

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

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

February 23, 2021

AGENDA

#	<u>ADMINISTRATION RESOLUTIONS</u>
21-A-56T	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
21-A-57T	Approval – Students Suspensions December 2020
21-A-58T	Approval - Professional Development Providers and Services 2020-2021 School Year
21-A-59T	Approval – Agreement – Between Bergen County Technical Schools and New Jersey Manufacturing Extension Program
21-A-60T	Approval—Creative Writing Contest For HS Students In New Jersey
21-A-61T	Approval—Volunteer Worker
21-A-62T	Approval—First Reading —Board of Education Policies/Regulations
21-A-63T	Approval - Second Reading Final Adoption Board of Education Policies
21-A-64T	Approval – Amendment to Advanced Academic Admissions Agreement – Bergen County Technical Schools and NJIT
21-A-65T	Approval—Special Education Medicaid Initiative Action Plan For Bergen County Technical Schools (SEMI)
21-A-66T	Approval—Webinar Expenses
	<u>PERSONNEL RESOLUTIONS</u>
21-P-91T	Approval 2020-2021 Staff Appointments
21-P-92T	Approval – 2020-2021 Salary Reclassifications Status
21-P-93T	Revised – 2020-2021 Salary Reclassifications – Non Certificated
21-P-94T	Approval – 2020-2021 Salary Reclassifications – Non Certificated
21-P-95T	Approval – 2020-2021 Adult and Continuing Education Staff Salary Authorizations
21-P-96T	Approval – 2020-2021 Adult and Continuing Education Staff Reclassifications
21-P-97T	Approval – Calendars for 2021-2022 School Year
21-P-98T	Approval – 2020-2021 District Substitute Teacher
21-P-99T	Approval – 2020-2021 Emergency Medical Services Staff Salary Authorizations
21-P-100T	Approval – 2020-2021 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
21-P-101T	Approval – 2020-2021 Leaves of Absence with Pay (EPSLA and expanded FMLA)
21-P-102T	Revised – Leave of Absence (Res.#21-P-72T)
21-P-103T	Revised – Leave of Absence (Res.#21-P-51T)
21-P-104T	Approval – Leave(s) of Absence
21-P-105T	Approval – Resignation
21-P-106T	Approval – Retirements
21-P-107T	Approval – Suspension with Pay
21-P-108T	Approval 2020-2021 Staff Appointments
21-P-109T	Approval – 2019-2020 & 2020-2021 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments

	<u>FINANCE RESOLUTIONS</u>
21-F-109T	Approval-Payments Of Bills: January/February 2021
21-F-110T	Monthly Certification- December 2020 Board Secretary/School Financial Report
21-F-111T	Line Item Transfers – December 2020
21-F-112T	Approval – Amendment of Acceptance of Special Federal, State or Private Funds and Establishment of Budget: Cares Act
21-F-113T	Approval – Acceptance of Audit for the School Year 2019-2020
21-F-114T	Approval – Change Order #6 Science Lab Renovation at BC Academies
21-F-115T	Approval – Revised Services to Provide Analysis to Renovate the Child Study Team Offices in Paramus Campus
21-F-116T	Award of Contract to Furnish and Deliver Building Materials and Supplies for BCTS
21-F-117T	Approval – Acceptance of Special State and Federal Funds: Work Force
21-F-118T	Renewal of Contract to Provide Lawn Maintenance Services for BCTS; Paramus Campus for an additional year
21-F-119T	Renewal of Contract to Provide Media Placement Services for BCTS
21-F-120T	Renewal of Contract to Provide Labor and Material to Repair and Maintain all Roofs at BCTS
21-F-121T	Renewal of Contract to Provide Cellular Central Station Monitoring Services for BCTS
21-F-122T	Renewal of contract to Provide Waste Disposal Services and Container Rental for BCTS (#18-PC10)
21-F-123T	Renewal of contract to Provide Waste Disposal Services and Container Rental for BCTS (#18-PC10R)
21-F-124T	Approval – Technology Support for Township of Springfield
21-F-125T	Negotiate - Contract To Furnish, Deliver and Install an Ion Genestudio S5 Plus System and the Associated Products for BCA
21-F-126T	Approval – WIOA Formula Individual Training Account Log
21-F-127T	Approval – Final Payment and Release and Waiver Agreement

ADMINISTRATION

21-A-56T APPROVAL—WIA/WF NJ/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 December 31, 2020 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WF NJ/FS/GA</u>
65 Clients	5 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
4 Clients	0 Clients	1 Client

2. LEVELS OF SERVICE: Adults 7/1/20-12/31/20

Placed in Training	75
Workforce Learning Link Basic Skills	115
Workforce Learning Link Soft Skills	96

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

3. FINANCIAL SUMMARY: As of Dec 31, 2020

<u>WIOA</u>	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
Adult	37%	21%
Dislocated Worker	35%	34%
Youth Out-of-School	53%	15%
Work First New Jersey (WF NJ)	55%	21%
Workforce Learning Link	68%	1%
Smart Steps	0%	0%
Program Administration	72%	8%

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

4. Plant Closings: Rapid Response December 2020 None

21-A-57T

APPROVAL—REPORT OF STUDENT SUSPENSIONS**RESOLUTION**

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

January 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

principals/am

21-A-58T

**APPROVAL—PROFESSIONAL DEVELOPMENT PROVIDERS AND SERVICES 2020-2021
SCHOOL YEAR****RESOLUTION**

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

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

NAME	SERVICE	RATE	DATE
Marzano Resources	Virtual Professional Development: The New Art and Science of Teaching for BCTS staff	\$1,650.00	3/12/21
Solution Tree	Virtual Professional Development: Ready for the Workforce	\$3,000.00 (funded by grant)	3/12/21 & 5/21/21
Engineering Your World	Curriculum Licensing and Induction Support for returning teachers – Teterboro Campus	\$3,500.00	2020-2021
Awesome Talks	Virtual Presentation for students: The Black History Month	\$250.00	2/26/21
Soul Requirements – Zoe Flowers	Keynote speaker at BCTS District- Wide Mental Health Awareness Day	\$8,000.00	3/12/21
Scott Fisher	Professional Development Workshop for Teterboro staff: “Information Warfare:	\$1,000.00	3/2/21
Parents of T.J.	Wellness – Parent Workshop: Remembering T.J. Story of Teen Depression;	No cost	3/16/21

**21-A-59T APPROVAL – AGREEMENT – BETWEEN BERGEN COUNTY TECHNICAL SCHOOLS AND
NEW JERSEY MANUFACTURING EXTENSION PROGRAM**

RESOLUTION

WHEREAS, Bergen County Technical Schools and New Jersey Manufacturing Extension Program wish to enter into agreement to enroll eight (8) students from Paramus Campus into the nationally credentialed programs: Certified Logistics Technician and Certified Production Technician.

BE IT RESOLVED, that upon recommendation of Richard Panicucci, Assistant Superintendent of Curriculum, the Superintendent of BCTS is authorized to enter into the aforementioned agreement between NJ Manufacturing Extension Program and Bergen County Technical Schools for the 2020-2021 School Year.

RP: AS/am

21-A-60T APPROVAL—CREATIVE WRITING CONTEST FOR HS STUDENTS IN NEW JERSEY

RESOLUTION

BE IT RESOLVED, that the Board of Education approves the Bergen County Academies to facilitate the Murphy Writing of Stockton University Creative Writing Contest for High School students in New Jersey.

The associated costs of the program are as follows:

Prizes for the winners:

2 first prize winners: \$750.00 each = \$1,500.00

2 second prize winners: \$300.00 each = \$600.00

2 third place winners: \$150.00 each = \$300.00

2 honorable mention winners: \$50.00 each = \$100.00

Total of \$2,500.00 will be fully funded by the Bergen County Academies Summer Writing Program account.

AS/am

21-A-61T APPROVAL—VOLUNTEER WORKER

Resolution

WHEREAS, the district has received a request to utilize volunteer services from the following:

- Kwan Nam, Parent – Volunteer coach for the Debate Team

WHEREAS, there is no cost to the district;

BE IT RESOLVED, that the Board of Education agrees to utilize the volunteer services of Mr. Kwan Nam for the preparation of the Debate Team.

GH/am

21-A-62T APPROVAL—FIRST READING —BOARD OF EDUCATION POLICIES/REGULATIONS

RESOLUTION

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

Section 5000 – Students

5330.05M Seizure Action Plan

Section 6000 – Finances

6440M Cooperative Purchasing
6470.01M Electronic Funds transfer and Claimant Certification

Section 7000 – Property

7450M Property Inventory

REGULATIONS – ONE READING ONLY

Section 5000 – Students

R5200M Attendance
R5320 Immunization
R5330.04M Administering an Opioid Antidote
R5610M Suspension Procedures

21-A-63T 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 January 26, 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 2000 – Program

2415.4M Title I – District-Wide Parental Involvement

2431M Athletic Competition
2464M Gifted and Talented Students
2622M Student Assessment

Section 5000 – Students

5620M Expulsion

Section 8000 – Operations

8320M Personnel Records

21-A-64T APPROVAL – AMENDMENT TO ADVANCED ACADEMIC ADMISSIONS AGREEMENT – BERGEN COUNTY TECHNICAL SCHOOLS AND NEW JERSEY INSTITUTE OF TECHNOLOGY

RESOLUTION

WHEREAS, Board of Education at the August 25, 2020 meeting (res.#21-A-07T) approved the agreement between NJ Institute of Technology and the Bergen County Technical Schools; and

WHEREAS, NJIT submitted the attached Amendment to the Advanced Academic Admission Agreement;

BE IT RESOLVED, that upon recommendation of Richard Panicucci, Assistant Superintendent of Curriculum, the Board of Education approves the amendment to the agreement between New Jersey Institute of Technology and Bergen County Technical Schools – Teterboro Campus for three consecutive school years 2020-2021, 2021-2022 and 2022-2023.

RP: AS/am

21-A-65T APPROVAL—SPECIAL EDUCATION MEDICAID INITIATIVE ACTION PLAN FOR BERGEN COUNTY TECHNICAL SCHOOLS

RESOLUTION

BE IT RESOLVED that the Board of Education approves the attached corrective action plan to implement Special Education Medicaid Initiative Action Plan (SEMI); and

BE IT RESOLVED that the Board of Education directs the Superintendent to submit the SEMI action plan to the Executive County Superintendent for his review and approval as part of the district's budget submission.

AS/am

21-A-66T APPROVAL—CONFIRMATION—WEBINAR EXPENSES

RESOLUTION

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

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

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

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

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

Campus	Employee	Destination	Cost (excludes taxes)	Dates
Technology	Analuisa Qua-Neves	PSU Virtual Spring Class	\$1000.00	3/8/21-3/19/21
Technology	Oscar Forne	PSU Virtual Spring Class	\$1000.00	3/8/21-3/19/21
Technology	Jacob Hidalgo	PSU Virtual Spring Class	\$1000.00	3/8/21-3/19/21
ATHS	Cali Farley and 29 Students	Virtual Tour: Metropolitan Museum; exploring art across cultures	\$206.00	3/5/21
ATHS	Ahlam Yassin and 26 Students	Virtual Tour: Metropolitan Museum; exploring art across cultures	\$206.00	3/3/21

POLICIES/REGULATION

FIRST READING

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

POLICY

Section: STUDENTS
Number: 5330.05M

Title: SEIZURE ACTION PLAN

EXPLANATION

The New Jersey legislature passed P.L. 2019, c.290 which was codified at N.J.S.A. 18A:40-12.34 through 40-12.38. These new statutes require the parent of a student with epilepsy or a seizure disorder to submit the student's seizure action plan on an annual basis to the school nurse. The seizure action plan is a comprehensive document provided by the student's physician, advanced practice nurse, or a physician's assistant which includes information regarding the student's seizure history and treatment. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student provided the parent of the student annually provides to the Board written authorization for the provision of epilepsy or seizure disorder care.

These plans shall be updated annually by the school nurse. The new statutes require the school district to coordinate epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorder, including staff working with school-sponsored programs outside the regular school day. Contracted and district-employed school bus drivers shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder.

This policy and Regulation No. R5330.05M, both titled Seizure Action Plan, have been developed to address the requirements of the new statutes and the school district's responsibility in caring for students with epilepsy and seizure disorders. These new statutes and the requirements of the law are effective for the 2020-2021 school year. Both the policy and regulation are mandated.

THE POLICY

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

PARENT TO SUBMIT SEIZURE ACTION PLAN

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

SCHOOL NURSE RESPONSIBILITY

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

STAFF MEMBER TRAINING

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

EMPLOYEE LIABILITY PROTECTION

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

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

Adopted (BCTS):

Adopted (BCSS):

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

POLICY

Section: FINANCES
Number: 6440M

Title: COOPERATIVE PURCHASING

EXPLANATION

This policy is being revised to reflect the changes made to N.J.A.C. 5:34-7 (Local Public and Public School Contracts Laws – Cooperative Purchasing) and N.J.S.A. 18A:18A-11 (Joint purchases by districts, municipalities, counties; authority; agreements between boards of education) that governs joint purchases by school districts. The extensive additions and revisions include definitions for “lead agency”, “registered members”, “cooperative purchasing system”, and “joint purchasing system”. Legal cites that were no longer accurate have been updated.

Also, this policy is now mandated as statutorily required.

THE POLICY

The Board of Education recognizes that centralized, cooperative purchasing, i.e., a cooperative purchasing system, ~~tends to~~ **may** maximize the value received for each expense incurred. ~~Such a system may be either a joint purchasing or cooperative pricing system. The Board of Education District Administration is encouraged to seek savings that may accrue to this the District by means of joint agreements for the purchase of goods or services with the governing body of any the municipality or the county within whose boundaries the District is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.~~

DEFINITIONS

For the purpose of this policy:

“Cooperative pricing system” means a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own quantities and the estimated quantities submitted by the individual registered members;

“Cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 through 34-7.37;

“Electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents;

“Joint purchasing system” means a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor;

“Lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system; and

“Registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

PUBLIC SCHOOL CONTRACT LAW

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the provision and performance of goods or services shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

NEGOTIATING AUTHORITY

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with state law, the policies of this Board, and the dictates of sound purchasing procedures.

COMPONENTS OF AGREEMENT

In accordance with the provisions of N.J.S.A. 18A:18A-12 (Contents of agreement), a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed, the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by

law. Purchases made through the State Treasury Department may be made without bid.

APPORTIONMENT OF EXPENDITURES

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

CONTRACT/LEASE OF ELECTRONIC DATA PROCESSING SERVICES

In accordance with the provisions of N.J.S.A. 18A:18A-14.2 (Contract or lease for electronic data processing for another school district; combination of records and information), the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties in accordance with N.J.S.A. 18A:18A-14.3 (Contract or lease; contents).

JOINT ENTERPRISES

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4 (Party to contract as agent), a party to such contract may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

RESOLUTION OF CONTROVERSIES OR DISPUTES

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than

one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty (30) days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~REQUIREMENTS FOR BOARD APPROVAL~~

~~No cooperative or joint purchase may be entered into without Board approval of an agreement that specifies the categories of work, materials, and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which payment will be made by each participating Board of Education, municipality or county, and such other terms deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the New Jersey State Treasury Department may be made without bid.~~

Legal reference: *N.J.S.A. 18A:18A-11 through 18A-14.4 (Joint Purchasing Agreements); 40A:11-1 through 11-50 (Local Public Contracts Law)*

N.J.A.C. 5:34-7 (Local Public and Public School Contracts Laws – Cooperative Purchasing) and 6A:23A-21.57.4 (Joint purchasing systems)

Adopted (BCTS): 9/11/02 Rev.: 4/28/04 Rev.:
Adopted (BCSS): 10/16/02 Rev.: 4/28/04 Rev.:

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

POLICY

Section: FINANCES
Number: 6470.01M

Title: ELECTRONIC FUNDS TRANSFER AND CLAIMANT
CERTIFICATION

EXPLANATION

The New Jersey Department of Community Affairs (DCA) published Local Finance Notice, LFN 2018-13, providing guidance to public entities, including Boards of Education and Charter School Boards, on the use of electronic funds transfer (EFT) for payment of claims electronically. Updated administrative code N.J.S.A. 5:30-9A et seq. (Electronic disbursements and claimant certification) and N.J.A.C. 5:31-4 (Approval and payment of claims) implementing N.J.S.A. 40A:5-16.5 (Adoption of policies regarding payment of claims through electronic funds transfer technologies) provide the details for a school district and charter school using an EFT technology for payment of claims electronically in lieu of paper checks.

School districts and charter schools operate under the provisions of N.J.S.A. 18A, but school districts and charter schools may utilize several provisions of the revised EFT administrative code employed by other public entities, as well. These provisions are outlined in the administrative code and LFN 2018-13. This new policy and Regulation No. R6470.01M, also titled Electronic Funds Transfer and Claimant Certification, have been developed for school districts and charter schools that want to use EFTs for payment of claims. School districts and charter schools are not required to use EFTs for payment of claims, but N.J.S.A. 40A:5-16.5.a requires adoption of the policy and regulation for school districts and charter schools that decide to use EFTs for the payment of claims.

THE POLICY

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 through 30-9A.7 (Electronic disbursements and claimant certification) and N.J.A.C. 5:31-4.1 (Payment of authority moneys; approval of claims), implementing N.J.S.A. 40A:5-16.5 (Adoption of policies regarding payment of claims through electronic funds transfer technologies).

“Electronic funds transfer” for the purpose of this policy and Regulation No. R6470.01M, also titled Electronic Funds Transfer and Claimant Certification, means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 through

30-9A.7 that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 through 30-9A-7, N.J.A.C. 5:31-4.1, this policy, and Regulation No. R6470.01M.

The Board of Education will only initiate and approve the electronic transfer of funds in accordance with N.J.A.C. 5:30-9A.1 through 30-9A.7. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or his or her designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or his or her designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

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

Providers of ACH and wire transfer services must be financial institutions chartered by a state or federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the N.J.S.A. 17:9-41 through 9-48 [Governmental Unit Deposit Protection Act (GUDPA)].

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

Legal reference: *N.J.S.A. 17:9-41 through 9-48 (Governmental Unit Deposit Protection Act; 18A:19-3 (Verification of claims and demands); 40A:5-16.5 (Adoption of policies regarding payment of claims through electronic funds transfer technologies)*

N.J.A.C. 5:30-9A.1 through 30-9A.7 (Electronic disbursements and claimant certification); 5:31-4.1 (Payment of authority moneys; approval of claims)

New Jersey Department of Community Affairs Local Finance Notice 2018-13

Adopted (BCTS):
Adopted (BCSS):

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

POLICY

Section: PROPERTY
Number: 7450M

Title: PROPERTY INVENTORY

EXPLANATION

This policy is being revised to conform to the updated "Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities", 2020-2021 edition published by the New Jersey Department of Education (NJDOE). The policy will accurately reflect the definitions of "equipment" and "supply". It also includes language from the NJDOE's chart of accounts that states the Board will use the criteria outlined in the revised definitions to make distinctions when recording property inventory in the District. An outdated New Jersey Administrative Code cite was also removed.

The policy was previously suggested and is now mandated to comply with the "Uniform Minimum Chart of Accounts".

THE POLICY

~~As caretaker of this District's school property, The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained property records.~~

PHYSICAL EQUIPMENT COUNT ~~PERPETUAL INVENTORY~~

~~To meet this responsibility, the Board shall conduct~~ **The District shall maintain a complete inventory by physical count of all District-owned equipment through a perpetual inventory.**

EQUIPMENT

~~For purposes of this policy, "equipment" means: a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, and does not lose its identity when incorporated into a more complex unit.~~

EQUIPMENT DEFINED

For the purpose of this policy, “equipment” shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above Two Thousand and 00/100 Dollars (\$2,000.00).

- 1. It retains its original shape, appearance, and character with use;**
- 2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;**
- 3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and**
- 4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.**

Unless otherwise bound by federal, state or local law, the District will use the criteria above for their equipment classification decisions.

MAINTENANCE OF INVENTORY

The School Business Administrator shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. ~~to determine loss, mislocation, or depreciation; A~~ any major loss shall be reported to the Board.

SUPPLIES

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a “supply” if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of Two Thousand and 00/100 Dollars (\$2,000.00).

~~In addition, The~~ **The School Business Administrator/Board Secretary or his or her designee** shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

Legal references: ***N.J.S.A. 18A:4-14***

~~*N.J.A.C. 6:20-2.4; 6:20-2.6*~~

***New Jersey Department of Education – “The Uniform Minimum
Chart of Accounts for New Jersey Public Schools and Approved
Private Schools for Students with Disabilities”, 2020-2021 Edition***

Adopted (BCTS): 10/17/01 Rev.:

Adopted (BCSS): 1/23/02 Rev.:

☒ BCTS Policy No. 7450M

☒ BCSS Policy No. 7450M

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

REGULATION

Section: STUDENTS
Number: R5200M

TITLE: ATTENDANCE

I. Definitions

- A. For purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
- B. A “school day” shall consist of not less than four (4) hours, except that one continuous session of two and one-half (2-1/2) hours may be considered a full day of Kindergarten.
- C. A “day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.

Whenever over-crowded conditions make it necessary to hold two (2) separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.

- D. A “half-day class” shall be considered the equivalent of full day’s attendance only if in session for four (4) hours or more, exclusive of recess period or lunch periods.

II. Attendance Recording

~~A.~~ **Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)**

1. **The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school’s choosing.**
2. **The Commissioner shall issue and publish on the Department’s website school register guidance for recording student attendance**

in all public school of the state operated by district Boards of Education, except adult high schools.

3. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**
4. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five (5), grades six (6) through eight (8), grades nine (9) through twelve (12), each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.**
5. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 14-4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**

~~B.~~ Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

1. **A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.**
2. **No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.**
3. **A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.**

4. **A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.**
5. **The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.**
6. **The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two (2) hours in the session in order to be recorded as present for the full day.**
7. **A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.**

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

- A. **Notwithstanding the requirement of reporting student absences in the school register for state and federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy No. 5200M and this regulation. ~~"An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.~~**
- B. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of "unexcused absence" that count toward truancy. ~~"An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 36-16, or any absence for the reasons listed below.~~**

C. **“An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 36-16, or any absence for the reasons listed below:**

1. The student’s illness
 - a. supported by a written letter from the parent upon the student’s return to school;
 - b. supported by notification to the school by the student’s parent;
2. The student’s required attendance in court;
3. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
4. The student’s suspension from school;
5. Family illness or death
 - a. supported by a written letter from the parent upon the student’s return to school;
 - b. supported by notification to the school by the student’s parent;
6. Visits to post-secondary educational institutions or potential internship or worksites;
7. Interviews with a prospective employer, mentor, or with an admissions officer of an institution of higher education;
8. Examination for a driver’s license;
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
10. Take Our Children to Work Day;
11. An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule; or
12. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student’s parent stating the

reason for the absence and requesting permission for the absence to be an excused absence.

- D. **For cumulative unexcused absences of ten (10) or more, a student between the ages of six (6) and sixteen (16) is truant, pursuant to N.J.S.A. 18A:38-25** ~~“Truancy” means ten (10) or more cumulative unexcused absences that count toward truancy of a student between the ages of six (6) and sixteen (16) as determined by the Board’s of Education’s Attendance Policy and this regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of “school day” pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in section III.B. above shall be an unexcused absence counted toward truancy.~~
- ~~C. A teacher or other authorized person shall keep a record of the attendance of all students on the roll in a school register each day that school is in session. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~
- ~~D. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~
- ~~E. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~
- ~~F. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~
- ~~G. The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~
- ~~H. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3 (School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school that is in session during either the forenoon or the afternoon, a student shall be present at least two (2) hours in the session in order to be recorded as present for the full day.~~

- ~~I. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

IV. Notice to School of a Student's Absence

- A. The parent or adult student ~~is requested to call~~ **shall notify** the school office before the ~~start of the student's~~ school day **when the student will not be in school.**
- B. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session ~~shall should call or~~ provide notice to the school office before the start of the afternoon session.
- C. **The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.**
- D. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged ~~shall should~~ notify the school office to arrange make-up work.
- E. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or his or her designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.**

V. Readmission to School After an Absence

- A. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
- B. A note explaining a student's absence for a noncommunicable illness for a period of more than four (4) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
- C. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of a communicable disease, in accordance with Policy No. 8451M – Control of Communicable and Pandemic Diseases.

VI. Instruction

- A. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) school days duration. The parent or student must request such home assignments.
- B. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412M – Home Instruction Due to Health Condition. The parent must request home instruction.
- C. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
- D. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
- E. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternative test.

VII. Denial of Course Credit

- A. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
- B. A secondary student may be dropped from a course or denied course credit when he or she has been absent for eighteen (18) days or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.
 - 1. Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.
 - 2. The secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than ten (10) times.

VIII. District Response to Unexcused Absences During the School Year that Count Toward Truancy

- A. For up to four (4) cumulative unexcused absences that count toward truancy, the Principal or his or her designee shall:
1. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 2. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 3. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 4. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. (Abandonment, Abuse, Cruelty and Neglect [of children]) and N.J.A.C. 6A:16-10 (Home or Out-of-School Instruction), if a potentially missing or abused child situation is detected; and
 5. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- B. For between five (5) and nine (9) cumulative unexcused absences that count toward truancy, the Principal or his or her designee shall:
1. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 2. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 3. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and section VIII.A.3. above;
 4. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - a. Refer or consult with the school's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8 (Intervention and Referral Services);

- b. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - c. Consider an alternative educational placement;
 - d. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - e. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and section VIII.D. below;
 - f. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10 (Home or Out-of-School Instruction), if a potential missing or abused child situation is detected; and;
 - g. Engage the student's family.
 - 5. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- C. For ten (10) or more cumulative unexcused absences that count toward truancy, a student between the ages of six (6) and sixteen (16) is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or his or her designee shall:
- 1. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and section VIII.D. below;
 - 2. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - 3. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - 4. Proceed in accordance with N.J.S.A. 18A:38-27 through 38-31 (Compelling Attendance at School), and other applicable state and federal statutes, as required.
- D. A court referral may be made as follows:
- 1. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

2. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

- E. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14 (Special Education); accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
- F. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and section VIII.A above for each student with up to four (4) cumulative unexcused absences that count toward truancy.
 1. For each student attending a receiving school with five (5) or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - a. The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and section VIII.E above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through 4.iv. and sections VIII.B through VIII.E above, as appropriate.

IX. Discipline

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

X. Recording Attendance

- A. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
- B. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy No. 5200M and Regulation No. R5200M.
- C. A report card will record the number of times the student was absent and tardy in each marking period.
- D. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

XI. Appeal

- A. Students may be subject to appropriate discipline for their school attendance record.
- B. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410M – Promotion and Remediation.
- C. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - 1. The student shall file a written appeal to the Principal or his or her designee within five (5) school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - 2. The Principal or his or her designee will respond in writing no later than seven (7) school days after receiving the student's appeal.
 - 3. If the student is not satisfied, he or she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - 4. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene such committee. The Attendance Review Committee shall meet informally to hear the

student's appeal. The student's parent and teacher(s) may attend the meeting.

5. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven (7) school days of the meeting.
6. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy No. 5710 – Student Complaint Procedure and N.J.S.A. 18A (Education). An appeal to the Attendance Review Committee shall be considered to have exhausted the first two (2) steps of the grievance procedure outlined in Policy No. 5710.

XII. Attendance Records

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

Issued (BCTS): 10/16/02 Rev.: 5/26/04 Rev.: 4/13/10 Rev.: 8/31/11 Rev.: 2/19/15
Rev.: 5/26/16 Rev.: 3/28/17 Rev.: 12/12/17 Rev.:

Issued (BCSS): N/A

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

REGULATION

Section: STUDENTS
Number: R5320

Title: IMMUNIZATION

I. Proof of Immunizations ~~on Admission~~ (N.J.A.C. 8:57-4.2)

- A. ~~The~~ ~~No~~ Principal, ~~or~~ Program Administrator **or his or her designee** shall **not** knowingly admit or retain any **child student** ~~who~~ **whose parent** has not submitted acceptable evidence of **the child's** immunization according to the schedule(s) set forth in N.J.A.C. 8:57-4.1 through 57-4.24 (Immunization of Pupils in School) and Section ~~VIX~~ of this regulation, ~~below~~, unless the student is provisionally admitted as provided in Section II.A. Paragraph I. ~~D.~~ **below** or exempted as provided in Section ~~III. and IV.~~ of this regulation and ~~(See N.J.A.C. 8:57-4.3 and 57-4.4.)~~

II. Provisional Admission (N.J.A.C. 8:57-4.5)

- A. A student shall be admitted to ~~preschool or~~ school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
- B. Provisional admission for children under age five (5) shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 57-4.15 and 57-4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (AICIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen (17) months for completion of all immunization requirements.
- C. Provisional admission for children five (5) years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 57-4.14 and 57-4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.

- ~~1. A child under five (5) years of age lacking all required vaccines shall have no more than seventeen (17) months to meet all immunization requirements as prescribed in N.J.A.C. 8:57-4.5(b).~~
 - ~~2. A child five (5) years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in compliance with N.J.A.C. 8:57-4.5(c).~~
- D. Provisional status shall only be granted one time to **children** ~~students~~ entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- E. **Children** ~~Students~~ transferring into this District from **out-of-state** ~~another state~~ or **out-of-country** shall be allowed a thirty (30) day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty (30) day grace period does not apply to students transferring **into this District** ~~from one district to another~~ within the State of New Jersey.
- F. **The District shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- G. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak as determined by the State Commissioner of Health and Senior Services or his or her designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**
- ~~3. The Principal, or Program Administrator or his or her designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal, or Program Administrator or his or her designee shall exclude the student from school until appropriate documentation of completion has been presented.~~

III. **Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)**

- A. A **child** ~~student~~ shall not be required to have any specific immunization(s) **which** ~~that~~ are medically contraindicated.
- B. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified

registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.

~~A written statement from a licensed medical professional, i.e., any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law of the period of time specified in the licensed medical professional's statement.~~

~~4. The licensed medical professional's statement shall be retained by the school as part of the immunization record of the student and shall be reviewed annually. See Policy No. 5308M—Student Health Records, explaining maintenance and security of student health records within the District.~~

~~5. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunization(s) from which he or she has been exempted.~~

- C. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the child's immunization record and shall be reviewed annually. When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he or she has been exempted.
- D. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or its designee.
- E. As provided by N.J.S.A. 26:4-6 (Prohibiting attendance of teachers or pupils), the District may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable

diseases, prohibit the attendance of any District teacher or student and specify the time during which the teacher or student shall remain away from school.

1. The Department of Health and Senior Services shall provide guidance to the District on the appropriateness of any such prohibition.
2. The District shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

~~B. A student shall be exempted from mandatory immunization if the parent submits a signed statement that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~

~~1. The written statement signed by the parent will be kept by the school as part of the student's immunization record.~~

~~2. Students enrolled in school before September 1, 1991, and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a). See N.J.A.C. 8:57-4.4(f).~~

~~C. Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine preventable disease outbreak or threatened outbreak, as determined by the State commissioner of Health and Senior Services or his or her designee.~~

IV. Religious Exemptions (N.J.A.C. 8:57-4.4) ~~Documentation of Immunization~~

A. A child shall be exempt from mandatory immunization if the child's parent submits to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1 (Exemption for pupils from mandatory immunization; interference with religious rights; suspension), on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."

1. The District is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.

B. The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.

- C. **The District may exclude children with religious exemptions from receiving immunization agents from school.**
- D. **As provided by N.J.S.A. 26:4-6, the District may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any District teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - 1. **The Department of Health and Senior Services shall provide guidance to the District on the appropriateness of any such prohibition.**
 - 2. **The District shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**

V. Documents Accepted as Evidence of Immunization (N.J.A.C. 8:57-4.6)

- A. **The following documents** ~~Any of the following documents shall be accepted as evidence of a child's student's immunization history, provided that the document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - 1. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - 2. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - 3. A certificate signed by a **physician to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist)** ~~licensed medical professional~~ in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;** or
 - 4. The official record of immunization from the New Jersey Immunization Information System (<http://njiis.doh.state.nj.us/njiis/index.htm>) indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.**
- B. All immunization records submitted by a parent in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and** this regulation.

- C. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
- D. Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.

VI. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)

- A. **The District ~~Each school~~ shall maintain an official State of New Jersey School Immunization Record for every student. This record which shall include the date of each individual immunization and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- B. **If ~~When~~ a child withdraws, from his or her current school and is promoted, or transfers to another school district, preschool, or child care center, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school district by the original school district or shall be given to the parent upon request, within twenty-four (24) hours of such a request.**
- ~~F. The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
- ~~G. Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with the Department of Education's rules and policies on transfer of student records.~~
- C. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
- D. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
- E. **Each child's ~~student's~~ official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four (4) years after the student has left the ~~graduates from the secondary~~ school. Each child's official New Jersey Immunization Record, or a copy**

thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school

~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent upon request.~~

- F. Any computer-generated document or list developed **by the District** to record immunization information shall be considered a supplement to, and not a replacement of, the official New Jersey **School** Immunization Record.
- ~~C. Every year a report of the immunization status of the students in each school shall be sent to the New Jersey Department of Health and Senior Services by the Principal or Program Administrator or his or her designee. The form for the report will be provided by the New Jersey Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the District to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.~~
- ~~D. The Principal or Program Administrator or his or her designee shall make immunization records available for inspection by authorized representatives of the New Jersey Department of Health and Senior Services or the local board of Health in whose jurisdiction the school is located, within twenty-four (24) hours of notification.~~

VII. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8) ~~Immunization Requirements~~

- A. A report of ~~t~~The immunization status of students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or his or her designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a). requirements for school age children shall be in accordance with the mandates established in N.J.A.C 8:57-4 (Immunization of Pupils in School) as outlined below.
- B. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
- C. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
- D. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
- E. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey

Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

VIII. Records Available for Inspection (N.J.A.C. 8:57-4.9)

- A. The principal or designee of each school shall maintain records of their children's immunization status. Upon twenty-four (24) hour notice, these records shall be made available for inspection by authorized representatives of the New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located.

IX. Immunization Requirements

- A. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4 – Immunization of Students in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4 th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering preschool, pre-Kindergarten or Kindergarten needs a minimum of 4 doses. Students after the 7 th birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	For students entering Grade 6 on or after 9/1/08 and born on or after 1/1/97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4 th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.

MEASLES N.J.A.C. 8:57-4.12	<p>If born before 1/1/90, 1 dose of a live Measles-containing vaccine. If born on or after 1/1/90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9/1/95, and previously unvaccinated, 2 doses of a live Measles-containing vaccine.</p>	<p>Any child over 15 months of age entering child care, preschool or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9/1/95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between 1st and 2nd measles/MMR/MR doses cannot be less than 1 month.</p>
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	<p>1 dose of live Mumps-containing vaccine on or after 1st birthday. 1 dose of live Rubella-containing vaccine on or after 1st birthday.</p>	<p>Any child over 15 months of age entering child care, preschool or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9/1/95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.</p>
VARICELLA N.J.A.C. 8:57-4.17	<p>1 dose on or after the 1st birthday.</p>	<p>All children 19 months of age and older enrolled in a child care/preschool center after 9/1/04 or children born on or after 1/1/98 entering a school for the first time in Kindergarten, Grade 1 or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.</p>
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	<p>(AGE 2-11 MONTHS)1: 2 doses (AGE 12-59 MONTHS)2: 1 dose</p>	<p>Mandated only for children enrolled in child care, preschool or pre-Kindergarten. 1Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. 2Minimum of 1 dose of Hib vaccine is needed after the 1st birthday. DTP/Hib and Hib/Hep B also valid Hib doses.</p>
HEPATITIS B N.J.A.C. 8:57-4.16	<p>(KINDERGARTEN-GRADE 12): 3 doses or 2 doses1</p>	<p>1If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.</p>
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	<p>(AGE 2-11 MONTHS)1: 2 doses (AGE 12-59 MONTHS)2: 1 dose</p>	<p>Children enrolled in child care or preschool on or after 9/1/08. 1Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. 2Minimum of 1 dose of Pneumococcal vaccine is needed on or after the 1st birthday.</p>

MENINGOCOCCAL N.J.A.C. 8:57-4.20	Entering GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose1 (Entering a 4-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose2	1For students entering Grade 6 on or after 9/1/08 and born on or after 1/1/97. 2Previously unvaccinated students entering a 4-year college or university after 9/1/04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9/1/08. 1 dose to be given between 9/1 and 12/31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE)
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DtaP, 2 doses polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DtaP, 2 doses polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DtaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DtaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DtaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months-4 Years	4 doses DtaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza
PROVISIONAL ADMISSION: Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.	
GRACE PERIODS: <ul style="list-style-type: none"> 4-day grace period: All vaccine doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility. 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin. 	

B. The immunization requirements outlined in Section A.1. above may be revised by statute, administrative code, and/or the Commission of Health and Senior Services.

X. Emergency Powers of the Commissioner of Health and Senior Services
~~If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of~~

~~immunity to the specific disease the student may immediately be readmitted to school.~~

- A. If ~~a~~ **an outbreak or** threatened outbreak, ~~or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
- B. All children failing to meet the additional immunization requirements of N.J.A.C 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **Section X.C. below and** N.J.A.C. 8:57-22(c).
- C. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or its designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three (3) months after the declaration of the emergency, whichever event comes first. The Commissioner, Department of Health and Senior Services or its designee may declare a state of emergency if the emergency has not ended.**
- D. The Commissioner of Health and Senior Services or his or her designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons ~~as~~ outlined in N.J.A.C. 8:57-4.22(d).

Cross references:

Policy No. 5308 – Student Health Records

Issued: (BCTS): 2/26/03 Rev.: 4/6/11 Rev.:
Issued: (BCSS): 2/26/03 Rev.: 4/27/11 Rev.:

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

REGULATION

Section: STUDENTS
Number: R5330.04M

TITLE: ADMINISTERING AN OPIOID ANTIDOTE

I. Definitions

- A. “Opioid antidote” means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. “Opioid antidote” includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
- B. “Opioid overdose” means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
- C. “School-sponsored function” means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours that is organized or supported by the school.
 - 1. **The requirements of N.J.S.A. 18A:40-12.23 through 40-12.37 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.**

II. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

- A. **In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the District, school, or certified school nurse for administration to overdose victims. The school physician’:**
 - 1. **The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and**
 - 2. **The District, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed**

by the District or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

- B. The school nurse in each school that includes any of the grades designated by the Board of Education in Policy No. 5330.04M shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
1. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6:2.3(a)4(vi).**
- C. The school nurse shall be responsible to:
1. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school;
 - a. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 2. Document the administration of an opioid antidote on a student’s health record;
 3. Monitor the on-site inventory and replacement of the opioid antidote supply; ~~and~~
 4. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**
 5. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators.**
- D. Pursuant to N.J.S.A. 18A:40-12.24.b.(1), opioid antidotes shall be maintained by a school in quantities and types deemed adequate by the Board of Education, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.
- E. The Superintendent or his or her designee may, in his or her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40:12.24.b.(2).

III. Authorization and Training for Administering an Opioid Antidote

- A. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
- B. However, the Board of Education upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.
- C. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.
 - 1. ~~Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" N.J.S.A. 24:6J-5. The District will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.~~
Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.

The training must address overdose prevention information, including but not limited to, the following:

- a. **Information on opioid overdose prevention and recognition;**
- b. **Instruction on how to perform rescue breathing and resuscitation;**
- c. **Information on opioid dosage and instruction on opioid antidote administration;**
- d. **Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and**

- e. **Instructions for appropriate care of an overdose victim after administration of the opioid antidote.**
- 2. **The District shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.**
- D. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 40-12.27, it shall not constitute a violation of the “Athletic Training Licensure Act” – N.J.S.A. 45:9-37.35 et seq.

IV. Administration of an Opioid Antidote

- A. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
 - 1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
 - 2. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or his or her designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.
 - 3. School-Sponsored Functions Off School Grounds: Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or his or her designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.
- B. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to,**

cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).

- C. **The certified school nurse and/or other ~~A~~ staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.**
 - D. **An ~~individual overdose victim~~ shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
 - E. The Principal, Program Administrator or his or her designee shall notify the Superintendent or his or her designee whenever an opioid antidote is administered.
 - F. The Principal, Program Administrator or his or her designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
 - G. **Nothing in this regulation shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 through 6J-6.**
- V. Use of Controlled Dangerous Substances

Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board policies and regulations prohibiting the use of a controlled dangerous substance.

VII. Limitation of Liability

- A. **Pursuant to N.J.S.A. 24:6J-4, the District, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.**

- B. Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 40-12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:**
- 1. A single dose of any type of FDA-approved opioid antidote for use in treatment of opioid overdoses; and**
 - 2. Up to three (3) doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.**

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

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

REGULATION

Section: STUDENTS
Number: R5610M

TITLE: SUSPENSION PROCEDURES

- I. Short-Term Suspensions
- A. In each instance of a short-term suspension, the Principal or his or her designee, shall assure the rights of a student suspended for one, but not more than ten (10) consecutive school days by providing for the following:
1. As soon as practicable, oral or written notice of charges to the student.
 - a. When charges are denied, an explanation of the evidence forming the basis of the charges shall also be provided.
 2. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the District's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 7.1(c)5.
 - a. The informal hearing shall be conducted by a school administrator or his or her designee;
 - b. To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - c. The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - d. The informal hearing and the notice given may take place at the same time.
 3. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the

school day on which the Principal or his or her designee decides to suspend the student. The notification shall include an explanation of:

- a. The specific charges;
 - b. The facts on which the charges are based;
 - c. The provision(s) of the code of student conduct the student is accused of violating;
 - d. The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and 6A:16-7.2; and
 - e. The terms and conditions of the suspension.
4. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 5. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
 - a. The student's academic instruction shall be provided with five (5) school days of the suspension.
 - b. At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - c. The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- B. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
 - C. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - D. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

II. Long-Term Suspensions

- A. In each instance of a long-term suspension, the Principal or his or her designee shall assure the rights of a student suspended for more than ten (10) consecutive school days by providing the following:
1. Notification to the student of the charges prior to the student's removal from school;
 2. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the long-term suspension and is provided notice of the District's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 7.1(c)5;
 3. Immediate notifications to the student's parent of the student's removal from school;
 4. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 5. Written notification to the parent by the Superintendent or his or her designee within two (2) school days of the initiation of the suspension, stating:
 - a. The specific charges;
 - b. The facts on which the charges are based;
 - c. The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3;
 - d. Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - 1) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.

6. A list of witnesses and their statements or affidavits, if any, no later than five (5) days prior to the formal hearing, pursuant to Section II.A.10. below;
7. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the federal regulations;
8. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
9. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 16-10.
 - a. The student's educational services shall be provided within five (5) school days of the suspension.
 - b. The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
 - 1) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - 2) The results of relevant testing, assessments or evaluations of the student;
 - 3) The student's academic, health, and behavioral records;
 - 4) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - 5) Considerations of parental input; or
 - 6) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - c. Educational services provided to a student with a disability shall be provided consistent with the student's with N.J.A.C. 6A:14.

10. A formal hearing before the Board that shall at a minimum:
- a. Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining the facts or making recommendations.
 - 1) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - b. Include the opportunity for the student to:
 - 1) Confront and cross-examine witnesses, if there is a question of fact; and
 - 2) Present his or her own defense and produce oral testimony or written supporting affidavits.
 - c. Take place no later than thirty (30) calendar days following the day the student is suspended from the general education program; and
 - d. Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
11. A written statement to the student's parent regarding the Board's decision within five (5) school days after the close of the hearing. The statement shall include, at a minimum:
- a. The charges considered;
 - b. A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - c. Factual findings relative to each charge and the Board's determination of each charge;
 - d. Identification of the educational services to be provided to the student, pursuant to Section II.A.9. above;
 - e. The terms and conditions of the suspension; and
 - f. The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education

program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 3-1.17.

12. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 13. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
- B. Any appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 3-1.17.
- C. Suspension of a general education student shall not be continued beyond the Board's second regular meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
1. The Board shall determine whether to continue the suspension, pursuant to the long-term suspension provisions under Section II.A. above, based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The Board's removal decision;
 - c. The results of relevant testing, assessments, or evaluation of the student; and
 - d. The recommendation of the Superintendent, after considering input from the Principal, or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
 2. The Board shall develop and adopt policies and procedures providing for action on the continuation of the student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 37-5. In this unlikely event, a special committee of the Board, which will include the Superintendent or his or her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.
- D. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:

1. The status of the student's suspension;
 2. The appropriateness of the suspended student's current educational program; and
 3. Whether the suspended student's current placement, pursuant to Section II.A.9. above, should continue or whether the student should return to the general education program.
- E. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:
1. When the student is prepared to return to the general education program;
 2. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in Section II.C.1.a through 1.d above; or
 3. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4 and Policy No. 5620 – Expulsion.
- F. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under Section II.A.9.b. above, until the student graduates from high school or reaches the age of twenty (20), whichever comes first.
1. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 16-10.2 and 6A:14-2 and 14-4.3, whichever is applicable; or
 2. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
- G. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternative educational setting.
1. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to each student with a disability who is subjected to a long-term suspension.

2. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
3. The provisions of Section II.B through Section II.F. above, shall not apply to students with disabilities.

III. Meeting with Student – Multiple Suspensions or Possible Expulsion

- A. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker a student assistance coordinator, or a member of the school's intervention and referral services team.**
 1. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 2. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**
- B. **The requirements of Section III.A. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:**
 1. **The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 through 37-12);**
 2. **N.J.S.A. 18A:37-2.1 – Assault by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings;**
 3. **N.J.S.A. 18A:37-2.2 – Assault with weapon, removal from regular education program; or**
 4. **In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.**
- C. **In the instances provided in Section III.B.1. through B.4. above, the meeting required in Section III.A. above shall take place as soon as**

practicable following the student's removal from the school's regular education program.

- D. The provisions of N.J.S.A. 18A:37-2c and Section III. of this regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act." 20 U.S.C. § 1400 et seq.**

Issued (BCTS): 3/25/09 Rev.: 12/12/17 Rev.:
Issued (BCSS): N/A

POLICIES

SECOND READING

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

POLICY

Section: PROGRAM
Number: 2415.4M

Title: TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT

GENERAL EXPECTATIONS

The District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools having Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the District will ensure that its schools having Title I, Part A programs have the required school-level parental involvement policies which meet the requirements of Section 1118(b) of the ESEA, and each policy includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

The District will incorporate the District-Wide Parental Involvement Policy into its plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.

If the District's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the District will submit any parent comments with the plan when the District submits the plan to the New Jersey Department of Education.

In the event the District is required to reserve and spend at least one percent (1%) of the District's Title I, Part A allocation on parental involvement activities, the District will involve the parents of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent (95%) of the one percent (1%) reserved goes directly to the schools.

The District will be governed by the following statutory definition of parental involvement, and expects Title I schools in the District will carry out programs, activities, and procedures in accordance with this definition.

PARENTAL INVOLVEMENT

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the District will inform parents and parental organizations of its purpose and existence.

HOW THE DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The information provided here describes how the District will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

1. The District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:
 - a. Through discussions with parents during the annual Title I meeting at back to school night and follow-up PPO meetings;
 - b. Communication through letters, e-mail and phone conversations; and
 - c. Opportunities to develop Parent/School Compact.
2. The District will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - a. Through discussions at PPO meetings; and

- b. By providing standardized measures of student and overall school progress.
- 3. The District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - a. Through the translation of written and verbal parent correspondences;
 - b. By making student progress indicators, grades, and attendance available in a real-time format through such technology as PowerSchool;
 - c. By posting current information on school projects, events, and curriculum on the District website;
 - d. By providing meeting times and locations for parents to discuss school issues relating to parental involvement; and
 - e. By enabling parents to communicate with staff via email and the telephone.
- 4. The District will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies under other programs through the use of:
 - a. HSPA Math & Literacy Coaching and Accuplacer Math & Literacy Coaching (Math) software;
 - b. Scholastic Read 180 (English) software; and
 - c. After-school academic enrichment upon request, at no cost to parents.
- 5. The District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parental Involvement Policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The District will use the findings of the evaluation about its Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Action that may be taken:

- a. Meetings at the conclusion of each school year at building level (Principals); and
- b. On-line parent surveys (Central Office).

The District will build the school's and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:

- 1. The District will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the District or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:
 - a. New Jersey's academic content standards;
 - b. New Jersey's student academic achievement standards;
 - c. The New Jersey and local academic assessments including alternative assessments;
 - d. The requirements of Part A;
 - e. How to monitor their child's progress; and
 - f. How to work with educators.

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)

- a. Presentations by building administration or staff at PPO meetings;
 - b. Written communications and resource materials; and
 - c. Website/online resources including interactive tutorials (similar to PD 360).
- 2. The District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- a. Inviting parents to participate in District-run after-school institutes;
and
 - b. Making technology available to students whenever available and when it is supported by curriculum.
3. The District will, with the assistance of its schools and parents, educate its teachers, student services personnel, Principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- a. Allowing parents to observe the classes of their children;
 - b. Conducting teacher training on District staff development days; and
 - c. Having each school modeling effective and appropriate communications with parents through written and spoken correspondence as well as parent meetings.
4. The District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children, by:
- a. Allowing parents access to view current curriculum; and
 - b. Allowing parents to access and experience Scholastic Read 180, HSPA Math & Literacy Coaching, and Accuplacer Math & Literacy Coaching programs.
5. The District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- a. Conduct parent surveys to determine native languages spoken and translation needs; and
 - b. Provide parents with interpreter services upon request for meetings and other communications.

ADOPTION

This District-Wide Parental Involvement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs. This policy will be distributed to all parents of participating Title I, Part A children in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A, programs.

Legal references: *No Child Left Behind Act of 2001, §1118*

*United States Department of Education Non-Regulatory Guidance –
Appendix D-District-Wide Parental Involvement Policy*

Adopted (BCTS): 10/27/04 Rev.: 3/15/06 Rev.: 10/12/11 Rev.: 3/21/13 Rev.: 1/28/14
 Rev.: 2/19/15 Rev.: 4/28/16 Rev.: 2/28/17 Rev.: 2/27/18 Rev.: 2/21/19
 Rev.: 4/28/20 Rev.:
Adopted (BCSS): N/A

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

POLICY

Section: PROGRAM
Number: 2431M

Title: ATHLETIC COMPETITION

The Board of Education recognizes the value of athletic competition as an integral part of the school experience. Sports and other athletic activities provide opportunities to learn the values of competition and good sportsmanship.

PROGRAMS OF ATHLETIC COMPETITION

For the purposes of this policy, “programs of athletic competition” include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this District or with any schools outside this District. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, intramural athletic programs within a school or among schools in the District, and any cheerleading program or activity in the District.

ELIGIBILITY STANDARDS

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the District, the signed consent of his or her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgement of the physical hazards that may be encountered in the activity in accordance with N.J.A.C. 6A:32-9.1(d).

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

- To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.
- A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in District sponsored programs of athletic

competition. An attendance record is unsatisfactory if the number of absences exceed the limitations established in Policy No. 5200M – Attendance.

- A student who is absent for a school day, whether excused or unexcused, may not participate in District sponsored programs of athletic competition the afternoon or evening of that school day.
- A student who is serving an in-school or out-of-school suspension may not participate in District sponsored programs of athletic competition while serving the suspension.
- A student in any grade who fails to observe school rules for student conduct may forfeit his or her eligibility for participation in District sponsored programs of athletic competition.

Notice of the District's eligibility requirements shall be made available and given to all students.

REQUIRED EXAMINATIONS – INTERSCHOLASTIC OR INTRAMURAL TEAM OR SQUAD

Students enrolled in grades nine (9) through twelve (12) must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within three hundred sixty-five (365) days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the District shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or his or her own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation No. R2431.2M and shall be documented using the Pre-Participation Physical Evaluation Form required by the Department of Education. In either case, such examination shall not be performed at the expense of the District.

The District shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The District shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

PRIVILEGED INFORMATION

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

FIRST AID AND EMERGENCY TREATMENT PROCEDURES

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent or his or her designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11

The Superintendent or his or her designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, disseminated to appropriate staff members.

INTERSCHOLASTIC STANDARDS

The Board of Education shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board of Education adopts the Constitution, Bylaws, Rules, and Regulations of the NJSIAA as Board policy and shall review such rules on a regular basis to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent or his or her designee shall annually prepare, approve, and present to the Board of Education for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and practices and shall inform the Board of changes in that schedule.

Legal reference: *N.J.S.A. 2C:21-11; 18A:11-3 through 11-6; 18A:40-41; 18A:40-41.10; 18A:40-41.11; 26:5C-1 through 5C-31 (The AIDS Assistance Act)*

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 and 16-2.2; 6A:32-9.1; 8:57-4.1 through 8:57-4.16

Cross references: Policy Nos. 2425 – Physical Education
5200M – Attendance
5310M – Health Examinations
8441M – Care of Injured and Ill Persons

Adopted (BCTS): 9/11/02 Rev.: 8/27/03 Rev.: 4/28/04 Rev.: 6/26/12 Rev.: 4/30/13
Rev: 1/24/17 Rev.: 9/25/18 Rev.:
Adopted (BCSS): N/A

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

POLICY

Section: PROGRAM
Number: 2464M

Title: GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the District and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the District be identified and offered an appropriate education program and services.

DEFINITIONS

For purposes of this policy, the term “gifted and talented students” means students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the District and who require modifications of their educational program if they are to achieve goals that accord with and match their capabilities.

For the purpose of this policy, “instructional adaptation” means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student’s grade level.

