

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

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

**March 23, 2021**

**AGENDA**

#	<b><u>ADMINISTRATION RESOLUTIONS</u></b>
<b>21-A-67T</b>	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
<b>21-A-68T</b>	Approval – Students Suspensions February 2021
<b>21-A-69T</b>	Approval - Professional Development Providers and Services 2020-2021 School Year
<b>21-A-70T</b>	Approval – Affiliation Agreement between BCTS and Seton Hall University
<b>21-A-71T</b>	Approval – Affiliation Agreement between BCTS and Teacher College, Columbia University
<b>21-A-72T</b>	Approval – Agreement for Mental Health Assessments with the West Bergen Mental Healthcare
<b>21-A-73T</b>	Approval – First Reading BOE Policies/Regulations
<b>21-A-74T</b>	Approval – Second Reading BOE Policies
<b>21-A-75T</b>	Approval – Webinar Expenses
<b>21-A-76T</b>	Approval – MOU between BCTS and Princeton University
	<b><u>PERSONNEL RESOLUTIONS</u></b>
<b>21-P-110T</b>	Approval 2020-2021 Staff Appointments
<b>21-P-111T</b>	Approval – 2020-2021 Salary Reclassifications – Non-Certificated
<b>21-P-112T</b>	Approval – Revised End Date (BOE: 12/8/20; Res.21-P-62T)
<b>21-P-113T</b>	Approval – 2020-2021 Adult and Continuing Education Staff Salary Authorizations
<b>21-P-114T</b>	Approval – 2020-2021 Adult and Continuing Education Staff Reclassifications
<b>21-P-115T</b>	Approval – 2021-2022 Student Abbreviated Day Calendar
<b>21-P-116T</b>	Approval – Revised 2020-2021 School Calendar for Teachers and students
<b>21-P-117T</b>	Approval – 2020-2021 District Substitute Teachers
<b>21-P-118T</b>	Approval – 2020-2021 Long Term Substitute Teacher(s)
<b>21-P-119T</b>	Approval – 2020-2021 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
<b>21-P-120T</b>	Revised – Leave of Absence (Res.#21-P-104T)
<b>21-P-121T</b>	Approval – Leave(s) of Absence
<b>21-P-122T</b>	Approval – 2020-2021 Leave of Absence with Pay (Military Leave)
<b>21-P-123T</b>	Approval – Retirements
<b>21-P-124T</b>	Approval – 2020-2021 Job Description
	<b><u>FINANCE RESOLUTIONS</u></b>
<b>21-F-128T</b>	Approval-Payments Of Bills: February/March 2021
<b>21-F-129T</b>	Monthly Certification- January 2021 Board Secretary/School Financial Report
<b>21-F-130T</b>	Line Item Transfers – January 2021
<b>21-F-131T</b>	Approval – Adopt a Tentative Budget for the 2021-2022 School Year
<b>21-F-132T</b>	Approval – Tentative Adoption 2021-2022 Capital Budget
<b>21-F-133T</b>	Approval- Travel Expenses; Maximum 2021-2022

<b>21-F-134T</b>	Approval – Maximum Dollar Limit for 2021-2022 School Year Professional Services and Public Relations Expenses
<b>21-F-135T</b>	Approval – Budget Adjustment 2020-2021 School Year
<b>21-F-136T</b>	Approval – Amendment to the LRFP and Submittal of Project Documents to the NJ Department of Education
<b>21-F-137T</b>	Approval – Change Order #3; Spray Paint Booth Replacement at Paramus Campus
<b>21-F-138T</b>	Approval – Additional Professional Engineering Services to Design Cooling System at BCA
<b>21-F-139T</b>	Approval – Vendor List Participation in State Contract Purchasing for BCTS
<b>21-F-140T</b>	Approval of Proposed Projects or Programs and Application for Federal, State and Private Funds: Displaced Homemaker Grant
<b>21-F-141T</b>	Acceptance Of Special Federal, State And Private Funds And Establishment Of Budget: Perkins Secondary Grant.
<b>21-F-142T</b>	Approval of Tuition Rates for the Adult Education Program 2021-2022
<b>21-F-143T</b>	Approval – Shared Services Agreement; Technology Support for Oradell Public Schools
<b>21-F-144T</b>	Approval – Shared Services Agreement; Technology Support for Alpine Public Schools
<b>21-F-145T</b>	Approval – WIOA Formula Individual Training Account Log
<b>21-F-146T</b>	Approval – Cancellation Of Stale Dated Checks
<b>21-F-147T</b>	Renewal - Contract To Furnish, Deliver and Install a Raptor Visitor Management Software System For BCTS Commencing March 1, 2021, For An Additional One-Year Period
<b>21-F-148T</b>	Approval of Proposed Project(s) Or Program(s) and Application for Federal, State, and/or Private Funds: ABS Grant



## ADMINISTRATION

### 21-A-67T      APPROVAL—WIA/WFNJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT

#### RESOLUTION

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

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

1.      PERFORMANCE OF WIOA FUNDS:

As of February 28, 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WFNJ/FS/GA</u>
97 Clients	10 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
4 Clients	0 Clients	1 Clients

2.      LEVELS OF SERVICE: Adults      7/1/20-2/28/21

Placed in Training	112
Workforce Learning Link Basic Skills	181
Workforce Learning Link Soft Skills	150

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

3.      FINANCIAL SUMMARY: As of Feb. 28, 2021

	<u>% Obligated    % Total Budget Funding Distribution</u>	
<u>WIOA</u>		
Adult	43%	21%
Dislocated Worker	44%	33%
Youth Out-of-School	55%	15%
Work First New Jersey (WFNJ)	61%	21%
Workforce Learning Link	37%	2%
Smart Steps	0%	0%
Program Administration	76%	8%

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

4.      Plant Closings: Virtual Rapid Response Feb 2021: Lord & Taylor

21-A-68T

**APPROVAL—REPORT OF STUDENT SUSPENSIONS**

**RESOLUTION**

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

February 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

21-A-69T

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

**RESOLUTION**

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

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

NAME	SERVICE	RATE	DATE
Robin Segal Gonzaelez	Professional Development for Teterboro staff: “Unconscious Bias, Diversity, Inclusion and Affirmative Action”	\$2,500.00 ( funded by grant)	5/17/21
History UnErased	Professional development for Teterboro and BCA: Analyzing the Language surrounding LGBTQ+Identities	\$4,500.00 (funded by grant)	5/17/21 & 5/21/21
Solution Tree	Professional Development for Teterboro and Paramus: Assessment Tools & Kinesthetic Teaching Techniques	\$4,500.00	4/23/21 & 5/17/21
Jennifer Carr	Production Supervisor & Lighting Designer for Fall Play	\$4,200.00	Trimester 3
Atira George	Support Services for Bergenfield Middle School	\$500.00 (funded by grant)	3/31/21-5/31/21
Coralay Ramos-Ortega	Support Services for Bergenfield Middle School	\$500.00 (funded by grant)	3/31/21-5/31/21
Erin Gross	Support Services for Little Ferry Middle School	\$500.00 (funded by grant)	3/31/21-5/31/21
Rebecca Jost	Support Services for Little Ferry Middle School	\$500.00 (funded by grant)	3/31/21-5/31/21

NAME	SERVICE	RATE	DATE
Maurice Leo	Economics/finance Industry Consultant for Little Ferry Middle School	\$500.00 (funded by grant)	3/31/21-5/31/21
Sara Reinthaler	Consulting Services for BCTS with Maker Bus activities	\$20,000	2020/2021
Sara Reinthaler	Paper Engineering Class (2 Sessions) & Course development 5 hours	\$625.00	December 2020
Comprehensive Behavioral Care	3 day Mental Health Training for 2 Teachers	\$5,912.00 including books for Students	April 20-22
Mr. G's Creative Workshop	Virtual Training on Electric Vehicle Construction for staff at Teterboro Campus	\$6,000.00	4/1/21-6/30/21

**21-A-70T      APPROVAL – AFFILIATION AGREEMENT – BETWEEN BERGEN COUNTY TECHNICAL SCHOOLS AND SETON HALL UNIVERSITY**

**RESOLUTION**

WHEREAS, Seton Hall University offers graduate programs in counseling, psychology, marriage and family therapy and seeks to enter into an agreement with the Bergen County Technical Schools for the purpose of providing clinical experiences for University students in these degree programs;

BE IT RESOLVED, that upon recommendation of Andrea Sheridan, Assistant Superintendent, the Superintendent of BCTS is authorized to enter into the aforementioned agreement between Seton Hall University and Bergen County Technical Schools for the period commencing August 24, 2021 until August 24, 2024.

RP: AS/am

**21-A-71T      APPROVAL – AFFILIATION AGREEMENT – BETWEEN BERGEN COUNTY TECHNICAL SCHOOLS AND TEACHERS COLLEGE, COLUMBIA UNIVERSITY, NY**

**RESOLUTION**

WHEREAS, Columbia University, Teachers College would like to enter into agreement with Bergen County Technical Schools in order to provide clinical training experiences for their students; and

WHEREAS, Bergen County Technical Schools is willing to make its professional staff and facilities available for the purpose of providing clinical training to the students, on the terms set forth in the attached agreement;

BE IT RESOLVED, that upon recommendation of Andrea Sheridan, Assistant Superintendent, the Superintendent of BCTS is authorized to enter into the aforementioned agreement between Teachers College, Columbia University and Bergen County Technical Schools for the time period commencing February 23, 2021 until February 23, 2022.

AS/am

**21–A–72T            APPROVAL – AGREEMENT FOR MENTAL HEALTH ASSESSMENTS/SCHOOL CLEARANCES  
WITH WEST BERGEN MENTAL HEALTHCARE**

**RESOLUTION**

WHEREAS, the Board of Education wishes to enter into an agreement with West Bergen Mental Healthcare to provide Mental Health assessments services to students referred by Bergen Tech Crisis Intervention Team for the 2020-2021 school year; and

WHEREAS, West Bergen is properly licensed to provide the required services utilizing licensed, professional clinical staff and, to that end, is willing and able to provide such staff and services to Bergen County Technical Schools;

NOW THEREFORE BE IT RESOLVED, the Board of Educations of the BCTS approves the agreement between West Bergen Mental Healthcare, Inc. and Bergen County Technical Schools commencing September 1, 2020 and ending June 30, 2021 at the compensation payments as set forth in the agreement.

**21–A–73T            APPROVAL—FIRST READING —BOARD OF EDUCATION POLICIES/REGULATIONS**

**RESOLUTION**

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

**Section 5000 – Students**

5330.05M            Seizure Action Plan

**Section 7000 – Property**

7440M                School District Security  
7510M                Use of District Facilities

**Section 8000 – Operations**

8561M                Procurement Procedures for School Nutrition Programs

**REGULATIONS – ONE READING ONLY**

**Section 1000 – Administration**

R1642M                Earned Sick Leave Law

**Section 2000 – Program**

R2431.1M            Emergency Procedures for Sports and Other Activity

**Section 8000 – Operations**

R8320                Personnel Records

21-A-74T      **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 February 23, 2021 meeting; and

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

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

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

**Section 6000 – Finances**

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

**Section 7000 – Property**

7450M      Property Inventory

21-A-75T      **APPROVAL—CONFIRMATION—WEBINAR EXPENSES**

**RESOLUTION**

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

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

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

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

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

Campus	Employee	Destination	Cost (excludes taxes)	Dates
Curriculum	Michael Micelli	Reduction On line Workshop (Red digital Camera System)	\$680.00	4/6/21
Teterboro	Thomas Corizzi	AP Statistics Course On-Line	\$499.00	6/14/21-6/23/21
BCA	Yu Eric Zhang	Senior Experience Certificate (On-Line course)	\$694.00	3/23/21 & 7/31/21

**21-A-76T      APPROVAL – MEMORANDUM OF UNDERSTANDING – BETWEEN BERGEN  
COUNTY TECHNICAL SCHOOLS AND PRINCETON UNIVERSITY**

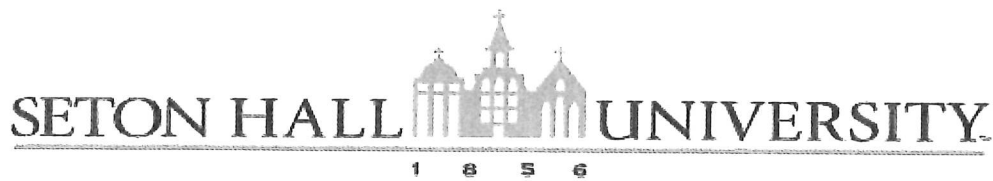
**RESOLUTION**

WHEREAS, Princeton University Program in Teacher preparation would like to enter into agreement with Bergen County Technical Schools in order to provide clinical training experiences for their students; and

WHEREAS, Bergen County Technical Schools is willing to make its professional staff and facilities available for the purpose of providing clinical training to the students, on the terms set forth in the attached agreement;

BE IT RESOLVED, that upon recommendation of Andrea Sheridan, Assistant Superintendent, the Superintendent of BCTS is authorized to enter into the aforementioned agreement between Princeton University and Bergen County Technical Schools for the 2020-2021 School Year.

AS/am



## **Affiliation Agreement**

**Seton Hall University**

**and**

**Bergen County Academies**

AGREEMENT made this 10th day of December, 2020 between the Board of Education of the Vocational Schools in the County of Bergen and the Bergen County Academies, located at 200 Hackensack Avenue Hackensack NJ 07601 (hereinafter the "Site"), a public school district of the State of New Jersey organized and existing under the provisions of Title 18A of the statutes of the State of New Jersey, and Seton Hall University, through its College of Education and Human Services, Department of Professional Psychology and Family Therapy, located at 400 South Orange Avenue, South Orange, New Jersey 07079 (hereinafter the "University").

WHEREAS, the University offers graduate programs in counseling, psychology, and marriage and family therapy and seeks to enter into an affiliation with the Site for purposes of providing clinical experiences for University students in these degree programs; and

WHEREAS, the Site operates a public school facility at the above address and seeks to enter into an affiliation with the University in order to provide the University's students an opportunity to obtain clinical experience related to these programs (the "Practicum/Internship").

NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants set forth herein, the parties agree as follows:

### **I. SITE RESPONSIBILITIES**

#### **1. Administrative Services and Support**

The Site shall provide the following:

- a. Support. Reasonable administrative support including, but not limited to, resources and specific budgetary resources for the Practicum/Internship as described herein.
- b. Orientation. Comprehensive orientation to the University's students to the Site, including but not limited to, policies, philosophy, procedures, protocols, rules and expectations.
- c. Role Models. Reasonable commitment to provide a variety of role models who represent the

diversity of professionals in the field. The Site will afford students a reasonable opportunity to interact with a diverse staff and client/patient population whenever feasible.

## **2. Supervision**

The Site will provide a designated supervisor(s) for the University students participating in the Practicum/internship. The designated supervisor(s) at the Site shall provide the following:

- a. Continuity. A continuity of supervision of the University's students and supervised activities and experiences as described herein. If the supervisor is no longer able to supervise or terminates his/her relationship with the Site, the Site administration is responsible for securing, in a reasonably timely manner, a supervisor who holds the credentials, training and experience required by the Practicum/Internship.
- b. Expertise. The supervisor shall be a clearly designated licensed or license-eligible professional appropriate to the degree program.
- c. Client welfare. Oversee that Site personnel provide clinical direction and supervision to the students participating in the Practicum/Internship. Site personnel shall be responsible for all client/patient contact and patient care and all decisions regarding patient care. In the event of a difference of opinion concerning the care of a patient, the decision of Site personnel shall prevail and control all parties involved.
- d. Documentation. Monitoring, verification or certification and approval of the number of student hours and appropriate categories of client contact, based upon the student's documentation, to the Site and University.
- e. Disciplinary Actions. Notification to the student, Site administration, and Program Clinical Coordinator of potential disciplinary issues in a timely manner. The Ethical and Professional Guidelines of the respective accrediting bodies and Site (including but not limited to Board Policies and Regulations of the Board of Education) and University policies and procedures shall serve as the bases for such issues.
- f. Evaluation. Evaluation(s) of each student at intervals specified by the degree program in which the student is enrolled.

## **3. Supervised Activities and Experiences**

The Site shall provide supervised training activities/experiences that are:

- a. Integral to the regular performance of the Site's normal professional functions, duties and responsibilities.
- b. Affirming of, and demonstrating a high regard for, human dignity. Students shall not be required to participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in psychology as defined by the respective accrediting entities.
- c. Continuous and sequenced in an organized manner and encompass a variety of presenting problems.



- d. Consistent with the fulfillment of minimum hours and categories of client/patient contact as required by the student's degree program.
- e. Conducive to opportunities for research in applications of theory and practice, if possible and practical.
- f. Necessary to meet requirements established by state policy-making boards.
- h. No student shall be required to participate in any experience or activity that is contrary to the Catholic mission of the University. To that end, the University understands that the Site, and Board of Education, constitutes a public school district of the State of New Jersey.

#### **4. Evaluation**

- a. Each student will be evaluated by Site supervisor according to clearly pre-defined criteria and a schedule as specified in a separate document provided by the University to the Site supervisor.
- b. Evaluations will be shared verbally with the student by the Site supervisor and provided in written form to the administration of the Site, the student and the Program Clinical Coordinator.

#### **5. Data Security Requirements to Protect the Confidentiality of Student Education Records**

- a. Protection of Confidential Data. The Site and University each agree to abide by the limitations on disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR § 99.33 (a)(2) ) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that receive education record information from the University or Site may use the information, but only for the purposes for which the disclosure was made.
- b. Definition. Covered data and information (CDI) includes paper and electronic student education record information, including evaluations: 1) supplied by the University and/or the University's students to the Site or 2) created by the Site in connection with this Agreement between the parties.
- c. Acknowledgment of Access to CDI. The Site and University each acknowledge that this Agreement allows the Site and University access to CDI.
- d. Prohibition on Unauthorized Use or Disclosure of CDI. The Site and University each agrees to hold CDI in strict confidence. Neither the Site nor University shall not use or disclose CDI that it creates or is received from, or on behalf of, the the other except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University. Neither the Site nor University shall use CDI for any purpose other than the purpose for which the disclosure or creation was made.
- e. Return of CDI. Upon termination, cancellation, expiration or other conclusion of this Agreement, the each party shall return all CDI to the the other or, if the CDI was provided by a student, the party receiving such CDI shall return the CDI to the student.

- f. Maintenance of the Security of Electronic Information. Each party shall develop, implement, maintain and use reasonably appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of the University or its students, or created by the Site. These measures will be extended by contract to all subcontractors used by the Site and shall survive the termination or expiration of this Agreement.
- g. Remedies. If, after receiving the report as set forth in subsection 5(h), below, either party reasonably determines in good faith that the other party has materially breached any of its obligations under this Data Security Section the non-breaching party, in its sole discretion, shall have the right to terminate this Agreement immediately if cure is not possible.
- h. Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information. The party shall, within one (1) day of discovery, report to the other party any use or disclosure of CDI not authorized by this Agreement or in writing by the breaching party. The report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what the party has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure and (v) what corrective action the party has taken or shall take to prevent future similar unauthorized use or disclosure. The breaching party shall provide such other information, including a written report, as reasonably requested by the non-breaching party.
- i. Indemnity. Notwithstanding anything to the contrary in this Agreement, each party shall defend and hold the other party harmless from all claims, liabilities, damages, or judgments involving a third party, including the non-breaching party's reasonable costs and attorney fees, which arise as a result of the breaching party's failure to meet any of its obligations under this Data Security Section.

## **6. Insurance**

- a. Throughout the term of this Agreement, the Site agrees to provide and maintain general liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and licensed professional liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in the aggregate, per year, for its own employees, staff and volunteers participating in the Program. The Site shall provide the University with evidence of such coverage upon request. The Site further agrees to include and list the University as an additional insured and shall not cancel said policies of insurance without providing the University thirty (30) days advance written notice thereof. The insurance coverage provided to the University as an additional insured shall be primary and non-contributory.
- b. The Site shall comply with any and all requirements under applicable workers compensation laws with respect to coverage for Site employees in connection with their activities under this Agreement.

## **7. Representation and Warranty**

- a. The Site represents and warrants to the University that the Site and its members, directors, officers, employees, Site supervisors and agents (collectively "Personnel") (i) are not listed on the General Services Administration's Excluded Parties List System ("GSA List"), and (ii) are not suspended or excluded from participation in any federal health care programs, as defined under 42 U.S.C. §

1320a-7b(f), or any form of state Medicaid program (collectively, "Government Payor Programs"), and to the Site's knowledge, there are no pending or threatened governmental investigations that may lead to suspension or exclusion of Site or Personnel from Government Payor Programs or may be cause for listing on the GSA List.

- b. The Site shall inform the University if: (i) a claim or suit is brought against the Site supervisor for alleged malpractice or professional liability; (ii) the Site supervisor's license has been suspended, revoked or placed on probation by a licensing board, board of examiners or any other governmental entity that regulates their profession; or (iii) the Site supervisor is convicted of a misdemeanor or felony.
- c. The Site agrees to notify the University of any suspension or exclusion from Government Payor Programs under Section 7.a. above or any allegation or action in connection with the Site supervisor under Section 7.b. above, within three (3) business days of the Site's first learning of it. The University shall have the right to immediately terminate this Agreement upon learning of any such suspension or exclusion.

## **8. Complaint Procedure**

- a. It is the responsibility of the Site to provide and maintain a safe environment for students and any University faculty at the Site and to establish procedures by which University students or University faculty at the Site may report inappropriate actions occurring at the Site, including but not limited to claims of discrimination, sexual harassment, sexual misconduct, retaliation and/or whistleblowing. Site represents that it has, in effect, Board Policies and Regulations pertaining to the same which will be made available to students participating in the practicum/internship. The Site shall take prompt and effective steps consistent with its policies and regulations to investigate, eliminate and prevent both recurrence of any inappropriate actions and any retaliation against anyone involved in the review of any such claims. The Site shall keep the University apprised of its investigation and findings so that University can evaluate the actions taken in order to determine the University's course of action.

## **II. UNIVERSITY RESPONSIBILITIES**

### **1. Administrative services and support**

The University shall provide the following:

- a. Support. Appropriate administrative support for the Practicum/Internship as described herein.
- b. Orientation. General orientation to the Site supervisor regarding the degree program, its requirements, objectives and the purpose and nature of the Practicum/Internship experience, including but not limited to policies, philosophy, procedures, protocols, rules and expectations.

### **2. Supervision**

The designated Program Clinical Coordinator (hereinafter "Coordinator") shall provide the following:

- a. Continuity. The Coordinator shall monitor supervision and supervised experiences by communicating with the Site supervisor and other relevant Site personnel and serving as the liaison among the Site supervisor, the University, the student(s) and the course instructor of the Practicum/Internship (if different from the Coordinator).

- b. Expertise. The Coordinator shall be a licensed or license-eligible professional appropriate to the degree program.
- c. Client contact. The Coordinator may recommend to the Site supervisor, appropriate categories of client contact.
- d. Documentation. The Coordinator shall maintain records of the number of each student's hours and categories of client contact, based upon each student's documentation, available to the Site and University.
- e. Disciplinary Actions. The Coordinator will address disciplinary issues raised by either party to this Agreement. The Ethical and Professional Guidelines of the respective accrediting bodies, Site policies and regulations, and University policies and procedures shall serve as the bases for such issues as well as University and Program policies.
- f. It is understood by the parties that the University will not be required to provide any on-Site supervision.

### 3. Insurance

- a. Throughout the term of this Agreement, the University agrees to provide and maintain general liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and licensed professional liability insurance coverage for each student and faculty member participating in the required curriculum activities of the Practicum/Internship at the Site in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) in the aggregate, per year. The University shall provide the Site with evidence of such coverage upon request.
- b. The University shall comply with any and all requirements under the Workers Compensation laws of the State of New Jersey with respect to coverage for University employees in connection with their activities under this Agreement.

### III. INDEMNIFICATION

- 1. University agrees to defend, indemnify and hold harmless the Site, its directors, trustees, officers, employees and agents from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of negligent acts or omissions of the University and/or its regents, trustees, officers, employees, students or agents in connection with their responsibilities under this Agreement.
- 2. In addition to its indemnity responsibilities in connection with data security under Section I.5, and subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the Site agrees to defend, indemnify and hold harmless the University, its regents, trustees, officers, employees, students and agents from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of conditions existing at the Site or the negligent acts or omissions of the Site and/or its directors, trustees, officers, employees or agents in connection with their

responsibilities under this Agreement. If the University incurs any expenses, including but not limited to attorneys' fees, in connection with enforcing the Site's obligation to defend, indemnify and/or hold the University and/or its students harmless, the Site agrees to reimburse the University for any and all such expenses.

3. Each party agrees that it shall give the other party prompt written notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above.
4. Both parties agree that in the event that indemnification is sought under this provision, the party seeking indemnification shall furnish the indemnifying party, upon request, all information and assistance available to the indemnified party for defense against any such claim, suit or demand.

#### **IV. JOINT RESPONSIBILITIES**

1. It is mutually agreed and understood that nothing in this Agreement implies an employee/employer relationship between University instructors or students and the Site. The parties shall be independent contractors with respect to each other.
2. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Jersey.
3. The parties shall not discriminate on the basis of race, creed, color, religion, veteran's status, marital status, gender, pregnancy, age, national origin, ancestry, affectional or sexual orientation, disability, gender identity or expression, domestic partnership or civil union status, genetic information or membership in any other group protected by state or federal law.
4. All matters of material concern to the Site and University in connection with the Practicum/Internship and/or this Agreement shall be discussed by the parties as the need to do so arises.
5. All notices to the parties must be in writing, signed by the party giving it, and shall be deemed delivered when delivered in person or three (3) days after deposit in the United States mail, postage prepaid, addressed as follows:

University Representative  
Maureen Gillette, Ph.D.  
Dean, College of Education and Human Services  
468 Jubilee Hall  
Seton Hall University  
400 South Orange Avenue  
South Orange, NJ 07079

Site Representative  
Name & Title  
Site  
Address  
City, State, Zip

6. The term of this Agreement shall be from August 24, 2021 until August 24, 2024  
(month) (day) (month) (day)
7. Except as otherwise set forth herein, this Agreement may be terminated at any time by mutual consent of the parties or it may be terminated by either party upon thirty (30) days' written notice to the other party at the address provided above. In the event of a nonconsensual termination of this Agreement by either party, such termination shall not become effective until the students then involved in the Practicum/Internship have an opportunity to complete the current semester.


