47620	Total Undist. Expend. – Admin. Info. Tec	4,978,627	59,536	5,038,163	1,260,745	2,880,188	897,229
51120	Total Undist. Expend. – Oper. & Maint. O	8,481,951	186,352	8,668,303	1,515,258	5,683,886	1,469,160
52480	Total Undist. Expend. – Student Transpor	761,019	1,760	762,779	100,164	474,548	188,067
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	14,064,600	0	14,064,600	2,758,060	7,735,766	3,570,774
75880	TOTAL EQUIPMENT	0	986,305	986,305	350,294	625,906	10,105
76260	Total Facilities Acquisition and Constr	57,894	2,261,265	2,319,159	1,379,356	881,814	57,989
77140	Total Post-Secondary Programs - Instruct	505,557	46,849	552,406	83,685	449,995	18,726
77280	Total Post-Secondary Programs – Support	115,000	0	115,000	26,937	88,063	0
78180	Total Other Special Schools - Instructio	971,646	45,542	1,017,188	110,029	563,439	343,720
78320	Total Other Special Schools – Support Se	474,993	120	475,113	88,691	292,091	94,331
81180	Total Vocational Evening-Local Instructi	454,471	258	454,729	17,651	410,241	26,837
81320	Total Vocational Evening-Local-Support S	897,345	2,665	900,010	211,799	636,851	51,360
83060	Total GED Testing Centers	129,385	0	129,385	25,372	71,961	32,052
Total		73,997,642	4,793,122	78,790,764	13,540,772	54,716,236	10,533,756

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

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy		33,562,698	0	33,562,698	33,562,697	Under	1
00150	10-1320	Tuition from LEAs Within State		31,561,650	0	31,561,650	2,567,736	Under	28,993,914
00220	10-13[2-4]0	Other Tuition		1,550,000	0	1,550,000	187,404	Under	1,362,596
00300	10-1___	Unrestricted Miscellaneous Revenues		526,500	0	526,500	31,874	Under	494,626
00310	10-1991	GED Testing Center Fees		129,385	0	129,385	1,410	Under	127,975
00330	10-1___	Interest Earned on Maintenance Reserve		100,000	65,444	165,444	0	Under	165,444
00390	10-2000	Unrestricted		850,000	0	850,000	0	Under	850,000
00440	10-3132	Categorical Special Education Aid		1,618,948	0	1,618,948	1,618,948		0
00470	10-3177	Categorical Security Aid		213,795	0	213,795	213,795		0
00480	10-3178	Adjustment Aid		3,452,071	0	3,452,071	3,452,071		0
00495	10-3199	DOE Loan Against State Aid		410,733	0	410,733	410,733		0
00540	10-4200	Medicaid Reimbursement		21,862	0	21,862	624	Under	21,238
Total				73,997,642	65,444	74,063,086	42,047,292		32,015,794

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-___-101	Grades 9-12 -- Salaries of Teachers		10,021,626	0	10,021,626	1,074,433	8,947,193	0
02180	11-140-100-106	Other Salaries for Instruction		223,240	0	223,240	30,570	192,670	0
02200	11-140-100-320	Purchased Professional -- Educational Ser		100,000	0	100,000	0	0	100,000
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		35,000	0	35,000	5,162	27,206	2,632
02260	11-140-100-610	General Supplies		838,000	423,320	1,261,320	86,422	500,955	673,944
02280	11-140-100-640	Textbooks		175,000	1,916	176,916	0	5,874	171,042
02300	11-140-100-800	Other Objects		3,000	0	3,000	615	2,418	(33)
02500	11-150-100-101	Salaries of Teachers		65,000	0	65,000	1,949	63,051	0
02540	11-150-100-320	Purchased Professional -- Educational Ser		20,000	0	20,000	0	0	20,000
11000	11-230-100-101	Salaries of Teachers		96,412	0	96,412	9,702	86,710	0
12000	11-240-100-101	Salaries of Teachers		104,495	0	104,495	10,587	93,908	0
13000	11-3___-100-101	Salaries of Teachers		12,898,992	0	12,898,992	1,326,151	11,572,841	0
13040	11-3___-100-320	Purchased Professional-Educational Servi		1,002,000	0	1,002,000	0	580,000	422,000
13080	11-3___-100-[4-5]	Other Purchased Services (400-500 series		4,000	0	4,000	63	3,937	0
13100	11-3___-100-610	General Supplies		596,250	200,173	796,423	49,149	354,099	393,175
13120	11-3___-100-640	Textbooks		208,600	0	208,600	51,594	17,051	139,955
13140	11-3___-100-8___	Other Objects		10,000	2,000	12,000	399	3,362	8,239
14000	11-310-100-101	Salaries of Teachers		95,500	0	95,500	627	94,500	373
14040	11-310-100-320	Purchased Professional-Educational Servi		532,000	0	532,000	0	0	532,000
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		54,000	0	54,000	8,136	37,774	8,090
14100	11-310-100-610	General Supplies		387,000	11,910	398,910	36,143	45,438	317,329
14120	11-310-100-640	Textbooks		10,000	1,433	11,433	0	1,433	10,000
14140	11-310-100-8___	Other Objects		18,000	0	18,000	6,851	1,848	9,301
15000	11-320-100-101	Salaries of Teachers		75,000	0	75,000	0	75,000	0
15100	11-320-100-610	General Supplies		72,000	(6,489)	65,511	311	0	65,200
17000	11-401-100-1___	Salaries		810,000	0	810,000	83,595	726,405	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		1,700	0	1,700	375	150	1,175

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

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060	11-401-100-8__ Other Objects	33,000	0	33,000	2,025	1,500	29,475
17500	11-402-100-1__ Salaries	727,192	0	727,192	45,799	681,393	0
17520	11-402-100-[3-5] Purchased Services (300-500 series)	104,000	0	104,000	0	4,000	100,000
17540	11-402-100-6__ Supplies and Materials	130,000	1,692	131,692	43,238	64,056	24,398
17560	11-402-100-8__ Other Objects	40,000	2,248	42,248	5,288	0	36,960
25000	11-4__-100-1__ Salaries	420,000	0	420,000	83,654	336,346	0
29500	11-000-211-1__ Salaries	128,214	0	128,214	31,712	96,503	0
30500	11-000-213-1__ Salaries	499,178	0	499,178	95,430	403,748	0
30540	11-000-213-3__ Purchased Professional and Technical Ser	38,000	0	38,000	10,157	20,000	7,843
30580	11-000-213-6__ Supplies and Materials	8,500	748	9,248	1,087	1,081	7,079
30600	11-000-213-8__ Other Objects	17,500	0	17,500	3,183	0	14,317
40500	11-000-216-1__ Salaries	284,487	0	284,487	41,248	243,239	0
41500	11-000-218-104 Salaries of Other Professional Staff	2,103,985	0	2,103,985	327,637	1,776,348	0
41520	11-000-218-105 Salaries of Secretarial and Clerical Ass	242,182	0	242,182	58,868	183,314	0
41560	11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	2,153	78,967	3,880
42000	11-000-219-104 Salaries of Other Professional Staff	756,868	0	756,868	115,488	641,380	0
42020	11-000-219-105 Salaries of Secretarial and Clerical Ass	177,417	0	177,417	41,808	135,609	0
42060	11-000-219-320 Purchased Professional – Educational Ser	22,500	0	22,500	1,250	3,700	17,550
42140	11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	0	280	5,720
42160	11-000-219-6__ Supplies and Materials	40,000	39,340	79,340	19,202	21,391	38,747
42180	11-000-219-8__ Other Objects	6,000	0	6,000	3,834	0	2,166
43020	11-000-221-104 Salaries of Other Professional Staff	1,021,039	0	1,021,039	253,651	767,388	0
43040	11-000-221-105 Salaries of Secretarial & Clerical Assis	215,763	0	215,763	51,800	163,963	0
43100	11-000-221-320 Purchased Prof. – Educational Services	45,000	0	45,000	4,400	12,795	27,805
43140	11-000-221-[4-5] Other Purch. Services (400-500 series)	80,500	0	80,500	9,234	29,200	42,066
43160	11-000-221-6__ Supplies and Materials	40,000	298	40,298	2,334	4,769	33,195
43180	11-000-221-8__ Other Objects	90,000	0	90,000	5,946	3,597	80,457
43500	11-000-222-1__ Salaries	62,240	0	62,240	15,129	47,111	0
43560	11-000-222-[4-5] Other Purchased Services (400-500 series	75,000	0	75,000	49,607	14,781	10,612
43580	11-000-222-6__ Supplies and Materials	2,500	0	2,500	0	0	2,500
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	62,500	0	62,500	760	38,000	23,740
44160	11-000-223-8__ Other Objects	40,000	0	40,000	0	0	40,000
45000	11-000-230-1__ Salaries	669,157	0	669,157	140,966	528,191	0
45040	11-000-230-331 Legal Services	275,000	(70,000)	205,000	30,255	169,745	5,000
45060	11-000-230-332 Audit Fees	66,000	0	66,000	0	66,000	0
45070	11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	2,704	7,296	0
45080	11-000-230-334 Architectural/Engineering Services	100,000	504,530	604,530	140,488	462,812	1,230
45100	11-000-230-339 Other Purchased Professional Services	172,500	(13,550)	158,950	4,785	106,600	47,565
45140	11-000-230-530 Communications/Telephone	250,000	70,000	320,000	74,681	243,551	1,768
45160	11-000-230-585 BOE Other Purchased Services	1,000	0	1,000	0	0	1,000
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	165,200	54	165,254	7,041	22,847	135,367