DISTRICT RESPONSIBILITIES

The Superintendent of Schools or his or her designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

The Superintendent or his or her designee will develop procedure for an ongoing grade nine (9) through grade twelve (12) identification process for gifted and talented students that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The District shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.

The Superintendent or his or her designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students including content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.

The Superintendent or his or her designee will take into consideration the Gifted Programming Standards Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students.

The District will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The District will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

REPORTING REQUIREMENTS

The District shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020, and thereafter on a schedule that coincides with the District's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11 (Progress reports; assessment of quality performance indicators; report to commissioner). The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the District; the total number of students receiving gifted and talented services in each grade level from grade nine (9) through grade twelve (12) disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the District whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

COMPLAINTS AND APPEALS

An individual who believes that the District has not complied with the provisions of N.J.S.A. 18A:35-34 through 18A:35-39 (Strengthening Gifted and Talented Education Act) may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the District's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 (Jurisdiction over controversies and disputes under school law not relating to higher education and rules of the commissioner and the state board) and the procedures set forth in State Board of Education regulations.

The District shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the

multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

Legal references: *P.L. 108-382, Sec. 10201 et seq.*

N.J.S.A. 18A:61A-2; 18A:35-4.16; 18A:35-34 through 35-39

N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5

Adopted (BCTS):

Adopted (BCSS): N/A

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

POLICY

Section: PROGRAM
Number: 2622M

Title: STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq., 18A:7E-2, and 7E-3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the state Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the state Board of Education, shall define the scope and level of student performance on statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three (3) through twelve (12). After consultation with the Commissioner, the state Board of Education shall establish by resolution uniform statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement. Teachers and administrators will utilize the data derived from state assessments to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and 8-4.1(c), all students at grade levels three (3) through twelve (12), and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate statewide assessments as scheduled. There is no provision for a student to opt-out of statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

STATEWIDE ASSESSMENT SYSTEM

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable statewide assessments, including the following major components: the high school in ELA and Algebra I; and the alternative assessment for students with disabilities; and provide notification to each student entering grades nine (9) through twelve (12) of the statewide assessment schedule.

The Department of Education shall implement the elementary component of the statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three (3), four (4), and five (5), and of science in grade five (5).

The Department of Education shall implement the middle school component of the statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six (6), seven (7), and eight (8); and of science in grade eight (8).

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses English language arts and Algebra I in grade nine (9), and of science in grade eleven (11). Participation in an end of course mathematics assessment shall not be required unless the student did not pass the Algebra I or an alternative assessment to fulfill graduation requirement.

The Board of Education shall provide appropriate accommodations or modifications to the statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 4.1(c)2, and 4.1(c)3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for student with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Board of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

TEST ADMINISTRATION PROCEDURES AND SECURITY MEASURES

The Board of Education shall be responsible for ensuring the security of all components of the statewide assessment system that are administered within the District. All statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or his or her designee.

DOCUMENTATION OF STUDENT ACHIEVEMENT

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with federal and state law.

The Board of Education shall transmit within ten (10) business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on statewide assessments.

The Board of Education shall maintain for every student a ninth (9th) grade through graduation transcript that contains the following, as available:

1. Results of all applicable state assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLs;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities; and
6. Any other information deemed appropriate by the Board of Education.

ACCOUNTABILITY

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty (60) days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to

N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the statewide assessment system.

ANNUAL REVIEW AND EVALUATION OF SCHOOL DISTRICTS

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

PUBLIC REPORTING

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the state Board of Education and the public on the progress of all students and student subgroups including students with disabilities in meeting the NJSLs as measured by the statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 7E-5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other statewide assessments, including school and District means, and the number and percentage of participating students. In public reporting of school and District performance data, the Department of Education shall not compromise the confidentiality of individual students.

PARENTAL NOTIFICATION

Parents shall be informed of the District assessment system and of any special tests that are to be administered to their children.

Legal reference: *N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.*

N.J.A.C. 6A:8-4.1 through 8-4.5 (Implementation of the Statewide Assessment System); 6A:8-5.1 through 8-5.2 (Implementation of Graduation Requirements); 6A:14-1.1 through 14-1.3 (Special Education-General Provisions); 6A:14-3.7; 6A:14-4.10

Adopted (BCTS): 6/20/05 Rev.: 8/24/07 Rev.: 12/11/12 Rev.: 5/30/13 Rev.: 6/18/15
Rev.: 10/18/16 Rev.: 6/27/17 Rev.: 12/8/20 Rev.:

Adopted (BCSS): 6/20/05 Rev.: 8/23/07 Rev.: 12/18/12 Rev.: 5/21/13 Rev.: 6/16/15
Rev.: 10/20/16 Rev.: 6/20/17 Rev.: 12/15/20 Rev.:

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

POLICY

Section: STUDENTS
Number: 5620M

Title: EXPULSION

The Board of Education recognizes that expulsion from this District is the most severe sanction that can be imposed upon a student.

PROCEDURAL REQUIREMENTS

Due to the severity of this sanction, the Board of Education may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after it has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c)3 and 16-7.4, and as outlined in this policy and Regulation No. R5610M – Suspension Procedures, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation No. R5610M.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 – Program criteria; N.J.A.C. 6A:16-10.2 – Home or out-of-school instruction for a general education student for reasons other than a temporary or chronic health condition; N.J.A.C. 6A:14-2.1 through 14-2.10 – Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 – Special Education, Programs options, whichever are applicable.
 - b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments pursuant to N.J.S.A. 18A:38-25 – Attendance required of children between six and 16; exceptions.

APPEALS PROCEDURE

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the New Jersey Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 3-1.17 (under Controversies and Disputes – General Provisions). The Board shall continue to provide an appropriate educational program or services in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

MEETING OF CONCERNED PARTIES

In accordance with the provisions of N.J.S.A. 18A:37-2c – Meeting between student and school personnel after multiple suspensions or proposed expulsion from public school; identification of behavior or health difficulties; intervention or referral services; construction with other laws; regulations, in the event a student may be subject to a proposed expulsion from school, the Principal or his or her designee shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

IMPACT OF "ZERO TOLERANCE FOR GUNS ACT" ON STATUTE

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 through 37-12); N.J.S.A. 18A:37-2.1 – Assault by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings; N.J.S.A. 18A:37-2.2 – Assault with weapon, removal from regular education program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

CONFORMANCE WITH FEDERAL LAW

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

STUDENTS WITH DISABILITIES

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6:14 (Special Education). An expulsion of a student with a disability from a receiving school district shall be conducted in accordance with N.J.A.C. 6A:14.

Legal Reference: *N.J.S.A. 18A:37-1 through 37-19 (Discipline of Pupils); 18A:38-25; 18A:54-20*

N.J.A.C. 6A:16-7.4; 6A:14-1 through 14-10 (Special Education)

Cross Reference: Policy No. 2460M – Special Education
5610M – Suspension

Regulation No. R2460M – Special Education

Adopted (BCTS): 5/3/00 Rev.: 2/26/03 Rev.: 3/24/04 Rev.: 11/22/05 Rev.: 2/25/09
Rev.: 2/3/15 Rev.:

Adopted (BCSS): N/A

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

POLICY

Section: OPERATIONS
Number: 8320M

Title: PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the District requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

CREATION OF PERSONNEL FILE

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to District rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

FILE MAINTENANCE

The Superintendent or his or her designee shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six (6) years following his or her termination of District service, provided the employment history record card is maintained a minimum of eighty (80) years.

RECORDS AVAILABLE TO THE PUBLIC

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with Paragraph (d) of N.J.S.A. 18A:6-120. – School improvement panel; panel composition; oversight of evaluations and mentoring; confidentiality of evaluations and Paragraph (d) of N.J.S.A. 18A:6-121. – Evaluations of principals, assistant principals and vice-principals; confidentiality of evaluations.

INSPECTION BY SCHOOL ADMINISTRATORS

School administrators may inspect personnel records to the extent that such inspection is required in the performance of the inspector's duties.

CONFIDENTIAL PERSONNEL INFORMATION

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

INSPECTION OF OWN FILE

An employee may inspect his or her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file or removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his or her personnel file.

RULES FOR FILE MAINTENANCE

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this District, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

Legal references: *N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32; 47:1A-1 et seq.*

N.J.A.C. 6A:32-4.3

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

21-A-64T

**First Amendment
To
Agreement For A Joint Advanced Standing Admissions Program
Between
Bergen County Technical Schools District
And
New Jersey Institute Of Technology**

This First Amendment To Agreement For A Joint Advanced Standing Admissions Program ("Amendment"), made effective as of the date of the last signature hereto ("Effective Date"), is by and between the **Bergen County Technical Schools District** ("BCTS") and **New Jersey Institute of Technology** ("NJIT").

1.0 Purpose of Amendment. The purpose of this Amendment is to modify certain terms and conditions of the Agreement For A Joint Advanced Standing Admissions Program Between BCTS and NJIT, executed by NJIT on August 16, 2018 ("Agreement"), to include additional joint admissions programs. The Agreement includes joint admissions programs for BCTS' Academies for the Advancement of Science and Technology (AAST), Engineering and Design Technology (AEDT) and Technology and Computer Science (ATCS), Bergen County Technical Schools - Teterboro and Applied Technology High School.

2.0 Construction of Documents. Except as specifically amended by and/or inconsistent with this Amendment, all of the terms and provisions the Agreement shall remain unchanged and continue in full force and effect.

3.0 Additional Joint Admissions Program. The Agreement is hereby amended to include an additional joint admissions program (via three different channels) for BCTS' Bergen County Technical High School in Teterboro, New Jersey, whereby students will be accepted at NJIT in the Bachelor of Science in FinTech or Business programs with advanced standing upon completion of the articulated curriculum as per **Appendix B-1** (Credit Transfer Check Sheet) attached hereto.

4.0 Term. This Amendment shall terminate and/or expire with the Agreement. All students who apply through the fall 2021 trimester at the Bergen County Technical High School in Teterboro will be eligible for joint admission. In the event that the Agreement is terminated early, NJIT commits that it shall make a good faith effort to formulate a "teach-out" plan applicable to all then enrolled students.

5.0 General. The Agreement is not intended to create any independent rights in any students. Implementation of the joint admissions programs will be subject to all mandatory approvals, policies and procedures applicable to both parties. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act in the handling of educational records of students.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this First Amendment To Agreement For A Joint Advanced Standing Admissions Program as of the day and year below written.

Bergen County Technical Schools District

New Jersey Institute of Technology

Howard Lerner, Ed.D.
Superintendent

Fadi P. Deek, Ph.D.
Provost and Senior Executive Vice President

Dated: _____

Dated: _____

APPENDIX B-1

AGREEMENT FOR A JOINT ADVANCED STANDING ADMISSIONS PROGRAM NJIT/BCTS CREDIT TRANSFER CHECKSHEET AND COURSE DETAIL FinTech or BU (Teterboro) Checksheet

The following outlines an advanced standing pathway via three different channels: AP, NJIT Early College Options, BCC dual enrollment, and Syracuse Project Advance

Advanced Placement (AP)*

NJIT B.S. in FinTech or BU	Bergen Tech
PHYS 102/102A General Physics & Lab OR PHYS 103/103A General Physics & Lab OR PHYS 111/11 IA Physics I & Lab OR PHYS 121/121A Physics II & Lab	AP Physics I (4 Credits) OR AP Physics II OR AP Physics : Mechanics OR AP Physics: E & M
MATH 111 Calculus I (AB)	AP Calculus AB (4 Credits) OR AP Calculus BC
ECON 265 Microeconomics	AP Microeconomics* (3 Credits)

NJIT Early College Options Dual Enrollment

NJIT B.S. in FinTech or BU	Bergen Tech
FIN 218 Financial Markets and Institutions OR MGMT 190 Intro to Business	FIN 218 Fin Markets and Institutions (3 credits) OR MGMT 190 Intro to Business

Bergen Community College Dual Enrollment

NJIT B.S. in FinTech or BU	BCC Course Taught at Bergen Tech
HIST 2EC (HISTORY ELECTIVE)	LIT 202 American Literature 1880-present or LIT 204 World Literature 1650-present (3 Credits)
HUM 211 (THE PRE-MODERN WORLD)	HIS 111 U.S. History to Reconstruction or HIS 112 U.S. History Since Reconstruction (3 Credits)
SCI ELEC	BIO 101 General Biology (4 Credits)

Syracuse Project Advance Dual Enrollment

NJIT B.S. in FinTech or BU	SUPA Course Taught at Bergen Tech
ACCT 115 - Fundamentals of Financial Accounting	AC 151 Intro to Financial Accounting (3 Credits)

Total Credits Transferred = 27

*All acceptance of credit is based on AP exam scores. See score thresholds by subject at

<http://www.njit.edu/studentsuccess/advanced-Gourse-credit/>

PERSONNEL

21-P-91T APPROVAL—2020 – 2021 STAFF APPOINTMENTS

RESOLUTION

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

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

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

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

Key: Staff:

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

Schools/Locations:

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

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Rotonda, Nicholas (N)	Specialist: Computer	DISTRICT, Hackensack
	Salary: \$40,000. per annum pro rata Effective: 02/08/21 to 06/30/21	

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

21-P-92T APPROVAL-RECLASSIFICATION(S)—STATUS

RESOLUTION

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

Carey, Diane

From: Teacher of Health Occupations

To: Teacher of Health Occupations and Teacher of General Health Science

Effective: 06/01/2019

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

**21-P-93T REVISED APPROVAL—2020-2021 SALARY RECLASSIFICATION(S)—NON-CERTIFICATED
(BOE 01/26/21; Resol. #21-P-83T)**

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:

McCann, William: Custodian

From: Col. 1, Step 2: \$47,374. + 2nd Shift \$917. = \$48,291. per annum
To: Col. 1, Step 2: \$47,374. + Boiler: \$1,100. + 2nd Shift \$917. = \$49,391. per annum pro rata
Effective: 08/20/2020 to 06/30/2021
Note: Boiler license

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

21-P-94T APPROVAL—2020-2021 SALARY RECLASSIFICATION(S)—NON-CERTIFICATED

RESOLUTION

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

Vacciana, Kevin: Custodian

From: Col. 1, Step 2: \$47,374. + 2nd Shift \$917. = \$48,291. per annum
To: Col. 1, Step 2: \$47,374. + Boiler: \$1,100. + 2nd Shift \$917. = \$49,391. per annum pro rata
Effective: 11/30/2020 to 06/30/2021
Note: Boiler license

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

**21-P-95T APPROVAL—2020-2021 ADULT AND CONTINUING EDUCATION STAFF
SALARY AUTHORIZATIONS**

RESOLUTION

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

**21-P-96T APPROVAL—2020-2021 ADULT AND CONTINUING EDUCATION STAFF
RECLASSIFICATIONS**

RESOLUTION

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

\$82 per hour
Max. hours: 6
Effective: 01/19/2021

Kim, Deok Student: AJ	\$82 per hour Max. hours: 12 Effective: 01/19/2021
Kim, Rosalyn Student: AJ	\$82 per hour Max. hours: 12 Effective: 01/19/2021
Pinyan, Jonathan Student: AJ	\$82 per hour Max. hours: 12 Effective: 01/19/2021
Respass, Bryan Student: AJ	\$82 per hour Max. hours: 6 Effective: 01/19/2021
Spinelli, Louis Student: AJ	\$82 per hour Max. hours: 12 Effective: 01/19/2021
Tolmo, Eva Student: AJ	\$82 per hour Max. hours: 12 Effective: 01/19/2021

Academy After Hours – Virtual Program (Spring)

Rate: \$47.62 per hour

Effective: 04/12/2021 to 06/04/2021

	<u>Max. Hours</u>
Djedji, Djakoure	30
Eaton, Leslie	30
Feuss, Danielle (Coordinator)	36
Isecke, David	30
Kaba, Valmira	30
Kozlova, Ekaterina	30
Kruger, Ryan	30
Liso, Matthew	30
Moran, Ian	30
Seventko, Justin	30
Thomas, Anthony	60

Apex Online Physical Education Course*

Rate: Hourly per diem

Effective: 12/04/2020 to 06/01/2021

	<u>Max. Hours</u>
Pandich, Jeffrey	20

*For ATHS student support

Design Multimedia Resources

Rate: Hourly per diem*

Effective: 02/11/2021 to 04/15/2021

	<u>Max. Hours</u>
Dixon, Andee	10
Kennedy, Clare	10

*Partially grant funded – Perkins Secondary Education Program

Middle School Enrichment Program Support

Rate: Hourly per diem*

Effective: 01/15/2021 to 06/01/2021

	<u>Max. Hours</u>
Gutierrez, Joseph	16
Pergolizzi, Robert	16
Sawhney, Puneet	16
Zhang, Yu	24

*Grant funded – Perkins Secondary Education Program

Overload - Teachers

Rate: \$7,203 per annum

Effective: SY 2020-2021

	<u>Campus</u>
Castella, Frank	ATHS/Paramus
Cohen, Steven	ATHS/Paramus
Maher, Kevin	ATHS/Paramus

Scheduling - ATHS

Rate: Hourly per diem

Effective: 02/01/2021 to 09/01/2021

	<u>Max. Hours</u>
Valentine, Taylor	50

School Counselor Coverage

Rate: Hourly per diem

Effective: 02/01/2021 to 06/30/2021

	<u>Max. Hours</u>
Genicoff, Sharon	96
Mak, Cynthia	96
Pena, Carlos	96

Split-Schedule Work Day Overage

Rate: Hourly per diem

Effective: SY 2020-2021

	<u>Campus</u>
Hager, Raymond	ATHS to Paramus

Teacher Relief - Academy

Rate: \$58.00 per hour

Effective: 11/13/2020 to 01/15/2021

	<u>Max. Hours</u>
Ballas, Theodora	45
Ponce, Lucia	75

BERGEN COUNTY ACADEMIES – HACKENSACK

ADVISORS:

DECA
DECA
FFA
HOSA
VICA (SkillsUSA)

Recommended Staff

<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Acuna	Kymberly	\$2,650	SY 20-21
Gutierrez	Joseph	\$2,650	SY 20-21
Kennedy	Clare	\$2,650	SY 20-21
Dobrich	Oliver	\$2,650	SY 20-21
Brace	Mary Beth	\$2,650	SY 20-21

BERGEN COUNTY VOCATIONAL SCHOOLS – PARAMUS

<u>COORDINATORS:</u>	Recommended Staff			
	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Admissions Chairperson	Guinta	Jamie	\$4,239	01/01/21

BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO

<u>ADVISORS:</u>	Recommended Staff			
	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Class Advisor 11 th Grade	Marella	Lindsay	\$2,354	01/27/21
Class Assistant Advisor 11 th Grade	Sciametta	Erica	\$1,842	01/27/21

COORDINATORS:

Lead Teacher	Genicoff	Sharon	\$11,043	SY 20-21
--------------	----------	--------	----------	----------

ATHLETICS - DISTRICT

<u>ASSIGNMENT:</u>	Recommended Staff			
	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	<u>Effective</u>
Basketball Assistant Coach (Boys)	Cecconi	Matthew	\$7,842	SY 20-21

**21-P-101T APPROVAL – 2020-2021 LEAVES OF ABSENCE WITH PAY –
EMERGENCY PAID SICK LEAVE ACT (EPSLA) AND EXPANDED FMLA**

RESOLUTION

BE IT RESOLVED, that MaryRose DiBiano, Teacher of Physics, Bergen County Technical High School, Teterboro, be granted a paid federal statutory EPSLA Leave of Absence with benefits for one (1) day for the period December 9, 2020, for a reason requiring two-thirds of regular per diem rate up to a maximum of \$200 per day (EPSLA). The costs of employee pay and/or health benefits during the leave period, not to exceed two (2) weeks (EPSLA), to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that James Grant, Maintenance/Custodian, Bergen County Technical High School, Teterboro, be granted a paid federal statutory EPSLA leave of absence with benefits for nine (9) days for the period December 2, 2020 through December 14, 2020 for a reason requiring regular pay rate up to a maximum of \$511 per day. The costs of employee pay and health benefits coverage during the leave period, not to exceed two (2) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Yoonok Lee, Teacher of Mathematics, Bergen County Vocational High School, Paramus, be granted a paid federal statutory EPSLA leave of absence with benefits for two (2) days for the period December 22, 2020 through December 23, 2020 for a reason requiring regular pay rate up to a maximum of \$511 per day. The costs of employee pay and health benefits coverage during the leave period, not to exceed two (2) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-102T REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 12/08/2020; Resol. #21-P-72T)

RESOLUTION

BE IT RESOLVED, that Brianna Hamill, Teacher of Physical Education, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period October 19, 2020 through October 23, 2020. 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.

21-P-103T REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 10/27/2020; Resol. #21-P-51T)

RESOLUTION

BE IT RESOLVED, that Rebecca Arimborgo, Teacher of English, Applied Technology High School, Paramus, be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period January 4, 2021 through March 29, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-104T APPROVAL — LEAVE(S) OF ABSENCE

RESOLUTION

BE IT RESOLVED, that Kymberly Acuna, School Counselor, Bergen County Academies, Hackensack, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period June 7, 2021 through June 22, 2021 and September 2, 2021 through October 1, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Amy Heid, Teacher of Chemistry, Bergen County Vocational High School, Paramus, will be granted an intermittent unpaid federal and New Jersey statutory family leave of absence with benefits for the periods January 21, 2021 to January 22, 2021; January 28, 2021 to January 29, 2021; February 4, 2021 to February 5, 2021; and February 11, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Michael Whitney, Custodian, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period May 3, 2021 to May 14, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Michael Whitehead, Custodian, Bergen County Technical High School, Teterboro, will be granted an unpaid federal statutory family leave of absence with benefits for the period January 15, 2021 through February 11, 2021 and February 16, 2021 through February 23, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

21-P-105T 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:

Zoklu, Lori	Lead Accountant	Effective 03/01/2021
-------------	-----------------	----------------------

21-P-106T 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:

Mancini, Virginia	Teacher of English	Teterboro	Effective 07/01/2021
Marain, Karen	Teacher of Computer Science	Academy	Effective 07/01/2021

21-P-107T APPROVAL – SUSPENSION WITH PAY

RESOLUTION

WHEREAS, the Superintendent has received information suggesting that a district employee (ID #0465) may have engaged in unprofessional conduct and/or unacceptable job performance; and

WHEREAS, based on the aforementioned information, the Superintendent has recommended that district employee #0465 be suspended with pay effective Tuesday, February 2, 2021 pending final resolution of this matter;

NOW THEREFORE BE IT RESOLVED that the suspension with pay of district employee #0465 is hereby ratified and approved effective February 2, 2021 pending further official investigation and/or action of the Board; and

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

21-P-108T APPROVAL—2020 – 2021 STAFF APPOINTMENTS

RESOLUTION

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

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

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
DiGia, Christine (R)	Secretary	DISTRICT, 540 Farview Av, Paramus
	Salary: Step 3: \$47,092. per annum pro rata Effective: 02/22/2021 to 06/30/2021 Note: Replacement for staff who retired. Received 2 additional steps due to reporting to Coordinator	

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

**21-P-109T APPROVAL— 2019-2020 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2019-2020 OTHER HOURLY APPOINTMENTS
APPROVAL— 2020-2021 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS**

RESOLUTION

EXTRA DUTY/EXTRA PAY SY 2019-2020

Business Office System Transition Support

Rate: \$7,500 per annum*

Effective: 07/01/19 to 06/30/20

Hidalgo, Jacob

*Revised BOE 12/08/2020; Resol. #21-P-69T

EXTRA DUTY/EXTRA PAY SY 2020-2021

Business Office System Transition Support

Rate: \$7,500 per annum

Effective: 07/01/20 to 06/30/21

Hidalgo, Jacob

FINANCE RESOLUTIONS

21-F-109T APPROVAL—PAYMENT OF BILLS: JANUARY/FEBRUARY 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>
1/22/21-2/19/21	007488-007645	\$8,147,273.31	
1/22/21-2/19/21	S38264-S38312	\$383,061.43	\$8,530,334.74

<u>Date</u>	<u>Check Numbers</u>	Unemployment Comp Ins Fund <u>Account 955-1020782</u>	<u>Total</u>
1/27/21	1119	\$22,652.04	\$22,652.04

<u>Date</u>	<u>Check Numbers</u>	Escrow Account <u>Account 50214</u>	<u>Total</u>
-------------	----------------------	--	--------------

PB/JS

21-F-110T MONTHLY CERTIFICATION—DECEMBER 2020 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 December 31, 2020 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over–expended in violation of N.J.A.C. 6:20–2.12(b)* and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments.

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

PB/JS

Source of Funds: per Attached

21-F-111T LINE ITEM TRANSFERS – DECEMBER 2020

RESOLUTION

WHEREAS, pursuant to N.J.A.C. 6:20-2.12(e)*, we, the Board of Education, confirm that as of December 31, 2020 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over expended in violation of N.J.A.C. 6:20-2.12(b)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments.

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

PB/JS/am
Source of Funds: Per Attached

21-F-112T AMENDMENT OF ACCEPTANCE OF SPECIAL FEDERAL, STATE AND/OR PRIVATE FUNDS AND ESTABLISHMENT OF BUDGET

CARES Act – Elementary and Secondary School Emergency Relief (ESSER) Funds

RESOLUTION

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

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

WHEREAS the budgetary requirements and/or grant period as initially accepted will no longer serve to carry out the purposes for which this grant was established;

NOW THEREFORE BE IT RESOLVED the Board of Education accepts the said approved modifications to the following grant(s):

<u>Funding Source</u>	<u>Orig. Accept. Resolution No.</u>	<u>Program Title</u>	<u>Amount of Grant</u>
Federal - FY '21 CARES Act	21-F-05T	Elementary and Secondary School Emergency Relief (ESSER) Funds	\$145,718

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

<u>Program Information</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Program Director:	20.477.100.100.VN	Personal Services – Salaries	\$37,440
J. Susino	20.477.100.600.VN	General Supplies	35,035
	20.477.200.100.VN	Personal Services – Salaries	11,625
Grant Period:	20.477.200.200.VN	Personal Services – Employee Benefits	3,753
March 13, 2020 –		Purchased Professional-Education Services	

September 30, 2022	20.477.200.300.VN		15,400
	20.477.200.600.VN	Supplies and Materials	17,345
	20.477.400.732.VN	Instructional Equipment	25,120
		TOTAL	\$145,718

and

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.

