

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

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

**June 24, 2021**

**AGENDA**

#	<b><u>ADMINISTRATION RESOLUTIONS</u></b>
<b>21-A-97T</b>	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
<b>21-A-98T</b>	Approval – Students Suspensions May 2021
<b>21-A-99T</b>	Approval - Professional Development Providers and Services 2020-2021 School Year
<b>21-A-100T</b>	Approval –Appointment Affirmative Action Officer/Compliance Officer
<b>21-A-101T</b>	Approval – Affirmative Action Team
<b>21-A-102T</b>	Approval – Comprehensive Equity Plan For 2021-2022 School Year
<b>21-A-103T</b>	Approval Of Superintendent Decision Regarding HIB Case
<b>21-A-104T</b>	Approval – Articulation Agreement – Bergen Community College and Bergen County Academies for 2021-2022 School Year
<b>21-A-105T</b>	Approval—One Reading-Board Of Education Regulation
<b>21-A-106T</b>	Approval - Second Reading Final Adoption Board Of Education Policies
<b>21-A-107T</b>	Approval - Deletion Of Board of Education Policies/Regulations
<b>21-A-108T</b>	Approval of Agreements with the State of New Jersey
<b>21-A-109T</b>	Approval Of Submission to NJ Department Of Education The District's "Safe Return Plan" As Required By The American Rescue Plan Elementary And Secondary School Emergency Relief Act Of 2021
<b>21-A-110T</b>	Approval – Articulation Agreement BCC and BCTS Paramus Campus
<b>21-A-111T</b>	Approval - Webinar Expenses
<b>21-A-112T</b>	Approval—Utilization Of The Bergen County Technical High School Baseball Field – Hackensack Campus
<b>21-A-113T</b>	Approval – Summer Programs for All BCTS Campuses
<b>21-A-114T</b>	Approval – Webinar Expenses (additional)
	<b><u>PERSONNEL RESOLUTIONS</u></b>
<b>21-P-165T</b>	Approval 2020-2021 Staff Appointments
<b>21-P-166T</b>	Approval – 2020-2021 Salary Reclassifications – Non-Certificated
<b>21-P-167T</b>	Approval – 2021-2022 Salary Reclassifications – Certificated
<b>21-P-168T</b>	Approval – 2021-2022 Salary Reclassifications – Non-Certificated
<b>21-P-169T</b>	Approval – 2021-2022 Reclassifications Status
<b>21-P-170T</b>	Approval – 2021-2022 Adult & Continuing Education Salary Guide and Services Staff
<b>21-P-171T</b>	Approval – 2021-2022 Day Care Center Substitutes
<b>21-P-172T</b>	Approval – 2021-2022 Emergency Medical Services Salary Guide and Emergency Medical Services Staff
<b>21-P-173T</b>	Approval – 2021-2022 District Substitutes
<b>21-P-174T</b>	Approval – 2021-2022 Fringe Benefits
<b>21-P-175T</b>	Approval – 2021-2022 Job Description
<b>21-P-176T</b>	Approval – 2021-2022 Staff Salaries
<b>21-P-177T</b>	Approval – 2021-2022 Staff Compensation Rate for Athletic Events
<b>21-P-178T</b>	Approval – 2021-2022 Stage Crew Salary Guide and Stage Crew Staff
<b>21-P-179T</b>	Approval – 2021-2022 Substitute Nurse Rate
<b>21-P-180T</b>	Approval – 2021-2022 Summer Work Authorization
<b>21-P-181T</b>	Approval – 2020-2021 Appointments Extra Duty/Extra

	Pay Positions and Other Hourly Appointments, and 2021-2022 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments and
21-P-182T	Approval – Leave of Absence
21-P-183T	Approval – Resignations
21-P-184T	Approval - Retirement
21-P-185T	Approval – Payment of Superintendent’s Merit Bonuses for 2020-2021
21-P-186T	Approval – Superintendent’s Merit Goals for 2021-2022
21-P-187T	Approval – BCTS Custodial Supervisors and Head Custodians Association MOU for the 2021-2024 Agreement
21-P-188T	Approval – 2021-2022 District Substitute Rates
	<b><u>FINANCE RESOLUTIONS</u></b>
21-F-194T	Approval-Payments Of Bills:
21-F-195T	Monthly Certification- April 2021 Board Secretary/School Financial Report
21-F-196T	Line Item Transfers – April 2021
21-F-197T	Approval – 2021-2022 Auditorium Rate Schedule
21-F-198T	Approval – Hourly Rates for Day Care 2021-2022
21-F-199T	Approval – EMS Training Tuition Rates 2021-2022
21-F-200T	Approval – Authorize Transfer into Capital Reserve Account
21-F-201T	Approval – Authorize Transfer into the Maintenance Reserve Account
21-F-202T	Approval – Award Contract for Strauss Esmay Associates, LLC.
21-F-203T	Approval – Disposal of Surplus Property BCTS
21-F-204T	Approval – Shared Services Agreement; Technology Support for Northvale Public Schools
21-F-205T	Approval – Shared Services Agreement; Technology Support for Lincoln Park Public Schools
21-F-206T	Renewal – Contract to Provide Non-scheduled Transportation Services for BCTS
21-F-207T	Approval – Award of Contract to Furnish and Deliver NewTek TriCaster TC1 and Bigfoot Mobile Cart System for BCTS
21-F-208T	Approval – Award of Contract to Furnish and Deliver Educational supplies for the 2021-2022 School Year: Physical Education/Athletics
21-F-209T	Renewal of contract to Provide Maintenance and Repair Services for Vicon Video Surveillance Security Systems for BCTS
21-F-210T	Approval – Architectural/Engineering Services – Auto Engineering Classroom/Lab and Main Office Renovations at Teterboro Campus
21-F-211T	Approval – Award of Contract for Dental Insurance for BCTS 2021-2023
21-F-212T	Approval – Cooperative Pricing System Agreement with NJSBA ACES
21-F-213T	Award of Contract to Furnish and Deliver Wilson PRO 4300 Enterprise Cell Signal Boosting System for Teterboro Campus
21-F-214T	Award of Contract to Provide Temporary Back-Up On-Call Registered Nursing Services for BCTS
21-F-215T	Approval – Architectural/Engineering Services for Bio-Tech Research Wing at the Academies
21-F-216T	Approval Of Proposed Project(S) Or Program(S) And Application For Federal, State and/or Private Funds
21-F-217T	Approval Of Proposed Project(S) Or Program(S) And Application For Federal, State and/or Private Funds
21-F-218T	Refusal To Submit Application For Special Federal, State and/or Private Funds
21-F-219T	Refusal To Submit Application For Special Federal, State and/or Private Funds
21-F-220T	Approval - Acceptance Of Special State And Federal Funds
21-F-221T	Approval - Acceptance Of Special State And Federal Funds
21-F-222T	Approval—WIOA Formula Individual Training Account Log 7/1/20-6/30/21
21-F-223T	Approval – Professional Services To Provide A Feasibility Study For Upgrades To The Field - Paramus Campus

<b>21-F-224T</b>	Approval – Professional Services To Provide Interior Renovations At Adult Education Building In Hackensack, NJ Vendor: Di Cara/Rubino Architects
<b>21-F-225T</b>	Approval – Professional Services To Design Portion of The Automotive Classroom At The Paramus Campus Vendor: Di Cara/Rubino Architects
<b>21-F-226T</b>	Approval – Professional Mechanical/Engineering Services To Provide Inventory and Evaluation of The HVAC Equipment at BCTS Locations.
<b>21-F-227T</b>	Award of Construction Contract To Murray Paving And Concrete For Various Construction Projects Throughout BCTS
<b>21-F-228T</b>	Award Of Contract To Provide Annual Testing And Inspection Services For Fire Alarm Systems At Various Locations Throughout BCTS Commencing July 1, 2021, For A One-Year Period, With The Option To Renew
<b>21-F-229T</b>	Approval – Temporary School Budget and Appropriations for BCTS for the school year 2021-2022
<b>21-F-230T</b>	Approval – Payment Of Bills July and August 2021 Bergen County Technical School District

ADMINISTRATION

21-A-97T      APPROVAL—WIA/WFJ/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 May 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFJ/FS/GA</u>
165 Clients	17 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
7 Clients	0 Clients	2 Clients

2.      LEVELS OF SERVICE: Adults      7/1/20-5/31/21

Placed in Training	189
Workforce Learning Link Basic Skills	256
Workforce Learning Link Soft Skills	262

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

3.      FINANCIAL SUMMARY: As of May 31, 2021

	<u>% Obligated    % Total Budget Funding Distribution</u>	
<u>WIOA</u>		
Adult	52%	21%
Dislocated Worker	66%	33%
Youth Out-of-School	63%	15%
Work First New Jersey (WFJ)	67%	21%
Workforce Learning Link	62%	2%
Smart Steps	0%	0%
Program Administration	84%	8%

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

4.      Plant Closings: Virtual Rapid Response May 2021: None

21-A-98T

**APPROVAL—REPORT OF STUDENT SUSPENSIONS**

**RESOLUTION**

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

May 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-99T

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

**RESOLUTION**

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

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

NAME	SERVICE	RATE	DATE
Apex Learning	12 month enrollment subscription for digital curriculum and courses district wide 2021-2022 school year	\$14,000.00 (grant funded)	2021-2022
Pear Deck, Inc.	Subscription for interactive platform connecting teachers and students district wide 2021-2022 school year	\$9,369.99 (grant funded)	2021-2022
Theresa M. Thiry (Terry) Expert Series Guest	Costume Designer	\$1500.00/trimester	Trimester 1 & 2
Janet Hughes – Expert Series Guest	Costume Designer	\$1500.00/trimester	Trimester 1 & 2
Sarah Brett England-Expert Series Guest	Musical Theatre Workshop Accompanist	\$1500.00/trimester	Trimester 3
Jennifer Carr – Expert Series Guest	Production Supervisor & Lighting Designer	\$2,000.00/trimester	Trimester 1
		\$2000.00/trimester 2	
Rebekah Gould – Expert Series Guest	Lighting Designer	\$1500.00/trimester 3	Trimester 2 & 3
Ryan Howell	Scenic Designer	\$2000.00/trimester	Trimester 2
Christine Beidel	Costume Designer	\$1500.00/trimester	Trimester 2
Esther Fridman, M.D.	10 psychiatric evaluations	\$625.00	2020-2021

NAME	SERVICE	RATE	DATE
Learn Well Education	Home Instruction for ATHS Student	\$50.00/hour	5/18/21-6/14/21
Frontline Technologies	5 Licenses for online training for teacher evaluations	\$1,670.00	2021-2022
That Guy with the Puzzles LLC	Curriculum planning and consultation for Institute for Interactive Design at NV	\$1200.00	2021-2022
Altice Media Solutions	Advertising for Adult Education: Business Administration and Advanced Manufacturing Classes	\$13,000.00	2021-2022
Formative	Subscription plan for 700 students, teachers and administration	\$4,874.00	2021-2022
Headspace	12 month University Program	\$5,320.00	2021-2022

**21-A-100T      APPOINTMENT- AFFIRMATIVE ACTION OFFICER/COMPLIANCE OFFICER**

**RESOLUTION**

WHEREAS the District is required to appoint an Affirmative Action Officer and one or more individuals to ensure compliance with federal educational equity laws and regulations under Title IV, Title VI and Title IX;

BE IT RESOLVED the Board of Education hereby appoints Tara Bohan, Director of Instruction (BCSS), to serve as the Affirmative Action Officer/Compliance Officer: Title IV/Title VI/Title IX for the Bergen County Vocational Schools, and to perform all duties associated with this role, for the 2021-2022 school year.

TB/AM

**21-A-101T      APPROVAL – AFFIRMATIVE ACTION TEAM**

**RESOLUTION**

WHEREAS, the State of New Jersey has required each district to establish an Affirmative Action Team to assist in the development of the District's Three Year Comprehensive Equity Plan; and

WHEREAS, the team needs the approval of the District's Board of Education;

BE IT RESOLVED, the following recommended staff members be appointed as members of the District's Affirmative Action Team for 2021-2022 School Year:

- Tara Bohan, Director of Instruction/District Affirmative Action Officer
- Richard Panicucci, Assistant Superintendent of Curriculum and Instruction
- Gary Hall, Director of Human Resources
- Paula Coppola, Human Resources Manager
- Grants and Contracts Administrator TBD
- William Muller, District Athletic Director
- Marie Bogdanowich, Student Assistance Counselor, Building Level AAO, Paramus Campus
- Nancy Scully-Sytsma, Student Assistance Counselor, Building Level AAO, Bergen Academies
- Laura Nardelli, Student Assistance Counselor

TB: am

**21-A-102T      APPROVAL – COMPREHENSIVE EQUITY PLAN FOR 2021-2022 SCHOOL YEAR**

**RESOLUTION**

BE IT RESOLVED, that the Board of Education hereby approves the continued implementation of the 2019-2022 Comprehensive Equity Plan (CEP) for the academic year 2021-2022 and the attached completed Statement of Assurance.

TB: am

**21-A-103T      APPROVAL OF SUPERINTENDENT DECISION REGARDING HIB CASE**

**RESOLUTION**

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

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

WHEREAS, at the meeting of the Board held on May 25, 2021, the Superintendent reported on the following matters to the Board of Education:

BCTS School Year 2020-2021 HIB Case #2

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

**21-A-103T      APPROVAL – ARTICULATION AGREEMENT – BERGEN COMMUNITY COLLEGE AND BERGEN COUNTY ACADEMIES FOR 2021-2022 SCHOOL YEAR**

**Resolution**

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

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

RP: AS/am

**21-A-105T      APPROVAL—ONE READING—BOARD OF EDUCATION REGULATION**

**RESOLUTION**

BE IT RESOLVED, that the Board of Education discuss and entertain public comment on the following attached Board of Education Regulation and agrees to adapt this regulation after one reading;

**REGULATIONS – ONE READING ONLY**

**Section 7000 – Property**

R7425M            Lead Testing of Water in Schools

**21–A–106T            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 May 25, 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 0000 – Bylaws**

0164.6M            Remote Public Board Meetings During a Declared Emergency

**Section 1000 – Administration**

1620M            Administrative Employment Contracts  
1643M            Family Leave

**Section 2000 – Program**

2415M            Every Student Succeeds Act  
2415.02M        Title I – Fiscal Responsibilities  
2415.05M        Student Surveys, Analysis and/or Evaluations  
2415.20M        Every Student Succeeds Act Complaints

**Section 5000 – Students**

5330.01M        Administration of Medical Cannabis

**Section 6000 – Finances**

6360M            Political Contributions

**Section 8000 – Operations**

8330M            Student Records  
8420M            Emergency and Crisis Situations



**21-A-107T                    APPROVAL - DELETION OF BOARD OF EDUCATION POLICIES/REGULATIONS**

**RESOLUTION**

BE IT RESOLVED, that the Board of Education authorizes the deletion of the **attached** Board of Education policies and regulations;

**ABOLISHED POLICIES AND REGULATIONS**

**POLICIES:**

1649M	Federal Families First Coronavirus (COVID-19) Response Act
2415.01M	Academic Standards, Academic Assessments and Accountability
2415.03M	Highly Qualified Teachers
3431.1M	Family Leave
4431.1M	Family Leave
3431.3	New Jersey's Family Leave Insurance Program
4431.3	New Jersey's Family Leave Insurance Program
7430M	School Safety

**REGULATIONS:**

R7430M	Student Safety
R 7430.1M	Supervision of Student Safety
R7430.2M	Safety Procedures

**21-A-108T                    APPROVAL OF AGREEMENTS WITH STATE OF NEW JERSEY**

**RESOLUTION**

WHEREAS, the State of New Jersey seeks to perform temporary sidewalk work and construction on U.S. Route 46 in Teterboro, New Jersey on the real property owned by the Board of Education where the Bergen County Technical High School – Teterboro Campus is located and has a need to enter into the real property to complete such construction and any required restoration work; and

WHEREAS, the State of New Jersey and District have entered into agreements in principle and memorialized the in a written Temporary Sidewalk Agreement and a written Right of Entry to in the forms collectively annexed hereto;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby ratifies and approves the aforementioned agreements with the State of New Jersey, subject to the final review of the Board of Education attorney; and

BE IT FURTHER RESOLVED that the Board President, Superintendent of Schools and School Business Administrator be and hereby are authorized to take such lawful action on behalf of the Board of Education to effectuate the terms of this Resolution.

**21-A-109T      APPROVAL OF SUBMISSION TO THE NEW JERSEY DEPARTMENT OF EDUCATION THE DISTRICT'S "SAFE RETURN PLAN" AS REQUIRED BY THE AMERICAN RESCUE PLAN ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF ACT OF 2021 (ARP ESSER)**

**RESOLUTION**

WHEREAS, on March 11, 2021 President Joseph Biden signed into law PL 117-2 the American Rescue Plan Act ("ARP") of 2021 which includes additional funding of the Elementary and Secondary School Emergency Relief Fund ("ESSER") whose said purpose is supporting local educational agencies ("LEAs") in preparing for and responding to the impact of the COVID-19 on educators, students, and families; and

WHEREAS, Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the district website a "*Safe Return Plan*" identifying the district's blueprint for the safe return to in-person instruction and continuity of service for all district schools; and

WHEREAS, Section 2001(i)(2) requires that an LEA seek public comment and take those comments into account in finalization of its plan; and

WHEREAS, Section 2001(i)(1) of the ARP Act also requires each LEA that receives ARP ESSER funds to submit plan to its state educational authority by June 24, 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the District's *Safe Return Plan* to the State of New Jersey, Department of Education.

**21-A-110T      APPROVAL – ARTICULATION AGREEMENT – BERGEN COMMUNITY COLLEGE AND BERGEN COUNTY TECHNICAL SCHOOLS – PARAMUS CAMPUS FOR 2021-2022 SCHOOL YEAR**

**Resolution**

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

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

RP: AS/am

**21-A-111T      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.

<b>Campus</b>	<b>Employee</b>	<b>Destination</b>	<b>Cost (excludes taxes)</b>	<b>Dates</b>
Paramus	Joe Pantano, Rosario Maceri and John Colaneri	ASE Instructor Training Conference (Virtual)	\$450.00	7/26/21-7/30/21
Paramus	Chris Capodice	Online Course OSHA for General Industry	\$150.00	7/1/21
Paramus	Chris Capodice	Online Course: Designing & Implementing student training Plans	\$225.00	7/1/21
Academy	Laura Hynes	Annual Virtual School Health Conference (Virtual)	\$150.00	10/20/21

**21-A-112T      APPROVAL—UTILIZATION OF THE BERGEN COUNTY TECHNICAL HIGH SCHOOL BASEBALL FIELD – HACKENSACK CAMPUS**

**RESOLUTION**

BE IT RESOLVED, that approval is granted for the use of the Bergen County Technical School baseball field at the Hackensack Campus for the following event:

- Baseball Camp: July 12, 2021 – July 16, 2021

WM/am

**21-A-113T      APPROVAL – SUMMER PROGRAMS FOR ALL BCTS CAMPUSES**

**RESOLUTION**

WHEREAS, the Board of Education recognizes the impact that COVID-19 has had on the education of District students in particular the limited “hands on instruction” due to remote and hybrid instruction; and

WHEREAS, the Board of Education and administration seek to provide students with programs to support and enhance skills that may have been limited during hybrid and remote instruction;

NOW BE IT RESOLVED, that the Board of Education approves the following summer programs that offer students an opportunity to engage in hands-on projects that were not possible during the period of remote and hybrid instruction. The program will be offered at all four campuses and will be funded by Perkins Grant funds and ESSR II grants.

- CTE Enrichment Program – July 6, 2021-July 30, 2021
- Academic Remediation Program – July 6, 2021-August 6, 2021

**21-A-114T      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.

<b>Campus</b>	<b>Employee</b>	<b>Destination</b>	<b>Cost (excludes taxes)</b>	<b>Dates</b>
Paramus	Bridget Sorem	School Safety Specialist Training, Hamilton, NJ	\$278.84	8/10/21-8/13/21

## DUAL ENROLLMENT ARTICULATION AGREEMENT

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

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

*And*

**Bergen County Academies**  
500 Hackensack Avenue, Hackensack, NJ

This articulation has been agreed upon for the following Bergen Community College course equivalencies:\*

<u>High School</u>	<u>College</u>	<u>Course Code</u>
<b>Into to Computer Science</b>	<b>Intro to Programming</b>	<b>Inf-103, 3 credits</b>

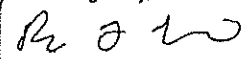
These courses will be offered to students who are prepared to meet rigorous academic requirements and demonstrate the ability to successfully complete the course. These courses carry the equivalent number of college credits that traditional college students receive for taking the course(s) at the college:

1. The course will be taught by high school faculty with appropriate credentials\*. The qualification of prospective dual enrollment teachers will be determined by the Bergen Community College Chair in consultation with the Bergen Community College's Divisional Dean, thus ensuring the Bergen Community College's Academic Department's requirements for teaching the college level course. Professional development hours will be granted to the instructors for their participation in this program.
2. In the event that the pre-approved teacher is no longer conducting the dual enrolled class, at that time, the high school must submit the proper documentation in the form of transcripts and curriculum vitae in order to approve that teacher's replacement. College credit will be granted only upon approval of replacement teacher's credentials.
3. The high school agrees to incorporate the course content, assignments, assessments *and* expected outcomes contained in the BCC syllabus into their classroom curriculum. The dual enrollment courses must be conducted in accordance with the posted college schedule. To fulfill the requirement of the credit contact hours, the duration of each course must match or exceed the number of weeks per semester established by the college.

4. Students taking an English or Mathematics course must complete the applicable subject prerequisites for dual enrollment, as governed by the particular inter-institutional course, with a grade of "C" or better. A transcript reflecting the satisfactory completion of the prerequisite must be attached to the registration form.
5. The dual enrollment staff of Bergen Community College will conduct semi-annual classroom observations and/or meetings with the high school teacher to review the course syllabus and collect samples of completed assignments and assessments.
6. Students will be charged for the course, if they opt for college credits, at 50% of the currently applicable tuition rate based on the geographical location of the school district or school at the time of registration plus a one-time registration fee. Students who qualify for free and reduced lunch will be responsible for only the registration fee pursuant to N.J. statute 18A:61C-6.
7. The high school must adopt the grading scale used by the College. Grades for the inter-institutional courses will be reflected on Bergen Community College's Spring semester transcript. Faculty must enter student grades according to the attached BCC grading scale and policy. All final grades must be submitted on the course roster by the deadline provided.
8. The partnership school is responsible for annually notifying all parents and students of the opportunities to earn college credit through dual enrollment including but not limited to providing information describing the program and the online process of applying and registering for the inter-institutional courses.
9. Credits and degrees will be only be granted in accordance with the academic policies and regulations described in the current Bergen Community College Catalog which can be found at [www.bergen.edu](http://www.bergen.edu). The partnership school bears the responsibility of ensuring that the students are registered for the correct corresponding course offered through the Dual Enrollment Program as set forth in this Agreement. Students must register within the prescribed registration dates. Students must be actively attending the dual enrolled course in order to receive college credit.
10. The duration of this agreement is for the **2021-2022 academic year** and each year the two parties will meet to discuss renewal arrangements. The high school must submit a course curriculum, together with documentation supporting teacher eligibility, prior to June 30 for the forthcoming year.

**Bergen Community College**

DocuSigned by:

  
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Dr. Brock Fisher

Vice President of Academic Affairs

**Bergen County Academies**



School/District Administrator

Date: 6/7/2021

Date: 6/7/21

*\*Master's Degree in Appropriate Subject Area or Professional Competency in Vocational/Technology Preparatory Courses as approved by BCC Divisional Dean/Chair*

# DUAL ENROLLMENT

## ARTICULATION AGREEMENT

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

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

*And*

**Bergen County Technical School, 275 Pascack Road  
Paramus, NJ**

This articulation has been agreed upon for the following Bergen Community College course equivalencies:\*

<u>High School</u>	<u>College</u>	<u>Course Code</u>
Two-Dimensional Design	Two-Dimensional Design	Art-122, 3 credits
Drawing Fundamentals	Drawing Fundamentals	Art-124, 3 credits
Landscape Design	Landscape Plants & Materials	Hrt-104-2 credits
Horticulture	Principles of Landscaping	Hrt-113, 3 credits
Fund. of Restaurant Management	Intro to Hospitality Management	Hrm-101, 3 credits
ServSafe Sanitation	Food Protection	Hrm-102, 3 credits
Culinary Pastry Arts	Introduction to Baking	Hrm-110, 3 credits
Intro to Computer Technologies	PC Upgrade, Maintenance & Diagnostics	Inf-108, 3 credits
Medical Terminology	Medical Terminology	Moa-140, 3 credits
English Comp I w/focus on World Lit.	English Composition I	Wrt-101, 3 credits

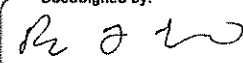
These courses will be offered to students who are prepared to meet rigorous academic requirements and demonstrate the ability to successfully complete the course. These courses carry the equivalent number of college credits that traditional college students receive for taking the course(s) at the college:

1. The course will be taught by high school faculty with appropriate credentials\*. The qualification of prospective dual enrollment teachers will be determined by the Bergen Community College Chair in consultation with the Bergen Community College's Divisional Dean, thus ensuring the Bergen Community College's Academic Department's requirements for teaching the college level course. Professional development hours will be granted to the instructors for their participation in this program.
2. In the event that the pre-approved teacher is no longer conducting the dual enrolled class, at that time, the high school must submit the proper documentation in the form of transcripts and curriculum vitae in order to approve that teacher's replacement. College credit will be granted only upon approval of replacement teacher's credentials.
3. The high school agrees to incorporate the course content, assignments, assessments and expected outcomes contained in the BCC syllabus into their classroom curriculum. The dual enrollment courses must be conducted in accordance with the posted college's schedule. To fulfill the requirements of the credit contact hours, the duration of each course must match or exceed the number of weeks per semester established by the college..

4. Students taking an English or Mathematics course must complete the applicable subject prerequisites for dual enrollment, as governed by the particular inter-institutional course, with a grade of "C" or better. A transcript reflecting the satisfactory completion of the prerequisite must be attached to the registration form.
5. The dual enrollment staff of Bergen Community College will conduct semi-annual classroom observations and/or meetings with the high school teacher to review the course syllabus and collect samples of completed assignments and assessments.
6. Students will be charged for the course, if they opt for college credits, at 50% of the currently applicable tuition rate based on the geographical location of the school district or school at the time of registration plus a one-time registration fee. Students who qualify for free and reduced lunch will be responsible for only the registration fee pursuant to N.J. statute 18A:61C-6.
7. The high school must adopt the grading scale used by the College. Grades for the inter-institutional courses will be reflected on Bergen Community College's Spring semester transcript. Faculty must enter student grades according to the attached BCC grading scale and policy. All final grades must be submitted on the course roster by the deadline provided.
8. The partnership school is responsible for annually notifying all parents and students of the opportunities to earn college credit through dual enrollment including but not limited to providing information describing the program and the online process of applying and registering for the inter-institutional courses.
9. Credits and degrees will only be granted in accordance with the academic policies and regulations described in the current Bergen Community College Catalog which can be found at [www.bergen.edu](http://www.bergen.edu). The partnership school bears the responsibility of ensuring that the students are registered for the correct corresponding course offered through the Dual Enrollment Program as set forth in this Agreement. Students must register within the prescribed registration dates. Students must be actively attending the dual enrolled course in order to receive college credit.
10. The duration of this agreement is for the **2021-2022 academic year** and each year the two parties will meet to discuss renewal arrangements. The high school must submit a course curriculum, together with documentation supporting teacher eligibility, prior to June 30 for the forthcoming year.

**Bergen Community College**

DocuSigned by:



FF943F152A38448

Dr. Brock Fisher

Vice President of Academic Affairs

Date: 6/15/2021

**Bergen County Technical School**

\_\_\_\_\_  
District/School Administrator

Date: \_\_\_\_\_

*\*Master's Degree in Appropriate Subject Area or Professional Competency in Vocational/Technology Preparatory Courses as approved by BCC Divisional Dean/Chair*



REGULATIONS  
ONE READING ONLY

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

## REGULATION

Section:     **PROPERTY**  
Number:       **R7425M**

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

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The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds and shall test the school drinking water quality in accordance with N.J.S.A. 58:12A-1 through 12A-39 (The Safe Drinking Water Act), N.J.A.C. 7:10 (Safe Water Drinking Act Rules), and N.J.A.C. 6A:26-6 (Planning and Construction Standards for School Facilities).

The District shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility in accordance with the provisions of N.J.A.C. 6A:26-12.4.

### **I.     Testing of Drinking Water**

#### **A.     Schedule**

- 1.     Sampling shall be conducted in accordance with a lead sampling plan, which shall include:**
  - a.     A plumbing survey for each facility that identifies how water enters and flows through each facility; the types of plumbing materials used in the facility, such as the service line, piping, solder, and fixtures; drinking water outlets where students or staff have, or may have, access; and point of use treatment, such as drinking water filters;**
  - b.     The names and responsibilities of all individuals involved in sampling; and**
  - c.     The following sampling procedures:**
    - i.     Samples shall be taken after water has remained undisturbed (stagnated) in the school pipes for at least eight (8) hours, but no more than forty-eight (48) hours before the sample is taken.**

assist in the District's compliance with the sampling and analysis requirements of this regulation.

**C. Designated Statewide Required Testing**

1. Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets as provided in Section I.B.1. above in the designated statewide required testing year, which shall be every third (3<sup>rd</sup>) school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year:
  - a. By no later than June 30 of the designated statewide required testing year, the Board shall test all drinking water outlets. Sampling shall be prioritized, such that buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead shall be sampled first in accordance with the sampling plan; and
  - b. The Board shall sample test for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.
2. If the Board tests drinking water outlets for lead more frequently than the three-year cycle set forth in Section I.C.1. above, the notification requirements set forth in Section II.B.2. below shall apply.
  - a. If drinking water outlets are tested more frequently in accordance with Section I.C.2. above, the Board shall make the most recent results for each facility available on the Board's website.

**D. Statement of Assurance**

The Board shall submit to the NJDOE by June 30 each year a statement of assurance that lead testing was completed, that notifications were provided, and that alternative drinking water sources continue to be made available in accordance with N.J.A.C. 6A:26-12.4.

**E. Exception from Testing Requirements**

1. The Board may request an exemption from the testing requirements set forth in Section I.B. above, if it can demonstrate

- c. The measures taken to ensure that an alternative drinking water source has been made available to all students and staff members at the school(s) where the water outlet(s) is located; and
  - d. Information regarding the health effects of lead.
- C. Test results of all water samples shall remain publicly available in accordance with the timeline established by the Department of the Treasury in the Records Retention Schedule.

### **III. Reimbursement**

- A. The Board shall be eligible to be reimbursed for the water supply testing and analysis conducted pursuant to Section I.C. above, after July 1, 2021, as approved by the NJDOE and subject to available funds.
- B. To be eligible to receive reimbursement the Board shall complete and submit to the NJDOE a reimbursement application on a form, or in a format, supplied by the NJDOE.
  - 1. The NJDOE will make the reimbursement application available on its website.
- A. If the District conducts additional testing in a year other than the statewide required testing school year as set forth in Section I.C. above, the District shall not be eligible for reimbursement.

### **IV. Failure to Comply**

- A. Failure to comply with any requirement of N.J.A.C. 6A:26-12.4, Policy No. 7425M, and this regulation may result in any of the following:
  - 1. The Board's disqualification for reimbursement pursuant to Section III. above;
  - 2. The NJDOE's initiation of an investigation by the Office of Fiscal Accountability and Compliance; and
  - 3. The Commissioner's withholding of state aid pursuant to N.J.A.C. 6A:2-1.2.

Issued (BCTS):

Issued (BCSS):

# POLICIES

## SECOND READING

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

## POLICY

**Section: BYLAWS**  
**Number: 0164.6M**

**Title: REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY**

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**I. Purpose – N.J.A.C. 5:39-1.1**

- A. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6M is to ensure that the Board of Education can conduct official public business in an open and transparent manner whenever a declared emergency requires the Board of Education to conduct a public meeting without physical attendance by members of the public.
- B. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents the Board of Education from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 through 4-21 (Open Public Meetings).

**II. Definitions – N.J.A.C. 5:39-1.2**

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the words and terms listed below have the following meanings, unless the context clearly indicates otherwise:

- A. “Adequate notice” shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 through 39-1.7, and to the extent not otherwise set forth at N.J.A.C. 10:4-8, the notice transmitted to at least two (2) newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.
- B. “Annual notice” means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 through 39-1.7, the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.

- K. “Remote public meeting” means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 through 1.7.
- III. Circumstance Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3
- A. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 through 4-21, the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with member of the public present.
  - B. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to state and/or federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
    - 1. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.
  - C. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- IV. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
- A. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
    - 1. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty (50)

notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.

2. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.

F. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.

1. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the School Business Administrator/Board Secretary by electronic mail and in written letter form by a reasonable deadline.
2. The Board shall accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
3. The Board shall impose a reasonable time limit, where permitted by law, of five (5) minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.

G. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.

1. Any electronic communications platform or Internet -accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
2. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.



- I. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through an SOC2 audit report.
  1. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through an SOC2 audit report.
- V. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5
  - A. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
  - B. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and Section V.C. below.
    1. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and Section V.A. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.
      - a. If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an Internet presence.
      - b. Unless otherwise prohibited by the declared emergency, the content of the electronic notice also shall be posted on the main access door of the building where the public would routinely attend public meetings of the Board in person. The notice must be viewable from the outside.
  - C. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:

- G. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
1. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
  2. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
    - a. Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or
    - b. Requiring decision during the remote public meeting due to imminent time constraints; or
  3. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
    - a. The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in holding of the meeting;
    - b. That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
    - c. The time, place, and manner in which notice of the meeting was provided; and
    - d. Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason when such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.