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45200	11-000-230-610	General Supplies	10,000	0	10,000	3,805	1,241	4,954
45260	11-000-230-890	Miscellaneous Expenditures	56,000	0	56,000	51,527	0	4,473
45280	11-000-230-895	BOE Membership Dues and Fees	1,000	0	1,000	0	0	1,000
46000	11-000-240-103	Salaries of Principals/Assistant Princip	1,916,957	0	1,916,957	464,330	1,452,627	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	634,239	0	634,239	154,775	479,464	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	12,600	1,060	13,660	0	7,704	5,956
46120	11-000-240-6__	Supplies and Materials	39,000	25,855	64,855	433	30,986	33,435
46140	11-000-240-8__	Other Objects	26,000	3,166	29,166	10,775	5,579	12,812
47000	11-000-251-1__	Salaries	1,403,721	0	1,403,721	328,687	1,075,034	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	81,767	44,849	48,584
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	0	17,000	1,650	4,833	10,517
47100	11-000-251-6__	Supplies and Materials	32,000	2,767	34,767	3,790	1,392	29,585
47180	11-000-251-890	Other Objects	11,200	0	11,200	1,520	2,451	7,229
47500	11-000-252-1__	Salaries	3,358,627	0	3,358,627	870,221	2,488,406	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	0	100,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,215,000	28,816	1,243,816	335,668	226,323	681,825
47580	11-000-252-6__	Supplies and Materials	300,000	29,220	329,220	53,257	65,034	210,929
47600	11-000-252-8__	Other Objects	5,000	1,500	6,500	1,600	425	4,475
48500	11-000-261-1__	Salaries	627,639	0	627,639	118,443	509,196	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	545,000	63,059	608,059	157,845	247,263	202,951
48540	11-000-261-610	General Supplies	175,000	71,474	246,474	38,075	119,527	88,872
49000	11-000-262-1__	Salaries	3,092,210	0	3,092,210	695,046	2,397,164	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	250,000	0	250,000	0	250,000	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	547,500	45,180	592,680	74,060	145,100	373,520
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	16,803	71,305	21,892
49140	11-000-262-520	Insurance	500,000	0	500,000	0	500,000	0
49160	11-000-262-590	Miscellaneous Purchased Services	2,500	0	2,500	140	640	1,720
49180	11-000-262-610	General Supplies	355,000	3,059	358,059	56,374	101,256	200,429
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	5,569	244,431	150,000
49220	11-000-262-622	Energy (Electricity)	1,300,000	0	1,300,000	273,831	836,169	190,000
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	0	0	30,000
49280	11-000-262-8__	Other Objects	15,000	235	15,235	2,530	0	12,705
50000	11-000-263-1__	Salaries	272,102	0	272,102	64,662	207,440	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	0	40,000	11,365	9,800	18,835
50060	11-000-263-610	General Supplies	5,000	3,345	8,345	154	4,955	3,235
51000	11-000-266-1__	Salaries	35,000	0	35,000	0	35,000	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	175,000	0	175,000	360	4,640	170,000
51060	11-000-266-610	General Supplies	5,000	0	5,000	0	0	5,000
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	487,019	0	487,019	97,812	389,207	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	447	1,341	7,212
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	170,000	1,760	171,760	1,760	0	170,000

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52400	11-000-270-593	Misc. Purchased Services - Transportatio	84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies	8,000	0	8,000	0	0	8,000
52460	11-000-270-8__	Other objects	3,000	0	3,000	145	0	2,855
71020	11-000-291-220	Social Security Contributions	1,305,000	0	1,305,000	263,537	717,821	323,643
71060	11-000-291-241	Other Retirement Contributions - PERS	2,420,000	0	2,420,000	0	0	2,420,000
71160	11-000-291-260	Workmen's Compensation	635,000	0	635,000	0	635,000	0
71180	11-000-291-270	Health Benefits	9,332,600	0	9,332,600	2,266,060	6,378,148	688,392
71200	11-000-291-280	Tuition Reimbursement	120,000	0	120,000	15,355	4,797	99,848
71220	11-000-291-290	Other Employee Benefits	252,000	0	252,000	213,109	0	38,891
75500	12-000-100-73__	Undistributed Expenditures - Instruction	0	365,291	365,291	217,993	133,999	13,299
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info	0	426,943	426,943	113,146	316,992	(3,195)
75720	12-000-262-73__	Undist. Expend. - Custodial Services	0	164,005	164,005	19,156	144,849	1
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro	0	27,188	27,188	0	27,188	0
75860	12-____-00-73__	Special Schools (All Programs)	0	2,878	2,878	0	2,878	0
76080	12-000-400-450	Construction Services	0	2,261,265	2,261,265	1,379,356	881,814	95
76200	12-000-400-800	Other Objects	10,000	0	10,000	0	0	10,000
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	47,894	0	47,894	0	0	47,894
77000	13-330-100-101	Salaries of Teachers	404,457	0	404,457	77,260	327,197	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series	10,600	0	10,600	0	6,100	4,500
77080	13-330-100-610	General Supplies	65,000	45,007	110,007	553	108,550	904
77100	13-330-100-640	Textbooks	18,000	1,578	19,578	1,622	7,884	10,072
77120	13-330-100-8__	Other Objects	7,500	264	7,764	4,250	264	3,250
77180	13-330-200-2__	Personnel Services - Employee Benefits	115,000	0	115,000	26,937	88,063	0
78000	13-4__-100-101	Salaries of Teachers	608,646	0	608,646	76,991	531,655	0
78120	13-4__-100-610	General Supplies	363,000	45,542	408,542	33,038	31,785	343,720
78200	13-4__-200-1__	Salaries	240,593	0	240,593	52,713	187,880	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits	170,000	0	170,000	32,151	92,849	45,000
78240	13-4__-200-3__	Purchased Professional and Technical Svc	15,600	0	15,600	0	0	15,600
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series	33,000	0	33,000	3,473	11,288	18,239
78280	13-4__-200-6__	Supplies and Materials	6,800	120	6,920	354	74	6,492
78300	13-4__-200-8__	Other Objects	9,000	0	9,000	0	0	9,000
81000	13-629-100-101	Salaries of Teachers	424,971	0	424,971	14,988	409,983	0
81120	13-629-100-610	General Supplies	28,500	258	28,758	2,663	258	25,837
81140	13-629-100-640	Textbooks	1,000	0	1,000	0	0	1,000
81200	13-629-200-1__	Salaries	603,544	0	603,544	154,593	448,951	0
81220	13-629-200-2__	Personnel Services - Employee Benefits	210,001	0	210,001	39,498	157,569	12,934
81260	13-629-200-[4-5]	Other Purchased Services (400-500 series	52,800	2,622	55,422	17,662	30,035	7,726
81280	13-629-200-6__	Supplies and Materials	27,000	43	27,043	43	0	27,000
81300	13-629-200-8__	Other Objects	4,000	0	4,000	3	297	3,700
83000	13-640-200-1__	Salaries	85,885	0	85,885	18,352	67,533	0
83020	13-640-200-6__	Supplies and Materials	43,500	0	43,500	7,020	4,428	32,052

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 General Fund

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
83020 13-640-200-6__ Supplies and Materials	43,500	0	43,500	7,020	4,428	32,052
Total	73,997,642	4,793,122	78,790,764	13,540,772	54,716,236	10,533,756

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 Special Revenue Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$1,119,097.53)
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	\$145,019.00	
142	Intergovernmental - Federal	\$441,048.44	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$586,067.44

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	\$11,928,334.20	
302	Less revenues	(\$301,323.37)	\$11,627,010.83

**Total assets and resources**

**\$11,093,980.74**

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$1,119,097.53)
411	Intergovernmental accounts payable - state		\$12,694.43
421	Accounts payable		\$139,410.55
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.24
	Other current liabilities		\$1,366.01
	<b>Total liabilities</b>		<b>\$153,471.23</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$5,872,057.48
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	\$12,373,933.46	
602	Less: Expenditures	(\$1,448,423.95)	
	Less: Encumbrances	(\$5,411,458.22)	(\$6,859,882.17)
	Total appropriated		\$11,386,108.77

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$445,599.26)
	Total fund balance		<b>\$10,940,509.51</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$11,093,980.74</u></b>



