

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

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

**May 25, 2021**

**AGENDA**

#	<b><u>ADMINISTRATION RESOLUTIONS</u></b>
<b>21-A-88T</b>	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
<b>21-A-89T</b>	Approval – Students Suspensions April 2021
<b>21-A-90T</b>	Approval - Professional Development Providers and Services 2020-2021 School Year
<b>21-A-91T</b>	Approval – Webinar Expenses
<b>21-A-92T</b>	Approval – Agreement With Jill Pantaleo, LCSW and Associates D/B/A Bergen County Therapy – Mental Health Initiative 2021-2022 School Year.
<b>21-A-93T</b>	Approval—First Reading BOE Policies/Regulations
<b>21-A-94T</b>	Approval—Second Reading BOE Policies
<b>21-A-95T</b>	Approval – Joint Advanced Standing Admission Agreement– Felician University and BCTS – 2021-2025 School Year
<b>21-A-96T</b>	Approval Of Superintendent Decision Regarding HIB Case
	<b><u>PERSONNEL RESOLUTIONS</u></b>
<b>21-P-146T</b>	Approval 2020-2021 Staff Appointments
<b>21-P-147T</b>	Approval – 2020-2021 Salary Reclassifications – Non-Certificated
<b>21-P-148T</b>	Approval – 2021-2022 Renewal of Contracts; Custodial/Maintenance Staff Members
<b>21-P-149T</b>	Approval – 2021-2022 Renewal of Contracts; Non Tenured Secretarial Staff Members
<b>21-P-150T</b>	Approval – 2021-2022 Renewal of Contracts; Custodial/Maintenance Supervisory Staff
<b>21-P-151T</b>	Approval 2020-2021 Adult and Continuing Education Staff Salary Authorizations
<b>21-P-152T</b>	Approval 2020-2021 Adult and Continuing Education Reclassifications
<b>21-P-153T</b>	Approval 2020-2021 District Substitute Teachers
<b>21-P-154T</b>	Approval – 2020-2021 Emergency Medical Services Staff Salary Authorizations
<b>21-P-155T</b>	Approval 2020-2021 Job Descriptions
<b>21-P-156T</b>	Approval – 2020-2021 Mentors for Provisional Teachers
<b>21-P-157T</b>	Approval 2021-2022 Summer Work Authorization
<b>21-P-158T</b>	Approval – 2020-2021 & 2021-2022 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
<b>21-P-159T</b>	Approval – Leave(s) of Absence
<b>21-P-160T</b>	Approval – Retirements
<b>21-P-161T</b>	Approval – Superintendent’s Attainment of Merit Goals for 2020-2021
<b>21-P-162T</b>	Approval - Sidebar Agreement Amending the 2020-2023 Bergen County Vocational-Technical Schools Education Association Contract
<b>21-P-163T</b>	Approval - Sidebar Agreement Amending The 2018-2021 The Bergen County Technical Schools Secretarial Personnel Association Contract
<b>21-P-164T</b>	Approval - Resignation

	<b><u>FINANCE RESOLUTIONS</u></b>
<b>21-F-170T</b>	Approval-Payments Of Bills: April/May 2021
<b>21-F-171T</b>	Monthly Certification- March 2021 Board Secretary/School Financial Report
<b>21-F-172T</b>	Line Item Transfers – March 2021
<b>21-F-173T</b>	Approval – Acceptance of WIOA Audit Report for Fiscal Year 7/1/19-6/30/20
<b>21-F-174T</b>	Approval - Withdrawal of Funds from Capital Reserve Account
<b>21-F-175T</b>	Approval – Salary and Fringe Benefit Cost Proration School Year 2020-2021
<b>21-F-176T</b>	Approval – Acceptance of Donation for BCTS Paramus Campus
<b>21-F-177T</b>	Approval – Student Liability Insurance Policy – EMS Training Program 2021-2022 School Year
<b>21-F-178T</b>	Approval – Renewal of Student Accident Insurance Policy - BCTS for 2021-2022
<b>21-F-179T</b>	Approval – Renewal of Student Accident Insurance Policy – Adult Program and EMS for 2021-2022
<b>21-F-180T</b>	Approval – Shared Services Agreement with Edgewater Public Schools for Technology Support
<b>21-F-181T</b>	Approval – Shared Services Agreement with Moonachie Public Schools for Technology Support
<b>21-F-182T</b>	Approval – Renewal Contract for Computer Solutions 2021-2022
<b>21-F-183T</b>	Approval – Construction Project Management Services MAST Construction Renewal 2021-2022 School Year
<b>21-F-184T</b>	Approval – Professional Architectural Services Agreement for the Project at the BCC: JR Frank
<b>21-F-185T</b>	Approval – Vendor List Participation in State Contract Purchasing for BCTS 2020-2021
<b>21-F-186T</b>	Vendor Name Change – To Furnish and Deliver Various Uniforms and Shoes for BCTS
<b>21-F-187T</b>	Renewal of the Food Service Management Contract for the 2021-2022 School Year
<b>21-F-188T</b>	Award of Contract to Furnish and Deliver Educational Supplies for the 2021-2022 School Year: Auto and Physical Education/Athletics
<b>21-F-189T</b>	Approval—WIOA Formula Individual Training Account Log; 7/1/20-6/30/21
<b>21-F-190T</b>	Approval – Shared Services Agreement with North Arlington Public Schools for Technology Support 2021-2022 School Year
<b>21-F-191T</b>	Approval – Shared Services Agreement with Woodcliff Lake Public Schools for Technology Support 2021-2022 School Year
<b>21-F-192T</b>	Approval – Shared Services Agreement with Paramus Public Schools for Technology Support 2021-2022 School Year
<b>21-F-193T</b>	Approval – Additional Architectural Services to Renovate the Child Study Team Offices at Paramus Campus



## ADMINISTRATION

21-A-88T      APPROVAL—WIA/WF NJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT

### RESOLUTION

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

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

1.      PERFORMANCE OF WIOA FUNDS:

As of April 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WF NJ/FS/GA</u>
149 Clients	13 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
5 Clients	0 Clients	1 Client

2.      LEVELS OF SERVICE: Adults      7/1/20-04/30/21

Placed in Training	168
Workforce Learning Link Basic Skills	210
Workforce Learning Link Soft Skills	221

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

3.      FINANCIAL SUMMARY: As of April, 2021

<u>WIOA</u>	<u>% Obligated</u>	<u>% Total Budget Funding Distribution</u>
Adult	47%	21%
Dislocated Worker	56%	33%
Youth Out-of-School	58%	15%
Work First New Jersey (WF NJ)	65%	21%
Workforce Learning Link	53%	2%
Smart Steps	0%	0%
Program Administration	81%	8%

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

4.      Store Closings: Virtual Rapid Response April 2021: None

21-A-89T

**APPROVAL—REPORT OF STUDENT SUSPENSIONS**

**RESOLUTION**

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

April 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-90T

**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
Awesome Talks	Presentation for students at ATHS: Discipline Over Motivation	\$2,000.00	6/2/21
Silvergate Prep	Home Instruction for Teterboro Student	\$72.00/hour	April-June
Learn Well Education	Home Instruction for Teterboro Student	\$50.00/hour	April-May
High Focus	Home Instruction for Teterboro Student	\$50.00/hour	April-May

21-A-91T

**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
Teterboro	Erica Golle	SUPA Summer Institute: Women and Gender Studies (Virtual)	\$1961.00	7/12/21-7/16/21
Teterboro	Patrick Keane	Per diem reimbursement for attending training course	\$163.05	April 2021
Teterboro	Laura Nardelli	Per diem reimbursement for attending training course	\$190.50	April 2021
Teterboro	Robin Friedman	Cyber Education Discovery Forum (Virtual)	\$542.37	6/21/21-6/23/21
Paramus	Agnes Tuliszewska	National Skills USA Conference (Virtual)	\$190.00	6/14/21-6/18/21
WIB	Tammy Molinelli	National Association of Workforce Development Professionals Annual Conference (Virtual)	\$499.00	6/24/21-6/26/21

**20-A-92T      APPROVAL – AGREEMENT WITH JILL PANTALEO, LCSW AND ASSOCIATES D/B/A BERGEN COUNTY THERAPY – MENTAL HEALTH INITIATIVE 2021-2022 SCHOOL YEAR.**

**RESOLUTION**

WHEREAS, the Board of Education seeks to enhance the mental health services available to all of its students by creating and implementing a wellness program in connection with mental health agencies and local colleges and universities and, to that end, has a need for qualified, credentialed, licensed individuals to provide services to students and their families; and

WHEREAS, Jill A. Pantaleo, LCSW and Associates, LLC d/b/a Bergen County Therapy is a therapy practice of long standing in Bergen County possessing properly qualified and credentialed individuals to perform services to support the aforementioned mental health initiative; and

WHEREAS, the Board of Education and Jill A. Pantaleo, LCSW and Associates, LLC d/b/a Bergen County Therapy, have arrived at an agreement in principle, in the form annexed hereto, for a cost not to exceed \$81,120.00 which the Superintendent of Schools recommends for approval as in the best interests of the school district;

NOW THEREFORE BE IT RESOLVED that the Board of Education hereby ratifies and approves the aforementioned Agreement in the form annexed hereto subject to the final review and approval by the Board Attorney; and

BE IT FURTHER RESOLVED that the Superintendent and Business Administrator/Board Secretary be and hereby authorized to execute the Agreement and implement the terms of this Resolution for the 2021-2022 School Year.