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

## POLICY

**Section: ADMINISTRATION**  
**Number: 1620M**

**Title: ADMINISTRATIVE EMPLOYMENT CONTRACTS**

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The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1 (Automatic reappointment of superintendent; exceptions), Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts, and other districts, except charter schools, within the county under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

### **TIMING OF CONTRACT REVIEW AND APPROVAL**

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 (Notice of proposed contract term changes for certain school officials; time for notice; hearing) and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including, but not limited to N.J.S.A. 18A:30-3.5 (Restrictions on payment of supplemental compensation for accumulated unused sick leave; exceptions), 18A:30-9 (Accrued vacation leave; restrictions upon carry-over of unused leave), 18A:17-15.1 (Appointment of superintendents; terms), and 18A:11-12 (Travel and expenditures; definitions; policies and procedures; application to charter schools).

### **PUBLIC NOTICE AND HEARING**

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A:3.1 (Review of employment contracts for superintendents, assistant superintendents, and school

reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.

3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the District with other teaching staff members, such as payment of the employee's state or federal taxes, or of the employee's contributions to FICA, Medicare, state pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three (3) months pay for every year remaining on the contract with proration for partial years, not to exceed twelve (12) months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the District.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007, and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007, as well as unused vacation leave accumulated prior to June 8, 2007, that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

must conform to N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffer.

13. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1, which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by a regionally accredited college or university as defined in applicable regulations.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this policy may be appealed to the Commissioner of Education pursuant to the procedures set forth in N.J.A.C. 6A:3, Controversies and disputes.

Legal references: *N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11*

*N.J.A.C. 6A:3 (Controversies and Disputes); 6A:23A-7 through 23A-7.13*

Adopted (BCTS): 8/31/11 Rev.:  
Adopted (BCSS): 8/23/11 Rev.:

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

## POLICY

**Section: ADMINISTRATION**  
**Number: 1643M**

**Title: FAMILY LEAVE**

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The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve (12) weeks leave in a twenty-four (24) month period and FMLA provides twelve (12) weeks leave in a twelve (12) month period.

### I. New Jersey Family Leave Act

#### A. Definitions Relative to New Jersey Family Leve Act

1. "Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.
2. "Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child or a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.
3. "Eligible employee" means any individual employed by the same employer for twelve (12) months or more, who has worked one thousand (1,000) or more base hours during the preceding twelve (12) month period.
4. "Employer" includes the state, any political subdivision hereof, and all public offices, agencies, boards, or bodies.

- d. Any period of incapacity due to pregnancy, or for prenatal care;
  - e. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
  - f. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
  - g. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
9. "Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.
10. "State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

B. Reasons for NJFLA Leave

1. A staff member may take NJFLA leave to provide care made necessary by reason of:
- a. The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
  - b. The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
  - c. The serious health condition of a family member of the staff member; or

4. This policy shall serve as notice to all staff members of the method chosen in Section I.C.3. above. This method shall be applied consistently and uniformly to all staff members.

If the Board transitions to another method, the Board is required to give at least sixty (60) days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve (12) weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

5. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
6. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

#### D. Types of NJFLA Leave

1. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

Staff members must provide the Board with written notice after submitting oral notice in emergent circumstances.

2. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.
  - a. A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty (30) days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.



- ii. The staff member provides the Board with prior notice of not less than fifteen (15) calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

The staff member may provide notice less than fifteen (15) days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;
  - iii. The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the District and, if possible, provide the District, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and
  - iv. The staff member provides the Board with a copy of the certification outlined in Section I.E.3. below.
- c. In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
- i. The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
  - ii. The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the District and, if possible, provide the District prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
  - iii. A staff member provides the Board with a copy of the certification outlined in Section I.E.4. below.
- d. Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to

a staff member was regularly scheduled prior to such NJFLA leave.

- c. The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

E. Certification

1. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
  - a. The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
  - b. The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.
  - c. The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.
  - d. The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
2. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
3. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
  - a. The date, if known, on which the serious health condition commenced;

or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination and the probable duration of the determination; or

- c. For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

- 6. The Board shall not use the certification requirements as outlined in Section I.E. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

F. Denial or Exemption of NJFLA Leave

1. Denial of NJFLA Leave

- a. The Board may deny NJFLA leave to a staff member if:
  - i. A staff member is a salaried staff member who is among the highest paid five percent (5%) of the Board's staff members or the seven (7) highest paid staff members of the Board, whichever is greater;
  - ii. The denial is necessary to prevent substantial and a grievous economic injury to the Board's operations; and
  - iii. The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
- b. The provisions of Section I.F.1.a. above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health

Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

2. Multiple Leaves of Absence

Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

J. New Jersey Family Leave Insurance Program (NJFLI)

1. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
2. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.
3. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The District administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.
4. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the District worksites and in a place or places accessible to all employees at the worksite.
5. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent or his or her designee of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex marriage or common law marriage.

8. “Week” or “Workweek” means the number of days a staff member normally works each calendar week.

B. Qualifying Reasons for FMLA Leave

1. A staff member may take FMLA leave to provide care made necessary:
  - a. For the birth of a son or daughter of a staff member and in order to care for such son or daughter;
  - b. For the placement of a son or daughter with a staff member for adoption or foster care;
  - c. In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
  - d. For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
2. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112 (Qualifying reasons for leave; general rule).
3. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

C. Staff Member Eligibility

1. A staff member is eligible for up to twelve (12) weeks of FMLA leave in a twelve (12) month period.
2. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve (12) months by the Board and employed for at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the FMLA leave.

- a) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in Section II.D.2.a.i. above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.
  - b) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
  - c) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
- ii. For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
  - iii. To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
  - iv. For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.
  - v. For FMLA leave taken after the birth of a healthy child or placement of a health child for adoption or foster care, only if the Board agrees.

The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

- c. The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
- d. When planning medical treatment, a staff member must consult with the Superintendent or his or her designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

Staff members are ordinarily expected to consult with the Superintendent or his or her designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

- e. Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.
  - f. Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
2. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or his or her designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.
- a. It is expected a staff member will give notice to the Superintendent or his or her designee within not more than one or two (2) business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
  - b. A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

#### F. Outside Employment During FMLA Leave

- 1. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a

- b. Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.
- 5. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.
- 6. If an instructional staff member begins FMLA leave more than five (5) weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - a. The FMLA leave will last three (3) weeks; and
  - b. A staff member would return to work during the three-week period before the end of the semester.
- 7. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five (5) week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - a. The FMLA leave will last more than two (2) weeks; and
  - b. The staff member would return to work during the two (2) week period before the end of the semester.
- 8. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three (3) week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five (5) working days.
- 9. An example of FMLA leave falling within the situations outlined in Sections II.G.6., and II.G.8. above:

If a staff member plans two (2) weeks of FMLA leave to care for a family member which will begin three (3) weeks before



condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

2. The Board shall require a staff member to furnish certification at the time a staff member gives notice of the need for FMLA leave or within five (5) business days thereafter, or, in the case of unforeseen FMLA leave, within five (5) business days after the FMLA leave commences.
  - a. The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
  - b. A staff member must provide the requested certification to the Board within fifteen (15) calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen (15) calendar days to return the requested certification.
3. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets for the following information:
  - a. The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
  - b. The approximate date on which the serious health condition commenced, and its probable duration;
  - c. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.

Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals

5. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

6. If the opinions of a staff members and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

J. Reinstatement Following FMLA Leave

1. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

- a. A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
- b. The requirement that a staff members restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

2. Denial of Reinstatement

- a. A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

- b. The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.

notice explaining the FMLA's provision and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

- i. The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
  - ii. The poster and the text will be large enough to be easily read and contain fully legible text.
  - iii. Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of Section II.K.
- b. The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
  - c. Access to and/or distribution of this policy shall serve as District notice to staff members of their rights pursuant to 29 CFR §825 et seq.

## 2. Eligibility Notice

When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five (5) business days, absent extenuation circumstances.

## 3. Designation Notice

- a. The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five (5) business days absent extenuating circumstances.
- b. If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff

D. Processing of Complaints

1. New Jersey Family Leave Act

Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. ((Law Against Discrimination) and N.J.A.C. 13:4 (Law and Public Safety; Rules of Practice and Procedure) through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

2. Federal Family and Medical Leave Act (FMLA)

- a. If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or his or her designee.
- b. A staff member also may file, or have another person file on his or her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
- c. This policy shall be posted on the District's website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the District during the school year.

Legal references: *29 CFR §785 (Hours Worked); 29 CFR §825 et seq. (The Family and Medical Leave Act of 1993)*

*N.J.S.A. 10:5-1 (Law Against Discrimination); 34:11B-1 through 11B-16 (Family Leave Act)*

*N.J.A.C. 13:14-1 through 14-16 (Rules Pertaining to the Family Leave Act)*

Adopted (BCTS):  
Adopted (BCSS):

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## POLICY

**Section: PROGRAM**  
**Number: 2415M**

**Title: EVERY STUDENT SUCCEEDS ACT**

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The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides federal funds to help all New Jersey school children to achieve a high quality education. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by federal funds allocated under the ESSA and the District will comply with the requirements of all the programs authorized by the ESSA.

The District may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

### APPLICATION PROCEDURE

The District will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The District's application shall include all information required by the NJDOE and the ESSA for the District to be considered for funding under the ESSA.

### COVERED PROGRAMS

Formula grants under the ESSA are non-competitive grants for which school districts are eligible based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

### TITLE I

The largest federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the state's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

## **STUDENT SURVEYS, ANALYSIS AND/OR EVALUATIONS**

The Protection of Pupil Rights Amendment (PPRA) applies to districts that receive federal funding from the USDOE. The District will comply with the requirements as outlined in Policy No. 2415.5M – Student Surveys, Analysis and/or Evaluations, in accordance with the PPRA.

## **UNSAFE SCHOOL CHOICE OPTION**

In the event there is a school in the District designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the District will comply with the requirements of Policy No. 2415.6M – Unsafe School Choice Option, in accordance with the NJDOE and the ESSA.

## **PROPERTY**

Property acquired with Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with state and federal guidelines.

## **CAPITAL EXPENSES**

The Superintendent or his or her designee will assure the District abides by New Jersey's Public Contracts Law; consult with appropriate private school officials prior to making any decisions regarding capital expenses; ensure that funds received to cover capital expenses provide equitable Title I services to private school students; ensure that accounts for any capital funding are separately maintained; and assure lease purchase agreements are consistent with applicable statutes and administrative codes.

## **POST-AWARD REQUIREMENTS**

The District will maintain all project records for five (5) years following the completion of the activity for which the funds were used. The District will prepare and submit all reports as required by the NJDOE in a timely manner.

## **SUPPLEMENT, NOT SUPPLANT**

Grant funds provided under federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such funds, be made available from state and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

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## POLICY

**Section: PROGRAM**  
**Number: 2415.02M**

**Title: TITLE I – FISCAL RESPONSIBILITIES**

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The Board of Education of the Bergen County Technical School District will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act (ESSA).

### **MAINTENANCE OF EFFORT**

To be in compliance with the requirements of the ESEA of 1965 as amended by the ESSA, the Board of Education will maintain either a combined fiscal effort per student or aggregate expenditures of state and local funds with respect to the provision of the free public education by the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent (90%) of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

### **COMPARABILITY WITH MULTIPLE SCHOOLS**

To be in compliance with the requirements of the ESEA of 1965 as amended by the ESSA, the Board of Education directs the Superintendent or his or her designee to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among the schools in the District. The District will ensure that state and local funds are used to provide comparable services for Title I and non-Title I schools.

### **COMPARABILITY OF MATERIALS AND SUPPLIES**

To be in compliance with the requirements of the ESEA of 1965 as amended by the ESSA, the Board of Education directs the Superintendent or his or her designee to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among the schools in the District.

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## POLICY

Section: **PROGRAM**  
Number: **2415.05M**

**Title: STUDENT SURVEYS, ANALYSIS AND/OR EVALUATIONS**

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The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education. This District receives such funding.

### CONSENT

The PPRA requires written consent from parents of unemancipated minor students and students who are eighteen (18) years old or emancipated minor students (eligible students) before such students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the student or the student’s parent(s);
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and members of the clergy;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); and
9. Social security number.



## PPRA CONSENT/OPT OUT VIOLATIONS

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the United States Department of Education.

Legal references:     *The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98)*

*Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act*

Adopted (BCTS): 10/27/04   Rev.: 5/25/05   Rev.:  
Adopted (BCSS): N/A

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## POLICY

Section:  
Number: **PROGRAM  
2415.20M**

**Title: EVERY STUDENT SUCCEEDS ACT COMPLAINTS**

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The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). The Board of Education shall adopt a policy and written procedures for resolving a written complaint presented by an individual or organization that alleges violations in the administration of the ESSA programs as identified by the New Jersey Department of Education (NJDOE).

This Policy No. 2415.20M – Every Student Succeeds Act Complaints and Regulation No. R2415.20M – Every Student Succeeds Act Complaints, establish the requirements for resolving complaints presented by an individual or organization that:

- A school, the District, or other agency authorized by the District or by the NJDOE violated the administration of education programs authorized by the ESEA as amended by the ESSA; and/or
- The NJDOE violated the administration of education programs required by the ESEA as amended by ESSA.

### COMPLAINTS

A complaint shall be written and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter; the facts supporting the alleged violation as understood by the complainant at the time of submission; and any supporting documentation.

### COMPLAINT PROCEDURES

A complaint alleging that a school of the District, the District itself, or other agency authorized by the District or the NJDOE violated the administration of a program must be submitted to the Superintendent of the District or his or her designee. The District employee in charge of resolving the complaint shall be responsible for coordinating the investigation of the complaint. He or she shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation by the District, the complainant must submit a written complaint to the Executive County

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

## POLICY

**Section: STUDENTS**  
**Number: 5330.01M**

**Title: ADMINISTRATION OF MEDICAL CANNABIS**

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The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22 (Medical cannabis in nonpublic schools; authorization of parents, guardians, and designated caregivers to administer; provisions), must adopt a policy authorizing parents, and primary caregivers to administer medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical cannabis to the student while on school grounds aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 through 6I-30 (Jake Honig Compassionate Use Medical Cannabis Act), this policy and Regulation No. R5330.01M – Administration of Medical Cannabis.

### **REQUIREMENTS – STUDENT USER AND DESIGNATED CAREGIVER**

A student enrolled in the District must be authorized to engage in the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 through 6I-30 and that the parent or designated caregiver be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I through 6I-30. The student and the designated primary caregiver(s) must complete registration with the Cannabis Regulatory Commission in accordance with the requirements of N.J.S.A. 24:6I-4 (Registry of qualifying patients and designated caregivers; identification card; registration requirements; application and renewal).

### **SUBMISSION OF WRITTEN REQUEST**

The parent of the student authorized to engage in the medical use of cannabis must submit a written request with supporting documentation to the Principal, Program Administrator, or his or her designee requesting approval to have a designated caregiver(s) assist in the administration of medical cannabis to the qualifying student while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, Program Administrator, or his or her designee, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical cannabis to the qualifying student patient. The medical use of cannabis by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal, Program Administrator, or his or her designee is provided to the parent.

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## POLICY

**Section:** FINANCES  
**Number:** 6360M

**Title:** POLITICAL CONTRIBUTIONS

### POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of Seventeen Thousand Five Hundred and 00/100 Dollars (\$17,500.00), regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity [at least ten (10) days prior to award]; and
2. A Business Registration Certificate (anytime prior to award);

### DEFINITIONS

“Business entity” means a for-profit entity that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association, or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction.

The \$17,500.00 contract amount is not related to the Board’s bid threshold and does not exempt the District from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500.00 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500.00 in a District’s fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under state law from making political contributions. However, because the PCD form reflects contributions made by partners,

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## POLICY

**Section: OPERATIONS**  
**Number: 8330M**

**Title: STUDENT RECORDS**

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The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the District's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the New Jersey State Board of Education, other authorized administrative directive, and those records permitted by the Board. No liability shall be attached to any member, officer, or employee of this Board for the furnishing of student records in accordance with law and rules.

### POLICY REGULATIONS

The Superintendent or his or her designee shall prepare, present to the Board for approval, and distribute regulations that implement this policy and conform to applicable state and federal law and rules of the New Jersey State Board of Education.

### GENERAL CONSIDERATIONS

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The District shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable state and federal laws and local policies shall be made available upon request. The District shall make every effort to notify parents and adult students in their dominant language.

A nonadult student may assert rights of access only through his or her parent(s). However, nothing in N.J.A.C. 6A:32-7.1 through 32-7.8 (Student Records) shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or any other person.

No. 8330M and Regulation No. R8330M, both titled Student Records, which will list such permitted records.

## **MAINTENANCE AND SECURITY OF STUDENT RECORDS**

The Superintendent or his or her designee shall be responsible for the security of student records maintained in the District. Policy No. 8330M and Regulation No. R8330M, both titled Student Records, assure that access to such records is limited to authorized persons only.

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

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

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

## **ACCESS TO STUDENT RECORDS**

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten (10) days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

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

## **RECORD REPRODUCTION COSTS**

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

## RETENTION AND DISPOSAL OF STUDENT RECORDS

A student's record is considered to be incomplete and not subject to the provisions of N.J.S.A. 47:3-15 through 3-32, Destruction of Public Records Law, while the student is enrolled in any of the District's schools. The District shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

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

Upon graduation or permanent departure of a student from the District, the parent or adult student shall be notified in writing that a copy of the entire student's record will be returned to the sending district. Information in student records, other than that describe in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:7.8(c)2.

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

## PRESERVATION OF STUDENT RECORDS

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

Legal references:     FEDERAL

*20 USC §1232g (Family Educational Rights and Privacy Act (FERPA))*

*20 U.S.C. §8528 (Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act (ESEA) of 1965)*

*34 CFR 99 (FERPA Regulation)*

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## POLICY

**Section: OPERATIONS**  
**Number: 8420M**

**Title: EMERGENCY AND CRISIS SITUATIONS**

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

### **COOPERATION AMONG DISTRICT AND AGENCIES**

The Superintendent or his or her designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the District's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 through A:9-77 (The Domestic Security Preparedness Act), and the Commissioner of Education. These plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

### **REQUIRED DISTRIBUTION OF SCHOOL SAFETY AND SECURITY PLAN**

A copy of the District's school safety and security plan shall be disseminated to all District employees. New employees shall receive a copy of the District's safety and security plan, as appropriate, within sixty (60) days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

### **MANDATORY IN-SERVICE TRAINING**

The District shall develop and provide an in-service training program for all District employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the District's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty (60) days of



Legal references: *N.J.S.A. 2C:33-3 (False public alarms; annual report); 18A:41-1 through 41-5 (Fire Drills and Fire Protection); 18A:41-7 (Employee training relative to safety and security)*

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

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

Cross references: 8468 – Emergency (Crisis) Response

Adopted (BCTS): 10/17/01 Rev.: 5/25/05 Rev.: 11/3/10 Rev.: 7/13/11 Rev.:  
Adopted (BCSS): 1/23/02 Rev.: 5/25/05 Rev.: 10/20/10 Rev.: 7/26/11 Rev.:

# POLICIES/REGULATIONS DELITION

# **ABOLISHED**

## **BCSS JUNE 22, 2021**

**BCTS JUNE 24, 2021**

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

### **POLICY**

**Section: ADMINISTRATION**  
**Number: 1649M**

**Title: FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19)  
RESPONSE ACT**

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#### **EXPLANATION**

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) was effective April 1, 2020, and expired December 31, 2020. This federal law and this policy provided extended Federal Family Leave with pay and emergency paid sick leave for specific reasons related to COVID-19. The FFCRA has expired and employers are no longer required to comply with the provisions of the law. However, an employer may provide these benefits on a voluntary basis.

This policy requiring paid leave should be abolished.

#### **THE POLICY**

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020, through December 31, 2020.

- I. Emergency Family and Medical Leave Expansion Act (EFMLEA)
  - A. Definitions – For purposes of the EFMLEA:

provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the District's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

2. Paid Leave for Subsequent Days

- a. An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten (10) days.
- b. The paid leave for an employee shall be calculated based on:
  - i. An amount that is not less than two-thirds ( $2/3$ ) of an employee's regular rate of pay (as determined under Section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
  - ii. The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under Section I.B.1.d., below).
- c. In no event shall such paid leave exceed Two Hundred and 00/100 Dollars (\$200.00) per day and Ten Thousand and 00/100 Dollars (\$10,000.00) in the aggregate.
- d. Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:
  - i. Subject to Section I.B.2.d.ii., below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
  - ii. If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

equivalent employment benefits, pay, and other terms and conditions of employment.

- iv. If the reasonable efforts of the employer under Section I.B.4.a.iii., above fail, the employer makes reasonable efforts during the period described in Section I.B.4.b., below to contact the employee if an equivalent position described in Section I.B.4.a.iii., above becomes available.

b. Contact Period

- i. The period described under Section I.B.4., above is the one-year period beginning on the earlier of:
  - a) The date on which the qualifying need related to a public health emergency concludes; or
  - b) The date that is twelve (12) weeks after the date on which the employee's leave under the EFMLEA commences.

II. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or telework due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in Section II.A., below cannot be taken with any other paid leave time provided by the employer.

A. Definitions

- 1. For purposes of the EPSLA and this policy:
  - a. "Employee" means an individual who is employed by a private employer with fewer than five hundred (500) employees and public employers with a least one employee.
  - b. "Employer" means a private person or entity that employs fewer than five hundred (500) employees and public employers that employ at least one employee.
  - i. "Covered employer" includes any person engaged in commerce or in any industry or activity affecting commerce that:

- a) Five Hundred Eleven and 00/100 Dollars (\$511.00) per day and Five Thousand One Hundred Ten and 00/100 Dollars (\$5,110.00) in the aggregate for a use described in Section II.B.1.a., b., or c. below; and
  - b) Two Hundred and 00/100 (\$200.00) per day and Two Thousand and 00/100 Dollars (\$2,000.00) in the aggregate for a use described in Section II.B.1.d., e., or f. below.
- f. "Required Compensation" subject to Section II.A.1.e.ii., above, the employee's "required compensation: shall be not less than the greater of the following:
  - i. The employee's regular rate of pay (as determined under Section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
  - ii. The minimum wage rate in effect under Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
  - iii. The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.
  - iv. Subject to Section II.A.1.e.ii., above, with respect to any paid sick time provided for any use described in Section II.B.1.d., e., or f., below, the employee's required compensation shall be two thirds (2/3) of the amount described in Section II.A.1.f., above.
- g. "Varying Schedule Hours Calculation" means in the case of a part-time employee described in Section II.C.2.b., below, whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken paid sick time under Section II.B.1., below, the employer shall use the following in place of such number:
  - i. Subject to Section II.A.1.g.ii., below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.

3. Paid sick time under the EPSLA shall not carry over from one year to the next.

D. Employer's Termination of Paid Sick Time

Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under Section II.B.1., above.

E. Prohibition

An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

F. Use of Paid Sick Time

1. The paid sick time under Section II.B.1., above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
2. Sequencing Leave Time
  - a. An employee may first use the paid sick time under Section II.B.1., above for the purposes described in the EPSLA.
  - b. An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under Section II.B.1., above.

G. Notice

1. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirement described in the EPSLA.
2. Not later than seven (7) days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of Section II.G.1., above.

- b. To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

K. Guidelines

Not later than fifteen (15) days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

L. Reasonable Notice

- 1. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- 2. The request for such leave shall be submitted to the Superintendent or his or her designee, who may request documentation from the employee in support of the emergency paid sick leave.
- 3. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- 4. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information; the name of the child being cared for; the name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

M. Regulatory Authorities

- 1. The Secretary of Labor shall have the authority to issue regulations for good cause under Sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
  - a. To exempt small businesses with fewer than fifty (50) employees from the requirements of Section II.B1.e. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and



# TO BE ABOLISHED

- ☒ **BERGEN COUNTY TECHNICAL SCHOOLS**  
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## POLICY

Section: PROGRAM  
Number: 2415.01M

Title: **ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS AND  
ACCOUNTABILITY**

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### EXPLANATION

NCLB included specific accountability requirements for schools to meet adequate yearly progress (AYP) and specific mandated corrective actions for a school that did not meet AYP. The ESSA eliminates these requirements and permits states to develop their own accountability system to be included in the state's plan that must be submitted and approved by the USDOE. New Jersey's accountability system has been approved by the USDOE and incorporated by reference in Policy No. 2415M – Every Student Succeeds Act. Therefore, the accountability requirements of NCLB are no longer applicable and this policy should be abolished.

### THE POLICY

~~The No Child Left Behind Act of 2001 (NCLB), a reauthorization of the Elementary and Secondary Education Act (ESEA), requires New Jersey to implement a single accountability system to include challenging academic content and academic achievement standards. The accountability requirements under NCLB were built on the foundation of the former Improving America's Schools Act (IASA).~~

~~To meet the federal requirements, New Jersey has adopted the New Jersey Single Accountability System. State assessments in language arts literacy and mathematics are based on the New Jersey Core Curriculum Content Standards. All students enrolled in New Jersey public schools, plus all student subgroups, must meet the proficiency benchmarks to ensure the goal of 100% proficiency. Students must score either "proficient" or "advanced proficient" on the assessments to be counted toward meeting the benchmarks.~~

~~Schools are evaluated using adequate yearly progress (AYP) indicators. Student achievement is determined by grade span (Elementary School – grades three (3) through five (5), Middle School – grades six (6) through eight (8), and High School – grades nine (9) through twelve (12) and in each content area. There are indicators that must be met~~

~~Year 4 — Corrective Action: A school that does not make AYP for four (4) consecutive years in the same content area is identified as a school in corrective action. The title I school must continue to offer intradistrict school choice and SES, notify parents and legal guardians of the school's status, revise its school improvement plan (Title I Unified Plan), and receive technical assistance from the District and the NJDOE.~~

~~The District must take at least one of the following corrective actions:~~

- ~~1. Provide, for all relevant staff, appropriate, scientifically research-based professional development that is likely to improve academic achievement of low-performing students.~~
- ~~2. Institute a new curriculum grounded in scientifically-based research and provide appropriate professional development to support its implementation.~~
- ~~3. Extend the length of the school year or school day.~~
- ~~4. Replace the school staff who are deemed relevant to the school not making adequate progress.~~
- ~~5. Significantly decrease management authority at the school.~~
- ~~6. Restructure the internal organization of the school.~~
- ~~7. Appoint one or more outside experts to advise the school how to revise and strengthen the improvement plan it created while in school improvement status and how to address the specific issues underlying the school's continued inability to make AYP.~~

~~Year 5 — Planning for Restructuring: A Title I school that does not make AYP for five (5) consecutive years in the same content area must plan to restructure. The restructuring plan is implemented at the beginning of the following school year if the school continues to miss AYP benchmarks and moves to Year 6. During the planning year, the Title I school must continue to offer intradistrict school choice and SES, notify parents and legal guardians of the school's status and invite parent/legal guardian input during the restructuring process, and receive technical assistance from the District and the NJDOE. The technical assistance design for a school being restructured emphasizes the following:~~

- ~~1. The importance of improving instruction by using strategies grounded in scientifically-based research so that all children in the school achieve proficiency in the core academic subjects of language arts and mathematics.~~

~~Legal references: *No Child Left Behind Act of 2001, §1111*~~

Adopted (BCTS): 10/27/04 Rev.: 10/25/12 Abolished:  
Adopted (BCSS): N/A

☒ BCTS Policy No. 2415.01M  
☐ BCSS Policy No. N/A

# TO BE ABOLISHED

☒ **BERGEN COUNTY TECHNICAL SCHOOLS**

☐ **BERGEN COUNTY SPECIAL SERVICES**

## POLICY

Section: **PROGRAM**  
Number: **2415.03M**

Title: **HIGHLY QUALIFIED TEACHERS**

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### EXPLANATION

ESSA no longer requires that teachers meet the "highly qualified teacher" definition in the NCLB Act. New Jersey's teacher certification requirements satisfy the teacher certification requirements of ESSA. In addition, the other NCLB provisions included in this policy are no longer applicable. This policy should be abolished.

### THE POLICY

#### INTRODUCTION

~~The No Child Left Behind (NCLB) Act of 2001 requires all teachers to be or become highly qualified in the core academic content area(s) that they teach in accordance with the United States Department of Education and the New Jersey Department of Education highly qualified teacher requirements.~~

~~Teachers who have achieved highly qualified status retain highly qualified status permanently for the teaching assignment designated on the approved highly qualified teacher forms. No teacher providing direct instruction in core content areas is grandfathered or exempt from this process.~~

#### DISTRICT MAINTENANCE OF TEACHER DOCUMENTATION

~~The District shall maintain the appropriate highly qualified documentation for all teachers who provide direct instruction in core content areas. When a teacher changes teaching assignments, which requires different content expertise, additional highly qualified teacher forms must be completed and kept on file within the District. Highly qualified teacher documentation should be completed for all new teachers and for those with new teaching assignments at the beginning of each school year.~~

# ABOLISH AFTER POLICY NO. 1643M IS ADOPTED

☒ **BERGEN COUNTY TECHNICAL SCHOOLS**

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## POLICY

**Section: CERTIFICATED  
STAFF MEMBERS**

**Number: 3431.1M**

**Title: FAMILY LEAVE**

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## I. Introduction

The Board of Education will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve (12) weeks leave of absence in a twelve (12) month period upon advance notice to the District for the birth of a child of the staff member and in order to care for such child; for the placement of a child with the staff member for adoption or foster care; in order to care for the spouse, child or parent of the staff member if such spouse, child or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, or because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible staff members may take up to a combined total of twenty-six (26) workweeks in a single twelve (12) month period to care of a covered service member with a serious injury or illness.

NJFLA leave for teaching staff members shall be up to twelve (12) weeks leave of absence in any twenty-four (24) month period upon advance notice to the District so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

## II. Applicability

The Board of Education will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two (2) laws.

- A. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
- B. The NJFLA provides twelve (12) weeks leave in a twenty-four (24) month period while the FMLA provides twelve (12) weeks leave in a twelve (12) month period. A staff member is eligible for up to twelve (12) weeks leave in the first twelve (12) months of the twenty-four (24) month period under the NJFLA. A staff member is eligible for up to twelve (12) weeks leave in the second twelve (12) month period under the FMLA.

custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three (3) siblings and has not designated a blood relative to provide care, all three (3) siblings would be considered the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to See 20 CFR §825.122(k). See 20 CFR §825.127(d)(3).

"Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. See 20 CFR §825.127(b)(1).

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents "in law."

"Parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider.

"Serious health condition may include treatment of substance abuse pursuant to 20 CFR §825.119.

"Serious injury or illness," only in the case of a veteran or current member of the Armed Forces, means:

1. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that

“Son or daughter of the covered service member” means a covered service member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. See 20 CFR §825.127(d)(1).

“Son or daughter on covered active duty or call to covered active duty status” means the staff member’s biological, adopted or foster child stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty, or call to covered active duty status, and who is of any age. See 20 CFR §825.126(a)(5).

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex marriage or common law marriage. See 20 CFR §825.122.

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Week” or “workweek” means the number of days a staff member normally works each calendar week.

B. New Jersey Family Leave Act (NJFLA)

“Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen (18) years of age or a child eighteen (18) years of age or older but incapable of self-care because of a mental or physical impairment.

“Continuing medical treatment” or “continuing supervision by a health care provider” means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14 (Rules implementing the Family Leave Act).

“Parent” means a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a “parent-child relationship” with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.



B. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he or she has been employed for at least twelve (12) months in this District for not less than one thousand (1,000) base hours, excluding overtime, during the immediate preceding twelve (12) month period. The calculation of the twelve (12) month period to determine eligibility shall commence with the start of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption of the child.

The District shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. See N.J.A.C. 13:14-1.12.

During any period of the NJFLA leave the staff member is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to the start of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed one-half (1/2) the number of regularly scheduled hours worked for the District. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that he or she was regularly scheduled to work prior to the start of such leave.

The method to determine the twenty-four (24) month period in which the twelve (12) weeks of NJFLA leave entitlement occurs will be a "rolling" twenty-four (24) month period measured backward from the date a staff member uses any leave.

V. Types of Leave

A. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave to include service member qualifying exigency leave or military caregiver leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional or education program.

1. Leave for the birth of a child or placement of a child with the staff member for adoption or foster care MAY be taken by a staff member intermittently or on a reduced leave schedule.
2. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical

entitlement to reduced leave in any twelve (12) month period may be taken as consecutive leave or intermittent leave.

6. “Instructional employees” as defined in 29 CFR §825.600(c) are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional employees for the purposes of this policy. Semester as defined in 29 CFR §825.602(a)(3)(b) means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. A school District can have no more than two (2) semesters in a school year.
  - a. Leave taken at the end of the school year and continuing into the beginning of the following school year is considered consecutive leave.
  - b. In accordance with 29 CFR §825.601(a)(1), eligible instructional staff members that need intermittent or reduced leave to care for a family member, or for the staff member’s own serious health condition, which is foreseeable based on planned medical treatment and the staff member would be on leave more than twenty percent (20%) of the total number of working days over the period the leave would extend, the District:
    - i. May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
    - ii. Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member’s regular position.
  - c. In accordance with 29 CFR §825.601, if the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the District may require the staff member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the

- a. The District must grant an eligible staff member up to twelve (12) work weeks of unpaid, job-protected leave during any twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
- b. The military member must be the spouse, son, daughter, or parent of the staff member taking FMLA exigency leave.
- c. FMLA leave can be granted for one or more of the following exigencies:
  - i. Short-notice deployment:
    - a) Notification of duty seven (7) or less calendar days prior to date of deployment;
    - b) Leave can be used for a period of seven (7) calendar days beginning on the date the military member is notified.
  - ii. Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross.
  - iii. Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:
    - a) The son or daughter must be the son or daughter of the covered service member.
  - iv. Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.
  - v. Counseling, provided by someone other than a health care provider for oneself, for the military member, or

member with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six (26) workweeks of FMLA leave.