In witness hereto, the parties affix their signatures.

SETON HALL UNIVERSITY

By: \_\_\_\_\_  
Katia Passerini, Ph.D.  
Provost and Executive Vice President

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

SITE **BCA**

By:  \_\_\_\_\_

Print Name: **ANDREA SHERIDAN**

Date: **March 23<sup>rd</sup>, 2021**

## STUDENT AFFILIATION AGREEMENT

This Student Affiliation Agreement (“**Agreement**”) between The Board of Education of the Bergen County Vocational and Technical Schools District, a public board of education for the county vocational schools organized and existing under N.J.S.A. 18A:54-1 et seq. located at 540 Farview Ave, Paramus, NJ (“**Participating Site**”), and Teachers College, Columbia University, a New York State not-for-profit institution of higher education with its principal office located at 525 West 120<sup>th</sup> Street, New York, NY 10027 (“**College**”) is effective as of February 23, 2021 (“**Effective Date**”). Participating Site and College is each a “**Party**” and collectively, the “**Parties.**”

**WHEREAS**, College has developed a Mathematics Education Program (“**Program**”);

**WHEREAS**, College desires to provide training experiences for certain of its students in the Program (collectively, “**Students**”);

**WHEREAS**, Participating Site is willing to make its professional staff and facilities available for the purpose of providing training experiences to the Students, on the terms set forth in this Agreement; and

**WHEREAS**, the Parties wish to set forth the terms and conditions of, and their respective responsibilities with respect to, the training experiences of Students at Participating Site.

**NOW, THEREFORE**, in consideration of the mutual promises made herein, the Parties hereby agree as follows:

1. Purpose and Scope. This Agreement governs the training experiences provided to the Students at Participating Site as further described in Exhibit A. The Parties will mutually agree in writing on Student number, Student schedules, and similar operational matters regarding each placement. The Parties will maintain ongoing communication as necessary to coordinate the placements through their respective representatives identified in Exhibit A.
2. Responsibilities of College.
  - a. Educational Responsibility and Supervision. College will maintain ultimate responsibility for the academic affairs of the Program, including education and assessment of the Students, and shall be responsible for communicating the Program’s curriculum to Supervising Staff (as defined in Section 3.a below). As described in Exhibit A, College shall provide qualified faculty for the general supervision and training of the Students (“**College Faculty**”). A College Faculty member shall be available at all times when Students are at Participating Site in connection with a placement.



- b. Selection of Students. Prior to the start of a placement, Students will be selected in accordance with the Participating Site's then-current application process.
  - c. Health Clearance. Prior to the participation of any Student at Participating Site, College will inform each Student that they must meet the health and immunization criteria set forth by Participating Site.
  - d. Criminal History Record Check. The Students and Faculty Members of the College performing services under this Agreement shall be subject to a criminal history record check as set forth in N.J.S.A. 18A:6-7.1 to -7.5 and shall furnish Participating Site with verification of the same. Student shall bear the cost for their criminal history record check.
  - e. Compliance with P.L. 2018, c.5. To the extent that Student(s) and Faculty of the College will be in regular contact with students of the Participating Site, they will be required to undergo a sexual misconduct/child abuse employment history review as set forth and required under P.L. 2018, c. 5 (N.J.S.A. 18A:6-7.6 through -7.13).
3. Responsibilities of Participating Site.
- a. Supervision. The Participating Site staff described on Exhibit A ("Supervising Staff") will provide such oversight and supervision of the activities as is reasonable and appropriate to the circumstances and to the Student's level of training, and in accordance with applicable state and federal laws, as well as any applicable accreditation requirements.
  - b. Evaluation. Upon request of College, Supervising Staff will assist College with Student evaluations by completing assessment forms provided by the College.
  - c. Facilities and Resources. Participating Site will provide Students and College Faculty with equipment, resources, and facilities as reasonably necessary to achieve the goals of the placements.
  - d. COVID-19 Safety Measures. Participating Site will comply with all federal, state, and local guidelines for maintaining a clean and safe educational environment during the COVID-19 pandemic for the College's students. Participating Site will provide students with adequate personal protective equipment ("PPE") for all in-person activities at its location, commensurate with the level of PPE provided to the Site's staff members engaged in similar activities.
4. Policies, Rules and Regulations. The College's policies, rules, and regulations will govern Student educational matters. College will also inform Students that they must comply with Participating Site's applicable policies, rules and regulations ("**Participating Site Policies**") while rotating at Participating Site. Prior to each Student's placements to Participating Site, Participating Site will make available all applicable Participating Site Policies to Students. In the event of a direct conflict



between the policies of College and Participating Site Policies, the Parties will meet in good faith to resolve the conflict in a mutually acceptable manner; provided, however, that in the event any provision of Participating Site Policies is required by applicable law, the Participating Site Policies will take precedence.

5. Discipline and Removal. In the event Participating Site determines that disciplinary action with regard to a Student is warranted, Participating Site will promptly notify the College in writing of the grounds for such action. The College will determine if disciplinary action is appropriate pursuant to the College's policies and procedures, and will conduct any disciplinary proceedings in accordance therewith. Participating Site may, however, remove a Student when, in its opinion, the Student is disruptive to Participating Site's normal business operations. In the event that Participating Site makes such a determination, removal of a Student need not be preceded by written notice. In such event, notice will be provided to the College as soon as is practicable.
6. Non-Employees. Students and College Faculty will not be considered employees or agents of Participating Site for any purpose. Students and College Faculty will not be covered by or entitled to any social security, unemployment compensation, retirement, pension and/or any other benefit program or worker's compensation program offered or provided by the Participating Site. Participating Site shall not be required to reimburse College for any salary, benefits, or other expenses of Students or College Faculty.
7. Insurance.

Required Insurance. College will maintain the following insurance coverage that will remain continuously in effect at all times that this Agreement is in effect, shall name Participating Site as an Additional Insured on such policy of insurance, and provide to Participating Site evidence of such insurance coverage and Additional Insured status prior to commencing services under this Agreement:

- i. Professional Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the aggregate on behalf of the College and on behalf of each individual Student and onsite College Faculty, if any;
  - ii. Commercial General Liability Insurance with combined single limits for bodily injury and property damage of not less than \$1,000,000 for each occurrence and \$3,000,000 in the annual aggregate.
8. Indemnification.
    - a. College will defend, indemnify, and hold harmless Participating Site, its trustees, directors, officers, agents, employees, contractors, and staff from and against any and all third party demands, claims, lawsuits, assessments, investigations, remediation actions, or other actions ("**Claims**") and any resulting judgments, settlements, fines or expenses including costs and

reasonable attorneys' fees ("**Losses**"), arising out of, relating to, or in connection with (i) the negligence of College, its trustees, officers, employees, students, staff, contractors, representatives, or agents, arising under this Agreement, or (ii) the breach of this Agreement (including any representation or warranty) or any applicable law by College.

- b. Participating Site will defend, indemnify, and hold harmless College, its trustees, officers, employees, students, and agents from and against any and all third party demands, claims, lawsuits, assessments, investigations, remediation actions, or other actions ("**Claims**") and any resulting judgments, settlements, fines or expenses including costs and reasonable attorneys' fees ("**Losses**"), arising out of, relating to, or in connection with (i) the negligence or misconduct of Participating Site, its trustees, directors, officers, staff, employees, contractors, agents, representatives, arising under this Agreement, or (ii) the breach of this Agreement (including any representation or warranty) or any applicable law by Participating Site.

- 9. Term. This Agreement is valid for one (1) year beginning on the Effective Date (the "**Term**"). The Term will automatically renew for additional one (1) year terms unless the Agreement is terminated pursuant to Section 10 of the Agreement.

10. Termination of Agreement.

- a. Without Cause. Either Party may terminate this Agreement for any reason by giving written notice to the other Party of its intention to do so at least ninety (90) days in advance of the proposed termination date. In the event this Agreement is terminated by Participating Site under this Section 10.a, at College's option, any Students already scheduled for a placements at Participating Site at the time the notice was provided will be permitted to complete such scheduled placements in accordance with the terms of this Agreement and the effective date of termination of this Agreement will be at the conclusion of such scheduled placements.
  - b. Termination for Breach. Either Party may terminate this Agreement in the event of a material breach by the other Party. The non-breaching Party will provide thirty (30) days' prior written notice to the breaching Party describing the breach and the Agreement will terminate automatically at the end of such notice period unless the breach has been cured to the satisfaction of the non-breaching Party.
- 11. Compliance with Laws. Both Parties agree that they will comply with all applicable laws, including but not limited to The Family Educational Rights and Privacy Act of 1974 (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). In addition, both Parties agree that if they engage in research with human subjects, that they possess mechanisms to protect human research subjects as set forth in 45 CFR 46.
  - 12. Non-Discrimination. Each Party will comply with all applicable local, state and federal laws that prohibit discrimination based upon gender, gender identity, religion, race, creed, color, national origin, ancestry, military status, veteran's

status, sexual orientation, marital status, age, genetic information, disability or status as a victim of domestic violence.

13. Use of Name and Publicity. Neither Party will use the name, symbols, trademark or service marks of the other Party, or the name of any of its employees, faculty, staff, or trainees, in any of publicity or advertising media without the prior written consent of the other Party.
14. Notices. All notices required or permitted by this Agreement will be in writing, will be delivered by certified mail - return receipt requested, or by overnight courier, and will be addressed as follows:

**If to Participating Site:**

The Bergen County Technical Schools District  
Attention: Ms. Andrea Sheridan  
540 Farview Ave  
Paramus, NJ 07652

**If to College:**

For technical matters:  
Teachers College, Columbia University  
Attention: Katherine Ledwell  
Box 97  
525 West 120th Street  
New York, NY 10027

For legal matters:  
Teachers College, Columbia University  
Office of the General Counsel  
Box 83, 525 West 120th Street  
New York, NY 10027

15. Miscellaneous. Nothing in this Agreement is intended to or will be construed to constitute an agency, partnership, or fiduciary relationship between the Parties. Nothing in this Agreement is intended to or will be construed to alter either Party's respective obligations to any third party or to create any legal rights in any third party. The failure of either Party to insist on performance of any term, covenant, or condition of this Agreement will not be construed as a waiver of future performance of the term, covenant, or condition, and the obligations of the Parties will continue in full force and effect. This Agreement may not be assigned by either Party without the prior written consent of the other Party. The invalidity of any provision of this Agreement will not affect the validity of any other provisions. This Agreement contains the entire agreement of the Parties as it relates to the subject matter hereof. Headings contained in this Agreement are for convenience only, and will not affect in any way, the meaning, or interpretation of this Agreement. This Agreement may

be executed simultaneously in two or more counterparts; each counterpart is deemed an original and all counterparts together constitute the same instrument. Any changes or modifications to this Agreement must be in writing and be signed by both Parties.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized representatives.

**The Board of Education of the Bergen County Vocational and Technical Schools District**

By: 

Name: **ANDREA SHERIDAN**

Title: **ASSISTANT SUPERINTENDENT**

Date: **MARCH 23, 2021**

**Teachers College, Columbia University**

By: 

Name: Dr. Erica N. Walker

Title: Chair - Department of Mathematics, Science & Technology

Date: 3/8/21

**Exhibit A**

1. Description of Training Experiences (including educational goals and objectives):

2. Contact at College:

Name and Title:

Address: **525 West 120th Street, Box 102, New York, NY 10027**

Telephone:

Contact at Participating Site:

Name and Title:

Address:

Telephone:

College Faculty:

3. Supervising Staff:

4. Placements Information:

Expected Number of Students Per Academic Year:

Duration of Placements:

5. Additional Terms (if any):

# TeacherPrep

PRINCETON UNIVERSITY PROGRAM IN TEACHER PREPARATION

## MEMORANDUM OF UNDERSTANDING

*Between*

**Princeton University Program in Teacher Preparation  
and  
Bergen County Technical Schools**

The purpose of this agreement is to define expectations and procedures that will facilitate the collaboration between the Princeton University Program in Teacher Preparation ("Teacher Prep") and Bergen County Technical Schools ("School District") that benefits district teachers, district students, and Teacher Prep students. This Memo of Understanding outlines the services that Teacher Prep provides to the School District, the procedures for arranging field experiences and placements, and the procedures and expectations for those placements. This agreement is effective for the 2020-21 school year.

### **Services Provided by Teacher Prep and Princeton University**

Teacher Prep strives to provide, on behalf of Princeton University, meaningful services to area schools that benefit the growth of students, teachers, and administrators. Specifically, Teacher Prep and Princeton University commit to providing the following:

- Questioning Underlies Effective Science Teaching (QUEST), which provides mathematics and science professional learning on inquiry-based instruction to area teachers;
- The Princeton University Prize for Distinguished Secondary School Teaching presented each year at Commencement to four secondary school teachers from public and private schools across the state.

The program works to provide quality experiences for area students and teachers while maintaining a commitment to minimize the costs of such programs.

### **Areas of Responsibilities for Field Placements in Schools**

Teacher Prep's primary mission is to prepare University students and alumni to become licensed teachers. To achieve that end, the program works in partnership with area schools to engage professional educators in the preparation of Teacher Prep students (referred to hereafter as "Teacher Candidates"). Outstanding K-12 educators or supervisors are selected as Content Instruction Specialists (CIS) to work with and support Teacher Candidates on content-specific pedagogy, and a wide range of educators serve as guest speakers in Teacher Prep seminars on topics ranging from using formative and summative assessment to bullying and harassment in schools. Moreover, Teacher Prep is committed to continual improvement and regularly engages professional educators and program alumni in activities developed to improve the program and its evaluation system.

The work of Teacher Prep is only possible with the strong support of local school districts for the above activities and in providing field experiences and clinical/student teaching placements for Teacher Candidates. The learning that takes place between cooperating teachers and Teacher Candidates is the most important factor contributing to the successful preparation of future teachers.

To facilitate the administration of field experiences by the school district and Teacher Prep, the following areas of responsibility are outlined.

**Teacher Prep Staff will:**

- a) request placements in a timely manner and will follow the procedures requested by the School District. The program will strive to avoid exceptions to the proscribed procedures and timelines.
- b) coordinate a schedule, with the School District, for when the field experiences will occur.
- c) ensure that Teacher Candidates and University supervisors abide by all relevant school policies when in schools and working with students.
- d) provide evidence of the following insurance coverage that Teacher Prep represents will remain continuously in effect at all times that this Agreement is in effect, shall name School District as an Additional Insured on such policy of insurance:
  - Commercial General Liability Insurance with combined single limits for bodily injury and property damage of not less than \$1,000,000 for each occurrence and \$3,000,000 in the annual aggregate.

In regard to Teacher Candidates who are placed in the district for the student teaching semesters, Teacher Prep staff will:

- e) use the Teacher Prep Placement Request form as a means to collaborate with School District on the selection of cooperating teachers by: 1) providing relevant information about the student being placed in terms of academic and professional areas of strengths, preferences for placement and any identified areas of needed support, 2) ensuring that cooperating teachers meet the program's and state criteria for qualifications, and 3) arrange for a meeting between student and prospective cooperating teacher before placements are confirmed.
- f) conduct an evaluation of the Teacher Candidate prior to the candidate's clinical placement/student teaching to ensure that every Teacher Candidate has the proficiency in the content area and has completed all program requirements to ensure the candidate possesses the necessary knowledge and pedagogical skills to begin student teaching/clinical practice.
- g) clearly communicate the expectations and requirements of student teaching/clinical practice to the cooperating teacher and will hold a workshop for cooperating teachers to review evaluation procedures and criteria.
- h) observe Teacher Candidates a minimum of six times in a twelve week period and provide feedback to the candidate on their instruction.
- i) will maintain regular contact with cooperating teacher and will provide support



- and assistance should concerns arise.
- j) will, on specific days and class periods agreed-upon with the School District, video record the Teacher Candidate for educational purposes to benefit the Teacher Candidate's acquisition of knowledge and pedagogical skills. Video files will be used only for educational purposes with Teacher Prep candidates. The files will be stored on a secure server (currently provided by Teachscape, a platform used by many districts in the state), the files will be password protected, and all files will be deleted from servers and devices within one year of the Teacher Candidate's completion of the program. Teacher Prep will secure parent permission for the video recordings and will not record students whose parents have not provided the requested permission. Copies of signed permission forms will be provided to the School District. Teacher Prep will also provide contact information for parents to respond to questions or concerns. Segments of video recording and supporting instructional materials will be submitted as part of the edTPA performance assessment required by the state
  - k) will work with the cooperating teacher to create an action plan to directly address concerns should the Teacher Candidate's performance be unsatisfactory. In extreme cases, Teacher Prep staff will work with the cooperating teacher and school district personnel to transition the Teacher Candidate out of the classroom. Teacher Prep staff will agree to remove a Teacher Candidate from assignment upon the school district's request after the district has reasonably determined that such removal is of urgent necessity for reasons of health, performance, disciplinary issues, or other reasonable cause. The district will discuss each situation with the University prior to requesting removal unless an emergency situation precludes prior discussion.
  - l) provide an honorarium of \$525 to cooperating teachers for the student teaching/clinical practice, and cooperating teachers are eligible to attend one Teachers as Scholars (TAS) seminar at no charge to the school district.
  - m) furnish to School District verification that Teacher Candidates and others performing services under this MOU shall submit to a criminal history record check as set forth in N.J.S.A. 18A:6-7.1 to -7.5. Teacher Prep shall bear the cost for the criminal history record check.
  - n) cooperate with the School District in the process of removing Teacher Candidates following notification of the School District's intent to remove a Teacher Candidate.

**The School District will:**

- a) make a good faith effort to accept the requested placements and accommodate reasonable requests pertaining to characteristics of the placement.
- b) Inform Teacher Prep of any background check, fingerprinting, or other requirements for student teachers to begin their work in the schools
- c) ensure the cooperating teachers are teachers of high quality and meet the following minimum criteria:
  - a. Have a valid standard New Jersey teaching certificate;
  - b. Have a minimum of four years of experience; and have
  - c. Received a rating of "effective" or "highly effective" by the school's evaluation system.



- d) work with Teacher Prep to “co-select” teachers who are a good match for the Teacher Candidate using the information provided in the Teacher Prep Placement Request form and other communications.
- e) allow video recording of the Teacher Candidate for educational purposes and for submission of the edTPA performance assessment required by the State of New Jersey, with the University ensuring that video is not taken of students’ full faces without written parent consent. Students whose parents have not provided consent to video record their child(ren) shall be seated outside the frame of the camera.
- f) ensure that every placement includes working with students with disabilities in at least 50% of the classes.
- g) inform Teachers Prep of the need and basis for removing any Teacher Candidate from the program.

**The Cooperating Teacher will:**

- a) orient the Teacher Candidate to the school’s culture and policies and procedures.
- b) follow the program’s schedule of “gradual release” in terms of transferring teaching responsibilities to the Teacher Candidate.
- c) collaborate with and support the Teacher Candidate in the development of instructional plans and in the implementation of those plans.
- d) provide regular feedback to the Teacher Candidate and participate in the structured evaluation of the Teacher Candidate.
- e) regularly communicate with the university supervisor and try to address concerns as early as possible with the university supervisor.

**The Teacher Candidate will:**

- a) complete all health tests and background checks required by the school district within the provided timeline.
- b) dress appropriately and conduct themselves professionally according to the host school’s code of conduct.
- c) be responsive to suggestions and guidance from their cooperating teacher.
- d) abide by all Board Policies, rules, regulations, and procedures expected of the school district’s teachers and the School District operations and community.
- e) respect the privacy rights of students and the confidentiality of information and materials associated with students at the school.
- f) periodically solicit anonymous feedback from their students to help improve the quality of their instruction.
- g) preserve and protect the confidentiality of all information obtained regarding district students. No information regarding district students, including, but not limited to, any information contained on any student records, shall be disclosed or disseminated without prior written authorization from the School District. Prior to providing any authorization to share, disclose and/or disseminate any student record(s), the School District shall obtain the written authorization from the respective student(s)’ parent(s) and/or legal guardian(s) in accordance with the federal Family Educational Rights and Privacy Act (“FERPA”), codified at 20 U.S.C. 1232g, and the New Jersey Pupil Records Act, codified at N.J.S.A. 18A:36-19 and governing regulations. This provision shall also apply to the university, Teacher’s Prep and the School District.

- h) cooperate with School District and Teacher Prep with any fingerprinting and background review requirement.
- i) procure professional liability insurance at his or her own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and \$3,000,000.00 aggregate. The policy must and shall remain in full force and effect for the duration of the assignment. The Program shall instruct each student to provide satisfactory evidence of the foregoing insurance coverage to the School District prior to commencement of the student's experience at the School District.
- j) the teacher Candidate will, as necessary, provide the School District with the sexual misconduct/child abuse disclosure release form as set forth and required under P.L. 2018, c.5 (N.J.S.A. 18A:6-7.6 through -7.13)

All professionals involved acknowledge the policies and procedures in the attached agreement. Agreement acknowledged by:

**For: Program in Teacher Preparation  
Princeton University**

Signature Todd Kent  
Todd Kent, Director

Date 3-17-21

**For: Bergen County Technical Schools**

Signature [Signature]

Date 3/23/21

# POLICIES/REGULATION

## FIRST READING

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

## POLICY

**Section: STUDENTS**  
**Number: 5330.05M**

**Title: SEIZURE ACTION PLAN**

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

### **PARENT TO SUBMIT SEIZURE ACTION PLAN**

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

### **SCHOOL NURSE RESPONSIBILITY**

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

### **STAFF MEMBER TRAINING**

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

## EMPLOYEE LIABILITY PROTECTION

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

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

Adopted (BCTS):

Adopted (BCSS):

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

## POLICY

**Section: PROPERTY**  
**Number: 7440M**

**Title: SCHOOL DISTRICT SECURITY**

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### EXPLANATION

P.L. 2019, c. 478 was codified at N.J.S.A. 18A:41-14 (School safety audit; submission to New Jersey Office of Homeland Security and Preparedness and Department of Education; checklist). The law requires school districts to annually conduct a school safety audit for each school building in the district using a checklist developed by the New Jersey Office of Homeland Security and Preparedness. The district must submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education.

N.J.S.A. 18A:41-14 also outlines what is included on the checklist. This policy and Regulation No. R7440M, also titled School District Security, are being revised to address the new requirements established in the statute. Policy revisions include language addressing the requirement that the district annually conduct security audits to be compliant with the new law. The regulation is being revised to include a new section, "Annual School Safety Audit for Each School Building", which thoroughly outlines the new law and the requirements for school districts. Both the policy and the regulation are mandated.

### THE POLICY

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

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

## **PROVIDING DOCUMENTS TO LAW ENFORCEMENT AUTHORITY**

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

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

## **INSTALLATION OF PANIC ALARM**

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

## **CREATION OF SCHOOL SAFETY SPECIALIST POSITION**

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the District in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the District's liaison with local law enforcement and national, state, and community agencies and organizations in matters of school safety and security.

## **ACCESS TO SCHOOL PROPERTY**

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

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

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

## USE OF PROTECTIVE DEVICES AND SECURITY GUARDS

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

## ANNUAL SAFETY AUDIT

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

Legal References: *N.J.S.A. 18A:7G-5.2; 18A:17-43.1 through 17-43.3; 18A:41-7.1; 18A:41-10 through 41-13~~4~~*

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

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



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

## POLICY

**Section: PROPERTY**  
**Number: 7510M**

**Title: USE OF DISTRICT FACILITIES**

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### EXPLANATION

P.L. 2019, c. 480 was approved and is effective for the 2020-2021 school year. The new law revised N.J.S.A. 18A:41-7, Employee training relative to safety and security, and requires school districts to ensure all persons who supervise youth programs that are not sponsored by the school district and operate a program in a school district building before or after hours, are provided with information and training on the school district's practices and procedures on school safety and security, including non-confidential information on school building security drills, evacuation procedures, and emergency response protocols.

It is the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on school security and emergency procedures in the school building where the youth program is located. The organization shall submit a statement of assurance to the school district indicating this training has been completed.

This policy and Regulation No. R7510M are being revised to reflect the changes made to N.J.S.A. 18A:41-7 and provides the District with language that is in compliance with the new mandates. The policy now includes a statement that the Board of Education shall provide the safety and security information to the organization that sponsors the youth program in accordance with N.J.S.A. 18A:41-7. Regulation No. R7510M is being revised to include a new Section VII., "Provision of Training on School Safety and Security" which thoroughly outlines the new requirements of the law.

The section entitled "EXCEPTIONS" being eliminated. It is optional and not required under the law.

Due to the new requirements mandated in N.J.S.A. 18A:41-7, both the policy and regulation are now mandated.

## **THE POLICY**

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

### **DEFINITIONS**

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

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

### **PERMISSION TO USE DISTRICT FACILITIES**

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

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

### **PRIORITY OF USE**

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

1. Uses and groups directly related to the schools, programs, and operations of the District, including student and teacher groups;
2. Uses and organizations indirectly related to the schools and programs of the District, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or education purposes;

6. Community political organizations;
7. Community church groups; and
8. Private groups and organizations.

## **EXCEPTIONS**

~~The use of District facilities will not be granted for any of the following purposes:~~

- ~~• The advantage of any commercial or profit-making organization;~~
- ~~• Private social function; and~~
- ~~• Any purpose that is prohibited by law.~~

## **LIABILITY INSURANCE REQUIRED**

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

## **USE OF DISTRICT EQUIPMENT**

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

## **PAYMENT OF FEES**

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

- The use of District facilities for activities directly related to the educational program and District operations shall be without cost to the user except that

the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

- All other organizations or persons granted the use of District facilities shall be required to pay in advance of such use all required fees as set forth in the fee schedule for such use, and the cost of any additional services that may be required by the use including, but not limited to, those related to required custodial and law enforcement costs, which may include overtime.