21-A-93T

**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 0000 – Bylaws**

0164.6M Remote Public Board Meetings During a Declared Emergency

**Section 1000 – Administration**

1620M Administrative Employment Contracts

1643M Family Leave

**Section 2000 – Program**

2415M Every Student Succeeds Act

2415.02M Title I – Fiscal Responsibilities

2415.05M Student Surveys, Analysis and/or Evaluations

2415.20M Every Student Succeeds Act Complaints

**Section 5000 – Students**

5330.01M Administration of Medical Cannabis

**Section 6000 – Finances**

6360M Political Contributions

**Section 8000 – Operations**

8330M Student Records

8420M Emergency and Crisis Situations

**REGULATIONS – ONE READING ONLY****Section 5000 – Students**

R5330.05M Seizure Action Plan

**Section 7000 – Property**

R7440M School District Security

R7510M Use of District Facilities

**21-A-94T            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 April 29, 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 7000 – Property**

7425M            Lead Testing of Water in Schools

**21-A-95T            APPROVAL – JOINT ADVANCED STANDING ADMISSION AGREEMENT– FELICIAN UNIVERSITY  
AND BERGEN COUNTY TECHNICAL SCHOOLS – 2021-2025 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, Felician University shall offer courses to students in the Cybersecurity program at the Applied Technology High School, who meet the criteria as set forth in the attached Articulation Agreement between Bergen County Technical Schools and Felician University;

BE IT RESOLVED, that upon recommendation of Richard Panicucci, Assistant Superintendent of Curriculum, the Superintendent of BCTS is authorized to enter into the aforementioned agreement between Felician University and Bergen County Technical Schools for the 2021-2025 School Years.

RP: AS/am

**21-A-96T            APPROVAL OF SUPERINTENDENT DECISION REGARDING HIB CASE**

**RESOLUTION**

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

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

WHEREAS, at the meeting of the Board held on April 29, 2021, the Superintendent reported on the following matters to the Board of Education:

BCTS School Year 2020-2021 HIB Case #1

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

# POLICIES/REGULATION

## FIRST READING

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

## POLICY

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

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

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### EXPLANATION

Public Law 2020, c.34, authorized the Director of the Division of Local Government Services to promulgate emergency regulations which were codified as N.J.A.C. 5:39-1.1 through 39-1.7 (Emergency Remote Meeting Protocol for Local Public Bodies). The Code established standard protocols for remote public meetings during the Governor-declared emergency. The New Jersey Department of Community Affairs (NJDCA) published Local Finance Notice, (LFN) 2020-21 – September 24, 2020 – New Emergency Regulations: Remote Public Meetings Held During a Declared Emergency. This new Bylaw is in compliance with the new administrative code and the LFN 2020-21. The administrative code requires the Board of Education to use electronic communication equipment that has some very specific capabilities that are outlined in the Bylaw. The administrative code also provides several options for the Board to decide upon in order to adopt this Bylaw.

### THE BYLAW

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

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

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

- A. “Adequate notice” shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 through 39-1.7, and to the extent not otherwise set forth at N.J.A.C. 10:4-8, the notice transmitted to at least two (2) newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.
- B. “Annual notice” means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 through 39-1.7, the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.
- C. “Board” or “Board of Education” means a Board of Education or a Board of Trustees of a charter school as defined as a “local public body” or “public body” as per N.J.A.C. 5:39-1.2.
- D. “Declared emergency” means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c.222 (N.J.S.A. 26:13-1 through 13-31, Emergency Health Powers) or a state of emergency, pursuant to P.L. 1942, c.251 (N.J.S.A. App.A:9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.
- E. “Electronic notice” means advance notice available to the public via electronic transmission of at least forty-eight (48) hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.
- F. “Internet” means the international computer network of both federal and non-federal interoperable packet switched data networks.
- G. “Live streaming” means the live audio and video transmission of a remote public meeting over the Internet.
- H. “Local public body” means any “public body,” as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county.



This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 through 5A-27 (Local Authorities Fiscal Control Law), including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3 (Uniform Shared Services and Consolidation Act; Definitions).

- I. “Public business” means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body’s functions or the conduct of its business.
  - J. “Public meeting” means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three (3) or more similar public bodies at a convention or similar gathering.
  - K. “Remote public meeting” means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 through 1.7.
- III. Circumstance Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3
- A. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 through 4-21, the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with member of the public present.
  - B. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to state and/or federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.

1. As set forth at N.J.A.C. 5:39-1.4(c ), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.
  - C. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- IV. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
- A. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
    1. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty (50) public participants (beyond those persons required to conduct business at the meeting).
  - B. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
    1. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
    2. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.
  - C. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
    1. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.

2. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
- D. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
1. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
- E. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.
1. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
  2. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.
- F. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
1. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the School Business Administrator/Board Secretary by electronic mail and in written letter form by a reasonable deadline.
  2. The Board shall accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
  3. The Board shall impose a reasonable time limit, where permitted by law, of five (5) minutes on individual public comments and the same

limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.

- G. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.
1. Any electronic communications platform or Internet -accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
  2. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.
- H. Subject to Section IV.E. and IV.F. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.
1. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
  2. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
  3. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
    - a. The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;
    - b. If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may

result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.

- i. Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.
- c. A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.
  - i. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

I. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.

- 1. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.

V. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5

- A. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
- B. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and Section V.C. below.
  - 1. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and Section V.A. above, and shall be posted on the Internet website or webpage of Board and/or school

district, or the entity responsible for appointing the members of the Board.

- a. If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an Internet presence.
  - b. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in person. The notice must be viewable from the outside.
- C. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
1. Necessary for the continuing operation of government and which related to the emergency declaration connected with the declared emergency; or
  2. Requiring decision during the remote public meeting due to imminent time constraints.
- D. Nothing in this Bylaw or in N.J.A.C. 5:39-1.1 through 39-1.7 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
- E. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven (7) days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.
1. In addition to the mean of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.

2. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.
  3. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
    - a. Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
- F. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to Section V.E. above, the Board shall issue adequate and electronic notice for said meeting pursuant to Section V.A. and V.B. above as if the meeting were not included in the annual notice.
- G. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
1. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
  2. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
    - a. Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or
    - b. Requiring decision during the remote public meeting due to imminent time constraints; or
  3. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
    - a. The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-



9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in holding of the meeting;

- b. That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
  - c. The time, place, and manner in which notice of the meeting was provided; and
  - d. Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason when such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.
- H. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.
- 1. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.

#### VI. Executive or Closed Session During Remote Public Meetings

- A. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
  - 1. A separate non-public conference line or e-platform session may be employed for this purpose.
- B. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
- C. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.



- D. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
- E. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

Legal references: *N.J.A.C. 5:39-1.1 through 39-1.7 (Emergency Remote Meeting Protocol for Local Public Bodies)*

Adopted (BCTS):

Adopted (BCSS):

- ☒ BCTS Policy No. 0164.6M
- ☒ BCSS Policy No. 0164.6M

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

## POLICY

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

**Title: ADMINISTRATIVE EMPLOYMENT CONTRACTS**

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### EXPLANATION

This policy is being revised in response to a New Jersey Appellate Court case (*Wall Township Education Association v. Wall Township Board of Education*, DKT. NO. 252-10/17, Commissioner of Education, 01 June 2018). The Court overturned a Commissioner of Education decision regarding the public notice and hearing requirements for an administrative contract that is rescinded or terminated by the Board before it is due to expire and the parties agree to new employment terms. A Board of Education rescinded an existing Superintendent's contract and provided the Superintendent with a new contract. The Board, following the statutory language and New Jersey Department of Education (NJDOE) Guidance, did not provide public notice or have a public hearing. The Board's action was challenged. The Commissioner upheld the written language of the law, the NJDOE Guidance, and the Board's action indicating public notice and a public hearing is not required when an existing contract is rescinded and a new contract is approved. New Jersey statute 18A:11-11 (Notice of proposed contract term changes for certain school officials; time for notice; hearing) does not include the term "rescind" when indicating a public notice and hearing is required. The Appellate Court, on appeal, overturned the Commissioner's decision and indicated the legislative intent of N.J.S.A. 18A:11-11 was to require a public notice and hearing under these circumstances, which was contrary to the Commissioner's decision, NJDOE Guidance, and a Memorandum from the Executive County Superintendent.

This policy has been revised to require a public notice and hearing under these circumstances. In addition, the policy has been revised to reflect P.L. 2019, Chapter 169 which, among other issues, abolished the Superintendent salary caps and made several revisions related to abolishing the salary caps in N.J.S.A. 18A:7-8 (General powers and duties [of executive county superintendents]), N.J.S.A. 18A:7-8.1 (Standards of review and approval of certain school staff employment contracts), and N.J.S.A. 18A:17-19.2 (Regulation of maximum salary of superintendent).

In addition, this policy is now mandated based on the decision of the Appellate Court.