- b. Leave entitlement is applied on a per-covered-service member, per-injury basis.
  - i. The staff member may take an additional twenty-six (26) weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness, except that no more than twenty-six (26) weeks of leave may be taken within any single twelve-month period.
  - ii. An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current service member and when the family member is a veteran.
  - iii. Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.

B. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks as intermittent leave or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional or educational program. The District shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. See N.J.A.C. 13:14-1.5(f).

- 1. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken cannot exceed a twelve (12) month period for each serious health condition episode. The staff member will provide the District with prior notice of the leave in a manner that is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional or educational program. In the case of the birth or adoption of a healthy child the leave may be

of the staff member or a family member. If thirty (30) days is not practical the staff member must provide notice “as soon as practicable,” which means as soon as notice is both possible and practical taking into account all the facts and circumstances in the individual case. For foreseeable leave in circumstances where it is not possible to give as much as thirty (30) days notice, “as soon as practical” ordinarily would mean at least verbal notification to the employee’s immediate supervisor within one or two (2) business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave, and the anticipated start date of the leave.

When planning medical treatment the staff member must consult with his or her immediate supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt the instructional or educational program subject to the approval of the health care provider. Staff members are ordinarily expected to consult with their immediate supervisors prior to scheduling treatment that would require leave in order to develop schedules that best suit the needs of the District and the staff members.

The District may delay the staff member taking leave for at least thirty (30) days if the staff member fails to give thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay.

2. Unforeseeable Leave – When the approximate timing of the need for leave is not foreseeable a staff member should give notice for leave to his or her immediate supervisor as soon as practicable under the facts and circumstances of the particular case. It is expected that the staff member will give notice to the immediate supervisor within no more than one or two (2) working days of learning of the need for leave except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine, or other electronic means.

B. New Jersey Family Leave Act (NJFLA)

1. Foreseeable Leave – A staff member eligible for NJFLA leave must give written notice of the need to take family leave at least thirty (30) days in advance of the date on which leave is to commence to the immediate supervisor except where the need to take family leave is not foreseeable.
  - a. Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty (30) days prior to the commencement of the leave, except that if the date of the

share of the premium payments during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the staff member would normally receive if he or she had been working at the end of the school year.

#### IX. Returning from Leave

Terms and conditions under the Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act.

A staff member returning from leave shall be entitled to the position he or she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay, and other conditions of employment. If the District experiences a reduction in force or layoff and the staff member would have lost his or her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes, and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The Board may permit the return of a staff member prior to the expiration of the requested family leave if the return does not unduly disrupt the instructional or educational program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his or her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA and the staff member does not return to work after the leave expires the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

- A. The continuation, onset, or recurrence of a serious health condition of the staff member; or
- B. Circumstances beyond the staff member's control.

whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the District's operations. The Superintendent or his or her designee shall notify the staff member of the intent to deny the leave at the time the Superintendent or his or her designee determines that the denial is necessary. If the leave has already commenced at the time of the District's notification of denial, the staff member shall be permitted to return to work within ten (10) working days of the date of notification.

## XI. Verification of Leave

### A. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or for a service member's qualifying exigency or serious injury; or for illness due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself or herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered service member or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered service member. See 29 CFR §825.124.

The certification must meet the requirements of 29 CFR §§825.306, 825.309, and 825.310 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the Superintendent or his or her designee doubts the validity of the certification for the serious health condition of a member of the employee's family, the District may require, at the District's expense, that the staff member obtain an opinion regarding the family member's serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the District. If the opinion of the second health care provider differs from the certification, the District may require, also at the District's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the District and the staff member concerning the family member's serious health condition. The opinion of the third health care provider shall be final and binding on the District and the staff member.

## XII. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his or her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

## XIII. Non-Tenured Teaching Staff

Family leave granted to a non-tenured staff member cannot extend the staff member's employment beyond the expiration of his or her employment contract.

## XIV. Record Keeping

In order that a staff member's entitlement to FMLA leave and NJFLA leave may be properly determined, the Superintendent or his or her designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Superintendent or his or her designee will publish a notice explaining the provisions of the acts and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

## XV. Processing of Complaints

### A. Federal Family and Medical Leave Act (FMLA). See 29 CFR §§825.400-401.

1. If there is a dispute between the District and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the District. The District shall document such discussions and the decision.



# TO BE ABOLISHED AFTER POLICY NO. 1643M IS ADOPTED

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

## POLICY

**Section:   NONCERTIFICATED  
STAFF MEMBERS**  
**Number:       4431.1M**

**Title:           FAMILY LEAVE**

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## I. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve (12) weeks leave of absence in a twelve (12) month period upon advance notice to the District for the birth of a child of the staff member and in order to care for such child; for the placement of a child with the staff member for adoption or foster care; in order to care for the spouse, child or parent of the staff member if such spouse, child or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, or because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible employees may take up to a combined total of twenty-six (26) workweeks in a single twelve (12) month period to care for a covered service member with a serious injury or illness.

NJFLA leave for eligible staff members shall be up to twelve (12) weeks leave of absence in any twenty-four (24) month period upon advance notice to the District so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent or child.

## II. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two (2) laws.

- A. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.

“Military caregiver leave” means leave taken to care for a covered service member with a serious injury or illness under FMLA. See 29 CFR §825.127.

“Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three (3) siblings and has not designated a blood relative to provide care, all three (3) siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to 29 CFR §825.122(k). See 29 CFR §825.127(d)(3).

“Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. See 29 CFR §825.127(b)(1).

“Parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents “in law.”

“Parent of a covered service member” means a covered service member’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

“Single twelve-month period” means that a military caregiver’s leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the District for other FMLA leave reasons. See 29 CFR §825.127(e)(1).

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age eighteen (18) or age eighteen (18) or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Son or daughter of the covered service member” means a covered service member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. See 29 CFR §825.127(d)(1).

“Son or daughter on covered active duty or call to covered active duty status” means the staff member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. See 29 CFR §825.126(a)(5).

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex marriage or common law marriage. See 29 CFR §825.122.

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Week” or “workweek” means the number of days a staff member normally works each calendar week.

B. New Jersey Family Leave Act (NJFLA)

“Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen (18) years of age or a child eighteen (18) years of age or older but incapable of self-care because of a mental or physical impairment.

The method to determine the twelve (12) month period in which the twelve (12) weeks of FMLA leave entitlement occurs will be the twelve (12) month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the District. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

B. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he or she has been employed for at least twelve (12) months in this District for not less than one thousand (1,000) base hours, excluding overtime, during the immediate preceding twelve (12) month period. The calculation of the twelve (12) month period to determine eligibility shall commence with the start of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption of the child.

The District shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. See N.J.A.C. 13:14-1.12.

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the District. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four (24) month period in which the twelve (12) weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four (24) month period measured backward from the date a staff member uses any leave.

V. Types of Leave

5. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the District is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the District is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his or her entitlement to intermittent leave in any twelve (12) month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his or her entitlement to reduced leave in any twelve (12) month period may be taken as consecutive leave or intermittent leave.

6. Service member qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 825.126:
  - a. The District must grant an eligible staff member up to twelve (12) work weeks of unpaid, job-protected leave during a twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
  - b. The military member must be the spouse, son, daughter, or parent, of the staff member taking FMLA exigency leave.
  - c. FMLA leave can be granted for one or more of the following exigencies:
    - i. Short-notice deployment:
      - a) Notification of duty seven (7) or less calendar days prior to date of deployment;
      - b) Leave can be used for a period of seven (7) calendar days beginning on the date the military member is notified.
    - ii. Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the

- a. The District must grant up to a total of twenty-six (26) workweeks of unpaid, job-protected leave during a “single twelve-month period” to care for a covered service member with a serious injury or illness.
  - i. The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered service member.
  - ii. The staff member is limited to a combined total of twenty-six (26) workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve (12) of twenty-six (26) weeks may be for an FMLA-qualifying reason other than military caregiver leave.
  - iii. Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six (26) workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee’s son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee’s parent with a serious health condition, or to care for a covered service member with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six (26) workweeks of FMLA leave.
- b. Leave entitlement is applied on a per-covered-service member, per-injury basis.
  - i. The staff member may take an additional twenty-six (26) weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness except that no more than twenty-six (26) weeks of leave may be taken within any single twelve-month period.
  - ii. An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current service member and when the family member is a veteran.

leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

3. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the District is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the District is closed for this staff member do not count against the staff member's family leave entitlement.
4. Any leave time remaining after a staff member has exhausted his or her entitlement to intermittent leave in any twelve (12) month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his or her entitlement to reduced leave in any twelve (12) month period may be taken as consecutive leave or intermittent leave.

## VI. Notice

### A. Federal Family and Medical Leave Act (FMLA)

1. Foreseeable Leave – A staff member eligible for FMLA leave must give at least a thirty (30) day written advance notice to the employee's immediate supervisor if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty (30) days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty (30) days notice, "as soon as practical" ordinarily would mean at least verbal notification to the employee's immediate supervisor within one or two (2) business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave, and the anticipated start date of the leave.

When planning medical treatment, the staff member must consult with his or her immediate supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt the instructional or educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with their immediate supervisors prior to scheduling treatment that would require leave in order to develop schedules that best suit the needs of the District and the staff members.



(2) business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the immediate supervisor, but any verbal notice must be followed by written notice delivered within two (2) business days after verbal notice was given.

## VII. Leave Designation

When providing notice of the need for leave or when such need commences, the eligible staff member shall choose which type of leave, either FMLA or NJFLA he or she will take. In order to assist the eligible staff member make this determination, the employee's immediate supervisor shall provide him or her with a copy of this policy.

## VIII. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA and/or NJFLA leave time will depend upon either the District's practice or a provision in the District's collective bargaining agreement, if applicable. See 29 CFR §825.100.

The Board will maintain coverage under any group health insurance policy, group subscriber contract or health care plan at the level and under the conditions that coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to taking the leave, the staff member shall continue to pay his or her share of the premium payments during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the staff member would normally receive if he or she had been working at the end of the school year.

## IX. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act.

A staff member returning from leave shall be entitled to the position he or she held when leave commenced or to an equivalent position of like seniority, status employment benefits, pay and other conditions of employment. If the District experiences a reduction in force or layoff and the staff member would have lost his or her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

consequences with respect to reinstatement and maintenance of health benefits if the District should determine that substantial and grievous economic injury to the District's operations will result if the key employee is reinstated from leave. The District's notice must explain the basis for the District's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member with a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he or she no longer wishes to return to work or the District actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the District's notice. The District will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the District will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

B. New Jersey Family Leave Act (NJFLA)

The District may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent (5%) of the District staff or one of the seven (7) highest paid employees of the District, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the District's operations. The Superintendent or his or her designee shall notify the staff member of the intent to deny the leave at the time the Superintendent or his or her designee determines that the denial is necessary. If the leave has already commenced at the time of the District's notification of denial, the staff member shall be permitted to return to work within ten (10) working days of the date of notification.

XI. Verification of Leave

A. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's seriously ill spouse, son, daughter, or parent; or for a service member's qualifying exigency or serious injury; or for illness due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety,

and in accordance with 29 CFR §825.310, the District requires a staff member to provide a certification from his or her health care provider that the staff member is able to resume work.

In accordance with 29 CFR §825.311, the District may delay the taking of FMLA leave to a staff member if he or she fails to provide certification within fifteen (15) days after being requested to do so by the District. Under 29 CFR §825.312, the District may delay the taking of leave until thirty (30) days after the date the staff member provides notice to the District of foreseeable leave or the District may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

#### B. New Jersey Family Leave Act (NJFLA)

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a member of the employee's family shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Superintendent or his or her designee doubts the validity of the certification for the serious health condition of a member of the employee's family, the District may require, at the District's expense, that the staff member obtain an opinion regarding the family member's serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the District. If the opinion of the second health care provider differs from the certification, the District may require, also at the District's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the District and the staff member concerning the family member's serious health condition. The opinion of the third health care provider shall be final and binding on the District and the staff member.

#### XII. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his or her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

#### XIII. Non-Tenured Staff Member

*N.J.S.A. 10:5-1 et seq. (Law Against Discrimination)*

*N.J.A.C. 13:14-1 et seq. (Rules Pertaining to the Family Leave Act)*

Cross reference: Policy No. 3431 – Uncompensated Leave  
3431.1M – Family Leave  
4431 – Uncompensated Leave

Adopted (BCTS): 9/11/02 Rev.: 1/22/03 Rev.: 3/24/04 Rev.: 12/15/05 Rev.: 4/28/16

Adopted (BCSS): 10/16/02 Rev.: 1/22/03 Rev.: 3/24/04 Rev.: 12/15/05 Rev.: 4/26/16

# **TO BE ABOLISHED AFTER POLICY NO. 1643M IS ADOPTED**

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

## **POLICY**

**Section: CERTIFICATED  
STAFF MEMBERS**

**Number: 3431.3**

**Title: NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

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Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six (6) weeks or forty-two (42) days of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

### **PURPOSE OF THE BENEFIT – CHILD BONDING**

A benefit provide through the (NJFLI) will be for the employee to bond with a child during the first twelve (12) months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child or the first twelve (12) months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent with written notice thirty (30) calendar days prior to beginning the leave. Failure to provide this thirty (30)-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent and the employee and, if agreed to, must be taken in periods of seven (7) days or more.

### **PURPOSE OF THE BENEFIT – CAREGIVING**

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the District worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

Legal reference:        *N.J.S.A. 43:21-25 through 21-42 (Temporary Disability Benefits Law)*  
*N.J.A.C. 12:21-1.1 through 21-3.15 (Family Leave Insurance Benefits)*

# **TO BE ABOLISHED AFTER POLICY NO. 1643M IS ADOPTED**

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

## **POLICY**

**Section: NONCERTIFICATED  
STAFF MEMBERS**

**Number: 4431.3**

**Title: NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

---

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six (6) weeks or forty-two (42) days of family leave insurance benefits in a twelve (12) month period payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

### **PURPOSE OF THE BENEFIT – CHILD BONDING**

A benefit provided through the (NJFLI) will be for the employee to bond with a child during the first twelve (12) months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve (12) months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent written notice thirty (30) calendar days prior to beginning the leave. Failure to provide this thirty (30)-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent and the employee and, if agreed to, must be taken in periods of seven (7) days or more.

### **PURPOSE OF THE BENEFIT – CAREGIVING**

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An

## NOTIFICATION OF EMPLOYEE RIGHTS

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the District worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

Legal reference:      *N.J.S.A. 43:21-25 through 21-42 (Temporary Disability Benefits Law)*  
*N.J.A.C. 12:21-1.1 through 21-3.15 (Family Leave Insurance Benefits)*



# TO BE ABOLISHED

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

## POLICY

Section: PROPERTY  
Number: 7430M

Title: SCHOOL SAFETY

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### EXPLANATION

Policy No. 7430M, Regulation No. R7430M, both titled School Safety, Regulation No. R7430.1M – Supervision of Student Safety, and Regulation No. R7430.2M – Safety Procedures, are being abolished because all legal requirements contained in these documents are stated in:

Policy No. 2431M	Athletic Competition
Regulation No. R2431.1M	Emergency Procedures for Sports and Other Athletic Activity
Policy No. 7432M	Eye Protection
Policy No. 7420M	Hygienic Management
Policy No. 7440M	School District Safety
Policy No. 8420M	Emergency and Crisis Situations

~~The Board of Education recognizes that it is required by law to provide for the safety of students and District employees.~~

~~The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct students in safety and accident prevention; provide protective devices where they are required by law for the safety of students and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.~~

### SAFETY REGULATIONS

~~The Superintendent or designee shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of students in school, employees in the performance of their duties, users of school vehicles, students in transit to and from school, injured students and employees, and visitors to the school. Safety regulations shall be~~

# TO BE ABOLISHED

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

## REGULATION

Section: PROPERTY  
Number: R7430M

Title: SCHOOL SAFETY

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~~The following guidelines should be referred to when an accident or injury occurs in the District.~~

- ~~• The school nurse or another similarly trained person shall be responsible for administering first aid.~~
- ~~• In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parents and/or family physician immediately.~~
- ~~• Parents shall be requested to pick up the student. If a parent is unable to provide such transportation, then the injured student will not be sent home alone. A student who is injured may be taken home if a responsible person is there to receive the student.~~
- ~~• In extreme emergencies, the school nurse, school doctor or Principal or Program Administrator may make arrangements for immediate hospitalization of an injured student. Parents should be contacted as soon as possible and be apprised of the student's condition.~~
- ~~• The teacher or other staff member who is responsible for a student at the time an accident occurs shall make out a report within twenty-four (24) hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.~~

~~Any injuries or accidents to students shall be reported as soon as possible to the Superintendent.~~

# TO BE ABOLISHED

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

## REGULATION

Section: PROPERTY  
Number: R7430.1M

Title: SUPERVISION OF STUDENT SAFETY

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~~In order to provide for the safe and orderly operation of the school program, all school personnel must adhere to the following procedures:~~

~~I. Safe Storage and Use of Potentially Hazardous Materials~~

- ~~A. The Principal or Program Administrator shall meet with the Supervisor of Buildings and Grounds to inspect the facility annually. They will ensure that all potentially hazardous materials are stored properly. This shall include all cleaning solutions, disinfectants, caustic and/or toxic art supplies and caustic and/or toxic shop supplies, as well as any other materials deemed potentially hazardous.~~
- ~~B. All required "Right to Know" information is available to staff for review, upon request.~~
- ~~C. Proper staff supervision shall be provided in all classes. Particular attention shall be paid to leaving no art, shop, science, or custodial supplies unlocked while a responsible staff member is not present.~~
- ~~D. Students may be required to be tested prior to handling caustic or toxic science, art, or shop supplies.~~

~~II. Prevention of Accidents, Panic, and Fire~~

- ~~A. The Principal or Program Administrator will conduct a minimum of two (2) fire drills a month. Staff shall instruct and supervise students in the proper behavior to be exhibited, per procedures on student behavior.~~
- ~~B. Hallways and exits shall be kept clear of chairs, desks, and other obstacles that may impede an orderly evacuation.~~

~~of the school day if, in the judgment of the Building Principal or Program Director, the student is competent to possess the substance. If not, or in any case if the student is a minor or the substance is not legally in his/her possession, the Building Principal or Program Director shall ensure that the parent/legal guardian and/or the County Police are consulted to determine its disposition.~~

Issued (BCTS): 12/12/01    Abolished:  
Issued (BCSS): 1/23/02    Abolished:

# TO BE ABOLISHED

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

## REGULATION

Section: PROPERTY  
Number: R7430.2M

Title: SAFETY PROCEDURES

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~~The school buildings that make up the District contain several facilities that are not, in the strictest sense, classrooms. They include, for example, science laboratories, culinary arts facilities, automotive shops and/or other similar sites. In order to minimize the likelihood of injury and protect the health and well being of students and staff, the Board has developed safety procedures to be followed when working in these areas of the school buildings.~~

- ~~• Copies of the MSS of all chemicals used in labs, arranged alphabetically in a binder, must be located in a place accessible to staff and students.~~
- ~~• Facilities are to be kept as tidy, clean, and uncluttered as possible at all times. Whenever possible any equipment not in use must be cleaned and put away.~~
- ~~• Safety regulations and procedures must be posted in all facilities in a location where staff and students can see and easily read them. They must be covered in clear plastic.~~
- ~~• Chemical storage: Chemicals must be stored in lockable safety cabinets when not in use (Lockrite safety cabinets), or in a storage room equipped with an automatic lock.~~
- ~~• Each facility must have a container of safety glasses for general use. Safety glasses that may be worn over eyeglasses also must be provided.~~
- ~~• An internal safety committee must make unannounced inspections of all facilities four (4) times in each school year. After each inspection, the committee will write a brief report of its findings. A copy should be submitted to the Building Principal or Program Administrator and the Superintendent.~~
- ~~• Special safety classes must be held for incoming students and, as appropriate, periodically during the students' school careers. At the end of the class, the students will be tested to determine if safety measures were read and~~

- ~~• All students and staff must recognize and heed every safety symbol and caution.~~
- ~~• If the event that an accident occurs, it must be reported to the instructor and/or assistant immediately.~~

Issued (BCTS): 12/12/01    Abolished:  
Issued (BCSS): 1/23/02    Abolished:

**PERSONNEL**

**21-P-165T      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:

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

CERTIFICATED  
NAME

POSITION

SCHOOL/LOCATION

Maks, Natalia (R)

Teacher of Art

BCA, Hackensack

CERTIFICATION:

Teacher of Art

Salary: SY 21-22: Col. III, Step 11: \$84,921. per annum

Effective: 09/01/2021 to 06/30/2022

Note: Replacement for staff who retired

Schram, Thomas (N)

Teacher of English

BCVHS, Paramus

CERTIFICATION:

Teacher of English

Salary: SY 21-22: Col III, Step 4: \$65,010. per annum

Effective: 09/01/2021 to 06/30/2022

Note: Replacement for staff reassigned in District

Yob, Michael (N)                      Teacher of Computer Science Technology                      ATHS, Paramus

CERTIFICATION:

Teacher of Computer Science Technology

Salary: SY 21-22: Col V, Step 14: \$98,055. = \$98,055. per annum

Effective: 09/01/2021 to 06/30/2022

NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
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Lopez-Rios, Jennifer (R)	Secretary	BCTEC, Paramus
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SY: 21-22: Salary: Step 3: \$47,092. per annum pro rata\*

Effective: 07/01/2021 to 06/30/2022

\*Note: Pending settlement of Secretarial contract. Replacement for staff who retired.  
Received 1 additional steps due to reporting to Supervisor

Williams, Vivian (R)	Accountant	DISTRICT, Paramus
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SY: 20-21: Salary: \$69,000. per annum pro rata\*

Effective: 06/23/2021 to 06/30/2021

\*Note: Replacement for staff who resigned

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

**21-P-166T      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:

Ocampo, Maria: Custodian

From:      C1, Step 3: \$48,769. + Boiler \$1,100. + Bus Lic. \$1,100. + Split Shift \$917. = \$51,886. per annum

To:              C1, Step 3: \$48,769. + Boiler \$1,100. + 3<sup>rd</sup> shift \$1,216. = \$51,085. per annum pro rata

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

Note:          Position available due to reassignment of staff

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



**21-P-167T APPROVAL—2021-2022 SALARY RECLASSIFICATION—CERTIFICATED**

**RESOLUTION**

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

**CERTIFICATED**

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Bercovici, Jon	School Social Worker (12 mos.)	BCTHS, Teterboro
From:	SY 20-21: (10 mos.) School Social Worker: Col. V, Step 19: \$112,129. + Long. \$3,780. + Ext. Day \$10,586.00 = \$126,495. per annum	
To:	SY 21-22: (12 mos.) School Social Worker: Col. V, Step 19 \$124,575. + Long. \$4,780. + Ext. Day \$10,851.00 = \$140,206. per annum	
Effective:	07/01/21 to 06/30/22	

Caporaso, Anthony	Director of Special Education	DISTRICT (BCVHS), Paramus
From:	SY 20-21: (10 mos.) LDTC: \$103,102. = \$103,102. per annum	
To:	SY 21-22: (12 mos.) Director of Special Education: \$130,000. = \$130,000. per annum	
Effective:	07/01/21 to 06/30/22	

Lynch, Victor	Principal	ADULT ED, Hackensack
From:	SY 20-21: Vice Principal (Adult Ed): \$128,854. + Long. \$3,000. = \$131,854. per annum	
To:	SY 21-22: Principal (Adult Ed): \$153,000. + Long. \$3,000. = \$156,000. per annum	
Effective:	07/01/21 to 06/30/22	

Winfield-Pierce, Katoya	Supervisor	ATHS, Paramus
From:	SY 20-21: School Social Worker (10 Mo.): Col V, Step 18: \$109,120. + Long \$1,860. = \$110,980. per annum	
To:	SY 21-22: Supervisor (ATHS): \$128,000 + Long. \$2,000. = \$130,000. per annum	
Effective:	07/01/21 to 06/30/22	

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

**21-P-168T APPROVAL—2021-2022 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:

Brophy, Sean: Specialist Computer

From: SY 20-21: \$43,260. per annum  
To: SY 21-22: \$60,000. per annum  
Effective: 07/01/2021 to 06/30/2022  
Note: Shared Services – Lincoln Park

Lopacinski, Ryan: Specialist Computer

From: SY 20-21: \$42,436. per annum

To: SY 21-22: \$55,000. per annum

Effective: 07/01/2021 to 06/30/2022

Note: Increase in duties

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

**21-P-169T APPROVAL-2021-2022 RECLASSIFICATION(S)—STATUS**

**RESOLUTION**

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

Kozlova, Ekaterina

From: Teacher of English, BCVHS, Paramus

To: Teacher of Social Studies, BCVHS, Paramus

Effective 09/01/21 to 06/30/22

Rager, Kevin

From: Teacher of Social Studies, BCTEC, Paramus

To: Cooperative Education Coordinator, BCTEC, Paramus

Effective 09/01/21 to 06/30/22

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

**21-P-170T APPROVAL— 2021-2022 ADULT & CONTINUING EDUCATION SALARY GUIDE  
2021-2022 ADULT & CONTINUING EDUCATION SERVICES STAFF**

**RESOLUTION**

BE IT RESOLVED that the attached 2021-2022 Adult & Continuing Education Staff Salary Guide be approved, and

BE IT FURTHER RESOLVED that the attached list of Adult & Continuing Education staff be approved at the rates indicated for the school year 2021-2022.

**21-P-171T APPROVAL—2021-2022 DAY CARE CENTER SUBSTITUTES**

**RESOLUTION**

BE IT RESOLVED that the following individuals be approved as substitutes at the Day Care Center, at the current NJ minimum wage rate to be assigned on an as-needed basis.

Bunza, Douglas

Cichewicz, Courtney

Devany, Katherine

Luppino, Carmela

Pierce, Bria

Sytsma, Kailyn

**21-P-172T      APPROVAL—      2021 – 2022 EMERGENCY MEDICAL SERVICES SALARY GUIDE  
2021 - 2021 EMERGENCY MEDICAL SERVICES STAFF**

**RESOLUTION**

BE IT RESOLVED that the attached 2021-2022 Emergency Medical Services Salary Guide be approved, and

BE IT FURTHER RESOLVED that the attached list of 12-Month Emergency Medical Services staff be approved at the rates indicated for the school year 2021-2022.

**21-P-173T      APPROVAL—2021-2022 DISTRICT SUBSTITUTE(S)**

**RESOLUTION**

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

**21-P-174T      APPROVAL—2021-2022 FRINGE BENEFITS**

**RESOLUTIONS**

BE IT RESOLVED that the attached Fringe Benefits for the following employment positions which are not within a bargaining unit, be approved for the dates specified:

- Accountant
- Accounting Manager
- Accounts Payable Specialist
- Adult Education Instructors (10 months)
- Adult Education Instructors (12 months)
- Adult Education Staff (12 months)
- Adult Ed Educational Broker – Employment Readiness/Literacy Program Manager and Facilitator
- Assistant Board Secretary
- Assistant Coordinator of Technology
- Assistant Coordinator of the Ambulance Corps
- Auditorium Manager
- Broker/Business Resource Manager
- Broker/Business Resource Rep
- Broker/Chief Examiner
- Broker/Counselor
- Broker/Counselor – Displaced Homemaker
- Broker/DEI Coordinator
- Broker/Education
- Broker/Enrollment Counselor
- Broker/Manager Counseling and Training
- Broker/MIS Computer Technician
- Broker/Monitor
- Broker/One Stop Project Manager
- Broker/Planning Assistant
- Broker/Proctor
- Broker/Program DEI Coordinator
- Broker/Program Navigator
- Broker/Public Access Facilitator
- Broker/Public Access Technician
- Broker/Resource Facilitator
- Broker/Senior Planner
- Broker/Testing Examiner
- Broker/Work First Technician
- Broker/Youth Liaison
- Confidential Secretary
- Confidential/Executive Secretary
- Construction Supervisor
- Coordinator of EMS
- Coordinator of Facilities
- Coordinator of Human Resources
- Coordinator of Technology
- Coordinator of the Ambulance Corp
- Custodial & Maintenance Manager
- Day Care Center Caregiver (10 months & 12 months)
- Day Care Center Director
- Day Care Center Group Teacher (10 months & 12 months)
- Director of E.M.S.
- Director of One-Stop Career Center
- Director of Special Education
- Director of Tech and HR
- District Safety and Security Coordinator
- E.M.S. Administrative Specialist
- E.M.S. Instructors (12 months)
- E.M.T. Coordinator
- E.M.T. Instructors (12months)
- Employee Benefits
- Executive Coordinator Workforce Investment Board
- Financial Aid Officer

- Fiscal Manager
- Grants Coordinator
- Human Resource Manager
- Junior Accountant
- Lead Accountant
- One-Stop Career Center Coordinator
- Payroll Manager/Payroll Supervisor
- Payroll Specialist
- Purchasing Buyer
- Purchasing Manager
- Specialist: Assistant Project Coordinator
- Specialist: Computer
- Specialist: Computer (Social Media)
- Specialist: Grants Accountant
- Specialist: Grants Writer
- Specialist: Health Assistant (12 Months)
- Specialist: Mechatronics (10 Month)
- Specialist: Mechatronics (12 Month)
- Specialist: Operations
- Specialist: Project Coordinator
- Specialist: Resource
- Specialist: Science Lab
- Technology Manager
- Transportation Coordinator
- Workforce Investment Board Business Manager
- Workforce Investment Board Planning Specialists
- Workforce Systems Manager

**21-P-175T      APPROVAL —2021-2022 JOB DESCRIPTION(S)**

**RESOLUTION**

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

- Computer Specialist (Social Media/Electronic Communications)

**21-P-176T      APPROVAL— 2021-2022 STAFF SALARIES**

**RESOLUTION**

BE IT RESOLVED that the attached staff salary listing which shall be made a part of this resolution for the period July 1, 2021 through June 30, 2022, be approved, and

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

**21-P-177T      APPROVAL—2021-2022 STAFF COMPENSATION RATE FOR ATHLETIC EVENTS**

**RESOLUTION**

BE IT RESOLVED that the following staff rate schedule for 2021-2022 athletic events be approved effective July 1, 2021 through June 30, 2022.

	<u>Compensation</u> <u>Per Game</u>
Crowd Control	\$52
Game Announcer	\$57
Game Manager	\$57
Photographer	\$57
Scorer	\$57
Ticket Seller	\$52
Ticket Taker	\$52
Timer	\$57

**21-P-178T      APPROVAL — 2021-2022 STAGE CREW SALARY GUIDE  
2021-2022 STAGE CREW STAFF**

**RESOLUTION**

BE IT RESOLVED that the attached 2021-2022 Stage Crew Salary Guide be approved, and

BE IT FURTHER RESOLVED that the attached list of Stage Crew staff be approved at the rates indicated for the school year 2021-2022.

**21-P-179T      APPROVAL—2021-2022 SUBSTITUTE NURSE RATE**

**RESOLUTION**

BE IT RESOLVED that the Bergen County Technical Schools substitute rate for School Nurse will be \$300 per diem effective July 1, 2021.

**21-P-180T      APPROVAL—2021-2022 SUMMER WORK AUTHORIZATION**

**RESOLUTION**

BE IT RESOLVED, that the following staff members be approved for work from June 23, 2021 to August 31, 2021 at their hourly/per diem rate based upon their 2021-2022 salary. The number of hours/days indicated is maximum but may be reduced by the Superintendent of Schools if fewer days/hours are required.