## **REQUIREMENTS – PROOF OF INSURANCE AND OTHER PREREQUISITES**

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

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

## **FURNISHING INFORMATION ON DISTRICT PRACTICES**

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

## REGULATIONS GOVERNING USE OF DISTRICT FACILITIES

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

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

Adopted (BCTS): 11/1/01 Rev.: 10/25/12 Rev.:  
Adopted (BCSS): 1/23/02 Rev.: 11/27/12 Rev.:

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

## POLICY

**Section: OPERATIONS**  
**Number: 8561M**

**Title: PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS**

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### EXPLANATION

The New Jersey Department of Agriculture (NJDA) has been conducting audits of school districts to verify compliance with the new federal regulations regarding procurement procedures for the United States Department of Agriculture's (USDA) School Nutrition Programs. Districts participating in any USDA School Nutrition Program, either self-operated or with a food service management company (FSMC), are required to adopt this policy.

### THE POLICY

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

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

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

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

## I. General Procurement

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

- A. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 – Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318 through 200.326 and any state and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
- B. The following procedures will be used for all purchases:

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

## II. Micro-Purchases Procedures (~~2 CFR 200.67~~):

- A. Purchases of supplies or services, ~~within the micro-purchase threshold [the aggregate amount does not exceed Three Thousand Five Hundred and 00/100 Dollars (\$3,500.00) as defined by 2 CFR 200.67]~~ will be awarded without soliciting competitive price quotations if the price is reasonable **in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations.** Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.
- B. Formal bid procedures will be applied on the basis of:
1. Centralized system;
  2. Individual school;
  3. Multi-school system; and/or
  4. State contract.
- C. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board-approved threshold if

less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

### III. Formal Procurement

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

- A. An announcement of an IFB or an RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
- B. An advertisement in the official newspaper for at least one day is required for all purchases over the District's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - 1. A general description of items to be purchased;
  - 2. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - 3. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - 4. The deadline for submissions of sealed bids or proposals; and
  - 5. The address of the location where complete specifications and bid forms may be obtained.
- C. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- D. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- E. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - 1. **Contact period for the base year and renewals as permitted;**



2. The Board of Education is responsible for all contracts awarded (statement);
3. Date, time, and location of IFB/RFP opening;
4. How the vendor is to be informed of bid acceptance or rejection;
5. Delivery schedule;
6. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
7. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
8. Statement assuring positive efforts will be made to involve ~~minority~~ **and small and minority businesses, women's business enterprises, and labor surplus area firms;**
9. Statement regarding the return of purchase incentives, discounts, rebates, and credits **under a cost reimbursement FSMC contract** to the Board of Education's nonprofit school food service account;
10. Contract provisions as required in Appendix II to 2 CFR 200:
  - a. **Termination for cause and convenience – contracts in excess of Ten Thousand and 00/100 Dollars (\$10,000.00);**
  - b. **Equal Opportunity Employment – “federally assisted construction contracts”;**
  - c. **Davis-Bacon Act – construction contracts in excess of Two Thousand and 00/100 Dollars (\$2,000.00);**
  - d. **Contract work Hours and Safety Standards – Contracts in excess of One Hundred Thousand and 00/100 Dollars (\$100,000.00);**
  - e. **Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);**
  - f. **Clean Air Act – contracts in excess of One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00);**
  - g. **Debarment and Suspension – all federal awarded contracts;**

- h. Byrd Anti-Lobbying Amendment – contracts in excess of One Hundred Thousand and 00/100 Dollars (\$100,000.00); and**
  - i. Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**
- 11. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- 12. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- 13. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
- 14. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent (1/2%) in the implicit price deflator for state and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- 15. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using an RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- 16. Method of award announcement and effective date (if intent to award is required by state or local procurement requirements);
- 17. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- 18. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- 19. Method of shipment or delivery upon contract award;

20. Provision requiring contractor to maintain all required records for three (3) years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
21. Description of process for enabling vendors to receive or pick up orders upon contract award;
22. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
23. Signed statement of non-collusion;
24. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results form the System for Award Management (SAM);
25. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, **including specific instructions for prior approval and documentation of utilization of non-domestic food products only; and**
26. Specifications and estimated quantities of products and services prepared by the District and provided to potential contractors desiring to submit bids/proposals for the products or services requested;~~;~~ **and**
27. **The Board of Education's Electronic Signature Policy.**

- F. **No interpretation of the meaning of the specifications will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator/Board Secretary which must be received at least ten (10) days, not including Saturdays, Sundays, and holidays, prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document. ~~If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or his or her designee specify the deadline for all questions.~~**

1. The School Business Administrator/Board Secretary will be responsible for **providing responses to questions and** securing all bids or proposals.
  2. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable federal, state, and local procurement regulations.
  3. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
- G. In awarding an RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder ~~in the initial bid document materials~~. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
1. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, ~~price as the primary~~, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  2. The School Business Administrator/Board Secretary or his or her designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  3. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
  4. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product specified was received.
  5. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternative. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

6. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternatives, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
7. The School Business Administrator/Board Secretary is responsible for maintain all procurement documentation.

#### IV. Small Purchase Procedures

If the amount of purchases for items is less than the District's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of ~~three (3)~~ **two (2)** qualified sources will be required.

- A. Written specifications will be prepared and provided to all vendors.
- B. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of ~~three (3)~~ **two (2)** vendors shall be contacted.
- C. The School Business Administrator/Board Secretary or his or her designee will be responsible for contacting potential vendors when price quotes are needed.
- D. The price quotes will receive appropriate confidentiality before award.
- E. The School Business Administrator/Board Secretary will award quotes/bids. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
- F. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
- G. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product specified is received.
- H. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternative. Full documentation will be made available as to the selection of the acceptable item.

- I. The School Business Administrator/Board Secretary or his or her designee is required to sign all quote tabulations, signifying a review and approval of the selections.

V. Noncompetitive Proposal Procedures

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

- A. Written specifications will be prepared and provided to the vendor.
- B. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
- C. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product or service specified was received.
- D. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
- E. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than **the applicable federal or state micro-purchase threshold** ~~Three Thousand Five Hundred and 00/100 Dollars (\$3,500.00)~~ to determine food acceptance by students and provide samples for testing purposes. **A record of noncompetitive negotiation purchase shall be maintained by t**~~The School Business Administrator/Board Secretary or his or her designee. shall maintain a record of noncompetitive negotiation purchase.~~ At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
- F. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

VI. Miscellaneous Provisions

- A. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
- B. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

- C. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
- D. Specifications will be updated as needed.
- E. If the product is not as specified, any of several actions shall be taken, among them: removal of product from service; contact of vendor for approved alternate product; or removal of product from bid.

#### VII. Emergency Purchases

If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the District for other emergency purchases consistent with N.J.S.A. 18A:18A-7. **All emergency procurements shall be approved by the School Business Administrator/Board Secretary.** ~~shall approve all emergency procurements.~~ At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

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

- A. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.381 through 200.326 and applicable program regulations and guidance.
- B. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met **and considered as one source of pricing in addition to other prices:**
  - 1. All procurements were subject to full and open competition and were made in accordance with federal/state/local procurement requirements;
  - 2. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - 3. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;

4. The awarded contract requires all the federally required certifications; e.g., Buy American, debarment, restrictions on lobbying, etc.;
5. The agency will confirm the addition of their purchasing power (goods and services) to the procurement in scope or services does not create a material change, resulting in the need to re-bid the contract;
6. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
7. The Buy American provisions are included in the procurement of food and agricultural products; and
8. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

#### IX. Records Retention

The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for ~~three (3)~~ **seven (7)** years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

- A. Written rationale for the method of procurement;
- B. A copy of the original solicitation;
- C. The selection of contract type;
- D. The bidding and negotiation history and working papers;
- E. The basis for contractor selection;
- F. Approval from the state agency to support a lack of competition when competitive bids or offers are not obtained;
- G. The basis for award cost or price;
- H. The term and conditions of the contract;
- I. Any changes to the contract and negotiation history;
- J. Billing and payment records;



- K. A history of any contract claims;
  - L. A history of any contractor breached; and
  - M. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.
- X. Code of Conduct for Procurement
- A. All procurements must ensure there is open and free competition and adhere to the most restrictive federal, state, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
  - B. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  - C. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
  - D. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
  - E. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- XI. Food Service Management Company (FSMC)
- A. In the operation of the District's food service program, the District shall ensure that a FSMC complies with the requirements of the Program Agreement, the District's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable state

and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

- B. The District shall monitor the FSMC billing invoices to ensure compliance with federal and state procurement regulations.
- C. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for an FSMC.

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

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

Adopted (BCTS): 5/28/19 Rev.:  
Adopted (BCSS): 5/30/19 Rev.:

## APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 <del>without QPA</del> <del>3,500*</del>	N.J.S.A. 18A:18A-3 <del>Micro-</del> <del>purchases 2 CFR 200.320(a)</del>	Sound Business Practice*
Below \$6,400 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
<del>* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive</del>		
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 <del>3,501</del> up to \$29,000 or <del>4,400</del> \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS <del>\$3,500</del> REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$440,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$440,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$440,000	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 <del>3,500</del>	Micro-purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000 <del>3,500</del>	Sound Business Practice*
*Or LESS than \$10,000 <del>3,500</del> if local SFA Procurement Policies are more restrictive		
<del>\$3,500</del> 10,001 - \$149,000 249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
<del>\$150,000</del> 250,000 and above	As per federal requirements in 2 CFR Parts 200.317 – 200.326	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)

**Note:** The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document

can be located on the New Jersey Department of Agriculture's website under "Forms and Publications". It is titled, "State Agency Form #358".

**SAMPLE PROCUREMENT PROCEDURES FOR SFAs**  
COMPLETED FORM 326 PAGE 2 — A. GENERAL PROCUREMENT PROCEDURES

This sample completed form is only a guide and is not all-inclusive. The specific product and services, procurement methods, evaluation methods, contract award types, and contract duration/frequency will vary in each SFA. The SFA is ultimately responsible for ensuring that all procurement procedures comply with all federal regulations, state procurement code and regulations, and local procurement policies.

<b>District</b>		<b>ABC School District</b>		<b>Effective Date: July 1, 2018</b>	
Product/Services	"Estimated" Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/Frequency
All non-perishable food	\$25,000	Informal bids/quotes	Bottom-line	Fixed-price	Monthly
Fresh produce	\$20,000	Informal bids/quotes	Bottom-line	Fixed-price	Bi-weekly
Dish-machine chemicals	\$5,000	Informal bids/quotes	Bottom-line	Fixed-price	Bi-annual (July 1-January 31; February 1-June 30)
Small-wares	\$7,500	Informal bids/quotes	Bottom-line	Fixed-price	Annual, if funds available and items needed
Capital equipment (See Form 286)	Over \$5,000	Formal	Bottom-line	Fixed-price	Annual, if funds available and items needed, subject to SA approval
Fresh bread	\$10,000	Informal bids/quotes	Bottom-line	Fixed-price with price adjustment tied to index as specified in solicitation	One-year with renewal up to two optional years
Milk and dairy products	\$10,000	Informal bids/quotes	Bottom-line	Fixed-price with price adjustment tied to index as specified in solicitation	One-year with renewal up to two optional years
Processing USDA Foods	\$42,000	Formal	Bottom-line	Fixed-price	Annual July 1—June 30
Office supplies	\$5,000	District Contract	Bottom-line	Fixed-price	District procurement; ordered from district warehouse
Paper products	\$10,000	Informal bid/quotes	Bottom-line	Fixed-price	Annual July 1—June 30
Vended Meal CONTRACT (See Form 187)	Over \$150,000 (Applies to Non-public)	Formal IFB/RFP (See Form 358)	Bottom-line	Fixed-price	July 1—June 30 One (1) or two (2) year contract(s) with renewals up to five (5) years
Shortages/emergency	\$3,000	Micro-purchase	Price reasonable	No contract; equitable distribution; transactions limited to \$3,500 each	As needed (include approved locations)

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

## REGULATION

Section: ADMINISTRATION  
Number: R1642M

Title: EARNED SICK LEAVE LAW

### EXPLANATION

New Jersey's Earned Sick Leave Law (the Act), N.J.S.A. 34:11D-1 through 11D-13, requires all New Jersey employers to provide employees one hour of sick leave for every thirty (30) hours worked. P.L. 2020, c. 17, which revised N.J.S.A. 34:11D-3 and created N.J.S.A. 34:11D-12 and 34:11D-13, requires revision of this regulation. However, the revisions to the statute do not require any changes to be made to Policy No. 1642M.

Section III.A.4. of the regulation has been updated to address the statute's revised and new language expanding the use of accrued sick leave for additional reasons. The revisions in the statute are as follows with the revisions *italicized* and in **boldface**:

1. A closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official ***or because of a state of emergency declared by the Governor of New Jersey***, due to an epidemic or other public health emergency;
2. ***The declaration of a state of emergency by the Governor of New Jersey, or the issuance by a health care provider or the New Jersey Commissioner of Health or other*** public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others;
3. ***During a state of emergency declared by the Governor of New Jersey, or upon the recommendation, direction, or order of a health care provider or the New Jersey Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others . . .***

This regulation also has been updated to address the newly created statute N.J.S.A. 34:11D-12. This section of the Act prohibits districts from terminating or otherwise penalizing an employee for using earned sick leave in relation to a public health emergency or state of emergency declared by the Governor of New Jersey.

The provisions of the Act, including the reasons why an employee may take sick leave, do not affect school district employees that earn sick leave under N.J.S.A. 18A:30-2 (Sick leave allowable). Employees receiving sick leave under N.J.S.A. 18A:30-2 may only take sick time for the reasons outlined in N.J.S.A. 18A:30-2 and not for all the reasons in the Act.

The regulation has several options that are significant in the implementation of the law and are not affected by this recent legislative change. Therefore, the District should select the same options selected in the current regulation.

### **THE REGULATION**

- I. Definitions Relative to Policy No. 1642M – Earned Sick Leave Law, this regulation, and the New Jersey Earned Sick Leave Law (“the Act”):
  - A. “Act” means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1 through 11D-14~~3~~.
  - B. “Benefit year” means the period of twelve (12) consecutive months, July 1 through June 30, as established by the school district in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2 (Provisions of earned sick leave by employer), provided that once the starting date of the benefit year is established by the school district it shall not be changed unless the school district notifies the Commissioner of Labor and Workforce Development (Commissioner) of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.
  - C. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
  - D. “Child” means a biological, adopted, or foster child, stepchild, or legal ward of an employee, child of a domestic partner, or civil union partner of the employee.
  - E. “Civil union” means a civil union as defined in N.J.S.A. 37:1-29 (Civil Unions; Definitions).

- F. “Commissioner” means the Commissioner of Labor and Workforce Development.
- G. “Department” means the Department of Labor and Workforce Development.
- H. “Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
- I. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26 (Definitions; sexually violent predator act), or domestic violence as defined in N.J.S.A. 2C:25-19 (Domestic Violence; Definitions) and N.J.S.A. 17:29B-16 (Trade Practices Regulated; Definitions).
- J. “Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3 (Domestic Partners; Definitions).
- K. “Employee” means, for the purposes of Policy No. 1642M and this Regulation, an individual engaged in service for compensation by the Board of Education, within the meaning and intent of the definitions and exceptions of Policy No. 1642M, who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 (Sick leave allowable) or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.
- L. “Employer” means, for the purposes of Policy No. 1642M and this Regulation, a local school district, regional school district, county vocational school, or charter school of the state who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.
- M. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
- N. “Health care professional” means any person licensed under federal, state, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed



health care professional, including but not limited to doctors, nurses, and emergency room personnel.

- O. "Parent" means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee's spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee's spouse, domestic partner, or civil union partner when the employee, spouse, or partner was a minor child.
- P. "Retaliatory personnel action" means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee's family, or any other adverse action against an employee.
- Q. "Sibling" means a biological, foster, or adopted sibling of an employee.
- R. "Spouse" means a husband or wife.

## II. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

- A. The school district shall provide earned sick leave in accordance with the Act for each employee working for the school district.
- B. For every thirty (30) hours worked, an employee shall accrue one hour of earned sick leave. The school district will not provide an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year, in accordance with the Act.
- C. The school district will not permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty (40) hours of earned sick leave.
  - 1. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018, for any employee who is hired and commences employment before October 29, 2018, and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019, after the employee commences employment.
  - 2. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120<sup>th</sup> calendar day after the employee commences employment (i.e., the first day of actual service by the employee in his/her Board-approved position or assignment). The



employee may subsequently use earned sick leave as soon as it is accrued.

- D. The school district shall be in compliance with N.J.S.A. 34:11D-2 where it offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.
- E. The school district shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4 (Minimum rate; overtime rate; exceptions).
- F. Upon the mutual consent of the employee and the school district, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The school district may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.
- G. If an employee is transferred to a separate division, entity, or location, but remains employed by the school district, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.
- H. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the school district, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six (6) months of termination, being laid off or furloughed, or separation, and prior employment with the school district shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.
- I. Employees may use earned sick leave in the same increments as other district employees are allowed to use sick leave conferred under N.J.S.A. 18A:30-2, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.

III. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3

- A. The school district shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:

1. Time needed for diagnosis, care, treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
2. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
3. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
4. Time during which the employee is not able to work because of:
  - a. ~~A~~ closure of the employee's workplace, school, or place of care of a child of an employee, by order of a public official **or because of a state of emergency declared by the Governor of New Jersey**, due to an epidemic or other public health emergency, ~~or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others;~~ ~~or~~
  - b. **The declaration of a state of emergency by the Governor of New Jersey, or the issuance by a health care provider or the New Jersey Commissioner of Health or other public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others;**
  - c. **A state of emergency declared by the Governor of New Jersey, or upon the recommendation, direction, or other of a health care provider or the New Jersey Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to**

**a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or**

5. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function, or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.
- B. If an employee's need to use earned sick leave is foreseeable, the school district requires advance notice, not to exceed seven (7) calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the school district. If the reason for the leave is not foreseeable, the school district requires an employee to give notice of the intention as soon as practicable if the school district has notified the employee of this requirement.
1. The school district may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the school district will require reasonable documentation if sick leave that is not foreseeable is used during those dates.
  2. For earned sick leave of three (3) or more consecutive days, the school district requires reasonable documentation from the employee that the leave is being taken for a purpose permitted under N.J.S.A. 34:11D-3a and Section III.A above. Such documentation must be provided to the school district as soon after it is available to the employee as possible, before or after the employee's continuous use of earned sick leave ends.
  3. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and Section III.A.1 above or N.J.S.A. 34:11D-3.a.(2) and Section III.A.2 above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.
  4. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and Section III.A.3. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that

the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.

5. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and Section III.A.4. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.
  6. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and Section III.A.5. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and Section III.A.5. above shall be considered reasonable documentation.
- C. Nothing in the Act shall be deemed to require the school district to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the school district from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.
  - D. The school district will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.
  - E. An employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.
  - F. Any information the school district possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with written permission of the affected employee.
- IV. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4 **and N.J.S.A. 34:11D-12**
- A. The school district shall not take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the school district's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

The school district shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.

- B. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the school district takes adverse action against an employee within ninety (90) days of when that employee:
1. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;
  2. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;
  3. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
  4. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or
  5. Informs any person of his or her rights under N.J.S.A. 34:11D-4.
- C. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly, but in good faith alleges violations of the Act.
- D. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the "New Jersey State Wage and Hour Law," (N.J.S.A. 34:11-56a through 11-56a38) including the penalties and remedies provided by N.J.S.A. 34:11-56a24 (Discharge or discrimination against employee making complaint; misdemeanor), and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2 (Violation of contract to pay employees), for discharge or other discrimination.
- E. **The school district shall not, during the Public Health Emergency and State of Emergency declared by the Governor of New Jersey in Executive Order 103 of 2020 concerning the coronavirus disease 2019 epidemic, terminate or otherwise penalize an employee if the employee requests or takes time off from work based on the written or electronically transmitted recommendation of a medical professional licensed in New Jersey that the employee take that time off for a specified period of time because the employee has, or is likely to have, an infectious disease, as defined in N.J.S.A. 26:13-2 (Emergency Health Powers Act; Definitions), which may infect others at the employee's workplace.**

**The school district shall not, following that specified period of time as per Section IV.E. above, refuse to reinstate the employee to employment in the position held when the leave commenced with no reduction in**

**seniority, status, employment benefits, pay, or other terms and conditions of employment.**

V. Violations, Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5

Any failure of the school district to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a through 11-56a~~3841~~ (Minimum Wage Standards), or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58 (Investigation of wage claims; testimony; award and judgment), and N.J.S.A. 2C:40A-2 (Violation of contract to pay employees), for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 (Violations of act misdemeanor) and 34:11-56a24 (Discharge or discrimination against employee making complaint; misdemeanor), and civil actions by employees pursuant to N.J.S.A. 34:11-56a25 (Civil action by employee to recover amount of minimum wage less amount paid), except that an award to an employee in a civil action shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.

VI. Retention of Records, Access – N.J.S.A. 34:11D-6

- A. The school district shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five (5) years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.

If an employee makes a claim that the school district has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence to the contrary.

- B. In addition, the penalties provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-56a through 11-56a~~3841~~ (Minimum Wage Standards), for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.



VII. Notification to Employees – N.J.S.A. 34:11D-7

- A. The school district shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the school district fails to provide the required benefits or retaliates against employees exercising their rights under the Act.
1. The school district shall conspicuously post the notification in a place or places accessible to all employees in each of the school district's workplaces.
  2. The school district shall also provide each employee with a written copy of the notification: not later than thirty (30) days after the form of the notification is issued; at the time of the employee's hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
  3. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a significant number of workers in the state and the school district shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

VIII. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8

- A. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:
1. Requiring the school district to reduce, or justifying the school district in reducing, rights or benefits provided by the school district pursuant to the school district's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;
  2. Preventing or prohibiting the school district from agreeing through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;

3. Prohibiting the school district from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or
  4. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights or in any way reducing, diminishing, or affecting the obligations of the school district under those laws.
- B. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.
- C. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.

IX. Severability – N.J.S.A. 34:11D-9

The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence, or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

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Issued (BCSS): 1/21/20 Rev.: 3/24/20 Rev.:



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

## REGULATION

**Section: PROGRAM**  
**Number: R2431.1M**

**TITLE: EMERGENCY PROCEDURES FOR SPORTS AND OTHER  
ATHLETIC PRACTICES AND COMPETITIONS ACTIVITY**

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I. Definitions

- A. **“Athletic Activity” means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities.**
- B. **“Health personnel” means the school nurses, the school medical inspector, school physicians, the designated team doctors, certified athletic trainers, a licensed physicians, the licensed athletic trainer, emergency medical technicians, and members of a first aid squad or ambulance team.**
- C. **“Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.**
- D. ~~“Programs of athletic competition” means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within the District or with any schools outside this District. The programs of athletic competition shall include, but will not be limited to, high school interscholastic athletic programs, intramural athletic programs within a school or among schools in the District, and any cheerleading program or activity in the District.~~
- E. ~~“Student” means a person enrolled in this District and a person enrolled in any district who is present in this District for the purpose of participating in a program of athletic competition sponsored by the Board of Education.~~

## II. Precautions

- A. All coaches, including assistant coaches, **and all staff who supervise sports and other athletic activity** will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent of the District.
- B. Athletic coaches **or supervising staff members** are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended or unsupervised at any time.
- C. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
- D. Student athletes shall be required to report promptly to the athletic coach **or supervising staff member** any injury ~~or disability~~ occurring to the student himself or herself or to another student.
- E. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
- F. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy No. 7420M and Regulation No. R7420M, both titled, Handling and Disposal of Body Wastes and Fluids, and Regulation No. R7420.1M – Bloodborne Pathogen Exposure Control Plan.
- G. Health personnel, including but not limited to, the **licensed** athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Superintendent.

## III. Emergency **Action Plan** and Procedures

~~The following procedures shall be implemented whenever a student athlete is injured or disabled in the course of an athletic practice or competition sponsored by this District.~~

- A. **The Board of a school district with any of the grades six (6) through twelve (12) shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in**

**consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11. ~~The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.~~**

- B. The following emergency action plan shall be established and implemented whenever a student is seriously injured when participating in sports or other athletic activity. The emergency action plan shall include the following: ~~If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach shall administer such first aid as may be necessary.~~**
- 1. A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;**
  - 2. Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the emergency action plan and a description of their respective responsibilities;**
  - 3. Identification of the activity location or venue;**
  - 4. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and**
  - 5. A description of the proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury including but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.**
- C. The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11. ~~If the student's injury or disability requires more than routine first aid, the athletic coach shall~~**
- ~~1. Summon emergency personnel by calling 911; or~~**
  - ~~2. Arrange for the student's transportation to the nearest hospital or the office of the school physician.~~**

D. **The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:** ~~The athletic coach or his or her designee shall promptly notify the Principal or Program Administrator, the Superintendent, and the student's parent(s) or legal guardian(s) of the student's injury or disability and the condition and location of the student.~~

1. **The athletic coach or supervising staff member shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.**
2. **If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach or supervising staff member shall administer such first aid as may be necessary.**
3. **If the student's injury requires more than routine first aid, the athletic coach or supervising staff member shall:**
  - a. **Summon emergency personnel by calling 911; or**
  - b. **Arrange for the student's transportation to the nearest hospital or the office of the school physician.**
4. **The athletic coach or supervising staff member shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) of the student's injury and the condition and location of the student.**
5. **An injured student who has been transported away from school premises must be accompanied by the athletic coach or supervising staff member, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach or supervising staff member.**

E. **These emergency procedures may be followed when the injured student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.** An injured or disabled student who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health care professional, or other responsible adult known to the athletic coach.