## THE POLICY

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

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

## TIMING OF CONTRACT REVIEW AND APPROVAL

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

## PUBLIC NOTICE AND HEARING

~~The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendent, or School Business Administrator.~~

~~The public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured.~~

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

superintendents, and school business administrators) Section (c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty (30) days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten (10) days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A:3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

## **BOARD TO PROVIDE STATEMENT OF CONTRACT COSTS**

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

## **ADDITIONAL CONTRACTUAL REQUIREMENTS**

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and

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

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

8. Contractual provisions that include a calculation of per diem for twelve (12) month employees shall be based on a two hundred sixty (260) day work year.
9. ~~No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.~~ **No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:**
- a. **A contract may include no more than three (3) quantitative merit criteria and two (2) qualitative merit criteria per contract year.**
  - b. **The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.**
  - c. **A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.**
  - d. **The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.**
10. ~~No provision for payment at the separation or retirement shall be made for work not performed except as otherwise authorized above.~~ **No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.**
11. **No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.**



12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance **shall not** ~~cannot~~ exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and **New Jersey Office of Management and Budget (NJOMB)** ~~NJ Office of Management and Budget (OMB)~~ circulars. If such allowance is included, the employee **shall not** ~~cannot~~ be reimbursed for business travel mileage nor assigned permanently a car for official District business. Any provision of a car for official District business must conform to N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract **shall** ~~can~~ include a provision of a dedicated driver or chauffeur.
13. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1, which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a **regionally** ~~duly~~ accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~. No contract shall include a provision for assistance, ~~or~~ tuition reimbursement, or ~~for~~ additional compensation for graduate school coursework, unless **the** ~~such~~ coursework culminates in the acquisition of a graduate degree conferred by a **regionally** ~~duly~~ accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~.

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

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

Legal references: *N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11; 18A:11-12; 18A:17-15.1; 18A:30-3.2; 18A:30-3.5; 18A:30-9*

*N.J.A.C. 6A:3 (Controversies and Disputes); 6A:23A-6.12; 6A:23A-7 through 23A-7.13*

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

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

☒ BCTS Policy No. 1620M

☒ BCSS Policy No. 1620M

# POLICIES

## SECOND READING



☒ **BERGEN COUNTY TECHNICAL SCHOOLS**

☒ **BERGEN COUNTY SPECIAL SERVICES**

## **POLICY**

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

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

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

### **SAMPLING AND ANALYSIS OF WATER**

The Board of Education shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the District qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(j). This lead sampling and analysis shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, (d)2, and (d)3, and shall be in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 through 12A-39).

### **PUBLICATION OF TEST RESULTS**

The Superintendent of Schools or his or her designee shall complete a review of the final laboratory results within seventy-two (72) hours of receipt. Within twenty-four (24) hours after the Superintendent or his or her designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This written notification shall include: a description of the measures taken by the Superintendent or his or her designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; any additional remedial action taken or planned by the Board of Education; the measures taken to ensure that alternative drinking water has been made available to all students and staff members; identification of the location of the water outlet(s); and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and (e)2. Notwithstanding the results or date of any prior testing, the Board shall continue to

test drinking water outlets in the designated statewide required testing year, which shall be every third (3<sup>rd</sup>) school year beginning with the 2021-2022 school year. By no later than June 30 of the designated statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(g)2.

## **STATEMENT OF ASSURANCE**

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

## **REIMBURSEMENT OF COSTS FOR WATER TESTING**

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

Legal references:     *N.J.S.A. 58:12A-1 through 12A-37 (Safe Drinking Water Act)*  
  
                              *N.J.A.C. 6A:26-12.4 (Safety Requirements for School Facilities;  
Safe drinking water)*

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

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

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

## POLICY

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

**Title: FAMILY LEAVE**

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### EXPLANATION

This new (and mandated) policy consolidates Policy Nos. 3431.1M and 4431.1M – Family Leave [Federal Family and Medical Leave Act (FMLA)] and Policy Nos. 3431.3 and 4431.3 – New Jersey’s Family Leave Insurance Program [New Jersey Family Leave Act (NJFLA)] under one new policy.

A number of revisions have been made to the NJFLA that have been incorporated into the consolidated policy as summarized below:

#### Revisions to the New Jersey Statutes Concerning NJFLA and Policy No. 1643M

1. N.J.S.A. 34:11B-3 was recently revised on three separate occasions.
  - a. The first revision to N.J.S.A. 34:11B-3 was approved on February 2, 2019, as a part of P.L. 2019, c. 37. The revision expanded the use of “family leave” to include the placement of a “foster child” to a “foster parent” and leave for “a child born pursuant to a valid written agreement between the employee and a gestational carrier.” The definition of “family member” has been expanded to include additional relatives and “any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.”
  - b. The second revision to N.J.S.A. 34:11B-3 was approved on March 25, 2020, as a part of P.L. 2020, c. 17. This revision was subsequently repealed by the third revision. See Section 1.c. below.
  - c. The third revision to N.J.S.A. 34:11B-3 was approved on April 14, 2020, as a part of P.L. 2020, c. 23. This revision expanded the definition of “family leave” by creating a new qualifying reason for NJFLA leave related to a state of emergency declared in response to an epidemic of a communicable

disease. There was also an added definition for “health care provider”.

2. N.J.S.A. 34:11B-4 has been revised on three separate occasions.
  - a. N.J.S.A. 34-11B-4 was approved on February 2, 2019 as a part of P.L. 2019, c. 37. N.J.S.A. 34:11B-4’s provisions revised the requirements of intermittent NJFLA leave taken for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between a staff member and a gestational carrier or the placement of a child into foster care with a staff member or in connection with adoption of such child by a staff member. The revision to the statute removed the requirement that the employer must agree to the employee’s use of intermittent NJFLA leave. The revised statute now references N.J.S.A. 43:21-39.2 and N.J.S.A. 43:21-39.3 for the rules regarding an employee’s use of intermittent NJFLA leave. N.J.S.A. 43:21-39.2 and N.J.S.A. 43:21-39.3 do not require the employer’s approval for the employee to use intermittent NJFLA leave.
  - b. The second revision to N.J.S.A. 34:11B-4 was approved on March 25, 2020, as a part of P.L. 2020, c. 17. This revision added language regarding NJFLA leave being taken in connection with quarantine or isolation due to a state of emergency being declared related to an epidemic of a communicable disease. An employee who may be denied NJFLA as per Section I.F.1.a of this policy may not be denied NJFLA leave for this purpose.
  - c. The third revision to N.J.S.A. 34:11B-4 was approved on April 14, 2020, as a part of P.L. 2020, c. 23. This revision requires the employee to provide certification to the Board of Education for NJFLA leave being taken due to a state of emergency being declared related to an epidemic of a communicable disease.
3. N.J.S.A. 34:11B-5 was approved on February 2, 2019, as a part of P.L. 2019, c. 37. The statute was revised to increase the time period reduced leave may be taken from “twenty-four (24) consecutive weeks” to “twelve (12) consecutive months”. The revised statute removed language that required the employer to agree to the employee’s use of reduced NJFLA leave. The statute now references N.J.S.A. 43:21-39.3 which provides the rules regarding an employee’s use of intermittent NJFLA leave.
4. N.J.S.A. 43:21-39.3 was approved on February 2, 2019, as a part of P.L. 2019, c. 37. The statute was revised to reflect the changes made

in N.J.S.A. 34:11B-4 and 34:11B-5. The revision added language outlining general requirements for the use of intermittent NJFLA leave for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between a staff member and a gestational carrier or the placement of a child into foster care with a staff member or in connection with adoption of such child by a staff member.

The New Jersey Administrative Code which outlines "Rules Pertaining to the Family Leave Act", N.J.A.C. 13:14-1 et seq., has not yet been updated to reflect the revisions to the statutes discussed above even though these provisions are currently in effect. Therefore, any current administrative code provisions that are inconsistent with the new statutory provisions presented above have not been included in the policy. The policy will be revised once any relevant administrative code provisions are adopted.

#### Revisions to FMLA and NJFLA in relation to the COVID-19 Pandemic

The revisions made to the NJFLA addressing the new communicable disease provision have been included in this new policy because they are permanent and do not have an expiration date. However, any revisions made to the FMLA that were addressed in the Federal Families First Coronavirus Response Act (FFCRA) have not been included because the FFCRA expired on December 31, 2020.

In January 2021, the FFCRA was replaced by the Consolidated Appropriation Act 2021 (CAA), which does not require employers to extend Federal family leave or provide emergency paid sick leave to employees for the COVID-19 related reasons permitted in the FFCRA. The CAA provides tax credits to employers that provide the FFCRA leave time entitlements to employees, but the CAA did not provide any such provisions to assist public employers. However, a public employer may voluntarily extend the FFCRA leave time entitlements to employees without any financial assistance.

The policy does not include provisions regarding the FFCRA leave entitlements. A school district that chooses to extend the FFCRA leave entitlements beyond December 31, 2020, may use the provisions included in Policy No. 1649M – Federal Families First Coronavirus (COVID-19) Response Act. We anticipate that Policy No. 1649M will be abolished because of the expiration of the Federal Act on December 31, 2020. If the FFCRA is extended beyond December 31, 2020, the policy will remain in effect accordingly.

The District should note that the NJFLA now provides employees with leave entitlements for reasons related to a state of emergency because of communicable disease.

## Permissive to Decisive Language

The FMLA and the NJFLA have permissive language including such terms or phrases as the Board or employee “may” or “has the option to” do, or not do, a particular act. Including this permissive language in this policy may create the potential for the Board to apply the requirements of the law inconsistently. Permissive language was changed to decisive language such as “shall”, “must”, or “require”. In addition, these revisions address practices that are universally accepted and implemented by the school districts. The following list is a complete outline of all the places in the new consolidated policy where these recommended changes have been made.