<u>Name</u>	<u>Hours/Days</u>	<u>Rate</u>	<u>School</u>
Cadavid, Veronica	20 hours	Hourly per diem	Paramus
Dale, Jennifer	30 days*	Per diem	Academies
Dixon, Andee	20 hours	Hourly per diem	Paramus
Eichenlaub, Richard	10 days	Per diem	Paramus
Guinta, Jamie	10 days	Per diem	Paramus
Keane, Patrick	10 days	Per diem	Paramus
Lucianna, Neal	10 days	Per diem	Paramus
McMahon, Meghan	30 days*	Per diem	Academies
Patel, Jaimini	10 days	Per diem	Paramus
Ristovski, Laura	8 days	Per diem	Paramus
Sienkiewicz, Katherine	7 days	Per diem	Paramus
Sorem, Bridget	20 days	Per diem	Paramus
Tomanelli, Krista	10 days	Per diem	Paramus
Verdiramo, AnneMarie	7 days	Per diem	Paramus
Wolf, Samantha	20 hours	Hourly per diem	Paramus
DELETE Dogru, Ozgur**	25 days	Per diem	Academies

\*30 Days to be split

\*\*BOE 05/25/21; Resol. #21-P-157T

**21-P-181T    APPROVAL— 2020-2021 APPOINTMENTS  
EXTRA DUTY/EXTRA PAY POSITIONS  
APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS  
APPROVAL— 2021-2022 APPOINTMENTS  
EXTRA DUTY/EXTRA PAY POSITIONS  
APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS**

# **RESOLUTION**

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

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

<b><u>Curriculum Projects:</u></b>	Lupino, Antonina	Final payment - \$1,837.00 Essentials of Interactive Design (Grade 9)
<b><u>Home Instruction:</u></b>	Branda, John Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Feuss, Danielle Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Kozlova, Ekaterina Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Lewitt, Julia Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Miller, Luke Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Seventko, Justin Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Tampone Rios, Evelyn Student: EM	\$82 per hour Max. hours: 10 Effective 06/01/2021
	Barbetta, Joseph Student: MY	\$82 per hour Max. hours: 5 Effective 05/17/2021
	Kozlova, Ekaterina Student: MY	\$82 per hour Max. hours: 20 Effective 05/17/2021
	Liva, Michael Student: MY	\$82 per hour Max. hours: 5 Effective 05/17/2021

Xu, Minghua Student: MY	\$82 per hour Max. hours: 2.5 Effective 05/17/2021
Zubov, Igor Student: MY	\$82 per hour Max. hours: 10 Effective 05/17/2021
Callahan, Christopher Student: RB	\$82 per hour Max. hours: 8 Effective 05/12/2021
Cirone, Stephanie Student: RB	\$82 per hour Max. hours: 8 Effective 05/12/2021
Gulistan, Evren Student: RB	\$82 per hour Max. hours: 8 Effective 05/12/2021
Hager, Raymond Student: RB	\$82 per hour Max. hours: 8 Effective 05/12/2021
Maceri, Rosario Student: RB	\$82 per hour Max. hours: 4 Effective 05/12/2021
Nardomarino, Laura Student: RB	\$82 per hour Max. hours: 4 Effective 05/12/2021

### **Curriculum Revisions**

#### **Rate: Hourly per diem**

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

Arimborgo, Rebecca  
Biggins, Mary  
Brandt, Steevi  
Cadavid, Veronica  
Cirone, Stephanie  
Crimmel, Michelle  
Farley, Heather  
Hathaway, William  
Hughes, Erin  
Perrucci, Lisa  
Rodriguez, Alex  
Sciametta, Erica  
Villanova, Donna  
Wilson, David  
Yassin, Ahlam  
Zurburg, Gebhardt  
Zweben, Dana

#### **Max.**

#### **Hrs.**

20  
20  
20  
10  
20  
10  
20  
10  
10  
10  
20  
10  
10  
10  
20  
20  
10

#### **Curriculum**

American Literature  
English II  
Academic Literature  
Biology 9  
English IV  
American Lit I  
US History I  
American Lit II  
Biology 9  
Algebra I  
World Literature  
English I  
American Lit I  
American Lit II  
World History  
US History II  
Algebra I

**Extra Compensation\***

**Rate: Per diem**

**Effective: 09/01/21 to 06/30/22**

**Max.**

**Days**

**School**

King, Katelyn  
Luppino, Antonina

1 day  
3 days

Bergenfield  
Northern Valley

\*Days exceed 183 contracted days

**Middle School Enrichment Program Support**

**Rate: Hourly per diem\***

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

Zhang, Yu

**Max.**

**Hours**

14

\*Grant funded–Perkins Secondary Education Program. In addition to hours approved at BOE 02/23/21, Resol. #21-P-100T.

**Transition Planning and Inventory**

**Rate: Hourly per diem**

**Effective: 05/19/21 to 06/30/21**

Amorosi, Olivia

**Max.**

**Hours**

20 hours

**Virtual Research EXPO**

**Rate: Hourly per diem**

**Effective: 10/01/20 to 06/30/21**

Baffo, Patience  
Crane, Todd  
Dobrich, Oliver  
Feuss, Danielle  
Janssen, Katherine  
Kennedy, Clare  
Kenny, Patricia  
Kim, Deok  
Leonardi, Donna  
Reeves, David  
Russo, Christopher  
Stott, Rachel

**Max.**

**Hrs.**

200 hrs. shared\*

\*200 hours to be shared

**EXTRA DUTY/EXTRA PAY SY 2021-2022**

**Curriculum Projects:**

Barbetta, Joseph

1<sup>st</sup> payment - \$627.00  
Engineering Applications with Programming

Berwick, Carly

1<sup>st</sup> payment - \$627.00  
IB Extended Essay Report

Carey, Diane

1<sup>st</sup> payment - \$627.00  
BCC's Medical Terminology

Castella, Frank

1<sup>st</sup> payment - \$627.00  
Anatomy & Physiology II



LoBello, Virginia	1 <sup>st</sup> payment - \$627.00 Required ESL Identification and Exit/Entry for 2021
Luppino, Antonina	1 <sup>st</sup> payment - \$627.00 Introduction to Motion Graphics
Sfier, Norina	1 <sup>st</sup> payment - \$313.50* Financial Accounting/Portfolio Management *Shared stipend with Mabel Van Daalen
Van Daalen, Mabel	1 <sup>st</sup> payment - \$313.50* Financial Accounting/Portfolio Management *Shared stipend with Norina Sfier
Van Daalen, Mabel	1 <sup>st</sup> payment - \$627.00 Financial Markets and Institutions (An NJIT Dual Enrollment Course)

**Academy After Hours - Summer High**

**School Virtual Academy**

**Rate: \$47.62 per hour\***

**Effective: 07/01/21 to 09/10/21**

	<b><u>Max. Hours</u></b>
Bonanomi, Mark	100
Djedji, Djakoure	50
Feuss, Danielle	50
Seventko, Justin	60
Verma, Sunita	50

\*Pending settlement of SY 21-22 Adult and Continuing Ed Salary Guide

**Academy After Hours - Summer Middle**

**School Virtual Academy**

**Rate: \$47.62 per hour\***

**Effective: 07/01/21 to 09/10/21**

	<b><u>Max. Hours</u></b>
Alvarez, John	30
Banicki, Curt	30
Eaton, Leslie	60
Feuss, Danielle	30
Isecke, David	60
Kim, Rosalyn	30
Moran, Ian	30
Thomas, Anthony	60

\*Pending settlement of SY 21-22 Adult and Continuing Ed Salary Guide

**Adult Education Educational Broker-Employment**

**Readiness/Literacy Instructor ESL**

**Rate: \$37.00 per hour\***

**Effective: 07/01/21 to 06/30/22**

	<b><u>Max. Hours</u></b>
Foote, Gretchen	24 hrs. per week
Friedland, Denise	24 hrs. per week
Troy, Lauren	24 hrs. per week

\*Grant funded #20.619.100.100 VN

**Business Office System Transition Support**

**Rate: \$10,000 per annum**

**Effective: 07/01/21 to 06/30/22**

Hidalgo, Jacob

**Cantastic Project**

**Rate: Hourly per diem**

**Effective: 06/30/21 to 08/31/21**

Fletcher, Esther

Guthrie, Peter

Regan, Timothy

Rodsan, Alexa

Yanniotis, Andreas

**Max.**

**Hours**

20 hrs.

20 hrs.

20 hrs.

20 hrs.

20 hrs.

**School**

Paramus Voc.

BCA

Paramus Tech.

ATHS

Teterboro

**Scheduling Project Work**

**Rate: Hourly per diem**

**Effective: SY 21-22**

Marella, Lindsay

**Max.**

**Hours**

500 hrs.

**Special Education Project - Summer IEPs**

**Rate: Per diem\***

**Effective: 06/30/21 to 08/31/21**

Eichenlaub, Richard

Guinta, Jamie

Keane, Patrick

Lucianna, Neal

Patel, Jaimini

Tomanelli, Krista

**Max.**

**Days**

10 days

10 days

10 days

10 days

10 days

10 days

**Special Project: Video Media Production**

**Rate: \$625 per month**

**Effective: SY 2021-2022**

Miceli, Michael

**Special Project: The Institute for Interactive Design Technology (IIDT) Program Development & Support**

**Rate: \$1,000 per month**

**Effective: 07/01/21 to 06/30/22**

Sheridan, Andrea

**Special Project: WIA Support**

**Rate: \$12,000. per annum**

**Effective: 07/01/21 to 06/30/22**

Bortnick, Angela

**Summer Academic Remediation Program**

**Rate: \$66.00 per hour\***

**Effective: 07/05/21 to 08/13/21**

	<b><u>Max. Hours</u></b>	<b><u>School</u></b>
Barbetta, Joseph	48 hrs.	BCA
Bonanomi, Mark	48 hrs.	BCA
Cadavid, Veronica	48 hrs.	Paramus
Colaneri, John	48 hrs.	Paramus
Djedji, Djakoure	48 hrs.	BCA
Hager, Raymond	48 hrs.	Paramus
Hughes, Erin	48 hrs.	Paramus
Kim, Deok	48 hrs.	BCA
Liva, Michael	48 hrs.	BCA
Moran, Ian	48 hrs.	Paramus
Nodarse, Carlos	48 hrs.	BCA
Paul, Eric	48 hrs.	BCA
Rupinski, Kyle	96 hrs.	Paramus
Russo, Christopher	48 hrs.	BCA
Tolmo, Eva	48 hrs.	BCA
Vieni, Joan	48 hrs.	Teterboro
Villarosa, Hillary	48 hrs.	BCA
Wolf, Samantha	48 hrs.	Paramus
Xu, Minghua	48 hrs.	BCA
Zubov, Igor	48 hrs.	BCA
Zweben, Dana	94 hrs.	Paramus

\*Grant funded ED/EP Special Project

**Summer Algebra Intensive Course**

**Rate: Hourly per diem**

**Effective: 06/28/21 to 08/20/21**

	<b><u>Max. Hours</u></b>
Walsh, Gene	115

**Summer Enrichment Program - Teterboro**

**Rate: \$47.62 per hour\***

**Effective: 06/24/21 to 07/28/21**

	<b><u>Max. Hours</u></b>	<b><u>Course</u></b>	<b><u>Effective</u></b>
Bennett, James	75	Financial Literacy	06/24/21-07/14/21
Cornelio, Cristal	75	Financial Literacy	06/24/21-07/14/21
Maks, Natalia	150	Drawing Fundamentals	06/24/21-07/28/21
Marella, Lindsay	150	Math Analysis II	06/24/21-07/28/21

\*Pending settlement of SY 21-22 Adult and Continuing Ed Salary Guide

**Summer CTE Enrichment Program**

**Rate: \$66.00 per hour\***

**Effective: 06/28/21 to 08/13/21**

	<b><u>Max. Hours</u></b>	<b><u>School</u></b>
Amorosi, Olivia	48 hrs.	Paramus
Arellano, Maria	48 hrs.	Paramus
Armonaitis, William	48 hrs.	Paramus
Barbetta, Joseph	64 hrs.	BCA
Branda, Dominic	64 hrs.	BCA
Branda, John	64 hrs.	BCA
Carey, Diane	48 hrs.	Paramus
Castella, Frank	24 hrs.	ATHS
Cohen, Steven	24 hrs.	ATHS

Colaneri, John	48 hrs.	Paramus
Conry, Joseph	48 hrs.	Teterboro
Dixon, Andee	48 hrs.	Paramus
Dobrich, Oliver	64 hrs.	BCA
Dogru, Ozgur	50 hrs.	BCA
Elefther, Nicholas	48 hrs.	Teterboro
Friedman, Robin	48 hrs.	Teterboro
Kennedy, Clare	50 hrs.	BCA
Lemma, Michael	64 hrs.	BCA
Leon, Stephanie	48 hrs.	Paramus
Maceri, Rosario	48 hrs.	Paramus
Maher, Kevin	24 hrs.	ATHS
Nodarse, Carlos	64 hrs.	BCA
Pantano, Joseph	48 hrs.	Paramus
Patterson, Christopher	48 hrs.	Paramus
Paul, Eric	64 hrs.	BCA
Regan, Timothy	48 hrs.	Paramus
Ridgell, Charles	48 hrs.	Paramus
Rome, Thomas	48 hrs.	Paramus
Sawhney, Puneet	64 hrs.	BCA
Tuliszewska, Agnes	48 hrs.	Paramus
Vrabel, Daeline	48 hrs.	Paramus
Waldron, Alyssa	115 hrs.	BCA

\*Grant funded ED/EP Special Project

**Summer IEP Meetings**

**Rate: Hourly per diem\***

**Effective: 06/23/21 to 08/31/21**

Gunsauls, Christine  
Hogan, Mary  
Ortelere, Lisa  
McGoldrick, Kristy

\*Grant funded IDEA. Max. \$6,500 to be split.

**APPLIED TECHNOLOGY HIGH SCHOOL – PARAMUS**

<b>Recommended Staff</b>			
<b><u>ADVISORS*:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Chess Club	Zurburg	Gebhardt	\$2,716
Class Advisor 9 <sup>th</sup> Grade	Feorenzo	Lauren	\$2,413
Class Advisor 10 <sup>th</sup> Grade	Liso	Matthew	\$2,413
Class Advisor 11 <sup>th</sup> Grade	Brandt	Steevi	\$2,413
Class Advisor 12 <sup>th</sup> Grade	Valentine	Taylor	\$2,980
Debate Team	Yassin	Ahlam	\$2,716
Drama Club	Farley	Heather	\$1,358
Drama Club	Liso	Matthew	\$1,358
Fitness Club	Zurburg	Gebhardt	\$2,716
HOSA	Castella	Frank	\$2,716
Interact	Zurburg	Gebhardt	\$2,716
Math Team	Liso	Matthew	\$1,358

Math Team	Rodsan	Alexa	\$1,358
Model United Nations	Farley	Heather	\$2,716
Peer Student Leadership	Brandt	Steevi	\$2,716
Peer Student Leadership	Feorenzo	Lauren	\$2,716
Robotics Club	Cohen	Steven	\$2,716
Student Council	Arimborgo	Rebecca	\$2,716
Student Newspaper	Arimborgo	Rebecca	\$2,716
Technology Club	Cohen	Steven	\$2,716
Weightlifting Club	Valentine	Taylor	\$2,716
Yearbook Advisor (Paramus)	Yassin	Ahlam	\$3,804
Yearbook Assistant Advisor (Paramus)	Rodsan	Alexa	\$2,830

\*At the discretion of the Principal an additional advisor per club may be appointed

<b><u>COORDINATORS:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Admissions Chairperson	DeMarco	Tonilynne	\$4,345
Admissions Committee Members	Arimborgo	Rebecca	\$1,088
Admissions Committee Members	Castella	Frank	\$1,088
Admissions Committee Members	Cohen	Steven	\$1,088
Admissions Committee Members	McManus	Rosemarie	\$1,088
Admissions Committee Members	Zurburg	Gebhardt	\$1,088
Awards Assembly	McManus	Rosemarie	\$1,088
Graduation	DeMarco	Tonilynne	\$1,088
National Honor Society	DeMarco	Tonilynne	\$1,088
Parent Partnership Organization	Feorenzo	Lauren	\$1,088

<b><u>HOURLY COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Detention Coverage (per 10 students)	Brandt	Steevi	\$54

<b><u>PER YEAR COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Before/After School Duty Assignment	Rodson	Alexa	\$2,510
Before/After School Duty Assignment	Valentine	Taylor	\$2,510
Before/After School Duty Assignment	Arimboro	Rebecca	\$5,019
Before/After School Duty Assignment	Zurburg	Gebhardt	\$5,019
Before/After School Duty Assignment	Cohen	Steven	\$2,510
Before/After School Duty Assignment	DeMarco	Tonilynne	\$2,510

**BERGEN COUNTY TECHNICAL EDUCATION CENTER, PARAMUS**

<b><u>ADVISORS*:</u></b>	<b>Recommended Staff</b>		<b><u>Rate</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	
FFA	Dixon	Andee	\$2,716
HOSA	Armonaitis	William	\$2,716
HOSA	Carey	Diane	\$2,716
TEK Neeks	Regan	Timothy	\$2,716
VICA	Tuliszewska	Agnes	\$2,716
VICA	Arellano	Maria	\$2,716

\*At the discretion of the Principal an additional advisor per club may be appointed

<b><u>PER YEAR COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Before/After School Duty Assignment	Murro	Kelly	\$5,019

**BERGEN COUNTY VOCATIONAL SCHOOLS – PARAMUS**

<b><u>ADVISORS*:</u></b>	<b>Recommended Staff</b>		<b><u>Rate</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	
Art Club	Kozlova	Ekaterina	\$2,716
Chemistry Club	Hughes	Erin	\$2,716
Chess Club	Quinn	James	\$2,716
Class Advisor 9 <sup>th</sup> Grade	Thawley	Luke	\$2,413
Class Advisor 10 <sup>th</sup> Grade	Kaplan	Keith	\$2,413
Class Advisor 11 <sup>th</sup> Grade	Mihas	Maria	\$2,413
Class Advisor 12 <sup>th</sup> Grade	Zweben	Dana	\$2,980
Class Assistant Advisor 9 <sup>th</sup> Grade	Peters-Ascenzo	Regan	\$1,888
Class Assistant Advisor 10 <sup>th</sup> Grade	Nardo	Linda	\$1,888
Class Assistant Advisor 11 <sup>th</sup> Grade	Bogdanowich	Marie	\$1,888
Class Assistant Advisor 12 <sup>th</sup> Grade	Koziol	Kaitlyn	\$2,361
Computer Club	Ortelere	Lisa	\$2,716
Drama Club	Whitley	Kathryn	\$2,716
Frost Valley (Club Getaway)	Hager	Raymond	\$2,413
Frost Valley (Club Getaway)	Bogdanowich	Marie	\$2,413
Interact	Caroselli	Christopher	\$2,716
Peer Student Leadership	Rupinski	Kyle	\$5,431
Peer Student Leadership	Silva	Breanna	\$5,431
Physics Club	Hogan	Mary	\$2,716
Robotics Club	Kaplan	Keith	\$2,716
Spanish Club	Reyes-Cruz	Esther	\$2,716
Student Council	Hughes	Erin	\$2,716
Student Council	Hager	Raymond	\$2,716
Technology Club	Cadavid	Veronica	\$2,716

Web Club	Wolf	Samantha	\$2,716
Yearbook Advisor (Paramus)	Whitley	Kathryn	\$3,804
Yearbook Advisor (Paramus)	Kozlova	Ekaterina	\$3,804

<b><u>COORDINATORS:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Admissions Chairperson	Bercovici	Jon	\$4,345
Admissions Chairperson	Guinta	Jamie	\$4,345
Admissions Committee Members	Eichenlaub	Richard	\$1,088
Admissions Committee Members	Gattegno	Jennifer	\$1,088
Admissions Committee Members	Koziol	Kaitlyn	\$1,088
Admissions Committee Members	Lucianna	Neal	\$1,088
Admissions Committee Members	McGoldrick	Kristy	\$1,088
Admissions Committee Members	Nardo	Linda	\$1,088
Admissions Committee Members	Ortelere	Lisa	\$1,088
Admissions Committee Members	Tomanelli	Krista	\$1,088
Affirmative Action/Anti-Bullying Specialist	Bogdanowich	Marie	\$9,582
Awards Assembly	McGoldrick	Kristy	\$1,088
Graduation	Hughes	Erin	\$1,088
Lead Teacher - Guidance	Boyle	Diane	\$11,319
Lead Teacher	Mansfield	Elizabeth	\$11,319
Music Coordinator	Pfaff	Andrew	\$10,864
National Honor Society	Lee	Yoonok	\$1,088
One Act Festival	Rupinski	Kyle	\$2,716
Parent Partnership Organization	Mansfield	Elizabeth	\$1,088
Play Coordinator	Pfaff	Andrew	\$2,716
Safety and Security Coordinator	Sorem	Bridget	\$11,319
School Web Coordinator	Wolf	Samantha	\$2,716
Treasurer, School Activities Account	Heid	Amy	\$4,131

<b><u>HOURLY COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Detention Coverage (per 10 students)	Bemis	Leala	\$54
Detention Coverage (per 10 students)	Chomin	Michael	\$54
Detention Coverage (per 10 students)	Hughes	Erin	\$54
Detention Coverage (per 10 students)	McGoldrick	Kristy	\$54
Detention Coverage (per 10 students)	Nardo	Linda	\$54
Detention Coverage (per 10 students)	Wolf	Samantha	\$54
Detention Coverage (per 10 students)	Zweben	Dana	\$54
Home Instruction	Hager	Raymond	\$84
Home Instruction	Hughes	Erin	\$84
Home Instruction	Kozlova	Ekaterina	\$84

Home Instruction	Ortelere	Lisa	\$84
Home Instruction	Patel	Jaimini	\$84
Home Instruction	Wolf	Samantha	\$84
Proctoring	Ascenzo-Peters	Regan	\$64
Proctoring	Hager	Raymond	\$64
Proctoring	Hughes	Erin	\$64
Proctoring	Koziol	Kaitlyn	\$64
Proctoring	Lee	Yoonok	\$64
Proctoring	Ortelere	Lisa	\$64
Proctoring	Patel	Jaimini	\$64
Proctoring	Quinn	James	\$64
Proctoring	Thawley	Luke	\$64
Proctoring	Wolf	Samantha	\$64
Proctoring	Zweben	Dana	\$64

<b><u>PER YEAR COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Before/After School Duty Assignment	Chomin	Michael	\$5,019
Before/After School Duty Assignment	Colaneri	John	\$5,019
Before/After School Duty Assignment	Eichenlaub	Richard	\$5,019
Before/After School Duty Assignment	Hager	Raymond	\$5,019
Before/After School Duty Assignment	Heid	Amy	\$5,019
Before/After School Duty Assignment	Hughes	Erin	\$5,019
Before/After School Duty Assignment	Lee	Yoonok	\$5,019
Before/After School Duty Assignment	Mansfield	Elizabeth	\$5,019
Before/After School Duty Assignment	Mihas	Maria	\$5,019
Before/After School Duty Assignment	Moran	Ian	\$5,019
Before/After School Duty Assignment	Nardomarino	Laura	\$5,019
Before/After School Duty Assignment	Soudant-Flynn	Danielle	\$5,019
Before/After School Duty Assignment	Thawley	Luke	\$5,019
Before/After School Duty Assignment	Tomanelli	Krista	\$5,019
Before/After School Duty Assignment	Verdiramo	AnneMarie	\$5,019
Before/After School Duty Assignment	Wilson	Patricia	\$5,019
Before/After School Duty Assignment	Zweben	Dana	\$5,019



<b><u>PER HOUR COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Teacher-in-Charge	Mansfield	Elizabeth	\$59

<b><u>PER SESSION COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Interpreter Services (Not to exceed 30-minutes)	Gattegno	Jennifer	\$29
Interpreter Services (Not to exceed 30-minutes)	Hager	Raymond	\$29
Interpreter Services (Not to exceed 30-minutes)	Reyes-Cruz	Esther	\$29

**BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO**

<b>Recommended Staff</b>			
<b><u>ADVISORS*:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Class Advisor 9th Grade	Michaels	Sarah	\$2,413
Class Advisor 10th Grade	Naccara	Douglas	\$2,413
Class Advisor 11th Grade	Conlon	Kenneth	\$2,413
Class Advisor 12th Grade	Marella	Lindsay	\$2,980
Class Assistant Advisor 9th Grade	Kendall	Monet	\$1,888
Class Assistant Advisor 10th Grade	Hamill	Brianna	\$1,888
Class Assistant Advisor 11th Grade	Gagis	Elaine	\$1,888
Class Assistant Advisor 12th Grade	Sciametta	Erica	\$2,361
Computer Club	Friedman	Robin	\$2,716
Environmental Science Club	Michaels	Sarah	\$2,716
FBLA	VanDaalen	Mabel	\$2,716
Frost Valley	Marella	Lindsay	\$2,413
HOSA	Carey	Jessica	\$2,716
Interact	Kendall	Monet	\$2,716
Model United Nations	Golle	Erica	\$2,716
Peer Student Leadership	Conlon	Kenneth	\$5,431
Peer Student Leadership	Olivo	Daniel	\$5,431
Physics Club	DiBiano	MaryRose	\$1,358
Physics Club	Muller	Laura	\$1,358
Spanish Club	Xhemali-Torres	Daphnae	\$2,716
Student Council	Conry	Joseph	\$2,716
Student Newspaper	Sciametta	Erica	\$2,716
Technology Club	Elefther	Nicholas	\$2,716
Yearbook Advisor (Hackensack and Teterboro)	Miller	Bruce	\$5,431
Yearbook Assistant Advisor (Hackensack & Teterboro)	Soderman	Stephanie	\$3,804

\*At the discretion of the Principal an additional advisor per club may be appointed

**COORDINATORS:**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Admissions Chairperson	Buccino	Andrea	\$4,345
Admissions Committee Members	Bercovici	Jon	\$1,088
Admissions Committee Members	Hamill	Brianna	\$1,088
Admissions Committee Members	Cornelio	Cristal	\$1,088
Admissions Committee Members	Di Bianco	MaryRose	\$1,088
Admissions Committee Members	Pena	Carlos	\$1,088
Admissions Committee Members	Kruger	Ryan	\$1,088
Admissions Committee Members	Conlon	Kenneth	\$1,088
Affirmative Action/Anti-Bullying Specialist	Nardelli	Laura	\$9,582
Audio Visual	Miller	Bruce	\$1,304
Awards Assembly	Buccino	Andrea	\$1,088
Graduation	O'Connor	Mary	\$1,088
Lead Teacher	Conlon	Kenneth	\$11,319
Lead Teacher	Lancaster	Jonathan	\$11,319
Lead Teacher	Genicoff	Sharon	\$11,319
Lead Teacher (Ass't Athletic Dir)	Gagis	Elaine	\$11,319
Parent Partnership Organization	Conlon	Kenneth	\$1,088
School Web Coordinator	Genicoff	Sharon	\$2,716
Treasurer, Student Activities Account	Gagis	Elaine	\$3,040

**HOURLY COMPENSATION:**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Conflict Resolution (Certified SPS and CST only)	Nardelli	Laura	Hourly Per Diem
Conflict Resolution (Certified SPS and CST only)	Genicoff	Sharon	Hourly Per Diem
Conflict Resolution (Certified SPS and CST only)	Zulli	Sidnehy	Hourly Per Diem
Conflict Resolution (Certified SPS and CST only)	Pena	Carlos	Hourly Per Diem
Conflict Resolution (Certified SPS and CST only)	Kendall	Monet	Hourly Per Diem
Conflict Resolution (Certified SPS and CST only)	Mak	Cynthia	Hourly Per Diem
Conflict Resolution (Certified SPS and CST only)	Bercovici	Jon	Hourly Per Diem
Home Instruction	Cornelio	Cristal	\$84
Home Instruction	VanDaalen	Mabel	\$84
Home Instruction	Bennett	James	\$84
Home Instruction	Elefther	Nicholas	\$84
Home Instruction	Gosselink	Daniel	\$84
Home Instruction	Cirone	Stephanie	\$84
Home Instruction	Biggins	Mary Kris	\$84
Home Instruction	Muller	Laura	\$84
Home Instruction	Carey	Jessica	\$84
Home Instruction	Robin	Melissa	\$84

Home Instruction	Xhemali-Torres	Daphnae	\$84
Home Instruction	Marella	Lindsay	\$84
Home Instruction	Yanniotis	Andreas	\$84
Proctoring	Mak	Cynthia	\$64
Proctoring	Cornelio	Cristal	\$64
Proctoring	Friedman	Robin	\$64
Proctoring	Rick	Deborah	\$64
Proctoring	DiBiano	MaryRose	\$64
Proctoring	O'Connor	Mary	\$64
Proctoring	Pena	Carlos	\$64
Proctoring	VanDaalen	Mabel	\$64
Proctoring	Bennett	James	\$64
Proctoring	Ge	Peinan	\$64
Proctoring	Elefther	Nicholas	\$64
Proctoring	Mak	Cynthia	\$64
Proctoring	Gosselink	Daniel	\$64
Proctoring	Cirone	Stephanie	\$64
Proctoring	Kendall	Monet	\$64
Proctoring	Biggins	Mary Kris	\$64
Proctoring	Michaels	Sarah	\$64
Proctoring	Muller	Laura	\$64
Proctoring	Carey	Jessica	\$64
Proctoring	Robin	Melissa	\$64
Proctoring	Xhemali-Torres	Daphnae	\$64
Proctoring	Marella	Lindsay	\$64
Proctoring	Vieni	Joan	\$64
Proctoring	Yanniotis	Andreas	\$64

**PER YEAR COMPENSATION:**

<b><u>PER YEAR COMPENSATION:</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Before/After School Duty	Conlon	Kenneth	\$5,019
Before/After School Duty	Cornelio	Cristal	\$5,019
Before/After School Duty	O'Connor	Marhy	\$5,019
Before/After School Duty	Pena	Carlos	\$5,019
Before/After School Duty	Elefther	Nicholas	\$5,019
Before/After School Duty	Cirone	Stephanie	\$5,019
Before/After School Duty	Biggins	Mary Kris	\$5,019
Before/After School Duty	Gosselink	Daniel	\$5,019
After School Duty	Lancaster	Jonathan	\$5,019
After School Duty	Rick	Deborah	\$5,019
After School Duty	Naccara	Douglas	\$5,019
After School Duty	Michaels	Sarah	\$5,019
After School Duty	Conry	Joseph	\$5,019

**PER SESSION**

**COMPENSATION:**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>
Interpreter Services (Not to exceed 30-minutes)	Cornelio	Cristal	\$29
Interpreter Services (Not to exceed 30-minutes)	Duran	Juan	\$29
Interpreter Services (Not to exceed 30-minutes)	Mak	Cynthia	\$29
Interpreter Services (Not to exceed 30-minutes)	Pena	Carlos	\$29
Interpreter Services (Not to exceed 30-minutes)	Mason	Sheavon	\$29
Interpreter Services (Not to exceed 30-minutes)	Xhemali-Torres	Daphnae	\$29

**ATHLETICS - DISTRICT**

**ASSIGNMENT:**

	<b><u>Recommended Staff</u></b>		<b><u>Rate</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	
Baseball Assistant Coach	Blundo	Joseph	\$7,607
Baseball Assistant Coach	Lastra	Stephen	\$7,607
Baseball Assistant Coach	Villareale	Evan	\$7,607
Baseball Head Coach	Naccara	Doug	\$10,646
Basketball Assistant Coach (Boys)	Lastra	Stephen	\$8,038
Basketball Assistant Coach (Boys)	Cecconi	Matthew	\$8,038
Basketball Assistant Coach (Boys)	Pampaloni	Nicholas	\$8,038
Basketball Assistant Coach (Girls)	O'Beirne	Sean	\$8,038
Basketball Assistant Coach (Girls)	Cornelio	Cristal	\$8,038
Basketball Head Coach (Girls)	Horan	Jessica	\$11,407
Bowling Coach	Kuipers	Hank	\$5,758
Cheerleader Fall Advisor	Mihas	Maria	\$3,484
Cheerleader Winter Advisor	Perruci	Alexa	\$4,245
Cheerleader Winter Advisor	Luna	Jaime	\$4,245
Cross Country Coach	Cevoli	Ken	\$7,607
Cross Country Coach	Chomin	Michael	\$7,607
Fencing Assistant Coach	Van Boeckel	Erik	\$7,607
Fencing Coach	Browne	Jeanne	\$10,646
Football Assistant Coach	Martin	John	\$8,038
Football Assistant Coach	Van Boeckel	Erik	\$8,038
Football Assistant Coach	Goff	Michael	\$8,038
Football Assistant Coach	Lastra	Stephen	\$8,038
Football Assistant Coach	Barno	Peter	\$8,038
Football Head Coach	Lynch	Ryan	\$11,407

Golf Head Coach (Boys)	Robertson	Keith	\$6,085
Golf Head Coach (Girls)	Polonsky	Susan	\$6,085
Lacrosse Assistant Coach (Boys)	Dixon	Andee	\$7,607
Lacrosse Assistant Coach (Girls)	Kozlova	Ekaterina	\$7,607
Lacrosse Head Coach (Boys)	Walsh	Gene	\$10,646
Lacrosse Head Coach (Girls)	Miller	Luke	\$10,646
Soccer Assistant Coach (Boys)	Rojek	Mateusz	\$7,607
Soccer Assistant Coach (Boys)	Hackett	Shawn	\$7,607
Soccer Assistant Coach (Boys)	Kalata	Greg	\$7,607
Soccer Assistant Coach (Girls)	Feorenzo	Lauren	\$7,607
Soccer Assistant Coach (Girls)	Kaplan	Keith	\$7,607
Soccer Assistant Coach (Girls)	Marmora	Joseph	\$7,607
Soccer Head Coach (Boys)	Ocampo	Steven	\$10,646
Soccer Head Coach (Girls)	Zweben	Dana	\$10,646
Softball Assistant Coach	Feorenzo	Lauren	\$7,607
Softball Assistant Coach	Zweben	Dana	\$7,607
Softball Assistant Coach	Cornelio	Cristal	\$7,607
Softball Varsity Coach	Mele	Frank	\$10,646
Tennis Assistant Coach (Boys)	Ohanyan	Peter	\$5,758
Tennis Assistant Coach (Girls)	Ohanyan	Peter	\$5,758
Tennis Head Coach (Boys)	Yselonia	John	\$7,607
Tennis Head Coach (Girls)	Yselonia	John	\$7,607
Track Assistant Coach (Boys)	Buser	Erik	\$7,607
Track Assistant Coach (Boys)	Lynch	Ryan	\$7,607
Track Assistant Coach (Girls)	Mykytok	Mike	\$7,607
Track Assistant Coach (Girls)	Cevoli	Ken	\$7,607
Track Head Coach (Boys/Girls)	Hackett	Shawn	\$10,646
Track Indoor Assistant Coach	Mykytok	Mike	\$4,780
Track Indoor Assistant Coach	Buser	Erik	\$4,780
Track Indoor Head Coach	Hackett	Shawn	\$6,829
Volleyball Assistant Coach (Boys)	Van Boeckel	Erik	\$7,607
Volleyball Assistant Coach (Girls)	Cornelio	Cristal	\$7,607
Volleyball Head Coach (Boys)	Kingsley	Matthew	\$10,646
Volleyball Head Coach (Girls)	Kingsley	Matthew	\$10,646
Weightlifting Coach Fall	Naccara	Doug	\$6,878
Weightlifting Coach Spring	Chomin	Michael	\$6,878
Weightlifting Coach Winter	Naccara	Doug	\$4,357

**21-P-182T      APPROVAL — LEAVE(S) OF ABSENCE**

**RESOLUTION**

BE IT RESOLVED, that Salvatore Ardizzone, Custodian, Bergen County Technical Education Center, Paramus, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period July 12, 2021 through October 3, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Dana Malone, Teacher of the Handicapped, Bergen County Technical High School, Teterboro, will be granted an unpaid childcare / personal leave of absence with no benefits for the period September 1, 2021 through June 30, 2022.