~~F. These emergency procedures shall be followed when the injured or disabled student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health care personnel and/or staff of the district in which the student is enrolled.~~

#### **IV. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity Reports**

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

~~A. The athletic coach or athletic trainer shall complete and file a report of every injury or disability that occurs to a student in the course of his or her participation in the athletic program of this District, regardless of the severity of the injury or disability. The report shall include:~~

- ~~1. The date of the incident;~~
- ~~2. The name, age, grade level, and gender of each injured or disabled student;~~
- ~~3. The district in which the student is enrolled;~~
- ~~4. The name and district of each student involved in the incident;~~
- ~~5. A narrative account of the incident;~~
- ~~6. A detailed description of the injury or disability;~~
- ~~7. The treatment given on school premises and the names of the health personnel, if any, who treated the student;~~
- ~~8. The place, if any, to which the student was taken and the persons who accompanied the student; and~~
- ~~9. A memorandum of the notice given to the student's parent(s) or legal guardian(s).~~

~~B. Copies of the report shall be filed with the school nurse and the Principal or Program Administrator within twenty-four (24) hours or by the end of the next school day after the incident.~~

~~C. The Principal or Program Administrator shall report the incident to the Superintendent, who may report the incident to the Board.~~

~~D. A copy of each report of an incident of student injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the District's safety and/or athletics program. The athletic director shall report the findings of his or her analysis to the Superintendent at the close of each sport season.~~

~~E. A parent(s) or legal guardian(s) of each injured or disabled student will be given assistance in the completion and filing of insurance claim forms.~~

#### V. ~~Reports~~ **Readmission to Athletic Activities**

A. The athletic coach or **supervising staff member** ~~athletic trainer~~ shall complete and file a report of every injury ~~or disability~~ that occurs to a student in the course of his or her participation in **sports or other athletic activity** ~~the athletic program of this District~~, regardless of the severity of the injury ~~or disability~~. The report shall include:

1. **The date of the incident;**
2. **The name, age, and grade level of each injured student;**
3. **The district in which the student is enrolled;**
4. **The name and district of each student involved in the incident;**
5. **A narrative account of the incident;**
6. **A detailed description of the injury;**
7. **The treatment given on school premises and the names of the health personnel, if any, who treated the student;**
8. **The place, if any, to which the student was taken and the persons who accompanied the student; and**
9. **How the notice was provided to the student's parent(s).**

B. **Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four (24) hours or by the end of the next school day after the incident.**

- C. **The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.**
- D. **A copy of each report of an incident of student injury that occurs in the course of the sport or other athletic activity shall be maintained by the Principal or his or her designee, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The Principal or his or her designee shall report the findings of his or her analysis to the Superintendent on an annual basis.**
- E. **The Parent(s) of each injured student will be given assistance in the completion and filing of insurance claim forms.**

#### **VI. Readmission to Athletic Activities**

**A student who sustains a serious or potentially life-threatening injury while participating in a ~~injured or disabled in the course of sport or an other~~ athletic activity will be permitted to **resume participation** ~~participate in athletic competition only on the~~ upon submission of written ~~permission~~ **medical clearance** ~~of from the student's medical home, which shall be subject to review by school district health personnel the school physician, designated team doctor, or, with or without a professional relation to the family, a medical doctor, or doctor of osteopathy who must first examine the student to determine his or her fitness to participate in athletics.~~ **Written notice of that determination, approved by the school health personnel as appropriate, shall be given to the student's parent(s).****

~~A doctor's release written by a medical doctor or doctor of osteopathy must be secured in order for the student to return to full activity or sport following an injury requiring a hospital or office visit. Clearance from a chiropractor is insufficient for this purpose.~~

~~Written notice of that determination shall be given to the student's parent(s) or legal guardian(s).~~ The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 through 40-41.5, Policy No. 2431.4M and Regulation No. R2431.4M, both entitled Prevention and Treatment of Sports-Related Concussions and Head Injuries.

Issued (BCTS): 10/16/02 Rev.: 5/30/13 Rev.: 5/26/16 Rev.:  
Issued (BCSS): N/A

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

## REGULATION

**Section: OPERATIONS**  
**Number: R8320M**

**Title: PERSONNEL RECORDS**

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The Board recognizes the necessity of achieving and maintaining the orderly operation of this District. In order to do so, the Board requires that a file be kept of all documents bearing upon and relating to the reciprocal duties and obligations that exist between each employee and the District.

**I. Content of Record**

A. Each file shall contain the original or copies, as appropriate, of the following documents regarding an employee:

1. The employee's current correct name, address, telephone number, and birth date;
2. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
3. Annual employment contract and/or annual salary notice, signed by the employee;
4. Certificates and/or licenses required for employment;
5. Documentation of fulfillment of requirements for any change in salary classification;
6. IRS and other forms relating to earnings and deductions
7. Retirement registration;
8. Hospitalization forms;
9. Rate of compensation;
10. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;



11. Assignment to positions; including position, title, and building to which assigned;
  12. Completed evaluations
  13. Reports of disciplinary incidents;
  14. Records of special awards, commendations, or distinctions;
  15. Oath of allegiance;
  16. Reports of routine physical examinations; and
  17. Reports of physical and mental examinations required for cause.
- B. No information will be placed in an employee's file that does not pertain to the employee's position in this District and the performance of the employee's duties.
- C. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

II. Custodian of Personnel Records

- A. The Superintendent or his/her designee is custodian of all personnel records.
- B. Personnel records shall be maintained in the office of the Director of Human Resources, who shall be the records manager. The records manager is responsible for the day-to-day maintenance of the files and for supervising access to the files.

III. Notice of Content of Files

- A. Each employee has the right to information concerning the content of his or her personnel file.
- B. Each employee will be notified of the inclusion in his or her file of any document that was not received from the employee or at the direction of the employee.
1. No evaluation form will be placed in a personnel file until the employee reviews and signs the form.
  2. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's unless the original and copy include the notation "cc: Personnel File" or other

clear indication of the author's intention to place the memorandum or letter in the employee's file.

3. No report or letter or memorandum from any source, other than documents referred to in ¶III B2 above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

#### IV. Employee Access to Personnel Records

- A. Each employee shall be granted access to his or her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
- B. Written request for access shall be submitted to the Director of Human Resources. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
- C. The employee shall review the record in the presence of the Director of Human Resources and, at the employee's request, a representative of the employee.
- D. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his or her comment on that document.
- E. The employee may hand copy any portion of his or her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

#### V. Appeal of Content of the File

- A. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his or her personnel file or the accuracy of any information in the file.
- B. An appeal must be made in writing on a form available in the office of the Superintendent.
- C. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten (10) working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.

- D. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

VI. Access by Board Members and School Officials

- A. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
- B. Board members may inspect personnel files when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
- C. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

~~VII. Computerized Records~~

- ~~A. Computerized personnel records may include only the following information about an employee:~~

- ~~1. Name, address, and telephone number;~~
- ~~2. Social security number;~~
- ~~3. Current assignment;~~
- ~~4. Work experience;~~
- ~~5. Employment date; and~~
- ~~6. Salary grade and step.~~

- ~~B. Computerized information may be used only for the following purposes:~~

- ~~1. Payroll;~~
- ~~2. An employee's individual employment record; and~~
- ~~3. Studies, reports, or surveys conducted by the District or a governmental agency and authorized by the Superintendent, provided that such studies, reports, or surveys do not identify specific employees.~~

## **VII. Public Access to Employee Records and Information**

- A. A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 6-121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this regulation.**
- B. In accordance with the provisions of N.J.S.A. 47:1A-10 – Personnel or pension records not considered government records; exceptions, notwithstanding the provisions of N.J.S.A. 47:1A-1 through 1A-13 or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
- 1. An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;**
  - 2. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and**
  - 3. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.**
- C. Information related to the evaluation of a particular employee shall be maintained by the District, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 through 1A-13, as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.(d) and 18A:6-121.(d).**

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

# POLICIES

## SECOND READING

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

## POLICY

**Section:** FINANCES  
**Number:** 6440M

**Title:** COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing, i.e., a cooperative purchasing system, may maximize the value received for each expense incurred. The Board of Education is encouraged to seek savings that may accrue to the District by means of joint agreements for the purchase of goods or services with the governing body of any municipality or county.

### DEFINITIONS

For the purpose of this policy:

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

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

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

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

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

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

## **PUBLIC SCHOOL CONTRACT LAW**

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

## **NEGOTIATING AUTHORITY**

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

## **COMPONENTS OF AGREEMENT**

In accordance with the provisions of N.J.S.A. 18A:18A-12 (Contents of agreement), a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed, the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

## **APPORTIONMENT OF EXPENDITURES**

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

## **CONTRACT/LEASE OF ELECTRONIC DATA PROCESSING SERVICES**

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

provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

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

## **JOINT ENTERPRISES**

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

## **RESOLUTION OF CONTROVERSIES OR DISPUTES**

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty (30) days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

Legal reference:     *N.J.S.A. 18A:18A-11 through 18A-14.4 (Joint Purchasing Agreements); 40A:11-1 through 11-50 (Local Public Contracts Law)*  
  
                              *N.J.A.C. 5:34-7 (Local Public and Public School Contracts Laws – Cooperative Purchasing) and 6A:23A-21.5~~7~~<sup>4</sup> (Joint purchasing systems)*

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



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

## POLICY

**Section:** FINANCES  
**Number:** 6470.01M

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

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

“Electronic funds transfer” for the purpose of this policy and Regulation No. R6470.01M, also titled Electronic Funds Transfer and Claimant Certification, means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 through 30-9A.7 that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

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

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

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

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or his or her

designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

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

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

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

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

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

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

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

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

Adopted (BCTS):

Adopted (BCSS):

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

## POLICY

Section: PROPERTY  
Number: 7450M

Title: **PROPERTY INVENTORY**

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### EXPLANATION

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

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

### THE POLICY

~~As caretaker of this District's school property, T~~he Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained ~~property~~ records.

### PHYSICAL EQUIPMENT COUNT ~~PERPETUAL INVENTORY~~

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

### EQUIPMENT

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

## **EQUIPMENT DEFINED**

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

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

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

## **MAINTENANCE OF INVENTORY**

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

## **SUPPLIES**

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

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

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

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

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

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

☒ BCTS Policy No. 7450M  
☒ BCSS Policy No. 7450M

**PERSONNEL**

**21-P-110T      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

Saravia, Jessie (T)

Teacher of English (Limited Contract)

ATHS, Paramus

CERTIFICATION:

CEAS: Teacher of English

Salary: Col I, Step 1: \$52,835. per annum pro rata

Effective: 03/30/2021 to 06/22/2021

Note: Seamless Service. Limited Contract due to teacher's LOA

NON-CERTIFICATED  
NAME

POSITION

SCHOOL/LOCATION

Khiatani, Jyoti (N)

Broker/Planning Assistant

WIA/ONE STOP, Hackensack

Salary: \$40,000. per annum pro rata\*

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

\*Note: Grant Funded

Porschen, Drew (R)

Custodial Supervisor

DISTRICT, Hackensack

Salary: \$58,000. per annum pro rata  
Effective: 03/02/21 to 06/30/21

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

**21-P-111T      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:

Kera, Ivan: Specialist: Computer

From:        \$51,500. per annum  
To:            \$65,000. per annum  
Effective:    07/01/2020 to 06/30/2021  
Note:        Due to additional Technology Department responsibilities

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

**21-P-112T      APPROVAL – REVISED END DATE (BOE: 12/08/2020; Resol. #21-P-62T)**

**RESOLUTION**

BE IT RESOLVED that the following salary member's employment status be approved, as provided by the budget, in accord with the rates and dates specified:

Saravia, Jessie - Teacher of English (Limited Contract)

From:        03/05/2021  
To:            03/29/2021

**21-P-113T      APPROVAL—2020-2021 ADULT AND CONTINUING EDUCATION STAFF  
SALARY AUTHORIZATIONS**

**RESOLUTION**

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

**21-P-114T      APPROVAL—2020-2021 ADULT AND CONTINUING EDUCATION STAFF  
RECLASSIFICATIONS**

**RESOLUTION**

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

**21-P-115T APPROVAL— 2021-2022 - STUDENT ABBREVIATED DAY CALENDAR**

**RESOLUTION**

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

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

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

**21-P-116T APPROVAL— REVISED 2020-2021 SCHOOL CALENDAR FOR TEACHERS AND STUDENTS**

**RESOLUTION**

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

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

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

**21-P-117T APPROVAL—2020-2021 DISTRICT SUBSTITUTE TEACHER(S)**

**RESOLUTION**

BE IT RESOLVED that the following listing of District Substitute Teacher(s) be approved for school year 2020-2021.

<u>Name</u>	<u>Certificate</u>	<u>Effective</u>
Finley, Patrick	Teacher of Music	03/11/2021
Horvath, Laszlo	Grades N-12; All subjects	03/10/2021

**21-P-118T APPROVAL—2020-2021 LONG TERM SUBSTITUTE TEACHER(S)**

**RESOLUTION**

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

Salary: \$110.50 per diem  
Effective: 03/11/2021 to 06/30/2021  
Note: Replacement for teacher on LOA; 50% of BCA Long Term Substitute Rate



**21-P-119T    APPROVAL— 2020-2021 APPOINTMENTS  
EXTRA DUTY/EXTRA PAY POSITIONS  
APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS**

**RESOLUTION**

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

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

<b><u>Curriculum Projects:</u></b>	Armonaitis, William	1 <sup>st</sup> payment - \$612 EMR for ATHS
	Magee, Robert	Final payment - \$1,837.00 Systems Analysis (12 <sup>th</sup> Grade) *Revised amount BOE 02/23/21; Resol. #21-P-100T
	Rome, Thomas	1 <sup>st</sup> payment - \$612 Freshman & Sophomore Multimedia
<b><u>Home Instruction:</u></b>	Branda, John Student: AJ	\$82 per hour Max. hours: 16 Effective 03/01/2021
	Fuentes, Elizabeth Student: AJ	\$82 per hour Max. hours: 8 Effective 03/01/2021
	Kim, Deok Yang Student: AJ	\$82 per hour Max. hours: 16 Effective 03/01/2021
	Kim, Rosalyn Student: AJ	\$82 per hour Max. hours: 16 Effective 03/01/2021
	Kozlova, Ekaterina Student: AJ	\$82 per hour Max. hours: 16 Effective 03/01/2021
	Lewitt, Julia Student: AJ	\$82 per hour Max. hours: 16 Effective 03/01/2021
	Pinyan, Jonathan Student: AJ	\$82 per hour Max. hours: 16 Effective 03/01/2021
	Respass, Bryan Student: AJ	\$82 per hour Max. hours: 8 Effective 03/01/2021
	Abramson, Michael Student: CC	\$82 per hour Max. hours: 18 Effective 03/01/2021

Isecke, Benjamin Student: CC	\$82 per hour Max. hours: 9 Effective 03/01/2021
Kalata, Grzegorz Student: CC	\$82 per hour Max. hours: 9 Effective 03/01/2021
Kouefati, Danielle Student: CC	\$82 per hour Max. hours: 18 Effective 03/01/2021
Pagano, Emily Student: CC	\$82 per hour Max. hours: 18 Effective 03/01/2021
Ponce, Lucy Student: CC	\$82 per hour Max. hours: 18 Effective 03/01/2021
Waldron, Alyssa Student: CC	\$82 per hour Max. hours: 18 Effective 03/01/2021
Wang, Matthew Student: CC	\$82 per hour Max. hours: 18 Effective 03/01/2021
D'Amico-King, Patricia Student: SP	\$82 per hour Max. hours: 20 Effective 02/15/2021
James, Dina Student: SP	\$82 per hour Max. hours: 10 Effective 02/15/2021
Lancaster, Jonathan Student: SP	\$82 per hour Max. hours: 20 Effective 02/15/2021
Wallace, Christine Student: SP	\$82 per hour Max. hours: 20 Effective 02/15/2021
Walsh, Gene Student: SP	\$82 per hour Max. hours: 20 Effective 02/15/2021
Callahan, Christopher Student: TL	\$82 per hour Max. hours: 24 Effective: 02/27/2021
Gulistan, Evren Student: TL	\$82 per hour Max. hours: 24 Effective: 02/27/2021
Hager, Raymond Student: TL	\$82 per hour Max. hours: 24 Effective: 02/27/2021

Midolo, Linda Student: TL	\$82 per hour Max. hours: 24 Effective: 02/27/2021
Moran, Ian Student: TL	\$82 per hour Max. hours: 24 Effective: 02/27/2021
Murro, Kelly Student: TL	\$82 per hour Max. hours: 12 Effective: 02/27/2021
Pantano, Joseph Student: TL	\$82 per hour Max. hours: 12 Effective: 02/27/2021

**Admissions Work – Teterboro\***

**Rate: Hourly per diem**

**Effective: SY 20-21**

Buccino, Andrea

**Max.**

**Hours**

50

\*Revised BOE 01/26/2021; Resol. #21-P-86T. Changed from BCA to Teterboro

**After School Tutoring – ATHS**

**Rate: Hourly per diem\***

**Effective: 03/02/21 to 06/01/21**

Liso, Matthew  
Rodriguez, Alex  
Rodsan, Alexa  
Saravia, Jessie  
Valentine, Taylor

**Max.**

**Hours**

22  
22  
22  
22  
22

\*Grant funded – Perkins Secondary Education Program

**Morning Duty – Academics**

**Rate: \$318.53\***

**03/01/21 to 03/25/21**

Crochet-Hyslop, Laurie  
Dobrich, Oliver  
Guthrie, Peter  
Hathaway, William  
Kenny, Patricia  
Kim, Deok-Yang  
Lang, Scott  
Min, Miyoung  
Tolmo, Eva  
Waldron, Alyssa  
Weems, Richard  
Zhang, Yu

\*Prorated

**Technology Interns**

**Rate: \$12.00 per hour**

**Effective: 03/01/21 to 06/30/21**

Mihalik, Andrew

**Max.  
Hours**

40 hrs. per week

**ASSIGNMENT**

Substitute Call Service

**NAME**

La Porta, Rosann

**AMOUNT**

\$9,127\*

**EFFECTIVE**

SY 21-22

\*Pending settlement of Secretary's contract

**ATHLETICS - DISTRICT**

**ASSIGNMENT:**

**Recommended Staff**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>	<b><u>Effective</u></b>
Lacrosse Head Coach (Girls)	Miller	Luke	\$10,386	SY 20-21
Lacrosse Assistant Coach (Girls)	Kozlova	Ekaterina	\$7,421	SY 20-21
Volleyball Head Coach (Girls)	Kingsley	Matthew	\$10,386	SY 20-21
Volleyball Assistant Coach (Girls)	Cornelio	Cristal	\$7,421	SY 20-21
Volleyball Assistant Coach (Girls)	Van Boeckel	Erik	\$7,421	SY 20-21

**21-P-120T      REVISED - APPROVAL — LEAVE(S) OF ABSENCE (BOE 02/23/2021; Resol. #21-P-104T)**

**RESOLUTION**

BE IT RESOLVED, that Michael Whitehead, Custodian, Bergen County Technical High School, Teterboro, will be granted an unpaid federal statutory family leave of absence with benefits for the period January 18, 2021 through March 9, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

**21-P-121T      APPROVAL — LEAVE(S) OF ABSENCE**

**RESOLUTION**

BE IT RESOLVED, that Joelle Daniele, Confidential Secretary, Bergen County Technical Schools, Human Resources, Paramus, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period March 1, 2021 through March 19, 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 Vanessa Miletic, Teacher of Spanish, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period March 1, 2021 through March 12, 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 Vanessa Miletic, Teacher of Spanish, Bergen County Technical High School, Teterboro, will be granted an unpaid New Jersey statutory family leave of absence with benefits for the period March 15, 2021 through May 28, 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 Liubov Rogalskaia, Teacher of Computer Science, Bergen County Technical High School, Teterboro, will be granted an unpaid federal statutory family leave of absence with benefits for the period March 4, 2021 through April 1, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, Louis Spinelli, Teacher of Music, Bergen County Academies, Hackensack, be granted an unpaid Leave of Absence for the period April 16, 2021 through June 30, 2021, with no benefits.

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

**21-P-122T      APPROVAL – 2020-2021 LEAVE OF ABSENCE WITH PAY –  
MILITARY LEAVE**

**RESOLUTION**

BE IT RESOLVED, that Louis Spinelli, Teacher of Music, Bergen County Academies, Hackensack, be granted a paid military leave of absence for the period March 1, 2021 through April 15, 2021. The cost of health benefits coverage during the military leave period, to be paid by the Board of Education as statutorily required.

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

**21-P-123T      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:

Brace, Mary Beth	Teacher of Baking	Academy	Effective 07/01/2021
Cosgrove, Patricia	District Supervisor	District	Effective 07/01/2021
Porfido, Angelina	Secretary	Paramus Tech	Effective 07/01/2021

**21-P-124T      APPROVAL —2020-2021 JOB DESCRIPTION(S)**

**RESOLUTION**

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

- Junior Accountant

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

**SALARY AUTHORIZATION**

	<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>STEP</b>	<b>RATE</b>
1.	ROTONDA, NICK	OFFICE MANAGER/ FACILITATOR	07/01/2020	N/A	\$ 47.62*

\*Account Code 11000252101DT / 61-950-200-100-IN

Board Approval: 03/23/2021

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

**SALARY RECLASSIFICATION**

	<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>FROM STEP</b>	<b>RATE</b>	<b>TO STEP</b>	<b>NEW RATE</b>
1.	KLAAR, ROBERT	TEACHER	03/01/2021	3	\$ 53.48	4	\$ 56.36

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

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

Back-to-School Night.....	Thursday, September 30, 2021
*Staff Development/Student Achievement Review.....	Monday, October 18, 2021
*Staff Development/Student Achievement Review.....	Tuesday, November 16, 2021
*Before Thanksgiving Recess .....	Wednesday, November 24, 2021
*Before Winter Recess.....	Thursday, December 23, 2021
Admissions .....	Friday, January 28, 2022
Admissions .....	Tuesday, March 1, 2022
Admissions .....	Thursday, March 3, 2022
*Staff Development/Student Achievement Review.....	Friday, March 25, 2022
*Staff Development/Student Achievement Review.....	Friday, May 27, 2022
*Curriculum Revision/Advisory Boards.....	Friday, May 20, 2022
*Staff Development/Student Achievement Review.....	Tuesday, June 14, 2022
End of Year Procedures.....	Mon-Wed, June 20-22, 2022
Graduation/Last day for Students.....	Thursday, June 23, 2022

### Bergen County Vocational High School, Paramus<sup>^</sup>

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

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

### Bergen County Technical High School, Teterboro

Back to School Night .....	Thursday, September 23, 2021
Open House .....	Thursday, October 7, 2021
Open House .....	Tuesday, October 12, 2021
Staff Development/Student Achievement Review.....	Friday, October 29, 2021
Curriculum Revision/Advisory Board .....	Monday, November 8, 2021
Before Thanksgiving Recess .....	Wednesday, November 24, 2021
Before Winter Recess.....	Thursday, December 23, 2021
Staff Development/Student Achievement Review.....	Tuesday, March 1, 2022
Staff Development/Student Achievement Review.....	Friday, March 18, 2022
Staff Development/Student Achievement Review.....	Monday, April 4, 2022
Curriculum Revision/Advisory Board .....	Monday, May 16, 2022
Staff Development/Student Achievement Review.....	Wednesday, May 25, 2022
End of Year Procedures.....	Mon-Wed, June 20-22, 2022
Graduation/Last day for Students.....	Thursday, June 23, 2022

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

Adopted: 03/23/2021



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

**21-P-116T**

September					October					November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1+	2+	3	4^				1	2+	2	3	4	5	6		1	2	3	4					1
7	8	9	10	11	5#	6#	7#	8#	9#	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
21	22	23	24	25	19*	20*	21*	22*	23*	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
28	29	30			26	27	28	29	30	30					28	29	30	31		25	26	27	28	29
February					March					April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
8	9	10	11	12	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
					29	30	31			26	27	28	29	30	31					28	29	30		
September		1-2			Staff only-PD remote/virtual-No students+					November					26-27					Thanksgiving Recess-School Closed				
		3			Full-length/fully remote instruction days for students and staff in BCTS schools					December					1-23					Full-length/fully remote instruction days for students and staff in BCTS schools				
		4			Early dismissal remote school day for students and staff^										17					Snow Day – School Closed				
		7			Labor Day-School Closed										24-31					Winter Recess-School Closed				
		8-30			Full-length/fully remote instruction days for students and staff in BCTS schools					January					1					New Year’s Day-School Closed				
		28			Yom Kippur– School Closed										4-15					Full-length/fully remote instruction days for students and staff in BCTS schools				
October		1			Full-length/fully remote instruction days for students and staff in BCTS schools										18					Martin Luther King Jr-School Closed				
		2			Curriculum Rev/Advisory Bd (BCA, Teterboro, Paramus, ATHS) – No students+										19-29					Minimum session/fully remote instruction days for students; full length/hybrid in-person/remote schedule for school staff in BCTS schools				
		5-16			Full-length/fully remote instruction days for students in BCTS schools					February					1-26					Minimum day/fully remote instruction days for students; full length/hybrid in person/remote schedule for school staff in BCTS schools				
															1					Snow Day – School Closed				
															2, 9,18, 19					Full length/fully remote instruction day for staff in BCTS schools				
										March					12-16					Presidents Recess-School Closed				
															1					Begin minimum session hybrid in-person/remote instruction days for students only; full-length on-site work days for staff in BCTS schools				
		5-9			50%/50% hybrid schedule-on site & remote work attendance for staff in BCTS schools #										3,10,17,24,31					Minimum day/fully remote instruction days for students; full length/fully remote schedule for school staff in BCTS schools				
		12			Begin full-time on-site work days for staff in BCTS schools										12					Mental Health Awareness Day – Fully remote minimum session day for students only; fully remote full-length on-site work day for staff in BCTS schools				
		19			Begin hybrid in-person/remote instruction schedule for students					April					2					Good Friday-School Closed				
		19-23			Minimum session days – students only*										5-9					Spring Recess-School Closed				
		26-30			Full-length/fully remote instruction days for students and staff in BCTS schools					May					31					Memorial Day-School Closed				
November		2-30			Full-length/fully remote instruction days for students and staff in BCTS schools					June					22					Last Day Students & Teachers				
		5-6			NJEA Convention-School Closed																			

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

**BCTS DAYS OF ATTENDANCE**

Month	# Days Students	# Days Staff	Month	# Days Students	# Days Staff
September	18	20	February	16	16
October	21	22	March	23	23
November	17	17	April	16	16
December	16	16	May	20	20
January	19	19	June	16	16
	91	94		91	91
			<b>Total</b>	<b>182</b>	<b>185</b>

The calendar originally included four (4) emergency days. In the event that makeup days are needed beyond those, they will first be scheduled during recesses, holidays and/or other days within the school year. Spring recess and staff development dates are also tentative, contingent upon state test dates being finalized. All Student Abbreviated Days are subject to change into full school days for students if schools have delayed openings due to inclement weather or other emergencies. In extreme circumstances, the final day of school may be changed depending upon the number of makeup days required. If that changes, graduation will be moved as well. The minimum number of days of attendance for students within the ten (10) month calendar will be 180. The maximum number of days of attendance for teachers within the ten (10) month calendar will be 183. If any of the four (4) emergency days are not needed, they will be given back by closing school a corresponding number of days in April, May and/or June. Adopted: 02/25/2020, 08/25/2020, 10/27/2020, 3/23/2021

**BERGEN COUNTY TECHNICAL SCHOOLS**

**TITLE: JUNIOR ACCOUNTANT**

**QUALIFICATIONS:**

- High school graduate with courses in Bookkeeping, Accounting, Business English, and Mathematics.
- Two (2) years experience in accounting or bookkeeping or demonstrated competence in assigned task.
- Experience in data entry and business machines.
- Knowledge of/Proficient in Microsoft Office
- Such alternatives to the above as the Board deems appropriate and acceptable under state law.