1. Section I.C.1. – The NJFLA indicates the leave **may be with or without pay**. This section of the policy indicates NJFLA leave **shall be without pay**.
2. Section I.D.1. – The NJFLA indicates an employee **may** be required to provide written notice to a Board requesting such leave. The policy **requires** an employee to provide written notice to the Board requesting such leave.
3. Section I.E.1. – The NJFLA indicates the Board **may** require an employee to sign a form of certification established by the Board attesting that such employee is taking NJFLA leave for the reason they have stated. The policy **requires** an employee to sign a form of certification established by the Board attesting that such employee is taking NJFLA leave for the reason they have stated.
4. Section II.D.2.a.i).b). – The FMLA makes it **optional** for an employee to require an employee to provide medical certification supporting their request to use FMLA leave. The policy **requires** the employee to submit medical certification supporting their request to use FMLA leave.
5. Section II.E.1.e. – The FMLA indicates an employee, **upon request from the Board**, shall “advise the Board of the reasons why the intermittent/reduced FMLA schedule is necessary and of the schedule for treatment, if applicable.” The policy indicates the employee **shall** “advise the Board of the reasons why the intermittent/reduced FMLA schedule is necessary and of the schedule for treatment, if applicable.”
6. Section II.J.4.a. – The FMLA indicates the Board “**may** require all similarly-situated staff members to . . .” submit a fitness for duty certification to return to work. The policy states the Board “**shall** require all similarly situated staff members to . . .” submit the fitness for duty certification.

## Employer Notice Requirement

The NJFLA and FMLA require a school district to provide staff members with notice of their rights under each family leave law. Sections I.H.2. and II.K.1.a. of this policy indicate it satisfies the Board of Education's notice requirement to staff members. It is recommended that the District post the policy on the District's website and provide a hard copy or an electronic copy to each staff member annually before the beginning of the school year and/or upon an employee's initial employment in the District during the school year.

## Policy Nos 3431.3M and 4431.3M – New Jersey's Family Leave Insurance Program (NJFLI)

Required policy language for the NJFLI program is now incorporated in Section I.J. of the policy. Therefore, the District should remove these two policies from the District's Policy Manual. By providing a copy of the new policy to an employee the District is satisfies the Board's notice requirement to employees regarding the NJFLI.

As this policy consolidates the information in Policy Nos 3431.1M, 4431.1M, 3431.3 and 4431.3 into one document, these policies should be abolished with one motion at a public Board meeting.

## **THE POLICY**

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

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

### **I. New Jersey Family Leave Act**

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

- 1. "Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a**



staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

2. **“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.**
3. **“Eligible employee” means any individual employed by the same employer for twelve (12) months or more, who has worked one thousand (1,000) or more base hours during the preceding twelve (12) month period.**
4. **“Employer” includes the state, any political subdivision hereof, and all public offices, agencies, boards, or bodies.**
5. **“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.**
6. **“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.**
7. **“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.**
8. **“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:**
  - a. **Inpatient care in a hospital, hospice, or residential medical care facility; or**
  - b. **Continuing medical treatment or continuing supervision by a health care provider.**



**As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:**

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:**
    - i. Treatment two (2) or more times by a health care provider; or**
    - ii. Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;**
  - b. Any period of incapacity due to pregnancy, or for prenatal care;**
  - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;**
  - d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer’s disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or**
  - e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).**
- 9. “Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.**
- 10. “State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by**

**the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.**

**B. Reasons for NJFLA Leave**

- 1. A staff member may take NJFLA leave to provide care made necessary by reason of:**
  - a. The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;**
  - b. The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;**
  - c. The serious health condition of a family member of the staff member; or**
  - d. A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:**
    - i. Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;**
    - ii. Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or**
    - iii. Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of**

suspected exposure of a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

**C. Staff Member Eligibility**

1. NJFLA leave may be taken for up to twelve (12) weeks within any twenty-four (24) month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.
2. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve (12) months or more, and has worked one thousand (1,000) or more base hours during the preceding twelve (12) month period.
3. The method to determine the twenty-four (24) month period in which twelve (12) weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four (24) month period measured backward from the date a staff member uses any leave under NJFLA. ***THIS IS THE RECOMMENDED CHOICE.***

**OTHER CHOICES:**

- the calendar year.
  - any fixed “leave year,” such as a fiscal year or a year starting on a staff member’s “anniversary date”.
  - the twenty-four (24) month period measured forward from the date any staff member’s first leave under NJFLA begins.
4. This policy shall serve as notice to all staff members of the method chosen in Section I.C.3. above. This method shall be applied consistently and uniformly to all staff members.

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

5. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife,

or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

6. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

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

#### **D. Types of NJFLA Leave**

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

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

2. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.
  - a. A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty (30) days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
  - b. A staff member shall provide the Board with certification pursuant to Section I.E. below.
3. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.
  - a. A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the

**staff member or in connection with adoption of such child by the staff member.**

- i. The staff member shall provide the Board with prior notice of not less than fifteen (15) calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.**
  - ii. The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.**
  - iii. A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to Section I.E.2. below.**
- b. The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:**
  - i. The total time which the intermittent NJFLA leave is taken does not exceed twelve (12) months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four (24) month period or until such time the twelve (12) week NJFLA leave is exhausted, whichever is shorter;**
  - ii. The staff member provides the Board with prior notice of not less than fifteen (15) calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.**

**The staff member may provide notice less than fifteen (15) days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;**

- iii. **The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the District and, if possible, provide the District, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and**
  - iv. **The staff member provides the Board with a copy of the certification outlined in Section I.E.3. below.**
- c. **In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:**
  - i. **The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;**
  - ii. **The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the District and, if possible, provide the District prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and**
  - iii. **A staff member provides the Board with a copy of the certification outlined in Section I.E.4. below.**
- d. **Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:**
  - i. **A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve (12) consecutive months for any one period of NJFLA leave;**

- ii. **The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;**
  - iii. **A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the District. A staff member shall provide the District with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and**
  - iv. **A staff member must provide the Board with a copy of the certification outlined in Section I.E.1. below.**
- 4. **NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.**
- 5. **A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.**
  - a. **A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.**
  - b. **During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regular scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.**
  - c. **The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.**

**E. Certification**

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





the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination and the probable duration of the determination; or

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

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

**F. Denial or Exemption of NJFLA Leave**

**1. Denial of NJFLA Leave**

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

**suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.**

- c. In any case in which NJFLA leave has already commenced at the time of the notification pursuant to Section I.F.1.a.iii. above, a staff member shall return to work within ten (10) days of the date of notification.**

**G. Reinstatement from NJFLA Leave**

- 1. Upon the expiration of an NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.**
- 2. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.**

**H. Notice to Staff Members**

- 1. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.**
- 2. Access to and/or distribution of this policy shall serve as District notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.**

**I. Local Board of Education Practices**

- 1. Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the District's practice or a provision in a collective bargaining agreement, if applicable.**

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

**2. Multiple Leaves of Absence**

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

**J. New Jersey Family Leave Insurance Program (NJFLI)**

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

- a. The written notification may be transmitted to the staff member in electronic form.
- b. Access to and/or distribution of this policy shall serve as District notice to staff members of their rights under the NJFLI Program.

## **II. Federal Family and Medical Leave Act**

### **A. Definitions Relative to Federal Family and Medical Leave Act**

- 1. “Covered Employer” means any public or private elementary or secondary school(s) regardless of the number of employees employed.
- 2. “Employee” means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).
- 3. “Hours of Service” means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.
- 4. “Parent” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents “in law.”
- 5. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CRF §825.119 (Leave for treatment of substance abuse).
- 6. “Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18) or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.
- 7. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into

or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex marriage or common law marriage.

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

#### **B. Qualifying Reasons for FMLA Leave**

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

#### **C. Staff Member Eligibility**

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

- a. The twelve (12) months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
  - b. The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785 (Hours Worked).
  - c. The Board shall not provide pay for FMLA leave.
3. The method to determine the twelve (12) month period in which the twelve (12) weeks of FMLA leave entitlement occurs will be

**GARY: SELECT ONE OF THE FOLLOWING  
OPTIONS**

- the calendar year.
- a school year.
- a staff member's employment anniversary date.
- the twelve (12) month period measured forward from when a staff member's first FMLA leave begins.
- a "rolling" twelve (12) month period measured backward from the date a staff member uses any FMLA leave.

**N.B. THIS LAST OPTION IS RECOMMENDED**

4. Pursuant to 29 CFR §825.201 (Leave to care for a parent), a husband and wife both employed by the Board are limited to a combined total of twelve (12) weeks of FMLA leave during the twelve (12) month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a

staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

**D. Types of FMLA Leave**

- 1. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three (3) consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.**
- 2. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.**
  - a. Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:**
    - i. For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.**
      - a) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in Section II.D.2.a.i. above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.**
      - b) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.**
      - c) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment**



by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

- ii. For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
- iii. To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
- iv. For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.
- v. For FMLA leave taken after the birth of a healthy child or placement of a health child for adoption or foster care, only if the Board agrees.