21-F-113T ACCEPTANCE OF AUDIT FOR THE SCHOOL YEAR 2019-2020

RESOLUTION

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

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

WHEREAS, the Bergen County Technical School District received the [Comprehensive Annual Financial Report](#) for the fiscal year ended June 30, 2020, prepared by the firm of Lerch, Vinci & Higgins, LLP; and

WHEREAS, the audit recommendations, and corrective action plan were received and discussed at the Regular Public Meeting of the Bergen County Technical School District held on February 23, 2021;

NOW THEREFORE BE IT RESOLVED, that the Board of Education accepts and approves the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2020, and

BE IT FURTHER RESOLVED, that the Board of Education accepts the Administrative [Corrective Action Plan](#) for the recommendations made by the Auditing firm of Lerch, Vinci and Higgins, LLP, and

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

**21-F-114T APPROVAL – CHANGE ORDER NO. 6 – SCIENCE LAB RENOVATIONS BERGEN COUNTY
ACADEMIES - HACKENSACK, NEW JERSEY – GPC, INC.
INCREASE - \$2,206.00**

RESOLUTION

WHEREAS, GPC, Inc., was retained by the Bergen County Technical School Board of Education at the August 27, 2019 regular meeting (Resolution 20-F-35T), for the Science Lab Renovation at the Bergen Academy, Hackensack, New Jersey, and

WHEREAS, on February 25, 2020, Resolution 20-F-154T was approved authorizing Change Orders #1 and #2; and

WHEREAS, on August 25, 2020, Resolution 21-F-33T was approved authorizing Change Orders # 3; and

WHEREAS, on September 22, 2020, Resolution 21-F-47T was approved authorizing Change Orders #4; and

WHEREAS, on October 27, 2020, Resolution 21-F-65T was approved authorizing Change Orders #5; and

WHEREAS, GPC, Inc., has submitted the following change order proposals which have been approved by the Business Administrator:

Change Order	<u>Description</u>	<u>Amount</u>
CO #6	Change Order (see attached)	\$2,206.00
	Labor and Materials	
	Amount of Original Contract:	\$1,014,900.00
	The Net Change by Previously Authorized Change Orders	\$91,220.43
	The Contract Sum Prior to This Change Order	\$1,106,120.43
	The contract sum will be increased by Change Order #6 in the amount of	\$2,206.00
	The New Contract Sum Including Change Orders #4	\$1,108,326.43

NOW THEREFORE BE IT RESOLVED that the Board approves Change Order No.6 in the amount of \$2,206.00 for a new total contract sum of \$1,108,326.43

**21-F-115T APPROVAL – REVISED SERVICES TO PROVIDE ANALYSIS TO RENOVATE
THE CHILD STUDY TEAM OFFICES - PARAMUS CAMPUS
VENDOR: DI CARA/RUBINO ARCHITECTS**

RESOLUTION

WHEREAS, DiCara Rubino was retained by the Bergen County Technical Schools Board of Education at the January 28, 2020 regular meeting, (Resolution 20-F-127T), to renovate existing classroom to accommodate a new Child Study Team Offices at BCTS Paramus Camus; and

WHEREAS, DiCara/Rubino Architects, has submitted revised proposal for professional services pertaining to renovation of the existing classrooms to CST Offices and conversion of the existing CST area into two academic classrooms;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the revised proposal for professional services by DiCara/Rubino Architects, located at 30 Galesi Drive, Wayne, New Jersey at the following fees:

<u>Description</u>	Room 207/208 Conversion	Existing CST Conversion
Schematic Design	\$9,600.00	\$3,400.00
Design Development	\$7,200.00	\$2,550.00
Construction Documents	\$19,200.00	\$6,800.00
Bidding/Negotiation	\$3,000.00	\$1,000.00
Contract Administration	\$12,600.00	\$5,400.00
Reimbursable Expenses:	Not to exceed \$6,000.00	

21-F-116T AWARD OF CONTRACT TO ESTABLISH A CONTRACT TO FURNISH AND/OR DELIVER BUILDING MATERIALS AND SUPPLIES ON AN AS NEEDED BASIS FOR BCTS, COMMENCING MARCH 1, 2021 FOR A TWO-YEAR PERIOD.
VENDOR: CONTINENTAL HARDWARE, INC., NEWARK, NJ

BID #21-PC6

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for sealed bids to Establish a Contract to Furnish and/or Deliver Building Materials and Supplies, on an As Needed Basis, for BCTSC Commencing March 1, 2021 for a Two-Year Period, and

WHEREAS, in accordance with the advertisement, one (1) company submitted a bid and was received, publicly opened and read aloud in the Board of Education office on January 21, 2021,

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

Table A - SHEETROCK

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand) ***	Unit Price
1	SW, 4' x 8' x 5/8", Firecode	Piece	60	USG	\$11.50
2	WR, 4' x 8' x 5/8", Firecode	Piece	70	USG	\$12.99
3	SW, 4' x 8' x 1/2", Firecode	Piece	50	USG	\$11.99
4	WR, 4' x 8' x 5/8", Firecode	Piece	70	USG	\$12.99
5	SW, 4' x 10' x 5/8", Firecode	Piece	60	USG	\$14.50
6	SW, 4' x 12' x 5/8", Firecode	Piece	60	USG	\$17.40
7	1/2" x 4' x 8' gypsum wallboard, fire code label required	Piece	100	USG	\$11.99
8	5/8" x 4' x 8' gypsum wallboard, fire code label required	Piece	130	USG	\$11.50
9	1/2" x 10' jay channel, for sheet rock	Piece	50	USG	\$1.50
10	5/8" x 10' sheetrock "j" channel, steel	Piece	50	USG	\$1.50
11	1/2" x 10' sheetrock "j" channel, plastic	Piece	50	USG	\$2.50
12	5/8" x 10' sheetrock "j" channel, plastic	Piece	50	USG	\$2.50
13	1 1/4" x 1 1/4" x 8' dry wall corner bead, steel	Piece	50	USG	\$1.20
14	1 1/4" x 1 1/4" x 10' dry wall corner bead, steel	Piece	100	USG	\$1.40
15	Trim, Wall Base Metal Lath, Diamond Mesh Steel, 27" x 96"	Piece	25	USG	\$5.60
16	4' x 8'-1/2 Water Resistant Sheetrock	Piece	50	USG	\$11.99

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand) ***	Unit Price
17	4' x 10'-1/2 Water Resistant Sheetrock	Piece	50	USG	\$19.00

Table B - DRY WALL/DECK SCREWS

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand) ***	Unit Price
18	Dry Wall Screws, 1" USG Type	Pound	35	GP	\$3.20
19	Dry Wall Screws, 1-1/4" USG Type,	Pound	35	GP	\$3.20
20	Dry Wall Screws, 1-5/8", USG Type Panel, 2' x 4',	Pound	35	GP	\$3.20
21	Dry Wall Screws, 2" USG Type,	Pound	35	GP	\$3.20
22	Dry Wall Screws, 2-1/2", USG Type,	Pound	35	GP	\$3.20
23	Dry Wall Screws, 3", USG Type.	Pound	35	GP	\$3.20
24	Fine Drywall Screws, 1-1/4 USG Type	Pound	35	GP	\$3.20
25	Fine Drywall Screws, 1-5/8 USG Type	Pound	35	GP	\$3.20
26	Galv Drywall Screws, 1-1/4 USG Type	Pound	35	GP	\$5.50
27	Galv Drywall Screws, 1-5/8 USG Type	Pound	35	GP	\$5.50
28	Galv Drywall Screws, 2"	Pound	35	GP	\$5.50
29	Galv Drywall Screws, 3"	Pound	35	GP	\$5.50
30	Drywall Screws 2" Fine	Pound	25	GP	\$3.20
31	Drywall Screws 2 1/2 "	Pound	25	GP	\$3.20
32	Drywall Screws 2" Coarse	Pound	25	GP	\$3.20
33	Drywall Screws 1 5/8" Coarse	Pound	25	GP	\$3.20
34	Ceramic Deck Screws, 1-5/8	Pound	35	GP	\$5.50
35	Ceramic Deck Screws, 2"	Pound	35	GP	\$5.50
36	Ceramic Deck Screws, 2-1/2"	Pound	35	GP	\$5.50
37	Ceramic Deck Screws, 1 1/4"	Pound	25	GP	\$5.50
38	TEK Framing Screws 7/16"	Pound	35	GP	\$3.50
39	Sharp TEKS Black 1500, 7/16	Pound	35	GP	\$3.50
40	S/D Framing Screws 6x7/16	Pound	35	GP	\$3.50
41	Drill Point Screws 7 1/16"	Pound	35	GP	\$3.50
42	Drill Point Screws 1 7/8"	Pound	35	GP	\$3.50
43	Drill Point Screws 7/16"	Pound	35	GP	\$3.50

Table C - DOORS S.C. FL., U.S. PREMIUM PLYWOOD PER C.S. GEORGIA PACIFIC WEYHAUSER

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand) ***	Unit Price
44	3' 0" x 6' 8", 1-3/4" FL Birch, Natural S.C.	Door	25	GP	\$135.00
45	3' 0" x 7' 0", 1-3/4", D.C. FL, Natural S.C.	Door	25	GP	\$175.00
46	Solid Interior Birch Door 1 ¼" thick 36" x 80"	Door	30	GP	\$99.00
47	Solid Interior Birch Door 1 ¼" thick 36" x 84"	Door	25	GP	\$116.00
48	Solid Interior Birch Door 1 ¼" thick 34" x 84"	Door	27	GP	\$116.00
49	Solid Interior Birch Door 1 ¼" thick 32" x 84"	Door	25	GP	\$116.00
50	Solid Interior Birch Door 1 ¼" thick 30" x 84"	Door	26	GP	\$114.00
51	Solid Interior Birch Door 1 ¼" thick 24" X 84"	Door	25	GP	\$114.00
52	Solid Interior Birch Door 1 ¼" thick 28" X 84"	Door	25	GP	\$114.00
53	Solid Door Birch 1 ¼" thick 37" X 84"	Door	25	GP	\$140.00
54	Solid Interior Birch Door 1 3/8" thick 32" x 84"	Door	25	GP	\$140.00
55	Solid Interior Birch Door 1 3/8" thick 24" x 80"	Door	25	GP	\$140.00
56	Solid Interior Birch Door 1 3/8" thick 36" x 80"	Door	25	GP	\$140.00
57	2'8" x 6'8" x 1 3/8" Lauan Door	Each	10	GP	\$135.00

Table D - DOORS, METAL FRAME BUCKS

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
58	Door, Acme Hollow Metal Reversible, Underwriter Label, 1-1/2 Hours Fire Retardant, B. Material, 18- or 20-gauge Prime Cold Rolled Steel, 3' 0" x 7' 0" x ¾" Flush Door	Each	30	Acme	\$169.00
59	Acme Knocked Down Steel Buck Material, 16 Cold Rolled Street, Underwriter Label Complete DL Services, 16 Gauge Frame 3' 0" x 7' 0" x 1-3/4" Various Size Throat "Bucks" Right & Left Hand	Each	30	Acme	\$150.00
60	16 ga. Steel door frame, 1 1/2 hr., fire code label required, 4 7/8" dry wall opening for 1 3/4 x 3' 0" x 6' 8" door	Each	25	Acme	\$100.00
61	16 ga. Steel door frame, 1 1/2 hr., fire code label required, 4 7/8" dry wall opening for 1 3/4" x 3' 0" x 7' 0" door	Each	10	Acme	\$100.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
62	16 ga. Steel door frame, 1 1/2 hr., fire code label required, 6 1/8" dry wall opening for 1 3/4" x 3' 0" x 6' 8" door	Each	10	Acme	\$120.00
63	16 ga. Steel door frame, 1 1/2 hr., fire code label required, 6 1/8" dry wall opening for 1 3/4" x 3' 0" x 7' 0" door	Each	10	Acme	\$120.00
64	4 1/2" x 4 1/2" butt hinges, loose pin, prime finish with screws (3 per pkg.)	Pkgs	30	Hager	\$17.00
65	16 ga. Steel door frame - knock down 1 3/4" x 3'0" x 6'8" door for 4 7/8" dry wall opening 1 1/2" hr fire code label required	Each	10	Acme	\$100.00
66	16 ga. 2/0 Door Wood & Steel	Each	10	Acme	\$110.00
67	18 ga. 2/0 Door Wood & Steel	Each	10	Acme	\$130.00
68	16 ga. Steel door frame - knock down 1 3/4" x 4'0" x 6'8" double door for 4 7/8" dry wall opening 1 1/2" hr fire code label required	Each	10	Acme	\$160.00

Table E - METAL LIGHT KIT FOR DOORS 1 3/4 DOORS (WITH CLEAR SAFETY GLASS)

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
69	7" x 22"	Each	10	NGP	\$90.00
70	24" x 32"	Each	10	NGP	\$240.00
71	24" x 36"	Each	10	NGP	\$250.00

Table F - WOOD LIGHT KIT FOR DOORS 1 3/4 DOORS (WITH CLEAR SAFETY GLASS)

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
72	7" x 22"	Each	10	NGP	\$110.00
73	24" x 32"	Each	10	NGP	\$140.00
74	24" x 36"	Each	10	NGP	\$140.00
75	16 ga. Steel door frame - knock down 1 3/4" x 4'0" x 7'0" double door for 4 7/8" dry wall opening 1 1/2" hr fire code label required	Each	10	Galaxy	\$125.00
76	16 ga. Steel door frame - knock down 1 3/4" x 6'0" x 6'8" double door for 4 7/8" dry wall opening 1 1/2" hr fire code label required 16 ga. steel door frame - knock down 1 3/4" x 6'0" x 7'0" double door for 4 7/8" dry wall opening 1 1/2" hr fire code label required	Each	10	Galaxy	\$160.00
77	16 ga. Steel door frame - knock down 1 3/4" x 4'0" x 6'8" door for 4 7/8" dry wall opening 1 1/2" hr fire code label required	Each	10	Galaxy	\$115.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
78	16 ga. Steel door frame - knock down 1 3/4" x 4'0" x 7'0" door for 4 7/8" dry wall opening 1 1/2" hr fire code label	Each	10	Galaxy	\$115.00
79	18 ga. Steel door - 1 3/4" x 2'0" x 6'8" 1 1/2" hr b fire code label required prep for mortise lock	Each	10	Galaxy	\$170.00
80	18 ga. Steel door - 1 3/4" x 4'0" x 6'8" 1 1/2" hr b fire code label required prep for mortise lock	Each	10	Galaxy	\$360.00
81	18 ga. Steel door - 1 3/4" x 2'0" x 7'0" 1 1/2" hr b fire code label required prep for cylinder lock	Each	10	Galaxy	\$165.00
82	18 ga. Steel door - 1 3/4" x 2'0" x 7'0" 1 1/2" hr b fire code label required prep for mortise lock	Each	10	Galaxy	\$165.00
83	18 ga. Steel door - 1 3/4" x 2'0" x 6'8" 1 1/2" hr b fire code label required inactive door	Each	10	Galaxy	\$180.00
84	18 ga. Steel door - 1 3/4" x 2'0" x 7'0" 1 1/2" hr b fire code label required inactive door	Each	10	Galaxy	\$180.00
85	18 ga. Steel door - 1 3/4" x 2'0" x 6'8" 1 1/2" hr b fire code label required prep for cylinder lock	Each	10	Galaxy	\$180.00
86	18 ga. Steel door - 1 3/4" x 3'0" x 6'8" 1 1/2" hr b fire code label required prep for cylinder lock	Each	10	Galaxy	\$180.00
87	18 ga. Steel door - 1 3/4" x 3'0" x 6'8" 1 1/2" hr b fire code label required prep for mortise lock	Each	10	Galaxy	\$180.00
88	18 ga. steel door - 1 3/4" x 3'0" x 7'0" 1 1/2" hr b fire code label required prep for cylinder lock	Each	10	Galaxy	\$180.00
89	18 ga. steel door 1 3/4" x 3'0" x 7'0" 1 1/2" hr b fire code req prep for mortise lock	Each	10	Galaxy	\$180.00
90	18 ga. steel door - 1 3/4" x 3'0" x 6'8" 1 1/2" hr b fire code label required inactive door	Each	10	Galaxy	\$200.00
91	18 ga. steel door - 1 3/4" x 3'0" x 7'0" 1 1/2" hr b fire code label required inactive door	Each	10	Galaxy	\$200.00
92	18 ga. steel door - 1 3/4" x 4'0" x 6'8" 1 1/2" hr b fire code label required prep for cylinder lock	Each	10	Galaxy	\$360.00
93	18 ga. steel door - 1 3/4" x 4'0" x 7'0" 1 1/2" hr b fire code label required prep for cylinder lock	Each	10	Galaxy	\$360.00
94	18 ga. steel door - 1 3/4" x 4'0" x 7'0" 1 1/2" hr b fire code label required prep for mortise lock solid	Each	10	Galaxy	\$360.00
95	Core birch door 1 3/4" x 3'0" x 6' x 8"	Each	10	Galaxy	\$118.00

Table G - PRE-HUNG DOORS

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
96	18" x 6 x8 1 3/8 width	Each	10	BWI	\$85.00
97	24" x 6 x8 1 3/8 width	Each	10	BWI	\$89.00
98	30" x 6 x8 1 3/8 width	Each	10	BWI	\$93.0
99	32" x 6 x8 1 3/8 width	Each	10	BWI	\$96.00
100	36" x 6 x8 1 3/8 width	Each	10	BWI	\$96.00

Table H - CASING COLONIAL

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
101	2 1/2" width	Linear ft.	N/A	Metrie	\$.036

Table I - GALVANIZED EXPANDABLE FRAME

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
102	3' x 6' x 8" small frame	Roll	10	Galaxy	\$180.00
103	3' x 7' x 0 small frame	Roll	10	Galaxy	\$235.00
104	3' x 6' x 8" large frame	Roll	10	Galaxy	\$180.00
105	3' x 7' x 8" large frame	Roll	10	Galaxy	\$235.00

Table J - DOORS, WOOD

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
106	3' 0" x 6' 8" x 1 3/4" pc core, birch door	Each	30	BWI	\$130.00
107	3' 0" x 6' 8" x 1 3/4" hollow core birch door	Each	30	BWI	\$80.00
108	3' 0" x 6' 8" type fc birch door mineral core, 1 1/2 hr., b label	Each	25	BWI	\$590.00
109	3' 0" x 6' 8" x 1 3/4" hollow core birch door	Each	25	BWI	\$80.00
110	3' 0" x 7' 0" type fc birch door mineral core, 1 1/2 hr., b label	Each	25	BWI	\$590.00
111	2' 6" x 7' 0" 1 3/4" slab birch door	Each	10	BWI	\$130.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
112	Solid core birch door 1 3/4" x 3'0" x 7'0"	Each	25	BWI	\$130.00
113	birch plywood grade a-1/4" x 4' x 8'	Each	25	GP	\$30.00
114	3'0" x 6'8" x 1 3/4" solid core oak door	Each	25	BWI	\$170.00
115	3'0" x 7'0" x 1 3/4" solid core oak door	Each	25	BWI	\$170.00
116	3'0" x 6'8" x 1 3/4" type fc oak door 1 1/2 hr – b label	Each	25	BWI	\$510.00
117	3'0" x 7'0" x 1 3/4" type fc oak door 1 1/2 hr – b label	Each	5	BWI	\$510.00
118	Oak plywood grade a-b good 2 sides 1/2" 4' x 8'	Each	5	GP	\$62.00
119	Oak plywood grade a-b good 2 sides 1/2" 4' x 8'	Each	5	GP	\$62.00

Table K - LUMBER

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
120	2' x 4' Grn Doug Fir Lumber	Linear ft.	100	GP	\$0.94
121	2' x 6' Grn Doug Fir Lumber	Linear ft.	100	GP	\$1.37
122	2' x 8' Grn Doug Fir Lumber	Linear ft.	115	GP	\$1.58
123	2' x 10' Grn Doug Fir Lumber	Linear ft.	115	GP	\$1.86
124	2' x 12' Grn Doug Fir Lumber	Linear ft.	100	GP	\$2.59
125	2' x 14' Grn Doug Fir Lumber	Linear ft.	100	GP	\$2.99
126	2'x12-12 2&BTR Doug Fir Lumber	Each	5	GP	\$31.00
127	2'x6-12 2&BTR Doug Fir Lumber	Each	5	GP	\$16.40

Table L - TREATED LUMBER

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
128	2 x 4 x 8 ACQ #2 SYP CCA 1.5 L	Piece	50	GP	\$9.45
129	2 x 4 x 10 ACQ#2 SYP 1.5L Treated Lumber	Piece	50	GP	\$13.15
130	2 x 4 x 12 ACQ#2 SYP 1.5L Treated Lumber	Piece	50	GP	\$15.40
131	2 x 4 x 14 ACQ #2 SYP 1.5L Treated Lumber	Piece	50	GP	\$17.91

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
132	2 x 4 x 16 ACQ#2 SYP 1.5L	Piece	50	GP	\$20.40
133	2 x 6 x 8 ACQ#2 SYP 1.5L	Piece	50	GP	\$13.25
134	2 x 6 x 10 ACQ#2 SYP 1.5L	Piece	50	GP	\$17.45
135	2 x 6 x 16 ACQ#2 SYP 1.5L	Piece	50	GP	\$27.90
136	2 x 6 x 20 ACQ#2 SYP 1.5L	Piece	50	GP	\$36.00
137	2 x 8 x 10 ACQ#2 SYP 1.5L	Piece	50	GP	\$21.25
138	2 x 8 x 12 ACQ#2 SYP 1.5L	Piece	50	GP	\$25.50
139	2 x 8 x 16 ACQ#2 SYP 1.5L	Piece	50	GP	\$33.60
140	2 x 10 x 10 ACQ#2 SYP 1.5L	Piece	50	GP	\$25.70
141	2 x 10 x 16 ACQ#2 SYP 1.5L	Piece	50	GP	\$38.00
142	2 x 10 x 20 ACQ#2 SYP 1.5L	Piece	50	GP	\$56.00
143	2 x 12 X 12 ACQ#2 SYP 1.5L	Piece	50	GP	\$48.00
144	2 X 12 X 16 #2 SYP 1.5L	Piece	50	GP	\$65.00
145	1 x 4 x 12 ACQ#2 SYP 1.5L	Piece	50	GP	\$7.10
146	ACQ 4 x 4 x 8 SYP CCA 1.5L	Piece	50	GP	\$18.00
147	ACQ 4 x 4 x 10 SYP CCA 1.5L	Piece	50	GP	\$22.50
148	ACQ 4 x 4 x 12 SYP CCA 1.5L	Piece	50	GP	\$26.00
149	ACQ 4 x 4 x 16 SYP CCA 1.5L	Piece	50	GP	\$35.00
150	ACQ 6 x 6 x 8 SYP CCA 1.5L	Piece	50	GP	\$39.00
151	ACQ 6 x 6 x 10 SYP CCA 1.5L	Piece	50	GP	\$49.50
152	ACQ 6 x 6 x 12 SYP CCA 1.5L	Piece	50	GP	\$50.40
153	ACQ 6 x 6 x 14 SYP CCA 1.5L	Piece	50	GP	\$65.25
154	ACQ 6 x 6 x 16 SYP CCA 1.5L	Piece	50	GP	\$80.00
155	ACQ 5/4 x 6 x 12 ACQ#2 SYP CCA 1.5L	Piece	50	GP	\$15.50
156	ACQ 5/4 x 6 x 16 SYP CCA 1.5L	Piece	50	GP	\$21.99
157	ACQ 4" x 4" x 8' #2 SYP	Piece	50	GP	\$18.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
158	ACQ 4" x 4" x 10' #2 SYP	Piece	50	GP	\$22.50
159	ACQ 4" x 4" x 12' #2 SYP	Piece	50	GP	\$26.00
160	ACQ 4" x 4" x 16' #2 SYP	Piece	50	GP	\$35.00
161	ACQ 6" x 6" x 8' #2 SYP	Piece	50	GP	\$39.00
162	ACQ 6" x 6" x 10' #2 SYP	Piece	50	GP	\$49.50
163	ACQ 6" x 6" x 12' #2 SYP	Piece	50	GP	\$50.40
164	ACQ 6" x 6" x 16' #2 SYP	Piece	50	GP	\$80.00
165	1' x 6' White Pine	Linear ft.	120	American	\$0.91
166	1' x 10' White Pine #2	Linear ft.	120	American	\$1.29
167	1' x 12' White Pine #2	Linear ft.	120	American	\$1.63
168	1-1/4' x 12' White Pine #2	Linear ft.	120	American	\$2.30
169	1' x 2' #2 Pond White Pine	Linear ft.	120	American	\$0.29
170	1' x 4' #2 Pond White Pine	Linear ft.	120	American	\$0.60
171	1' x 8' #2 Pond White Pine	Linear ft.	120	American	\$1.21

Table M - POLYETHYLENE SHEETING

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
172	Polyethylene Sheet, 4 Mils, 8' Wide, 100/Ft/Roll	Roll	15	Berry	\$22.00
173	Polyethylene Sheet, 4 Mils, 10' Wide, 100/Ft/Roll	Roll	15	Berry	\$27.00

Table N - ROOF SHINGLES, PAPER, CEMENT

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
174	Roof Shingle, 240 lb., Sealed Tabs, Selected Colors, 3/Bundle/Sq., 33 Sq. Ft./Bundle	Roll	52	GAF	\$33.00
175	Tar Paper, Flintcote*, Roll Roofing Paper, Asphalt, Black, 15 lb. Felt, 432 Sq. Ft./Roll	Roll	12	GAF	\$17.00
176	Roofing Paper, Asphalt, Black, 15 lb. Felt, 432 Sq. Ft./Roll	Roll	12	GAF	\$17.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
177	Roof Cement, 5 Gallon/Can	Each	10	Henry	\$32.99
178	Plastic Roof Coating, 5 Gallon/Can	Each	10	Henry	\$39.00

Table O - SEALANT CAULKING

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
179	Sealant, Urethane Foam, Pressurized 14 oz./Can, Foam Fill Dispensing Can	Each	45	Dap	\$4.99
180	Sealant, RTV Silicone Foam, 8 oz./Cartridge, Dow Corning #-3-6548	Each	45	Dap	\$4.00
181	DAP Caulk, 25 year, paintable, white, 10.1 oz.	Each	50	Dap	\$2.85
182	10oz. Alex Painters Caulking	Each	50	Dap	\$1.99

Table P - CAULK, SILICONE II

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
183	General Electric #500, 3 oz./Tube, Clear	Each	50	Ge	\$2.60
184	Caulking Gun, for 10 oz./Tube, Ratched Type Drive, All Steel Construction, MC Master Carr #7622T14	Each	12	Newborn	\$8.60
185	Clear and White Silicone, 10.1 oz./Tube, GE Brand	Each	125	Ge	\$3.50

Table Q - MISCELLANEOUS

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
186	Wood Preservative, Wood Life, 1 Gallon/Can	Each	27	Dap	\$13.00
187	Glazing Compound, 1 Gallon/Can, For Metal & Wood	Each	7	USG	\$24.00
188	Chopoo Cove Base Adhesive, 1 Gallon/Can	Each	6	Henry	\$16.00
189	U.S. Plywood PL Panel Glue, 10/3 oz./Tube	Tube	30	USG	\$3.90
190	Glue Professional Carpenter Wood, 1 Gallon/Plastic Bottle	Can	7	USG	\$18.00
191	Dash Patch 25 lb. bag	Bag	10	USG	\$11.99
192	Spackle, UGL #222, 1 Gallon/Can	Can	27	UGL	\$11.99