BE IT RESOLVED, that Scott Verona, Teacher of Mathematics, Bergen County Technical High School, Teterboro, will be granted an unpaid discretionary / personal leave of absence with no benefits for the period September 1, 2021 through June 30, 2022.

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

**21-P-183T      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:

Gieske, Elizabeth	Employment Literacy Instructor	Effective 07/01/2021
Strothers, Antonia	School Psychologist	Effective 07/01/2021

**21-P-184T      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:

Lowe, Barry	Broker/Manager Counselor	WIA	Effective 11/01/2021
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**21-P-185T APPROVAL—PAYMENT OF SUPERINTENDENT’S MERIT BONUSES FOR 2020-2021**

**RESOLUTION**

WHEREAS, the Bergen County Technical Schools Board of Education (“Board”) approved 2020-2021 merit goals for the Superintendent at its 06/23/2020 meeting (20-P-153T); and

WHEREAS, the Interim Executive County Superintendent of Schools subsequently reviewed and approved the Board’s approved 2020-2021 merit goals for the Superintendent; and

WHEREAS, the Board affirmed and approved the Superintendent’s complete attainment of all such 2020-2021 merit goals, and certified its affirmation and approval of the same for submission to the Interim Executive County Superintendent of Schools for review and approval, at its May 25, 2021 meeting (Resolution No. 21-P-161T); and

WHEREAS, the Interim Executive County Superintendent of Schools has reviewed the Board’s aforementioned submission and confirmed the Superintendent’s satisfaction of his 2020-2021 merit goals;

BE IT RESOLVED, that the Board hereby authorizes payment to the Superintendent the full amounts of all 2020-2021 merit bonuses set forth in the aforementioned 2020-2021 merit goals.

**21-P-186T APPROVAL — SUPERINTENDENT’S MERIT GOALS FOR 2021-2022**

**RESOLUTION**

BE IT RESOLVED, that Board approve the Superintendent’s attached proposed quantitative and qualitative merit goals for school year 2021-2022; and

BE IT FURTHER RESOLVED, that the Board approve the submission of the Superintendent’s proposed quantitative and qualitative merit goals for school year 2021-2022 to the Interim Executive County Superintendent of Schools for review and approval.

**21-P-187T APPROVAL — THE BERGEN COUNTY TECHNICAL SCHOOLS CUSTODIAL SUPERVISORS AND HEAD CUSTODIANS ASSOCIATION MEMORANDUM OF UNDERSTANDING FOR THE 2021-2024 AGREEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

**RESOLUTION**

WHEREAS the Board of Education of the Vocational Schools in the County of Bergen, State of New Jersey, has been negotiating with the Bergen County Technical Schools Custodial Supervisors and Head Custodians Association, regarding the terms and conditions of employment for the period July 1, 2021, through June 30, 2024,

WHEREAS, a Memorandum of Understanding, which includes salary lists, has been developed and drafted by the negotiating committees of the Board of Education and the Association and contains their mutual understanding, a copy of which is attached to this resolution and made a part thereof, and

WHEREAS, the Bergen County Technical Schools Custodial Supervisors and Head Custodians Association has advised that it’s membership has ratified the Memorandum of Understanding,

NOW THEREFORE BE IT RESOLVED that the Board of Education of the Vocational Schools in the County of Bergen does hereby approve and agree to the terms set forth in the June 24, 2021 Memorandum of Understanding, and

BE IT FURTHER RESOLVED that the Board President and Board Secretary are authorized to sign the Memorandum of Understanding, and

BE IT FURTHER RESOLVED that the Board Attorney is authorized to incorporate the terms of this Memorandum of Understanding into the master contract for the period July 1, 2021, through June 30, 2024.

**21-P-188T      APPROVAL—2021-2022 DISTRICT SUBSTITUTE RATES**

**RESOLUTION**

BE IT RESOLVED that the following district substitute rates be approved effective July 1, 2021, and

BE IT FURTHER RESOLVED that these rates shall remain in effect until there is further action from the Board of Education.

\$146 Per day	Bergen County Academies
\$125 Per day	All other campuses



## **FINANCE RESOLUTIONS**

### **21-F-194T      APPROVAL—PAYMENT OF BILLS: MAY/JUNE 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>
5/21/21-6/17/21	008216-008358	\$7,371,141.97	
5/21/21-6/17/21	S39369-S39406	\$1,101,335.41	\$8,472,477.39

<u>Date</u>	<u>Check Numbers</u>	Unemployment Comp Ins Fund <u>Account 955-1020782</u>	<u>Total</u>
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<u>Date</u>	<u>Check Numbers</u>	Escrow Account <u>Account 50214</u>	<u>Total</u>
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PB/JS

### **21-F-195T      MONTHLY CERTIFICATION—APRIL 2021 BOARD SECRETARY/SCHOOL FINANCIAL REPORT**

#### **RESOLUTION**

WHEREAS pursuant to N.J.A.C. 6:20–2.12(e)\*, we, the Board of Education, confirm that as of April 30, 2021 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over–expended in violation of N.J.A.C. 6:20–2.12(b)\* and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

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

PB/JS

Source of Funds: per Attached

**21-F-196T                    LINE ITEM TRANSFERS – APRIL 2021**

**RESOLUTION**

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

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

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

PB/JS/am  
Source of Funds: Per Attached

**21-F-197T                    APPROVAL - 2021-2022 AUDITORIUM RATE SCHEDULE**

**RESOLUTION**

WHEREAS, the Auditorium of the Bergen County Academies is provided to students and members of the community to assist the School in accomplishing its mission as a public institution of education; and

WHEREAS, the accomplishment of the educational mission of the School shall be considered to have first priority in all decisions concerning the use of the Auditorium; and

WHEREAS, the use of the Auditorium shall not be authorized when such use may disturb the conduct of School activities; and

WHEREAS, the Board of Education has determined that to provide maximum opportunities for high quality cultural experiences to students, faculty, staff and other members of the community the Auditorium may be rented by outside individuals, companies, etcetera; and

WHEREAS, annually it is necessary to establish a rental schedule for groups outside of the Bergen Tech community;

NOW THEREFORE BE IT RESOLVED that the attached auditorium rate schedule shall be in effect for the 2021-2022 school year.

JS/am  
Source of Funds: N/A

**20-F-198T                    APPROVAL – TUITION RATES FOR THE BERGEN COUNTY DAY CARE CENTER 2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, tuition charges are a major source of revenue;

BE IT RESOLVED the Board of Education approves hourly and weekly rates for Day Care Center for the school year 2021-2022;

Category	2021-2022 Hourly Rates
Infants	\$7.50
Waddles	\$7.00
Toddlers	\$6.75
Pre-Kindergarten – 3 & 4	\$6.50
Before Care (7am-9am)	\$6.75
After Care (3pm-6pm)	\$6.75

	2021-2022 Rate
Registration Fee	\$100.00
Fee for Late Payment	\$40.00
Fee for Returned Check	\$40.00
Late Pick Up Fee	\$15.00 For every 15 minutes late
Sibling Discount	10% discount applied to older child
District, Full Time Adult Education Students and County Employee Discount	15% discount applied to total tuition

JS/am

**21-F-199T      APPROVAL – EMS TRAINING TUITION RATES 2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, tuition charges are a major source of revenue;

NOW THEREFORE BE IT RESOLVED, the Board of Education approves the following rate structure for the EMS Training program to be in effect July 1, 2021 through June 30, 2022:

Course	Tuition Rate 2021-2022
EMT Basic	<b>\$1,500.00</b> – or Amount Equal to the NJ State Dept. of Health Training Fund Payment
EMT Basic Bridge	<b>\$1,500.00</b> – or Amount Equal to the NJ State Dept. of Health Training Fund Payment
EMT Integrated Refresher Program	<b>\$240.00</b> – Or Amount Equal to the NJ State Dept. of Health Training Fund Payment
EMT Integrated Refresher Program – Class A	<b>\$80.00</b> – or Amount Equal to the NJ State Dept. of Health Training Fund Payment
EMT Integrated Refresher Program – Class B	<b>\$80.00</b> – or Amount Equal to the NJ State Dept. of Health Training Fund Payment
EMT Integrated Refresher Program – Class C	<b>\$80.00</b> – or Amount Equal to the NJ State Dept. of Health Training Fund Payment
Fire Rescue Extrication	<b>\$45.00</b>
Rescue Technician Basic	<b>\$80.00</b>
Rescue Technician Recertification	<b>\$60.00</b>
Haz Mat Technician	<b>\$85.00</b>
First Responder Basic	<b>\$65.00</b> – Non Members of Emergency Services Personnel

<b>Course</b>	<b>Tuition Rate 2021-2022</b>
First Responder Basic	<b>\$35.00</b> – Fire, Police, Rescue & EMS Members with a completed Department Authorization Form
First Responder Recertification	<b>\$55.00</b> – Non Members of Emergency Services Personnel
First Responder Recertification	<b>\$25.00</b> – Fire, Police Rescue & EMS Members with a completed Department Authorization Form
Defensive Driver	<b>\$80.00</b>
ICS EMS Branch Command	<b>\$30.00</b>
Incident Command 100	<b>\$30.00</b>
Incident Command 200	<b>\$35.00</b>
Incident Command 300	<b>\$85.00</b>
Incident Command 400	<b>\$65.00</b>
Healthcare Provider CPR Instructor	<b>\$185.00</b>
Healthcare Provider CPR Basic	<b>\$60.00</b>
Health Care Provider CPR Recertification	<b>\$55.00</b>
Heartsaver CPR	<b>\$45.00</b>
Heartsaver First Aid	<b>\$85.00</b>
Heartsaver First Aid w/ CPR & AED	<b>\$90.00</b>
Heartsaver Pediatric First Aid	<b>\$65.00</b>
Family and Friends CPR	<b>\$65.00</b>
Family & Friends First Aid for Children	<b>\$70.00</b>
Rescue Task Force	<b>\$35.00</b>
All Hazmat classes except technician	<b>\$10.00</b>
Bleeding Control	<b>Exempt</b>

<b>Course</b>	<b>Tuition</b>
Out of County Fee	<b>\$25.00</b> Per Semester
Customized Training – Continuing Education	\$10.00 Minimum Fee Per CEU/Per Student/Per Director's Approval/Plus An additional \$25.00/Per Semester / Out of County Fee if Applicable
Customized Training – First Responder Basic	<b>\$40.00</b> Minimum Fee Per Student/Per Director's Approval/Plus an additional \$25.00 Per Semester/ Out of County Fee if Applicable
Customized Training First Responder Recertification	<b>\$30.00</b> Minimum Fee Per Student/Per the Director's Approval/Plus an additional \$25.00 Per Semester/ Out of County Fee if Applicable
Customized Training – Private Sector All Programs	<b>\$10.00</b> Minimum Fee/Per Student/ Per Hour/Per Program/Per the Director's Approval
Elevator/Escalator Rescue Class	<b>\$10.00</b> Minimum Fee/Per Student
Rappelling/Rope Rescue Class	<b>\$15.00</b> Minimum Fee/Per Student
SORA Basic	<b>\$100.00/person</b>
SORA Recerification	<b>\$50.00/person</b>
Driving Simulator	<b>\$10.00/person</b>

**Exempt:**

EMT	Members of Volunteer First Aid Squads with a completed NJ State Training Fund Certificate of Eligibility Form. (Tuition and Out of County Fees)
EMT	Integrated Refresher Program, Class A, Class B & Class C: Members of Bergen County Volunteer Ambulance Squads with a completed Bergen County Tuition Exemption Form or a completed NJ State Training Fund Certificate of Eligibility Form. (Tuition and Out of County Fees)
Elective CEU's	Current NJ EMT's who are members of Bergen County Volunteer Ambulance Squads with a completed Bergen County Tuition Exemption Form. (Tuition and Out of County Fees)
CEU	1.50/CEU (10 CEU class cost: \$15.00)
First Responder Programs	Fire, Police, Rescue & EMS members with a completed Department Authorization Form. (Tuition and Out of County Fees)
Rescue Task Force/Bleeding Control	Current Emergency Responder who are members of Bergen County Emergency Services agency with appropriate identification. (Tuition and Out of County Fees)

MT/am

**21-F-200T      APPROVAL - AUTHORIZE TRANSFER INTO THE CAPITAL RESERVE ACCOUNT**

**RESOLUTION**

WHEREAS N.J.A.C. 6A: 23A-14.1 and N.J.S.A. 18A: 7F-41 allows a school district to accumulate funds for the future capital projects; and

WHEREAS school district may deposit into a capital reserve account any unanticipated revenue or unexpended line-item appropriation by Board Resolution between June 1 and June 30 of the budget year;

NOW THEREFORE BE IT RESOLVED, in accordance with N.J.A.C.6A: 23A-14-1 and N.J.S.A. 18: 7F-41, the amount not to exceed \$2,000,000 is authorized to be transferred into the capital reserve account general fund.

JS:PB/am

**20-F-201T      APPROVAL - AUTHORIZE TRANSFER INTO THE MAINTENANCE RESERVE ACCOUNT**

**RESOLUTION**

WHEREAS N.J.A.C. 6A: 23A-14.2 and N.J.A.C. 6A-26A allows a school district to accumulate funds for the required maintenance of school facilities; and

WHEREAS a school district may deposit into a maintenance reserve account any unanticipated revenue or unexpended line item appropriation by Board Resolution;

NOW THEREFORE BE IT RESOLVED, in accordance with N.J.A.C. 6A:23A-14.2 and N.J.A.C. 6A-26A the amount not to exceed \$600,000 is authorized to be transferred into the maintenance reserve account.

21-F-202T

**APPROVAL – AWARD CONTRACT – STRAUSS ESMAY ASSOCIATES, LLP**

**RESOLUTION**

BE IT RESOLVED, that the Board of the Bergen County Technical Schools confirms the action of the Business Administrator and awards a contract to Strauss Esmay Associates, LLP, to provide policy alert and support services for the 2021-2022 School Year at a rate of \$4,785.00.

Account No. 13.416.200.500.GM

21-F-203T

**APPROVAL - DISPOSAL OF SURPLUS PROPERTY BERGEN COUNTY  
TECHNICAL SCHOOL DISTRICT**

**RESOLUTION**

WHEREAS, the Bergen County Technical Schools Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Bergen County Technical Schools is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE BE IT RESOLVED, by the Bergen County Technical Schools Board of Education, 540 Farview Ave., Paramus, NJ, as follows:

1. The sale of the surplus property shall be conducted through Municibid pursuant to State Contract 19-GNSV1-00696 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with Municibid are available online and also available from Bergen County Technical Schools. The date and time of sale will be determined by Municibid.
2. The sale is being conducted pursuant to Local Finance Notice.
3. A list of the surplus property to be sold as is.
4. The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
5. Bergen County Technical Schools Board of Education reserves the right to accept or reject any bid submitted.

Item #	Description	Brand	Condition
1	Bicep Curl Bench	Unknown	USED-Torn Cushion
2	Bicep Curl Bench	Champion Barbell	USED
3	FS-54 Multipress Machine	Paramount	USED
4	Various Weights / Plates & Weight Stand	Various	USED
5	LAT/LOW Row Combo	Dynamax Pro	USED
6	FS-56 Bicep - Tricep	Paramount	USED
7	Dip/Leg Raise Station	Champion Barbell	USED-Torn Cushion

Item #	Description	Brand	Condition
8	Bench Press	Champion Barbell	USED-Torn Cushion
9	Bench Press	Champion Barbell	USED
10	Leg Extension	Dynamax Pro	USED
11	Leg Press/Calf Raise Combo	Dynamax Pro	USED
12	Pull-up-Leg Raise Station	Champion Barbell	USED
13	Pull-up-Leg Raise Station	Champion Barbell	USED
14	Free-weight Bench Flat	Champion Barbell	USED
15	Exercise Bike iC Pro	Schwinn	USED
16	Free-weight Bench Flat & Incline	UNKNOWN	USED
17	PEC FLY/Rear Deltoid Combo	Dynamax Pro	USED
18	Free-weight Bench Flat & Incline & Decline		USED-Torn Cushion
19	Exercise Bike iC Pro	Lamar Fitness	USED-Torn Cushion
20	Situp Bench	Champion Barbell	USED-Crack in Plastic
21	Elliptical Machine	Vision Fitness	USED
22	Recumbent Bike Machine	Lamar Fitness	USED
23	Stairmaster	Stairmaster	USED

**20-F-204T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY TECHNICAL SCHOOLS AND NORTHVALE PUBLIC SCHOOLS**

**RESOLUTION**

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

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

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to Northvale Board of Education;

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

EH: JS/am

**21-F-205T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND LINCOLN PARK PUBLIC SCHOOLS**

**RESOLUTION**

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

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

WHEREAS, both parties are desirous of entering into a shared services agreement, authorizing the subcontracting of services of technology support by Bergen County Technical Schools to Lincoln Park Board of Education;

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

EH: JS/am

**21-F-206T      RENEWAL - CONTRACT TO PROVIDE NON-SCHEDULED PUPIL TRANSPORTATION SERVICES FOR  
BCTSC, COMMENCING SEPTEMBER 1, 2021 TO AUGUST 31, 2022, FOR ONE YEAR PERIOD, WITH AN  
OPTION TO RENEW  
VENDOR: VALLEY TRANSPORTATION LLC., OLD TAPPAN, NJ**

BID #19-PC1  
State ID #79-BCTSC

**RESOLUTION**

WHEREAS, the Board of Education awarded the contract on July 30, 2018, Resolution #19-F-05T; and

WHEREAS, 6A:27-9.13 allows for the renewal of transportation contracts up to the current Consumer Price Index (CPI), and

WHEREAS, the District has decided to renew the contract for an additional twelve (12) month period at 0% increase;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Transportation Manager, the Board of Education awards the contracts to Valley Transportation, LLC as follows:

	Category A: 1 through 3 hours- minimum charge	Category A: Overtime Rate (price per hour) *	Category B: Activity
School Bus-54 passenger	\$232.14	\$93.47	\$180.56
School Van-16 passenger	\$232.14	\$93.47	\$180.56
School Van-20 passenger	\$232.14	\$93.47	\$180.56
Wheelchair School Van	\$232.14	\$93.47	\$180.56

\*The overtime rate will be calculated in 15 minute increments, per the general specifications.



Category C: Overnight Trips	
Up to 350 Miles Round Trip	Per vehicle per day
School Bus-54 passenger	\$696.43
School Van-16 passenger	\$696.43
School Van-20 passenger	\$696.43
Wheelchair School Van	\$696.43
351 to 500 Miles Round-trip	Per vehicle per day
School Bus-54 passenger	\$773.81
School Van-16 passenger	\$773.81
School Van-20 passenger	\$773.81
Wheelchair School Van	\$773.81

Category D: Drop-Off and Pick-Up Only (25 mile radius) (Including NYC)		
	Drop off	Pick up
School Bus – 54 Passenger	\$139.29	\$139.29
School Bus – 16 Passenger	\$139.29	\$139.29
School Bus – 20 Passenger	\$139.29	\$139.29
Wheelchair School Van	\$139.29	\$139.29

Category E: Drop-Off and Pick-Up Only (25-50 mile radius) (Including NYC)		
	Drop off	Pick up
School Bus – 54 Passenger	\$170.25	\$170.25
School Bus – 16 Passenger	\$170.25	\$170.25
School Bus – 20 Passenger	\$170.25	\$170.25
Wheelchair School Van	\$170.25	\$170.25

Category F: Drop-Off and/or Pick-Up Only JFK & LaGuardia Airport		
	Drop off	Pick up
School Bus – 54 Passenger	\$170.25	\$170.25

Category G: Drop-Off and/or Pick-Up Newark Airport		
	Drop off	Pick up
School Bus – 54 Passenger	\$139.29	\$139.29

Category H: Late Buses per diem – awarded to one company – must have three buses.			
	<u>North</u>	<u>Central</u>	<u>South</u>
School Bus – 54 Passenger	\$180.56 (per Bus)	\$180.56 (per Bus)	\$180.56(per Bus)

Cancellation Fee: \$51.59

(If scheduled activity is cancelled less than 90 minutes prior to pick-up time)

21-F-207T

**AWARD OF CONTRACT TO FURNISH AND DELIVER NEWTEK TRICASTERS TC1 AND A BIGFOOT MOBILE CART SYSTEM AND THE ASSOCIATED PRODUCTS OR APPROVED EQUALS FOR BCTS  
VENDOR: G & G TECHNOLOGIES, INC., SADDLE BROOK, NJ \$72,069.00**

BID #21-13R

**RESOLUTION**

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for sealed bids to Furnish and Deliver NewTek TriCasters TC1 and a Bigfoot Mobile Cart System and the Associated Products or Approved Equals for BCTS, 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 May 21, 2021;

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 contract to the lowest responsible bidder, G & G Technologies, Inc., Saddle Brook, NJ 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	4	Each	TC1	NewTek TriCaster TC1	\$ 13,995.00	\$55,980.00
2	1	Each	TC1BBDL	NewTek TriCaster TC1 Base Bundle. Bundle to include: <ul style="list-style-type: none"> <li>NewTek TriCaster TC1 2RU Live Production System</li> <li>NewTek TC1SP Control Panel</li> </ul>	\$18,650.00	\$18,650.00
3	1	Each	10RU/30D	Bigfoot Mobile Side Operator System Sideoperator 30D standard features: 1) Removable Rack Area Panels 2) Standard 10RU Shockrack 3) Solid Gemboard Top 4) Removable Side Panel (1 standard) 5) 30" Aluminum Controller/Keyboard Drawer 6) "Dual Mode" 8" BCW Wheels  With Options: 1) Liftoff Monitor Storage Top/Lid with Dual Table Legs 2) AC Power/USB Dual Charger	\$ 5,439.00	\$5,439.00
				Sub Total:		\$80,069.00
4	4	Each	Promotion	Trade-In for NewTek TriCasters 460, not including control panel	\$2,000.00	\$8,000.00
				GRAND TOTAL (ALL INCLUSIVE):		\$72,069.00

**21-F-208T      AWARD OF CONTRACT TO FURNISH AND DELIVER EDUCATIONAL SUPPLIES FOR THE 2021-2022 SCHOOL YEAR AS FOLLOWS: PHYSICAL EDUCATION/ATHLETICS**  
**VENDORS: M-F ATHLETIC COMPANY, INC.**

BID #22-01R

**RESOLUTION**

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq advertised for sealed bids to Furnish and Deliver Educational Supplies for the 2021-2022 School Year as follows: Auto, Physical Education/Athletics, Veterinary Assisting and Aerospace Engineering, and

WHEREAS, no bids were received for Auto, Veterinary Assisting and Aerospace Engineering, and

WHEREAS, in accordance with the advertisement, one (1) bid was received for Physical Education/Athletics, publicly opened and read aloud in the Board of Education office on June 4, 2021, and carefully analyzed on a line item basis,

NOW THEREFORE BE IT RESOLVED, based on the recommendations of the Instructors in the affected departments, the Board of Education accepts the lowest responsible bids, on a line item basis, as follows:

<b><u>PHYSICAL EDUCATION/ATHLETICS</u></b>		
M-F ATHLETIC COMPANY, WEST WARWICK, RI	Page 26: 1-3; Page 27: 1,2, 4-6	\$579.00
	<b>TOTAL AWARDED:</b>	<b>\$579.00</b>

<b>GRAND TOTAL AWARDED:</b>	<b>\$579.00</b>
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BE IT FURTHER RESOLVED that the Board of Education authorizes the Purchasing Department to negotiate for those items not bid on pursuant to N.J.S.A. 18A-18A-5 (c).

Source of Funds: Various

JS/hm

**21-F-209T      RENEWAL - CONTRACT TO PROVIDE MAINTENANCE AND REPAIR SERVICES FOR VICON VIDEO SURVEILLANCE SECURITY SYSTEMS AT VARIOUS LOCATIONS THROUGHOUT BCTS, COMMENCING JULY 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD**  
**VENDOR: APS CORPORATION, BRANDBURG, NJ \$26,525**

BID #20-PC16  
State ID #79-BCTSC

**RESOLUTION**

WHEREAS, the Board of Education awarded the contract on June 23, 2020 (resolution #20-F-254T) to Provide Maintenance and Repair Services for Vicon Video Surveillance Security Systems at Various Locations throughout BCTSC, Commencing July 1, 2020 or Date of Award, for a One-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 Technology, the Board of Education awards the renewal of the contract as follows:

BERGEN COUNTY TECHNICAL SCHOOLS

Location	Price/Year
Paramus Campus - 275/285 Pascack Road	N/A (Under Warranty Until 2022)
Barn - Paramus Campus	\$ 750.00
Small Animal Care – Paramus Campus	\$ 750.00
Teterboro Campus – 504 Route 46W, Teterboro	\$ 5,925.00
Hackensack Campus – 200 Hackensack Avenue	\$ 17,000.00
Adult Education Building – 190 Hackensack Avenue	\$ 1,250.00
Carol Court Building – Hackensack Avenue, Hackensack	_____
BELA Building – Hackensack Avenue, Hackensack	\$ 425.00
Paramus Campus EMS Building – Pascack Road, Paramus	\$ 425.00
GRAND TOTAL	\$ 26,525.00

**21–F–210T      APPROVAL – ARCHITECTURAL/ENGINEERING SERVICES – AUTO ENGINEERING  
CLASSROOM/LAB AND MAIN OFFICE RENOVATIONS AT TETERBORO CAMPUS  
VENDOR: AECOM**

**RESOLUTION**

WHEREAS, a need exists to provide Professional Engineering Services to redesign the Auto Engineering Classroom/Lab and Main Office Relocation at the Teterboro Campus; and

WHEREAS, AECOM Architects/Engineering Firm has submitted the attached proposal to provide professional services related to this project;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the attached proposal for professional architectural/engineering services, provided by AECOM Firm located at 1255 Broad Street, Clifton, NJ for a fixed fee in the amount of \$12,000.00 including all reimbursable cost.

JS/am

**21-F-211T      APPROVAL: AWARD OF CONTRACT FOR DENTAL INSURANCE FOR A TWO-YEAR PERIOD:  
JULY 1, 2021 TO JUNE 30, 2023 - VENDOR: DELTA DENTAL OF NEW JERSEY**

**RESOLUTION**

WHEREAS, the Board of Education's insurance broker, Brown & Brown Metro, Inc., conducted a market analysis for the district's dental insurance plan; and

WHEREAS, Eighteen (18) dental insurance providers were solicited for quotes based on the historical usage data of the district; and

WHEREAS, Seven (7) firms determined to respond to the solicitation of quotation, eleven (11) declined or were unresponsive; and

WHEREAS, Brown and Brown Metro Inc. analyzed the quotations submitted, and based on this analysis, has recommended the renewal of Delta Dental of New Jersey for the two-year period commencing July 1, 2021 and ending June 30, 2023 at the following rate:

July 1, 2021 to June 30, 2023	Delta Dental PPO Premier	Coverage	Monthly Charge
		One Party	\$52.75
		Two Party	\$91.37
		Three+ Party	\$153.65

NOW THEREFORE BE IT RESOLVED, the Board of Education accepts the recommendation of Brown and Brown Metro Inc., and approves Delta Dental of New Jersey as the dental insurance provider for the Board of Education or a two-year period of time commencing July 1, 2021 and ending June 30, 2023; and

BE IT FURTHER RESOLVED, the Board of Education assumes the cost of the benefits listed above for all eligible district staff members.

JS/am

**21-F-212T      APPROVAL - COOPERATIVE PRICING SYSTEM AGREEMENT NJSBA ACES  
CPS #E8801**

**RESOLUTION**

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

WHEREAS, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and

WHEREAS, N.J.S.A. 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and

WHEREAS, NJSBA is conducting a voluntary Cooperative Pricing System within the State of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and

WHEREAS, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local boards across this State; and

WHEREAS, all parties to this Agreement have approved this Agreement by resolution, in accordance with N.J.S.A. 18A:18A-1 et. seq. and regulations promulgated thereunder; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows, the Board of Education will comply with the NJSBA ACES CPS #E8801 agreement herein.

**21-F-213T      AWARD OF CONTRACT TO FURNISH AND DELIVER A WILSON PRO 4300 ENTERPRISE  
CELL SIGNAL BOOSTING SYSTEM AND THE ASSOCIATED PRODUCTS AT BCTS –  
TETERBORO CAMPUS  
VENDOR: EASTERN DATACOMM, LLC, HACKENSACK, NJ \$33,579.65**

BID #21-12R

**RESOLUTION**

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for sealed bids to Furnish and Deliver a Wilson Pro 4300 Enterprise Cell Boosting System and the Associated Products or Approved Equal at BCTS – Teterboro Campus, and

WHEREAS, in accordance with the advertisement, two (2) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on May 25, 2021,

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 contract to the lowest responsible bidder, Eastern DataComm, LLC, Hackensack, NJ, 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	460152	WilsonPro 4300 Enterprise Signal Booster Kit	\$ 11,399.99	\$ 11,399.99
2	10	each	304412	4G Dome Antenna 50-ohm w/12" Pigtail N-Female	\$ 66.49	\$ 664.90
3	2	each	859980	Splitter 3 Way, -4.8 dB 700-2700 MHz w/N Female Connectors, 50 Ohm	\$ 94.99	\$ 189.98
4	2	each	859981	Splitter 4 Way, -6 dB 700-2700 MHz w/N Female Connectors, 50 Ohm	\$ 113.99	\$ 227.98
4	1	each	901117	Pole Mounting Assembly for Outdoor Antennas, 10"	\$ 21.84	\$ 21.84
5	1	each	NP-60-200	Non-Penetrating Roof Mount	\$ 166.25	\$ 166.25
6	1	each	CPT-12U	Cable Prep Tool	\$ 418.00	\$ 418.00

<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>
7	1	each	224363	Cable Flare Tool for ½” HELIAX	\$ 114.00	\$ 114.00
8	38	each	L4TMN-PSA	N-Male Crimp Connector	\$ 27.55	\$ 1,046.90
9	2,500	linear feet	AL4RPV-50	HELIAX® Plenum Rated Air Dielectric Coaxial Cable, corrugated aluminum, 1/2 in, off white PVC jacket	\$ 3.09	\$ 7,725.00
10	4	each	970024	Solderless Field Termination Captive Pin N Male Connector	\$ 14.20	\$ 56.81
11	1	each	LENSUPS1500	1500VA UPS Battery Backup	\$ 298.00	\$ 298.00
12	1	each	LENSUPSSHELF	Wall Mount Shelf for 1500VA UPS	\$ 50.00	\$ 50.00
13	4	each	N/A	Wiring and Install	\$ 2,450.00	\$ 9,800.00
14	1	each	N/A	Configuration and Testing	\$ 1,400.00	\$ 1,400.00
----	----	----	----	GRAND TOTAL (ALL INCLUSIVE):		\$ 33,579.65

**21-F-214T      AWARD OF CONTRACT TO PROVIDE TEMPORARY BACK-UP ON-CALL REGISTERED NURSING SERVICES FOR BCTSC, COMMENCING JULY 1, 2021, FOR A TWO-YEAR PERIOD, WITH THE OPTION TO RENEW**  
**VENDOR: HOMECARE THERAPIES LLC d/b/a HORIZON HEALTHCARE STAFFING, MANALAPAN, NJ \$56 / HOUR**

BID #22-PC3  
State ID #79-BCTSC

**RESOLUTION**

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for sealed bids to Provide Temporary Back-Up On-Call Registered Nursing Services for BCTSC, Commencing July 1, 2021, or Date of Award, for a Two-Year Period, with the Option to Renew, and

WHEREAS, in accordance with the advertisement, two (2) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on May 25, 2021,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Human Resources, the Board of Education awards the contract, to the lowest responsible bidder, Homecare Therapies LLC d/b/a Horizon Healthcare Staffing, Manalapan, NJ at a rate of \$56.00 per hour.

JS/jd

**21-F-215T      APPROVAL – ARCHITECTURAL/ENGINEERING SERVICES – BIO-TECH RESEARCH WING  
AT THE ACADEMIES  
VENDOR: RSC ARCHITECTS**

**RESOLUTION**

WHEREAS, a need exists to provide Professional Architectural Services to renovate Bio-Tech laboratories throughout the Academy building which will provide state-of-the-art technology at the Bergen County Academies; and

WHEREAS, RSC Architects, a Board approved vendor submitted the attached proposal to provide professional services for the aforementioned project for the renovation of five existing science classrooms and one faculty lavatory which will encompass approximately 8,400 square feet;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the attached proposal for professional architectural/engineering services to be provided by RSC, located at 3 University Plaza Drive, Hackensack NJ not exceed the listed fees:

Schematic Design Phase	\$36,000.00
Design Development Phase	\$54,000.00
<b>Total:</b>	<b>\$90,000.00</b>
Fees are inclusive of basic reimbursable expenses	

JS/am

**21-F-216T      APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION  
FOR FEDERAL, STATE AND/OR PRIVATE FUNDS  
  
Elementary and Secondary Education Act (ESEA) Consolidated Formula Sub grant**

**RESOLUTION**

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

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u>Amount of Application</u></b>
FY '22 – Federal Department of Education	Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant	\$223,164
	Allocation of funds is as follows:	
	Title I, Part A Basic, Concentration, Targeted & EFIG	\$171,596
	Title II, Part A	\$38,108
	Title IV, Part A	\$13,460

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



**21-F-217T      APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION  
FOR FEDERAL, STATE AND/OR PRIVATE FUNDS**

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT  
PART B – FLOW THROUGH**

**RESOLUTION**

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

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u><i>Amount of Application</i></u></b>
FY '22 – Federal Individuals with Disabilities Education Act	Individuals with Disabilities Education Act (IDEA), Part B – Flow Through	\$537,525

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

**21-F-218T      REFUSAL TO SUBMIT APPLICATION FOR SPECIAL FEDERAL, STATE AND/OR  
PRIVATE FUNDS**

**RESOLUTION**

WHEREAS the federal government provides funding under Title III, Immigrant, of the Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant program to qualified school districts; and

WHEREAS only those school districts entitled to \$10,000 or more may apply for Title III, Immigrant, funds; and

WHEREAS districts entitled to less than \$10,000 in Title III, Immigrant, funds must form consortia in order to meet the \$10,000 minimum requirement amount; and

WHEREAS the amount allocated to this District is less than \$10,000,

NOW THEREFORE BE IT RESOLVED the Board of Education shall not submit an application for Title III, Immigrant funds in the amount specified below:

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u><i>Amount Declined</i></u></b>
Federal – FY '22 Department of Education	Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant Title III, Immigrant	\$6,579

BE IT FURTHER RESOLVED that notwithstanding the District's declining to submit an application for Title III, Immigrant, funds this year, it shall not preclude the District from submitting an application for said monies in any subsequent year.