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

- b. If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
- c. When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

- i. If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
- ii. If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

**E. Staff Member Notice Requirements**

- 1. A staff member eligible for FMLA leave must give at least a thirty (30) day written advance notice to the Superintendent or his or her designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.
  - a. If thirty (30) days is not practical, a staff member must provide notice “as soon as practicable” which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
  - b. Where it is not possible to give as much as thirty (30) days’ notice, “as soon as practical” ordinarily would mean a least verbal notification to the Superintendent or his or her designee within one or two (2) business days or when the need for FMLA leave becomes known to a staff member.
  - c. The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
  - d. When planning medical treatment, a staff member must consult with the Superintendent or his or her designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

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

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

**F. Outside Employment During FMLA Leave**

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

**G. "Instructional Employees" Exceptions for FMLA Leave**

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

position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

6. If an instructional staff member begins FMLA leave more than five (5) weeks before the end of the school year, the Board may require a staff member to continue taking FFMLA leave until the end of the semester if:
  - a. The FMLA leave will last three (3) weeks; and
  - b. A staff member would return to work during the three-week period before the end of the semester.
7. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five (5) week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - a. The FMLA leave will last more than two (2) weeks; and
  - b. The staff member would return to work during the two (2) week period before the end of the semester.
8. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three (3) week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five (5) working days.
9. An example of FMLA leave falling within the situations outlined in Sections II.G.6., and II.G.8. above:

If a staff member plans two (2) weeks of FMLA leave to care for a family member which will begin three (3) weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
10. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.
11. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by

the Board to the end of the school term is not counted as FMLA leave; however;

- a. The Board shall be required to maintain a staff member's group health insurance; and
- b. The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

#### **H. FMLA Leave Related to Military Service**

1. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
2. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

The District must grant an eligible staff member up to twelve (12) work weeks of unpaid, job-protected FMLA leave during any twelve (12) month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

3. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

The District must grant up to a total of twenty-six (26) workweeks of unpaid, job-protected FMLA leave during a "single twelve (12) month period" to care for a covered servicemember with a serious injury or illness.

#### **I. Verification**

1. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

The Board must give written notice of a requirement for certification each time a certification is required. The

**Board's oral request to a staff member to furnish any subsequent certification is sufficient.**

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

**Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;**

- d. **If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;**
  - e. **If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;**
  - f. **If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;**
  - g. **If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and**
  - h. **If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.**
4. **A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.**

**It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.**



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

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

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

**J. Reinstatement Following FMLA Leave**

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

**2. Denial of Reinstatement**

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

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

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

**A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent (10%) of all staff members employed by the Board within seventy-five (75) miles of a staff member’s worksite.**

- c. **If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, a staff member has no right to restoration to another position under the FMLA.**

**The Board’s obligation may; however, be governed by the Americans with Disabilities Act, state leave law, or workers’ compensation laws.**

- d. **A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA’s job restoration or maintenance of health benefits provisions.**

### **3. Intent to Return to Work**

**The Board may require a staff member on FMLA leave to report periodically on a staff member’s status and intent to return to work.**

### **4. Fitness for Duty Certification**

- a. **As a condition of restoring staff member whose FMLA leave was a result of a staff member’s own serious health condition that made a staff member unable to perform a staff member’s job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member’s health care provider that a staff member is able to resume work.**
- b. **A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.**

**K. The Board of Education Notice**

**1. Notice of Staff Member Rights Under FMLA**

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

**2. Eligibility Notice**

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

**3. Designation Notice**

- a. The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving**

notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five (5) business days absent extenuating circumstances.

- b. If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

**L. Local Board of Education Practices**

**1. Substitution of Paid Leave**

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

**2. Maintenance of Staff Member Benefits**

The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

**III. Shared Provisions**

**A. Interference with Family Leave Rights**

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

**B. Non-Tenured Teaching Staff**

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

**C. Record Keeping**

The Superintendent or his or her designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and MLA leave can be properly determined.

**D. Processing of Complaints**

**1. New Jersey Family Leave Act**

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

**2. Federal Family and Medical Leave Act (FMLA)**

a. If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or his or her designee.

b. A staff member also may file, or have another person file on his or her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

c. This policy shall be posted on the District's website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the District during the school year.

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

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

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

Adopted (BCTS):  
Adopted (BCSS):

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

## POLICY

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

Title: **EVERY STUDENT SUCCEEDS ACT ~~NO CHILD LEFT BEHIND PROGRAMS~~**

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### EXPLANATION

The No Child Left Behind (NCLB) Act was superseded by the Every Student Succeeds Act (ESSA) requiring revision of several policies and removal of two of them.

They are Policy No.:

2415M	Every Student Succeeds Act	Revised
2415.01M	Academic Standards, Academic Assessments, and Accountability	Abolished
2415.02M	Title I – Fiscal Responsibilities	Revised
2415.03M	Highly Qualified Teachers	Abolished
2415.05M	Student Surveys, Analysis, and/or Evaluations	Revised
2415.20M	Every Student Succeeds Act Complaints	Revised
4125M	Employment of Support Staff Members	Revised
6360M	Political Contributions	Revised
8330M	Student Records	Revised
9713M	Recruitment by Special Interest Groups	Revised

In addition one regulation, R2425.20M – Every Student Succeeds Act Complaints, must be revised.

Policy No. 2415M contained general provisions of NCLB and now lists the general provisions of the ESSA. The list of all individual Title programs is being removed as it is no longer a requirement under ESSA to be included in the policy. It also updates the Academic Standards, Academic Assessments, and Accountability section because the ESSA now requires each state to develop its own accountability system to be included in a state plan, which then must be approved by the United States Department of Education (USDOE). The NJDOE waiver from the USDOE on certain NCLB requirements has also been removed from the policy. It is no longer applicable. This policy is mandated for all school districts receiving federal funds.

## THE POLICY

~~The No Child Left Behind Act (NCLB) of 2001~~ **Every Student Succeeds Act (ESSA)** is a reauthorization of the Elementary and Secondary Education Act (ESEA)/~~Improving America's Schools Act (IASA) 1994, of 1965 that which~~ provides **federal** funds to help all New Jersey school children to achieve **a high quality education. a minimum proficiency in the state curriculum standards.** ~~These funds are distributed in the form of federal entitlement grants to the states, which, in turn, distribute them to the school districts in each state. NCLB embodies four (4) key principles or "pillars" of education reform: accountability for results, an emphasis on doing what works based on scientific research, expanded parental options, and expanded local control and flexibility. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps.~~ The Board of Education elects to augment the instructional program of students by projects supported by federal funds allocated under ~~the ESSA NCLB~~ and the District will comply with the requirements of all the programs authorized by ~~NCLB the ESSA.~~

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

## APPLICATION PROCEDURE

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

## COVERED PROGRAMS

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

~~The intent of NCLB is that all children will meet state academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:~~

- ~~A. Title I, Part A, (Improving Basic Programs Operated by Local Educational Agencies) provides the programs and resources for disadvantaged students to meet the intent of this program. It requires the state and the District to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students and using instructional practices that have proven to be effective.~~



- ~~B. Title I, Part D, (Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk) serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure that they also attain high academic levels of performance.~~
- ~~C. Title II, Part A, (Teacher and Principal Training and Recruiting Fund) provides the resources for improving teacher and principal quality and increasing the number of highly qualified teachers and principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training and recruiting high-quality teachers and principals and requires the state to develop plans with annual measurable objectives that will ensure all educators teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.~~
- ~~D. Title II, Part D, (Enhancing Education Through Technology) facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth (8<sup>th</sup>) grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.~~
- ~~E. Title III, Part A, (English Language Acquisition, Language Enhancement, and Academic Achievement Act) focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.~~
- ~~F. Title IV, Part A, (Safe and Drug-Free Schools and Communities) provides resources for fostering a safe and drug-free learning environment that supports academic achievement.~~
- ~~G. Title V, Part A, (Innovative Programs) provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.~~
- ~~H. Title VI, Part B, (Rural Education Initiative) addresses the unique needs of rural school districts.~~
- ~~I. Title IX (Equal Opportunity in Education Act) covers the general provisions applicable to some/all of the programs.~~

~~Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parents and legal guardians are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.~~



## TITLE I

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

The District must use the best available measure for identifying children from low-income families to identify eligible school attendance areas, to determine the ranking of each area, and to determine allocations as identified in the Title I guidelines and regulations.

The District will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The District will provide the NJDOE assurances that it will make available the maximum coordination between the Title I program, the regular school program and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities, and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

## TYPE OF TITLE I PROGRAM – TARGET ASSISTANCE PROGRAM

The District will offer a Target Assistance Title I program. Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the NJDOE.

## ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS AND ACCOUNTABILITY

The District will comply with the **accountability system requirements established by the NJDOE and as outlined in the New Jersey State Plan and approved by the United States Department of Education (USDOE) Policy No. 2415.1M – Academic Standards, Academic Assessments and Accountability, in accordance with the NJDOE and NCLB.**

## FISCAL RESPONSIBILITY

The District will comply with the requirements as outlined in Policy No. 2415.2M – Title I – Fiscal Responsibilities, in accordance with the NJDOE and ~~the ESSA NCLB~~.

## STAFF

The District will comply with the **staff certification requirements of the ESSA and the NJDOE requirements as outlined in Policy No. 2415.3M – Highly Qualified Teachers, in accordance with the NJDOE and NCLB.** In addition, the District will ensure all

paraprofessionals meet the requirements as **established** ~~required~~ by **the ESSA** ~~NCLB~~ and as outlined in Policy No. 4125M – Employment of Support Staff Members.

## **PARENTAL INVOLVMENT**

The District will comply with the requirements as outlined in Policy No. 2415.4M – Parental Involvement, in accordance with the NJDOE and **the ESSA** ~~NCLB~~.