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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$12,373,933.46	\$6,859,882.17	\$5,514,051.29
Revenues	(\$11,928,334.20)	(\$301,323.37)	(\$11,627,010.83)
Subtotal	<u>\$445,599.26</u>	<u>\$6,558,558.80</u>	<u>(\$6,112,959.54)</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>\$445,599.26</u>	<u>\$6,558,558.80</u>	<u>(\$6,112,959.54)</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>\$445,599.26</u>	<u>\$6,558,558.80</u>	<u>(\$6,112,959.54)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$445,599.26</u>	<u>\$6,558,558.80</u>	<u>(\$6,112,959.54)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$445,599.26</u>	<u>\$6,558,558.80</u>	<u>(\$6,112,959.54)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	0	35,871	35,871	11,871	Under	24,000
00830	Total Revenues from Federal Sources	9,370,000	2,477,463	11,847,463	289,452	Under	11,558,011
88740	Total Federal Projects	0	45,000	45,000	0	Under	45,000
Total		9,370,000	2,558,334	11,928,334	301,323		11,627,011
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	211,141	211,141	557	45,799	164,785
88140	Other	120,000	429,199	549,199	36,227	85,509	427,463
88740	Total Federal Projects	9,250,000	2,363,593	11,613,593	1,411,639	5,280,150	4,921,804
Total		9,370,000	3,003,933	12,373,933	1,448,424	5,411,458	5,514,051

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	0	35,871	35,871	11,871	Under	24,000
00775 20-441[1-6] Title I	170,000	1,596	171,596	0	Under	171,596
00780 20-445[1-5] Title II	35,000	3,108	38,108	0	Under	38,108
00790 20-447[1-4] Title IV	0	13,460	13,460	0	Under	13,460
00804 20-4419 ARP - IDEA Basic	0	104,832	104,832	0	Under	104,832
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	35,024	Under	503,930
00810 20-4430 Vocational Education	870,000	0	870,000	0	Under	870,000
00814 20-4540 ARP - ESSER	0	82,500	82,500	0	Under	82,500
00815 20-4440 Adult Basic Education	1,100,000	146,978	1,246,978	46,864	Under	1,200,114
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,600,000	1,383,112	7,983,112	157,561	Under	7,825,551
00823 20-4534 CRRSA Act - ESSER II	0	379,884	379,884	0	Under	379,884
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	0	Under	38,789
00825 20-4___ Other	120,000	259,250	379,250	50,003	Under	329,247
88711 20-485-___-___ CRRSA Act - Mental Health Grant	0	45,000	45,000	0	Under	45,000
Total	9,370,000	2,558,334	11,928,334	301,323		11,627,011

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___-___ Local Projects	0	211,141	211,141	557	45,799	164,785
88140 20-___-___-___ Other	120,000	429,199	549,199	36,227	85,509	427,463
88500 20-___-___-___ Title I	170,000	1,596	171,596	18,124	105,035	48,437
88520 20-___-___-___ Title II	35,000	3,108	38,108	32,500	4,780	828
88560 20-___-___-___ Title IV	0	13,460	13,460	0	0	13,460
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	113,441	291,466	134,046
88640 20-___-___-___ Vocational Education	870,000	0	870,000	181,797	215,025	473,178
88641 20-223-___-___ ARP-IDEA Basic Grant Program	0	104,832	104,832	0	87,990	16,842
88660 20-___-___-___ Adult Education	1,100,000	146,978	1,246,978	109,443	1,015,242	122,294
88680 20-___-___-___ Private Industry Council (JTPA/WIOA)	6,600,000	1,254,696	7,854,696	703,837	3,354,073	3,796,786
88705 20-478-___-___ Bridging the Digital Divide	0	243,796	243,796	0	0	243,796
88709 20-483-___-___ CRRSA Act - ESSER II Grant Program	0	379,884	379,884	123,337	173,720	82,827
88710 20-484-___-___ CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	15,197	18,819	4,773
88711 20-485-___-___ CRRSA Act - Mental Health Grant	0	45,000	45,000	42,847	0	2,153
88713 20-487-___-___ ARP-ESSER Grant Program	0	67,500	67,500	71,117	14,000	(17,617)
Total	9,370,000	3,003,933	12,373,933	1,448,424	5,411,458	5,514,051

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 Capital Projects Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$47,660.78)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$4,100,039.93

**Resources:**

301	Estimated revenues	\$3,651,577.07	
302	Less revenues	(\$1,004,814.75)	\$2,646,762.32

**Total assets and resources**

**\$6,699,141.47**

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$47,660.78)
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
	<b>Total liabilities</b>		<b>\$0.00</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$2,452,463.80
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$4,961,094.75	
602	Less: Expenditures	(\$297,310.56)	
	Less: Encumbrances	(\$1,142,946.12)	(\$1,440,256.68)
	<b>Total appropriated</b>		<b>\$5,973,301.87</b>

Unappropriated:

770	Fund balance, July 1		\$2,035,357.28
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,309,517.68)
	<b>Total fund balance</b>		<b>\$6,699,141.47</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$6,699,141.47</u></b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$4,961,094.75	\$1,440,256.68	\$3,520,838.07
Revenues	(\$3,651,577.07)	(\$1,004,814.75)	(\$2,646,762.32)
Subtotal	<u>\$1,309,517.68</u>	<u>\$435,441.93</u>	<u>\$874,075.75</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$435,441.93</u>	<u>\$874,075.75</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$435,441.93</u>	<u>\$874,075.75</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$435,441.93</u>	<u>\$874,075.75</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,309,517.68</u>	<u>\$435,441.93</u>	<u>\$874,075.75</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other	0	3,651,577	3,651,577	1,004,815	Under	2,646,762
Total		0	3,651,577	3,651,577	1,004,815		2,646,762
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	4,961,095	4,961,095	297,311	1,142,946	3,520,838
Total		0	4,961,095	4,961,095	297,311	1,142,946	3,520,838

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00980	30-____ Other Financing Sources	0	3,651,577	3,651,577	1,004,815	Under	2,646,762
Total		0	3,651,577	3,651,577	1,004,815		2,646,762
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000	30-____-73_ Capital Project Equipment	0	464,994	464,994	0	72,494	392,500
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	220,382	220,382	20,742	164,024	35,616
89080	30-000-4__-45_ Construction Services	0	2,679,103	2,679,103	36,892	835,343	1,806,868
89100	30-000-4__-61_ General Supplies	0	979,971	979,971	237,288	71,085	671,599
89180	30-000-4__-8_ Other Objects	0	616,644	616,644	2,389	0	614,255
Total		0	4,961,095	4,961,095	297,311	1,142,946	3,520,838



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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 Debt Service Funds

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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**

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

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Starting date 7/1/2021 Ending date 9/30/2021 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
	<b>Total liabilities</b>		<b>\$0.00</b>

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		<b>\$0.00</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$0.00</u></b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by : \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 Debt Service Funds

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 CAFETERIA

Assets and Resources

**Assets:**

101	Cash in bank		(\$4,092.42)
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
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**Resources:**

301	Estimated revenues	\$635,000.00	
302	Less revenues	(\$22,498.06)	\$612,501.94

**Total assets and resources**

**\$757,130.52**

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$4,092.42)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$4,856.00
	Other current liabilities		\$119,727.86
	<b>Total liabilities</b>		<b>\$134,955.86</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$612,174.66
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$635,000.00	
602	Less: Expenditures	(\$12,825.34)	
	Less: Encumbrances	(\$612,174.66)	(\$625,000.00)
	<b>Total appropriated</b>		<b>\$622,174.66</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$622,174.66</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$757,130.52</u></b>

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$635,000.00	\$625,000.00	\$10,000.00
Revenues	(\$635,000.00)	(\$22,498.06)	(\$612,501.94)
Subtotal	<u>\$0.00</u>	<u>\$602,501.94</u>	<u>(\$602,501.94)</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>\$602,501.94</u>	<u>(\$602,501.94)</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>\$602,501.94</u>	<u>(\$602,501.94)</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>\$602,501.94</u>	<u>(\$602,501.94)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$602,501.94</u>	<u>(\$602,501.94)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 CAFETERIA

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		635,000	0	635,000	22,498	Under	612,502
Total		635,000	0	635,000	22,498		612,502
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		635,000	0	635,000	12,825	612,175	10,000
Total		635,000	0	635,000	12,825	612,175	10,000



Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	635,000	0	635,000	22,498	Under	612,502
Total	635,000	0	635,000	22,498		612,502

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	635,000	0	635,000	12,825	612,175	10,000
Total	635,000	0	635,000	12,825	612,175	10,000

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 61 ENTERPRISE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		\$724,962.64
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	\$333,104.95	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$333,104.95

Loans Receivable:

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

Other Current Assets

\$100,748.00

**Resources:**

301	Estimated revenues	\$3,224,700.00	
302	Less revenues	(\$857,284.01)	\$2,367,415.99

**Total assets and resources**

**\$3,526,231.58**

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

**Liabilities:**

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$3,894.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$30,700.00
	Other current liabilities		\$1,032,044.28
	<b>Total liabilities</b>		<b>\$1,066,638.28</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$1,963,494.77
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,224,700.00	
602	Less: Expenditures	(\$765,106.70)	
	Less: Encumbrances	(\$1,963,494.77)	(\$2,728,601.47)
	Total appropriated		\$2,459,593.30