**REPORTS TO: School Business Administrator or Designee**

**PERFORMANCE RESPONSIBILITIES:**

1. Duties performed within the Business Office may include (but not limited to):
  - A. Cash receipts- data entry, preparation of deposits, revenue analysis
  - B. Purchase orders-review of budget coding, adjustments to purchase orders, entering of blanket purchase orders, review purchase orders ready for payment for required documents and accuracy, coverage for accounts payable when needed.
  - C. School Lunch program-review of lunch applications, analysis of cafeteria back account, verification, direct certification, monthly reimbursement voucher submissions.
  - D. Travel- review of travel request forms, entry into accounting system, post-travel event review for proper documentation and accuracy, submit for payment.
  - E. Grants-assist in budget preparation, monitoring of expenditures, creation of purchase orders, submission of payment requests to Grantor agency, preparation and submission of monthly/quarterly/year end expenditure reports as required.
  - F. Capital Bond Expenditures-preparation and submittal of monthly reimbursement vouchers.
  - G. Student Activity accounts-perform periodic reviews of transactions of all student activity accounts.
  - H. Creation/preparation/upgrading of excel spreadsheets
2. Performs such other duties as may be assigned by Supervisor.

**APPOINTMENT:** Appointment shall be made by the Board of Education upon the recommendation of the Superintendent or his/her designee.

**TERMS OF  
EMPLOYMENT:**

Twelve (12) months per year. Salary to be established by the Board of Education upon the recommendation of the Superintendent of his/her designee.

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertificated personnel and the administrative procedures on noncertified staff evaluation.

**BOARD APPROVED:**

8/12/2008; 03/23/2021

## **FINANCE RESOLUTIONS**

### **21-F-128T      APPROVAL—PAYMENT OF BILLS: FEBRUARY/MARCH 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>
2/20/21-3/18/21	007646-007802	\$7,657,085.21	
2/20/21-3/18/21	S38323-S38360	\$2,749,157.02	\$10,406,242.23

<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-129T      MONTHLY CERTIFICATION—JANUARY 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 January 31, 2021 based on the certification of the monthly financial reports by the Board Secretary/Business Administrator and upon confirmation by the Superintendent of Schools, to the best of our knowledge no account or fund has been over–expended in violation of N.J.A.C. 6:20–2.12(b)\* and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

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

PB/JS

Source of Funds: per Attached

**21-F-130T      LINE ITEM TRANSFERS – JANUARY 2021**

**RESOLUTION**

WHEREAS, pursuant to N.J.A.C. 6:20-2.12(e)\*, we, the Board of Education, confirm that as of January 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-131T      APPROVAL – ADOPT A TENTATIVE BUDGET FOR THE 2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS the Board of Education is required to adopt a tentative budget for the 2021-2022 school year; and

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

NOW THEREFORE BE IT RESOLVED the Board of Education does hereby adopt tentative budgets for the 2021-2022 school year as follows:

**TOTAL BUDGET**

General Fund	\$73,997,642
Special Revenue Fund	\$9,470,000
Total Budget	\$83,467,642

**21-F-132T      APPROVAL – TENTATIVE ADOPTION 2021-2022 CAPITAL BUDGET**

**RESOLUTION**

BE IT RESOLVED That the Board of Education does adopt the following 2021-2022 capital budget:

Capital Budget: \$3,000,000 including bonding costs

PB/am

**21-F-133T                    APPROVAL- TRAVEL EXPENSES – MAXIMUM 2021-2022**

**RESOLUTION**

WHEREAS, NJAC 6A:23A7.3 provides that the board of education shall establish in the annual school budget a maximum expenditure amount for such travel and expense reimbursement for the 2021-2022 school year, which the school district shall not exceed.

NOW THEREFORE BE IT RESOLVED that Bergen County Technical Schools hereby approves the maximum travel expenditure of \$175,000.00 for the 2021-2022 school year; which includes all travel supported by the Federal, State and local funds. The district previously established the maximum amount for the pre-budget year (2020-2021) as \$175,000.00. The district has expended \$15,747.77 of that amount to date.

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

**21-F-134 T                    APPROVAL – MAXIMUM DOLLAR LIMIT FOR 2021-2022 SCHOOL YEAR PROFESSIONAL SERVICES AND PUBLIC RELATIONS EXPENSES - BERGEN COUNTY TECHNICAL SCHOOLS**

**RESOLUTION**

WHEREAS, N.J.A.C. 6A:23A-5.2, provides that the board of education establish in the annual school budget a maximum expenditure amount for Professional Services for the 2021-2022 school year, and

WHEREAS, the following limit will apply for Professional Services and Public Relations Expenses for the Bergen County Technical Schools, for the 2021-2022 school year.

Professional Services	Maximum Expenditure	
AUDITOR	\$100,000	2021-2022 School Year
BOARD ATTORNEY	\$300,000	2021-2022 School Year
PHYSICIAN	\$30,000	2021-2022 School Year
INSURANCE	\$36,000	2021-2022 School Year
PUBLIC RELATIONS EXPENSES	\$35,000	2021-2022 School Year

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

**21-F-135T      APPROVAL – BUDGET ADJUSTMENT 2020-2021 FOR BERGEN COUNTY TECHNICAL SCHOOLS**

**RESOLUTION**

NOW THEREFORE BE IT RESOLVED the motion to approve, upon the recommendation of the Business Administrator through the Superintendent the following modifications to the 2020-2021 budget;

**Revenues**

Tuition-Regular Vocational BCA	10-1320-140-00	\$200,000
Tuition-Regular Vocational Paramus ST	10-1320-315-00	\$418,500
Tuition-Special Vocational Paramus FT	10-1320-320-00	\$100,000
Refund Prior Year Expenses	10-1980-000-00	\$555,000
Miscellaneous Revenues	10-1990-000-00	\$567,000
Total Revenue Adjustments		\$1,840,500

**Appropriations**

Admin Info Technology		
Other Purchased Services	11-000-252-500-DT	\$175,000
General Supplies	11-000-252-610-DT	\$349,500
Regular Vocational Program Instruction		
General Supplies	11-310-100-618-TT	\$320,000
Special Vocational Program Instruction		
General Supplies	11-320-100-618-PV	\$13,500
Capital Outlay		
Instructional Equipment	12-000-100-732-NV	\$122,000
Instructional Equipment	12-000-100-732-TT	\$38,500
Technology Equipment	12-000-252-732-DT	\$162,000
Construction Services	12-000-400-450-DO	\$660,000
Total Appropriation Adjustments		\$1,840,500

**21-F-136T      APPROVAL – AMENDMENT TO THE LONG RANGE FACILITY PLAN (“LRFP”) AND SUBMITTAL OF PROJECT DOCUMENTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION – INTERIOR RENOVATIONS TO CAROL COURT HVAC CLASSROOM**

**RESOLUTION**

WHEREAS, on December 12, 2017, Board of Education Resolution #18-F-90T approved Netta Architects, a board approved architectural firm, to design and engineer the interior renovation to 11 Carol Court HVAC classroom located on the Hackensack, NJ campus of BCTS, and

WHEREAS, Netta Architects is requesting approval to amend the LRFP for this project, and

WHEREAS, certain capital construction and renovation projects require the preparation of educational specifications, schematic drawings and necessary construction documents and submittal of same to the New Jersey Department of Education, Bureau of Facilities Planning, for purposes of review and approval prior to the start of such construction and renovation projects, and

WHEREAS, Netta Architects has prepared educational specifications and schematic drawings for the proposed interior renovation to 11 Carol Court HVAC classroom located on the Hackensack, NJ campus of BCTS, in accordance with the school district's five-year facility master plan and all applicable local and state regulations, and

WHEREAS, Netta Architects has prepared the necessary documents under the auspices of the business administrator and school district personnel, and

WHEREAS, the approval of the New Jersey Department of Education is required prior to the implementation phase of the listed projects, and

WHEREAS, the Board is not seeking funding from the State of New Jersey for this project;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education, upon recommendation of the business administrator, approves the amending of the district's LRFP and authorizes Netta Architects, acting on behalf of the school district, to transmit the aforementioned documents to the appropriate state recipients for review and approval, and

BE IT FURTHER RESOLVED, that the Board of Education, approves the submission of the Interior Renovation to 11 Carol Court HVAC Classroom, State Project #0290-020-21-1000, to the NJ Department of Education, Office of School Facilities and Finance, as an "Other Capital Project."

**21-F-137T      APPROVAL – CHANGE ORDER NO. 3 –AUTOMOTIVE SPRAY PAINT BOOTH REPLACEMENT --  
PARAMUS TECHNICAL SCHOOL, PARAMUS, NEW JERSEY, LOUIS GARGIULO COMPANY, INC.  
INCREASE - \$929.56**

**RESOLUTION**

WHEREAS, Louis Gargiulo Company, Inc., was retained by the Bergen County Technical School Board of Education at the March 26, 2019 Regular Meeting, (Resolution 20-F-167T), for the Spray Paint Booth Replacement Project, Paramus Technical School, Paramus, New Jersey, and

WHEREAS, on October 23, 2020, the Board approved change orders No. 1 and No. 2 via resolution 21-F-64T, and

WHEREAS, Louis Gargiulo Company, Inc., has submitted the following change order proposal which have been reviewed and approved by the Board's Architect:

<b>Change Order</b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
<b>CO #3</b>	<b>Per the Attached Scope of Work</b>	
	<b>Amount of Original Contract:</b>	<b>\$257,000.00</b>
	<b>The Net Change by Previously Authorized Change Orders</b>	<b>\$25,537.34</b>
	<b>The Contract Sum Prior to This Change Order</b>	<b>\$282,537.34</b>
	<b>The contract sum will be increased by Change Order #3 in the amount of</b>	<b>\$929.56</b>
	<b>The Contact time will be changed by</b>	<b>0 days</b>
	<b>The New Contract Sum Including Change Orders #3</b>	<b>\$283,466.90</b>

NOW THEREFORE BE IT RESOLVED that the Board approves Change Order No.3 in the amount of \$929.56, thus increasing the total contract amount to \$283,466.90.



**21-F-138T      APPROVAL – ADDITIONAL PROFESSIONAL ENGINEERING SERVICES TO DESIGN COOLING  
SYSTEM AT BERGEN COUNTY ACADEMIES  
VENDOR: T&M ENGINEERING : \$3,200.00**

**RESOLUTION**

WHEREAS, T&M Engineering was retained by the Bergen County Technical School Board of Education at the June 20, 2019 regular meeting (Resolution 19-F-257T), for the services to design cooling system at the Bergen County Academy, Hackensack, New Jersey, and

WHEREAS, the district would like to incorporate enhanced air filtration and bipolar ionization into the gymnasium addition of the cooling system; and

WHEREAS, T&M Associates, has submitted the proposal for an additional services to improve the cooling system at the existing gymnasium space at Bergen Academies;

NOW THEREFORE BE IT RESOLVED, based on the recommendation of the Business Administrator, the Board of Education approves the additional services to be provided by T&M Associates, Toms River, New Jersey for the lump sum fee of \$3,200.00.

JS/am

**21-F-139T      APPROVAL – VENDOR LIST PARTICIPATION IN STATE CONTRACT PURCHASING FOR  
BERGEN COUNTY TECHNICAL SCHOOLS 2020-2021 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, the District, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the District has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the District intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW THEREFORE BE IT RESOLVED, the Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors (See attached) pursuant to all conditions of the individual State contracts;

BE FURTHER RESOLVED, that the Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services.

JS/am

**21-F-140T      APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION  
 FOR FEDERAL, STATE AND/OR PRIVATE FUNDS**

**Displaced Homemaker 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>Amount of Application</b>
State – FY ‘22 Department of Children and Families	Displaced Homemaker Grant	\$150,000

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

**21-F-141T      ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE FUNDS AND  
 ESTABLISHMENT OF BUDGET**

**Perkins Secondary Grant Program**

**RESOLUTION**

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

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

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

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

<b><u>Funding Source</u></b>	<b><u>Program Title</u></b>	<b><u>Amount of Grant</u></b>		
		Federal	Reserve	TOTAL
Federal – FY ‘21 Carl D. Perkins Act	Perkins Secondary Grant Program	Grant No. 20.362 \$784,202	Grant No. 20.363 \$88,411	\$872,613

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

<b><u>Program Information</u></b>	<b><u>Account Number</u></b>	<b><u>Budget Category</u></b>	<b><u>Amount</u></b>	
			Federal	Reserve
Program Director:	20.362.100.100.VN	Personal Services – Salaries	\$60,940	
R. Panicucci	20.362.100.600.VN	Supplies and Materials	6,163	
	20.362.200.100.VN	Personal Services – Salaries	<b>59,908</b>	

Grant Period:	20.362.200.200.VN	Personal Services – Employee Benefits	<b>31,547</b>	
July 1, 2020 to	20.362.200.300.VN	Purch'd. Prof. & Tech. Services	<b>43,448</b>	
June 30, 2021	20.362.200.500.VN	Other Purchased Services	<b>6,820</b>	
	20.363.200.600.VN	Supplies and Materials	<b>11,296</b>	86,661
	20.362.400.731.VN	Instructional Equipment	<b>564,080</b>	88,411
		Total	\$784,202	88,411
		<b>GRAND TOTAL</b>	<b>\$872,613</b>	

BE IT FURTHER RESOLVED the President, Superintendent and Secretary are authorized to execute and deliver any necessary contracts and reports on behalf of the Board of Education.

**21-F-142T      APPROVAL OF TUITION RATES FOR THE ADULT AND CONTINUING EDUCATION  
 PROGRAM FOR 2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS operating costs have increased in the Adult and Continuing Education Division; and

WHEREAS tuition charges are a major source of revenue;

NOW THEREFORE BE IT RESOLVED that the Board of Education approve the following rate structure to be in effect July 1, 2021 through June 30, 2022.

<b>Program</b>	<b>Fee</b>	<b>Rate/ Month</b>	<b>Additional Fee Out-of-County</b>	<b>Additional Fee Late Registration</b>
Full Time Post-Secondary Electrical, HVAC, Plumbing		\$1,445.00	-0-	-0-
Full Time Post-Secondary Business Administration & Management 840 Hours	\$8,700.00			
Apprenticeship	\$1,150.00		\$50.00	\$50.00
Duplicate Certificate	\$10.00			

**PROGRAM ENROLLMENT FOR EMPLOYEES:**

Bergen County Technical Schools & Special Services Employees receive a 100% discount.

County of Bergen Employees receives a 25% discount.

Adult Education Evening School Tuition will increase by approximately 3% over 2020-2021 Catalog Prices.

Bergen County Technical Schools & Special Services Employee Relatives receive a 25% discount.

JS/am

**21-F-143T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND ORADELL 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 Oradell 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 Oradell Board of Education per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am

**21-F-144T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND ALPINE SCHOOL DISTRICT**

**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 Alpine Board of Education;

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

EH: JS/am

**21-F-145T      APPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG—7/1/20-6/30/21**

**RESOLUTION**

BE IT RESOLVED the Board of Education approves the WIOA Formula/WFNJ Individual Training Account Log entered into by the Superintendent as described on the Individual Training Account Log, which is attached and made part of this resolution.

VP/JS  
Source of funds: see attached

**21-F-146T      APPROVAL – CANCELLATION OF STALE DATED CHECKS**

**RESOLUTION**

WHEREAS the Board County Technical School District has been completing the bank account reconciliations on a monthly basis, and

WHEREAS it has been verified that the checks per the attached listing are stale dated,

NOW THEREFORE BE IT RESOLVED that the Board Secretary is hereby directed to cancel the following checks (detailed list attached):

Account Number	Account Name	Amount
9551020731	Santander Bank General Account	\$13,729.47
9551020766	Santander Bank Payroll Account	\$0

**21-F-147T      RENEWAL - CONTRACT TO FURNISH, DELIVER AND INSTALL A RAPTOR VISITOR MANAGEMENT SOFTWARE SYSTEM FOR BERGEN COUNTY TECHNICAL SCHOOLS, COMMENCING MARCH 1, 2021, FOR AN ADDITIONAL ONE-YEAR PERIOD  
VENDOR: RAPTOR TECHNOLOGIES, LLC, HOUSTON, TX \$8,370.00**

BID #20-PC12RR  
State ID #79-BCTSC

**RESOLUTION**

WHEREAS, the Board of Education awarded the contract on February 25, 2020 (resolution #20-F-157T) to Furnish, Deliver and Install a Raptor Visitor Management system or Approved Equal for the Bergen County Technical Schools Cooperative, 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**

<u>Item #</u>	<u>Qty.</u>	<u>Unit</u>	<u>Description*</u>	<u>Option: Unit Price ( year two)</u>	<u>Grand Total</u>
1	6	each	One (1) year Annual Software Access Fee	\$ 595.00	\$ 3,570.00
2	6	each	One-time fee for provisioning and activating database storage	-----	-----
3	6	each	On-site installation and training	-----	-----
4	6	each	CR5400 ID scanner for state issued identification cards – 2-year limited warranty	-----	-----

<u>Item #</u>	<u>Qty.</u>	<u>Unit</u>	<u>Description*</u>	<u>Option: Unit Price (year two)</u>	<u>Grand Total</u>
5	3	each	2D barcode reader for kiosk station	-----	-----
6	6	boxes	Raptor Visitor badges (300 badges per roll/4 rolls per box)	-----	-----
7	6	each	One (1) year Emergency Management Annual Software Access Fee <u>(to commence AFTER installation is complete and system is in use)</u>	\$ 800.00	\$ 4,800.00
8	1	each	Implementation and Training for Emergency Management	-----	-----
			Grand Total (ALL INCLUSIVE)		\$ 8,370.00

JS/dt

**21-F-148T      APPROVAL OF PROPOSED PROJECT(S) OR PROGRAM(S) AND APPLICATION  
 FOR FEDERAL, STATE, AND/OR PRIVATE FUNDS**

**Consolidated Adult Basic Skills  
 and  
Integrated English Literacy and Civics Education Grant Programs**

**RESOLUTION**

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

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Grant</u>
State-FY 2022 Department of Labor and Workforce Development	Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant	<b>\$1,246,978</b>


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.

**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

3/23/21  
\_\_\_\_\_  
Date

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

Month: Feb 2021 - Mar 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
--------------	----------------	--	--------------

2/20/2021 - 3/18/2021	007646 - 007802	7,657,085.21	
2/20/2021 - 3/18/2021	S38323 - S38360	<u>2,749,157.02</u>	10,406,242.23

<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



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Rec and Unrec checks

Bergen County Vo-Tech Schools  
Hand and Machine checks

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Starting date 2/20/2021

Ending date 3/18/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
006428	V 07/31/20	02/25/21	I323	SMITH; JAYCE		(77.35)
006522	V 08/21/20	02/25/21	O221	GARCIA;GLORIA		(13.80)
007519	V 02/19/21	03/04/21	4451	CALIFON CONSULTANTS LLC		(1,325.00)
007646	02/24/21		T135	F.W. WEBB COMPANY		25,424.62
007647	03/03/21		E673	DI TOLLAS PRO SHOP		1,223.37
007648	03/18/21		1907	AAPT US PHYSICS TEAM		310.00
007649	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#007650 Stub	
007650	03/18/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		33,639.45
007651	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#007653 Stub	
007652	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#007653 Stub	
007653	03/18/21		5918	AIRGAS USA,LLC		724.59
007654	03/18/21		7593	ALLIED BUILDING PRODUCTS CORP		15,818.88
007655	03/18/21		Y180	ALLIED ENVELOPE COMPANY		4,608.00
007656	03/18/21		A535	AMERICAN HEART ASSOCIATION		4,621.19
007657	03/18/21		3203	AMERICAN INSTITUTE		1,269.55
007658	03/18/21		J785	ANDERSON;CHRISTOPHER		2,000.00
007659	03/18/21		6896	ANIMAL CARE TECHNOLOGIES		1,185.00
007660	03/18/21		1059	B & H PHOTO-VIDEO INC		7,742.96
007661	03/18/21		1849	BARNES & NOBLE		1,311.75
007662	03/18/21		M776	BAXTER; KYLE		503.00
007663	03/18/21		N328	BELLO; REYNELL		125.00
007664	03/18/21		5176	BERGEN COMMUNITY COLLEGE		147,863.16
007665	03/18/21		3502	BIOTEK INSTRUMENTS, INC.		9,838.00
007666	03/18/21		1093	BOARD OF VOCATIONAL EDUCATION		2,176.67
007667	03/18/21		6308	BOARD OF VOCATIONAL EDUCATION		1,254.00
007668	03/18/21		5855	BOBCAT OF NORTH JERSEY		588.67
007669	03/18/21		X124	BOSTICK;AARON		125.00
007670	03/18/21		2403	BRAEN SUPPLY,INC		403.68
007671	03/18/21		C183	BRIGHT HORIZON INSTITUTE		2,280.00
007672	03/18/21		1486	BSN SPORTS		523.74
007673	03/18/21		1114	BURMAX COMPANY INC		2,994.46
007674	03/18/21		4161	CABLEVISION EDUCATION		136.89
007675	03/18/21		6918	CABLEVISION LIGHTPATH		29,104.63
007676	03/18/21		F767	CAMBRIDGE UNIVERSITY PRESS		2,781.86
007677	03/18/21		6263	CHA CONSULTING, INC		27,052.00
007678	03/18/21		4466	CHRISTINE VALMY INTERNATIONAL SCHOOL		1,882.67
007679	03/18/21		G552	CLARUS C/O MACO		4,162.00
007680	03/18/21		2195	COLDSTAT REFRIGERATION		2,138.82
007681	03/18/21		1170	COMMERCIAL INTERIORS DIRECT, INC.		3,624.06

Starting date 2/20/2021

Ending date 3/18/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007682	03/18/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		5,504.36
007683	03/18/21		T894	CURE UV.COM		22,279.46
007684	03/18/21		F548	DANCE EMPORIUM		4,600.00
007685	03/18/21		6682	DENOVIX INC		1,230.00
007686	03/18/21		Q223	DI CARA/RUBINO ARCHITECTS		35,901.94
007687	03/18/21		5195	DIRECTV. INC.		137.99
007688	03/18/21		6654	DYNAMISM INC		1,123.87
007689	03/18/21		1552	EASTWICK COLLEGE - NUTLEY		2,132.07
007690	03/18/21		3671	EASY ENGLISH NEWS		300.00
007691	03/18/21		1961	ELECTRONIX EXPRESS		1,051.00
007692	03/18/21		6688	ELEVATOR MAINTENANCE CORP		320.00
007693	03/18/21		S640	EMD MILLIPORE CORPORATION		9,237.24
007694	03/18/21		R744	ENGINEER YOUR WORLD		3,500.00
007695	03/18/21		F537	ENROLLWARE SOFTWARE, LLC		2,988.00
007696	03/18/21		1934	ESI EQUIPMENT, INC.		2,486.00
007697	03/18/21		5676	EXEMPLIS CORPORATION C/O BFI		4,348.00
007698	03/18/21		7651	EXPRESS HEATING CO., INC		27,407.77
007699	03/18/21		R922	EXTRA INNINGS MT LAUREAL		650.00
007700	03/18/21		2778	E-Z WHEELS DRIVING SCHOOL, INC.		1,970.18
007701	03/18/21		T135	F.W. WEBB COMPANY		3,557.66
007702	03/18/21		2153	FEDEX		26.95
007703	03/18/21		I508	GENERAL SECURITY		5,250.00
007704	03/18/21		S205	GEORGE;ATIRA		2,200.00
007705	03/18/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		19,487.00
007706	03/18/21		C487	GREENSTEIN;JEANNIE		200.00
007707	03/18/21		A624	HANKS;TATYANA		120.00
007708	03/18/21		2453	HENRY SCHEIN INC.		885.92
007709	03/18/21		1289	HOME DEPOT CREDIT SERVICES		232.96
007710	03/18/21		N184	INSTITUTE FOR CONTEMPORARY CAREERS		1,333.33
007711	03/18/21		3009	IVY GRAPHICS		287.00
007712	03/18/21		C108	JERSEY MAIL SYSTEMS, LLC		117.45
007713	03/18/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		21,899.82
007714	03/18/21		1324	JERSEY TRACTOR TRAILER TRAINING, INC.		1,850.00
007715	03/18/21		I509	JONES; EVAN		235.00
007716	03/18/21		Y192	JPMONZO MUNICIPAL CONSULTING, LLC		50.00
007717	03/18/21		U470	KOROGLU;KEVIN		784.00
007718	03/18/21		2174	LASCOMP INSTITUTE OF IT		7,350.00
007719	03/18/21		5204	LAUMAR ROOFING		1,260.00
007720	03/18/21		K886	LAVALLE;JEANNINE		32.00