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

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

## **UNSAFE SCHOOL CHOICE OPTION**

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

## **PROPERTY**

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

## **CAPITAL EXPENSES**

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

## **POST-AWARD REQUIREMENTS**

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

## **SUPPLEMENT, NOT SUPPLANT**

Grant funds provided under federal programs, including **the ESEA of 1965 as amended by the ESSA NCLB funding**, shall supplement, and not supplant **the funds that would, in the absence of such other non-federal funds, be made that are available to provide programs and services to eligible from state and local sources for the education of students, participating in unless otherwise provided in the grant programs assisted under the ESEA of 1965 as amended by the ESSA.**

## **~~STATE WAIVER FROM CERTAIN PROVISIONS OF NO CHILD LEFT BEHIND~~**

~~The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the District's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the District shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.~~

## **EVALUATION**

The Superintendent or his or her designee will evaluate the **ESSA NCLB** programs as required by the **USDOE United States Department of Education** and the NJDOE.

Legal Reference: ~~*No Child Left Behind Act of 2001*~~ *Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.*

Adopted (BCTS): 9/22/04 Rev.: 4/30/13 Rev.:  
Adopted (BCSS): N/A

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

## POLICY

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

**Title: TITLE I – FISCAL RESPONSIBILITIES**

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### EXPLANATION

This policy has been revised to provide an additional section, "Supplement, Not Supplant." The policy is mandated for this District as it receives Title I funds.

### THE POLICY

The Board of Education of the Bergen County Technical School District will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the **Every Student Succeeds Act (ESSA)** ~~No Child Left Behind (NCLB) Act of 2001.~~

### MAINTENANCE OF EFFORT

To be in compliance with the requirements of the ESEA of 1965 as amended by the ~~ESSA NCLB of 2001, §1120A(a)~~, the Board of Education will maintain **either** a combined fiscal effort per student, or aggregate expenditures, of state and local funds with respect to the provision of the free public education ~~by in~~ the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent (90%) of the combined fiscal effort per student, or the aggregate expenditures, for the second preceding fiscal year.

### COMPARABILITY WITH MULTIPLE SCHOOLS

To be in compliance with the requirements of the ESEA of 1965 as amended by the ~~ESSA NCLB of 2001, §1120A(e)~~, the Board of Education directs the Superintendent or his or her designee to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among the schools in the District. **The District will ensure that state and local funds are used to provide comparable services for Title I and non-Title I schools.**

### COMPARABILITY OF MATERIALS AND SUPPLIES

To be in compliance with the requirements of the ESEA of 1965 as amended by the ~~ESSA NCLB of 2001, §1120A(e)~~, the Board of Education directs the Superintendent or his or her designee to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among the schools in the District.

## **SUPPLEMENT, NOT SUPPLANT**

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

Legal references: ~~*No Child Left Behind Act of 2001, §1116*~~ *Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.*

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

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

## POLICY

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

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

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### EXPLANATION

This policy addresses the issue of a school district obtaining the written consent from parents for their child to participate in a survey, analysis, or evaluation funded in whole or in part by the USDOE. NCLB included a major amendment to the Federal Protection of Pupil Rights Amendment (PPRA) that gave parents additional rights which are still current under the ESSA. The policy has been revised to remove the NCLB citation at the end of the document and to provide an updated definition of "minor" student. Under the "Consent" section, "Item Number 9. Social Security Number" is not a PPRA protected information area, but IT IS a protected information area under the New Jersey law, N.J.S.A. 18A:36-34 (Written approval required prior to acquisition of certain survey information from students). This is outlined in Policy No. 9560, "Administration of School Surveys." This policy is mandated.

### THE POLICY

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

### CONSENT

The PPRA requires written consent from parents **of unemancipated minor students** and students who are eighteen (18) years old or emancipated minor students (eligible students) before ~~such minor~~ students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following ~~eight (8)~~ areas referred to as "protected information surveys":

1. Political affiliations or beliefs of the student or the student's parent(s);
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;

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

This consent requirement also applies to the collection, disclosure, or use of student information for marketing purposes, referred to as “marketing surveys” and for certain physical examinations and screenings.

#### **“OPT A STUDENT OUT” NOTICE**

**The parents of unemancipated minor students and eligible students who are eighteen (18) years old or emancipated minor students** will be provided with an opportunity to opt ~~a student~~ out of participating in:

- The collection, disclosure, or use of personal information obtained from students for marketing, to sell or otherwise distribute information to others;
- The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
- Any non-emergency, invasive physical examination required as a condition of attendance, administered by the District or its agents and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under state law.

#### **INSPECTION**

**The parents of unemancipated minor students and eligible students who are eighteen (18) years old or emancipated minor students**, upon request and before administration or use, have the right to inspect:

- Protected information surveys of students;

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The ~~Superintendent~~ **Principal** or his or her designee shall be responsible for obtaining the **consent, annual direct notification to parents<sup>1</sup> or and eligible students<sup>2</sup> at the start of each school year and after any substantive changes of the “opt a student out” rights, and the inspection rights provisions of PPRA and this policy** ~~consent. The Principal or his or her designee shall send direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights and the inspection rights provisions of PPRA and this policy.~~ The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”

## PPRA CONSENT/OPT OUT VIOLATIONS

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

Legal references: ~~No Child Left Behind Act of 2001, Title X, Part F, §1061~~  
**The Protection of Pupil Rights Amendment (PPRA)** (20 U.S.C. 1232h;  
 34 CFR Part 98)

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

~~N.J.S.A. 18A:36-34~~

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



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

## POLICY

Section: PROGRAM  
Number: 2415.20M

Title: **EVERY STUDENT SUCCEEDS ACT ~~NO CHILD LEFT BEHIND COMPLAINTS~~**

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### EXPLANATION

The ESEA requires a complaint procedure for resolving complaints filed by an individual or organization alleging a school district or the NJDOE violated the provisions of the ESSA. This policy and Regulation No. R2415.20M have been revised to update the provisions of the complaint procedure to be in compliance with the ESSA. Both the policy and regulation are mandated for this District as it receives federal funding under the ESSA.

### THE POLICY

~~Pursuant to 20 U.S.C. 7844, Sec. 9304(a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB),~~ **The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA).** The Board of Education shall adopt a policy and written procedures **for resolving a written complaint presented by an individual or organization that alleges** ~~that offer parents and legal guardians, public agencies, other individuals, or organizations a method for the receipt and resolution of complaints alleging~~ violations in the administration of the **ESSA** ~~NCLB~~ programs as identified by the New Jersey Department of Education (NJDOE).

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

- A school, the District, **or** other agency authorized by the District or by the NJDOE violated the administration of education programs **authorized** ~~required by the Elementary and Secondary Education Act (ESEA)~~ as amended by **the ESSA** ~~NCLB~~; and/or
- The NJDOE violated the administration of education programs required by the ESEA as amended by **ESSA** ~~NCLB~~.

## COMPLAINTS

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

## COMPLAINT PROCEDURES

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

If the complainant is not satisfied with the outcome of the investigation **by the District, the complainant must submit a written complaint** ~~may initiate a complaint to the NJDOE by submitting a written complaint to the NJDOE to the attention of to the Executive County Superintendent for the county where the District is located. This process does not apply to alleged violations concerning participation of nonpublic school children. A list of the County Offices of Education and County Superintendents can be found at <http://www.state.nj.us/njded/regions/> or by calling (609) 292-4469.~~

The Executive County Superintendent will coordinate the investigation of a complaint. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined that a violation has occurred, the **Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint.** ~~Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the complaint. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent the complainant may submit a written request for review of that determination to the Assistant Commissioner of the NJDOE.~~

~~If the complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education by writing to the Secretary at: Office of Hearings & Appeals, 400 Maryland Avenue, SW, Washington, DC 20202-4611; telephoning (202) 619-9700 or emailing <http://www.ed-oha.org/index.html>.~~

A complaint alleging that the NJDOE violated the administration of a program must be submitted to the **designated NJDOE Assistant Commissioner** ~~Chief of Staff or the United States Department of Education Secretary. The NJDOE requests the complainant first contact the NJDOE Chief of Staff to resolve the issue. The appropriate NJDOE Office~~

~~assigned by the Assistant Commissioner of Strategic Initiatives and Accountability will~~  
~~notify the complainant in writing regarding the outcome of the investigation. coordinate~~  
~~the investigation of a complaint. When the investigation is complete, the Chief of Staff will~~  
~~notify the complainant in writing regarding the outcome of the investigation.~~ If it is  
determined a violation has occurred, the **Assistant Commissioner** ~~Chief of Staff shall will~~  
**identify and impose the** ~~identify and impose~~ appropriate consequences or corrective actions  
as required by **statute and/or** regulation to resolve the complaint.

If a complainant does not agree with the NJDOE's decision, the complainant may  
appeal to the **Secretary of the** United States Department of Education.