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		<b>\$2,459,593.30</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$3,526,231.58</u></b>

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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,224,700.00	\$2,728,601.47	\$496,098.53
Revenues	(\$3,224,700.00)	(\$857,284.01)	(\$2,367,415.99)
Subtotal	<u>\$0.00</u>	<u>\$1,871,317.46</u>	<u>(\$1,871,317.46)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$1,871,317.46</u>	<u>(\$1,871,317.46)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$1,871,317.46</u>	<u>(\$1,871,317.46)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$1,871,317.46</u>	<u>(\$1,871,317.46)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,871,317.46</u>	<u>(\$1,871,317.46)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 61 ENTERPRISE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		3,158,700	66,000	3,224,700	857,284	Under	2,367,416
Total		3,158,700	66,000	3,224,700	857,284		2,367,416
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		3,158,700	66,000	3,224,700	765,107	1,963,495	496,099
Total		3,158,700	66,000	3,224,700	765,107	1,963,495	496,099

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 61 ENTERPRISE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	3,158,700	66,000	3,224,700	857,284	Under	2,367,416
Total	3,158,700	66,000	3,224,700	857,284		2,367,416

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	3,158,700	66,000	3,224,700	765,107	1,963,495	496,099
Total	3,158,700	66,000	3,224,700	765,107	1,963,495	496,099

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 62 INTERNAL SERVICE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		\$74,928.61
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$18,900.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$18,900.00

Loans Receivable:

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

Other Current Assets

\$71,424.00

**Resources:**

301	Estimated revenues	\$2,206,000.00	
302	Less revenues	(\$18,900.00)	\$2,187,100.00

**Total assets and resources**

**\$5,745,416.61**

Starting date 7/1/2021 Ending date 9/30/2021 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
	<b>Total liabilities</b>	<b>\$3,752,870.47</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances	\$1,622,126.99
761	Capital reserve account - July	\$0.00
604	Add: Increase in capital reserve	\$0.00
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00
309	Less: Bud. w/d cap. reserve excess costs	\$0.00
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
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
762	Adult education programs	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$2,206,000.00
602	Less: Expenditures (\$480,656.76)	
	Less: Encumbrances (\$1,622,126.99)	(\$2,102,783.75)
	Total appropriated	\$1,725,343.24

Unappropriated:

770	Fund balance, July 1	\$267,202.90
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$1,992,546.14
	<b>Total liabilities and fund equity</b>	<b>\$5,745,416.61</b>



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Starting date 7/1/2021 Ending date 9/30/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,206,000.00	\$2,102,783.75	\$103,216.25
Revenues	(\$2,206,000.00)	(\$18,900.00)	(\$2,187,100.00)
Subtotal	<u>\$0.00</u>	<u>\$2,083,883.75</u>	<u>(\$2,083,883.75)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,083,883.75</u>	<u>(\$2,083,883.75)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,083,883.75</u>	<u>(\$2,083,883.75)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,083,883.75</u>	<u>(\$2,083,883.75)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,083,883.75</u>	<u>(\$2,083,883.75)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,206,000	0	2,206,000	18,900	Under	2,187,100
Total		2,206,000	0	2,206,000	18,900		2,187,100
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,206,000	0	2,206,000	480,657	1,622,127	103,216
Total		2,206,000	0	2,206,000	480,657	1,622,127	103,216

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,206,000	0	2,206,000	18,900	Under	2,187,100
Total	2,206,000	0	2,206,000	18,900		2,187,100

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,206,000	0	2,206,000	480,657	1,622,127	103,216
Total	2,206,000	0	2,206,000	480,657	1,622,127	103,216

22-F-89T

DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: October 31, 2021

CASH REPORT

FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
<b>GOVERNMENTAL FUNDS</b>				
1 General Fund - 10	13,240,705.06	6,429,096.63	6,944,950.79	12,724,850.90
2 Special Revenue Fund - Fund 20	(1,119,097.53)	712,494.00	1,025,868.61	(1,432,472.14)
3 Capital Projects Fund - Fund 30	(47,660.78)	65,064.02	24,632.94	(7,229.70)
4 Enterprise Funds - Fund 61, Fund 62	799,891.25	172,839.85	414,640.89	558,090.21
5 Enterprise Fund (Fund 5X) Cafeteria	(4,092.42)	98,733.70	129,238.44	(34,597.16)
6 Total Governmental Funds (Lines 1 Thru 5)	12,869,745.58	7,478,228.20	8,539,331.67	11,808,642.11
<b>TRUST AND AGENCY FUNDS (FUND 6X)</b>				
7 Payroll	7,000.00	2,789,732.00	2,789,732.00	7,000.00
8 Payroll Agency	734,159.75	2,314,360.24	2,951,959.02	96,560.97
9 Other (attach list) - Unemploy Insur	492,915.94	5,045.64	0.00	497,961.58
10 Total Trust & Agency Funds (lines 7 thru 9)	1,234,075.69	5,109,137.88	5,741,691.02	601,522.55
11	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00
13 Total Scholarship/Trust Funds (lines 11+12)	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00
16	0.00	0.00	0.00	0.00
17 Escrow Direct	126,523.53	5.20	0.00	126,528.73
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	14,230,344.80	12,587,371.28	14,281,022.69	12,536,693.39

Prepared and Submitted By:

*Robert Bell*

Date

11/18/21

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

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

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Assets and Resources

**Assets:**

101	Cash in bank		\$5,641,454.43
102 - 106	Cash Equivalents		\$7,085,196.47
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		\$21,362,697.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$4,668,774.10	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$6,148,607.10	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$10,827,881.20

Loans Receivable:

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

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$74,063,086.00	
302	Less revenues	(\$45,836,093.81)	\$28,226,992.19

**Total assets and resources**

**\$73,144,221.29**

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

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

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$292,268.98
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,318,557.88
	<b>Total liabilities</b>		<b>\$3,610,826.86</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$53,834,435.48
761	Capital reserve account - July	\$7,082,400.39	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$7,082,400.39
764	Maintenance reserve account - July	\$537,647.71	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$537,647.71
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$78,790,764.00	
602	Less: Expenditures	(\$19,388,129.14)	
	Less: Encumbrances	(\$49,106,757.48)	(\$68,494,886.62)
	Total appropriated		\$71,750,360.96

Unappropriated:

770	Fund balance, July 1		\$2,510,711.47
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$4,727,678.00)
	Total fund balance		<b>\$69,533,394.43</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$73,144,221.29</u></b>

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

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$78,790,764.00	\$68,494,886.62	\$10,295,877.38
Revenues	(\$74,063,086.00)	(\$45,836,093.81)	(\$28,226,992.19)
Subtotal	<u>\$4,727,678.00</u>	<u>\$22,658,792.81</u>	<u>(\$17,931,114.81)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$7,082,400.39)	\$7,082,400.39
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$15,576,392.42</u>	<u>(\$10,848,714.42)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$537,647.71)	\$537,647.71
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$15,038,744.71</u>	<u>(\$10,311,066.71)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$15,038,744.71</u>	<u>(\$10,311,066.71)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$4,727,678.00</u>	<u>\$15,576,392.42</u>	<u>(\$10,848,714.42)</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 7/1/2021 Ending date 10/31/2021 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	67,430,233	65,444	67,495,677	40,139,923	Under	27,355,754
00400	Total Revenues from Intermediate Sources	850,000	0	850,000	0	Under	850,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	21,862	0	21,862	624	Under	21,238
Total		73,997,642	65,444	74,063,086	45,836,094		28,226,992