Starting date 2/20/2021

Ending date 3/18/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007721	03/18/21		4123	LEICA MICROSYSTEMS INC.		24,934.96
007722	03/18/21		1354	LERCH, VINCI & HIGGINS		66,500.00
007723	03/18/21		G646	LEVEL DATE, INC.		2,865.60
007724	03/18/21		7684	LIFE TECHNOLOGIES CORPORATION		6,950.04
007725	03/18/21		6921	LIGHTPATH		10,148.00
007726	03/18/21		3047	LINA		813.77
007727	03/18/21		1368	LINCOLN TECHNICAL INSTITUTE		666.65
007728	03/18/21		2098	LONGSTRETH SPORTING GOODS, LLC		24.00
007729	03/18/21		M521	LOUIS GARGUILO COMPANY, INC		38,064.19
007730	03/18/21		1381	MAIN AUTO SUPPLY INC.		722.28
007731	03/18/21		B824	MAP RESTAURANT SUPPLIES		3,375.72
007732	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#007733 Stub	
007733	03/18/21		4447	MARY POMERANTZ ADVERTISING		186.48
007734	03/18/21		3184	MATTHEW BENDER & CO, INC		181.67
007735	03/18/21		5989	MCGRAW-HILL SCHOOL EDUCATION		1,350.00
007736	03/18/21		S596	MEADOWLANDS CHAMBER		700.00
007737	03/18/21		1789	METRO FIRE & SAFETY EQUIPMENT CO.		820.00
007738	03/18/21		1401	MGL PRINTING SOLUTIONS		846.00
007739	03/18/21		1405	MIDWEST TECHNOLOGY PRODUCTS & SERVICE		741.19
007740	03/18/21		B837	MODERN EQUIPMENT		1,710.16
007741	03/18/21		M916	MURPHY WRITING OF STOCKTON UNIVERSITY		2,500.00
007742	03/18/21		7383	MURRAY CONTRACTING LLC		861,458.99
007743	03/18/21		1422	NASCO		1,167.45
007744	03/18/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,641.38
007745	03/18/21		5329	NCS PEARSON, INC		3,600.00
007746	03/18/21		5471	NJSHA		115.00
007747	03/18/21		1915	NORTHERN VALLEY REGIONAL H.S. DISTRICT		145,632.42
007748	03/18/21		1807	ORTEGA;CORALY		2,200.00
007749	03/18/21		1473	PARISIAN BEAUTY ACADEMY		4,440.21
007750	03/18/21		7248	PASSON'S SPORTS & US GAMES, BSN		1,622.93
007751	03/18/21		2491	PROQUEST LLC		7,465.19
007752	03/18/21		B079	PROSTOCK AUTOMOTIVE WAREHOUSE		705.53
007753	03/18/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		524.50
007754	03/18/21		1511	PSE&G		141,923.15
007755	03/18/21		E834	QUINCY COMPRESSOR LLC		560.00
007756	03/18/21		2672	RAMAPO COLLEGE		8,464.58
007757	03/18/21		2776	REMINGTON & VERNICK ENGINEERS		4,375.00
007758	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#007759 Stub	
007759	03/18/21		1828	RICOH AMERICAS CORPORATION		7,704.83

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Starting date 2/20/2021

Ending date 3/18/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007760	03/18/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
007761	03/18/21		7467	RISE VISION		3,569.40
007762	03/18/21		N865	RUBINO; TAYLOR		235.00
007763	03/18/21		5714	RUTGERS UNIVERSITY		2,900.00
007764	03/18/21		6769	RUTGERS, THE STATE UNIVERSITY OF NJ		1,009.00
007765	03/18/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		22,467.28
007766	03/18/21		N496	RUTGERS, THE STATE UNIVERSITY OF NJ CMSC		6,350.00
007767	03/18/21		2022	SCHOLASTIC CLASSROOM MAGAZINES		946.15
007768	03/18/21		1568	SCHOOL HEALTH SUPPLY		308.70
007769	03/18/21		4975	SHI INTERNATIONAL CORP.		13,057.58
007770	03/18/21		3834	SHIMADZU SCIENTIFIC INSTRUMENTS,INC.		1,130.00
007771	03/18/21		B412	SHRM		219.00
007772	03/18/21		1620	SIGN A RAMA		950.00
007773	03/18/21		C008	SIRIANNI; VICTORIA		235.00
007774	03/18/21		3087	SKILLSUSA		260.00
007775	03/18/21		6030	SNAP ON INDUSTRIAL		2,711.04
007776	03/18/21		3854	SOLUTION TREE		900.00
007777	03/18/21		V884	SOUL REQUIREMENT INC		8,000.00
007778	03/18/21		R201	SOUTH BERGEN JOINTURE COMMISSION		149.50
007779	03/18/21		7696	SPECIALTY GRAPHICS LLC		508.00
007780	03/18/21		7022	SQUIRRELS LLC		89.95
007781	03/18/21		2344	STANDARD INSURANCE COMPANY		606.81
007782	03/18/21		J015	STANS SPORT CENTER. IN		2,420.40
007783	03/18/21		4925	STATE OF NEW JERSEY		1,178.51
007784	03/18/21		1661	SUEZ WATER NEW JERSEY		4,313.68
007785	03/18/21		5526	SURVEYMONKEY, INC		765.00
007786	03/18/21		1643	THAT FISH PLACE		203.95
007787	03/18/21		6943	THE COLLEGE BOARD		400.00
007788	03/18/21		6279	THE COLLEGE OF NEW JERSEY		100.00
007789	03/18/21		B618	THE TREE HOUSE INC		491.99
007790	03/18/21		Y785	TRAN; JOSEPH		240.00
007791	03/18/21		6134	TSA TEAMS		894.00
007792	03/18/21		L319	UGI ENERGY SERVICES, LLC		2,628.50
007793	03/18/21		1663	UNITED PARCEL SERVICE		26.86
007794	03/18/21		X976	UNITED SITE SERVICES		504.57
007795	03/18/21		1679	V.E. RALPH & SON INC		11,090.05
007796	03/18/21		2034	VERIZON WIRELESS		3,206.60
007797	03/18/21		Y804	WILLIAM MARCIANO PIANO TUNER/TECHNICIAN		150.00
007798	03/18/21		3950	WILLIAM PATERSON UNIVERSITY		9,821.18

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Starting date 2/20/2021

Ending date 3/18/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
007799	03/18/21		Y493	WINNING TEAMS BY NISSEL		171.24
007800	03/18/21		1695	WOMEN'S RIGHTS INFORMATION CENTER		5,650.00
007801	03/18/21		L767	WU; SYDNEY		235.00
007802	03/18/21		2521	XEROX		2,577.05
210204	H 02/26/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 2/26/2021	101,363.69
210205	H 02/26/21		4864	DCRP BOARD SHARE		132.72
210206	H 02/26/21		PAY	PAYROLL VENDOR		4,534,024.81
210207	H 02/28/21		1096	BOARD OF VOCATIONAL EDUCATION		128,792.58
210208	H 02/28/21		1616	STATE OF NJ-HEALTH BENEFITS FD		780,919.31
210209	H 02/28/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210301	H 03/15/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF 3/15/2021	101,377.04
210302	H 03/15/21		4864	DCRP BOARD SHARE		451.84

Starting date 2/20/2021

Ending date 3/18/2021

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Fund Totals	
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10	General Fund	\$206,899.98
11	General Current Expense	\$5,354,149.81
12	Capital Outlay	\$4,162.00
13	Special Schools	\$197,021.38
20	Special Revenue Funds	\$486,214.24
30	Capital Projects Funds	\$976,723.72
60	CAFETERIA	\$3,407.72
61	ENTERPRISE FUND	\$185,460.69
62	INTERNAL SERVICE FUND	\$243,045.67
Total for all checks listed		\$7,657,085.21

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

Check Journal                      Bergen County Vo-Tech Schools  
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Starting date 2/20/2021      Ending date 3/18/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38271	V 02/19/21	02/23/21	5616	BLOOMBERG FINANCE L.P.		(72,720.00)
S38323	03/18/21		1750	APPLE INC		64,830.70
S38324	03/18/21		1071	BERGEN COMMUNITY COLLEGE		30,024.00
S38325	03/18/21		5600	BERGEN COMMUNITY COLLEGE		2,540.00
S38326	03/18/21		1089	BERGEN COUNTY TECHNICAL SCHOOL		2,276.29
S38327	03/18/21		6707	BEYER FORD		43,433.86
S38328	03/18/21		1128	BIO SHINE INC		6,306.00
S38329	03/18/21		1096	BOARD OF VOCATIONAL EDUCATION		2,265,246.00
S38330	03/18/21		1812	CDW-G		6,012.37
S38331	03/18/21		1190	CHARTWELLS		21,834.69
S38332	03/18/21		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		2,883.75
S38333	03/18/21		7710	COMPUTER SOLUTIONS INC		5,886.00
S38334	03/18/21		Z461	CONSTELLATION NEW ENERGY		20,039.25
S38335	03/18/21		1838	DELL MARKETING; L.P.		50,584.07
S38336	03/18/21		1204	DELTA DENTAL PLAN OF NJ		107,534.54
S38337	03/18/21		5362	DISCOVERY BENEFITS, INC.		584.80
S38338	03/18/21		1218	E.A. MORSE & COMPANY		1,383.00
S38339	03/18/21		E163	FOLLETT HIGHER EDUCATION GROUP		1,456.33
S38340	03/18/21		6791	GEESE CHASERS OF NORTH JERSEY		1,209.00
S38341	03/18/21		7719	GPC, INC		41,699.25
S38342	03/18/21		1684	GRAINGER		6,821.63
S38343	03/18/21		U245	INTERSTATE WASTE SERVICES		4,401.60
S38344	03/18/21		T231	KOZIOL;KAITLYN		3,500.00
S38345	03/18/21		L161	LISO;MATTHEW		3,500.00
S38346	03/18/21		1400	METUCHEN CENTER INC		27,548.27
S38347	03/18/21		3518	MPS		290.70
S38348	03/18/21		K805	NALCO WATER-AN ECOLAB COMPANY		702.54
S38349	03/18/21		1462	NOWELL,P.A.		22,185.00
S38350	03/18/21		Z611	OCAMPO, MARIA		75.00
S38351	03/18/21		5628	OLIVO; DANIEL		3,019.50
S38352	03/18/21		1028	OTTERSTEDT AGENCY		250.00
S38353	03/18/21		1775	RIDGEWOOD PRESS		1,549.00
S38354	03/18/21		1543	RODRIGUEZ; CHERYL		50.95
S38355	03/18/21		W174	SAVVAS LEARNING COMPANY LLC		63,069.39
S38356	03/18/21		2002	SCHOOL SPECIALTY		447.34
S38357	03/18/21		6829	STAPLES CONTRACT & COMMERCIAL INC		1,223.89
S38358	03/18/21		1382	THE MAIN LOCK SHOP		546.50
S38359	03/18/21		4071	TSUJ. CORPORATION		5,778.26
S38360	03/18/21		2771	W.B. MASON COMPANY, INC.		1,153.55

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Starting date 2/20/2021

Ending date 3/18/2021

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Fund Totals	
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10	General Fund	\$292.00
11	General Current Expense	\$2,213,193.50
12	Capital Outlay	\$56,768.86
13	Special Schools	\$116,144.66
20	Special Revenue Funds	\$65,546.77
30	Capital Projects Funds	\$88,765.83
60	CAFETERIA	\$21,834.69
61	ENTERPRISE FUND	\$186,610.71
Total for all checks listed		\$2,749,157.02

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



## DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: January 31, 2021

## CASH REPORT

FUNDS		Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
<b>GOVERNMENTAL FUNDS</b>					
1	General Fund - 10	14,686,973.04	8,887,533.72	7,473,267.36	16,101,239.40
2	Special Revenue Fund - Fund 20	(913,149.68)	943,582.00	679,157.80	(648,725.48)
3	Capital Projects Fund - Fund 30	(230,827.32)	123,758.18	141,607.95	(248,677.09)
4	Enterprise Funds - Fund 61, Fund 62	403,007.17	1,380,544.98	354,192.10	1,429,360.05
5	Enterprise Fund (Fund 5X) Cafeteria	(38,506.80)	9,403.55	48,392.90	(77,496.15)
6	Total Governmental Funds (Lines 1 Thru 5)	13,907,496.41	11,344,822.43	8,696,618.11	16,555,700.73
<b>TRUST AND AGENCY FUNDS (FUND 6X)</b>					
7	Payroll	7,000.00	2,587,504.95	2,587,504.95	7,000.00
8	Payroll Agency	485,967.01	2,227,234.77	2,223,895.84	489,305.94
9	Other (attach list) - Unemploy Insur	457,150.34	2,343.99	22,652.04	436,842.29
10	Total Trust & Agency Funds (lines 7 thru 9)	950,117.35	4,817,083.71	4,834,052.83	933,148.23
11		0.00	0.00	0.00	0.00
12		0.00	0.00	0.00	0.00
13	Total Scholarship/Trust Funds (lines 11+12)	0.00	0.00	0.00	0.00
14		0.00	0.00	0.00	0.00
15		0.00	0.00	0.00	0.00
16		0.00	0.00	0.00	0.00
17	Escrow Direct	127,341.30	2,516.27	0.00	129,857.57
18	Total All Funds (lines 6,10,13,14,15,16, &17)	14,984,955.06	16,164,422.41	13,530,670.94	17,618,706.53

Prepared and Submitted By:



Date

2/17/21

21-F-129T

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 1/31/2021 Fund: 10 General Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$10,019,971.34
102 - 106	Cash Equivalents		\$6,081,268.06
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		\$13,133,348.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$2,973,595.72	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$5,959,482.87	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$8,943,578.59

Loans Receivable:

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

Other Current Assets

(\$2.99)

**Resources:**

301	Estimated revenues	\$73,257,182.29	
302	Less revenues	(\$56,555,253.31)	\$16,701,928.98

**Total assets and resources**

**\$54,880,091.98**

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Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$46,355.39
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$2,989,283.91
	<b>Total liabilities</b>		<b>\$3,035,639.30</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$37,680,815.49
761	Capital reserve account - July	\$6,077,195.97	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$6,077,195.97
764	Maintenance reserve account - July	\$706,524.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$706,524.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$77,222,134.76	
602	Less: Expenditures	(\$34,816,756.12)	
	Less: Encumbrances	(\$33,715,863.02)	(\$68,532,619.14)
	Total appropriated		\$53,154,051.08

Unappropriated:

770	Fund balance, July 1		\$2,655,354.07
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,964,952.47)
	Total fund balance		<b>\$51,844,452.68</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$54,880,091.98</u></b>

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Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$77,222,134.76	\$68,532,619.14	\$8,689,515.62
Revenues	(\$73,257,182.29)	(\$56,555,253.31)	(\$16,701,928.98)
Subtotal	<u>\$3,964,952.47</u>	<u>\$11,977,365.83</u>	<u>(\$8,012,413.36)</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>\$5,900,169.86</u>	<u>(\$1,935,217.39)</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>\$5,193,645.86</u>	<u>(\$1,228,693.39)</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>\$5,193,645.86</u>	<u>(\$1,228,693.39)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,964,952.47</u>	<u>\$5,900,169.86</u>	<u>(\$1,935,217.39)</u>

Prepared and submitted by : \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date

Report of the Secretary to the Board of Education  
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Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	65,221,768	368,876	65,590,644	50,858,008	Under	14,732,636
00400	Total Revenues from Intermediate Sources	850,000	1,100,000	1,950,000	0	Under	1,950,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	20,991	0	20,991	1,698	Under	19,293
Total		71,788,306	1,468,876	73,257,182	56,555,253		16,701,929
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,500,279	147,695	11,647,974	5,498,738	5,500,419	648,817
11160	Total Basic Skills/Remedial – Instruct.	92,291	0	92,291	46,127	46,165	0
12160	Total Bilingual Education – Instruction	107,519	0	107,519	50,432	57,087	0
13160	Total Vocational Programs – Local -Instr	13,791,519	99,537	13,891,056	6,824,587	6,528,447	538,023
15180	TOTAL VOCATIONAL PROGRAMS	957,550	452,244	1,409,794	598,170	337,421	474,203
17100	Total School-Sponsored Co/Extra Curricul	827,200	0	827,200	308,465	487,567	31,168
17600	Total School-Sponsored Athletics – Instr	949,989	52,069	1,002,058	308,799	543,000	150,259
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	117,002	294,478	8,520
29680	Total Undistributed Expenditures – Atten	124,083	0	124,083	75,654	48,429	0
30620	Total Undistributed Expenditures – Healt	545,924	508,875	1,054,799	232,605	263,805	558,389
40580	Total Undistributed Expend – Speech, OT,	272,089	0	272,089	128,081	144,008	0
41660	Total Undist. Expend. – Guidance	2,325,815	(65,000)	2,260,815	1,099,416	1,157,519	3,880
42200	Total Undist. Expend. – Child Study Team	944,439	60	944,499	480,044	404,055	60,400
43200	Total Undist. Expend. – Improvement of I	1,369,979	80,308	1,450,287	833,528	471,131	145,627
43620	Total Undist. Expend. – Edu. Media Serv.	136,023	0	136,023	100,601	33,188	2,235
44180	Total Undist. Expend. – Instructional St	105,000	3,869	108,869	23,363	2,572	82,934
45300	Support Serv. - General Admin	1,709,091	249,958	1,959,049	847,333	967,494	144,222
46160	Support Serv. - School Admin	2,566,010	3,678	2,569,688	1,369,920	1,126,039	73,730
47200	Total Undist. Expend. – Central Services	1,534,970	144	1,535,114	803,304	633,006	98,804
47620	Total Undist. Expend. – Admin. Info. Tec	4,840,168	543,838	5,384,006	3,044,583	1,810,454	528,969
51120	Total Undist. Expend. – Oper. & Maint. O	8,300,364	545,198	8,845,562	3,677,961	4,160,290	1,007,310
52480	Total Undist. Expend. – Student Transpor	790,734	0	790,734	186,212	416,004	188,518
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,987,117	0	13,987,117	5,149,347	5,324,499	3,513,271
75880	TOTAL EQUIPMENT	0	1,688,390	1,688,390	1,259,845	353,711	74,834
76260	Total Facilities Acquisition and Constr	57,894	1,003,047	1,060,941	3,314	999,733	57,894
77140	Total Post-Secondary Programs - Instruct	494,907	5,521	500,428	244,823	224,453	31,153
77280	Total Post-Secondary Programs – Support	115,000	0	115,000	74,396	40,604	0
78180	Total Other Special Schools - Instructio	952,587	24,775	977,362	424,720	364,854	187,788
78320	Total Other Special Schools – Support Se	634,818	12,639	647,457	367,974	256,639	22,843
81180	Total Vocational Evening-Local Instructi	452,922	20,874	473,796	124,609	332,534	16,653
81320	Total Vocational Evening-Local-Support S	752,748	56,110	808,858	462,371	309,942	36,546
83060	Total GED Testing Centers	129,277	0	129,277	50,435	76,315	2,527
Total		71,788,306	5,433,829	77,222,135	34,816,756	33,715,863	8,689,516

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Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy		33,066,697	0	33,066,697	33,066,697		0
00150	10-1320	Tuition from LEAs Within State		29,784,285	0	29,784,285	15,743,660	Under	14,040,625
00220	10-13[2-4]0	Other Tuition		1,550,000	0	1,550,000	554,769	Under	995,231
00300	10-1__	Unrestricted Miscellaneous Revenues		591,509	0	591,509	1,488,793		(897,284)
00310	10-1991	GED Testing Center Fees		129,277	0	129,277	4,090	Under	125,187
00330	10-1__	Interest Earned on Maintenance Reserve		100,000	368,876	468,876	0	Under	468,876
00390	10-2000	Unrestricted		850,000	1,100,000	1,950,000	0	Under	1,950,000
00440	10-3132	Categorical Special Education Aid		1,618,948	0	1,618,948	1,618,948		0
00470	10-3177	Categorical Security Aid		213,795	0	213,795	213,795		0
00480	10-3178	Adjustment Aid		2,840,879	0	2,840,879	2,840,879		0
00495	10-3199	DOE Loan Against State Aid		1,021,925	0	1,021,925	1,021,925		0
00540	10-4200	Medicaid Reimbursement		20,991	0	20,991	1,698	Under	19,293
Total				71,788,306	1,468,876	73,257,182	56,555,253		16,701,929