**21-F-219T      REFUSAL TO SUBMIT APPLICATION FOR SPECIAL FEDERAL, STATE AND/OR  
PRIVATE FUNDS**

**RESOLUTION**

WHEREAS the federal government provides funding under Title III, of the Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant program to qualified school districts; and

WHEREAS only those school districts entitled to \$10,000 or more may apply for Title III, funds; and

WHEREAS districts entitled to less than \$10,000 in Title III, funds must form consortia in order to meet the \$10,000 minimum requirement amount; and

WHEREAS the amount allocated to this District is less than \$10,000,

NOW THEREFORE BE IT RESOLVED the Board of Education shall not submit an application for Title III, funds in the amount specified below:

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u>Amount Declined</u></b>
Federal – FY '22 Department of Education	Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant Title III	\$400

BE IT FURTHER RESOLVED that notwithstanding the District's declining to submit an application for Title III, funds this year, it shall not preclude the District from submitting an application for said monies in any subsequent year.

**21-F-220T      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:

<b>Funding Source</b>	<b>Program Description</b>	<b>Total Grant</b>
NJ Department of Labor	COVID-19 Relief Fund Workforce and Reskilling	\$ 637,754.41
	Addition/(Decrease)	<u>\$ (425,169.41)</u>
	Revised Total	\$ 212,585.00
Period – November 1, 2020 to December 30, 2020		

and

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:** WIOA Program  
**Administrator:** Tammy Molinelli

<b>BERGEN COUNTY JOB CENTER – COVID-19 RELIEF FUND WORKFORCE AND RESKILLING</b>		
<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2020-2021 BUDGET</b>
20 832 130 109 V1	SALARIES	\$ 148,143.00
20 832 130 200 V1	EMPLOYEE BENEFITS	\$ 64,442.00
20 4480 832 V1	REVENUE	\$ 212,585.00

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-221T 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:

<b>Funding Source</b>	<b>Program Description</b>	<b>Total Grant</b>
NJ Department of Labor	WIOA Data Reporting & Analysis	\$12,971
TOTAL		\$12,971
Period – July 1, 2020 to June 30, 2021		

and

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:** WIOA Program  
**Administrator:** Tammy Molinelli

<b>BERGEN COUNTY ONE STOP – DATA REPORTING &amp; ANALYSIS</b>		
<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
20 833 130 500 V1	OTHER PURCHASED SERVICES	\$ 12,971
20 4480 833 V1	REVENUE	\$ 12,971

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.

**21-F-222T      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.

**21-F-223T      APPROVAL – PROFESSIONAL SERVICES TO PROVIDE A FEASIBILITY STUDY FOR  
UPGRADES TO THE FIELD - PARAMUS CAMPUS  
VENDOR: DI CARA/RUBINO ARCHITECTS**

**RESOLUTION**

WHEREAS, a need exists to provide professional services to prepare a feasibility study for upgrades to the existing field at Bergen County Technical Schools -Paramus Campus; and

WHEREAS, DiCara/Rubino Architects, has submitted the attached proposal which includes a study of the current field to include design options, a code analysis, and opinions of probable cost;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned project and services to be provided by DiCara/Rubino Architects, located at 30 Galesi Drive, Wayne, New Jersey at the following fees:

<u>Description</u>	<u>Amount</u>
Feasibility Study	\$6,000.00
Reimbursable expenses not to exceed	\$2,000.00

**21-F-224T      APPROVAL – PROFESSIONAL SERVICES TO PROVIDE INTERIOR RENOVATIONS AT ADULT  
EDUCATION BUILDING IN HACKENSACK, NJ  
VENDOR: DI CARA/RUBINO ARCHITECTS**

**RESOLUTION**

WHEREAS, a need exists to provide professional services pertaining to the interior renovations at the Adult Education Building in Hackensack; and

WHEREAS, DiCara/Rubino Architects, has submitted the attached proposal which includes the construction of an interior wall to align with the existing column line in order to separate the lecture area from the shop area to limit noise;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned project to be provided by DiCara/Rubino Architects, located at 30 Galesi Drive, Wayne, New Jersey at the following fees:

<u>Description</u>	<u>Amount</u>
Schematic Design Phase	\$500.00
Construction Documents Phase	\$3,500.00
Contract Administration (hourly)	Not to exceed \$1,000.00
Reimbursable Expenses	Not to exceed \$500.00

**21-F-225T      APPROVAL – PROFESSIONAL SERVICES TO DESIGN PORTION OF THE AUTOMOTIVE  
CLASSROOM AT THE PARAMUS CAMPUS  
VENDOR: DI CARA/RUBINO ARCHITECTS**

**RESOLUTION**

WHEREAS, a need exists to provide professional services pertaining to the Tech Wing Renovations at the Bergen County Technical schools – Paramus Campus; and

WHEREAS, DiCara/Rubino Architects, has submitted the attached proposal which includes construction to infill a portion of the existing automotive classroom to accommodate a second floor classroom space with a building addition of an exterior stair tower to meet the egress code requirements;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned project to be provided by DiCara/Rubino Architects, located at 30 Galesi Drive, Wayne, New Jersey at the following fees:

<u>Description</u>	<u>Amount</u>
Schematic Design Phase	\$15,000.00
Design Development Phase	\$11,250.00
Construction Documents Phase	\$30,000.00
Bidding	\$5,750.00
Contract Administration	\$13,000.00
<b>Total:</b>	<b>\$75,000.00</b>
Reimbursable Expenses	Not to exceed \$6,000.00

**21-F-226T      APPROVAL – PROFESSIONAL MECHANICAL/ENGINEERING SERVICES TO PROVIDE  
INVENTORY AND EVALUATION OF THE HVAC EQUIPMENT AT BCTS LOCATIONS.  
VENDOR: T&M ENGINEERING**

**RESOLUTION**

WHEREAS, BCTS is interested in developing a capital improvement plan for the replacement of the District's HVAC equipment throughout the 11 facilities ; and

WHEREAS, T&M Associates, has submitted the attached proposal for this plan which will includes visitation to every facility, review the inventory and provide reports on the status of HVAC equipment with the recommendations for equipment replacement;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the aforementioned services to be provided by T&M Associates, Toms River, New Jersey at a lump sum fee of \$114,000.00.

JS/am

**21-F-227T      AWARD OF CONSTRUCTION CONTRACT TO MURRAY PAVING AND CONCRETE FOR VARIOUS  
CONSTRUCTION PROJECTS THOUGHOUT BCTS – PROJECT TOTAL \$1,789,683.50.**

**RESOLUTION**

WHEREAS, the District has determined that various facility and building upgrades located throughout BCTS is needed to meet current educational and instructional requirements; and

WHEREAS, the State of New Jersey allows school districts and other public agencies to purchase goods and services via a cooperative or state contract, including construction services; and

WHEREAS, the Division of Local Government Services' of the State of New Jersey, Department of Community Affairs, has determined that job ordering contracting can be utilized for public works contracts; and

WHEREAS, the Division of Local Government Services has defined public works to be the "building, altering, repairing, improving or demolishing any public structure or facility constructed or acquired by a contracting unit to house local government or school district functions;" and

WHEREAS, BCTS is a participant in the Educational Services Commission of New Jersey, a State of New Jersey approved cooperative purchasing entity; and

WHEREAS, Murray Paving and Concrete has been awarded the job ordering contract for Educational Services Commission of New Jersey, ESCNJ #20/21-03;

NOW THEREFORE BE IT RESOLVED, that the Board of Education contract with Murray Paving and Concrete for the renovation and construction of various district facilities, as identified below, located throughout the Bergen County Technical Schools' system in an amount not to exceed \$1,789,683.50; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the School Business Administrator to issue purchase orders for said projects listed below.

<b>Project Name</b>	<b>Project Location</b>	<b>Project Cost</b>
BCA Room 238 Renovation	BCA	\$84,524.95
BCA Room 240 Renovation	BCA	\$49,015.94
BCA Roof Façade Demolition	BCA	\$19,136.82
BCA Lower Level Renovation and Bathroom Improvements	BCA	\$108,645.09
BCA Room 137 Air Handler Replacement	BCA	\$39,982.12
BCA Gym HVAC Improvements	BCA	\$407,075.17
Paramus Room 140 Renovation	Paramus	\$163,584.01
Paramus CST Room Construction and Classroom Renovation	Paramus	\$797,870.71
Teterboro Cafeteria Ceiling/Lights Replacement	Teterboro	\$82,406.38
BCA – Room 175 Upgrade	BCA	\$37,442.31

**21-F-228T      AWARD OF CONTRACT TO PROVIDE ANNUAL TESTING AND INSPECTION SERVICES  
FOR FIRE ALARM SYSTEMS AT VARIOUS LOCATIONS THROUGHOUT BCTS,  
COMMENCING JULY 1, 2021, FOR A ONE-YEAR PERIOD, WITH THE OPTION TO RENEW  
VENDOR: HAIG'S SERVICE CORP., GREEN BROOK, NJ \$7,920.00**

BID #22-PC5  
State ID #79-BCTSC

**RESOLUTION**

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for sealed bids to Provide Annual Testing and Inspection Services for Fire Alarm Systems at Various Locations throughout BCTSC, Commencing July 1, 2021, or Date of Award, for a One-Year Period, with the Option to Renew, and

WHEREAS, in accordance with the advertisement, two (2) companies submitted bids and were received, publicly opened and read aloud via Zoom in the Board of Education office on June 8, 2021,

NOW THEREFORE BE IT RESOLVED, after review by the Purchasing Department, and based on the recommendation of the Director of Facilities, the Board of Education awards the contract to, the lowest responsible bidder, Haig's Service Corp., Green Brook, NJ as follows:

LOCATIONS / HEADS APPROXIMATE NUMBER (may vary slightly)	<u>MAKE</u>	INITIAL AND/OR ANNUAL INSPECTION & CLEANING (twice a year) OF THE FIRE ALARM SYSTEM
EMS /44 (Tech)	Edwards – 5721B	\$ 495.00 /visit
Day Care Center /15 (Tech)	Faraday	\$ 495.00 /visit
11 Carol Court /14 (Tech)	Fire Lite Alarm-MS5024	\$ 495.00 /visit
Adult Education /69 (Tech)	Silent Knight 5880	\$ 495.00 /visit
Small Animal Care /11 (Tech)	Silent Knight 5721B	\$ 495.00 /visit
The Barn /17 (Tech)	Potter PFC-6030	\$ 495.00 /visit
Hazmat Building /12 (Tech)	Ademco	\$ 495.00 /visit
PAL Building /21 (Tech)	Fire-Lite MS 5024	\$ 495.00 /visit
	Grand Total	\$ 3,960.00 /visit

Grand Total for each site two times/year \$7,920.00

JS/jd

**21-F-229T      APPROVAL: TEMPORARY SCHOOL BUDGET AND APPROPRIATIONS FOR BCTS FOR  
THE SCHOOL YEAR 2021-2022**

**RESOLUTION**

WHEREAS, the Bergen County Technical Schools Board of Education's budget for the fiscal year 2021/2022 has not been approved by the Board of School Estimates, and

WHEREAS, the Bergen County Technical Schools Board of Education will incur contracts, commitments and payments prior to the final approval of the fiscal year 2021/2022 budget, and

WHEREAS, N.J.S.A. 18A:7f-5.4 provides that a temporary budget for the school year be adopted by the Board pending approval of the budget for the respective school year.

NOW, THEREFORE, BE IT RESOLVED, that the temporary appropriations (on file in the business office) be made and a copy of this Resolution be transmitted to the School Business Administrator for his records.

**21-F-230T      APPROVAL – PAYMENT OF BILLS JULY AND AUGUST 2021 BERGEN COUNTY  
TECHNICAL SCHOOL DISTRICT**

**RESOLUTION**

WHEREAS, the Board of Education is obliged to make certain payments to various vendors after the June 30, 2021 Board of Education meeting and during the months of July and August; and

WHEREAS, in the event that there is no regularly scheduled Board Meeting during the months of July and August 2021 it will be necessary for the Business Office to pay all vital obligations;

NOW, THEREFORE BE IT RESOLVED, that Board of Education gives permission to the Business Administrator/Board Secretary, in consultation with the Chairperson of the Finance Committee, to pay all necessary obligations after the June 30, 2021 Board of Education meeting, and during the months of July and August on a supplemental bill list to be ratified at the next regularly scheduled board meeting.

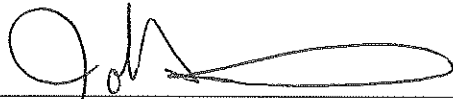


**BERGEN COUNTY TECHNICAL SCHOOLS**

**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

6/18/21  
Date

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

Month: May 2021 - June 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
5/21/2021 - 6/17/2021	008216 - 008358	7,371,141.97	
5/21/2021 - 6/17/2021	S39369 - S39406	<u>1,101,335.41</u>	8,472,477.38

<u>Date</u>	<u>Check #</u>	<u>Unemployment Comp Ins Fund Acct 955-1020782</u>	
		<u>0.00</u>	0.00

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

06/17/21 15:27

Starting date 5/21/2021 Ending date 6/17/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
006916	V 10/22/20	06/15/21	I266	JIMENEZ; JOSHUA		(1,335.21)
007006	V 10/22/20	06/15/21	F728	SIN; PAUL		(1,335.21)
008216	05/26/21		3087	SKILLSUSA		190.00
008217	06/01/21		1514	PC RUSSELL DAVIS		467.00
008218	06/17/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		2,654.93
008219	V 06/17/21	06/17/21		00.0 \$ Multi Stub Void	#008221 Stub	
008220	V 06/17/21	06/17/21		00.0 \$ Multi Stub Void	#008221 Stub	
008221	06/17/21		5918	AIRGAS USA,LLC		860.24
008222	06/17/21		G581	ALWAYS HOME CARE, INC		622.00
008223	06/17/21		3203	AMERICAN INSTITUTE		3,280.30
008224	06/17/21		X468	AMERICATION CAREER AND TRAINING SCHOOL		3,850.00
008225	06/17/21		K018	AMORIM;ARMINDO		125.00
008226	06/17/21		N765	ARAMSCO		763.58
008227	06/17/21		S955	ARETON-O MARA;LANA		120.00
008228	06/17/21		4308	ASE STUDENT CERTIFICATION		720.00
008229	06/17/21		1016	ATRA JANITORIAL SUPPLY CO INC		4,007.20
008230	06/17/21		2201	AVTECH TECHNOLOGY, INC.		2,040.00
008231	06/17/21		C993	AWESOME TALKS		2,000.00
008232	06/17/21		O702	B & H CORP		390.50
008233	V 06/17/21	06/17/21		00.0 \$ Multi Stub Void	#008234 Stub	
008234	06/17/21		1059	B & H PHOTO-VIDEO INC		139,475.86
008235	06/17/21		2318	BERGEN COUNTY SHERIFF'S OFFICE B		300.00
008236	06/17/21		2821	BERGEN COUNTY TECHNICAL SCHOOL		1,364.00
008237	06/17/21		2590	BIDDLE CONSULTING GROUP, INC.		303.49
008238	06/17/21		2675	BLEJWAS ASSOCIATES, INC.		161.52
008239	06/17/21		1093	BOARD OF VOCATIONAL EDUCATION		1,719.43
008240	06/17/21		6308	BOARD OF VOCATIONAL EDUCATION		684.00
008241	06/17/21		P333	BOODAGHIAN; PETER		784.00
008242	06/17/21		M003	BOOKER; AREE		8.00
008243	06/17/21		1108	BSN CORPORATION		170.53
008244	06/17/21		R719	BT SPECIALTIES		203.84
008245	06/17/21		4161	CABLEVISION EDUCATION		136.89
008246	06/17/21		6918	CABLEVISION LIGHTPATH		32,211.65
008247	06/17/21		O527	CAL		600.00
008248	06/17/21		2528	CENTER FOR EDUCATION & EMPLOYMENT LAW		159.00
008249	06/17/21		A154	CENTRICITY E GROUP		792.00
008250	06/17/21		4466	CHRISTINE VALMY INTERNATIONAL SCHOOL		286.66
008251	06/17/21		O085	CME ASSOCIATES		1,824.50
008252	06/17/21		2195	COLDSTAT REFRIGERATION		1,154.99

Starting date 5/21/2021 Ending date 6/17/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008253	06/17/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		541.98
008254	06/17/21		A056	CONWAY; ERICA		87.70
008255	06/17/21		2790	COUNTY OF BERGEN		24,000.00
008256	06/17/21		5505	COUNTY OF BERGEN		594,622.00
008257	06/17/21		7187	CRYSTAL CLEAR GLASS		300.00
008258	06/17/21		R637	CUMMINS; LISA		68.90
008259	06/17/21		H542	DEMCO		489.80
008260	06/17/21		Q223	DI CARA/RUBINO ARCHITECTS		18,839.19
008261	06/17/21		V368	DIMOSKI; MAKI		18.55
008262	06/17/21		5195	DIRECTV. INC.		137.99
008263	06/17/21		6552	DYV ENTERPRISES LLC		39,648.00
008264	06/17/21		T244	EASTERN LIFT TRUCK CO., INC		3,362.10
008265	06/17/21		1298	EASTWICK COLLEGE		719.57
008266	06/17/21		1552	EASTWICK COLLEGE - NUTLEY		284.00
008267	06/17/21		6688	ELEVATOR MAINTENANCE CORP		320.00
008268	06/17/21		1786	ESCO INSTITUTE, LTD.		1,000.00
008269	06/17/21		T135	F.W. WEBB COMPANY		3,652.85
008270	06/17/21		I554	FENCE SCREEN		137.27
008271	06/17/21		7550	FIRE AND SECURITY TECHNOLOGIES		127.60
008272	06/17/21		1250	FISHER SCIENTIFIC CO		52.42
008273	06/17/21		L627	FISHER,PHD;SCOTT		1,000.00
008274	06/17/21		7667	FRONTLINE TECHNOLOGIES GROUP LLC		1,670.00
008275	06/17/21		2551	FUTURE WORK SYSTEMS, L.L.C.		12,971.00
008276	06/17/21		G325	GARRIS; CHRIS		33.25
008277	06/17/21		4614	GATAN, INC.		114,658.00
008278	06/17/21		1816	GAVINS		932.00
008279	06/17/21		5828	GLOBAL INDUSTRIAL		7,036.00
008280	06/17/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		88,513.00
008281	06/17/21		B948	GUTTMAN COMMUNITY COLLEGE		7,000.00
008282	06/17/21		V202	HPI SCHOOL OF ALLIED HEALTH		1,575.00
008283	06/17/21		7230	I. MILLER PRECISION OPTICAL INC		75,668.25
008284	06/17/21		2345	JAY-HILL REPAIRS		686.00
008285	06/17/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		58,000.00
008286	06/17/21		I266	JIMENEZ; JOSHUA		1,335.21
008287	06/17/21		5174	JOHN WILEY & SONS		4,001.08
008288	06/17/21		F230	JOHNSON CONTROLS		31,306.30
008289	06/17/21		Y116	JOHNSON; MARK		22.00
008290	06/17/21		1342	KEEHN POWER PRODUCTS		218.30
008291	06/17/21		C147	KINETIC PT		9,950.00

Starting date 5/21/2021 Ending date 6/17/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008292	06/17/21		2174	LASCOMP INSTITUTE OF IT		5,600.00
008293	06/17/21		H383	LEARNWELL		1,596.00
008294	06/17/21		K129	LERMAN; MARIA		78.50
008295	06/17/21		2972	LIFESAVERS INC.		879.00
008296	06/17/21		6921	LIGHTPATH		8,246.06
008297	06/17/21		3047	LINA		813.77
008298	06/17/21		7402	LINKEDIN		6,887.50
008299	06/17/21		M555	LU; XUGUANG		13.60
008300	06/17/21		4447	MARY POMERANTZ ADVERTISING		63.68
008301	06/17/21		P319	MCQUADE KATHLEEN		120.00
008302	06/17/21		T538	Metro NY Insulation		2,460.80
008303	06/17/21		P288	METROPOLIS CORP.		2,575.00
008304	06/17/21		L103	MITTAN; JARROD		784.00
008305	06/17/21		R415	MORENO; EDITH		13.25
008306	06/17/21		Q472	MORRIS-UNION JOINTURE COMMISSION		125.00
008307	06/17/21		K879	MR. G S CREATIVE WORKSHOP		6,000.00
008308	06/17/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,618.54
008309	06/17/21		1439	NJ ASSOC OF SCHOOL BUSINESS OFFICIALS		200.00
008310	06/17/21		1441	NJ DIVISION OF MOTOR VEHICLES		50.00
008311	06/17/21		H621	NJSCHOOLJOBS.COM		150.00
008312	06/17/21		1915	NORTHERN VALLEY REGIONAL H.S. DISTRICT		520.00
008313	06/17/21		7277	O.C.A. BENEFIT SERVICES, LLC		123.00
008314	06/17/21		I807	ORTEGA;CORALY		500.00
008315	06/17/21		1473	PARISIAN BEAUTY ACADEMY		4,131.00
008316	06/17/21		6736	PATEL; JAIMINI		3,500.00
008317	06/17/21		1490	PAXTON PATTERSON LLC		119.19
008318	06/17/21		H186	PENAVA;SILVANA		35.25
008319	06/17/21		1518	PITSCO EDUCATION		184.24
008320	06/17/21		4876	POWER PLACE, INC.		3.98
008321	06/17/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		1,049.00
008322	06/17/21		1511	PSE&G		68,423.12
008323	06/17/21		2672	RAMAPO COLLEGE		20,937.50
008324	06/17/21		7396	REINTHALER; SARA		20,000.00
008325	06/17/21		2955	RICCIARDI BROTHERS PAINTS		59.88
008326	✓ 06/17/21	06/17/21		00.0 \$ Multi Stub Void	#008329 Stub	
008327	✓ 06/17/21	06/17/21		00.0 \$ Multi Stub Void	#008329 Stub	
008328	✓ 06/17/21	06/17/21		00.0 \$ Multi Stub Void	#008329 Stub	
008329	06/17/21		1828	RICOH AMERICAS CORPORATION		12,601.00
008330	06/17/21		Y196	RIVERSIDE INSIGHTS		375.26

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Starting date 5/21/2021      Ending date 6/17/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008331	06/17/21		Y550	ROBIN; CRAIG		93.25
008332	06/17/21		6166	RUTGERS UNIVERSITY BUSINESS SCHOOL		6,990.00
008333	06/17/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		16,789.76
008334	06/17/21		1855	SARGENT WELCH		110.58
008335	06/17/21		K636	SHERWIN-WILLIAMS		891.93
008336	06/17/21		4975	SHI INTERNATIONAL CORP.		6,160.32
008337	06/17/21		F728	SIN; PAUL		1,335.21
008338	06/17/21		3854	SOLUTION TREE		2,400.00
008339	06/17/21		2344	STANDARD INSURANCE COMPANY		606.81
008340	06/17/21		4356	STANFORD DOSIMETRY LLC		50.00
008341	06/17/21		1609	STAUBLE; GEORGE		891.00
008342	06/17/21		X925	SUCCESS ADVERTISING INC		595.10
008343	06/17/21		1661	SUEZ WATER NEW JERSEY		6,789.66
008344	06/17/21		F780	SUPERIOR DISTRIBUTORS		421.44
008345	06/17/21		1643	THAT PET PLACE		24.36
008346	06/17/21		X893	TOP REPAIRS, INC		2,785.00
008347	06/17/21		F449	TOTAL INK SOLUTIONS		10,777.17
008348	06/17/21		3049	TREASURER, STATE OF NEW JERSEY		182.00
008349	06/17/21		1682	VAN DINE'S FOUR WHEEL DRIVE CENTER INC.		11,138.66
008350	06/17/21		2034	VERIZON WIRELESS		3,179.10
008351	06/17/21		6622	WALLINGTON PLUMBING SUPPLIES		758.96
008352	06/17/21		6076	WILLIAM J. GUARINI, INC.		5,311.83
008353	06/17/21		3950	WILLIAM PATERSON UNIVERSITY		3,168.91
008354	06/17/21		1695	WOMEN'S RIGHTS INFORMATION CENTER		13,900.00
008355	06/17/21		D526	WU; FENGXIN		57.05
008356	06/17/21		2521	XEROX		2,064.88
008357	06/17/21		Y336	ZHAO; CHUNYING		153.76
008358	06/17/21		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		400.00
210504	H 05/26/21		1616	STATE OF NJ-HEALTH BENEFITS FD		782,502.04
210505	H 05/26/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210506	H 05/27/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 5/27/2021	101,147.08
210507	H 05/27/21		4864	DCRP BOARD SHARE		149.73
210508	H 05/27/21		PAY	PAYROLL VENDOR		4,666,913.76
210509	H 05/31/21		1096	BOARD OF VOCATIONAL EDUCATION		138,818.87
210510	H 05/31/21		1096	BOARD OF VOCATIONAL EDUCATION		11.82
210601	H 06/15/21		1097	BOARD OF VOCATIONAL EDUCATION		101,464.31
210602	H 06/15/21		4864	DCRP BOARD SHARE		722.63

Starting date 5/21/2021      Ending date 6/17/2021

Fund Totals		
10	General Fund	\$204,179.39
11	General Current Expense	\$5,786,770.31
12	Capital Outlay	\$28,951.83
13	Special Schools	\$215,787.16
20	Special Revenue Funds	\$767,349.00
30	Capital Projects Funds	\$21,878.89
60	CAFETERIA	\$683.06
61	ENTERPRISE FUND	\$179,054.66
62	INTERNAL SERVICE FUND	\$166,487.67
Total for all checks listed		\$7,371,141.97

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

Check Journal  
Rec and Unrec checks

Bergen County Vo-Tech Schools  
Hand and Machine checks

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Starting date 5/21/2021

Ending date 6/17/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38826	V 05/20/21	05/31/21	7230	I. MILLER PRECISION OPTICAL INC		(75,668.25)
S39369	06/17/21		3719	AMERICAN PROTECTIVE SYSTEM, INC.		13,262.50
S39370	06/17/21		N419	Apple Inc		49.00
S39371	06/17/21		1750	APPLE INC		114,668.30
S39372	06/17/21		5318	BERGEN BLENDED ACADEMY		1,642.00
S39373	06/17/21		1071	BERGEN COMMUNITY COLLEGE		44,816.00
S39374	06/17/21		1072	BERGEN COUNTY SPECIAL SERVICES		370,000.00
S39375	06/17/21		1089	BERGEN COUNTY TECHNICAL SCHOOL		176,003.58
S39376	06/17/21		1128	BIO SHINE INC		2,237.44
S39377	06/17/21		5616	BLOOMBERG FINANCE L.P.		72,082.08
S39378	06/17/21		O312	CADAVID;VERONICA		2,238.00
S39379	06/17/21		1812	CDW-G		2,054.01
S39380	06/17/21		1313	CENGAGE LEARNING		893.81
S39381	06/17/21		5626	CENTENO; BRIDGET		1,047.00
S39382	06/17/21		1190	CHARTWELLS		41,406.20
S39383	06/17/21		Z461	CONSTELLATION NEW ENERGY		14,503.27
S39384	06/17/21		2973	CRAFTMASTER HARDWARE CO. INC.		892.00
S39385	06/17/21		1838	DELL MARKETING; L.P.		163,025.43
S39386	06/17/21		5362	DISCOVERY BENEFITS, INC.		292.40
S39387	06/17/21		1218	E.A. MORSE & COMPANY		598.00
S39388	06/17/21		3735	FEI COMPANY		55,653.96
S39389	06/17/21		1684	GRAINGER		42,621.96
S39390	06/17/21		U245	INTERSTATE WASTE SERVICES		2,800.00
S39391	06/17/21		1329	JEWEL ELECTRICAL SUPPLY		1,899.73
S39392	06/17/21		A340	KALATA; GRZEGORZ		2,475.00
S39393	06/17/21		S708	LASTRA; STEPHAN C.		2,358.00
S39394	06/17/21		5458	LEARN WELL		931.00
S39395	06/17/21		4982	MAST CONSTRUCTION SERVICES, INC.		9,200.00
S39396	06/17/21		6031	MCGRAW HILL ORDER SERVICES		1,079.50
S39397	06/17/21		K805	NALCO WATER-AN ECOLAB COMPANY		283.65
S39398	06/17/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		3,700.00
S39399	06/17/21		1462	NOWELL,P.A.		16,054.50
S39400	06/17/21		1775	RIDGEWOOD PRESS		158.00
S39401	06/17/21		6829	STAPLES CONTRACT & COMMERCIAL INC		5,716.48
S39402	06/17/21		5513	THOMSON REUTERS - WEST PUBLISHING CORP		1,256.00
S39403	06/17/21		4071	TSUJ. CORPORATION		7,831.06
S39404	06/17/21		7724	ULTRAPRO PEST PROTECTION		286.00
S39405	06/17/21		2771	W.B. MASON COMPANY, INC.		757.80
S39406	06/17/21		1714	YANKEE LINEN INC		230.00



Starting date 5/21/2021

Ending date 6/17/2021

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Fund Totals		
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11	General Current Expense	\$755,958.12
12	Capital Outlay	\$9,501.75
13	Special Schools	\$2,472.69
20	Special Revenue Funds	\$51,512.95
30	Capital Projects Funds	\$245,408.31
60	CAFETERIA	\$36,481.59
Total for all checks listed		\$1,101,335.41

Prepared and submitted by: \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date

21-F-195T

## DISTRICT OF VOCATIONAL SCHOOLS

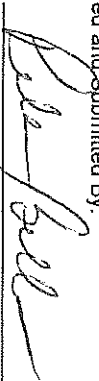
All Funds

For Month Ending: April 30, 2021

## CASH REPORT

FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
<b>GOVERNMENTAL FUNDS</b>				
1 General Fund - 10	17,520,449.98	7,852,122.99	6,973,728.54	18,398,844.43
2 Special Revenue Fund - Fund 20	(602,208.16)	860,576.00	964,834.64	(706,466.80)
3 Capital Projects Fund - Fund 30	(1,005,269.44)	1,034,779.20	523,253.01	(493,743.25)
4 Enterprise Funds - Fund 61, Fund 62	852,128.25	134,842.63	346,015.07	640,955.81
5 Enterprise Fund (Fund 5X) Cafeteria	(119,739.40)	24,704.88	45,032.96	(140,067.48)
6 Total Governmental Funds (Lines 1 Thru 5)	16,645,361.23	9,907,025.70	8,852,864.22	17,699,522.71
<b>TRUST AND AGENCY FUNDS (FUND 6X)</b>				
7 Payroll	7,000.00	2,579,366.42	2,579,366.42	7,000.00
8 Payroll Agency	98,711.63	2,201,189.21	2,204,275.52	95,625.32
9 Other (attach list) - Unemploy Insur	476,345.58	16.79	0.00	476,362.37
10 Total Trust & Agency Funds (lines 7 thru 9)	582,057.21	4,780,572.42	4,783,641.94	578,987.69
11	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00
13 Total Scholarship/Trust Funds (lines 11+12)	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00
16	0.00	0.00	0.00	0.00
17 Escrow Direct	129,889.07	7.65	0.00	129,896.72
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	17,357,307.51	14,687,605.77	13,636,506.16	18,408,407.12

Prepared and Submitted By:



Date

5/17/21

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

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Starting date 7/1/2020 Ending date 4/30/2021 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$12,316,901.60
102 - 106	Cash Equivalents		\$6,081,942.83
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		\$3,233,113.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$1,278,616.20	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$4,931,957.65	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$6,221,073.85

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	\$75,097,682.29	
302	Less revenues	(\$66,570,884.82)	\$8,526,797.47

Total assets and resources

\$36,379,825.76

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$782.86
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,279,423.81
	<b>Total liabilities</b>		<b>\$3,280,206.67</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$22,610,243.57
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	\$79,062,634.76	
602	Less: Expenditures	(\$55,085,515.71)	
	Less: Encumbrances	(\$18,645,291.10)	(\$73,730,806.81)
	<b>Total appropriated</b>		<b>\$34,725,791.49</b>

Unappropriated:

770	Fund balance, July 1		\$2,338,780.07
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,964,952.47)
	<b>Total fund balance</b>		<b>\$33,099,619.09</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$36,379,825.76</u></b>

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

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06/14/21 15:43**

**Starting date 7/1/2020 Ending date 4/30/2021 Fund: 10 General Fund**

**Recapitulation of Budgeted Fund Balance:**

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$79,062,634.76	\$73,730,806.81	\$5,331,827.95
Revenues	(\$75,097,682.29)	(\$66,570,884.82)	(\$8,526,797.47)
Subtotal	<u>\$3,964,952.47</u>	<u>\$7,159,921.99</u>	<u>(\$3,194,969.52)</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>\$1,082,726.02</u>	<u>\$2,882,226.45</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>\$376,202.02</u>	<u>\$3,588,750.45</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>\$376,202.02</u>	<u>\$3,588,750.45</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,964,952.47</u>	<u>\$1,082,726.02</u>	<u>\$2,882,226.45</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