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,480,866	425,237	11,906,103	2,310,445	8,664,978	930,679
11160	Total Basic Skills/Remedial – Instruct.	96,412	0	96,412	19,405	77,007	0
12160	Total Bilingual Education – Instruction	104,495	0	104,495	21,175	83,320	0
13160	Total Vocational Programs – Local -Instr	14,719,842	202,173	14,922,015	2,746,128	11,245,203	930,684
15180	TOTAL VOCATIONAL PROGRAMS	1,243,500	6,854	1,250,354	102,327	356,901	791,126
17100	Total School-Sponsored Co/Extra Curricul	844,700	0	844,700	171,028	646,242	27,430
17600	Total School-Sponsored Athletics – Instr	1,001,192	3,940	1,005,132	135,850	717,936	151,347
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	117,055	302,945	0
29680	Total Undistributed Expenditures – Atten	128,214	0	128,214	43,143	85,071	0
30620	Total Undistributed Expenditures – Healt	563,178	748	563,926	159,638	376,039	28,249
40580	Total Undistributed Expend – Speech, OT,	284,487	0	284,487	69,401	215,086	0
41660	Total Undist. Expend. – Guidance	2,431,167	0	2,431,167	613,249	1,814,038	3,880
42200	Total Undist. Expend. – Child Study Team	1,008,785	39,340	1,048,125	259,237	742,616	46,272
43200	Total Undist. Expend. – Improvement of I	1,492,302	298	1,492,600	470,704	855,793	166,103
43620	Total Undist. Expend. – Edu. Media Serv.	139,740	0	139,740	79,570	47,058	13,112
44180	Total Undist. Expend. – Instructional St	102,500	0	102,500	760	550	101,190
45300	Support Serv. - General Admin	1,775,857	491,033	2,266,890	615,537	1,447,557	203,796
46160	Support Serv. - School Admin	2,628,796	30,081	2,658,877	861,314	1,752,359	45,204
47200	Total Undist. Expend. – Central Services	1,639,121	2,767	1,641,888	538,486	1,011,457	91,945
47620	Total Undist. Expend. – Admin. Info. Tec	4,978,627	59,536	5,038,163	1,701,429	2,535,783	800,951
51120	Total Undist. Expend. – Oper. & Maint. O	8,481,951	183,899	8,665,850	2,209,372	5,086,712	1,369,766
52480	Total Undist. Expend. – Student Transpor	761,019	1,760	762,779	139,585	605,227	17,967
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	14,064,600	0	14,064,600	3,456,107	6,605,858	4,002,635
75880	TOTAL EQUIPMENT	0	988,758	988,758	408,495	562,117	18,147
76260	Total Facilities Acquisition and Constr	57,894	2,261,265	2,319,159	1,379,356	881,814	57,989
77140	Total Post-Secondary Programs - Instruct	505,557	46,849	552,406	109,486	418,777	24,143
77280	Total Post-Secondary Programs – Support	115,000	0	115,000	35,501	79,499	0
78180	Total Other Special Schools - Instructio	971,646	45,542	1,017,188	158,127	572,400	286,661
78320	Total Other Special Schools – Support Se	474,993	120	475,113	118,823	274,326	81,963
81180	Total Vocational Evening-Local Instructi	454,471	258	454,729	22,944	414,651	17,135
81320	Total Vocational Evening-Local-Support S	897,345	2,665	900,010	285,085	559,472	55,452
83060	Total GED Testing Centers	129,385	0	129,385	29,368	67,965	32,052
Total		73,997,642	4,793,122	78,790,764	19,388,129	49,106,757	10,295,877



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

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

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy	33,562,698	0	33,562,698	33,562,697	Under	1
00150	10-1320	Tuition from LEAs Within State	31,561,650	0	31,561,650	6,135,944	Under	25,425,706
00220	10-13[2-4]0	Other Tuition	1,550,000	0	1,550,000	317,995	Under	1,232,005
00300	10-1__	Unrestricted Miscellaneous Revenues	526,500	0	526,500	114,691	Under	411,809
00310	10-1991	GED Testing Center Fees	129,385	0	129,385	8,596	Under	120,789
00330	10-1__	Interest Earned on Maintenance Reserve	100,000	65,444	165,444	0	Under	165,444
00390	10-2000	Unrestricted	850,000	0	850,000	0	Under	850,000
00440	10-3132	Categorical Special Education Aid	1,618,948	0	1,618,948	1,618,948		0
00470	10-3177	Categorical Security Aid	213,795	0	213,795	213,795		0
00480	10-3178	Adjustment Aid	3,452,071	0	3,452,071	3,452,071		0
00495	10-3199	DOE Loan Against State Aid	410,733	0	410,733	410,733		0
00540	10-4200	Medicaid Reimbursement	21,862	0	21,862	624	Under	21,238
Total			73,997,642	65,444	74,063,086	45,836,094		28,226,992

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	10,021,626	0	10,021,626	2,042,204	7,979,422	0
02180	11-140-100-106	Other Salaries for Instruction	223,240	0	223,240	48,667	174,573	0
02200	11-140-100-320	Purchased Professional – Educational Ser	100,000	0	100,000	0	3,500	96,500
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series	35,000	0	35,000	7,061	16,342	11,597
02260	11-140-100-610	General Supplies	838,000	421,820	1,259,820	199,979	428,743	631,098
02280	11-140-100-640	Textbooks	175,000	1,916	176,916	4,464	1,410	171,042
02300	11-140-100-800	Other Objects	3,000	1,500	4,500	2,310	1,748	442
02500	11-150-100-101	Salaries of Teachers	65,000	0	65,000	5,760	59,240	0
02540	11-150-100-320	Purchased Professional – Educational Ser	20,000	0	20,000	0	0	20,000
11000	11-230-100-101	Salaries of Teachers	96,412	0	96,412	19,405	77,007	0
12000	11-240-100-101	Salaries of Teachers	104,495	0	104,495	21,175	83,320	0
13000	11-3__-100-101	Salaries of Teachers	12,898,992	0	12,898,992	2,588,225	10,310,767	0
13040	11-3__-100-320	Purchased Professional-Educational Servi	1,002,000	0	1,002,000	0	580,000	422,000
13080	11-3__-100-[4-5]	Other Purchased Services (400-500 series	4,000	0	4,000	63	3,937	0
13100	11-3__-100-610	General Supplies	596,250	200,173	796,423	85,199	328,953	382,271
13120	11-3__-100-640	Textbooks	208,600	0	208,600	69,891	20,535	118,174
13140	11-3__-100-8__	Other Objects	10,000	2,000	12,000	2,750	1,011	8,239
14000	11-310-100-101	Salaries of Teachers	95,500	0	95,500	3,502	91,625	373
14040	11-310-100-320	Purchased Professional-Educational Servi	532,000	0	532,000	0	0	532,000
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series	54,000	0	54,000	10,848	35,062	8,090
14100	11-310-100-610	General Supplies	387,000	11,910	398,910	74,612	116,032	208,266
14120	11-310-100-640	Textbooks	10,000	1,433	11,433	1,433	0	10,000
14140	11-310-100-8__	Other Objects	18,000	0	18,000	8,968	1,047	7,985
15000	11-320-100-101	Salaries of Teachers	75,000	0	75,000	0	75,000	0
15100	11-320-100-610	General Supplies	72,000	(6,489)	65,511	2,964	38,135	24,412
17000	11-401-100-1__	Salaries	810,000	0	810,000	166,828	643,172	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	1,700	0	1,700	375	150	1,175

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

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

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060 11-401-100-8__ Other Objects	33,000	0	33,000	3,825	2,920	26,255
17500 11-402-100-1__ Salaries	727,192	0	727,192	68,253	658,939	0
17520 11-402-100-[3-5] Purchased Services (300-500 series)	104,000	0	104,000	78	13,170	90,752
17540 11-402-100-6__ Supplies and Materials	130,000	1,692	131,692	62,231	45,826	23,635
17560 11-402-100-8__ Other Objects	40,000	2,248	42,248	5,288	0	36,960
25000 11-4__-100-1__ Salaries	420,000	0	420,000	117,055	302,945	0
29500 11-000-211-1__ Salaries	128,214	0	128,214	43,143	85,071	0
30500 11-000-213-1__ Salaries	499,178	0	499,178	142,570	356,608	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	38,000	0	38,000	12,657	18,200	7,143
30580 11-000-213-6__ Supplies and Materials	8,500	748	9,248	1,228	1,181	6,839
30600 11-000-213-8__ Other Objects	17,500	0	17,500	3,183	50	14,267
40500 11-000-216-1__ Salaries	284,487	0	284,487	69,401	215,086	0
41500 11-000-218-104 Salaries of Other Professional Staff	2,103,985	0	2,103,985	523,460	1,580,525	0
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	242,182	0	242,182	81,261	160,921	0
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	8,528	72,592	3,880
42000 11-000-219-104 Salaries of Other Professional Staff	756,868	0	756,868	171,006	585,862	0
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	177,417	0	177,417	58,471	118,946	0
42060 11-000-219-320 Purchased Professional – Educational Ser	22,500	0	22,500	5,639	15,511	1,350
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	342	263	5,395
42160 11-000-219-6__ Supplies and Materials	40,000	39,340	79,340	19,944	22,034	37,361
42180 11-000-219-8__ Other Objects	6,000	0	6,000	3,834	0	2,166
43020 11-000-221-104 Salaries of Other Professional Staff	1,021,039	0	1,021,039	344,078	676,961	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	215,763	0	215,763	71,492	144,271	0
43100 11-000-221-320 Purchased Prof. – Educational Services	45,000	0	45,000	11,195	9,000	24,805
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	80,500	0	80,500	24,964	15,562	39,974
43160 11-000-221-6__ Supplies and Materials	40,000	298	40,298	7,096	665	32,537
43180 11-000-221-8__ Other Objects	90,000	0	90,000	11,878	9,335	68,787
43500 11-000-222-1__ Salaries	62,240	0	62,240	20,737	41,503	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	75,000	0	75,000	58,833	5,555	10,612
43580 11-000-222-6__ Supplies and Materials	2,500	0	2,500	0	0	2,500
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	62,500	0	62,500	760	550	61,190
44160 11-000-223-8__ Other Objects	40,000	0	40,000	0	0	40,000
45000 11-000-230-1__ Salaries	669,157	0	669,157	193,008	476,149	0
45040 11-000-230-331 Legal Services	275,000	(70,000)	205,000	50,573	149,428	5,000
45060 11-000-230-332 Audit Fees	66,000	0	66,000	0	66,000	0
45070 11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	2,704	7,296	0
45080 11-000-230-334 Architectural/Engineering Services	100,000	504,530	604,530	202,925	401,560	44
45100 11-000-230-339 Other Purchased Professional Services	172,500	(13,550)	158,950	4,785	106,600	47,565
45140 11-000-230-530 Communications/Telephone	250,000	70,000	320,000	98,313	215,376	6,311
45160 11-000-230-585 BOE Other Purchased Services	1,000	0	1,000	0	0	1,000
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	165,200	54	165,254	7,791	22,501	134,961