Item #	Description	Unit of Measure	Estimated Quantities/Year	Item Offered (Manufacturer Brand)***	Unit Price
193	USG Joint Compound, 5 Gallon/Can	Can	40	USG	\$17.40
194	Perfa Tape, 250 Ft./Roll, No Holes	Roll	50	USG	\$2.00
195	Mesh Tape, 2" Wide	Roll	30	USG	\$3.00
196	Duct Tape, 2"	Roll	50	Berru	\$3.99
197	Corner Bead-Dur-A-Bed, 1 1/2" x 1/2", #103	Piece	25	USG	\$1.30
198	1 3/8" pine colonial door stops 7-16' FJP	Each	26	Metrie	\$0.30
199	1 5/8" pine ranch door stops 7-16' FJP	Each	26	Metrie	\$0.50
200	1 3/8" pine cove molding 8-16' FJP	Foot	26	Metrie	\$0.80
201	5/8" x 3/4" pine cove molding 8-16'	Foot	26	Metrie	\$0.45
202	5/8" x 5/8" pine cove molding 8-16' FJP	Foot	26	Metrie	\$0.45
203	2 1/2" pine colonial chair molding 8-16' FJP	Foot	25	Metrie	\$1.20
204	1/8" x 4' x 8' standard hardboard, Masonite	Each	25	GP	\$9.99
205	1/4" x 4' x 8' standard hardboard, Masonite	Each	15	GP	\$13.99
206	1/8" x 4' x 8' tempered hardboard, Masonite	Each	15	GP	\$9.99
207	1/4" x 4' x 8' tempered hardboard, Masonite	Each	15	GP	\$13.99
208	3/4" x 4' x 8 nova ply	Each	10	GP	\$70.00
209	1/2" x 4' x 8' homasote	Sheet	10	GP	\$27.00
210	1/2" x 4' x 8' sound control board 440 sound-a-sote (homasote co.)	Sheet	10	GP	\$27.00
211	3" x 4' x 8' nail base roof insulation	Each	10	GP	\$77.00
212	18.2 r-factor aged – thermasote	Sheet	10	GP	\$77.00
213	3" x 4' x 8' nail base roof insulation 18.2 r-factor aged –n.c.f.r. thermasote	Roll	10	GP	\$77.00
214	Joint spackling compound in 5 gal. cans	Can	45	USG	\$17.50
215	3" x 24" fiberglass insulation 135 sq ft.	Roll	35	GP	\$41.00
216	16" x 48" x 2" thermal fiber mineral felt (5/pkg.)	Pkg.	10	GP	\$43.00
217	2" joint tape	Roll	45	USG	\$2.20
218	4 mil x 10' x 100' polyethylene sheet, clear	Roll	28	Berry	\$29.00

Item #	Description	Unit of Measure	Estimated Quantities/Year	Item Offered (Manufacturer Brand)***	Unit Price
219	4 mil x 10' x 100' polyethylene sheet, black	Roll	28	Berry	\$29.00
220	3 1/2" x 3 1/2" butt hinges - loose pin brass finish with screws - (3/pkg)	Pair	30	Hager	\$3.50
221	4 1/2" x 4 1/2" butt hinges - loose pin ball bearing primed finish with screws (3/pkg)	Pair	30	Hager	\$14.99
222	4 1/2" x 4 1/2" butt hinges brush chrome - ball bearing with screws (3/pkg)	Pair	30	Hager	\$25.00
223	4 1/2" x 4 1/2" brush chrome half surface heavyweight ball bearing hinge (3/pkg)	Pair	30	Hager	\$120.00
224	4 1/2" x 4 1/2" chrome - full mortise heavyweight swing clear ball bearing hinge (1 each)	Pair	20	Hager	\$35.00
225	25 ga. metal studs - 3 5/8" x 8'	Each	200	Ware	\$3.79
226	25 ga. metal studs - 3 5/8" x 10'	Each	200	Ware	\$4.70
227	25 ga. metal studs - 3 5/8" x 12'	Each	150	Ware	\$5.70
228	25 ga. metal track - 3 5/8" x 10'	Each	150	Ware	\$4.00
229	20 ga. metal track - 3 5/8" x 12'	Each	150	Ware	\$4.80
230	20 ga. metal track - 3 5/8" x 16'	Each	150	Ware	\$6.40
231	25 ga. metal studs - 2 1/2" x 8'	Each	150	Ware	\$2.80
232	25 ga. metal studs - 2 1/2" x 12'	Each	150	Ware	\$4.20
233	25 ga. metal track - 2 1/2" x 10'	Each	150	Ware	\$3.40
234	25 ga. Metal stud - 2"x 4" x 8"	Each	150	Ware	\$3.79
235	25 ga. Metal stud - 2"x 4" x 10'	Each	150	Ware	\$4.70
236	20 ga. metal studs - 3 5/8" x 8'	Each	200	Ware	\$4.79
237	20 ga. metal studs - 3 5/8" x 10'	Each	200	Ware	\$4.70
238	20 ga. metal studs - 3 5/8" x 12'	Each	200	Ware	\$5.70
239	20 ga. metal studs - 3 5/8" x 16'	Each	200	Ware	\$7.60
240	20 ga. metal studs - 2 1/2" x 12'	Each	150	Ware	\$4.80
241	20 ga. metal track - 3 5/8" x 10'	Each	150	Ware	\$4.70
242	20 ga. metal studs - 2 1/2" x 8'	Each	150	Ware	\$3.20
243	20 ga. metal studs - 2 1/2" x 12'	Each	150	Ware	\$4.80
244	20 ga. metal track - 3 5/8" x 10'	Each	150	Ware	\$4.80

Item #	Description	Unit of Measure	Estimated Quantities/Year	Item Offered (Manufacturer Brand)***	Unit Price
245	20 ga. metal studs – 3 5/8" x 16'	Each	150	Ware	\$7.99
246	20 ga. metal track – 3 5/8" x 16'	Each	150	Ware	\$7.99
247	20 ga. metal stud – 2" x 4" x 10'	Each	150	Ware	\$4.70
248	20 ga. metal track – 2" x 4" x 10'	Each	150	Ware	\$4.70
249	20 ga. metal stud 2" x 3" x 10'	Each	150	Ware	\$3.99
250	20 ga. metal track 2" x 3" x 10'	Each	150	Ware	\$3.99
251	Spruce 2x 3/8 KD Stud	Each	150	GP	\$4.99
252	8/4" x 10" x 6' oak white - rough sawn, #2 or better grade, air dried to 19% moisture content	Length	50	GP	\$120.00
253	5/8" x 4' x 8' t-111 pine 8" on center 7/8"	Length	50	GP	\$67.00
254	Ceramic Tile 8"	Each	100	Roca	\$1.50
255	Vinyl Tile Adhesive, 5 gallons	Gallon	5	Henry	\$44.00
256	Concrete Mix, 60 pounds	Bag	40	Sakrete	\$4.99
257	Concrete Mix, 80 pounds	Bag	50	Sakrete	\$5.29
258	Mortar Mix	Bag	70	Sakrete	\$7.40
259	Portland Cement*	Bag	70	Sakrete	\$10.99
260	Thin Set*, 25 lb.	Bag	35	Sika	\$14.00
261	8" High Stainless Brush Alum Kick Plates	each	45	Ives	\$19.00
262	28" x 8" Stainless Brush Alum Kick plates	each	45	Ives	\$19.00
263	34" x 8" Stainless Brush Alum Kick plates	each	45	Ives	\$27.00
264	30" x 8" Stainless Brush Alum Kick plates	each	40	Ives	\$27.00
265	18" Stainless Steel Kick plates	each	40	Ives	\$20.00
266	16" Stainless Steel Kick plates	each	40	Ives	\$20.00
267	Stone Veneer Mortar 80lbs	each	40	Sakrete	\$9.60
268	1/2" Wonderboard 3 x 5	each	50	USG	\$12.60
269	Elevated Post Base, 6" x 6"	each	50	Simpson	\$13.50
270	Face MT Hanger, 2 x 8 ZMAX	each	50	Simpson	\$25.00

Item #	Description	Unit of Measure	Estimated Quantities/Year	Item Offered (Manufacturer Brand)***	Unit Price
271	Sanding Sponge, Irregular	each	50	3M	\$0.99
272	Galv J Trip 5/8 x 10'	each	50	USG	\$1.30
273	AZEK PVC TRIM NAIL ERASER, AADNEBLIS	each	50	GP	\$5.50
274	24"X50"#500-24 PVC TRIM COIL WHT, AR24WP	each	50	GP	\$96.00
275	PVC TRIM NAIL HOLES FILLER, EXT00230	each	50	GP	\$3.70
276	1" X 10"-18' PVC EXT. TRIM WHT, PVC11018	each	50	GP	\$59.00
277	1" X 12" PVC EXT. TRIM WHT, PVC11218	each	50	GP	\$69.99
278	1" X 4" PVC EXT. TRIM WHT, PVC1418	each	50	GP	\$22.00
279	1" X 6" PVC EXT. TRIM WHT, PVC1618	each	50	GP	\$34.00
280	1" X 8" PVC EXT. TRIM WHT, PVC1818	each	50	GP	\$45.00
281	50LFT PVC TRIM EPOXY 2 3/4", PXTC400L275	each	50	GP	\$25.00
282	50LFT PVC TRIM TIKI TORCH, PXTC400L285	each	50	GP	\$25.00
283	250LFT PVC TRIM PLUG SCREWS 2", PXTC400T200	each	50	GP	\$79.00
284	250LFT PVC TRIM PLUG SCREWS 2.75, PXTC400T275	each	50	GP	\$90.00
285	EXCEL PVC TRIM SCREWS 2", PXTCBT1200AM	each	50	GP	\$85.00
286	9.5oz PVC TRIM ADHESIVE AND SEAL, TIT6401	each	50	GP	\$6.00
287	1/2" HARDI-TILE BACKER BOARD 3X5, DHB1235	each	50	USG	\$17.99
288	1/4" HARDI-TILE BACKER BOARD 3X5, DHB1435	each	50	USG	\$14.25
289	1/4" HARDI-TILE BACKER BOARD 4X8, DHV1448	each	50	USG	\$29.99
290	WIRE MASH 2.5 GALVANIZED 2'X8', WIREG	each	50	Ware	\$5.50
291	50LBS STUCCO BASE NON-FIBER, ESPPA	each	50	USG	\$12.80
292	BAG CALIFORNIA STUCCO – WHITE, STUCCO89	each	50	USG	\$26.00
293	5-GAL FINE STUCCO FINISH, STUCCOF	each	50	USG	\$49.00
294	5-GAL MEDIUM STUCCO FINISH, STUCCOM	each	50	USG	\$49.00
295	2X 10 - 10' DI65 OSHA PLANKS, 21010M	each	50	GP	\$34.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
296	2x 10 - 16' DI65 OSHA PLANKs, 21016M	each	50	GP	\$45.00
297	8" CASTER RUBBER TIRE, CR8	each	50	Perry	\$32.00
298	CORRUGATED GALV 30"X10' 28G, CG1030	each	50	Ware	\$37.00
299	CORRUGATED GALV 30"X12' 28G, CG1230	each	50	Ware	\$40.00
300	CORRUGATED GALV 30"X8' 26GA, CG830	each	50	Ware	\$32.00
301	3-1/2" X 11-7/8" GLULAM BEAM, GPLAM312178	each	50	GP	\$14.40
302	3-1/2" X 9-1/2" GLULAM BEAM, GPLAM312912	each	50	GP	\$11.29
303	5-1/2" X 11-7/8" GLULAM BEAM, GPLAM5121178	each	50	GP	\$21.99
304	5-1/2" X 9-1/2" GLULAM BEAM, GPLAM512912	each	50	GP	\$17.99
305	SIMPSON 2X6 ZMAX HANGER, LUS26	each	50	Simpson	\$1.09
306	SIMPSON 2X8 ZMAX HANGER, LUS28	each	50	Simpson	\$1.15
307	WHITE D4 VINYL SOFFIT EACH, DSOFFIT	each	50	GP	\$13.99
308	WHITE J SOFFIT MOULDING 10', DSOFFITJ	each	50	GP	\$6.99
309	PC VINYL SIDING WHITE D4 12'6, VSW	each	50	GP	\$7.99
310	VINYL OUTSIDE CORNER WHITE, VSWOS	each	50	GP	\$19.00
311	ROOF COBRA VENT ROLL	each	50	GP	\$42.00
312	RECIP SAWZALL BLADE 8" METAL, LEN818R	each	50	Lenox	\$2.60
313	RECIP SAWZALL BLADE 8" WOOD, LEN806R	each	50	Lenox	\$2.60
314	RECIP SAWZALL BLADE 6" METAL, LEN618R	each	50	Lenox	\$2.60
315	RECIP SAWZALL BLADE 6" WOOD, LEN606R	each	50	Lenox	\$2.60
316	7-1/4" 40T CARBIDE BLADE, OLD71440	each	50	Lenox	\$17.00

Table R - NAILS / STAPLES

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
317	1" large head roofing nails galvanized 11 gauge	Pound	30	GP	\$2.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
318	1 ¼" large head roofing nails galvanized 11 gauge	Pound	30	GP	\$2.00
319	2" large head roofing nails galvanized 11 gauge	Pound	30	GP	\$2.00
320	3d common nails - flat head, bright	Pound	20	GP	\$2.50
321	4d common nails - flat head, bright	Pound	20	GP	\$2.50
322	6d common nails - flat head, bright	Pound	20	GP	\$2.50
323	8hd common nails – flat head, bright	Pound	20	GP	\$2.50
324	10d common nails - flat head, bright	Pound	20	GP	\$2.50
325	12d common nails - flat head, bright	Pound	20	GP	\$2.50
326	3d common nails flat head galvanized	Pound	20	GP	\$2.50
327	4d common nails flat head galvanized	Pound	20	GP	\$2.50
328	6d common nails flat head galvanized	Pound	20	GP	\$2.50
329	8d common nails flat head galvanized	Pound	20	GP	\$2.50
330	10d common nails flat head galvanized	Pound	20	GP	\$2.50
331	5 lb hot galvanized Common, 3"	Pound	20	GP	\$10.00
332	3d finishing nails bright	Pound	15	GP	\$2.50
333	4d finishing nails bright	Pound	15	GP	\$2.50
334	6d finishing nails bright	Pound	15	GP	\$2.50
335	8d finishing nails bright	Pound	15	GP	\$2.50
336	10d finishing nails bright	Pound	15	GP	\$2.50
337	4 x 8 sound deadening board	Each	15	GP	\$14.00
338	2 x 6 Steel Studs (14' and 16' long, 20 gauge)	Each	50	Ware	\$14.00
339	Glass Wool, Sound Batting Insulation (3 ½ AFB 16" x 48")	Bag	10	Ware	\$35.00
340	16 ga. Metal Knock Down Jams 5/0 1-3/8	Each	10	Galaxy	\$180.00
341	16 ga. Metal Knock Down Jams 5/0 1-3/4	Each	10	Galaxy	\$180.00
342	18 ga. Metal Knock Down Jams 5/0 1-3/8	Each	10	Galaxy	\$180.00
343	18 ga. Metal Knock Down Jams 5/0 1-3/4	Each	10	Galaxy	\$180.00

Table S - PLYWOOD

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
344	4' x 8' - ½ CDX YP 15/32 Plywood	Piece	50	GP	\$34.00
345	4' x 8' - ¾ CD FIR Plywood	Piece	50	GP	\$39.99
346	4' x 8' - ½ CD FIR 15/32 Plywood	Piece	50	GP	\$34.00
347	4' x 8' - 1/2: CDX YP 15/32 Plywood	Piece	50	GP	\$34.00
348	4' x 8' - 3/8 CDX YP 11/32 Plywood	Piece	50	GP	\$19.99
349	4' x 8' - 5/8 CDX YP 19/32 Plywood	Piece	50	GP	\$33.00
350	4' x 8' - ¾ CDX YP 23/32 Plywood	Piece	50	GP	\$39.99
351	4' x 8' - 1/4 FIR AC	Piece	50	GP	\$34.00
352	4' x 8 5.2 Lauan Plywood	Piece	50	GP	\$17.00
353	4' x 8' - ½ Lauan Plywood	Piece	50	GP	\$39.00
354	4' x 8' - 1/8 Lauan Plywood	Piece	50	GP	\$16.50
355	4' x 8' - 3/8 Lauan Plywood	Piece	50	GP	\$39.00
356	4' x 8' - 5/8 Lauan Plywood	Piece	50	GP	\$41.00
357	4' x 8' - ¾ Meranti Plywood	Piece	50	GP	\$41.00
358	4' x 8' - 5.2 A3 Birch Plywood	Piece	25	GP	\$24.99
359	4' x 8' - ½ A1 Birch Plywood	Piece	25	GP	\$71.99
360	4' x 8' - 3/4 A1 Birch Plywood	Piece	25	GP	\$82.00
361	4' x 8' - 3/4 A2 Birch Plywood	Piece	25	GP	\$82.00
362	4' x 8' - 3/4 C3 Birch Plywood	Piece	25	GP	\$40.00
363	Plywood ACQ CDX 4 x 8 ½	Piece	40	Stauffer	\$46.00
364	Plywood ACQ CDX 4 x 8 ¾	Piece	40	GP	\$54.00
365	ACQ .25 2x4-8 #2 SYP	Piece	25	GP	\$9.99
366	ACQ .25 2 x 4-10 #2 SYP	Piece	25	GP	\$13.15
367	ACQ .25 2 x 4-12 #2 SYP	Piece	25	GP	\$16.00
368	ACQ .25 2 x 4-14 #2 SYP	Piece	25	GP	\$18.00
369	ACQ .25 2 x 4-16 #2 SYP	Piece	25	GP	\$21.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
370	ACQ .25 2 x 6-8 #2 SYP	Piece	25	GP	\$14.00
371	ACQ .25 2 x 6-10 #2 SYP	Piece	25	GP	\$18.00
372	ACQ .25 2 x 6-14 #2 SYP	Piece	25	GP	\$26.00
373	ACQ .25 2 x 6-16 #2 SYP	Piece	25	GP	\$28.00
374	ACQ .25 2 x 6-20 #2 SYP	Piece	25	GP	\$37.00
375	ACQ .25 2 x 8-10 #2 SYP	Piece	25	GP	\$22.00
376	ACQ .25 2 x 8-12 #2 SYP	Piece	25	GP	\$26.00
377	ACQ .25 2 x 8-14 #2 SYP	Piece	25	GP	\$30.00
378	ACQ .25 2 x 8-16 #2 SYP	Piece	25	GP	\$34.00
379	ACQ .25 2 x 10-10 #2 SYP	Piece	25	GP	\$26.00
380	ACQ .25 2 x 10-14 #2 SYP	Piece	25	GP	\$31.00
381	ACQ .25 2 x 10-16 #2 SYP	Piece	25	GP	\$38.00
382	ACQ .25 2 x 10-20 #2 SYP	Piece	25	GP	\$56.00
383	ACQ .25 5/4x6-12 #1 SYP	Piece	25	GP	\$16.00
384	ACQ .25 5/4 x 6-16 #1 SYP	Piece	25	GP	\$22.00
385	¾ x 4 x 8 AB Fir Plywood	Piece	25	GP	\$46.00
386	½ x 4 x 8 AB Fir Plywood	Piece	25	GP	\$41.00
387	½ x 4 x 8 AB Fir Plywood	Piece	25	GP	\$41.00
388	¼ x 4 x 8 AC Fir Plywood	Piece	25	GP	\$34.00
389	¾ x 4 x 8 AC Fir Plywood	Piece	25	GP	\$47.00
390	3/8 x 4 x 8 CDX Fir Plywood	Piece	25	GP	\$18.00
391	½ x 4 x 8 CDX Fir Plywood	Piece	25	GP	\$30.00
392	5/8 x 4 x 8 CDX Fir Plywood	Piece	25	GP	\$33.00
393	¾ x 4 x 8 CDX Fir Plywood	Piece	25	GP	\$31.00
394	¾ x 4 x 8 CD FR Plywood	Piece	25	GP	\$44.00
395	1/8 x 4 x 8 Lauan Plywood	Piece	25	GP	\$18.00

Item #	Description	Unit of Measure	Estimated Quantities/ Year	Item Offered (Manufacturer Brand)***	Unit Price
396	5.2M x 4 x 8 Lauan Plywood	Piece	25	GP	\$17.00
397	3/8 x 4 x 8 Lauan Plywood	Piece	25	GP	\$41.00
398	1/2 x 4 x 8 Lauan Plywood	Piece	25	GP	\$41.00
399	5/8 x 4 x 8 Lauan Plywood	Piece	25	GP	\$42.00
400	3/4 x 4 x 8 Lauan Plywood	Piece	25	GP	\$42.00
401	5.2 x 4 x 8 Domestic Cound Core Birch A-1 Plywood	Piece	25	GP	\$76.00
402	1/2 x 4 x 8 Domestic Cound Core Birch A-1 Plywood	Piece	25	GP	\$73.00
403	3/4 x 4 x 8 Domestic Cound Core Birch A-1 Plywood	Piece	25	GP	\$84.00

Herein state % discount off manufacturers' list prices for all other material not listed above: 5%

Source of Funds: Various

21-F-117T APPROVAL - ACCEPTANCE OF SPECIAL STATE AND FEDERAL FUNDS

RESOLUTION

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

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

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

Funding Source	Program Description	Total Grant
	WorkFirst NJ Allocation	\$ 1,596,762
	Addition/Decrease	\$ -275,497
NJ Department of Labor	Revised Total	\$ 1,321,265
Period – July 01, 2018 to June 30, 2019		

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

Program: Work First NJ – TANF, GA/SNAP & SNAP ONLY
Administrator: Tammy Molinelli

BERGEN COUNTY ONE STOP – TANF, SNAP ONLY, GA/SNAP		
ACCOUNT NUMBER	DESCRIPTION	AMOUNT
20 849 240 109 V2	SALARIES	\$ -42,497.90
20 849 240 200 V2	EMPLOYEE BENEFITS	\$ -22,010.42
20 849 240 324 V2	CONTRACTED SERVICES	\$ -70,150.00
20 849 240 329 V2	WFNJ OCCUPATIONAL TRAINING	\$ -4,984.00
20 849 240 500 V2	OTHER PURCHASED SERVICES	\$ -6,238.67
20 849 240 510 V2	TRAVEL & SUBSISTENCE	\$ -558.46
20 849 240 530 V2	TELEPHONE	\$ -1,205.21
20 849 240 610 V2	SUPPLIES	\$ -22,642.35
20 849 241 324 V2	CONTRACTED SERVICES-CASE MANAGEMENT	\$ -313.19
20 849 246 325 V2	CONTRACTED SERVICES-CAVP	\$ -24,240.00
20 848 240 108 V2	ADMIN SALARIES WDB	\$ -85.29
20 848 240 109 V2	ADMIN SALARIES non WDB	\$ -30.07
20 848 240 200 V2	ADMIN EMPLOYEE BENEFITS	\$ -2,344.03
20 848 240 320 V2	ADMIN PURCHASED PROF/TECH SERVICES	\$ -746.96
20 848 240 500 V2	ADMIN OTHER PURCHASED SERVICES	\$ -299.26
20 848 240 510 V2	ADMIN TRAVEL & SUBSISTENCE	\$ -131.09
20 848 240 530 V2	ADMIN TELEPHONE	\$ -191.38
20 848 240 610 V2	ADMIN SUPPLIES	\$ -3.88
20 849 249 109 V2	SALARIES	\$ -6,330.59
20 849 249 200 V2	EMPLOYEE BENEFITS	\$ -2,948.92
20 849 249 324 V2	CONTRACTED SERVICES	\$ -36,700.00
20 849 249 329 V2	WFNJ OCCUPATIONAL TRAINING	\$ -10,603.94
20 849 249 500 V2	OTHER PURCHASED SERVICES	\$ -1,452.70
20 849 249 510 V2	TRAVEL & SUBSISTENCE	\$ -35.00
20 849 249 530 V2	TELEPHONE	\$ -321.98
20 849 249 610 V2	SUPPLIES	\$ -17.99
20 848 249 108 V2	ADMIN SALARIES WDB	\$ -2,780.14
20 848 249 500 V2	ADMIN OTHER PURCHASED SERVICES	\$ -45.97
20 848 249 510 V2	ADMIN TRAVEL & SUBSISTENCE	\$ -38.62
20 848 249 530 V2	ADMIN TELEPHONE	\$ -66.27
20 848 249 610 V2	ADMIN SUPPLIES	\$ -271.35
20 849 250 324 V2	CONTRACTED SERVICES	\$ -10,250.00
20 849 250 329 V2	WFNJ OCCUPATIONAL TRAINING	\$ -2,130.05
20 849 250 500 V2	OTHER PURCHASED SERVICES	\$ -821.29
20 849 250 510 V2	TRAVEL & SUBSISTENCE	\$ -15.00
20 849 250 530 V2	TELEPHONE	\$ -245.40
20 849 250 610 V2	SUPPLIES	\$ -290.62
20 848 250 108 V2	ADMIN SALARIES WDB	\$ -23.16
20 848 250 109 V2	ADMIN SALARIES non WDB	\$ -143.96
20 848 250 200 V2	ADMIN EMPLOYEE BENEFITS	\$ -392.73
20 848 250 320 V2	ADMIN PURCHASED PROF/TECH SERVICES	\$ -124.75
20 848 250 500 V2	ADMIN OTHER PURCHASED SERVICES	\$ -130.00
20 848 250 510 V2	ADMIN TRAVEL & SUBSISTENCE	\$ -138.15
20 848 250 530 V2	ADMIN TELEPHONE	\$ -58.26

20 848 250 610 V2	ADMIN SUPPLIES	\$ -448.00
20 4480 849 V2	REVENUE	\$ -267,003.68
20 4480 848 V2	REVENUE	\$ -8,493.32

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.

**21-F-118T RENEWAL OF CONTRACT TO PROVIDE LAWN MAINTENANCE SERVICES FOR
BCTS – PARAMUS CAMPUS, COMMENCING APRIL 1, 2021, FOR AN ADDITIONAL
ONE-YEAR PERIOD
VENDOR: LTI, INC., MONTVILLE, NJ**

BID #19-PC9
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract February 21, 2019 (resolution #19-F124T) to Provide Lawn Maintenance Services for BCTSC at Various Locations, Commencing April 1, 2019 or Date of Award, for a Two-Year Period, with the Option to Renew, and

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

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

Paramus Campus

(Paramus Tech/Voc. EMS, Hazmat, Solar House, Potter's Field)

	YEAR - 2021
April	\$ 2,450.00 /month
May	\$ 2,450.00 /month
June	\$ 2,450.00 /month
July	\$ 2,450.00 /month
August	\$ 2,450.00 /month
September	\$ 2,450.00 /month
October	\$ 2,450.00 /month
November	\$ 2,450.00 /month
December	\$ 784.00 /visit
Herbicide Application	\$ 4.90 /linear foot

BE IT FURTHER RESOLVED that the prices reflect the 2% discount, per their bid submission.