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

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Starting date 7/1/2020 Ending date 4/30/2021 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	65,221,768	2,209,376	67,431,144	60,869,892	Under	6,561,252
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	5,446	Under	15,545
Total		71,788,306	3,309,376	75,097,682	66,570,885		8,526,797
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,500,279	138,495	11,638,774	8,682,857	2,509,152	446,765
11160	Total Basic Skills/Remedial – Instruct.	92,291	0	92,291	73,802	18,489	0
12160	Total Bilingual Education – Instruction	107,519	0	107,519	80,691	26,828	0
13160	Total Vocational Programs – Local -Instr	13,791,519	94,437	13,885,956	10,597,803	2,852,551	435,602
15180	TOTAL VOCATIONAL PROGRAMS	957,550	784,744	1,742,294	771,237	760,834	210,223
17100	Total School-Sponsored Co/Extra Curricul	827,200	0	827,200	507,716	288,057	31,427
17600	Total School-Sponsored Athletics – Instr	949,989	43,819	993,808	578,250	281,653	133,905
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	166,460	245,127	8,413
29680	Total Undistributed Expenditures – Atten	124,083	0	124,083	106,791	17,292	0
30620	Total Undistributed Expenditures – Healt	545,924	508,875	1,054,799	390,374	110,795	553,630
40580	Total Undistributed Expend – Speech, OT,	272,089	0	272,089	208,697	63,392	0
41660	Total Undist. Expend. – Guidance	2,325,815	(65,000)	2,260,815	1,674,382	582,553	3,880
42200	Total Undist. Expend. – Child Study Team	944,439	60	944,499	727,136	150,068	67,295
43200	Total Undist. Expend. – Improvement of I	1,369,979	76,858	1,446,837	1,128,766	210,231	107,840
43620	Total Undist. Expend. – Edu. Media Serv.	136,023	0	136,023	114,081	10,594	11,348
44180	Total Undist. Expend. – Instructional St	105,000	7,319	112,319	26,939	7,897	77,484
45300	Support Serv. - General Admin	1,709,091	294,458	2,003,549	1,247,830	594,563	161,156
46160	Support Serv. - School Admin	2,566,010	3,678	2,569,688	1,959,834	557,917	51,937
47200	Total Undist. Expend. – Central Services	1,534,970	144	1,535,114	1,105,929	340,640	88,545
47620	Total Undist. Expend. – Admin. Info. Tec	4,840,168	1,062,338	5,902,506	4,396,790	1,366,273	139,443
51120	Total Undist. Expend. – Oper. & Maint. O	8,300,364	523,348	8,823,712	5,540,403	2,585,927	697,381
52480	Total Undist. Expend. – Student Transpor	790,734	0	790,734	262,161	343,219	185,354
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,987,117	(1,311,000)	12,676,117	9,201,319	2,073,513	1,401,285
75880	TOTAL EQUIPMENT	0	2,062,290	2,062,290	1,607,789	393,179	61,323
76260	Total Facilities Acquisition and Constr	57,894	2,836,547	2,894,441	1,368,923	1,385,890	139,628
77140	Total Post-Secondary Programs - Instruct	494,907	5,521	500,428	362,171	99,045	39,212
77280	Total Post-Secondary Programs – Support	115,000	11,000	126,000	123,193	2,579	228
78180	Total Other Special Schools - Instructio	952,587	24,775	977,362	574,619	225,147	177,595
78320	Total Other Special Schools – Support Se	634,818	55,639	690,457	512,971	131,282	46,204
81180	Total Vocational Evening-Local Instructi	452,922	20,874	473,796	212,546	253,389	7,861
81320	Total Vocational Evening-Local-Support S	752,748	95,110	847,858	700,323	103,699	43,836
83060	Total GED Testing Centers	129,277	0	129,277	72,732	53,518	3,027
Total		71,788,306	7,274,329	79,062,635	55,085,516	18,645,291	5,331,828

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Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110 10-1210 County Tax Levy	33,066,697	0	33,066,697	33,066,697		0
00150 10-1320 Tuition from LEAs Within State	29,784,285	718,500	30,502,785	25,157,842	Under	5,344,943
00220 10-13[2-4]0 Other Tuition	1,550,000	0	1,550,000	1,052,155	Under	497,845
00300 10-1___ Unrestricted Miscellaneous Revenues	591,509	1,122,000	1,713,509	1,582,968	Under	130,541
00310 10-1991 GED Testing Center Fees	129,277	0	129,277	10,229	Under	119,048
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	5,446	Under	15,545
<b>Total</b>	<b>71,788,306</b>	<b>3,309,376</b>	<b>75,097,682</b>	<b>66,570,885</b>		<b>8,526,797</b>

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140 11-140-___-101 Grades 9-12 – Salaries of Teachers	10,048,373	(75,000)	9,973,373	7,804,148	2,169,225	0
02180 11-140-100-106 Other Salaries for Instruction	249,406	0	249,406	152,733	96,673	0
02200 11-140-100-320 Purchased Professional – Educational Ser	115,000	(75,000)	40,000	(9,100)	2,000	47,100
02240 11-140-100-[4-5] Other Purchased Services (400-500 series	37,500	0	37,500	22,181	3,731	11,589
02260 11-140-100-610 General Supplies	770,000	184,339	954,339	547,087	156,106	251,147
02280 11-140-100-640 Textbooks	175,000	104,156	279,156	129,064	45,230	104,861
02300 11-140-100-800 Other Objects	20,000	0	20,000	3,829	2,066	14,105
02500 11-150-100-101 Salaries of Teachers	65,000	0	65,000	30,878	34,122	0
02540 11-150-100-320 Purchased Professional – Educational Ser	20,000	0	20,000	2,038	0	17,962
11000 11-230-100-101 Salaries of Teachers	92,291	0	92,291	73,802	18,489	0
12000 11-240-100-101 Salaries of Teachers	107,519	0	107,519	80,691	26,828	0
13000 11-3___-100-101 Salaries of Teachers	12,165,669	0	12,165,669	9,679,220	2,486,449	0
13040 11-3___-100-320 Purchased Professional-Educational Servi	827,000	0	827,000	460,525	294,250	72,225
13080 11-3___-100-[4-5] Other Purchased Services (400-500 series	4,000	0	4,000	0	0	4,000
13100 11-3___-100-610 General Supplies	581,250	87,059	668,309	361,692	65,982	240,636
13120 11-3___-100-640 Textbooks	198,600	7,378	205,978	95,431	3,163	107,383
13140 11-3___-100-8___ Other Objects	15,000	0	15,000	936	2,706	11,358
14000 11-310-100-101 Salaries of Teachers	178,550	0	178,550	14,304	164,246	0
14040 11-310-100-320 Purchased Professional-Educational Servi	124,000	0	124,000	115,270	715	8,015
14080 11-310-100-[4-5] Other Purchased Services (400-500 series	68,000	0	68,000	26,501	8,154	33,345
14100 11-310-100-610 General Supplies	387,000	583,522	970,522	360,349	473,954	136,219
14120 11-310-100-640 Textbooks	10,000	0	10,000	2,941	1,433	5,626
14140 11-310-100-8___ Other Objects	18,000	(753)	17,247	8,691	2,761	5,795
15000 11-320-100-101 Salaries of Teachers	100,000	0	100,000	17,136	82,864	0
15100 11-320-100-610 General Supplies	72,000	201,975	273,975	226,046	26,706	21,223
17000 11-401-100-1___ Salaries	790,000	0	790,000	501,978	288,022	0
17020 11-401-100-[3-5] Purchased Services (300-500 series)	1,700	0	1,700	0	0	1,700

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Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060 11-401-100-8__ Other Objects	35,500	0	35,500	5,738	35	29,727
17500 11-402-100-1__ Salaries	690,989	0	690,989	424,737	266,252	0
17520 11-402-100-[3-5] Purchased Services (300-500 series)	89,000	10,800	99,800	31,404	7,634	60,761
17540 11-402-100-6__ Supplies and Materials	130,000	29,674	159,674	116,776	7,766	35,132
17560 11-402-100-8__ Other Objects	40,000	3,345	43,345	5,332	0	38,013
25000 11-4__-100-1__ Salaries	420,000	0	420,000	166,460	245,127	8,413
29500 11-000-211-1__ Salaries	124,083	0	124,083	106,791	17,292	0
30500 11-000-213-1__ Salaries	479,424	0	479,424	396,062	83,362	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	42,000	0	42,000	28,263	2,500	11,237
30580 11-000-213-6__ Supplies and Materials	7,500	509,925	517,425	(35,918)	24,933	528,410
30600 11-000-213-8__ Other Objects	17,000	(1,050)	15,950	1,967	0	13,983
40500 11-000-216-1__ Salaries	272,089	0	272,089	208,697	63,392	0
41500 11-000-218-104 Salaries of Other Professional Staff	2,005,536	(65,000)	1,940,536	1,448,535	492,001	0
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	235,279	0	235,279	195,157	40,122	0
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	30,690	50,430	3,880
42000 11-000-219-104 Salaries of Other Professional Staff	696,537	0	696,537	561,900	119,821	14,816
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	171,402	0	171,402	141,855	29,547	0
42060 11-000-219-320 Purchased Professional – Educational Ser	22,500	0	22,500	16,931	0	5,569
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	739	0	5,261
42160 11-000-219-6__ Supplies and Materials	40,000	60	40,060	4,377	700	34,983
42180 11-000-219-8__ Other Objects	8,000	0	8,000	1,334	0	6,666
43020 11-000-221-104 Salaries of Other Professional Staff	961,048	0	961,048	812,633	148,415	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	210,431	0	210,431	170,020	40,411	0
43100 11-000-221-320 Purchased Prof. – Educational Services	45,000	6,000	51,000	41,174	8,300	1,526
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	55,500	(11,450)	44,050	29,871	5,839	8,340
43160 11-000-221-6__ Supplies and Materials	28,000	101,220	129,220	34,697	770	93,752
43180 11-000-221-8__ Other Objects	70,000	(18,912)	51,088	40,371	6,495	4,222
43500 11-000-222-1__ Salaries	61,023	0	61,023	50,429	10,594	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	65,000	5,200	70,200	60,904	0	9,296
43580 11-000-222-6__ Supplies and Materials	10,000	(5,200)	4,800	2,748	0	2,052
44020 11-000-223-104 Salaries of Other Professional Staff	0	17,987	17,987	17,943	0	44
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	62,500	(14,046)	48,454	5,343	1,210	41,901
44160 11-000-223-8__ Other Objects	42,500	3,378	45,878	3,652	6,687	35,539
45000 11-000-230-1__ Salaries	652,391	0	652,391	514,582	137,809	0
45040 11-000-230-331 Legal Services	275,000	15,832	290,832	144,531	139,157	7,144
45060 11-000-230-332 Audit Fees	66,000	0	66,000	64,340	1,660	0
45070 11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	2,938	7,063	0
45080 11-000-230-334 Architectural/Engineering Services	50,000	276,090	326,090	113,045	213,044	0
45100 11-000-230-339 Other Purchased Professional Services	172,500	0	172,500	73,496	67,500	31,504
45140 11-000-230-530 Communications/Telephone	250,000	(20)	249,980	204,687	17,977	27,316
45160 11-000-230-585 BOE Other Purchased Services	1,000	0	1,000	0	0	1,000



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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	165,200	2,418	167,618	78,014	9,006	80,598
45200	11-000-230-610	General Supplies	10,000	137	10,137	1,734	22	8,382
45260	11-000-230-890	Miscellaneous Expenditures	56,000	0	56,000	50,464	1,325	4,211
45280	11-000-230-895	BOE Membership Dues and Fees	1,000	0	1,000	0	0	1,000
46000	11-000-240-103	Salaries of Principals/Assistant Princip	1,862,758	0	1,862,758	1,439,076	423,682	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	618,902	0	618,902	509,517	109,385	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	16,850	69	16,919	(631)	1,019	16,531
46120	11-000-240-6__	Supplies and Materials	39,500	(8,752)	30,748	(23)	6,171	24,599
46140	11-000-240-8__	Other Objects	28,000	12,361	40,361	11,895	17,659	10,807
47000	11-000-251-1__	Salaries	1,299,570	0	1,299,570	973,569	326,001	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	108,642	10,733	55,824
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	95	17,095	7,702	1,842	7,551
47100	11-000-251-6__	Supplies and Materials	32,000	49	32,049	8,161	1,770	22,118
47180	11-000-251-890	Other Objects	11,200	0	11,200	7,856	293	3,051
47500	11-000-252-1__	Salaries	3,250,168	0	3,250,168	2,664,446	585,722	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	50,000	50,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,215,000	286,488	1,501,488	1,034,556	336,430	130,502
47580	11-000-252-6__	Supplies and Materials	270,000	775,850	1,045,850	645,937	393,903	6,010
47600	11-000-252-8__	Other Objects	5,000	0	5,000	1,851	219	2,930
48500	11-000-261-1__	Salaries	602,039	0	602,039	437,033	165,006	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	425,000	478,035	903,035	535,701	95,550	271,785
48540	11-000-261-610	General Supplies	175,000	117,479	292,479	237,184	37,010	18,285
49000	11-000-262-1__	Salaries	2,991,573	0	2,991,573	2,401,600	587,557	2,416
49040	11-000-262-3__	Purchased Professional and Technical Ser	250,000	0	250,000	125,000	125,000	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	640,000	51,587	691,587	305,475	167,337	218,775
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	77,235	22,263	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	1,006	696	938
49180	11-000-262-610	General Supplies	355,000	31,236	386,236	205,203	60,593	120,440
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	203,873	194,207	1,921
49220	11-000-262-622	Energy (Electricity)	1,300,000	(160,750)	1,139,250	771,652	334,179	33,419
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	11,770	320	3,122
50000	11-000-263-1__	Salaries	254,252	0	254,252	199,793	54,459	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	5,408	45,408	20,777	24,597	34
50060	11-000-263-610	General Supplies	5,000	0	5,000	3,777	796	427
51000	11-000-266-1__	Salaries	35,000	0	35,000	3,643	31,357	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	165,000	0	165,000	(690)	165,000	690
51060	11-000-266-610	General Supplies	5,000	0	5,000	2,970	0	2,030
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	516,734	0	516,734	260,848	255,886	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	1,961	376	6,663

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Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		170,000	0	170,000	(1,494)	2,956	168,538
52400	11-000-270-593	Misc. Purchased Services - Transportatio		84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies		8,000	0	8,000	117	0	7,883
52460	11-000-270-8__	Other objects		3,000	0	3,000	729	0	2,271
71020	11-000-291-220	Social Security Contributions		1,315,000	(200,000)	1,115,000	680,721	211,538	222,742
71060	11-000-291-241	Other Retirement Contributions - PERS		2,420,000	(243,000)	2,177,000	1,871,947	0	305,053
71160	11-000-291-260	Workmen's Compensation		610,000	0	610,000	0	610,000	0
71180	11-000-291-270	Health Benefits		9,270,117	(868,000)	8,402,117	6,323,616	1,251,386	827,114
71200	11-000-291-280	Tuition Reimbursement		120,000	0	120,000	78,027	3,000	38,973
71220	11-000-291-290	Other Employee Benefits		252,000	0	252,000	247,009	(2,412)	7,403
75500	12-000-100-73__	Undistributed Expenditures - Instruction		0	508,992	508,992	441,063	61,206	6,723
75560	12-000-21_-73__	Undist. Expend. - Supp Serv. - Related &		0	491,125	491,125	444,235	0	46,890
75600	12-000-220-73__	Undist. Expend. - Support Serv. - Inst.		0	5,400	5,400	5,374	0	26
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info		0	473,919	473,919	311,864	161,486	569
75720	12-000-262-73__	Undist. Expend. - Custodial Services		0	24,679	24,679	20,979	0	3,700
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro		0	122,405	122,405	79,600	42,765	40
75760	12-000-266-73__	Undist. Expend. - Security		0	127,746	127,746	0	127,722	24
75780	12-000-270-732	Undist. Expend. Student Trans. - Non-Ins		0	212,624	212,624	209,274	0	3,350
75860	12-___-00-73__	Special Schools (All Programs)		0	95,400	95,400	95,400	0	(0)
76040	12-000-400-334	Architectural/Engineering Services		0	5,820	5,820	3,314	2,506	0
76080	12-000-400-450	Construction Services		0	2,830,727	2,830,727	1,365,609	1,383,384	81,734
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	310,571	83,236	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series		10,600	(5,000)	5,600	3,663	376	1,561
77080	13-330-100-610	General Supplies		65,000	10,000	75,000	37,424	12,446	25,130
77100	13-330-100-640	Textbooks		18,000	521	18,521	6,035	1,373	11,113
77120	13-330-100-8__	Other Objects		7,500	0	7,500	4,479	1,613	1,408
77180	13-330-200-2__	Personnel Services - Employee Benefits		115,000	11,000	126,000	123,193	2,579	228
78000	13-4__-100-101	Salaries of Teachers		605,587	0	605,587	423,156	182,431	0
78120	13-4__-100-610	General Supplies		347,000	24,775	371,775	151,463	42,716	177,595
78200	13-4__-200-1__	Salaries		403,918	0	403,918	283,991	119,927	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits		155,000	43,000	198,000	162,050	9,247	26,703
78240	13-4__-200-3__	Purchased Professional and Technical Svc		15,600	0	15,600	7,046	0	8,554
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series		40,000	11,339	51,339	42,074	2,043	7,221
78280	13-4__-200-6__	Supplies and Materials		10,800	1,505	12,305	9,590	65	2,650
78300	13-4__-200-8__	Other Objects		9,500	(205)	9,295	8,220	0	1,076
81000	13-629-100-101	Salaries of Teachers		423,422	5,000	428,422	191,712	236,710	0
81120	13-629-100-610	General Supplies		28,500	15,874	44,374	20,833	16,680	6,861
81140	13-629-100-640	Textbooks		1,000	0	1,000	0	0	1,000
81200	13-629-200-1__	Salaries		483,948	65,000	548,948	480,413	68,535	0

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 10 General Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
81220	13-629-200-2__ Personnel Services – Employee Benefits	200,000	39,000	239,000	199,158	23,199	16,644
81260	13-629-200-[4-5] Other Purchased Services (400-500 series	52,800	(9,880)	42,920	11,589	11,793	19,538
81280	13-629-200-6__ Supplies and Materials	12,000	990	12,990	6,557	0	6,433
81300	13-629-200-8__ Other Objects	4,000	0	4,000	2,606	173	1,222
83000	13-640-200-1__ Salaries	85,277	0	85,277	68,083	17,194	0
83020	13-640-200-6__ Supplies and Materials	44,000	0	44,000	4,648	36,325	3,027
Total		71,788,306	7,274,329	79,062,635	55,085,516	18,645,291	5,331,828

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 20 Special Revenue Funds

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Assets and Resources

Assets:

101	Cash in bank		(\$706,466.80)
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	\$9,188.15	
142	Intergovernmental - Federal	\$29,852.80	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$39,040.95

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$10,168,070.81	
302	Less revenues	(\$4,033,593.21)	\$6,134,477.60

**Total assets and resources**

**\$5,467,051.75**

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$706,466.80)
411	Intergovernmental accounts payable - state			\$4,218.70
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.24
	Other current liabilities			\$1,886.01
	<b>Total liabilities</b>			<b>\$6,104.95</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$2,836,886.53
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	\$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	\$10,524,656.68		
602	Less: Expenditures	(\$5,063,709.88)		
	Less: Encumbrances	(\$2,480,300.66)	(\$7,544,010.54)	\$2,980,646.14
	<b>Total appropriated</b>			<b>\$5,817,532.67</b>

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$356,585.87)
	<b>Total fund balance</b>			<b>\$5,460,946.80</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$5,467,051.75</u></b>

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$10,524,656.68	\$7,544,010.54	\$2,980,646.14
Revenues	(\$10,168,070.81)	(\$4,033,593.21)	(\$6,134,477.60)
Subtotal	<u>\$356,585.87</u>	<u>\$3,510,417.33</u>	<u>(\$3,153,831.46)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$3,510,417.33</u>	<u>(\$3,153,831.46)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$3,510,417.33</u>	<u>(\$3,153,831.46)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$3,510,417.33</u>	<u>(\$3,153,831.46)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$356,585.87</u>	<u>\$3,510,417.33</u>	<u>(\$3,153,831.46)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00830	Total Revenues from Federal Sources	9,610,000	488,654	10,098,654	3,988,176	Under	6,110,478
	Total	9,630,000	538,071	10,168,071	4,033,593		6,134,478
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	20,000	60,175	80,175	13,609	14,489	52,076
88120	Vocational Education	20,000	(20,000)	0	0	0	0
88140	Other	320,000	230,177	550,177	478,859	47,897	23,421
88740	Total Federal Projects	9,270,000	624,305	9,894,305	4,571,241	2,417,914	2,905,150
	Total	9,630,000	894,657	10,524,657	5,063,710	2,480,301	2,980,646

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00775 20-441[1-6] Title I	170,000	35,959	205,959	135,448	Under	70,511
00780 20-445[1-5] Title II	35,000	23,898	58,898	55,930	Under	2,968
00785 20-449[1-4] Title III	10,000	(10,000)	0	12,690		(12,690)
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	399,981	Under	124,599
00810 20-4430 Vocational Education	890,000	126,320	1,016,320	349,171	Under	667,149
00815 20-4440 Adult Basic Education	1,100,000	351,721	1,451,721	841,856	Under	609,865
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,610,000	(192,749)	6,417,251	1,833,951	Under	4,583,300
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	263,576	Under	64,776
Total	9,630,000	538,071	10,168,071	4,033,593		6,134,478

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___- Local Projects	20,000	60,175	80,175	13,609	14,489	52,076
88120 20-___-___- Vocational Education	20,000	(20,000)	0	0	0	0
88140 20-___-___- Other	320,000	230,177	550,177	478,859	47,897	23,421
88500 20-___-___- Title I	170,000	35,959	205,959	168,620	27,457	9,882
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	443,692	57,449	23,439
88640 20-___-___- Vocational Education	870,000	146,320	1,016,320	369,536	632,209	14,574
88660 20-___-___- Adult Education	1,100,000	351,721	1,451,721	905,551	417,399	128,771
88680 20-___-___- Private Industry Council (JTPA/WIOA)	6,610,000	(68,746)	6,541,254	2,554,284	1,283,399	2,703,571
88700 20-___-___- Other	0	0	0	(21,945)	0	21,945
88706 20-479-___- CRF Grant Program	0	95,573	95,573	95,573	0	0
Total	9,630,000	894,657	10,524,657	5,063,710	2,480,301	2,980,646



Starting date 7/1/2020 Ending date 4/30/2021 Fund: 30 Capital Projects Funds

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Assets and Resources

Assets:

101	Cash in bank		(\$493,743.25)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$4,100,039.93

Resources:

301	Estimated revenues	\$7,040,477.35	
302	Less revenues	(\$4,824,996.36)	\$2,215,480.99

**Total assets and resources**

**\$5,821,777.67**

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$493,743.25)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	<b>Total liabilities</b>			<b>\$0.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$3,569,981.04
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	(\$3,784,370.94)		
	Less: Encumbrances	(\$1,015,875.37)	(\$4,800,246.31)	\$4,794,336.71
	<b>Total appropriated</b>			<b>\$8,364,317.75</b>

Unappropriated:

770	Fund balance, July 1			\$11,565.59
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$2,554,105.67)
	<b>Total fund balance</b>			<b>\$5,821,777.67</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$5,821,777.67</u></b>

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,594,583.02	\$4,800,246.31	\$4,794,336.71
Revenues	(\$7,040,477.35)	(\$4,824,996.36)	(\$2,215,480.99)
Subtotal	<u>\$2,554,105.67</u>	<u>(\$24,750.05)</u>	<u>\$2,578,855.72</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>(\$24,750.05)</u>	<u>\$2,578,855.72</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>(\$24,750.05)</u>	<u>\$2,578,855.72</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>(\$24,750.05)</u>	<u>\$2,578,855.72</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,554,105.67</u>	<u>(\$24,750.05)</u>	<u>\$2,578,855.72</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	7,040,477	7,040,477	4,824,996	Under	2,215,481
Total		0	7,040,477	7,040,477	4,824,996		2,215,481
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	9,594,583	9,594,583	3,784,371	1,015,875	4,794,337
Total		0	9,594,583	9,594,583	3,784,371	1,015,875	4,794,337

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 30 Capital Projects Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	7,040,477	7,040,477	4,824,996	Under	2,215,481
Total	0	7,040,477	7,040,477	4,824,996		2,215,481

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000 30-___-___-73_ Capital Project Equipment	0	462,137	462,137	69,637	0	392,500
89060 30-000-4___-39_ Other Purchased Prof. and Tech Services	0	365,705	365,705	127,028	203,960	34,717
89080 30-000-4___-45_ Construction Services	0	6,346,422	6,346,422	3,189,544	517,707	2,639,170
89100 30-000-4___-61_ General Supplies	0	1,511,148	1,511,148	244,371	136,222	1,130,556
89180 30-000-4___-8___ Other Objects	0	909,171	909,171	153,790	157,987	597,394
Total	0	9,594,583	9,594,583	3,784,371	1,015,875	4,794,337

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 40 Debt Service Funds

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Assets and Resources

Assets:

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

Total assets and resources

\$0.00

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

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Starting date 7/1/2020 Ending date 4/30/2021 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

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

Unappropriated:

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

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date



Starting date 7/1/2020 Ending date 4/30/2021 Fund: 40 Debt Service Funds

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Starting date 7/1/2020 Ending date 4/30/2021 Fund: 60 CAFETERIA

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Assets and Resources

Assets:

101	Cash in bank		(\$140,067.48)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$148,721.00

Resources:

301	Estimated revenues	\$865,000.00	
302	Less revenues	(\$48,221.68)	\$816,778.32

**Total assets and resources**

**\$825,431.84**

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

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Starting date 7/1/2020 Ending date 4/30/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$140,067.48)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$4,856.00
	Other current liabilities		\$193,207.80
	<b>Total liabilities</b>		<b>\$208,435.80</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$465,535.80
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$865,000.00	
602	Less: Expenditures	(\$248,003.96)	
	Less: Encumbrances	(\$465,535.80)	(\$713,539.76)
	<b>Total appropriated</b>		<b>\$616,996.04</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$616,996.04</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$825,431.84</u></b>

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$865,000.00	\$713,539.76	\$151,460.24
Revenues	(\$865,000.00)	(\$48,221.68)	(\$816,778.32)
Subtotal	<u>\$0.00</u>	<u>\$665,318.08</u>	<u>(\$665,318.08)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$665,318.08</u>	<u>(\$665,318.08)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$665,318.08</u>	<u>(\$665,318.08)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$665,318.08</u>	<u>(\$665,318.08)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$665,318.08</u>	<u>(\$665,318.08)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 60 CAFETERIA

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	48,222	Under	816,778
Total		865,000	0	865,000	48,222		816,778

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	248,004	465,536	151,460
Total		865,000	0	865,000	248,004	465,536	151,460

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	865,000	0	865,000	48,222	Under	816,778
Total	865,000	0	865,000	48,222		816,778

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	865,000	0	865,000	248,004	465,536	151,460
Total	865,000	0	865,000	248,004	465,536	151,460

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 61 ENTERPRISE FUND

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Assets and Resources

Assets:

101	Cash in bank		\$624,670.89
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	\$300,199.25	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$300,199.25

Loans Receivable:

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

Other Current Assets

\$100,748.00

Resources:

301	Estimated revenues	\$3,177,200.00	
302	Less revenues	(\$2,002,168.11)	\$1,175,031.89

**Total assets and resources**

**\$2,200,650.03**

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$0.40)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$35,700.00
	Other current liabilities		\$1,033,159.71
	<b>Total liabilities</b>		<b>\$1,068,859.31</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$414,625.38
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,177,200.00	
602	Less: Expenditures	(\$2,045,409.28)	
	Less: Encumbrances	(\$414,625.38)	(\$2,460,034.66)
	<b>Total appropriated</b>		<b>\$1,131,790.72</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$1,131,790.72</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$2,200,650.03</u></b>



Starting date 7/1/2020 Ending date 4/30/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,177,200.00	\$2,460,034.66	\$717,165.34
Revenues	(\$3,177,200.00)	(\$2,002,168.11)	(\$1,175,031.89)
Subtotal	<u>\$0.00</u>	<u>\$457,866.55</u>	<u>(\$457,866.55)</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>\$457,866.55</u>	<u>(\$457,866.55)</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>\$457,866.55</u>	<u>(\$457,866.55)</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>\$457,866.55</u>	<u>(\$457,866.55)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$457,866.55</u>	<u>(\$457,866.55)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 61 ENTERPRISE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,901,200	276,000	3,177,200	2,002,168	Under	1,175,032
Total		2,901,200	276,000	3,177,200	2,002,168		1,175,032
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,901,200	276,000	3,177,200	2,045,409	414,625	717,165
Total		2,901,200	276,000	3,177,200	2,045,409	414,625	717,165

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,901,200	276,000	3,177,200	2,002,168	Under	1,175,032
Total	2,901,200	276,000	3,177,200	2,002,168		1,175,032

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,901,200	276,000	3,177,200	2,045,409	414,625	717,165
Total	2,901,200	276,000	3,177,200	2,045,409	414,625	717,165

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 62 INTERNAL SERVICE FUND

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Assets and Resources

Assets:

101	Cash in bank		\$16,284.92
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$71,424.00

Resources:

301	Estimated revenues	\$2,203,200.00	
302	Less revenues	(\$1,244,681.68)	\$958,518.32

**Total assets and resources**

**\$4,475,891.24**

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

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Starting date 7/1/2020 Ending date 4/30/2021 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$376,723.03
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$2,203,200.00	
602	Less: Expenditures	(\$1,715,685.64)	
	Less: Encumbrances	(\$376,723.03)	(\$2,092,408.67)
	Total appropriated		\$487,514.36

Unappropriated:

770	Fund balance, July 1		\$235,506.41
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$723,020.77
	<b>Total liabilities and fund equity</b>		<b>\$4,475,891.24</b>

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,203,200.00	\$2,092,408.67	\$110,791.33
Revenues	(\$2,203,200.00)	(\$1,244,681.68)	(\$958,518.32)
Subtotal	<u>\$0.00</u>	<u>\$847,726.99</u>	<u>(\$847,726.99)</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>\$847,726.99</u>	<u>(\$847,726.99)</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>\$847,726.99</u>	<u>(\$847,726.99)</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>\$847,726.99</u>	<u>(\$847,726.99)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$847,726.99</u>	<u>(\$847,726.99)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 62 INTERNAL SERVICE FUND

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	2,203,200	0	2,203,200	1,244,682	Under	958,518
Total	2,203,200	0	2,203,200	1,244,682		958,518

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	2,203,200	0	2,203,200	1,715,686	376,723	110,791
Total	2,203,200	0	2,203,200	1,715,686	376,723	110,791

Starting date 7/1/2020 Ending date 4/30/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,203,200	0	2,203,200	1,244,682	Under	958,518
Total	2,203,200	0	2,203,200	1,244,682		958,518

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,203,200	0	2,203,200	1,715,686	376,723	110,791
Total	2,203,200	0	2,203,200	1,715,686	376,723	110,791



## Transfers by Transfer Number

Bergen County Vo-Tech Schools

Page 1 of 1

Start date 4/1/2021

End date 4/30/2021

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TR#	Transfer Description	Amount	To Account	From Account
2983	04/26/21 :BCA TEXTBOOKS	50,000.00	11-140-100-640-AC TEXTBOOKS	11-140-100-610-AC GENERAL SUPPLIES
		25,000.00	11-140-100-640-AC TEXTBOOKS	11-140-100-612-AC GENERAL SUPPLIES-NANO
		15,000.00	11-140-100-640-AC TEXTBOOKS	11-140-100-614-AC GENERAL SUPPLIES (FOOD
		12,000.00	11-140-100-640-AC TEXTBOOKS	11-140-100-619-AC SUPPLIES AND MATERIALS-BIO
2985	04/27/21 :MAINT SUPPLIES AND SERVICES	100,000.00	11-000-261-420-DO CLEANING	11-000-262-622-DO ENERGY-ELECTRICITY
		60,000.00	11-000-261-610-DO GENERAL SUPPLIES	11-000-262-622-DO ENERGY-ELECTRICITY
2990	04/30/21 :CURRICULUM MISC EXPS	4,000.00	11-000-221-890-DI OTHER OBJECTS	11-000-221-580-DI TRAVEL
2991	04/30/21 :ENGINEER PROJECT	44,500.00	11-000-230-334-DS ARCHITECT/ENGINEERING FEES	12-000-400-450-DO CONSTRUCTION SERVICES
		310,500.00	Report Total	

Bergen County Technical & Special Services  
540 Farview Avenue, Room 2300  
Paramus, NJ 07652  
Attn: Mr. John Susino, Business Administrator

P: 201-343-6000 Ext. 4056  
Email: [johsus@bergen.org](mailto:johsus@bergen.org)

March 15, 2021

**A/E Services**  
Proposal for Schematic Design  
Automotive Engineering &  
Main Offices Renovations  
Teterboro, NJ

Mr. Susino:

Please find below Schematic Design services for redesign of the Auto Engineering Classroom/Lab and Proposed Main Offices Relocation. It is our understanding that the Law Classroom and associated corridor will no longer be part of this scope of work. As discussed, the currently designed Auto Engineering Space will remain as part of the scope but will require some redesign based on the elimination of the proposed Law Classroom Area.

As directed, the District would also like to relocate the existing Main Offices and associated spaces to an area diagonally across the Main Lobby. Initial scope request is to provide some additional space within the revise Main Lobby in front of the new Main Office Entry Design to allow entry through a secure vestibule, the appropriate corridor circulation, and room for Covid Screening prior to Main Office entry.