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	4,958,906	5,014,467	0
02180	11-140-100-106	Other Salaries for Instruction		249,406	0	249,406	100,005	149,401	0
02200	11-140-100-320	Purchased Professional – Educational Ser		115,000	(75,000)	40,000	(14,100)	3,000	51,100
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		37,500	0	37,500	16,051	9,861	11,589
02260	11-140-100-610	General Supplies		770,000	295,539	1,065,539	368,524	181,615	515,401
02280	11-140-100-640	Textbooks		175,000	2,156	177,156	55,978	83,887	37,290
02300	11-140-100-800	Other Objects		20,000	0	20,000	3,389	1,136	15,475
02500	11-150-100-101	Salaries of Teachers		65,000	0	65,000	7,948	57,052	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	46,127	46,165	0
12000	11-240-100-101	Salaries of Teachers		107,519	0	107,519	50,432	57,087	0
13000	11-3__-100-101	Salaries of Teachers		12,165,669	0	12,165,669	6,088,631	6,077,038	0
13040	11-3__-100-320	Purchased Professional-Educational Servi		827,000	0	827,000	335,261	300,000	191,739
13080	11-3__-100-[4-5]	Other Purchased Services (400-500 series		4,000	0	4,000	0	1,000	3,000
13100	11-3__-100-610	General Supplies		581,250	93,159	674,409	306,885	138,038	229,487
13120	11-3__-100-640	Textbooks		198,600	6,378	204,978	93,639	9,541	101,797
13140	11-3__-100-8__	Other Objects		15,000	0	15,000	171	2,829	12,000
14000	11-310-100-101	Salaries of Teachers		178,550	0	178,550	6,912	171,638	0
14040	11-310-100-320	Purchased Professional-Educational Servi		124,000	0	124,000	0	0	124,000
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		68,000	0	68,000	19,986	15,271	32,743
14100	11-310-100-610	General Supplies		387,000	263,522	650,522	326,625	47,803	276,095
14120	11-310-100-640	Textbooks		10,000	0	10,000	2,941	0	7,059
14140	11-310-100-8__	Other Objects		18,000	247	18,247	4,840	4,594	8,813
15000	11-320-100-101	Salaries of Teachers		100,000	0	100,000	15,550	84,450	0
15100	11-320-100-610	General Supplies		72,000	188,475	260,475	221,316	13,666	25,493
17000	11-401-100-1__	Salaries		790,000	0	790,000	304,623	485,377	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		1,700	0	1,700	0	1,000	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	3,842	1,190	30,468
17500 11-402-100-1__ Salaries	690,989	0	690,989	235,665	455,324	0
17520 11-402-100-[3-5] Purchased Services (300-500 series)	89,000	10,800	99,800	25,343	9,463	64,994
17540 11-402-100-6__ Supplies and Materials	130,000	37,924	167,924	42,775	78,212	46,937
17560 11-402-100-8__ Other Objects	40,000	3,345	43,345	5,016	0	38,329
25000 11-4__-100-1__ Salaries	420,000	0	420,000	117,002	294,478	8,520
29500 11-000-211-1__ Salaries	124,083	0	124,083	75,654	48,429	0
30500 11-000-213-1__ Salaries	479,424	0	479,424	257,652	221,772	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	42,000	0	42,000	20,292	10,157	11,551
30580 11-000-213-6__ Supplies and Materials	7,500	508,875	516,375	(46,964)	31,877	531,462
30600 11-000-213-8__ Other Objects	17,000	0	17,000	1,624	0	15,376
40500 11-000-216-1__ Salaries	272,089	0	272,089	128,081	144,008	0
41500 11-000-218-104 Salaries of Other Professional Staff	2,005,536	(65,000)	1,940,536	948,791	991,745	0
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	235,279	0	235,279	135,939	99,340	0
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	14,685	66,435	3,880
42000 11-000-219-104 Salaries of Other Professional Staff	696,537	0	696,537	361,958	332,428	2,151
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	171,402	0	171,402	100,626	70,776	0
42060 11-000-219-320 Purchased Professional – Educational Ser	22,500	0	22,500	12,696	0	9,804
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	149	90	5,761
42160 11-000-219-6__ Supplies and Materials	40,000	60	40,060	4,127	760	35,173
42180 11-000-219-8__ Other Objects	8,000	0	8,000	489	0	7,511
43020 11-000-221-104 Salaries of Other Professional Staff	961,048	0	961,048	613,844	347,204	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	210,431	0	210,431	118,662	91,769	0
43100 11-000-221-320 Purchased Prof. – Educational Services	45,000	0	45,000	33,314	1,320	10,366
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	55,500	(4,000)	51,500	27,302	2,759	21,439
43160 11-000-221-6__ Supplies and Materials	28,000	101,220	129,220	19,490	12,772	96,957
43180 11-000-221-8__ Other Objects	70,000	(16,912)	53,088	20,916	15,307	16,865
43500 11-000-222-1__ Salaries	61,023	0	61,023	35,300	25,723	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	65,000	5,200	70,200	62,552	7,465	183
43580 11-000-222-6__ Supplies and Materials	10,000	(5,200)	4,800	2,748	0	2,052
44020 11-000-223-104 Salaries of Other Professional Staff	0	14,537	14,537	14,536	1	0
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	62,500	(14,046)	48,454	5,175	2,572	40,708
44160 11-000-223-8__ Other Objects	42,500	3,378	45,878	3,652	0	42,226
45000 11-000-230-1__ Salaries	652,391	0	652,391	359,063	293,328	0
45040 11-000-230-331 Legal Services	275,000	15,832	290,832	80,575	203,113	7,144
45060 11-000-230-332 Audit Fees	66,000	0	66,000	438	65,563	0
45070 11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	0	10,000	0
45080 11-000-230-334 Architectural/Engineering Services	50,000	231,570	281,570	75,828	205,694	48
45100 11-000-230-339 Other Purchased Professional Services	172,500	0	172,500	73,496	67,500	31,504
45140 11-000-230-530 Communications/Telephone	250,000	0	250,000	126,634	110,821	12,545
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	79,544	9,955	78,119
45200	11-000-230-610	General Supplies	10,000	137	10,137	1,293	194	8,651
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	1,003,933	858,825	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	618,902	0	618,902	356,931	261,971	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	16,850	69	16,919	(631)	1,569	15,981
46120	11-000-240-6__	Supplies and Materials	39,500	(8,752)	30,748	(1,002)	2,138	29,611
46140	11-000-240-8__	Other Objects	28,000	12,361	40,361	10,688	1,535	28,138
47000	11-000-251-1__	Salaries	1,299,570	0	1,299,570	689,602	609,968	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	101,788	16,088	57,324
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	95	17,095	6,226	3,910	6,959
47100	11-000-251-6__	Supplies and Materials	32,000	49	32,049	3,433	1,659	26,957
47180	11-000-251-890	Other Objects	11,200	0	11,200	2,255	1,381	7,564
47500	11-000-252-1__	Salaries	3,250,168	0	3,250,168	1,847,567	1,402,601	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	50,000	50,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,215,000	111,488	1,326,488	599,892	287,318	439,279
47580	11-000-252-6__	Supplies and Materials	270,000	432,350	702,350	545,660	69,931	86,759
47600	11-000-252-8__	Other Objects	5,000	0	5,000	1,465	605	2,930
48500	11-000-261-1__	Salaries	602,039	0	602,039	299,414	302,625	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	425,000	9,159	434,159	236,048	109,626	88,485
48530	11-000-261-421	Lead Testing of Drinking Water	0	368,876	368,876	163,709	8,808	196,360
48540	11-000-261-610	General Supplies	175,000	57,479	232,479	105,052	75,659	51,768
49000	11-000-262-1__	Salaries	2,991,573	0	2,991,573	1,647,755	1,315,848	27,970
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	238,309	272,583	180,696
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	53,947	45,550	10,502
49140	11-000-262-520	Insurance	500,000	0	500,000	0	500,000	0
49160	11-000-262-590	Miscellaneous Purchased Services	2,500	140	2,640	708	696	1,236
49180	11-000-262-610	General Supplies	355,000	57,586	412,586	115,090	111,092	186,403
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	54,553	285,447	60,000
49220	11-000-262-622	Energy (Electricity)	1,300,000	0	1,300,000	473,757	648,647	177,596
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	(2,595)	20,000	12,595
49280	11-000-262-8__	Other Objects	15,000	212	15,212	7,255	1,240	6,717
50000	11-000-263-1__	Salaries	254,252	0	254,252	133,194	121,058	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	158	40,158	20,036	16,352	3,770
50060	11-000-263-610	General Supplies	5,000	0	5,000	3,777	732	491
51000	11-000-266-1__	Salaries	35,000	0	35,000	3,643	31,357	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	165,000	0	165,000	(690)	165,000	690
51060	11-000-266-610	General Supplies	5,000	0	5,000	0	2,970	2,030
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	516,734	0	516,734	185,874	330,860	0



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 1/31/2021 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		9,000	0	9,000	1,262	926	6,812
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		170,000	0	170,000	(1,494)	0	171,494
52400	11-000-270-593	Misc. Purchased Services - Transportatio		84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies		8,000	0	8,000	41	79	7,881
52460	11-000-270-8__	Other objects		3,000	0	3,000	529	140	2,331
71020	11-000-291-220	Social Security Contributions		1,315,000	0	1,315,000	514,679	697,971	102,350
71060	11-000-291-241	Other Retirement Contributions - PERS		2,420,000	0	2,420,000	0	9,117	2,410,883
71160	11-000-291-260	Workmen's Compensation		610,000	0	610,000	0	610,000	0
71180	11-000-291-270	Health Benefits		9,270,117	0	9,270,117	4,383,865	3,972,846	913,406
71200	11-000-291-280	Tuition Reimbursement		120,000	0	120,000	42,787	11,004	66,209
71220	11-000-291-290	Other Employee Benefits		252,000	0	252,000	208,015	23,561	20,423
75500	12-000-100-73__	Undistributed Expenditures - Instruction		0	324,942	324,942	238,888	66,599	19,455
75560	12-000-21_-73__	Undist. Expend. - Supp Serv. - Related &		0	491,125	491,125	444,235	0	46,890
75600	12-000-220-73__	Undist. Expend. - Support Serv. - Inst.		0	5,400	5,400	5,374	0	26
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info		0	305,919	305,919	305,848	0	71
75720	12-000-262-73__	Undist. Expend. - Custodial Services		0	24,679	24,679	20,979	3,679	21
75740	12-000-263-73__	Undist. Expend. - Care and Upkeep of Gro		0	111,555	111,555	72,474	38,753	329
75760	12-000-266-73__	Undist. Expend. - Security		0	116,746	116,746	0	116,746	0
75780	12-000-270-732	Undist. Expend. Student Trans. - Non-Ins		0	212,624	212,624	165,840	46,742	42
75860	12-___-__00-73__	Special Schools (All Programs)		0	95,400	95,400	6,207	81,193	8,000
76040	12-000-400-334	Architectural/Engineering Services		0	5,820	5,820	3,314	2,506	0
76080	12-000-400-450	Construction Services		0	997,227	997,227	0	997,227	0
76200	12-000-400-800	Other Objects		10,000	0	10,000	0	0	10,000
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi		47,894	0	47,894	0	0	47,894
77000	13-330-100-101	Salaries of Teachers		393,807	0	393,807	210,228	183,579	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series		10,600	(5,000)	5,600	3,378	1,282	940
77080	13-330-100-610	General Supplies		65,000	10,000	75,000	21,987	31,365	21,649
77100	13-330-100-640	Textbooks		18,000	521	18,521	5,214	7,143	6,164
77120	13-330-100-8__	Other Objects		7,500	0	7,500	4,016	1,085	2,399
77180	13-330-200-2__	Personnel Services - Employee Benefits		115,000	0	115,000	74,396	40,604	0
78000	13-4__-100-101	Salaries of Teachers		605,587	0	605,587	305,438	300,149	0
78120	13-4__-100-610	General Supplies		347,000	24,775	371,775	119,282	64,705	187,788
78200	13-4__-200-1__	Salaries		403,918	0	403,918	205,589	198,329	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits		155,000	0	155,000	114,582	40,418	0
78240	13-4__-200-3__	Purchased Professional and Technical Svc		15,600	0	15,600	0	5,000	10,600
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series		40,000	11,839	51,839	36,041	9,797	6,001
78280	13-4__-200-6__	Supplies and Materials		10,800	1,005	11,805	7,062	2,565	2,179
78300	13-4__-200-8__	Other Objects		9,500	(205)	9,295	4,702	530	4,064
81000	13-629-100-101	Salaries of Teachers		423,422	5,000	428,422	108,087	320,335	0
81120	13-629-100-610	General Supplies		28,500	15,874	44,374	16,523	12,198	15,653
81140	13-629-100-640	Textbooks		1,000	0	1,000	0	0	1,000

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 10 General Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
81200	13-629-200-1__ Salaries	483,948	65,000	548,948	331,406	217,542	0
81220	13-629-200-2__ Personnel Services – Employee Benefits	200,000	0	200,000	111,166	83,799	5,035
81260	13-629-200-[4-5] Other Purchased Services (400-500 series	52,800	(9,880)	42,920	10,772	7,580	24,568
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	2,469	1,021	510
83000	13-640-200-1__ Salaries	85,277	0	85,277	46,623	38,654	0
83020	13-640-200-6__ Supplies and Materials	44,000	0	44,000	3,812	37,661	2,527
Total		71,788,306	5,433,829	77,222,135	34,816,756	33,715,863	8,689,516

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 20 Special Revenue Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$648,725.48)
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	\$9,188.15	
142	Intergovernmental - Federal	\$84,085.80	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$93,273.95

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	\$10,170,522.81	
302	Less revenues	(\$2,071,836.21)	\$8,098,686.60

**Total assets and resources**

**\$7,543,235.07**

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$648,725.48)
411	Intergovernmental accounts payable - state			\$4,218.70
421	Accounts payable			\$5,785.27
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>\$11,890.22</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances			\$3,956,974.57
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$10,527,108.68		
602	Less: Expenditures	(\$2,995,763.83)		
	Less: Encumbrances	(\$3,600,388.70)	(\$6,596,152.53)	\$3,930,956.15
	Total appropriated			\$7,887,930.72

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$356,585.87)
	Total fund balance			<b>\$7,531,344.85</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$7,543,235.07</u></b>

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

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$10,527,108.68	\$6,596,152.53	\$3,930,956.15
Revenues	(\$10,170,522.81)	(\$2,071,836.21)	(\$8,098,686.60)
Subtotal	<u>\$356,585.87</u>	<u>\$4,524,316.32</u>	<u>(\$4,167,730.45)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$4,524,316.32</u>	<u>(\$4,167,730.45)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$356,585.87</u>	<u>\$4,524,316.32</u>	<u>(\$4,167,730.45)</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>\$356,585.87</u>	<u>\$4,524,316.32</u>	<u>(\$4,167,730.45)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$356,585.87</u>	<u>\$4,524,316.32</u>	<u>(\$4,167,730.45)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 1/31/2021 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	491,106	10,101,106	2,026,419	Under	8,074,687
Total		9,630,000	540,523	10,170,523	2,071,836		8,098,687
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	20,000	60,175	80,175	8,105	30,826	41,243
88120	Vocational Education	20,000	(20,000)	0	0	0	0
88140	Other	320,000	222,629	542,629	353,557	122,281	66,792
88740	Total Federal Projects	9,270,000	634,305	9,904,305	2,634,102	3,447,281	3,822,921
Total		9,630,000	897,109	10,527,109	2,995,764	3,600,389	3,930,956

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	20,000	49,417	69,417	45,417	Under	24,000
00775 20-441[1-6] Title I	170,000	35,959	205,959	74,000	Under	131,959
00780 20-445[1-5] Title II	35,000	23,898	58,898	55,930	Under	2,968
00785 20-449[1-4] Title III	10,000	(10,000)	0	12,690		(12,690)
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	265,189	Under	259,391
00810 20-4430 Vocational Education	890,000	126,320	1,016,320	0	Under	1,016,320
00815 20-4440 Adult Basic Education	1,100,000	351,721	1,451,721	412,036	Under	1,039,685
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,610,000	(190,297)	6,419,703	948,773	Under	5,470,930
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	162,228	Under	166,124
Total	9,630,000	540,523	10,170,523	2,071,836		8,098,687

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	20,000	60,175	80,175	8,105	30,826	41,243
88120 20-___-___ Vocational Education	20,000	(20,000)	0	0	0	0
88140 20-___-___ Other	320,000	222,629	542,629	353,557	122,281	66,792
88500 20-___-___ Title I	170,000	35,959	205,959	101,752	72,643	31,565
88520 20-___-___ Title II	35,000	23,898	58,898	55,930	0	2,968
88540 20-___-___ Title III	10,000	(10,000)	0	0	0	0
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	49,580	524,580	294,863	149,731	79,987
88640 20-___-___ Vocational Education	870,000	146,320	1,016,320	170,176	696,619	149,525
88660 20-___-___ Adult Education	1,100,000	351,721	1,451,721	511,862	787,401	152,458
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,610,000	(58,746)	6,551,254	1,467,435	1,699,345	3,384,474
88700 20-___-___ Other	0	0	0	(21,945)	0	21,945
88706 20-479-___-___ CRF Grant Program	0	95,573	95,573	54,031	41,542	0
Total	9,630,000	897,109	10,527,109	2,995,764	3,600,389	3,930,956

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 30 Capital Projects Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$248,677.09)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$3,621,152.93

**Resources:**

301	Estimated revenues	\$7,040,477.35	
302	Less revenues	(\$2,814,959.89)	\$4,225,517.46

**Total assets and resources**

**\$7,597,993.30**



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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$248,677.09)
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			\$4,135,356.27
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$9,594,583.02		
602	Less: Expenditures	(\$1,529,268.31)		
	Less: Encumbrances	(\$1,581,250.60)	(\$3,110,518.91)	\$6,484,064.11
	Total appropriated			\$10,619,420.38

Unappropriated:

770	Fund balance, July 1			(\$467,321.41)
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$2,554,105.67)
	Total fund balance			<b>\$7,597,993.30</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$7,597,993.30</u></b>

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,594,583.02	\$3,110,518.91	\$6,484,064.11
Revenues	(\$7,040,477.35)	(\$2,814,959.89)	(\$4,225,517.46)
Subtotal	<u>\$2,554,105.67</u>	<u>\$295,559.02</u>	<u>\$2,258,546.65</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>\$295,559.02</u>	<u>\$2,258,546.65</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>\$295,559.02</u>	<u>\$2,258,546.65</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>\$295,559.02</u>	<u>\$2,258,546.65</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,554,105.67</u>	<u>\$295,559.02</u>	<u>\$2,258,546.65</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 1/31/2021 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	2,814,960	Under	4,225,517
Total		0	7,040,477	7,040,477	2,814,960		4,225,517
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	9,594,583	9,594,583	1,529,268	1,581,251	6,484,064
Total		0	9,594,583	9,594,583	1,529,268	1,581,251	6,484,064

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
		0	7,040,477	7,040,477	2,814,960	Under	4,225,517
Total		0	7,040,477	7,040,477	2,814,960		4,225,517
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000	30-__-__-73_ Capital Project Equipment	0	442,500	442,500	0	0	442,500
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	336,755	336,755	48,382	253,657	34,717
89080	30-000-4__-45_ Construction Services	0	6,525,611	6,525,611	1,251,795	1,183,255	4,090,561
89100	30-000-4__-61_ General Supplies	0	1,544,246	1,544,246	109,230	97,584	1,337,432
89180	30-000-4__-8_ Other Objects	0	745,470	745,470	119,862	46,755	578,853
Total		0	9,594,583	9,594,583	1,529,268	1,581,251	6,484,064

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 1/31/2021 Fund: 40 Debt Service Funds

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Assets and Resources

**Assets:**

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

**Resources:**

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

**Total assets and resources**

**\$0.00**

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

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 40 Debt Service Funds

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

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

Unappropriated:

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

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 1/31/2021 Fund: 40 Debt Service Funds

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 40 Debt Service Funds

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 60 CAFETERIA

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Assets and Resources

**Assets:**

101	Cash in bank		(\$77,496.15)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$152,502.00

**Resources:**

301	Estimated revenues	\$865,000.00	
302	Less revenues	(\$16,053.29)	\$848,946.71

**Total assets and resources**

**\$923,952.56**

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$77,496.15)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$664.00
	Other current liabilities		\$201,155.80
	<b>Total liabilities</b>		<b>\$212,191.80</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$551,729.80
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	(\$153,239.24)	
	Less: Encumbrances	(\$551,729.80)	(\$704,969.04)
	Total appropriated		\$711,760.76

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$711,760.76
	<b>Total liabilities and fund equity</b>		<b><u>\$923,952.56</u></b>

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Starting date 7/1/2020 Ending date 1/31/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$865,000.00	\$704,969.04	\$160,030.96
Revenues	(\$865,000.00)	(\$16,053.29)	(\$848,946.71)
Subtotal	<u>\$0.00</u>	<u>\$688,915.75</u>	<u>(\$688,915.75)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$688,915.75</u>	<u>(\$688,915.75)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$688,915.75</u>	<u>(\$688,915.75)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$688,915.75</u>	<u>(\$688,915.75)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$688,915.75</u>	<u>(\$688,915.75)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date

Starting date 7/1/2020 Ending date 1/31/2021 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	16,053	Under	848,947
Total		865,000	0	865,000	16,053		848,947
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	153,239	551,730	160,031
Total		865,000	0	865,000	153,239	551,730	160,031

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 60 CAFETERIA

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	865,000	0	865,000	16,053	Under	848,947
Total	865,000	0	865,000	16,053		848,947

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	865,000	0	865,000	153,239	551,730	160,031
Total	865,000	0	865,000	153,239	551,730	160,031

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 61 ENTERPRISE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		\$878,148.29
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	\$277,887.95	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$277,887.95

Loans Receivable:

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

Other Current Assets			\$124,215.00
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**Resources:**

301	Estimated revenues	\$2,923,200.00	
302	Less revenues	(\$1,460,604.65)	\$1,462,595.35

**Total assets and resources**

**\$2,742,846.59**

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

**Liabilities:**

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$7,610.60
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$59,900.00
	Other current liabilities		\$1,056,626.71
	<b>Total liabilities</b>		<b>\$1,124,137.31</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$1,235,283.65
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	\$2,923,200.00	
602	Less: Expenditures	(\$1,304,490.72)	
	Less: Encumbrances	(\$1,235,283.65)	(\$2,539,774.37)
	Total appropriated		\$383,425.63
			\$1,618,709.28

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$1,618,709.28
	<b>Total liabilities and fund equity</b>		<b><u>\$2,742,846.59</u></b>

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 1/31/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,923,200.00	\$2,539,774.37	\$383,425.63
Revenues	(\$2,923,200.00)	(\$1,460,604.65)	(\$1,462,595.35)
Subtotal	<u>\$0.00</u>	<u>\$1,079,169.72</u>	<u>(\$1,079,169.72)</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>\$0.00</u>	<u>\$1,079,169.72</u>	<u>(\$1,079,169.72)</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>\$0.00</u>	<u>\$1,079,169.72</u>	<u>(\$1,079,169.72)</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>\$0.00</u>	<u>\$1,079,169.72</u>	<u>(\$1,079,169.72)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,079,169.72</u>	<u>(\$1,079,169.72)</u>

Prepared and submitted by : \_\_\_\_\_  
Board Secretary Date



Starting date 7/1/2020 Ending date 1/31/2021 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	22,000	2,923,200	1,460,605	Under	1,462,595
Total		2,901,200	22,000	2,923,200	1,460,605		1,462,595
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,901,200	22,000	2,923,200	1,304,491	1,235,284	383,426
Total		2,901,200	22,000	2,923,200	1,304,491	1,235,284	383,426

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,901,200	22,000	2,923,200	1,460,605	Under	1,462,595
Total	2,901,200	22,000	2,923,200	1,460,605		1,462,595
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,901,200	22,000	2,923,200	1,304,491	1,235,284	383,426
Total	2,901,200	22,000	2,923,200	1,304,491	1,235,284	383,426

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 62 INTERNAL SERVICE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		\$551,211.76
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$2,203,200.00	
302	Less revenues	(\$1,189,781.68)	\$1,013,418.32

**Total assets and resources**

**\$4,659,420.08**

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 1/31/2021 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$2,537.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,436,296.47
	<b>Total liabilities</b>		<b>\$3,438,833.47</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$945,102.54
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	(\$1,146,695.80)	
	Less: Encumbrances	(\$945,102.54)	(\$2,091,798.34)
	Total appropriated		\$111,401.66
			\$1,056,504.20

Unappropriated:

770	Fund balance, July 1		\$164,082.41
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$1,220,586.61
	<b>Total liabilities and fund equity</b>		<b><u>\$4,659,420.08</u></b>

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 1/31/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,203,200.00	\$2,091,798.34	\$111,401.66
Revenues	(\$2,203,200.00)	(\$1,189,781.68)	(\$1,013,418.32)
Subtotal	<u>\$0.00</u>	<u>\$902,016.66</u>	<u>(\$902,016.66)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$902,016.66</u>	<u>(\$902,016.66)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$902,016.66</u>	<u>(\$902,016.66)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$902,016.66</u>	<u>(\$902,016.66)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$902,016.66</u>	<u>(\$902,016.66)</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		2,203,200	0	2,203,200	1,189,782	Under	1,013,418
Total		2,203,200	0	2,203,200	1,189,782		1,013,418
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,203,200	0	2,203,200	1,146,696	945,103	111,402
Total		2,203,200	0	2,203,200	1,146,696	945,103	111,402

Starting date 7/1/2020 Ending date 1/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,203,200	0	2,203,200	1,189,782	Under	1,013,418
Total	2,203,200	0	2,203,200	1,189,782		1,013,418

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,203,200	0	2,203,200	1,146,696	945,103	111,402
Total	2,203,200	0	2,203,200	1,146,696	945,103	111,402

# Transfers by Transfer Number

Bergen County Vo-Tech Schools

Page 1 of 1

03/16/21 09:03

End date 1/31/2021

Start date 1/1/2021

TR#	Transfer Description	Amount	To Account	From Account
2822	01/19/21 :EMS EQUIPMENT	19,000.00	12-000-100-730-EM	13-413-100-610-EM GENERAL SUPPLIES
2823	01/20/21 :CURRICULUM SUPPLIES	4,000.00	11-000-221-610-DI	11-000-221-580-DI TRAVEL
2846	01/29/21 :BCA TECHNOLOGY SUPPLIES	15,000.00	11-140-100-618-AC	11-000-223-580-AC TRAVEL
		10,000.00	11-140-100-618-AC	11-000-240-610-AC SUPPLIES & MATERIALS
		75,000.00	11-140-100-618-AC	11-140-100-100-AC SALARIES OF TEACHERS -
		75,000.00	11-140-100-618-AC	11-140-100-320-AC PURCHASED PROF ED
2851	01/31/21 :ARCHITECT FEES	1,550.00	11-000-230-334-DS	11-000-230-580-DS TRAVEL
		<b>199,550.00</b>	<b>Report Total</b>	

21-F-130T



21-F-139T

Vendors	Category	Contract #	Expires	Phone #
1075 Emergency Lighting	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00743	05/14/23	973-556-5729
22nd Century Technologies, Inc.	Temporary Staff Services	18-GNSV2-00348	02/01/21	888-998-7284
AB Select, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01051	12/31/23	877-740-2129
A Lembo Car & Truck Collision	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89274	07/20/21	973-484-5737
A Technology & Security Solutions, Inc.	Surveillance and Access Control Security Systems	17-TELE-00231	07/31/21	631-888-2800
Adiant Technologies, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01042	12/31/23	800-227-8770
Air Brake & Equipment	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89279	07/20/21	973-926-0168
Air Brake & Equipment	Automotive Parts /Heavy Duty Vehicles 15,000 lbs.	42086	08/09/21	973-926-0166
Alliance Bus Group formerly Arcola Sales & Service	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89259	07/20/21	201-507-8500
American Mobile Glass	Glass, Automotive & Windshield Repair	40175	07/20/21	973-697-0808
AT&T	Wireless Devices & Services	82584	02/28/22	732-610-6888
Atlantic Coast Marketing, Inc.	Publication Media	88064	02/28/22	877-803-0325
Atlantic Plumbing Supply Corp	Plumbing & Heating Supplies/Equipment	89788	10/30/21	732-929-0400
Automotive Brake Company	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	88000	02/25/22	201-342-0636
AVAYA, Inc.	Telecommunications Equipment and Services	80802	01/31/22	908-898-5587
Bever Brothers	Vehicles, Trucks, Class 2, P/U Utility/Dump with Snow Plow	88727	08/25/21	973-844-3200
Bever Brothers	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89258	07/20/21	201-943-3100
Bever of Morristown, LLC	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42089	08/09/21	201-943-3100
Bever of Morristown, LLC	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00211	07/27/21	973-287-8300
BFI	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00445	08/28/21	973-844-3200
Branley Brothers	Furniture: Office & Lounge	81630	04/30/21	973-503-0730
Bridgestone Americas, Inc.	Moving Svcs for DPMC & Cooperative Purchasing Participants	40144	10/31/21	973-824-8500
Broadway Moving and Storage	Tires, Tubes and Services (N-8000 NJ START)	19-FLEET-00708	03/31/24	615-937-3343
Bus Parts Warehouse	Moving Svcs for DPMC & Cooperative Purchasing Participants	40142	10/31/21	608-398-4561
Business Furniture Inc.(BFI)	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42088	08/09/21	800-835-5537
Campbell Freightliner	Office & Lounge Furniture-Herman Miller	81620	04/30/21	973-785-6463
Campbell Freightliner	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89284	07/20/21	732-287-1500
Canon USA	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42074	08/09/21	732-287-1500
Canon Business Solutions	Copiers, Multi-Function Devices, Maint., Supplies and Print Svcs.	40462	01/11/22	201-225-7784
Carman Chemical Company	NJ Cost per Copy	82707	12/31/21	631-330-2613
CDW Government LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01055	12/31/23	000-000-0000
CDW Government LLC	Data Communications Equipment	87718	05/31/21	888-778-7415
CDW Government LLC	Software License & Related Services	88849	06/30/21	888-778-7415
CDW Government LLC (EMC Corp)	NASPO Valuepoint Computer (formerly WCSA Contract - 1NJCP)	88868	07/31/21	888-778-7415
CDW Government LLC (Microsoft)	Computer Equipment, Peripherals & Related Services	40166	07/31/21	888-778-7415
Charles F. Connolly	Computer Equipment, Peripherals & Related Services	89874	07/31/21	888-773-7348
Chas S. Winner Inc. (Winner Ford)	AC, HVAC, Repair Parts	41607	05/31/21	201-988-8080
Cherry Valley Tractor Sales	Vehicles, Trucks, Class 2, Utility/Dump, with Snow Plow Option	88726	08/25/21	856-427-2786
Cherry Valley Tractor Sales	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00212	07/27/21	856-214-0758
Circle Brake of Passaic County	Parts & Repairs for Lawn & Grounds Equipment	43022	02/16/21	856-983-0111
Cisco Systems Inc.	Stid Steer Loader w/Quick-Detach. Bucket Various Atts & Trailer	78805	09/08/21	856-983-0111
Clerus Glassboards, LLC	Maintenance & Repair/Light/Medium Duty Vehicles	40861	03/17/21	973-772-3924
Cliffside Body Corp	Data Communications Equipment	87720	05/31/21	732-346-2183
Cliffside Body Corp	NASPO VALUEPOINT Computer	88866	07/31/21	215-620-2074
Command Radio	Library & School Supplies	17-FOOD-00269	08/22/21	888-813-7414
Commercial Interiors Direct Inc.	Snow Plow Parts, and Grader and Loader Blades	88268	01/19/22	201-945-3970
Commercial Interiors Direct Inc.	Maintenance & Repair/Light/Medium Duty Vehicles	40822	03/17/21	201-945-3970
Commercial Interiors Direct Inc.	Radio Communication Equipment and Accessories	83927	04/30/21	201-668-0131
Commercial Interiors Direct Inc.	Radio Communication Equipment and Accessories	83927	04/30/21	201-668-0131
Commercial Interiors Direct Inc.	Furniture: Office & Lounge	81613	04/30/21	423-823-0031
Commercial Interiors Direct Inc.	Furniture: Office & Lounge	81610	04/30/21	973-839-8394
Commercial Interiors Direct Inc.	Carpet/Flooring Supply & Install - Mfg. Tandus	81755	08/30/21	973-839-8394
Commercial Interiors Direct Inc.	Carpet/Flooring/Supply & Install - Mfg. Milliken	81752	06/30/21	973-839-8394
Commercial Interiors Direct Inc.	Carpet/Flooring/Supply & Install - Mfg. Mannington	81751	06/30/21	973-839-8394