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45200	11-000-230-610	General Supplies	10,000	0	10,000	3,912	2,646	3,442
45260	11-000-230-890	Miscellaneous Expenditures	56,000	0	56,000	51,527	0	4,473
45280	11-000-230-895	BOE Membership Dues and Fees	1,000	0	1,000	0	0	1,000
46000	11-000-240-103	Salaries of Principals/Assistant Princip	1,916,957	0	1,916,957	619,107	1,297,850	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	634,239	0	634,239	213,609	420,630	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	12,600	1,060	13,660	0	7,752	5,908
46120	11-000-240-6__	Supplies and Materials	39,000	25,855	64,855	12,341	24,515	27,998
46140	11-000-240-8__	Other Objects	26,000	3,166	29,166	16,257	1,612	11,297
47000	11-000-251-1__	Salaries	1,403,721	0	1,403,721	430,569	973,152	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	96,939	32,827	45,434
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	0	17,000	2,223	4,429	10,348
47100	11-000-251-6__	Supplies and Materials	32,000	2,767	34,767	3,903	1,049	29,815
47180	11-000-251-890	Other Objects	11,200	0	11,200	4,853	0	6,347
47500	11-000-252-1__	Salaries	3,358,627	0	3,358,627	1,167,178	2,191,449	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	0	100,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,215,000	28,816	1,243,816	450,927	184,397	608,492
47580	11-000-252-6__	Supplies and Materials	300,000	29,220	329,220	80,919	59,739	188,562
47600	11-000-252-8__	Other Objects	5,000	1,500	6,500	2,405	198	3,896
48500	11-000-261-1__	Salaries	627,639	0	627,639	164,557	463,082	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	545,000	63,059	608,059	216,416	214,844	176,798
48540	11-000-261-610	General Supplies	175,000	69,021	244,021	94,987	63,999	85,036
49000	11-000-262-1__	Salaries	3,092,210	0	3,092,210	978,238	2,113,972	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	250,000	0	250,000	0	250,000	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	547,500	45,180	592,680	96,408	136,502	359,770
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	25,647	62,461	21,892
49140	11-000-262-520	Insurance	500,000	0	500,000	0	500,000	0
49160	11-000-262-590	Miscellaneous Purchased Services	2,500	0	2,500	280	500	1,720
49180	11-000-262-610	General Supplies	355,000	3,059	358,059	116,912	91,181	149,966
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	9,006	240,994	150,000
49220	11-000-262-622	Energy (Electricity)	1,300,000	0	1,300,000	391,840	718,160	190,000
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	0	0	30,000
49280	11-000-262-8__	Other Objects	15,000	235	15,235	3,598	653	10,984
50000	11-000-263-1__	Salaries	272,102	0	272,102	95,564	176,538	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	0	40,000	14,140	8,190	17,670
50060	11-000-263-610	General Supplies	5,000	3,345	8,345	1,059	6,355	931
51000	11-000-266-1__	Salaries	35,000	0	35,000	0	35,000	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	175,000	0	175,000	720	4,280	170,000
51060	11-000-266-610	General Supplies	5,000	0	5,000	0	0	5,000
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	487,019	0	487,019	136,984	350,035	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	596	1,192	7,212
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	170,000	1,760	171,760	1,760	170,000	0

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

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52400	11-000-270-593	Misc. Purchased Services - Transportatio		84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies		8,000	0	8,000	0	0	8,000
52460	11-000-270-8__	Other objects		3,000	0	3,000	245	0	2,755
71020	11-000-291-220	Social Security Contributions		1,305,000	0	1,305,000	334,057	631,275	339,668
71060	11-000-291-241	Other Retirement Contributions - PERS		2,420,000	0	2,420,000	0	0	2,420,000
71160	11-000-291-260	Workmen's Compensation		635,000	0	635,000	0	635,000	0
71180	11-000-291-270	Health Benefits		9,332,600	0	9,332,600	2,846,583	5,340,393	1,145,624
71200	11-000-291-280	Tuition Reimbursement		120,000	0	120,000	20,199	2,885	96,916
71220	11-000-291-290	Other Employee Benefits		252,000	0	252,000	255,267	(3,694)	427
75500	12-000-100-73_	Undistributed Expenditures - Instruction		0	365,291	365,291	217,993	133,999	13,299
75680	12-000-252-73_	Undistributed Expenditures - Admin. Info		0	426,943	426,943	165,478	256,619	4,846
75720	12-000-262-73_	Undist. Expend. - Custodial Services		0	166,458	166,458	22,146	144,311	2
75740	12-000-263-73_	Undist. Expend. - Care and Upkeep of Gro		0	27,188	27,188	0	27,188	0
75860	12-____-00-73_	Special Schools (All Programs)		0	2,878	2,878	2,878	0	0
76080	12-000-400-450	Construction Services		0	2,261,265	2,261,265	1,379,356	881,814	95
76200	12-000-400-800	Other Objects		10,000	0	10,000	0	0	10,000
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi		47,894	0	47,894	0	0	47,894
77000	13-330-100-101	Salaries of Teachers		404,457	0	404,457	110,432	294,025	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series		10,600	0	10,600	0	6,100	4,500
77080	13-330-100-610	General Supplies		65,000	45,007	110,007	834	108,973	200
77100	13-330-100-640	Textbooks		18,000	1,578	19,578	(6,260)	9,415	16,424
77120	13-330-100-8__	Other Objects		7,500	264	7,764	4,480	264	3,020
77180	13-330-200-2__	Personnel Services - Employee Benefits		115,000	0	115,000	35,501	79,499	0
78000	13-4__-100-101	Salaries of Teachers		608,646	0	608,646	117,854	490,792	0
78120	13-4__-100-610	General Supplies		363,000	45,542	408,542	40,273	81,608	286,661
78200	13-4__-200-1__	Salaries		240,593	0	240,593	71,499	169,094	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits		170,000	0	170,000	42,964	82,036	45,000
78240	13-4__-200-3__	Purchased Professional and Technical Svc		15,600	0	15,600	0	9,074	6,526
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series		33,000	0	33,000	3,948	10,813	18,239
78280	13-4__-200-6__	Supplies and Materials		6,800	120	6,920	413	1,038	5,468
78300	13-4__-200-8__	Other Objects		9,000	0	9,000	0	2,271	6,729
81000	13-629-100-101	Salaries of Teachers		424,971	0	424,971	20,281	404,690	0
81120	13-629-100-610	General Supplies		28,500	258	28,758	2,663	9,961	16,135
81140	13-629-100-640	Textbooks		1,000	0	1,000	0	0	1,000
81200	13-629-200-1__	Salaries		603,544	0	603,544	208,653	394,891	0
81220	13-629-200-2__	Personnel Services - Employee Benefits		210,001	0	210,001	51,653	140,033	18,315
81260	13-629-200-[4-5]	Other Purchased Services (400-500 series		52,800	2,622	55,422	24,732	22,964	7,726
81280	13-629-200-6__	Supplies and Materials		27,000	43	27,043	43	1,289	25,711
81300	13-629-200-8__	Other Objects		4,000	0	4,000	5	295	3,700
83000	13-640-200-1__	Salaries		85,885	0	85,885	22,269	63,616	0
83020	13-640-200-6__	Supplies and Materials		43,500	0	43,500	7,099	4,349	32,052

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

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
83020	13-640-200-6__ Supplies and Materials	43,500	0	43,500	7,099	4,349	32,052
Total		73,997,642	4,793,122	78,790,764	19,388,129	49,106,757	10,295,877

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 Special Revenue Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$1,432,472.14)
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	\$145,019.00	
142	Intergovernmental - Federal	\$146,005.72	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$291,024.72

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	\$11,998,334.20	
302	Less revenues	(\$718,774.65)	\$11,279,559.55

**Total assets and resources**

**\$10,138,112.13**

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$1,432,472.14)
411	Intergovernmental accounts payable - state		\$12,694.43
421	Accounts payable		\$4,130.35
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.24
	Other current liabilities		\$1,366.01
	<b>Total liabilities</b>		<b>\$18,191.03</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$5,498,522.72
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	\$12,458,933.46	
602	Less: Expenditures	(\$2,339,012.36)	
	Less: Encumbrances	(\$5,037,923.46)	(\$7,376,935.82)
	Total appropriated		\$10,580,520.36