Legal references: ~~20 U.S.C. 7844, Sec 9304(a)(3)(C) of the No Child Left Behind Act of~~  
~~2001~~

~~New Jersey Department of Education 1/26/07 Memorandum No~~  
~~Child Left Behind Elementary and Secondary Education Act (ESEA)~~  
~~Complaint Policy and Procedure~~

Adopted (BCTS): 11/3/08 Rev.:  
Adopted (BCSS): N/A

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

## POLICY

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

**Title: ADMINISTRATION OF MEDICAL CANNABIS ~~MARIJUANA~~**

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### EXPLANATION

N.J.S.A. 18A:40-12.22 (Medical cannabis in nonpublic schools; authorization of parents, guardians, and designated caregivers to administer; provisions) requires school districts to develop a policy authorizing parents, guardians, and primary caregivers to assist a student in the medical administration of cannabis while on school grounds, on a school bus, or attending a school-sponsored event. The statute was recently revised along with N.J.S.A. 24:6I-1 through 6I-30 (Jake Honig Compassionate Use Medical Cannabis Act). The primary revision was a change in terminology from "marijuana" to "cannabis". There were several other revisions to the statutes including the addition of definitions for "Commission", "Designated caregiver", "Health care practitioner", and "Registration with the Commission". This policy and Regulation No. R5330.01M have been revised to address the updated terminology and new definitions. There were no changes to the required procedure outlined in N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22 requires school districts to adopt a policy permitting the administration of medical cannabis on school grounds, aboard a school bus, or at a school-sponsored event. This policy and Regulation No. R5330.01M are mandated and must be adopted by the Board of Education.

### THE POLICY

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22 (Medical cannabis in nonpublic schools; authorization of parents, guardians, and designated caregivers to administer; provisions), must adopt a policy authorizing parents, ~~guardians~~, and primary caregivers to administer medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical ~~marijuana~~ **cannabis** to the student while on school grounds aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 through 6I-~~1630~~ (Jake Honig Compassionate Use Medical Cannabis Act), this policy and Regulation No. R5330.01M – Administration of Medical ~~Marijuana~~ **Cannabis**.

## REQUIREMENTS – STUDENT USER AND ~~PRIMARY~~ DESIGNATED CAREGIVER

A student enrolled in the District must be authorized to engage in the medical use of **cannabis** pursuant to N.J.S.A. 24:6I-1 through 6I-30 and that the parent or designated caregiver be authorized to assist the student with the medical use of **cannabis** pursuant to N.J.S.A. 24:6I through 6I-30. ~~marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 through 6I-16.~~ The student and the **designated** primary caregiver(s) must complete the registration process to registration with the Cannabis Regulatory Commission obtain a Registry Identification Card from the New Jersey Department of Health in accordance with the requirements of N.J.S.A. 24:6I-4 (**Registry of qualifying patients and designated caregivers; identification card; registration requirements; application and renewal**).

### SUBMISSION OF WRITTEN REQUEST

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

### ~~PRIMARY~~ DESIGNATED CAREGIVER'S DUTIES

Medical ~~marijuana~~ **cannabis** may be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the **designated** ~~primary~~ caregiver(s) in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 through 6I-~~16~~30. The prescribed medical ~~marijuana~~ **cannabis** must be in the possession of the primary caregiver at all times, except during the administration process. The **designated** ~~primary~~ caregiver(s) shall comply with the requirements contained in the written approval for the administration of medical ~~marijuana~~ **cannabis** to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event provided by the Principal, Program Administrator, or his or her designee.

All health records related to the administration of medical ~~marijuana~~ **cannabis** to a qualifying student patient while on school grounds, aboard a school bus, or attending a

school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

## **MATTERS CONCERNING ARREST AND/OR PROSECUTION**

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of ~~marijuana~~ **cannabis** as authorized under N.J.S.A. 24:6I-1 through 6I-~~1630~~ or N.J.S.A. 18A:40-12.22. No custodial parent, guardian, or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of ~~marijuana~~ **cannabis** as authorized under N.J.S.A. 24:6I-1 through 6I-~~1630~~ or N.J.S.A. 18A:40-12.22.

Legal Reference: *N.J.S.A. 18A:40-12.22; 24:6I-1 through 6I-~~1630~~*

*N.J.A.C. 6A:16-2.4; 6A:32-7.4*

Adopted (BCTS): 2/28/17 Rev.:  
Adopted (BCSS): 2/27/17 Rev.:

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

## POLICY

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

**Title:** **POLITICAL CONTRIBUTIONS**

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### EXPLANATION

This policy states a Political Contribution Disclosure (PCD) Form is required for Board of Education contracts for contracted educational services provided under NCLB in excess of Seventeen Thousand Five Hundred & 00/100 Dollars (\$17,500.00) as per the Department of Community Affairs – Local Finance Notice – June 4, 2007 (LFN 2007-11). The policy is being revised to remove the provision referencing “contracted educational services provided under NCLB and has been replaced with any “educational services provided under any federally funded program” which would include any ESSA program.

This policy remains mandated.

### THE POLICY

#### POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS

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

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

#### DEFINITIONS

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



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

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

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

Insurance companies and banks are prohibited under state law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten (10) days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500.00 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of \$17,500.00 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-state private special education schools, ~~supplemental~~ educational services under **any federally funded program NCLB**, early childhood school providers – DHS approved, and other similar programs.

If the District spends more than \$17,500.00 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including state colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.



Legal references:     *N.J.S.A. 19:44A-1 through 44A-47 (The New Jersey Campaign Contributions and Expenditures Reporting Act)*

*N.J.A.C. 6A:23A-6.3*

*New Jersey Department of Community Affairs Local Finance Notices  
– 6/4/07 & 1/15/10*

Adopted (BCTS): 4/29/09   Rev.: 5/25/11   Rev.: 10/12/11   Rev.:  
Adopted (BCSS): 4/29/09   Rev.: 4/27/11   Rev.: 9/20/11   Rev.:

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

## POLICY

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

**Title: STUDENT RECORDS**

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### EXPLANATION

This policy references a provision of NCLB that addresses student information being provided to military recruiters, an institution of higher education, or prospective employers if a school district prepares a student information directory. The ESSA made only several minor changes to this provision of NCLB, which are addressed in N.J.S.A. 18A:36-19.1 (Pupil records; creation, maintenance and retention, security and access; regulations; nonliability) and outlined in more complete detail in Policy No. 9713M – Recruitment by Special Interest Groups. The policy has been revised to reflect these changes.

This policy remains mandated.

### THE POLICY

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

### POLICY REGULATIONS

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

### GENERAL CONSIDERATIONS

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a

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

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

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access to or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

## **STUDENT INFORMATION DIRECTORY**

A student information directory is a publication of the Board of Education that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized District personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the District publishes a student information directory, the Superintendent or his or her designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the District from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and ~~P.L. 107-110 sec. 9528~~, **20 U.S.C. §8528 – Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act (ESEA) of 1965** ~~No Child Left Behind Act of 2001~~. **In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.**

## **SCHOOL CONTACT DIRECTORY FOR OFFICIAL USE**

A school contact directory for official use is a compilation by the District that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The District shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify the Superintendent or his or her designee in writing.

## **MANDATED AND PERMITTED STUDENT RECORDS**

Mandated student records are those records that school districts have been directed to compile by New Jersey statute, regulation, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy No. 8330M and Regulation No. R8330M, both titled Student Records, which will list such permitted records.

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

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

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

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

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

## **ACCESS TO STUDENT RECORDS**

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

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

## **RECORD REPRODUCTION COSTS**

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

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

## **ACCESSIBILITY TO STUDENT RECORDS**

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in this policy and Regulation No. R8330M shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other person.

In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA), and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

## **CONDITIONS FOR ACCESS TO STUDENT RECORDS**

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

## **RIGHTS OF APPEAL FOR PARENTS AND ADULT STUDENTS**

**Student records are** ~~The information contained in student records is~~ subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is kept on file. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

## **RETENTION AND DISPOSAL OF STUDENT RECORDS**

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

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

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

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

## PRESERVATION OF STUDENT RECORDS

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

### Legal references:

#### FEDERAL

~~P.L. 107-110, No Child Left Behind Act of 2001, Title IX, Part E, Subpart 2, §9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information)~~

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

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

34 CFR 99 (FERPA Regulation)

#### STATE

N.J.S.A. 2A:4A-60; 9:2-4.2; 18A:6-9; 18A:36-19; 18A:36-19a; 18A:36-19.1; 18A:36-25.1; 18A:36-35; 18A:40-4; 18A:40-19; 47:1A-1; 47:3-15 through 3-32, (Destruction of Public Records Law)

N.J.A.C. 6A:4 (Appeals); 6A:14-1.3; 6A:14-2.1; 6A:14-2.9; 6A:16-1.5; 6A:32-7.1 through 32-7.8 (Student Records)

### Cross references:

2460M – Special Education  
2622M – Student Assessment  
5430 – Class Rank  
5600M – Student Discipline  
5610 – Suspension  
8310 – Public Records  
9713M – Recruitment by Special Interest Groups

Adopted (BCTS): 10/17/01 Rev.: 6/18/03 Rev.: 4/28/04 Rev.: 1/26/05  
Rev.: 4/20/05 Rev.: 12/20/06 Rev.: 5/30/17 Rev.:

Adopted (BCSS): N/A



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

## POLICY

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

**Title: EMERGENCY AND CRISIS SITUATIONS**

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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 that individuals employed in the school district in a substitute capacity are provided with information and training on the school district's practices and procedures on school safety and security. The revision to the statute requires the substitute employee be trained in instruction on school security drills, evacuation procedures, and emergency response protocols. The policy revision includes the new language in N.J.S.A. 18A:41-7 regarding substitute employees.