**Auto Engineering/Main Offices Schematic Planning:**

- Upon approval of this schematic proposal, AECOM will immediately commence with field measuring/documentation of the existing spaces as needed.
- Update the current Auto Engineering floor plan design, as well as and provide an existing CAD background and new design for relocated Main Offices and Lobby.
- AECOM shall provide a new cost estimate for each area and/or phases per square foot for the District's review.
- AECOM anticipates two (2) meetings maximum with the District to gain approval prior to moving on to the construction document phase. AECOM will provide a separate proposal for construction documents to include Architectural, MEP, and Structural specifications. Construction Administration Services shall also be provided.

AECOM proposes a fixed fee in the amount of \$12,000 for the above scope. All reimbursable costs are included in this amount. If acceptable, please issue a purchase order and sign and date below.

Yours sincerely,



**Kim Vierheilig**, AIA, LEED AP BD+C  
Vice President, Business Line Leader  
Buildings + Places, New York Metro  
D +1-973-883-8683  
M +1-201-787-0770  
[kim.vierheilig@aecom.com](mailto:kim.vierheilig@aecom.com)

Approval & Date:

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**Mr. John Susino**  
Business Administrator

## Bergen County Academies Auditorium 2021-2022 Rate Schedule

Class	Rate
P-Performance (\$600.00/hour)	\$3,000.00 (5-hour minimum)

This rate **DOES NOT INCLUDE** the minimum staff required.

LESSEE AGREES TO HIRE THE BOARD'S PERSONNEL TO STAFF THE EVENT

**\* PERSONNEL ARE HIRED FOR A MINIMUM OF FIVE (5) HOURS \***

Should the event exceed the initial five (5) hour period, the Auditorium Manager will assess the additional hour(s) at the appropriate rate listed below.

Class	Rate
R-Rehearsal	\$1,600.00 (\$400.00/hr.) (4-hour minimum)

If contracted separately four (4) hour minimum applies.

**\*STAFF IS NOT INCLUDED\***

Class	Rate
T-Take-in / Take-OUT	\$1,000.00 (\$250.00/hr.) (4-hour minimum)

If contracted separately four (4) hour minimum applies

**\*STAFF IS NOT INCLUDED\***

### SERVICES INCLUDED IN CLASS P PERFORMANCE

Heating and Ventilation	Air Conditioning
Lobby and Public Restrooms	Use of Box Office
Stage Level Dressing Rooms	Stage Intercom System

## **Bergen County Academies Auditorium 2021-2022 Services Rate Schedule**

### **Hourly Rates and/or Flat Fees for Services**

Auditorium Manager (1) Consultation Fee	\$43.25 per/hr.
Auditorium Manager Event Fee	Prevailing Overtime Rate (1.5 or 2 times std. per/hr. rate)
Stage Crew (3)	\$31.00 per/hr.
Custodian (2) Mon-Fri 8:00am-11:00pm	\$186.25 flat rate fee (5hrs)

**Additional time (after the 5 hours flat fee) Charged at prevailing overtime rate.**

**NOTE:** The above personnel comprise the Minimum Staff Requirements as described in Section 28 of the Agreement.

The above rates are for services rendered from the designated arrival time (including set-up) until the auditorium is restored to its previous condition following lessee's usage.

Lessee agrees to compensate all personnel assigned by the Auditorium Manager at the above rates.

Stage Crew labor beyond 8 hours and between the hours of 12:00 midnight and 8:00 a.m. will be charged at 1.5 times the regular hourly rate. If Stage Crew is already on the 1.5 times rate, the hours between 12 midnight and 8:00 a.m. will be charged at DOUBLE (2 times) the regular hourly rate.

Due to Stage Crew availability it may become necessary to employ **UNION STAGE HANDS** from **Bergen County Local 632 I.A.T.S.E.** at their prevailing hourly rate at the time of usage. Lessee will be notified in writing no less than one week (7 days) prior to the Event. Lessee agrees to direct payment on the same day services are rendered.

### **Bergen County Security**

In an effort to provide support in enforcing the rules and regulations outlined in the Auditorium Rental Agreement as they relate to the use of our facility by non-school events the Lessee is required to hire a uniformed officer from Bergen County Security for all scheduled performances held in the Bergen Academies Auditorium. The officer(s) will be paid \$50.00 per hour with a four (4) hour minimum for single performance events.

### **Bergen County Academies Auditorium 2020-2021 Equipment Rate Schedule**

Follow Spot(s)	
Robert Juliat Topaze MSR 1200 watt (max 2)	\$150.00 ea.
Martin Mac 700 Profile SFX Lights (max 4)	\$150.00 ea.
Lighting Instruments (In excess of house plot)	\$20.00 ea.
Platforms	\$10.00 ea.
Orchestra Pit cover change	\$900.00
Vinyl Dance Floor (Marley Type) (30' x 50' max.)	\$300.00
Wireless Microphones (one included/for each additional)	\$50.00
Basement Dressing Rooms (2)	\$75.00 ea.
First Floor Cafeteria Room # 111 (as dressing room or for warm-up)	\$300.00
Half of Gym (as dressing room for large events)	\$300.00
*Baby Grand Piano	\$250.00
Gaffers Tape (per roll/ full rolls only)	\$ 25.00

**\*Lessee Agrees to contract the Board's piano tuner when using the piano.**



June 14, 2021

Bergen County Technical Schools / Special Services  
540 Fairview Avenue  
Room 2300  
Paramus, NJ 07652

Attn: John Susino

**Re: Proposal for Architectural and Engineering Services at Bergen County Academies  
Bio-Tech Research Wing  
M# 2060**

Dear Mr. Susino:

RSC Architects (RSC) is pleased to submit this proposal for professional architectural and engineering services at the existing building at 200 Hackensack Avenue within Hackensack, New Jersey. As discussed, this work is intended to improve the bio-tech laboratories throughout the school, providing state-of-the-art technology and a comprehensive learning environment for students.

RSC Architects has partnered with Remington & Vernick Engineers (RVE) in order to provide these services under our existing Architect-of-Record agreement.

### **Description of the Project:**

This project will involve the renovation of five existing science classrooms and one female faculty toilet room within the new Bio-Tech Research Wing, which will be approximately 8,400 s.f., and will contain classrooms, laboratories, faculty offices, and chemical storage areas to create a comprehensive and collaborative learning environment for the Academies. The new Research Wing will also be completely renovated with new finishes, lighting, and glass partition walls, as well as modified HVAC and electrical systems.



These spaces will be designed to accommodate the existing laboratory equipment that is required for this program, including fume hoods, sinks, refrigeration, and other lab specialties. It is understood that the selection and the procurement of the lab equipment will be performed by the owner, and that an inventory of the required equipment will be provided at the start of the project.

## **Scope of Services:**

RSC and our subconsultant, RVE, will perform the following scope of services:

### **Schematic Phase**

- We will meet with the owner to review the overall project scope, as well as any budgeting constraints and the project's schedule, and we will also set up the lines of communication between the parties.
- We will review the existing building drawings, conduct a partial field survey in order to confirm the existing conditions, and prepare a schematic base floor plan.
- Using the previously-established plan, our subconsultant will conduct a survey of the existing mechanical, electrical, and plumbing systems in order to determine the best way to incorporate the renovations and upgrades with minimal interruptions to the school. We will also review any required phasing or secondary work with the Academies' staff members.
- If any of the new equipment has anticipated structural impacts to the dunnage, the shafts, the slabs, the roof, or any other structural elements, the design team will recommend modifications.
- At the conclusion of this phase, we will provide recommended options for the scope of work, as well as the recommended phasing and the preliminary cost of the project's construction. Together with the Academies, we will arrive at a final scope of work for the project.

#### *Schematic Design Deliverables:*

- Schematic Design Plans.
- Schematic Design Estimate.
- Recommendations of Adjacent or Additional Work Beyond the Bio-Tech Research Wing scope.

### **Design Development Phase**

- Based upon the approved schematic design documents, RSC will prepare the design development documents, which will consist of the drawings and the other documents that will depict and describe the size and the character of the project regarding its architectural, mechanical, electrical, and plumbing systems, as well as any other materials or elements that may be appropriate. All of these documents will be reviewed and approved by the owner.

#### *Design Development Deliverables:*

- Design Development Floor Plans, Reflected Ceiling Plans, and Elevations, as Required.
- Preliminary Mechanical Design Drawings.
- Preliminary Electrical Design Drawings.
- Preliminary Plumbing Design Drawings.
- Material and Equipment Selections.
- Structural Design Drawings, if Required.
- Phasing Plan
- An Updated Project Estimate.
- A Department of Education Filing Set.

At the completion of the Design Development Phase RSC will provide a separate proposal for the first phase of Construction Documents and future phases as determined with the Owner.

## **Fees:**

All of our fees are based upon our pre-existing Architect-of-Record contract.

RSC Architects will perform these services for a not to exceed fee, as follows:

Schematic Design Phase	\$36,000
Design Development Phase	\$54,000
<b>Total (Not to Exceed)</b>	<b>\$ 90,000</b>

Fees are inclusive of basic reimbursable expenses.

## **Out-of-Scope Services:**

While we believe that the intent of the scope of basic services is clear and limited, from time to time, a reading of these services may infer a broader scope than was intended. In order to help clarify the scope of basic services, we point out that the above-listed basic services do not include the following services, which may be anticipated during this project. If you would like RSC to furnish these or any other out-of-scope services, we would provide them either on an hourly basis, in accordance with the attached Fee Schedule, or using a fixed fee that can be negotiated on a case-by-case basis. RSC will not provide out-of-scope services without your written approval.

They include:

- Property Surveying.
- IT/AV/Fire Alarm or other Low-Voltage Engineering Services.
- Site Engineering Work or Geotechnical Reports or Studies.
- Environmental Survey or Engineering.
- Building Permits and All Other Fees, as Required.
- Municipal Approval Services other than Assistance in Obtaining Building Permits.
- Any Required or Requested LEED Reviews/Certifications, or the "Greening" of any Project.
- Fees for Applications for Approvals, Building Permits, and All Other Fees, as Required.
- Planning Board, Zoning Board, Historical Society, and/or Landmarks Commission, Community Board, etc., Submittals, Meetings, Hearings, or Coordination.
- Architectural Renderings or Models.
- Construction Management Services.
- Food Service Equipment; Casework; or Furniture Designs, Selections, or Procurement.
- LRFP or other NJDOE Updates Beyond the Individual Project Filing Requirements.
- Changes or Revisions Beyond our Control, Changes or Supplemental Services That May Be Required by the Academies or Other Regulatory Agencies Beyond Those That Have Been Indicated Within This Proposal or Made Necessary by Ordinance or Regulations, or Changes in Basic Project Concept After the Initial Design had Commenced.

## **Agreement and Payments:**

This proposal is based upon our pre-existing Architect-of-Record contract, and it is subject to all of the terms and conditions that have been established within that agreement. We trust that this proposal meets your approval. Our intent is to meet the conditions of our client and, if the scope of services that has been described above differs from your needs, please notify our office and we will reconcile our proposal.



We are prepared to begin working on this project upon the receipt of your written authorization. We look forward to working with you on this very interesting project. Should you have any questions or require additional information, please feel free to reach out to me directly or to contact our office.

Very truly yours,

**RSC ARCHITECTS**

A handwritten signature in black ink, appearing to read "Ralph Walker".

Ralph Walker, RA, LEED AP, CSI, CDT  
Senior Project Manager

Cc: file



BCTSOH-17015

June 16, 2021

John Susino  
Business Administrator/Board Secretary  
Bergen County Technical School District  
540 Farview Avenue, Room 2300  
Paramus, NJ 07652

RE: BERGEN COUNTY TECHNICAL SCHOOLS  
PROFESSIONAL ENGINEERING SERVICES  
HVAC EQUIPMENT INVENTORY & EVALUATION - ALL BUILDINGS

Dear Mr. Susino:

We are pleased to submit this proposal for Professional Mechanical Engineering Services to inventory and evaluate the HVAC equipment at the Bergen County Technical Schools (BCTS).

#### BACKGROUND

The Bergen County Technical School District is interested in developing a capital improvement plan for the replacement of their HVAC equipment. The School District owns and operates eleven (11) facilities which are listed below.

1. BCTHS Teterboro - 504 US-46, Teterboro, NJ (950,000 sq ft)
2. Environmental Science Center - 200 Hackensack Ave, Hackensack, NJ (4,500 sq ft)
3. BCTHS Paramus - 275 Pascack Rd, Paramus, NJ (275,000 sq ft)
4. Adult Education - 190 Hackensack Ave, Hackensack, NJ (12,000 sq ft)
5. EMS Training Center - 281 Pascack Rd, Paramus, NJ (10,000 sq ft)
6. Bergen County Academies - 200 Hackensack Ave, Hackensack, NJ (1,000,000 sq ft)
7. Bela Daycare - 284 Hackensack Ave, Hackensack, NJ (2,000 SF)
8. 11 Carol Court, Hackensack, NJ (2500 SF)
9. Hazmat Building - 281 Pascack Rd, Paramus, NJ (2,500 sq ft)
10. Police Athletic League (PAL) Building - 200 Hackensack Ave, Hackensack, NJ
11. Animal Care/Landscaping Building - 275/285 Pascack Rd, Paramus, NJ (3,500 sq ft)

#### APPROACH

T&M Associates will visit each facility to gather information on the existing HVAC equipment. While on site we will photograph the equipment and note the manufacturer, model number, serial number, location, area served, and observed condition. The condition noted will be based on general appearance and any information provided by the facilities personnel during our walkthrough. *Please note that this inventory does not include testing of any equipment.*

Based on discussions with the School District, we anticipate that the following equipment will be evaluated at each facility:

1. BCTHS Teterboro

An equipment inventory was recently performed for this facility. T&M will verify the equipment inventory and update any information not included. It is our understanding that the HVAC equipment consists of chillers, boilers, unit ventilators (UV's) at the perimeter, fan



coil units (FCU's) serving corridors and interior spaces, three (3) energy recovery units, and a number of goosenecks that provide outdoor air to the UV's and FCU's.

2. Environmental Science Center  
Two (2) rooftop units (RTU's) and one (1) split system.
3. BCTHS Paramus  
Several boilers, nine (9) RTU's, and several indoor air handling units split stems with condensing units on the roof.
4. Adult Education  
Seventeen (17) RTU's.
5. EMS Training Center  
One (1) boiler, two (2) split systems, and one large RTU located at the back of the building.
6. Bergen County Academies  
Chillers, boilers, approximately 25 RTU's, 150 UV's, and 25 split systems. There is also 50+ window AC units; however, we do not anticipate including these in our evaluation.
7. Bela Daycare  
Four (4) UV's, twelve (12) RTU's, and one (1) makeup air (MUA) unit.
8. 11 Carol Court  
Three (3) RTU's and one (1) boiler.
9. Hazmat  
One (1) split air handling unit with condensing unit located on grade.
10. Police Athletic League (PAL) Building  
One (1) split system. There are also window AC units; however, we do not anticipate including these in our evaluation.
11. Animal Care/Landscaping Building  
Boilers, six (6) split systems, and a multi-split system consisting of four (4) indoor units and one (1) outdoor unit.

More specifically, we will provide the following services.

#### SCOPE OF SERVICES

1. Review available as-built mechanical and architectural plans of each facility, to be provided by the School District.
2. Site visits as required to document the existing mechanical (HVAC) equipment at each facility. During our site visits the following information will be documented for use in preparing our report:
  - a. Equipment type;



- b. Heating/cooling source;
  - c. Manufacturer;
  - d. Model number;
  - e. Serial number;
  - f. Location;
  - g. Associated equipment (if applicable);
  - h. Area(s) served;
  - i. Observed condition;
  - j. Photographs;
  - k. Additional notes from facilities personnel.
3. Preparation of an Excel spreadsheet that documents each piece of equipment, the information gathered while on site, and pertinent information from the manufacturer.
4. Review and research equipment serial numbers to determine median life expectancy, current age, and anticipated remaining useful life.
5. Preparation of a report that includes recommendations for equipment replacement prioritization based on condition and remaining useful life and alerts the School District to any equipment that is in need of immediate replacement.
6. Preparation of a construction cost estimate for the replacement of all HVAC equipment at BCTHS Teterboro. We anticipate equipment costs will be provided for in-kind equipment replacement and will not include upgrades to existing equipment capacity.
7. Attend a meeting with the School District to review the letter and cost estimate.

**INFORMATION TO BE PROVIDED BY THE CLIENT/OWNER**

1. Access to the site, as and when required.
2. Relevant as-built and record documents.

**EXCLUSIONS**

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

1. Services not specifically listed are not included.
2. Design, bidding, and construction administration services are not included.
3. Electrical, Plumbing, Fire Protection, Site/Civil, Structural, Environmental, Construction Management, and Commissioning Engineering services, if required, are not included.
4. Hazardous Material Investigation/Mitigation Services.
5. Design of off-site improvements.
6. LEED consulting services are not included.
7. Cost estimating services for equipment replacement at facilities other than BCTHS Teterboro.
8. Preparation of as-built documents at construction completion is not included.

**SCHEDULE OF FEES**

All professional services described in Scope of Services be compensated by the Lump Sum Fee of **\$114,000.**

Our Fee includes all necessary services, as defined and/or excluded. All professional services identified in the Scope of Services will be invoiced in accordance with the previously agreed upon




Standard Terms & Conditions of Professional Services. Should additional services be required outside the scope as identified above, T&M will provide a subsequent proposal.

We thank you for the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require additional information, please do not hesitate to contact me at 732.473.3400 or [edasti@tandmassociates.com](mailto:edasti@tandmassociates.com).

Very truly yours,

T&M ASSOCIATES

 Mary Dasti  
Jun 16 2021 3:47 PM  
DataSign

M. ELAINE DASTI, PE  
COMPANY PRACTICE LEADER, MEP

---


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

---

JOHN SUSINO, BUSINESS ADMINISTRATOR/BOARD SECRETARY  
BERGEN COUNTY TECHNICAL SCHOOL DISTRICT

---

DATE



**di cara | rubino**  
architects

(SENT VIA EMAIL [johsus@bergen.org](mailto:johsus@bergen.org)  
AND VIA REGULAR MAIL)

June 15, 2021

Bergen County Technical Schools  
540 Farview Avenue  
Paramus, NJ 07652

ATT: Mr. John Susino  
Business Administrator

**Re: Proposal for Professional Services for Interior Renovations to the Adult Education Building at  
190 Hackensack Avenue, Hackensack, NJ  
D|R Proposal #21-87**

Dear Mr. Susino:

As per your request, we are pleased to have this opportunity to submit our proposal for professional services pertaining to the planned interior renovations at the Adult Education Building in Hackensack, NJ. As we understand it, the proposed scope of work will be to construct an interior wall to align with the existing column line in order to separate the lecture area with the shop area to limit noise. The proposed new wall will have two acoustically-rated double doors (one on each side), and windows looking into the shop room from the lecture classroom. We further understand, that this project will be awarded through State Contract, thus no bidding will be required.

Based on our understanding, Di Cara | Rubino Architects will provide the following:

**I. SCOPE OF SERVICES:**

**A. Schematic Design:**

- Review existing drawings
- Site visits to confirm existing conditions
- Develop options and preliminary construction cost estimates for each option
- Code analysis and ADA review
- Submit required documents to the NJ Department of Education for review and approval, including state applications, educational specifications and schematic submission

**B. Construction Documents:**

- Upon approval of the Design Development phase by the Owner, Di Cara | Rubino Architects will prepare Construction Documents for the project consisting of architectural plans, details, sections, elevations, mechanical/electrical drawings, and specifications for public bidding
- Plans will be submitted for local code review

30 galesi drive • west wing • wayne, new jersey 07470 • tel 973-256-0202 • fax 973-256-0227  
• [www.dicararubino.com](http://www.dicararubino.com) •

Accepted:  
\_\_\_\_\_Initial



Mr. John Susino  
June 15, 2021  
Proposal No. 21-87  
Page 2 of 4

**C. Bidding/Negotiation: Not Included**

**D. Contract Administration:**

- Visit the site to become familiar with the progress and quality of the work and determine, in general, if the work is proceeding in accordance with the Contract Documents
- Keep the Owner informed of the progress and quality of the work
- Attend project job meetings
- Review RFI's
- Review shop drawings
- Review payment applications
- Prepare punch list
- Review project closeout documentation

**II. FEE PROPOSAL:**

The fees for professional services as outlined above are as follows:

<b>A. Schematic Design Phase.....</b>	<b>\$ 500.00</b>
<b>B. Construction Document Phase.....</b>	<b>\$3,500.00</b>
<b>C. Bidding.....</b>	<b>Not Included</b>
<b>D. Contract Administration.....</b>	<b>Hourly</b>
	<i>Not to exceed</i>
	<b>\$1,000.00</b>

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting and facsimiles and will be invoiced at 1.15 times the expense. Based upon similar projects of this size, reimbursable expenses can be capped to not exceed \$500.00.*

**Exclusions:**

The following services are excluded from the basic services outlined in this proposal:

- Identification and/or abatement of hazardous materials including, but not limited to, asbestos, lead, or soil contaminants
- Environmental engineering
- Utility assessments
- Surveys, testing, or environmental studies
- Off-site improvements



Mr. John Susino  
June 15, 2021  
Proposal No. 21-87  
Page 3 of 4

- Renderings and/or models
- Filing fees, permits, and applications
- Legal services

**Conditions:**

**Standard of Care:** Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**Hidden Conditions Verification of Existing Conditions:** It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

**Safety:** Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

**Hazardous Materials:** Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

**Limit of Liability:** Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount equal to Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

**Ownership of Documents:** Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to Client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or





Mr. John Susino  
June 15, 2021  
Proposal No. 21-87  
Page 4 of 4

extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

**Indemnification/Hold Harmless:** The Owner agrees to indemnify, defend, and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the Client, and/or anyone directly or indirectly employed by the Client.

On behalf of Di Cara | Rubino Architects, we look forward to assisting the Bergen County Technical Schools with this project. If this proposal is acceptable, please sign below, initial each page, and return one copy for our records, authorizing Di Cara | Rubino Architects to proceed.

If you have any questions or require additional information, please feel free to call me at 973-256-0202.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

A handwritten signature in black ink, appearing to read 'Germano R. Rubino'.

Germano R. Rubino, AIA  
Principal

GRR/frk


cc: Allison Sroka, AIA – Project Manager

**Accepted by:**

\_\_\_\_\_  
**Mr. John Susino**  
**Business Administrator**

**Date:** \_\_\_\_\_

Accepted:  
\_\_\_\_\_  
Initial

  
**di cara | rubino**  
architects

(SENT VIA EMAIL [johsus@bergen.org](mailto:johsus@bergen.org)  
AND VIA REGULAR MAIL)

June 15, 2021

Bergen County Technical Schools  
540 Farview Avenue  
Paramus, NJ 07652

ATT: Mr. John Susino  
Business Administrator

**Re: Proposal for Professional Services for the Tech Wing Renovations at the Bergen County  
Technical Schools – Paramus Campus**  
*D|R Proposal #21-88*

Dear Mr. Susino:

As per your request, we are pleased to have this opportunity to submit our proposal for professional services for the renovations to the technology wing at Bergen County Technical Schools – Paramus Campus. As we understand it, the proposed scope of work will be to infill a portion of the existing automotive classroom to accommodate a second-floor classroom/lecture space with a building addition of an exterior stair tower to meet the egress code requirements. The existing floor area below the classroom will serve as support space for the shop. At this time, the estimated construction cost for the project is \$850,000.00.

Based on our understanding, Di Cara | Rubino Architects will provide the following:

**I. SCOPE OF SERVICES:**

**A. Schematic Design:**

- Review existing drawings
- Site visits to confirm existing conditions
- Establish and verify program needs
- Code analysis and ADA review
- Develop/refine the selected option meeting the established program
- Establish preliminary project schedule and phasing plan
- Submit required documents to the NJ Department of Education for review and approval, including state applications



Mr. John Susino  
June 15, 2021  
Proposal No. 20-88  
Page 2 of 6

**B. Design Development:**

- Prepare Design Development documents consisting of plan layouts, reflective ceiling plans, and mechanical/electrical scope
- Update cost estimates, if changes are made by Owner during this phase
- Develop alternates for the project scope, if required

**C. Construction Documents:**

- Upon approval of the Design Development phase by the Owner, Di Cara | Rubino Architects will prepare Construction Documents for the project consisting of architectural plans, details, sections, elevations, mechanical/electrical drawings, and specifications for public bidding
- Plans will be submitted for local code review

**D. Bidding/Negotiation:**

- Assist the District in the bidding process
- Preparation of bid packages
- Attend Pre-Bid Conference to answer Contractor questions about the proposed project
- Respond, as needed, to Contractor questions about the proposed project
- Issue addenda, as needed, to Contractor inquiries during the bidding process
- Attend bid opening
- Review bid results and provide analysis of the bids and review with the Board of Education
- Coordinate with the District's attorney in their review of the lowest responsible bidder for compliance
- Attend Board of Education meetings, as required

**E. Contract Administration:**

- Visit the site at approximately bi-weekly intervals to become familiar with the progress and quality of the work and determine, in general, if the work is proceeding in accordance with the Contract Documents
- Keep the Owner informed of the progress and quality of the work
- Attend regular project job meetings
- Review RFI's
- Review shop drawings
- Review payment applications
- Prepare punch list
- Attend all job meetings



Mr. John Susino  
June 15, 2021  
Proposal No. 20-88  
Page 3 of 6

- Review project closeout documentation
- Review the progress of work and project schedule

### III. FEE PROPOSAL:

The fees for professional services as outlined above are as follows:

A. Schematic Design Phase.....	\$ 15,000.00
B. Design Development Phase.....	\$ 11,250.00
C. Construction Document Phase.....	\$ 30,000.00
D. Bidding.....	\$ 5,750.00
E. Contract Administration.....	\$ 13,000.00

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting and facsimiles and will be invoiced at 1.15 times the expense. Based upon similar projects of this size, reimbursable expenses can be capped to not exceed \$6,000.00.*

### IV. PROJECT BUDGET:

The construction cost for this proposed project is estimated to be approximately \$850,000.00, and together with associated soft cost of 30%, the total project budget is estimated to be \$1,100,000.00.



Mr. John Susino  
June 15, 2021  
Proposal No. 20-88  
Page 4 of 6

**Exclusions:**

The following services are excluded from the basic services outlined in this proposal:

- Identification and/or abatement of hazardous materials including, but not limited to, asbestos, lead, or soil contaminants
- Environmental engineering
- Utility assessments
- Zoning/Planning Board Meetings
- Surveys, testing, or environmental studies
- Off-site improvements
- Interior design services
- Testing and commissioning of M/E/P systems
- Renderings and/or models
- Filing fees, permits, and applications
- Legal services

**Conditions:**

**Standard of Care:** Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**Hidden Conditions Verification of Existing Conditions:** It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.



Mr. John Susino  
June 15, 2021  
Proposal No. 20-88  
Page 5 of 6

**Safety:** Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

**Hazardous Materials:** Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

**Limit of Liability:** Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount equal to Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

**Ownership of Documents:** Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to Client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

**Indemnification/Hold Harmless:** The Owner agrees to indemnify, defend, and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the Client, and/or anyone directly or indirectly employed by the Client.



*Mr. John Susino*  
*June 15, 2021*  
*Proposal No. 20-88*  
*Page 6 of 6*

Thank you for your time and consideration and the opportunity to be of service. On behalf of Di Cara | Rubino Architects, we look forward to assisting the Bergen County Technical Schools with this project. If this proposal is acceptable, please sign below, initial each page, and return one copy for our records, authorizing Di Cara | Rubino Architects to proceed.

If you have any questions or require additional information, please feel free to call me at 973-256-0202.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

A handwritten signature in black ink, appearing to read 'Germano R. Rubino', with a stylized flourish at the end.

Germano R. Rubino, AIA  
Principal

GRR/frk

cc: Allison Sroka, AIA – Project Manager

*Accepted by:*

\_\_\_\_\_  
*Mr. John Susino*  
*Business Administrator*

*Date:* \_\_\_\_\_

*Accepted:*  
\_\_\_\_\_  
*Initial*



(SENT VIA EMAIL [johsus@bergen.org](mailto:johsus@bergen.org)  
AND VIA REGULAR MAIL)

June 15, 2021

Bergen County Technical Schools  
540 Farview Avenue  
Paramus, NJ 07652

ATT: Mr. John Susino  
Business Administrator

**Re: Proposal for Professional Services to Prepare a Feasibility Study for Upgrades to the Field at Bergen County Technical Schools – Paramus Campus**  
*D|R Proposal #21-95*

Dear Mr. Susino:

As per your request, we are pleased to have this opportunity to submit our proposal for professional services pertaining to providing a feasibility study for upgrades to the existing field, located adjacent to the EMS parking lot and the Potters Field Cemetery at Bergen County Technical Schools – Paramus Campus. As we understand it, the proposed scope of work will include recommendations and to provide design options, a code analysis, and opinions of probable cost. The existing field measures approximately 175 ft wide x 115 ft deep to the tree line.

Based on our understanding, Di Cara | Rubino Architects will provide the following:

**I. SCOPE OF SERVICES:**

**A. Feasibility Study:**

- Review existing drawings
- Site visits to confirm existing conditions
- Develop three (3) options for improvements based on program needs
- Develop preliminary construction cost estimates for each option
- Code analysis and ADA review
- Meet with administration to review options and cost
- Establish preliminary project schedule and phasing plan

**II. FEE PROPOSAL:**

**Feasibility Study:..... \$6,000.00**

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting and facsimiles*

30 galesi drive • west wing • wayne, new jersey 07470 • tel 973-256-0202 • fax 973-256-0227  
• [www.dicararubino.com](http://www.dicararubino.com) •

Accepted:  
\_\_\_\_\_  
Initial





Mr. John Susino  
June 15, 2021  
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*and will be invoiced at 1.15 times the expense. Based upon similar projects of this size, reimbursable expenses can be capped to not exceed \$2,000.00.*

### III. DESIGN SERVICES:

If after the completion of the study, the District would like to move forward with the proposed renovations, Di Cara | Rubino Architects will provide a fixed fee of 9% of the estimated construction cost of the project for the following services:

#### A. Schematic Design:

- Develop/refine the Owner's selected option
- Make revisions as required
- Submit required documents to the NJ Department of Education for review and approval, including state applications

#### B. Design Development:

- Prepare Design Development documents consisting of plan layouts, reflective ceiling plans, and mechanical/electrical scope
- Update cost estimates, if changes are made by Owner during this phase
- Develop alternates for the project scope, if required

#### C. Construction Documents:

- Upon approval of the Design Development phase by the Owner, Di Cara | Rubino Architects will prepare Construction Documents for the project consisting of architectural plans, details, sections, elevations, mechanical/electrical drawings, and specifications for public bidding
- Plans will be submitted for local code review

#### D. Bidding/Negotiation:

- Assist the District in the bidding process
- Preparation of bid packages
- Attend Pre-Bid Conference to answer Contractor questions about the proposed project
- Respond, as needed, to Contractor questions about the proposed project
- Issue addenda, as needed, to Contractor inquiries during the bidding process
- Attend bid opening
- Review bid results and provide analysis of the bids and review with the Board of Education



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- Coordinate with the District's attorney in their review of the lowest responsible bidder for compliance
- Attend Board of Education meetings, as required

E. Contract Administration:

- Visit the site at approximately bi-weekly intervals to become familiar with the progress and quality of the work and determine, in general, if the work is proceeding in accordance with the Contract Documents
- Keep the Owner informed of the progress and quality of the work
- Attend regular project job meetings
- Review RFI's
- Review shop drawings
- Review payment applications
- Prepare punch list
- Attend all job meetings
- Review project closeout documentation
- Review the progress of work and project schedule

Exclusions:

The following services are excluded from the basic services outlined in this proposal:

- Identification and/or abatement of hazardous materials including, but not limited to, asbestos, lead, or soil contaminants
- Environmental engineering
- Civil engineering (*scope and fees TBD after feasibility study*)
- Utility assessments
- Zoning/Planning Board Meetings
- Surveys, testing, or environmental studies
- Off-site improvements
- Renderings and/or models
- Filing fees, permits, and applications
- Legal services

Conditions:

**Standard of Care:** Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantees, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.



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**Hidden Conditions Verification of Existing Conditions:** It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

**Safety:** Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

**Hazardous Materials:** Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

**Limit of Liability:** Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount no greater than Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

**Ownership of Documents:** Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to Client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

**Indemnification/Hold Harmless:** The Owner agrees to indemnify, defend and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the Client, and/or anyone directly or indirectly employed by the Client.

**Preliminary Budgeting:** A preliminary budget will be prepared and issued as part of the scope of work for approval. The budget will be incorporated into submission to the Department of Education. When providing opinions or estimates of probable construction costs upon request of the Board, such budgets are based on DiCara | Rubino Architects' (DRA) experience and qualifications and only represents our



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judgment as a professional generally familiar with the industry. It is recognized that neither DRA, nor the Board has control over, among other things: (1) the cost of labor, materials or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, DRA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that DRA cannot be held liable for any damages claimed to have arisen out of construction costs exceeding DRA estimates of same, if any.

Thank you for your time and consideration and the opportunity to be of service. On behalf of Di Cara | Rubino Architects, we look forward to assisting the Bergen County Technical Schools with this project. If this proposal is acceptable, please sign below, initial each page, and return one copy for our records, authorizing Di Cara | Rubino Architects to proceed.

If you have any questions or require additional information, please feel free to call me at 973-256-0202.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

A handwritten signature in black ink, appearing to read "Germano R. Rubino", written over a horizontal line.

Germano R. Rubino, AIA  
Principal

GRR/frk

cc: Allison Sroka, AIA – Project Manager

*Accepted by:*

\_\_\_\_\_  
*Mr. John Susino*  
*Business Administrator*

*Date:* \_\_\_\_\_

*Accepted:*  
\_\_\_\_\_  
*Initial*