JS/dt

**21-F-119T RENEWAL OF CONTRACT TO PROVIDE MEDIA PLACEMENT SERVICES FOR BCTS, ON AN AS
NEEDED BASIS, COMMENCING MARCH 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD
VENDORS: VARIOUS**

BID #19-PC10
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contracts on February 21, 2019 (resolution #19-F-125T) to Provide Media Placement Services for BCTSC, on an As Needed Basis, Commencing March 1, 2019 or Date of Award, for a Two-Year Period, with the Option to Renew, and

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

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

SUCCESS ADVERTISING, INC., PARSIPPANY, NJ

Percentage Increase on Periodical Cost – Legal Advertisements	15%
---	-----

MARY POMERANTZ ADVERTISING, INC., HIGHLAND PARK, NJ

Percentage Increase on Gross Cost for Advertisements – Other Than Legal	0%
Prompt Payment Discount (if the District pays within 30 days of receipt of invoice)	5%

**21-F-120T RENEWAL OF CONTRACT TO PROVIDE LABOR AND MATERIAL TO REPAIR AND MAINTAIN
ALL ROOFS, ON AN AS NEEDED BASIS, COMMENCING MARCH 15, 2021, FOR AN ADDITIONAL
ONE-YEAR PERIOD
VENDOR: LAUMAR ROOFING CO., INC., PASSAIC, NJ**

BID #19-PC12
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on February 21, 2019 (resolution #19-F-126T) to Provide Labor and Material to Repair and Maintain All Roofs, On An As Needed Basis, Commencing March 15, 2019 or Date of Award, for a Two-Year Period, with the Option to Renew, and

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

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

LAUMAR ROOFING CO., INC., PASSAIC, NJ

<u>LOCATION</u>	<u>MAINTENANCE-ONCE/YEAR</u>
Academy, Hackensack	\$4,000.00
Adult Education, Hackensack	\$1,000.00
PAL Building, Hackensack	\$1,000.00
GED - 11 Carol Court Hackensack	\$1,000.00
Paramus Campus, Paramus	\$3,500.00
Hazmat Building, Paramus	\$1,000.00
Animal Care, Paramus	\$1,000.00
Grand Total:	\$12,500.00

TENSILE TESTING \$ 250.00/sample

Core Samples \$ 200.00/sample (includes analysis)

REPAIR COSTS (as requested)

Built up Roof	\$ 18.00	cost per SF
EPDM	\$ 15.00	cost per SF
Modified Bitumen	\$ 18.00	cost per SF
Hypalon	\$ 15.00	cost per SF
Flashing	\$ 15.00	cost per LF
Restoration	\$ 5.00	cost per SF
Reflective Coating	\$ 5.00	cost per SF
Misc. Caulking/Sealing	\$ 5.00	cost per SF

Hazardous Material Testing with report \$ 1,000.00 per sample

Tensile Testing with report \$ 500.00 per sample

All-inclusive labor and materials warranty for all repairs made during the contract period: 2 years.

21-F-121T RENEWAL OF CONTRACT TO PROVIDE CELLULAR CENTRAL STATION MONITORING SERVICES FOR BCTS, COMMENCING APRIL 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD VENDORS: PROTECTIVE MEASURES SECURITY & FIRE SYSTEMS LLC, DENVILLE, NJ \$6,294.00

BID #20-PC13R
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on March 31, 2020 (resolution #20-F-168T) to Provide Cellular Central Station Monitoring Services for BCTSC, Commencing April 1, 2020 or Date of Award, for a One-Year Period, with the Option to Renew for an Additional One-Year, and

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

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

<u>Bergen County Technical Schools</u>			
LOCATION	<u>BURGLAR</u>	LOCATION	<u>FIRE</u>
EMS/HAZMAT 281 Pascack Rd. Paramus, NJ	\$ 29.50 /month	PAL Building 284 Hackensack Ave. Hackensack, NJ	\$ 39.75 /month
Paramus Vocational 285 Pascack Road Paramus, NJ	\$ 29.50 /month	Adult Education Build. 190 Hackensack Ave. Hackensack, NJ	\$ 39.75 /month
Teterboro Greenhouse 504 Rt. 46 West Teterboro, NJ	\$ 29.50 /month	Teterboro Campus 504 Rt. 46 West Teterboro, NJ	\$ 39.75 /month
Teterboro Campus 504 Rt. 46 West Teterboro, NJ	\$ 29.50 /month	Paramus Campus 285 E. Pascack Road Paramus, NJ	\$ 39.75 /month
Teterboro Auditorium 504 Rt. 46 West Teterboro, NJ	\$ 29.50 /month	Bergen County Academies 200 Hackensack Ave. Hackensack, NJ	\$ 39.75 /month
Adult Education Build. 190 Hackensack Ave. Hackensack, NJ	\$ 29.50 /month	EMS/HAZMAT 281 Pascack Road Paramus, NJ	\$ 39.75 /month
HAZMAT Building Pascack Road Paramus, NJ	\$ 29.50 /month	Small Animal Care 285 E. Pascack Rd. Paramus, NJ	\$ 39.75 /month
		HAZMAT Building Pascack Road Paramus, NJ	\$ 39.75 /month

JS/dt

**21-F-122T RENEWAL OF CONTRACT TO PROVIDE WASTE DISPOSAL SERVICES AND CONTAINER RENTAL FOR BCTS, COMMENCING MARCH 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD
VENDOR: T. FARESE & SONS, dba DIRECT WASTE SERVICES, INC.**

BID #18-PC10
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on February 27, 2018 (resolution #18-F-154T) to Provide Waste Disposal Services and container Rental for BCTSC, Commencing March 1, 2018 or Date of Award, for a Three-Year Period, with the Option to Renew, and

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

WHEREAS, the vendor has agreed to renew the contract at the current Index Rate of 1%,

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

REGULAR DISPOSAL - CONTAINER RENTAL - AS NEEDED

CONTAINER SIZE	COST/MONTH/CONTAINER SCHOOL YEAR 3 TIMES/WEEK	COST/MONTH/CONTAINER JULY/AUGUST 2 TIMES/WEEK
6 yd.	\$112.77	\$90.21
8 yd.	\$127.48	\$123.02

CONTAINER RENTAL – COST PER DISPOSAL - AS NEEDED

Extra Containers For Special Situations To Be Used At Various Locations Throughout The District	Cost/Container/Dump
4 yd.	\$20.64
6 yd.	\$28.38
8 yd.	\$38.70

JS/dt

**21-F-123T RENEWAL OF CONTRACT TO PROVIDE WASTE DISPOSAL SERVICES AND CONTAINER RENTAL FOR BCTS, COMMENCING APRIL 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD
VENDOR: VARIOUS**

BID #18-PC10R
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education awarded the contract on March 27, 2018 (resolution #18-F-170T) to Provide Waste Disposal Services and container Rental for BCTSC, Commencing April 1, 2018 or Date of Award, for a Three-Year Period, with the Option to Renew, and

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

WHEREAS, Direct Waste Services, Inc. has chosen to renew at the current Index Rate of 1% and Interstate Waste has renewed the contract at 0% increase,

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

T. Farese & Sons D.B.A. Direct Waste Services, Inc., Newark, NJ:
REGULAR DISPOSAL - CONTAINER RENTAL - AS NEEDED

CONTAINER SIZE	COST/MONTH/CONTAINER SCHOOL YEAR 3 TIMES/WEEK	COST/MONTH/CONTAINER JULY/AUGUST 2 TIMES/WEEK
20 yd. roll off**	\$369.66	\$369.66
30 yd. roll off**	\$445.41	\$445.41

**Vendor herein states the tonnage allowed in a 20-yard container, before extra charges are assessed: 2 tons
** Vendor herein states the tonnage allowed in a 30-yard container before excess charges are assessed: 3 tons
Cost per additional ton: \$75.75/ton –if over the allowed amount above (will be divided if a partial ton)

Interstate Waste, Teaneck, NJ
REGULAR DISPOSAL - CONTAINER RENTAL - AS NEEDED

CONTAINER SIZE	COST/MONTH/CONTAINER SCHOOL YEAR 3 TIMES/WEEK	COST/MONTH/CONTAINER JULY/AUGUST 2 TIMES/WEEK
4 yd. front loader	\$336.00	\$224.00
10 yd. roll off	\$840.00	\$560.00
13 yd. roll off	\$1092.00	\$728.00

** Vendor herein states the tonnage allowed in a 20-yard container, before extra charges are assessed: 3 tons
** Vendor herein states the tonnage allowed in a 30-yard container before excess charges are assessed: 5 tons
Cost per additional ton: \$80.00/ton –if over the allowed amount above (will be divided if a partial ton)

CONTAINER RENTAL – COST PER DISPOSAL

Container Location	Quantity	Size**	Cost/Container/Dump
Hackensack Campus	1 Container	30 yd. roll off	\$500.00
Teterboro Campus	1 Container	30 yd. roll off	\$500.00
Paramus Campus	1 Container	30 yd. roll off	\$500.00

** Vendor herein states the tonnage allowed in a 30-yard container before excess charges are assessed: 5 tons
Cost per additional ton: \$80.00/ton –if over the allowed amount above (will be divided if a partial ton)

CONTAINER RENTAL – COST PER DISPOSAL - AS NEEDED

Extra Containers for Special Situations to Be Used at Various Locations Throughout the District	Cost/Container/Dump
13 yd.	\$300.00
20 yd.	\$400.00
30 yd.	\$500.00

** Vendor herein states the tonnage allowed in a 30-yard container before excess charges are assessed: 5 tons
Cost per additional ton: \$80.00/ton –if over the allowed amount above (will be divided if a partial ton)

JS/dt

**21–F–124T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND TOWNSHIP OF SPRINGFIELD**

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 Township of Springfield;

NOW THEREFORE BE IT RESOLVED, that Board of Education of Bergen County Technical Schools approves the attached Shared Services Agreement to provide the services of technology support to the Township of Springfield per the attached agreement, commencing January 1, 2021 and ending December 31, 2021.

EH: JS/am

**21-F-125T NEGOTIATE - CONTRACT TO FURNISH, DELIVER AND INSTALL AN ION GENESTUDIO S5 PLUS SYSTEM AND THE ASSOCIATED PRODUCTS FOR BCA
VENDOR: FISHER SCIENTIFIC COMPANY LLC, PITTSBURGH, PA \$222,705.31**

BID #21-05RR-CONTRACT

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised two times to Furnish, Deliver and Install an ION Genestudio S5 Plus System and the Associated Products or Approved Equal for BCTS - Hackensack, and

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

WHEREAS, 18A:18A-5c allows for Boards of Education, after bidding twice, to negotiate a contract;

NOW THEREFORE BE IT RESOLVED, after negotiating with the only vendor who submitted a proposal, and after review by the Purchasing Department, and based on the recommendation of the Assistant Superintendent for Curriculum and Instruction, the Board of Education awards the contract to the lowest responsible bidder, Fisher Scientific Company LLC, Pittsburgh, PA as follows:

<u>Item #</u>	<u>Qty.</u>	<u>Unit of Measure</u>	<u>Product #</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	1	each	A38195	ION Genestudio S5 Plus System	\$119,405.50	\$119,405.50
2	1	each	A27215	ION S5 Installation Kit	0.00	0.00
3	1	each	A27762	ION 520 Chip Kit	\$ 3,051.00	\$ 3,051.00
4	1	each	A27764	ION 530 Chip Kit	\$ 4,338.00	\$ 4,338.00
5	1	each	A27766	ION 540 Chip Kit	\$ 5,157.00	\$ 5,157.00
6	1	each	A33125	Smartstart, ION, 1 Day, CS	0.00	0.00
7	1	each	4484177	ION Chef System	\$ 47,500.00	\$ 47,500.00
8	1	each	4488374	ION Chef Installation Kit	0.00	0.00
9	1	each	A31446	ION Ampliseq Txome Chef Kit 32 Reaction. Ion Ampliseq Human Gene Expression Kit for Ion Chef library construction.	\$ 4,649.50	\$ 4,649.50
10	1	each	A32841	Oncomine BRCA Assay Chef Ready Kit	\$ 4,977.00	\$ 4,977.00
11	2	each	A34019	510 & 520 & 530 KIT - Chef	\$ 4,957.20	\$ 9,914.40
12	1	each	A30011	ION 540 Kit-Chef (2/INIT) 8 RXNS	\$ 5,444.40	\$ 5,444.40

<u>Item #</u>	<u>Qty.</u>	<u>Unit of Measure</u>	<u>Product #</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
13	1	each	A42008	Oncomine Focus, Chef-Ready 32 RXNS	\$ 8,406.00	\$ 8,406.00
14	1	----	Delivery	Freight, Inside Delivery & Installation	\$ 9,862.51	\$ 9,862.51
----	----	----	-----	GRAND TOTAL (All Inclusive)	\$ 222,705.31	

Source of Funds: 20.363.400.731.VN
20.362.400.731.VN

JS/dt

21-F-126T APPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG—7/1/20-6/30/21

RESOLUTION

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

VP/JS
Source of funds: see attached

21-F-127T APPROVAL – FINAL PAYMENT AND RELEASE AND WAIVER AGREEMENT

RESOLUTION

WHEREAS, the Board of Education awarded a contract for construction on DR Project #3482, Security Vestibules at Paramus Campus, to A Plus Glass and Metal, LLC in the sum of \$371,000; and

WHEREAS, the amount of final payment sought by A Plus has been negotiated by and between the parties, who have agreed to a final payment of \$29,800 together with the execution of an agreement memorializing that final payment and, also, providing for release and waiver of claims, indemnification in the form annexed hereto;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby authorizes and approves the payment of \$29,800 in full and final payment of all amounts owed for the remaining unpaid work that A Plus Glass and Metal LLC performed on DR Project #3482; and

BE IT FURTHER RESOLVED that the Board of Education hereby ratifies and approves the aforementioned agreement with A Plus Glass and Metal LLC and its principal Victor Monteiro in the form annexed hereto subject to the final review and approval of the Board Attorney; and

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

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

Date

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

Month: Jan 2021 - Feb 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
1/22/2021 - 2/19/2021	007488 - 007645	8,147,273.31	
1/22/2021 - 2/19/2021	S38264 - S38312	<u>383,061.43</u>	8,530,334.74

<u>Date</u>	<u>Check #</u>	<u>Unemployment Comp Ins Fund Acct 955-1020782</u>	
1/27/2021	1119	<u>22,652.04</u>	22,652.04

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

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

Page 1 of 6

02/19/21 09:32

Starting date 1/22/2021

Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007202	11/20/20	01/27/21	6776	THERMO FISHER SCIENTIFIC ASHEVILLE, LLC		(3,737.00)
007312	12/23/20	01/22/21	S029	TEACHIQ AB		(2,595.00)
007488	01/22/21		S029	TEACHIQ AB		2,595.00
007489	01/29/21		6900	MARZANO RESEARCH LLC		330.00
007490	01/29/21		2535	TREASURER, STATE OF NEW JERSEY		3,750.00
007491	02/19/21		Z960	77 HYDRO		5,041.90
007492	02/19/21		T688	A PLUS GLASS AND METAL LLC		29,800.00
007493	02/19/21		1045	A.M. LEONARD INC		1,382.83
007494	02/19/21		5820	AGILE SPORTS TECHNOLOGIES		3,000.00
007495	02/19/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		1,188.00
007496	02/19/21	02/19/21	00.0	\$ Multi Stub Void	#007498 Stub	
007497	02/19/21	02/19/21	00.0	\$ Multi Stub Void	#007498 Stub	
007498	02/19/21		5918	AIRGAS USA,LLC		762.24
007499	02/19/21		Q209	ALLER AIR INDUSTRIES		1,741.33
007500	02/19/21		7593	ALLIED BUILDING PRODUCTS CORP		3,893.12
007501	02/19/21		A535	AMERICAN HEART ASSOCIATION		2,726.85
007502	02/19/21		3203	AMERICAN INSTITUTE		1,326.19
007503	02/19/21		1022	AMERICAN PAPER TOWEL COMPANY		251.50
007504	02/19/21		U556	APPLIED EDUCATIONAL SYSTEMS		799.00
007505	02/19/21		P797	AURORA EDUCATIONAL TECHNOLOGY		1,000.00
007506	02/19/21		2201	AVTECH TECHNOLOGY, INC.		1,960.00
007507	02/19/21		7613	AZURE BIOSYSTEMS		3,200.00
007508	02/19/21		1059	B & H PHOTO-VIDEO INC		8,942.22
007509	02/19/21		O051	BEIDEL; CHRISTINE		1,500.00
007510	02/19/21		1087	BERGEN COUNTY MATH LEAGUE		200.00
007511	02/19/21		M220	BERGEN COUNTY TECHNICAL SCHOOLS		3,673.10
007512	02/19/21		2590	BIDDLE CONSULTING GROUP, INC.		182.70
007513	02/19/21		2675	BLEJWAS ASSOCIATES, INC.		3,636.60
007514	02/19/21		6308	BOARD OF VOCATIONAL EDUCATION		742.00
007515	02/19/21		U134	BROADWAY BOUND		4,500.00
007516	02/19/21		1149	C & C TIRE INC		324.00
007517	02/19/21		4161	CABLEVISION EDUCATION		136.89
007518	02/19/21		6918	CABLEVISION LIGHTPATH		26,195.90
007519	02/19/21		4451	CALIFON CONSULTANTS LLC		1,325.00
007520	02/19/21		5856	CAREER SAFE		850.00
007521	02/19/21		X040	CATTLEDOG PUBLISHING		1,155.00
007522	02/19/21		7283	CDX		2,995.95
007523	02/19/21		6533	CERTIPORT		4,550.00
007524	02/19/21		6263	CHA CONSULTING, INC		1,992.88

Starting date 1/22/2021 Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007525	02/19/21		2548	CITY OF HACKENSACK		400.00
007526	02/19/21		O085	CME ASSOCIATES		562.00
007527	02/19/21		2195	COLDSTAT REFRIGERATION		202.50
007528	02/19/21		G725	COLLEGEXPRESS		177.95
007529	02/19/21		P221	CONSTANT CONTACT, INC		546.00
007530	02/19/21		Z461	CONSTELLATION NEW ENERGY		21,854.08
007531	02/19/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		9,236.24
007532	02/19/21		7214	DANCE EXTENSION, INC		5,100.00
007533	02/19/21		J242	DAVILA;DIANA		78.60
007534	02/19/21		4228	DELL ASAP SOFTWARE		14,830.03
007535	02/19/21		Q223	DI CARA/RUBINO ARCHITECTS		6,155.98
007536	02/19/21		5195	DIRECTV. INC.		137.99
007537	02/19/21		L651	DONNA JANA ENTERPRIZES LLC		1,474.75
007538	02/19/21		2933	DOWNES TREE SERVICE		1,200.00
007539	02/19/21		3322	DRC/CTB		593.60
007540	02/19/21		6552	DYV ENTERPRISES LLC		25,709.00
007541	02/19/21		2290	EAI EDUCATION		72.21
007542	02/19/21		1552	EASTWICK COLLEGE - NUTLEY		1,955.60
007543	02/19/21		1961	ELECTRONIX EXPRESS		716.70
007544	02/19/21		6688	ELEVATOR MAINTENANCE CORP		920.00
007545	02/19/21		K892	ESSEN BIOSCIENCE INC		12,455.00
007546	02/19/21		7651	EXPRESS HEATING CO., INC		1,692.50
007547	02/19/21		T135	F.W. WEBB COMPANY		4,583.84
007548	02/19/21		2492	FEA		575.00
007549	02/19/21		7227	FERGUSON ENTERPRISE		1,521.70
007550	02/19/21		7550	FIRE AND SECURITY TECHNOLOGIES		2,808.95
007551	02/19/21		2170	FIRST RESPONDER NEWSPAPER		85.00
007552	02/19/21		1252	FLINN SCIENTIFIC INC		4,210.26
007553	02/19/21		1816	GAVINS		2,165.00
007554	02/19/21		I508	GENERAL SECURITY		5,250.00
007555	02/19/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		16,451.00
007556	02/19/21		A624	HANKS;TATYANA		276.00
007557	02/19/21		O947	HEADSPACE		5,320.00
007558	02/19/21		2453	HENRY SCHEIN INC.		2,235.00
007559	02/19/21		H241	HIGH POINT FURNITURE		36,963.36
007560	02/19/21		T703	HMJ AUTOCARE INC ZIEBART RHINO LINING		1,375.00
007561	02/19/21		1959	HOLY NAME HOSP OCCUPATIONAL HEALTH SVC		140.00
007562	02/19/21		N429	HOOTSUITE INC		19,999.80
007563	02/19/21		6181	HUDSON COMMUNITY ENTERPRISES		250.00

Starting date 1/22/2021 Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007564	02/19/21		6348	IRON MOUNTAIN		761.89
007565	02/19/21		F230	JOHNSON CONTROLS		30,253.80
007566	02/19/21		1342	KEEHN POWER PRODUCTS		154.80
007567	02/19/21		7632	LABYRINTH LEARNING		2,519.00
007568	02/19/21		2174	LASCOMP INSTITUTE OF IT		5,600.00
007569	02/19/21		2341	LIFE TECHNOLOGIES CORPORATION		5,115.00
007570	02/19/21		6921	LIGHTPATH		20,296.00
007571	02/19/21		3047	LINA		825.43
007572	02/19/21		6342	MCCARTER & ENGLISH, LLP		121.50
007573	02/19/21		X406	MICROSOFT CORPORATION		2,434.97
007574	02/19/21		1405	MIDWEST TECHNOLOGY PRODUCTS & SERVICE		8,010.33
007575	02/19/21		2541	MINORITY OUTREACH		300.00
007576	02/19/21		4214	MR. JOHN, INC.		429.00
007577	02/19/21		7383	MURRAY CONTRACTING LLC		1,589,622.57
007578	02/19/21		5137	NACAC		540.00
007579	02/19/21		1422	NASCO		98.28
007580	02/19/21		1451	NATIONAL ASSOC OF EMS EDUCATORS		95.00
007581	02/19/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,672.63
007582	02/19/21		E666	NEW JERSEY MATHEMATICS LEAGUE		90.00
007583	02/19/21		A785	NEW JERSEY STATE BAR ASSOCIATION		199.00
007584	02/19/21		1439	NJ ASSOC OF SCHOOL BUSINESS OFFICIALS		990.00
007585	02/19/21		4517	NJ MOTOR VEHICLE COMMISSION		60.00
007586	02/19/21		4588	NJ STATE FIRST AID COUNCIL - 20TH DISTRI		350.00
007587	02/19/21		N956	NJIDA		90.00
007588	02/19/21		H621	NJSCHOOLJOBS.COM		50.00
007589	02/19/21		7277	O.C.A. BENEFIT SERVICES, LLC		123.00
007590	02/19/21		5262	OFFICE CONCEPTS		68.10
007591	02/19/21		1473	PARISIAN BEAUTY ACADEMY		1,442.33
007592	02/19/21		7248	PASSON'S SPORTS & US GAMES, BSN		4,560.93
007593	02/19/21		J443	PATERSON PAPERS		183.20
007594	02/19/21		1490	PAXTON/PATTERSON LLC		540.80
007595	02/19/21		1498	PC JOHN SUSINO		1,054.16
007596	02/19/21		1514	PC RUSSELL DAVIS		439.57
007597	02/19/21		7288	PEARSON CLINICAL ASSESSMENT		60.00
007598	02/19/21		1423	PHCC-NJ		704.00
007599	02/19/21		2091	POCKET NURSE		2,148.50
007600	02/19/21		B642	POWELL;MS. CELINETTLE		112.00
007601	02/19/21		4876	POWER PLACE, INC.		7,126.10
007602	02/19/21		1501	PROMARK DIRECT MARKETING CONCEPTS INC		150.00

Check Journal

Bergen County Vo-Tech Schools

Page 4 of 6

Rec and Unrec checks

Hand and Machine checks

02/19/21 09:32

Starting date 1/22/2021

Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007603	02/19/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		524.50
007604	02/19/21		1511	PSE&G		108,600.84
007605	✓ 02/19/21	02/19/21		00.0 \$ Multi Stub Void	#007606 Stub	
007606	02/19/21		1828	RICOH AMERICAS CORPORATION		7,704.83
007607	02/19/21		1526	RIDELL/ALL AMERICAN SPORTS		7,685.00
007608	02/19/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
007609	02/19/21		1544	RUTGERS, THE STATE UNIVERSITY		1,170.00
007610	02/19/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		860.00
007611	02/19/21		3515	SAM TELL & SON, INC.		1,252.17
007612	02/19/21		L831	SCHOOL HEALTH COOPERATION		564.79
007613	02/19/21		1568	SCHOOL HEALTH SUPPLY		1,355.17
007614	✓ 02/19/21	02/19/21		00.0 \$ Multi Stub Void	#007618 Stub	
007615	✓ 02/19/21	02/19/21		00.0 \$ Multi Stub Void	#007618 Stub	
007616	✓ 02/19/21	02/19/21		00.0 \$ Multi Stub Void	#007618 Stub	
007617	✓ 02/19/21	02/19/21		00.0 \$ Multi Stub Void	#007618 Stub	
007618	02/19/21		K636	SHERWIN-WILLIAMS		14,105.52
007619	02/19/21		4975	SHI INTERNATIONAL CORP.		18,093.60
007620	02/19/21		6730	SHOPBOT TOOLS, INC		17,681.00
007621	02/19/21		3087	SKILLSUSA		796.00
007622	02/19/21		6030	SNAP ON INDUSTRIAL		1,633.54
007623	02/19/21		3854	SOLUTION TREE		1,200.00
007624	02/19/21		7696	SPECIALTY GRAPHICS LLC		12,495.00
007625	02/19/21		2344	STANDARD INSURANCE COMPANY		606.81
007626	02/19/21		X925	SUCCESS ADVERTISING INC		684.94
007627	02/19/21		1661	SUEZ WATER NEW JERSEY		5,608.57
007628	02/19/21		1648	TEACHERS' PENSION & ANNUITY FUND		9,117.44
007629	02/19/21		P575	TEACHING STRATEGIES LLC		945.00
007630	02/19/21		B618	THE TREE HOUSE INC		1,608.90
007631	02/19/21		4777	THERMO ELECTRON NORTH AMERICA LLC		1,438.00
007632	02/19/21		3925	THIRY; TERESA M		1,500.00
007633	02/19/21		U981	TROXELL COMMUNICATIONS INC		8,475.72
007634	02/19/21		3651	TTI ENVIRONMENTAL, INC.		5,888.50
007635	02/19/21		L319	UGI ENERGY SERVICES, LLC		3,427.59
007636	02/19/21		Z081	UNI TEMP		1,680.00
007637	02/19/21		1679	V.E. RALPH & SON INC		19,137.58
007638	02/19/21		1682	VAN DINE'S FOUR WHEEL DRIVE CENTER INC.		2,866.96
007639	02/19/21		2034	VERIZON WIRELESS		3,143.16
007640	02/19/21		6622	WALLINGTON PLUMBING SUPPLIES		3,673.00
007641	02/19/21		1687	WALLINGTON PLUMBING SUPPLY CO		17.32