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$460,599.26)
	Total fund balance		<b>\$10,119,921.10</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$10,138,112.13</u></b>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$12,458,933.46	\$7,376,935.82	\$5,081,997.64
Revenues	(\$11,998,334.20)	(\$718,774.65)	(\$11,279,559.55)
Subtotal	<u>\$460,599.26</u>	<u>\$6,658,161.17</u>	<u>(\$6,197,561.91)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$460,599.26</u>	<u>\$6,658,161.17</u>	<u>(\$6,197,561.91)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$460,599.26</u>	<u>\$6,658,161.17</u>	<u>(\$6,197,561.91)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$460,599.26</u>	<u>\$6,658,161.17</u>	<u>(\$6,197,561.91)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$460,599.26</u>	<u>\$6,658,161.17</u>	<u>(\$6,197,561.91)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date



Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	0	35,871	35,871	11,871	Under	24,000
00830	Total Revenues from Federal Sources	9,370,000	2,547,463	11,917,463	664,056	Under	11,253,407
88740	Total Federal Projects	0	45,000	45,000	42,847	Under	2,153
Total		9,370,000	2,628,334	11,998,334	718,775		11,279,560
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	211,141	211,141	557	45,799	164,785
88140	Other	120,000	429,199	549,199	217,483	77,207	254,509
88740	Total Federal Projects	9,250,000	2,448,593	11,698,593	2,120,972	4,914,918	4,662,704
Total		9,370,000	3,088,933	12,458,933	2,339,012	5,037,923	5,081,998

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	0	35,871	35,871	11,871	Under	24,000
00775 20-441[1-6] Title I	170,000	1,596	171,596	0	Under	171,596
00780 20-445[1-5] Title II	35,000	3,108	38,108	0	Under	38,108
00790 20-447[1-4] Title IV	0	13,460	13,460	0	Under	13,460
00804 20-4419 ARP - IDEA Basic	0	104,832	104,832	0	Under	104,832
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	113,442	Under	425,512
00810 20-4430 Vocational Education	870,000	0	870,000	0	Under	870,000
00814 20-4540 ARP - ESSER	0	152,500	152,500	0	Under	152,500
00815 20-4440 Adult Basic Education	1,100,000	146,978	1,246,978	111,317	Under	1,135,661
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,600,000	1,383,112	7,983,112	238,261	Under	7,744,851
00823 20-4534 CRRSA Act - ESSER II	0	379,884	379,884	123,337	Under	256,547
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	15,197	Under	23,592
00825 20-4___ Other	120,000	259,250	379,250	62,502	Under	316,748
88711 20-485-___ CRRSA Act - Mental Health Grant	0	45,000	45,000	42,847	Under	2,153
<b>Total</b>	<b>9,370,000</b>	<b>2,628,334</b>	<b>11,998,334</b>	<b>718,775</b>		<b>11,279,560</b>

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	0	211,141	211,141	557	45,799	164,785
88140 20-___-___ Other	120,000	429,199	549,199	217,483	77,207	254,509
88500 20-___-___ Title I	170,000	1,596	171,596	36,118	92,626	42,852
88520 20-___-___ Title II	35,000	3,108	38,108	38,108	0	0
88560 20-___-___ Title IV	0	13,460	13,460	0	836	12,624
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	160,946	258,968	119,040
88640 20-___-___ Vocational Education	870,000	0	870,000	222,707	257,241	390,053
88641 20-223-___ ARP-IDEA Basic Grant Program	0	104,832	104,832	40	87,999	16,793
88660 20-___-___ Adult Education	1,100,000	146,978	1,246,978	188,733	958,979	99,266
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,600,000	1,254,696	7,854,696	1,094,311	3,111,711	3,648,674
88705 20-478-___ Bridging the Digital Divide	0	243,796	243,796	0	0	243,796
88709 20-483-___ CRRSA Act - ESSER II Grant Program	0	379,884	379,884	206,136	92,749	80,999
88710 20-484-___ CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	17,597	16,419	4,773
88711 20-485-___ CRRSA Act - Mental Health Grant	0	45,000	45,000	42,847	0	2,153
88713 20-487-___ ARP-ESSER Grant Program	0	152,500	152,500	113,429	37,390	1,681
<b>Total</b>	<b>9,370,000</b>	<b>3,088,933</b>	<b>12,458,933</b>	<b>2,339,012</b>	<b>5,037,923</b>	<b>5,081,998</b>

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 Capital Projects Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$7,229.70)
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	\$6,651,577.07	
302	Less revenues	(\$1,069,878.77)	\$5,581,698.30

**Total assets and resources**

**\$9,674,508.53**

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$7,229.70)
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
	<b>Total liabilities</b>		<b>\$0.00</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$2,652,162.86
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	\$7,961,094.75	
602	Less: Expenditures	(\$321,943.50)	
	Less: Encumbrances	(\$1,342,645.18)	(\$1,664,588.68)
	Total appropriated		\$8,948,668.93

Unappropriated:

770	Fund balance, July 1		\$2,035,357.28
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,309,517.68)

Total fund balance

**\$9,674,508.53**

**Total liabilities and fund equity**

**\$9,674,508.53**

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$7,961,094.75	\$1,664,588.68	\$6,296,506.07
Revenues	(\$6,651,577.07)	(\$1,069,878.77)	(\$5,581,698.30)
Subtotal	<u>\$1,309,517.68</u>	<u>\$594,709.91</u>	<u>\$714,807.77</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$594,709.91</u>	<u>\$714,807.77</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$594,709.91</u>	<u>\$714,807.77</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,309,517.68</u>	<u>\$594,709.91</u>	<u>\$714,807.77</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,309,517.68</u>	<u>\$594,709.91</u>	<u>\$714,807.77</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 7/1/2021 Ending date 10/31/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other	0	6,651,577	6,651,577	1,069,879	Under	5,581,698
Total		0	6,651,577	6,651,577	1,069,879		5,581,698
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	7,961,095	7,961,095	321,944	1,342,645	6,296,506
Total		0	7,961,095	7,961,095	321,944	1,342,645	6,296,506

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

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00980	30-____ Other Financing Sources	0	6,651,577	6,651,577	1,069,879	Under	5,581,698
Total		0	6,651,577	6,651,577	1,069,879		5,581,698
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000	30-____-____-73_ Capital Project Equipment	0	714,994	714,994	0	87,033	627,961
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	220,382	220,382	34,489	152,666	33,227
89080	30-000-4__-45_ Construction Services	0	5,179,103	5,179,103	36,892	867,213	4,274,998
89100	30-000-4__-61_ General Supplies	0	1,229,971	1,229,971	250,563	188,901	790,507
89180	30-000-4__-8__ Other Objects	0	616,644	616,644	0	46,832	569,813
Total		0	7,961,095	7,961,095	321,944	1,342,645	6,296,506

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Bergen County Vo-Tech Schools

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 Debt Service Funds

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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**



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

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

**Liabilities:**

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

**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		<b>\$0.00</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$0.00</u></b>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 Debt Service Funds

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Bergen County Vo-Tech Schools

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 CAFETERIA

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Assets and Resources

**Assets:**

101	Cash in bank		(\$34,597.16)
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
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**Resources:**

301	Estimated revenues	\$635,000.00	
302	Less revenues	(\$120,615.51)	\$514,384.49

**Total assets and resources**

**\$628,508.33**

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

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$34,597.16)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$4,856.00
	Other current liabilities		\$119,727.86
	<b>Total liabilities</b>		<b>\$134,955.86</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$483,521.51
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$635,000.00	
602	Less: Expenditures	(\$141,447.53)	
	Less: Encumbrances	(\$483,521.51)	(\$624,969.04)
	<b>Total appropriated</b>		<b>\$493,552.47</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$493,552.47</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$628,508.33</u></b>

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Bergen County Vo-Tech Schools

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$635,000.00	\$624,969.04	\$10,030.96
Revenues	(\$635,000.00)	(\$120,615.51)	(\$514,384.49)
Subtotal	<u>\$0.00</u>	<u>\$504,353.53</u>	<u>(\$504,353.53)</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>\$504,353.53</u>	<u>(\$504,353.53)</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>\$504,353.53</u>	<u>(\$504,353.53)</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>\$504,353.53</u>	<u>(\$504,353.53)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$504,353.53</u>	<u>(\$504,353.53)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 CAFETERIA

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	635,000	0	635,000	120,616	Under	514,384
Total	635,000	0	635,000	120,616		514,384
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	635,000	0	635,000	141,448	483,522	10,031
Total	635,000	0	635,000	141,448	483,522	10,031

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	635,000	0	635,000	120,616	Under	514,384
Total	635,000	0	635,000	120,616		514,384

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	635,000	0	635,000	141,448	483,522	10,031
Total	635,000	0	635,000	141,448	483,522	10,031



Starting date 7/1/2021 Ending date 10/31/2021 Fund: 61 ENTERPRISE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		\$672,639.14
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	\$374,694.89	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$374,694.89

Loans Receivable:

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

Other Current Assets

\$100,748.00

**Resources:**

301	Estimated revenues	\$3,224,700.00	
302	Less revenues	(\$1,071,713.80)	\$2,152,986.20

**Total assets and resources**

**\$3,301,068.23**

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

**Liabilities:**

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$3,894.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$30,700.00
	Other current liabilities	\$1,032,044.28
	<b>Total liabilities</b>	<b>\$1,066,638.28</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$1,751,278.70
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,224,700.00	
602	Less: Expenditures	(\$990,270.05)	
	Less: Encumbrances	(\$1,751,278.70)	(\$2,741,548.75)
	Total appropriated		\$2,234,429.95

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	<b>\$2,234,429.95</b>
	<b>Total liabilities and fund equity</b>	<b><u>\$3,301,068.23</u></b>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,224,700.00	\$2,741,548.75	\$483,151.25
Revenues	(\$3,224,700.00)	(\$1,071,713.80)	(\$2,152,986.20)
Subtotal	<u>\$0.00</u>	<u>\$1,669,834.95</u>	<u>(\$1,669,834.95)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$1,669,834.95</u>	<u>(\$1,669,834.95)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$1,669,834.95</u>	<u>(\$1,669,834.95)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$1,669,834.95</u>	<u>(\$1,669,834.95)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,669,834.95</u>	<u>(\$1,669,834.95)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 61 ENTERPRISE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		3,158,700	66,000	3,224,700	1,071,714	Under	2,152,986
Total		3,158,700	66,000	3,224,700	1,071,714		2,152,986
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		3,158,700	66,000	3,224,700	990,270	1,751,279	483,151
Total		3,158,700	66,000	3,224,700	990,270	1,751,279	483,151

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 61 ENTERPRISE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	3,158,700	66,000	3,224,700	1,071,714	Under	2,152,986
Total	3,158,700	66,000	3,224,700	1,071,714		2,152,986

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	3,158,700	66,000	3,224,700	990,270	1,751,279	483,151
Total	3,158,700	66,000	3,224,700	990,270	1,751,279	483,151

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 62 INTERNAL SERVICE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		(\$114,548.93)
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	\$38,100.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$38,100.00

Loans Receivable:

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

Other Current Assets

\$71,424.00

**Resources:**

301	Estimated revenues	\$2,206,000.00	
302	Less revenues	(\$38,100.00)	\$2,167,900.00

**Total assets and resources**

**\$5,555,939.07**

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$114,548.93)
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			\$3,752,870.47
	<b>Total liabilities</b>			<b>\$3,752,870.47</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances			\$1,440,592.07
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$2,206,000.00		
602	Less: Expenditures	(\$670,134.30)		
	Less: Encumbrances	(\$1,440,592.07)	(\$2,110,726.37)	\$95,273.63
	Total appropriated			\$1,535,865.70

Unappropriated:

770	Fund balance, July 1			\$267,202.90
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			<b>\$1,803,068.60</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$5,555,939.07</u></b>

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

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Starting date 7/1/2021 Ending date 10/31/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,206,000.00	\$2,110,726.37	\$95,273.63
Revenues	(\$2,206,000.00)	(\$38,100.00)	(\$2,167,900.00)
Subtotal	<u>\$0.00</u>	<u>\$2,072,626.37</u>	<u>(\$2,072,626.37)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,072,626.37</u>	<u>(\$2,072,626.37)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,072,626.37</u>	<u>(\$2,072,626.37)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,072,626.37</u>	<u>(\$2,072,626.37)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,072,626.37</u>	<u>(\$2,072,626.37)</u>

Prepared and submitted by : \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date



Starting date 7/1/2021 Ending date 10/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,206,000	0	2,206,000	38,100	Under	2,167,900
Total		2,206,000	0	2,206,000	38,100		2,167,900
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,206,000	0	2,206,000	670,134	1,440,592	95,274
Total		2,206,000	0	2,206,000	670,134	1,440,592	95,274

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,206,000	0	2,206,000	38,100	Under	2,167,900
Total	2,206,000	0	2,206,000	38,100		2,167,900

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,206,000	0	2,206,000	670,134	1,440,592	95,274
Total	2,206,000	0	2,206,000	670,134	1,440,592	95,274

Transfers by Transfer Number

Bergen County Vo-Tech Schools

Start date 10/1/2021

End date 10/31/2021

TR#	Transfer Description	Amount	To Account	From Account
10181	10/19/21 :Operations- Equipment	2,453.00	12-000-262-732-DO EQUIPMENT-OPERATIONS &	11-000-261-610-DO GENERAL SUPPLIES
10201	10/31/21 :BCA MISC EXPENSES	1,500.00	11-140-100-890-AC OTHER OBJECTS	11-140-100-610-AC GENERAL SUPPLIES
		3,953.00	Report Total	

22-F-90T

## BCTS/BOSCC

22-F-98T

## ITA CONTRACT LOG

Board Resolution December 7, 2021

<u>Account#</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>PO#</u>	<u>Client Name</u>	<u>Period</u>	<u>Obligation</u>	<u>Counselor</u>	<u>Hours</u>
20.831.130.324 V1	American Institute	3203	217001	CISNEROS, Jeaneth	11/16/21 - 7/1/22	4,000.00	SR	750
20.831.130.324 V1	American Institute	3203	217001	DOMINGUEZ, Adriana	11/16/21 - 7/1/22	4,000.00	NA	750
20.831.130.324 V1	American Institute	3203	217001	GUTIERREZ, Yoselin	11/16/21 - 7/1/22	4,000.00	SR	750
20.831.130.324 V1	American Career and Training School	X468	217029	MONTEJO, Gina	11/8/21 - 2/3/22	3,850.00	AW	240
20.831.130.324 V1	Artech Institute of Technology	2201	217026	BELTRAN, Charles	11/1/21 - 4/23/22	4,000.00	NA	400
20.831.130.324 V1	Artech Institute of Technology	2201	217026	GLANTZ, Lilian	11/15/21 - 5/6/22	4,000.00	DF	400
20.831.130.324 V1	Bergen Community College	5600	217002	MCCLAREN, Patrice	10/25/21 - 3/3/22	4,000.00	SR	200
20.831.130.324 V1	BTH Institute	4623	217018	MULHERN, Maureen	11/1/21 - 2/18/22	4,000.00	DF	200
20.831.130.324 V1	Eastwick College - Nutley Campus	1552	217030	ROBAYO, Miguel	10/25/21 - 4/15/22	4,000.00	SR	318
20.831.130.324 V1	Ideal Driving School	2505	217027	CASTILLO, Anthony	11/8/21 - 1/14/22	3,995.00	SR	240
20.831.130.324 V1	Ideal Driving School	2505	217027	LOPEZ, Rene	11/12/21 - 2/16/22	4,000.00	NA	240
20.831.130.324 V1	Jersey Tractor Trailer Training	U197	217006	MILAZZO, David	11/8/21 - 12/17/21	4,000.00	SR	180
20.831.130.324 V1	Las Comp Institute of IT	C273	217007	AGUIA, Yvonne E.	12/6/21 - 4/22/22	4,000.00	DF	400
20.831.130.324 V1	Las Comp Institute of IT	C273	217007	BARRIGAS, Alba	11/15/21 - 3/4/22	4,000.00	LT	320
20.831.130.324 V1	Las Comp Institute of IT	C273	217007	GOODRIDGE, Donna	11/29/21 - 3/18/22	4,000.00	DF	320
20.831.130.324 V1	Las Comp Institute of IT	C273	217007	RHEE, James	12/4/21 - 3/26/22	4,000.00	NA	320
20.831.130.324 V1	Las Comp Institute of IT	C273	217007	SANTIAGO, Thomas	12/4/21 - 3/26/22	4,000.00	NA	320
20.831.130.324 V1	Las Comp Institute of IT	C273	217007	SILVER, Tamara	11/29/21 - 4/15/22	4,000.00	DF	400
20.831.130.324 V1	Rutgers CCPD	7378	217011	ESPINOSA, Delliiah	12/6/21 - 5/16/22	3,955.00	LT	360
20.831.130.324 V1	Rutgers CCPD	7378	217011	NADERI, Nader	11/15/21 - 2/5/22	3,115.00	NA	225
20.831.130.324 V1	Samfeli Global Institute	A486	217028	MUHAMMAD, Yanique	11/22/21 - 4/11/22	4,000.00	AW	600
20.831.130.324 V1	William Paterson University	3950	217031	BELLOSO, Patricia	11/1/21 - 5/26/22	3,299.00	DF	400
20.831.130.324 V2	Jersey Tractor Trailer Training	U197	217006	LEVITZ, Ezekiel	11/4/21 - 12/10/21	4,000.00	DF	180
20.831.130.324 V2	Jersey Tractor Trailer Training	U197	217006	MARTINEZ, Abel	11/22/21 - 12/31/21	4,000.00	DF	180
20.831.130.324 V2	Jersey Tractor Trailer Training	U197	217006	VEGA, Joselee	11/15/21 - 12/24/21	4,000.00	NA	180