Vendors	Category	Contract #	Expires	Phone #
Complete Book & Media Supply	Publication Media			
Computer Design & Integration, LLC	Data Communications Equipment	86087	02/28/22	800-886-1775
Concord Products Co Inc	Office Furniture Manufacturer	81814	05/31/21	201-831-1420
Connolly Dist Co	Heating, Ventilation and Air Conditioning Repair Parts	41807	04/30/21	856-833-3000
Consolidated Steel & Alum	Fence, Chain Link, Install & Replacement	88680	09/31/21	201 998-8080
Craftmaster Hardware, LLC	Locking Hardware (Parts Only) T2981	19-FOOD-00846	10/31/21	908-272-6262
Craft Oil Corp., dba Petrochoice	Auto Lubricants, Engine Gear Oils, Greases, Hydraulic	81514	04/30/21	201-788-0808
Dauphin	Furniture: Office & Lounge	81514	11/29/21	800-451-8523
David Weber	Automotive Lubricants	81616	04/30/21	973-283-1100
Deil Marketing	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1CP)	20-FLEET-01343	11/19/23	201-438-7333
Deil Marketing	Software License Maintenance & Support	19-TELE-00656	07/31/21	512-513-8701
Deil Marketing	Computer Equipment, Peripherals & Related Services	89850	06/30/21	846-573-0885
Deil Marketing	Data Communications Equipment	88798	03/31/21	512-728-4805
DFFLM LLC T/A Ditchman Flemington Road	Vehicles, Cargo Vans, Class 1/2/3, Regular/Extended	88211	06/01/21	800-681-3355
Ditto Sales (dba Versteel)	Furniture: Office & Lounge	81731	04/30/21	908-782-3873
D.M. Radio Service Corp.	Radio Communication Equipment and Accessories	83887	04/30/21	800-876-2120
EB Fence	Fence, Chain Link, Install & Replacement	88679	10/31/21	908-879-2525
EMC	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1CP)	89968	07/31/21	808-704-8884
EMR Power Systems, LLC	Preventive Maint. & Testing of Emergency Standby Generators	20-GNSV2-01162	05/31/23	732-635-2583
En Pointe(a PCM Company)	Software & Related Services	89854	06/30/21	608-386-1211
Eplus Technology Inc. (Cisco)	Data Communications Equipment	87720	06/30/21	877-609-5173
Eplus Technology Inc. (Lenovo)	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1CP)	89968	07/31/21	808-528-8912
Eventide, Inc.	Radio Communication Equipment and Accessories	83981	04/30/21	609-528-8912
Exemplis Corp.	Furniture: Office & Lounge	81711	04/30/21	201-541-1200
Faslanal	Facilities Maintenance & Repair & Operations (MRO) & Industrial Supplies	19-FLEET-00585	06/30/23	714-995-4800
FDR Hitches	Enclosed Trailers, Single Axle/Double Axle, Up to 7,000lbs. GVWR	19-FLEET-00879	06/27/22	609-530-0010
Firm Scientific, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01035	12/31/23	908-259-8500
Firestone Complete Auto Care	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	800-492-1261
FM Generator, Inc.	Preventive Maint. & Testing of Emergency Standby Generators	19-GNSV1-00443	05/31/23	615-837-3343
Forbo Flooring, Inc.	Carpet/Flooring/Supply & Install	81749	06/30/21	781-828-0026
FP Mailing Solutions (Franco TYP Postalia Inc)	Mailroom Equipment and Maintenance Various State Agencies	41263	04/14/21	570-460-0222
Frank Mezza	Carpet/Flooring/Supply & Install - Mfg/Mannington	81751	06/30/21	630-827-5837
Franklin Griffith LLC	Electrical Equipment & Supplies North, Central & South Regions	85580	06/30/21	609-561-5300
Frey Scientific	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01030	12/31/23	609-695-6121
Gen El Safety & Industrial	Environmental Testing Instruments (T0983 NJ START)	85084	05/31/21	888-388-3224
GovConnect	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1CP)	88974	07/31/21	973-895-7777
Granger	Industrial Products/MRO Supplies & Equipment (T# M0002)	19-FLEET-00568	06/30/23	800-800-0019
Graybar Electric Company, Inc.	Cabling Products & Services; Data Center Management Solutions	85151	10/09/21	877-888-4470
Goodyear Tire and Rubber Company	Tires, Tubes and Services	20-FLEET-00948	03/31/24	800-791-5454
H A Dehart & Sons	Maintenance & Repair for Heavy Duty Vehicles (class 5 or higher over 15,000lb)	88272	07/20/21	330-788-43252
Hach	Environmental Testing Instruments (T0983 NJ START)	85091	06/30/21	856-845-2800
Hannan Floor Covering	Carpet/Flooring/Supply & Install - Mfg: Mohawk	81753	06/30/21	800-227-4224
Harlante Flooring, Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/21	908-686-6333
Herrich Fleet Services, Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00210	07/27/21	808-513-1513
Herrich Fleet Services	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00444	08/28/21	800-698-9825
Hertzberg-New Method, Inc.	Publication Media	86070	02/28/22	800-698-9825
High Point	Furniture: Office & Lounge	81621	04/30/21	217-243-5451
Home Depot	NJ vendor number # is M9001 with NJSTART	18-FLEET-00234	12/31/21	336-431-7101
Hoover (Robert H. Hoover & Sons)	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	88257	07/20/21	732-926-2830
Hoover Truck Center	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42068	08/09/21	973-347-4210
HP Hewlett Packard	NASPO Valuepoint Computer	40116	07/31/21	973-347-4210
HP Hewlett Packard	NASPO Valuepoint Computer	88974	07/31/21	800-277-8888
IBM	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1CP)	40047	07/31/21	847-922-2977
Indiana Furniture Industries	Furniture: Office & Lounge	81622	04/30/21	214-258-4025
Insight Public Sector Inc	Software License & Related Services	89853	12/31/21	800-422-5727
				800-467-4448

Vendors	Category	Contract #	Expires	Phone #
Impact Fleet	Fuel Credit Card Services - Statewide	19-GNSV1-00808	11/29/21	281-445-1100
Jammer Doors	Overhead/Rolling Doors & Operations, Repair/Replace	85294	04/30/21	609-883-0800
Jersey Office Systems, LLC dba Jersey Mail Systems	Mailroom Equipment and Maintenance Various State Agencies	19-GNSV2-00680	04/14/21	908-534-1888
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Mohawk	81753	09/30/21	800-241-4586
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Marmington	81751	09/30/21	800-241-4586
Jewel Electric Supply	Electrical Equipment & Supplies North, Central & South Regions	19-FOOD-00608	09/30/21	201-653-1613
Johnson Controls Fire Protection	Testing, Inspection, Monitoring and Maintenance of Fire Suppression Systems	83717	10/23/21	973-295-8835
Johnson Communication	Radio Communication Equipment and Accessories	83925	04/30/21	201-428-2025
Johnson Communication	Cabling Products & Services, Data Center Management Solutions	85152	10/09/21	201-428-2025
Johnny On The Spot, LLC	Communication Wiring Services	88786	03/19/21	201-428-2025
Keelin Power Products	Fabricated & Prefabricated Structures: Portable Sanitation Units	20-GNSV1-01315	09/30/23	732-721-3443
Keat Electrical Supply	Parts & Repairs for Lawn & Grounds Equipment	43030	02/16/21	201-489-4454
Krueger International	Electrical Equipment & Supplies North, Central & South Regions	85593	09/30/21	973-484-7400
Lakeshore Learning Materials	Furniture: Office & Lounge	81720	04/30/21	800-454-7400
Lawson Supply	Library & School Supplies	17-FOOD-00250	09/30/21	800-421-5354
Lawson Products Inc.	Law Enforcement Firearms Equipment and Supplies (Jason Durie, rep)	17-FLEET-00740	05/14/23	201-994-6137
Lawson	Parts & Repairs for Road Maintenance Equipment	85890	11/29/21	800-890-8188
Lawson Products Inc.	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42111	09/09/21	215-741-3980
Leisure Unlimited	Parts & Repairs for Lawn & Grounds Equipment	43023	02/16/21	215-741-3980
Lenovo (formerly part of IBM)	Sporting Goods - Statewide	40743	04/30/21	732-283-3113
Lifesavers, Inc.	NASPO Valuepoint Computer (formerly WCSA Contract - 1NJCP)	40121	07/31/21	919-294-2860
LM Information Delivery / US	Building MGMT - Life Safety Equipment & AED	86071	09/14/21	973-244-9111
Louis A Jammer Co., Inc.	Publication Media	86071	02/28/22	610-558-9550
Lowes Home Centers	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	85294	04/30/21	609-883-0800
M & G Auto Parts, Inc.	Walk-In Building Supplies NJSTART #M8001	18-FLEET-00235	07/31/22	704-758-3818
Mail Chevrolet, Inc	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85988	02/25/22	201-868-6700
Manningville Mills	Vehicles, Passenger Vans, 8/12/15 Passenger	88229	09/02/21	856-662-7000
Merchandise Overhead Door Co.	Carpet/Flooring/Supply & Install	81751	06/30/21	706-602-6517
Microsoft Corporation	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	85293	04/30/21	856-338-1314
Mid Atlantic Truck Center	Computer Equipment, Peripherals & Related Services	40166	03/31/21	703-673-7871
Midland Radetec	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42075	09/09/21	908-862-8181
Modern Group, Ltd.	Maintenance & Repair Services 15,000 lbs.	88282	07/20/21	973-340-0533
Mohawk Group	Preventive Maintenance & Testing of Generators	20-GNSV2-01164	05/31/23	215-943-8100
Motorola Solutions, Inc	Carpet/Flooring/Supply & Install	81753	06/30/21	808-565-2292
MRA International	Radio Communication Equipment and Accessories	83909	04/30/21	609-324-3653
Municibid	NASPO Valuepoint Computer (formerly WCSA Contract - 1NJCP)	88974	07/31/21	732-222-0897
National Office Furniture	Auctioneering Services: Internet Auctions to Sell Surplus Property	19-GNSV1-00686	04/30/22	800-531-6074
NecPost	Furniture: Office & Lounge	81721	04/30/21	800-482-1213
Northeast Equipment	Mailroom Equipment & Maintenance	41267	04/14/21	573-489-8860
Northeastern Transmission Corp.	Parts & Repairs for Lawn & Grounds Equipment	43031	02/16/21	973-256-2040
On Site Fleet Service Inc	Maintenance & Repair Services 15,000 lbs. or Less	10/10/11	03/17/21	973-856-1111
Pasco Scientific	School Bus Repair	88273	07/20/21	732-651-1800
Pemberton Electrical Supply Co., LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01031	12/31/23	856-241-5743
Performance Tire Co., Inc.	Electrical Equipment & Supplies North, Central & South Regions	85579	06/30/21	609-518-7877
Hertzberg-New Method, Inc.	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	908-476-2226
PPC Lubricants, Inc.	Publication Media	86070	02/28/21	800-637-6581
Plitney Bowes	Auto Lubricants, Engine Gear Oils, Greases, Hydraulic	81515	11/29/21	800-772-5823
Power Place Inc	Mailroom Equipment & Maintenance	41268	04/14/21	804-486-8912
President Container Group, LLC	Parts & Repairs for Lawn & Grounds Equipment	43039	02/16/21	908-534-2837
ProComm Systems Inc.	Boxes, Computed DOC & DSS	20-FOOD-01068	01/14/23	201-933-7500
Quality Auto Glass Co.	Radio Communication Equipment and Accessories	83931	04/30/21	000-000-0000
Rachies/Michele's Oil Co.	Glass, Automotive & Windshield Repair	40176	04/30/21	908-754-2652
RD Sales Door & Hardware, LLC	Gasoline, Automotive	87241	10/31/24	973-546-1041
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81748	04/30/21	973-248-1222
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Marmington	81751	06/30/21	201-786-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81752	06/30/21	201-786-0006
Ritch USA	Copiers, Multi-Function Devices, Maint. Supplies and Print Servs.	40467	01/11/22	978-621-1276
Route 23 Auto Mail	Maintenance & Repair Services 15,000 lbs. or Less	89282	07/20/21	973-838-0820
Rubbercycle LLC	Park and Playground Equipment	16-FLEET-00131	05/30/21	732-363-0800

Vendors	Category	Contract #	Expires	Phone #
Safeco	Furniture: Office & Lounge	81729	04/30/21	770-615-1314
Savcen T/A Maco Office Supplies	(HON) Furniture: Office & Lounge	81641	04/30/21	201-887-3309
Shaw Contract Flooring Service	Carpet/Flooring/Supply & Install	81754	04/30/21	908-884-6324
SHI International Corp	Software Licenses & Related Services	88651	09/30/21	732-564-8189
Software House International (SHI)	NASPO Valuepoint Computer(formerly WCSA Computer Contract - 1NJCP	40118	07/31/21	732-868-5904
Software House International (SHI) (HP)	Data Communications Equipment	87718	05/31/21	732-868-5904
Stans Sport Center Inc	Sporting Goods - Statewide	40751	04/30/21	201-788-4668
Steele Moving & Storage, Inc.	Moving Svcs for DPMC & Cooperative Purchasing Participants	40145	10/31/21	858-848-4854
Ston Tractor	Parts & Repairs for Lawn & Ground Equip	43038	02/18/21	908-722-8830
Superior Distributors Co., Inc.	Non-OSM Automotive Parts & Accessories/Light Duty Vehicles	85989	02/25/22	201-787-8490
Tandus Ceriliva US, LLC	Carpet/Flooring/Supply & Install	81755	08/30/21	800-241-4802
Tele Measurements, Inc.	Video Teleconferencing Equipment & Services	81123	01/31/22	973-473-8822
Thomas Scientific	Scientific Equipment Accessories Supplies and Maintenance Statewide	1-FLEET-01033	12/31/23	858 472-8694
Tonasa Automotive Corp	Non-OSM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/25/22	800-437-0700
Troxell Communications, Inc.	Library & School Supplies	17-FOOD-00244	08/31/21	800-578-8858
Truck Pro DBA Truck Parts Specialists	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42091	08/09/21	201-288-8333
Turnout Fire & Safety	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00752	08/14/22	201 983-9312
United Electric Supply	Electrical Equipment & Supplies North, Central & South Regions	85581	09/30/21	858-787-8100
United Motor Parts, Inc.	Non-OSM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/22	201-376-6166
United Supply Corp.	Library & School Supplies (T0114)	17-FOOD-00282	08/30/21	718-439-9387
Van Dines Four Wheel Drive Center, Inc.	Snow Plow Parts, and Grader and Loader Blades	88270	01/19/21	201-487-1486
Valk Manufacturing	Snow Plows, D.O.T and Authorities	77724	04/30/21	717-768-0711
VCOM INTL Multi Media Corp, DBA Valiant IMC (Lenovo)	NASPO Valuepoint Computer (formerly WCSA Contract - 1NJCP)	40121	07/31/21	732-412-2376
Verizon Business	Data Communication Network Services	85943	02/10/22	908-239-7090
Verizon Wireless	Wireless Devices & Services	82563	02/28/22	215-280-1333
Versteel (dba Dillo Sales)	Furniture: Office & Lounge	81731	04/30/21	800-876-2120
VWR International, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01037	12/31/23	858-241-5743
Washauer Generator, LLC	Maintenance/Repair and Replacement Portable Commercial Mobile Generators	40273	05/31/21	732-741-6400
Waste Management of New Jersey, Inc.	Solid Waste Collection, Statewide	40379	01/10/21	608-434-5871
W B Mason	HON Furniture	19-FOOD-00827	04/30/21	888-926-2788
LM Information Delivery, Inc.	Publication Media	86071	02/28/21	610-556-9550
Xerox	Copiers, Mainl., and Supplies	40469	01/11/22	732-750-7514

SHARED SERVICES AGREEMENT  
SITE TECHNICIAN SERVICES - TECHNOLOGY SUPPORT SERVICES

THIS AGREEMENT made this 1st day of July, in the year Two Thousand and Twenty one, by and between Oradell Board of Education (hereinafter referred to as "Oradell"), having offices located at 350 Prospect Avenue, Oradell, New Jersey 07649 and the Bergen County Technical Schools Board of Education (hereinafter referred to as "Bergen"), having offices located at 540 Farview Ave, Paramus, New Jersey 07652;

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

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

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



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

2. Costs

a. Site Technician Services. Oradell shall pay Bergen seventy four thousand five hundred dollars (\$74,500), which is the cost of the site technician's salary inclusive of benefits, to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 20212

b. Technology Support Services. Oradell shall each pay Bergen eighteen thousand five hundred dollars (\$18,500) for the services of the technology support services to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

students, guests, licensees and invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Oradell, its agents, servants or employees related to the performance of Oradell's obligations under the terms of this Agreement.

b. Bergen assumes all liability for, and agrees to indemnify and hold Oradell and its agents, servants, employees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Bergen, its agents, servants or employees related to the performance of Bergen's obligations under the terms of this Agreement.

c. All parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other parties to be designated on its policy as an additional insured.

6. Merger

This Agreement merges and supersedes all prior negotiations, representations and/or agreements between the

For Bergen:

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

For Oradell:

Mr. John Marmora  
Business Administrator  
Oradell Board of Education  
350 Prospect Avenue  
Oradell, New Jersey 07649

11. Governing Law

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

12. Assignment

No party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the others, and any such transfer or assignment or attempt thereat shall be null and void.



by the parties as a covenant independent of any other term or condition contained in this Agreement. In the event that Oradell violates this provision, Oradell shall pay Bergen, for each violation, a monetary amount equal to one (1) year's contract cost of the Bergen employee in question, including but not limited to salary and benefits. It is understood and agreed that, in addition to the foregoing remedy, Bergen may also terminate this Agreement without prior notice in the event of Oradell's violation of this provision.

**SHARED SERVICES AGREEMENT**  
**Level 1 Technician**

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

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

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

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

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

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

1. Services to be Performed

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

2. Standards and Scope of Performance

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

- b. Technology Support Services Alpine shall pay Bergen Tech twenty two thousand six hundred sixty dollars (\$23,250) for the services of the technology support services to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022.

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

#### 4. Duration

- a. This Agreement shall commence on July 1, 2021 and shall end on June 30, 2022. This Agreement may be renewed by agreement of the parties for one (1) additional year on a yearly basis. Said renewal shall be in writing and approved by each party by formal resolution before becoming effective.
- b. **Alpine** may terminate this Agreement if Bergen Tech (1) persistently or repeatedly refuses or fails to perform the services required under this Agreement; (2) disregards laws, ordinances, rules, regulations or orders of a public authority having jurisdiction; or (3) otherwise commits a breach of this Agreement.
- c. Bergen Tech may terminate this Agreement if **Alpine** (1) persistently or repeatedly fails to make payment in accordance with this Agreement; or (2) otherwise commits a breach of this Agreement.

#### 5. Payment Procedures

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

#### 6. Indemnification and Insurance

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

10. Severability

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

11. Notice

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

For Bergen Tech:

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

For Alpine:

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

12. Governing Law

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

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

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

ATTEST:

ALPINE  
PUBLIC SCHOOLS  
BOARD OF EDUCATION

By: 

Olga Yarmolina  
Business Administrator

By: 

Philip Simotas  
Board President

Dated: 03/15/2021

Dated: 03/15/2021

BERGEN TECH REGIONAL  
HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION

By: \_\_\_\_\_

John Susino  
Business Administrator/  
Board Secretary

By: \_\_\_\_\_

William Connelly  
Board President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## BCTS/BOSCC

## ITA CONTRACT LOG

Board Resolution March 23, 2021

21-F-145T

Account#	Vendor Name	Vendor #	PO#	Client Name	Period	Obigation	Counselor	Hours
20.825.130.324V1	Bergen Community (CE)	5600	117017	ASTWOOD, Elizabeth	3/13/2021-6/28/2021	4,000.00	AW	90
20.825.130.324V1	Parisian	1473	117007	CARLOS, Linasia	4/12/2021-9/20/2021	2,280.00	SR	684
20.831.130.324V1	Bergen Blended	5318	117031	DEGLORIA, Patricia	3/15/2021-8/15/2021	4,000.00	AW	380
20.831.130.324V1	Bergen Blended	5318	117031	HARRIS, Antoinette	4/12/2021-8/6/2021	4,000.00	DF	300
20.831.130.324V1	Bergen Community (CE)	5600	117017	EASTER, Shakira	4/26/2021-6/28/2021	4,000.00	DF	90
20.831.130.324V1	BTII Institute	4623	117032	TIMOTHY, Anthony	2/22/2021-5/5/2021	4,000.00	DF	200
20.831.130.324V1	Jersey Tractor	U197	117023	FIELDS, Cory	3/15/2021-4/23/2021	4,000.00	SR	180
20.831.130.324V1	LasComp Inst	2174	117010	ERNST, Ruth	3/8/2021-6/26/2021	4,000.00	DF	320
20.831.130.324V1	LasComp Inst	2174	117010	REZABALA, Rocio	3/15/2021-7/3/2021	4,000.00	DF	320
20.831.130.324V1	National Career Institute	4367	117033	HERNANDEZ, Michael	3/17/2021-7/15/2021	4,000.00	DF	320
20.831.130.324V1	Ramapo	2672	117011	DIAZ, Jisseidy	2/24/2021-5/24/2021	4,000.00	DF	96
20.831.130.324V1	Ramapo	2672	117011	GUINTO, Romeo	3/10/2021-6/9/2021	4,000.00	DF	96
20.831.130.324V1	Rutgers CCPD	7378	117012	MANON, Wilfredo	3/29/2021-9/11/2021	4,000.00	SR	480
20.831.130.324V1	Rutgers CCPD	7378	117012	MIKHALYUK, Viktoriya	3/8/2021-8/21/2021	4,000.00	AW	480
20.831.130.324V2	Jersey Tractor	U197	117023	CAINES, Jason	3/8/2021-4/16/2021	4,000.00	DF	180
20.831.130.324V2	Jersey Tractor	U197	117023	HARRISON, Dejon	3/15/2021-4/23/2021	4,000.00	DF	180
20.831.130.324V2	Jersey Tractor	U197	117023	KHALLOUKI, Rachid	3/8/2021-4/16/2021	4,000.00	DF	180
20.831.130.324V2	Jersey Tractor	U197	117023	SCOTT, Edward	3/8/2021-4/16/2021	4,000.00	DF	180
20.831.130.324V2	Robotech CAD	3876	117029	LAWLESS, James	4/5/2021-6/8/2021	4,000.00	DF	200
20.831.130.324V2	School of Real Estate	7312	117034	GONZALEZ, Daisy	3/15/2021-4/30/2021	4,000.00	DF	100

21-F-146T

Bergen County Technical Schools  
Santander Bank  
General Account #9551020731

Outstanding Checks as of: 2/28/2021

Check Date	Check #	Amount
11/30/19	4416	96.90
12/31/19	4730	55.30
01/31/20	4986	115.00
01/31/20	5111	3,848.01
02/29/20	5161	1,499.90
02/29/20	5195	207.00
03/31/20	5508	97.51
03/31/20	5612	5,064.15
03/31/20	5641	875.00
04/30/20	5736	1,632.00
06/30/20	6139	145.00
06/30/20	6254	93.70
		<hr/>
Total Cancelled Checks		<u>13,729.47</u>