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

Page 5 of 6

02/19/21 09:32

Starting date 1/22/2021

Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007642	02/19/21		7718	WEST BERGEN MENTAL HEALTHCARE		157.00
007643	02/19/21		7158	WESTERFIELD MANAGEMENT, INC		10,000.00
007644	02/19/21		N182	WHITAKER BROTHERS BUSINESS MACHINES		9,929.50
007645	02/19/21		2521	XEROX		2,064.88
210105	H 01/29/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 1/29/2021	101,876.72
210106	H 01/29/21		4864	DCRP BOARD SHARE		132.72
210107	H 01/29/21		1616	STATE OF NJ-HEALTH BENEFITS FD		779,104.69
210108	H 01/29/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210109	H 01/29/21		PAY	PAYROLL VENDOR		4,484,144.56
210110	H 01/31/21		1096	BOARD OF VOCATIONAL EDUCATION		122,388.35
210111	H 01/31/21		PAY	PAYROLL VENDOR		(0.45)
210201	H 02/11/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 2/11/2021	101,380.35
210202	H 02/11/21		4864	DCRP BOARD SHARE		547.42
210203	H 02/16/21		7292	MAXOR PLUS		242,713.52

Starting date 1/22/2021

Ending date 2/19/2021

Fund Totals	
-------------	--

10	General Fund	\$203,821.86
11	General Current Expense	\$5,273,933.13
12	Capital Outlay	\$1,058,997.64
13	Special Schools	\$267,919.56
20	Special Revenue Funds	\$328,783.21
30	Capital Projects Funds	\$641,371.19
60	CAFETERIA	\$400.00
61	ENTERPRISE FUND	\$203,273.90
62	INTERNAL SERVICE FUND	\$168,772.82
Total for all checks listed		\$8,147,273.31

Prepared and submitted by: _____
Board Secretary

Date

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

Page 1 of 3

02/19/21 09:35

Starting date 1/22/2021

Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S37903	V 01/21/21	01/22/21	6921	LIGHTPATH		(10,248.00)
S38264	02/19/21		A800	AECOM TECHNICAL SERVICES, INC		2,000.00
S38265	02/19/21		1750	APPLE INC		395.00
S38266	02/19/21		4678	BECKMAN COULTER , INC.		6,078.00
S38267	02/19/21		7087	BECKMAN COULTER INC		15,678.00
S38268	02/19/21		1071	BERGEN COMMUNITY COLLEGE		34,788.00
S38269	02/19/21		1128	BIO SHINE INC		8,751.00
S38270	02/19/21		7441	BLACKBOARD		4,705.80
S38271	02/19/21		5616	BLOOMBERG FINANCE L.P.		72,720.00
S38272	02/19/21		1095	BOARD OF VOCATIONAL EDUCATION		1,876.49
S38273	02/19/21		1812	CDW-G		612.50
S38274	02/19/21		1313	CENGAGE LEARNING		9,900.00
S38275	02/19/21		1190	CHARTWELLS		31,939.97
S38276	02/19/21		1905	COMMAND RADIO		3,267.00
S38277	02/19/21		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		1,278.75
S38278	02/19/21		R213	DALZELL; MATTHEW		3,500.00
S38279	02/19/21		1838	DELL MARKETING; L.P.		32,587.19
S38280	02/19/21		1204	DELTA DENTAL PLAN OF NJ		52,746.34
S38281	02/19/21		5362	DISCOVERY BENEFITS, INC.		262.30
S38282	02/19/21		1218	E.A. MORSE & COMPANY		1,117.94
S38283	02/19/21		V704	FEEHAN;RUTH		123.67
S38284	02/19/21		7092	FEUSS; DANIELLE		3,212.70
S38285	02/19/21		4082	GIALLOMBARDO; JOSEPH		160.00
S38286	02/19/21		1684	GRAINGER		5,365.64
S38287	02/19/21		U245	INTERSTATE WASTE SERVICES		2,085.60
S38288	02/19/21		7254	ISER; ESTEBAN		120.00
S38289	02/19/21		1329	JEWEL ELECTRICAL SUPPLY		130.50
S38290	02/19/21		2119	LEONIA BOARD OF EDUCATION		29,615.90
S38291	02/19/21		4982	MAST CONSTRUCTION SERVICES, INC.		9,200.00
S38292	02/19/21		4165	MASTRICOVA; JAMES F.		160.00
S38293	02/19/21		6031	MCGRAW HILL ORDER SERVICES		1,950.00
S38294	02/19/21		1400	METUCHEN CENTER INC		795.34
S38295	02/19/21		O391	MIYAZAWA; MI SOON		1,623.51
S38296	02/19/21		K805	NALCO WATER-AN ECOLAB COMPANY		699.11
S38297	02/19/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		3,804.00
S38298	02/19/21		1462	NOWELL,P.A.		19,420.50
S38299	02/19/21		6783	O'CONNOR; MARY		690.00
S38300	02/19/21		3360	PENA; CARLOS		795.00
S38301	02/19/21		G530	QUINN;JAMES		1,291.00

Check Journal

Bergen County Vo-Tech Schools

Page 2 of 3

Rec and Unrec checks

Hand and Machine checks

02/19/21 09:35

Starting date 1/22/2021

Ending date 2/19/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38302	02/19/21		1775	RIDGEWOOD PRESS		1,440.50
S38303	02/19/21		2002	SCHOOL SPECIALTY		9,475.71
S38304	02/19/21		6829	STAPLES CONTRACT & COMMERCIAL INC		6,557.91
S38305	02/19/21		1601	STORR TRACTOR COMPANY		1,272.74
S38306	02/19/21		1606	STUDENT ACTIVITY FUND-BCTHS		359.03
S38307	02/19/21		4676	T. FARESE & SONS, INC.		609.37
S38308	02/19/21		1382	THE MAIN LOCK SHOP		504.75
S38309	02/19/21		6776	THERMO FISHER SCIENTIFIC ASHEVILLE, LLC		3,737.00
S38310	02/19/21		5513	THOMSON REUTERS - WEST PUBLISHING CORP		492.00
S38311	02/19/21		4071	TSUJ. CORPORATION		2,354.75
S38312	02/19/21		2771	W.B. MASON COMPANY, INC.		1,058.92

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

Page 3 of 3

02/19/21 09:35

Starting date 1/22/2021

Ending date 2/19/2021

Fund Totals	
-------------	--

10	General Fund	\$29,615.90
11	General Current Expense	\$179,568.97
12	Capital Outlay	\$2,545.95
13	Special Schools	\$1,627.44
20	Special Revenue Funds	\$125,251.50
30	Capital Projects Funds	\$28,738.88
60	CAFETERIA	\$25,133.10
61	ENTERPRISE FUND	\$-6,883.31
62	INTERNAL SERVICE FUND	\$-2,537.00
Total for all checks listed		\$383,061.43

Prepared and submitted by: _____
Board Secretary

Date

Bergen County Technical Schools

Unemployment Account

Account # 9551020782

Check Date	Check #	Amount
1/27/2021	1119	22,652.04
TOTAL		22,652.04

21-F-1107

DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: December 31, 2020

CASH REPORT				
FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
GOVERNMENTAL FUNDS				
1 General Fund - 10	12,482,336.34	8,869,882.82	6,665,246.12	14,686,973.04
2 Special Revenue Fund - Fund 20	(924,679.65)	567,353.00	555,823.03	(913,149.68)
3 Capital Projects Fund - Fund 30	(63,538.07)	(665,427.34)	(498,138.09)	(230,827.32)
4 Enterprise Funds - Fund 61, Fund 62	554,719.00	193,899.72	345,611.55	403,007.17
5 Enterprise Fund (Fund 5X) Cafeteria	(38,680.80)	200.00	26.00	(38,506.80)
6 Total Governmental Funds (Lines 1 Thru 5)	12,010,156.82	8,965,908.20	7,068,568.61	13,907,496.41
TRUST AND AGENCY FUNDS (FUND 6X)				
7 Payroll	7,000.00	2,766,015.03	2,766,015.03	7,000.00
8 Payroll Agency	95,996.96	2,269,732.10	1,879,762.05	485,967.01
9 Other (attach list) - Unemploy Insur	457,150.34	0.00	0.00	457,150.34
10 Total Trust & Agency Funds (lines 7 thru 9)	560,147.30	5,035,747.13	4,645,777.08	950,117.35
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	127,324.80	16.50	0.00	127,341.30
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	12,697,628.92	14,001,671.83	11,714,345.69	14,984,955.06

Prepared and Submitted By:



2/9/21

Date

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

Page 1 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$8,606,161.04
102 - 106	Cash Equivalents		\$6,080,812.00
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		\$16,733,348.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$3,436,484.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$5,476,729.42	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$8,923,713.42

Loans Receivable:

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

Other Current Assets

(\$2.99)

Resources:

301	Estimated revenues	\$73,257,182.29	
302	Less revenues	(\$52,676,415.55)	\$20,580,766.74

Total assets and resources

\$60,924,798.21

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

Page 2 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$78,604.68
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,702,444.55
	Total liabilities		\$3,781,049.23

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$43,893,428.16
761	Capital reserve account - July	\$6,077,195.97	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$6,077,195.97
764	Maintenance reserve account - July	\$706,524.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$706,524.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$77,222,134.76	
602	Less: Expenditures	(\$29,517,459.82)	
	Less: Encumbrances	(\$39,928,475.69)	(\$69,445,935.51)
	Total appropriated		\$58,453,347.38

Unappropriated:

770	Fund balance, July 1		\$2,655,354.07
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,964,952.47)
	Total fund balance		\$57,143,748.98
	Total liabilities and fund equity		<u>\$60,924,798.21</u>

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

Page 3 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$77,222,134.76	\$69,445,935.51	\$7,776,199.25
Revenues	(\$73,257,182.29)	(\$52,676,415.55)	(\$20,580,766.74)
Subtotal	<u>\$3,964,952.47</u>	<u>\$16,769,519.96</u>	<u>(\$12,804,567.49)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$6,077,195.97)	\$6,077,195.97
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,964,952.47</u>	<u>\$10,692,323.99</u>	<u>(\$6,727,371.52)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$706,524.00)	\$706,524.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,964,952.47</u>	<u>\$9,985,799.99</u>	<u>(\$6,020,847.52)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,964,952.47</u>	<u>\$9,985,799.99</u>	<u>(\$6,020,847.52)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,964,952.47</u>	<u>\$10,692,323.99</u>	<u>(\$6,727,371.52)</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

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

Page 4 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	65,221,768	368,876	65,590,644	46,979,171	Under	18,611,474
00400	Total Revenues from Intermediate Sources	850,000	1,100,000	1,950,000	0	Under	1,950,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	20,991	0	20,991	1,698	Under	19,293
Total		71,788,306	1,468,876	73,257,182	52,676,416		20,580,767
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,500,279	122,695	11,622,974	4,426,771	6,527,022	669,181
11160	Total Basic Skills/Remedial – Instruct.	92,291	0	92,291	36,831	55,460	0
12160	Total Bilingual Education – Instruction	107,519	0	107,519	40,346	67,173	0
13160	Total Vocational Programs – Local -Instr	13,791,519	99,537	13,891,056	5,270,912	8,073,202	546,942
15180	TOTAL VOCATIONAL PROGRAMS	957,550	452,244	1,409,794	597,437	352,639	459,718
17100	Total School-Sponsored Co/Extra Curricul	827,200	0	827,200	228,525	566,948	31,727
17600	Total School-Sponsored Athletics – Instr	949,989	52,069	1,002,058	285,798	562,363	153,897
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	101,814	309,666	8,520
29680	Total Undistributed Expenditures – Atten	124,083	0	124,083	65,275	58,808	0
30620	Total Undistributed Expenditures – Healt	545,924	508,875	1,054,799	386,522	327,630	340,647
40580	Total Undistributed Expend – Speech, OT,	272,089	0	272,089	101,296	170,793	0
41660	Total Undist. Expend. – Guidance	2,325,815	(65,000)	2,260,815	902,438	1,354,497	3,880
42200	Total Undist. Expend. – Child Study Team	944,439	60	944,499	397,546	464,970	81,983
43200	Total Undist. Expend. – Improvement of I	1,369,979	80,308	1,450,287	712,216	590,347	147,723
43620	Total Undist. Expend. – Edu. Media Serv.	136,023	0	136,023	95,558	38,231	2,235
44180	Total Undist. Expend. – Instructional St	105,000	18,869	123,869	20,363	5,531	97,976
45300	Support Serv. - General Admin	1,709,091	249,958	1,959,049	657,854	1,156,548	144,648
46160	Support Serv. - School Admin	2,566,010	13,678	2,579,688	1,190,534	1,321,747	67,407
47200	Total Undist. Expend. – Central Services	1,534,970	144	1,535,114	693,310	741,141	100,663
47620	Total Undist. Expend. – Admin. Info. Tec	4,840,168	543,838	5,384,006	2,704,762	2,109,623	569,622
51120	Total Undist. Expend. – Oper. & Maint. O	8,300,364	545,198	8,845,562	3,280,266	4,917,729	647,566
52480	Total Undist. Expend. – Student Transpor	790,734	0	790,734	165,921	438,202	186,612
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,987,117	0	13,987,117	4,548,915	6,378,010	3,060,192
75880	TOTAL EQUIPMENT	0	1,669,390	1,669,390	1,199,262	414,294	55,834
76260	Total Facilities Acquisition and Constr	57,894	1,003,047	1,060,941	3,314	999,733	57,894
77140	Total Post-Secondary Programs - Instruct	494,907	5,521	500,428	195,071	266,293	39,065
77280	Total Post-Secondary Programs – Support	115,000	0	115,000	64,579	50,421	0
78180	Total Other Special Schools - Instructio	952,587	43,775	996,362	310,464	489,279	196,619
78320	Total Other Special Schools – Support Se	634,818	12,639	647,457	319,219	300,937	27,301
81180	Total Vocational Evening-Local Instructi	452,922	20,874	473,796	81,807	375,881	16,108
81320	Total Vocational Evening-Local-Support S	752,748	56,110	808,858	391,802	357,341	59,715
83060	Total GED Testing Centers	129,277	0	129,277	40,733	86,017	2,527
Total		71,788,306	5,433,829	77,222,135	29,517,460	39,928,476	7,776,199

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

Page 5 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy		33,066,697	0	33,066,697	33,066,697		0
00150	10-1320	Tuition from LEAs Within State		29,784,285	0	29,784,285	12,497,761	Under	17,286,524
00220	10-13[2-4]0	Other Tuition		1,550,000	0	1,550,000	487,119	Under	1,062,881
00300	10-1__	Unrestricted Miscellaneous Revenues		591,509	0	591,509	923,504		(331,995)
00310	10-1991	GED Testing Center Fees		129,277	0	129,277	4,090	Under	125,187
00330	10-1__	Interest Earned on Maintenance Reserve		100,000	368,876	468,876	0	Under	468,876
00390	10-2000	Unrestricted		850,000	1,100,000	1,950,000	0	Under	1,950,000
00440	10-3132	Categorical Special Education Aid		1,618,948	0	1,618,948	1,618,948		0
00470	10-3177	Categorical Security Aid		213,795	0	213,795	213,795		0
00480	10-3178	Adjustment Aid		2,840,879	0	2,840,879	2,840,879		0
00495	10-3199	DOE Loan Against State Aid		1,021,925	0	1,021,925	1,021,925		0
00540	10-4200	Medicaid Reimbursement		20,991	0	20,991	1,698	Under	19,293
Total				71,788,306	1,468,876	73,257,182	52,676,416		20,580,767

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		10,048,373	0	10,048,373	3,993,771	6,054,602	0
02180	11-140-100-106	Other Salaries for Instruction		249,406	0	249,406	82,429	166,977	0
02200	11-140-100-320	Purchased Professional – Educational Ser		115,000	0	115,000	(14,100)	0	129,100
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		37,500	0	37,500	11,510	14,342	11,648
02260	11-140-100-610	General Supplies		770,000	120,539	890,539	289,319	206,953	394,267
02280	11-140-100-640	Textbooks		175,000	2,156	177,156	54,651	21,775	100,729
02300	11-140-100-800	Other Objects		20,000	0	20,000	3,389	1,136	15,475
02500	11-150-100-101	Salaries of Teachers		65,000	0	65,000	4,094	60,906	0
02540	11-150-100-320	Purchased Professional – Educational Ser		20,000	0	20,000	1,708	330	17,962
11000	11-230-100-101	Salaries of Teachers		92,291	0	92,291	36,831	55,460	0
12000	11-240-100-101	Salaries of Teachers		107,519	0	107,519	40,346	67,173	0
13000	11-3__-100-101	Salaries of Teachers		12,165,669	0	12,165,669	4,863,500	7,302,169	0
13040	11-3__-100-320	Purchased Professional-Educational Servi		827,000	0	827,000	35,261	600,000	191,739
13080	11-3__-100-[4-5]	Other Purchased Services (400-500 series		4,000	0	4,000	0	1,000	3,000
13100	11-3__-100-610	General Supplies		581,250	93,159	674,409	286,139	149,863	238,406
13120	11-3__-100-640	Textbooks		198,600	6,378	204,978	85,841	17,340	101,797
13140	11-3__-100-8__	Other Objects		15,000	0	15,000	171	2,829	12,000
14000	11-310-100-101	Salaries of Teachers		178,550	0	178,550	6,912	171,638	0
14040	11-310-100-320	Purchased Professional-Educational Servi		124,000	0	124,000	0	0	124,000
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		68,000	0	68,000	14,069	21,188	32,743
14100	11-310-100-610	General Supplies		387,000	263,522	650,522	334,463	57,950	258,110
14120	11-310-100-640	Textbooks		10,000	0	10,000	2,941	0	7,059
14140	11-310-100-8__	Other Objects		18,000	247	18,247	4,840	1,094	12,313
15000	11-320-100-101	Salaries of Teachers		100,000	0	100,000	14,641	85,359	0
15100	11-320-100-610	General Supplies		72,000	188,475	260,475	219,571	15,410	25,493
17000	11-401-100-1__	Salaries		790,000	0	790,000	226,660	563,340	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		1,700	0	1,700	0	1,000	700

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

Page 6 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060	11-401-100-8__	Other Objects	35,500	0	35,500	1,865	2,608	31,027
17500	11-402-100-1__	Salaries	690,989	0	690,989	222,631	468,358	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	89,000	10,800	99,800	22,925	11,881	64,994
17540	11-402-100-6__	Supplies and Materials	130,000	37,924	167,924	35,668	81,682	50,575
17560	11-402-100-8__	Other Objects	40,000	3,345	43,345	4,575	442	38,329
25000	11-4__-100-1__	Salaries	420,000	0	420,000	101,814	309,666	8,520
29500	11-000-211-1__	Salaries	124,083	0	124,083	65,275	58,808	0
30500	11-000-213-1__	Salaries	479,424	0	479,424	210,709	268,715	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	42,000	0	42,000	17,792	12,500	11,708
30580	11-000-213-6__	Supplies and Materials	7,500	508,875	516,375	157,117	46,415	312,843
30600	11-000-213-8__	Other Objects	17,000	0	17,000	904	0	16,096
40500	11-000-216-1__	Salaries	272,089	0	272,089	101,296	170,793	0
41500	11-000-218-104	Salaries of Other Professional Staff	2,005,536	(65,000)	1,940,536	779,102	1,161,434	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	235,279	0	235,279	116,317	118,962	0
41560	11-000-218-320	Purchased Professional – Educational Ser	85,000	0	85,000	7,020	74,100	3,880
42000	11-000-219-104	Salaries of Other Professional Staff	696,537	0	696,537	295,288	378,805	22,444
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	171,402	0	171,402	86,250	85,152	0
42060	11-000-219-320	Purchased Professional – Educational Ser	22,500	0	22,500	11,496	0	11,004
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	0	149	5,851
42160	11-000-219-6__	Supplies and Materials	40,000	60	40,060	4,022	865	35,173
42180	11-000-219-8__	Other Objects	8,000	0	8,000	489	0	7,511
43020	11-000-221-104	Salaries of Other Professional Staff	961,048	0	961,048	522,752	438,296	0
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	210,431	0	210,431	101,650	108,781	0
43100	11-000-221-320	Purchased Prof. – Educational Services	45,000	0	45,000	29,484	3,500	12,016
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	55,500	0	55,500	31,070	10,820	13,610
43160	11-000-221-6__	Supplies and Materials	28,000	97,220	125,220	7,786	21,313	96,121
43180	11-000-221-8__	Other Objects	70,000	(16,912)	53,088	19,475	7,636	25,977
43500	11-000-222-1__	Salaries	61,023	0	61,023	30,258	30,765	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	65,000	5,200	70,200	62,552	7,465	183
43580	11-000-222-6__	Supplies and Materials	10,000	(5,200)	4,800	2,748	0	2,052
44020	11-000-223-104	Salaries of Other Professional Staff	0	14,537	14,537	14,536	1	0
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	62,500	954	63,454	2,175	5,530	55,750
44160	11-000-223-8__	Other Objects	42,500	3,378	45,878	3,652	0	42,226
45000	11-000-230-1__	Salaries	652,391	0	652,391	307,223	345,168	0
45040	11-000-230-331	Legal Services	275,000	15,832	290,832	68,086	222,747	0
45060	11-000-230-332	Audit Fees	66,000	0	66,000	438	65,563	0
45070	11-000-230-333	Expenditure & Internal Control Audit Fee	10,000	0	10,000	0	10,000	0
45080	11-000-230-334	Architectural/Engineering Services	50,000	230,020	280,020	41,962	229,635	8,423
45100	11-000-230-339	Other Purchased Professional Services	172,500	0	172,500	5,996	135,000	31,504
45140	11-000-230-530	Communications/Telephone	250,000	0	250,000	105,426	136,040	8,533
45160	11-000-230-585	BOE Other Purchased Services	1,000	0	1,000	0	0	1,000

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

Page 7 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	165,200	3,968	169,168	77,185	12,177	79,807
45200	11-000-230-610	General Supplies	10,000	137	10,137	1,074	218	8,845
45260	11-000-230-890	Miscellaneous Expenditures	56,000	0	56,000	50,464	0	5,536
45280	11-000-230-895	BOE Membership Dues and Fees	1,000	0	1,000	0	0	1,000
46000	11-000-240-103	Salaries of Principals/Assistant Princip	1,862,758	0	1,862,758	859,988	1,002,770	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	618,902	0	618,902	305,522	313,380	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	16,850	69	16,919	59	1,569	15,291
46120	11-000-240-6__	Supplies and Materials	39,500	1,248	40,748	1,438	1,847	37,462
46140	11-000-240-8__	Other Objects	28,000	12,361	40,361	23,527	2,180	14,654
47000	11-000-251-1__	Salaries	1,299,570	0	1,299,570	591,466	708,104	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	93,733	23,507	57,960
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	95	17,095	4,138	5,998	6,959
47100	11-000-251-6__	Supplies and Materials	32,000	49	32,049	1,790	3,070	27,189
47180	11-000-251-890	Other Objects	11,200	0	11,200	2,184	462	8,554
47500	11-000-252-1__	Salaries	3,250,168	0	3,250,168	1,587,516	1,662,652	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	111,488	1,326,488	509,658	294,555	522,275
47580	11-000-252-6__	Supplies and Materials	270,000	432,350	702,350	606,123	52,251	43,976
47600	11-000-252-8__	Other Objects	5,000	0	5,000	1,465	165	3,370
48500	11-000-261-1__	Salaries	602,039	0	602,039	256,578	345,461	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	425,000	9,159	434,159	157,160	143,124	133,875
48530	11-000-261-421	Lead Testing of Drinking Water	0	368,876	368,876	360,069	8,808	0
48540	11-000-261-610	General Supplies	175,000	57,479	232,479	113,561	69,589	49,329
49000	11-000-262-1__	Salaries	2,991,573	0	2,991,573	1,431,738	1,537,123	22,712
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.	640,000	51,587	691,587	229,994	304,637	156,956
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	47,651	51,847	10,502
49140	11-000-262-520	Insurance	500,000	0	500,000	0	500,000	0
49160	11-000-262-590	Miscellaneous Purchased Services	2,500	140	2,640	708	696	1,236
49180	11-000-262-610	General Supplies	355,000	57,586	412,586	108,919	124,358	179,309
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	27,666	312,334	60,000
49220	11-000-262-622	Energy (Electricity)	1,300,000	0	1,300,000	415,288	884,712	0
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	(2,595)	20,000	12,595
49280	11-000-262-8__	Other Objects	15,000	212	15,212	6,437	1,030	7,745
50000	11-000-263-1__	Salaries	254,252	0	254,252	109,055	145,197	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	158	40,158	10,620	18,754	10,784
50060	11-000-263-610	General Supplies	5,000	0	5,000	3,777	732	491
51000	11-000-266-1__	Salaries	35,000	0	35,000	3,643	31,357	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	165,000	0	165,000	0	165,000	0
51060	11-000-266-610	General Supplies	5,000	0	5,000	0	2,970	2,030
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	516,734	0	516,734	164,018	352,716	0

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

Page 8 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	852	1,336	6,812
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	170,000	0	170,000	630	0	169,370
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	41	0	7,959
52460	11-000-270-8__	Other objects	3,000	0	3,000	379	150	2,471
71020	11-000-291-220	Social Security Contributions	1,315,000	0	1,315,000	438,062	785,087	91,851
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	610,000	0	610,000	0	610,000	0
71180	11-000-291-270	Health Benefits	9,270,117	0	9,270,117	3,880,820	4,942,062	447,236
71200	11-000-291-280	Tuition Reimbursement	120,000	0	120,000	30,515	9,670	79,815
71220	11-000-291-290	Other Employee Benefits	252,000	0	252,000	199,518	31,191	21,291
75500	12-000-100-73__	Undistributed Expenditures - Instruction	0	305,942	305,942	238,888	66,599	455
75560	12-000-21__-73__	Undist. Expend. - Supp Serv. - Related &	0	491,125	491,125	444,235	0	46,890
75600	12-000-220-73__	Undist. Expend. - Support Serv. - Inst.	0	5,400	5,400	2,760	2,614	26
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info	0	305,919	305,919	305,848	0	71
75720	12-000-262-73__	Undist. Expend. - Custodial Services	0	24,679	24,679	20,979	3,679	21
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro	0	111,555	111,555	14,505	96,721	329
75760	12-000-266-73__	Undist. Expend. - Security	0	116,746	116,746	0	116,746	0
75780	12-000-270-732	Undist. Expend. Student Trans. - Non-Ins	0	212,624	212,624	165,840	46,742	42
75860	12-____-00-73__	Special Schools (All Programs)	0	95,400	95,400	6,207	81,193	8,000
76040	12-000-400-334	Architectural/Engineering Services	0	5,820	5,820	3,314	2,506	0
76080	12-000-400-450	Construction Services	0	997,227	997,227	0	997,227	0
76200	12-000-400-800	Other Objects	10,000	0	10,000	0	0	10,000
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	47,894	0	47,894	0	0	47,894
77000	13-330-100-101	Salaries of Teachers	393,807	0	393,807	177,097	216,710	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series	10,600	(5,000)	5,600	3,378	1,282	940
77080	13-330-100-610	General Supplies	65,000	10,000	75,000	8,660	42,670	23,670
77100	13-330-100-640	Textbooks	18,000	521	18,521	3,243	3,223	12,055
77120	13-330-100-8__	Other Objects	7,500	0	7,500	2,693	2,408	2,399
77180	13-330-200-2__	Personnel Services - Employee Benefits	115,000	0	115,000	64,579	50,421	0
78000	13-4__-100-101	Salaries of Teachers	605,587	0	605,587	264,953	340,634	0
78120	13-4__-100-610	General Supplies	347,000	43,775	390,775	45,511	148,645	196,619
78200	13-4__-200-1__	Salaries	403,918	0	403,918	179,897	224,021	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits	155,000	0	155,000	98,463	56,537	0
78240	13-4__-200-3__	Purchased Professional and Technical Svc	15,600	0	15,600	0	5,000	10,600
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series	40,000	11,839	51,839	32,151	10,175	9,512
78280	13-4__-200-6__	Supplies and Materials	10,800	1,005	11,805	4,005	5,205	2,595
78300	13-4__-200-8__	Other Objects	9,500	(205)	9,295	4,702	0	4,594
81000	13-629-100-101	Salaries of Teachers	423,422	5,000	428,422	81,512	346,910	0
81120	13-629-100-610	General Supplies	28,500	15,874	44,374	295	28,971	15,108
81140	13-629-100-640	Textbooks	1,000	0	1,000	0	0	1,000

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

Page 9 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 10 General Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
81200	13-629-200-1__ Salaries	483,948	65,000	548,948	283,401	265,547	0
81220	13-629-200-2__ Personnel Services – Employee Benefits	200,000	0	200,000	96,227	75,719	28,054
81260	13-629-200-[4-5] Other Purchased Services (400-500 series	52,800	(9,880)	42,920	8,715	9,487	24,718
81280	13-629-200-6__ Supplies and Materials	12,000	990	12,990	990	5,567	6,433
81300	13-629-200-8__ Other Objects	4,000	0	4,000	2,469	1,021	510
83000	13-640-200-1__ Salaries	85,277	0	85,277	40,338	44,939	0
83020	13-640-200-6__ Supplies and Materials	44,000	0	44,000	395	41,078	2,527
Total		71,788,306	5,433,829	77,222,135	29,517,460	39,928,476	7,776,199

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

Page 10 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 20 Special Revenue Funds

Assets and Resources

Assets:

101	Cash in bank		(\$913,149.68)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$9,188.15	
142	Intergovernmental - Federal	\$109,416.75	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$118,604.90

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	\$9,934,202.81	
302	Less revenues	(\$1,153,585.16)	\$8,780,617.65

Total assets and resources

\$7,986,072.87

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$913,149.68)
411	Intergovernmental accounts payable - state		\$4,218.70
421	Accounts payable		\$26,684.40
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.24
	Other current liabilities		\$1,886.01
	Total liabilities		\$32,789.35

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$4,394,453.84
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$10,290,788.68	
602	Less: Expenditures	(\$2,337,505.16)	
	Less: Encumbrances	(\$4,037,867.97)	(\$6,375,373.13)
	Total appropriated		\$8,309,869.39

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$356,585.87)
	Total fund balance		\$7,953,283.52
	Total liabilities and fund equity		<u>\$7,986,072.87</u>

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

Page 12 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$10,290,788.68	\$6,375,373.13	\$3,915,415.55
Revenues	(\$9,934,202.81)	(\$1,153,585.16)	(\$8,780,617.65)
Subtotal	<u>\$356,585.87</u>	<u>\$5,221,787.97</u>	<u>(\$4,865,202.10)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$5,221,787.97</u>	<u>(\$4,865,202.10)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$5,221,787.97</u>	<u>(\$4,865,202.10)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$5,221,787.97</u>	<u>(\$4,865,202.10)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$356,585.87</u>	<u>\$5,221,787.97</u>	<u>(\$4,865,202.10)</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00830	Total Revenues from Federal Sources	9,610,000	254,786	9,864,786	1,108,168	Under	8,756,618
Total		9,630,000	304,203	9,934,203	1,153,585		8,780,618
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	20,000	60,175	80,175	1,166	26,145	52,864
88120	Vocational Education	20,000	(20,000)	0	0	0	0
88140	Other	320,000	222,629	542,629	329,676	145,298	67,655
88740	Total Federal Projects	9,270,000	397,985	9,667,985	2,006,663	3,866,425	3,794,897
Total		9,630,000	660,789	10,290,789	2,337,505	4,037,868	3,915,416

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

Page 14 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00775 20-441[1-6] Title I	170,000	35,959	205,959	0	Under	205,959
00780 20-445[1-5] Title II	35,000	23,898	58,898	12,780	Under	46,118
00785 20-449[1-4] Title III	10,000	(10,000)	0	0		0
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	3,110	Under	521,470
00810 20-4430 Vocational Education	890,000	(20,000)	870,000	0	Under	870,000
00815 20-4440 Adult Basic Education	1,100,000	351,721	1,451,721	303,427	Under	1,148,294
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,610,000	(280,297)	6,329,703	605,785	Under	5,723,918
00822 20-4532 Coronavirus Relief Fund (CRF) Grant	0	95,573	95,573	95,573		0
00825 20-4___ Other	320,000	8,352	328,352	87,493	Under	240,859
Total	9,630,000	304,203	9,934,203	1,153,585		8,780,618

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	20,000	60,175	80,175	1,166	26,145	52,864
88120 20-___-___ Vocational Education	20,000	(20,000)	0	0	0	0
88140 20-___-___ Other	320,000	222,629	542,629	329,676	145,298	67,655
88500 20-___-___ Title I	170,000	35,959	205,959	86,690	87,705	31,565
88520 20-___-___ Title II	35,000	23,898	58,898	55,930	0	2,968
88540 20-___-___ Title III	10,000	(10,000)	0	0	0	0
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	265,189	179,405	79,987
88640 20-___-___ Vocational Education	870,000	0	870,000	98,040	740,251	31,709
88660 20-___-___ Adult Education	1,100,000	351,721	1,451,721	407,111	877,704	166,906
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,610,000	(148,746)	6,461,254	1,098,368	1,907,209	3,455,677
88700 20-___-___ Other	0	0	0	(21,945)	0	21,945
88706 20-479-___-___ CRF Grant Program	0	95,573	95,573	17,281	74,152	4,140
Total	9,630,000	660,789	10,290,789	2,337,505	4,037,868	3,915,416

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

Page 15 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 30 Capital Projects Funds

Assets and Resources

Assets:

101	Cash in bank		(\$230,827.32)
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

\$3,621,152.93

Resources:

301	Estimated revenues	\$7,040,477.35	
302	Less revenues	(\$2,790,250.91)	\$4,250,226.44

Total assets and resources

\$7,640,552.05

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

Page 16 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$230,827.32)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$4,165,066.62
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$9,594,583.02		
602	Less: Expenditures	(\$1,486,709.56)		
	Less: Encumbrances	(\$1,610,960.95)	(\$3,097,670.51)	\$6,496,912.51
	Total appropriated			\$10,661,979.13

Unappropriated:

770	Fund balance, July 1			(\$467,321.41)
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$2,554,105.67)
	Total fund balance			\$7,640,552.05
	Total liabilities and fund equity			<u>\$7,640,552.05</u>

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

Page 17 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,594,583.02	\$3,097,670.51	\$6,496,912.51
Revenues	(\$7,040,477.35)	(\$2,790,250.91)	(\$4,250,226.44)
Subtotal	<u>\$2,554,105.67</u>	<u>\$307,419.60</u>	<u>\$2,246,686.07</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,554,105.67</u>	<u>\$307,419.60</u>	<u>\$2,246,686.07</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,554,105.67</u>	<u>\$307,419.60</u>	<u>\$2,246,686.07</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,554,105.67</u>	<u>\$307,419.60</u>	<u>\$2,246,686.07</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,554,105.67</u>	<u>\$307,419.60</u>	<u>\$2,246,686.07</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	7,040,477	7,040,477	2,790,251	Under	4,250,226
Total		0	7,040,477	7,040,477	2,790,251		4,250,226
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	9,594,583	9,594,583	1,486,710	1,610,961	6,496,913
Total		0	9,594,583	9,594,583	1,486,710	1,610,961	6,496,913

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

Page 19 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
		0	7,040,477	7,040,477	2,790,251	Under	4,250,226
Total		0	7,040,477	7,040,477	2,790,251		4,250,226
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000	30-___-___-73_ Capital Project Equipment	0	442,500	442,500	0	0	442,500
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	336,755	336,755	37,636	260,652	38,467
89080	30-000-4__-45_ Construction Services	0	6,525,611	6,525,611	1,165,102	1,178,425	4,182,085
89100	30-000-4__-61_ General Supplies	0	1,544,774	1,544,774	166,480	141,971	1,236,323
89180	30-000-4__-8_ Other Objects	0	744,942	744,942	117,492	29,913	597,537
Total		0	9,594,583	9,594,583	1,486,710	1,610,961	6,496,913

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

Page 20 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 40 Debt Service Funds

Assets and Resources

Assets:

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

Total assets and resources

\$0.00

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

Page 21 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

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

Unappropriated:

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

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

Page 22 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 40 Debt Service Funds

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

Page 24 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 60 CAFETERIA

Assets and Resources

Assets:

101	Cash in bank		(\$38,506.80)
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

\$152,502.00

Resources:

301	Estimated revenues	\$865,000.00	
302	Less revenues	(\$6,649.74)	\$858,350.26

Total assets and resources

\$972,345.46

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

Page 25 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 60 CAFETERIA

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$38,506.80)
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		\$664.00
	Other current liabilities		\$201,155.80
	Total liabilities		\$212,191.80

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$600,122.70
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	\$865,000.00	
602	Less: Expenditures	(\$104,846.34)	
	Less: Encumbrances	(\$600,122.70)	(\$704,969.04)
	Total appropriated		\$760,153.66

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$760,153.66
	Total liabilities and fund equity		<u>\$972,345.46</u>

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

Page 26 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$865,000.00	\$704,969.04	\$160,030.96
Revenues	(\$865,000.00)	(\$6,649.74)	(\$858,350.26)
Subtotal	<u>\$0.00</u>	<u>\$698,319.30</u>	<u>(\$698,319.30)</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>\$698,319.30</u>	<u>(\$698,319.30)</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>\$698,319.30</u>	<u>(\$698,319.30)</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>\$698,319.30</u>	<u>(\$698,319.30)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$698,319.30</u>	<u>(\$698,319.30)</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 60 CAFETERIA

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	6,650	Under	858,350
Total		865,000	0	865,000	6,650		858,350
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	104,846	600,123	160,031
Total		865,000	0	865,000	104,846	600,123	160,031

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	865,000	0	865,000	6,650	Under	858,350
Total	865,000	0	865,000	6,650		858,350

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	865,000	0	865,000	104,846	600,123	160,031
Total	865,000	0	865,000	104,846	600,123	160,031

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 61 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$814,691.49
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	\$329,056.76	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$329,056.76

Loans Receivable:

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

Other Current Assets

\$132,081.07

Resources:

301	Estimated revenues	\$2,901,200.00	
302	Less revenues	(\$1,265,426.85)	\$1,635,773.15

Total assets and resources

\$2,911,602.47

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	(\$0.40)
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$59,900.00
	Other current liabilities	\$1,056,626.71
	Total liabilities	\$1,116,526.31

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances	\$1,431,150.53
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	\$2,901,200.00
602	Less: Expenditures (\$1,106,123.84)	
	Less: Encumbrances (\$1,431,150.53)	(\$2,537,274.37)
	Total appropriated	\$1,795,076.16

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$1,795,076.16
	Total liabilities and fund equity	<u>\$2,911,602.47</u>

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

Page 31 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,901,200.00	\$2,537,274.37	\$363,925.63
Revenues	(\$2,901,200.00)	(\$1,265,426.85)	(\$1,635,773.15)
Subtotal	<u>\$0.00</u>	<u>\$1,271,847.52</u>	<u>(\$1,271,847.52)</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>\$1,271,847.52</u>	<u>(\$1,271,847.52)</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>\$1,271,847.52</u>	<u>(\$1,271,847.52)</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>\$1,271,847.52</u>	<u>(\$1,271,847.52)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,271,847.52</u>	<u>(\$1,271,847.52)</u>

Prepared and submitted by : _____

Board Secretary

_____ Date

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

Page 32 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	2,901,200	0	2,901,200	1,265,427	Under	1,635,773
Total	2,901,200	0	2,901,200	1,265,427		1,635,773
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	2,901,200	0	2,901,200	1,106,124	1,431,151	363,926
Total	2,901,200	0	2,901,200	1,106,124	1,431,151	363,926

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,901,200	0	2,901,200	1,265,427	Under	1,635,773
Total	2,901,200	0	2,901,200	1,265,427		1,635,773
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,901,200	0	2,901,200	1,106,124	1,431,151	363,926
Total	2,901,200	0	2,901,200	1,106,124	1,431,151	363,926

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

Page 34 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 62 INTERNAL SERVICE FUND

Assets and Resources

Assets:

101	Cash in bank		(\$411,684.32)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$18,300.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$18,300.00

Loans Receivable:

131	Interfund	\$3,076,490.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$3,076,490.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$2,203,200.00	
302	Less revenues	(\$70,845.08)	\$2,132,354.92

Total assets and resources

\$4,815,460.60

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

Page 35 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$411,684.32)
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			\$3,436,296.47
	Total liabilities			\$3,436,296.47

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$1,111,075.76
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$2,203,200.00		
602	Less: Expenditures	(\$988,118.28)		
	Less: Encumbrances	(\$1,111,075.76)	(\$2,099,194.04)	\$104,005.96
	Total appropriated			\$1,215,081.72

Unappropriated:

770	Fund balance, July 1		\$164,082.41	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$1,379,164.13
	Total liabilities and fund equity			<u>\$4,815,460.60</u>

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

Page 36 of 38
02/09/21 15:06

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,203,200.00	\$2,099,194.04	\$104,005.96
Revenues	(\$2,203,200.00)	(\$70,845.08)	(\$2,132,354.92)
Subtotal	<u>\$0.00</u>	<u>\$2,028,348.96</u>	<u>(\$2,028,348.96)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,028,348.96</u>	<u>(\$2,028,348.96)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,028,348.96</u>	<u>(\$2,028,348.96)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,028,348.96</u>	<u>(\$2,028,348.96)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,028,348.96</u>	<u>(\$2,028,348.96)</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 62 INTERNAL SERVICE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,203,200	0	2,203,200	70,845	Under	2,132,355
Total		2,203,200	0	2,203,200	70,845		2,132,355
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,203,200	0	2,203,200	988,118	1,111,076	104,006
Total		2,203,200	0	2,203,200	988,118	1,111,076	104,006

Starting date 7/1/2020 Ending date 12/31/2020 Fund: 62 INTERNAL SERVICE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,203,200	0	2,203,200	70,845	Under	2,132,355
Total	2,203,200	0	2,203,200	70,845		2,132,355

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,203,200	0	2,203,200	988,118	1,111,076	104,006
Total	2,203,200	0	2,203,200	988,118	1,111,076	104,006

Transfers by Transfer Number

Bergen County Vo-Tech Schools

Page 1 of 1

Start date 12/1/2020

End date 12/31/2020

02/10/21 13:26

TR#	Transfer Description	Amount	To Account	From Account
2775	12/03/20 :GRANTS SUPPLIES	800.00	13-416-200-610-GM SUPPLIES & MATERIALS	13-416-200-580-GM TRAVEL
		205.00	13-416-200-610-GM SUPPLIES & MATERIALS	13-416-200-890-GM OTHER OBJECTS
2783	12/14/20 :ADULT ED SUPPLIES	10,000.00	13-330-100-610-PS GENERAL SUPPLIES	13-629-200-500-DA OTHER PURCHASED SERVICES
2818	12/31/20 :CURRICULUM EQUIPMENT	2,600.00	12-000-221-732-DI EQUIPMENT	11-000-221-890-DI OTHER OBJECTS
2819	12/31/20 :TECHNOLOGY EQUIPMENT	15,600.00	12-000-252-732-DT EQUIPMENT	11-000-252-610-DT GENERAL SUPPLIES
		29,205.00	Report Total	

CORRECTIVE ACTION PLAN

NAME OF SCHOOL

BERGEN COUNTY TECHNICAL SCHOOLS

COUNTY

BERGEN

TYPE OF AUDIT

2019-20 ANNUAL AUDIT

DATE OF BOARD MEETING

February 23, 2021

CONTACT PERSON

JOHN SUSINO, BOARD SECRETARY

TELEPHONE NUMBER

201-343-6000

RECOMMENDATION
NUMBER

CORRECTIVE ACTION
APPROVED BY THE BOARD

METHOD OF
IMPLEMENTATION

PERSON RESPONSIBLE
FOR IMPLEMENTATION

COMPLETION DATE
OF IMPLEMENTATION

THERE ARE NO RECOMMENDATIONS


CHIEF SCHOOL ADMINISTRATOR

2/5/2021
DATE


BOARD SECRETARY

2/5/2021
DATE

21-F-114T



AIA®

Document G701™ – 2017

Change Order

PROJECT: (Name and address) Bergen County Technical Schools 200 Hackensack Ave Hackensack, NJ 07601	CONTRACT INFORMATION: Contract For: General Construction Date:	CHANGE ORDER INFORMATION: Change Order Number: 006 Date: January 15, 2021
OWNER: (Name and address) Bergen County Technical Schools 540 Farview Avenue Paramus, NJ 07652	ARCHITECT: (Name and address) AECOM 1255 Broad Street Suite 201 Clifton, NJ 07013	CONTRACTOR: (Name and address) GPC, Inc. 20 East Willow Street Millburn, NJ 07041

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Extra (\$701.00) - COR #23 - Both outlets on Fume Hood to be tamper proof GFI's; Splice box installed for future ATC Controls; Install an on-off switch to the Fume Hood.
2. Extra (\$1,505.00) - COR #24 - Furnish and install one Bosch 300T ES-4 Point of Use Hot Water electric mini tank to be installed in sink adjacent to dishwasher in Lab 254.

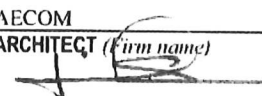

The original Contract Sum was	\$ 1,014,900.00
The net change by previously authorized Change Orders	\$ 91,220.43
The Contract Sum prior to this Change Order was	\$ 1,106,120.43
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,206.00
The new Contract Sum including this Change Order will be	\$ 1,108,326.43

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

AECOM ARCHITECT (Firm name)	GPC, Inc. CONTRACTOR (Firm name)	Bergen County Technical Schools OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Jim Sanders, Project Manager	Jerry Russano, Project Manager	John Susino, Business Administrator/Board Secretary
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
1/15/21	1/18/21	
DATE	DATE	DATE

SHARED SERVICES AGREEMENT
TECHNOLOGY SUPPORT SERVICES

THIS AGREEMENT made this 1st day of January, in the year Two Thousand Twenty one, by and between **Township of Springfield** (hereinafter referred to as "**Springfield**"), having offices located at 100 Mountain Avenue, Springfield, New Jersey 07081 and the Bergen County Technical Schools Board of Education (hereinafter referred to as the "**Bergen**"), having offices located at 540 Farview Avenue, Paramus, New Jersey 07652;

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

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

WHEREAS, Bergen and Springfield are of the opinion that the services of a level 1 technician and technology support services can be more efficiently and economically provided to each party through a joint agreement for the subcontracting of such services (hereinafter referred to as "the Agreement"); and

WHEREAS, the parties are desirous of entering into a shared services agreement which would authorize the subcontracting of the services of a network technician and technology support services by Bergen to provide a level 1 technician and technology support services to Springfield;

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

1. Services to be Performed

Bergen agrees to provide the services of a level 1 technician and technology support services to Springfield.

2. Standards and Scope of Performance

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

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

b. Bergen further agrees to provide Technology Support Services for the duration of this Agreement, technology support services to Springfield utilizing

experienced professional Information Technology Technicians in conjunction with an Online Helpdesk. Areas of service shall include:

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

3. Costs

a. Level One Technician Springfield shall pay Bergen Thirteen thousand five hundred dollars (\$13,500.00), which is the cost of the level one technician salary inclusive of benefits, for the services of the level one technician to be performed under this Agreement for the period beginning January 1, 2021 and ending December 31, 2021.

b. Technology Support Services Springfield shall pay Bergen thirty one thousand eight hundred dollars (\$31,800.00) for the services of the technology support services to be performed under this Agreement for the period beginning January 1, 2021 and ending December 31, 2021.

4. Duration

a. This Agreement shall commence on January 1, 2021 and shall end on December 31, 2021. This Agreement may be renewed by agreement of the parties for one (1) additional year on a yearly basis. Said renewal shall be in writing and approved by each party by formal resolution before becoming effective. The actual billing start date of said agreement will begin upon delivery of said services.

b. Springfield may terminate this Agreement if Bergen (1) persistently or repeatedly refuses or fails to perform the services required under this Agreement; (2) disregards laws, ordinances, rules, regulations or orders of a public authority having jurisdiction; or (3) otherwise commits a breach of this Agreement.

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

5. Payment Procedures

Bergen shall submit to Springfield a voucher for payment of the costs set forth in Paragraph 3 of this Agreement. Springfield shall reimburse Bergen in full within one month of receipt of final invoice.

6. Indemnification and Insurance

a. Springfield assumes all liability for, and agrees to indemnify and hold Bergen and its agents, servants, employees, students, guests, licensees and invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Springfield, its agents, servants or employees related to the performance of Springfield's obligations under the terms of this Agreement.

b. Bergen assumes all liability for, and agrees to indemnify and hold Springfield and its agents, servants, employees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Bergen, its agents, servants or employees related to the performance of Bergen's obligations under the terms of this Agreement.

c. Both parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other party to be designated on its policy as an additional insured.

7. Merger

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

8. Modification

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

9. Waiver

No waiver by either party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement. Neither party may waive any of its rights or any obligations of the other party or any provision of this Agreement except by an instrument in writing signed by that party.

10. Severability

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

11. Notice

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

For Bergen:

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

For Springfield:

Mr. John Bussiculo
Township Administrator
Township of Springfield
100 Mountain Avenue
Springfield, New Jersey 07081

12. Governing Law

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

13. Assignment

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

14. Section Headings

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

15. Counterparts

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

16. Public Inspection

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

17. Limitation of Employment


Springfield agrees that during the term of this Agreement, and for an additional period of one (1) year following the termination or expiration of this Agreement,

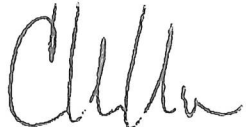
Springfield shall not directly or indirectly offer employment to, employ, seek the counsel of, or contract for services with any Bergen employees providing services under this Agreement during the term, or any renewal term, of this Agreement. This provision shall be construed by the parties as a covenant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

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

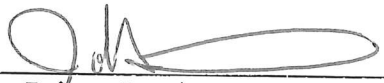
ATTEST:

Township of Springfield

By: 
John Bussiculo
Township Administrator


By: CHRIS WEBER, MAYOR

BERGEN COUNTY TECHNICAL
SCHOOLS BOARD OF EDUCATION

By: 
John Susino
Business Administrator/
Board Secretary


By: Mr. William Connelly
Board President

BCTS/BOSCC
ITA CONTRACT LOG

Board Resolution February 23, 2021

21-F-1267

<u>Account#</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>PO#</u>	<u>Client Name</u>	<u>Period</u>	<u>Obligation</u>	<u>Counselor</u>	<u>Hours</u>
20.825.130.324V1	Rutgers CCPD	7378	117012	ALCANTARA, Luciana	2/15/2021-5/1/2021	3,595.00	LT	220
20.831.130.324V1	Bergen Community (CE)	5600	117017	JADRANKO, Pajovic	2/2/2021-12/30/2021	4,000.00	DF	200
20.831.130.324V1	Bright Horizons	C183	117002	BELOUCIF, Oihida	1/18/2021-3/26/2021	4,000.00	DF	200
20.831.130.324V1	Christine Valmy Int'l	4466	117005	VERGARA, Vanessa	2/1/2021-5/6/2021	1,460.00	SR	219
20.831.130.324V1	Inst. For Contemporary	N184	117028	LARREA, Janet	2/1/2021-4/22/2021	4,000.00	LT	240
20.831.130.324V1	Ramapo	2672	117011	DOWD, Caroline	2/24/2021-5/24/2021	4,000.00	DF	96
20.831.130.324V1	Robotech	3876	117029	BERGOLD, Sean	2/8/2021-4/13/2021	4,000.00	SR	210
20.831.130.324V1	Rutgers EX	6166	117004	SCUTARO, Frank	1/25/2021-4/19/2021	3,495.00	DF	35
20.831.130.324V1	Wm Paterson	3950	117013	JIMENEZ, Cassandra	2/22/2021-5/14/2021	3,035.00	DF	330
20.831.130.324V1	Wm Paterson	3950	117013	THOMPSON, Linda	2/22/2021-5/14/2021	3,749.00	DF	240
20.831.130.324V2	HPI School Allied Health	V202	117030	VEGA, Kevin	2/8/2021-3/26/2021	1,575.00	SR	90
20.831.130.324V2	Jersey Tractor	U197	117023	BOSTICK, Aaron	1/18/2021-2/26/2021	4,000.00	SR	180
20.831.130.324V2	LasComp Inst	2174	117010	TOINE, Catherine	2/22/2021-5/14/2021	4,000.00	DF	240
20.831.130.324V2	Rutgers CCPD	7378	117012	SROCZYNSKI, Kevin	3/1/2021-4/24/2021	1,195.00	DF	155
20.831.130.324V2	Wm Paterson	3950	117013	ISAKHANIAN, Arous	2/20/2021-4/24/2021	1,974.00	SR	36
20.825.130.831V2	Jersey Tractor	U197	117023	JOYNER, Kameron	1/25/2021-3/5/2021	4,000.00	DF	180
20.825.130.831V2	Jersey Tractor	U197	117023	TLATELPA, Francisco	2/15/2021-3/26/2021	4,000.00	DF	180