### THE POLICY

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

### COOPERATION AMONG DISTRICT AND AGENCIES

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



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

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

## **MANDATORY IN-SERVICE TRAINING**

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

## **SUBSTITUTE PERSONNEL**

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

## **MONTHLY DRILLS**

In accordance with N.J.S.A. 18A:41-1 (Fire and school security drills), at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months in which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two (2) active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or Program Administrator or his or her designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight (48) hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, Principals and Program Administrators are encouraged to invite representatives from local law enforcement and

emergency responder agencies to attend and observe at least four (4) different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

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

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

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

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

Cross references:     8468 – Emergency (Crisis) Response

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

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

## REGULATION

**Section: STUDENTS**  
**Number: R5330.05M**

**TITLE: SEIZURE ACTION PLAN**

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- I. Definitions (N.J.S.A. 18A:40-12.34 – Definitions relating to students with epilepsy or a seizure disorder)**
- A. “Individualized emergency health care plan” means a document developed by the school nurse and school physician, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student’s health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse and school physician.**
  - B. “Individualized health care plan” means a document developed by the school nurse and school physician, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student’s health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.**
  - C. “School” mean an elementary or secondary public school located within this state.**
  - D. “School employee” means a person employed by a school district.**
  - E. “Seizure action plan” means a comprehensive document provided by the student’s physician, advanced practice nurse, or physician’s assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.**

**II. Annual Submission of Student's Seizure Action Plan (N.J.S.A. 18A:40-12.35 – Student's seizure action plan; annual submission to school nurse and school physician; contents; training)**

- A. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student's seizure action plan.**
- B. The school nurse and school physician shall develop an individualized health care plan and an individualize emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Education written authorization for the provision of epilepsy or seizure disorder care.**
- C. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and school physician and as necessary in the event there is a change in the health status of the student.**
- D. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:**
  - 1. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;**
  - 2. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;**
  - 3. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;**
  - 4. Accommodations for school trips, after-school activities, class parties, and other school-related activities;**
  - 5. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;**
  - 6. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;**
  - 7. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and**

8. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.
  - E. The Superintendent or his or her designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.
  - F. The training required pursuant to Section II.E. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.
- III. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36 – Information regarding student's seizure action plan to be provided to school bus driver; training)
- A. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or his or her designee shall provide the driver with:
    1. A notice of the student's condition;
    2. Information on how to provide care for epilepsy or the seizure disorder;
    3. Emergency contact information;
    4. Epilepsy and seizure disorder first aid training; and
    5. Parent contact information.
- IV. Release to Share Medical Information (N.J.S.A. 18A:40-12.37 – Release to share medical information of student with epilepsy or a seizure disorder)
- A. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
    1. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Issued (BCTS):

Issued (BCSS):

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

## REGULATION

**Section:      PROPERTY**  
**Number:      R7440M**

**Title:                      SCHOOL DISTRICT SECURITY**

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### I.        Definitions

- A.        “Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.
- B.        “Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.
- C.        “Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.
- D.        “School buildings” and “school grounds” mean and include land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the District or community provider and structure that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structures, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### II.       Access to School Buildings and School Grounds

- A.        Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy No. 9150 – School Visitors.

B. Access to school buildings and grounds before and after the school day will be permitted to:

1. Members of the Board of Education;
2. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
3. Other school staff members in the performance of their professional responsibilities;
4. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;
5. Members of organizations granted the use of school premises pursuant to Policy No. 7510 and Regulation No. R7510, both titled Use of District Facilities;
6. Police officers, fire fighters, health inspectors, and other agents of federal, state, and local government in the performance of their official duties;
7. Members of the public present to attend a public Board of Education or public school-related function; and
8. Others authorized by the Superintendent or his or her designee and/or by Board policy.

C. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy No. 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.

D. Signs will be conspicuously posted to inform visitors of the requirements on how to register their presence in the building.

### III. Key Control System for Access to School Buildings and Facilities

A. School staff members will be provided access to a school building using the school's key control system as follows:

1. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and

to other facilities on school grounds to which they require access for the performance of their professional duties.

- a. The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
  - b. The Superintendent or his or her designee will determine the District administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
- B. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Building Principal or his or her designee for school staff members, or the Superintendent or his or her designee for District staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Building Principal or his or her designee at the building level and Superintendent or his or her designee at the District level or in the event of an emergency.
- C. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Building Principal, Superintendent or their designee(s). The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

IV. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 41-13)

- A. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.
- B. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.
- C. The alarm shall be capable of immediately transmitting a signal or message to such authorities specified in Section IV. B, above, upon activation.
- D. The alarm shall not be audible within the school building.



- E. Each panic alarm required under N.J.S.A. 18A:41-11, Policy No. 7440M, and this regulation shall:
1. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and
  2. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27 (Alarm business; requirements for licensure).
- F. The District may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

V. Staff Member Responsibilities

- A. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
- B. In the event a staff member observes a student in possession of a valuable item of his or hers in school, the staff member will report it to the Building Principal or his or her designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Building Principal or his or her designee to be valuable to a student based on the student's age.
1. The Building Principal or his or her designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  2. The Building Principal or his or her designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  3. The Building Principal or his or her designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  4. The Board of Education is not responsible for a student's personal possession in the even the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.

- C. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Building Principal or his or her designee any evidence of tampering or theft.
- D. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
- E. Office personnel shall take all reasonable precautions to ensure the security of all school and District records and documents against unauthorized access, deterioration, and destruction.

#### VIII. School Safety Specialist

- A. The Superintendent of Schools or his or her designee shall select 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.
- B. The School Safety Specialist shall:
  - 1. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District;
  - 2. Ensure that these policies and procedures are in compliance with state law and regulations; and
  - 3. Provide the necessary training and resources to District staff in matters relating to school safety and security.
- C. The School Safety Specialist shall also serve as the District's liaison with law enforcement and national, state, and community agencies and organizations in matters of school safety and security.
- D. 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.

#### VII. Summoning Law Enforcement Authorities

- A. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any

reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy No. 9320M – Cooperation with Law Enforcement Agencies and Regulation No. R9320M – Law Enforcement Agencies; or for any other reason about which there is concern for the health, safety and welfare of persons on school grounds or school property.

- B. Anytime law enforcement agents are summoned in accordance with Section VII. A. above, the Superintendent or his or her designee will be notified as soon as possible.

#### **VIII. Annual School Safety Audit for Each School Building**

- A. **The District shall annually conduct a school safety audit for each school building using the checklist developed by the New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education pursuant to Section VIII.B. below.**

- 1. **The District shall submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the Department of Education in accordance with the provisions of N.J.S.A. 18A:41-14.a.**
- 2. **The audits shall be kept confidential and shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records, but may be utilized for the purpose of allocating any state grants or loans made available for the purpose of school facility safety and security upgrades.**

- B. **The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall develop a comprehensive checklist of items to be reviewed and evaluated in the school safety audit(s) conducted by the District pursuant to Section VIII.A., above**

- 1. **The checklist shall include items to assess the security features and security vulnerabilities of the District's school buildings and grounds. The checklist shall also include items to assess the emergency notification systems used to facilitate notification to parents and other members of the community in the case of school emergencies.**
- 2. **The checklist shall be reviewed annually by the New Jersey Office of Homeland Security and Preparedness and the Department of Education and updated as appropriate.**

- C. **The New Jersey Office of Homeland Security and Preparedness and the Department of Education shall provide technical assistance to school districts to facilitate the completion of the checklists in a uniform manner.**

Issued (BCTS): 12/12/01 Rev.: 4/26/18 Rev.: 2/25/20 Rev.:  
Issued (BCSS): 1/23/02 Rev.: 4/24/18 Rev.:

☒ BCTS Regulation No. R7440M  
☒ BCSS Regulation No. R7440M

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

## REGULATION

**Section:** **PROPERTY**  
**Number:** **R7510M**

**Title:** **USE OF DISTRICT FACILITIES**

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### I. Classification of Users

Organizations and individuals using District facilities will be classified as either Class I or Class II users as follows:

- A. Class I users shall be recognized as school or school-related units within the District. Class I users will be given priority for the use of District facilities over other users and may use District facilities without payment of a use fee or charge for custodial and service costs, e.g., fuel, water and electricity. Class I users include the following:
  - 1. All Bergen County Technical Schools District and Bergen County Special Services School District organizational units. Programs of the schools receive first priority in reserving District facilities.
  - 2. Board-recognized student organizations presenting their own programs in conjunction with and under the supervision of their organization advisor(s).
  - 3. Board-recognized faculty/staff organizations presenting their own programs.
- B. Class II users are all other District facilities users. They may use District facilities only on payment of a use fee and costs incurred for custodial services, utility charges, and any expenses arising from the use of District facilities. The School Business Administrator shall determine the schedule of fees subject to Board of Education approval and shall also distinguish between "for profit" and "non-profit" users. Class II users include:
  - 1. Departments and agencies of the Bergen County government and local governments within the county;
  - 2. Community organizations formed for charitable, civic, social, or educational purposes;

3. Community political organizations;
4. Community church groups; and
5. Private groups and organizations.

~~C. Exceptions~~

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

- ~~1. The advantage of any commercial or profit-making organization;~~
- ~~2. Private social functions; and~~
- ~~3. Any purpose that is prohibited by law.~~

II. Application Procedures

- A. An application for use of District facilities must be made in writing on the form supplied by the District.
- B. The application for use of District facilities must be submitted to the School Business Administrator at least ten (10) working days before the date of requested use. A use that requires the approval of the Board of Education must be submitted at least ten (10) working days prior to the date that a regular Board meeting is scheduled. So, for example, if the date of requested use is May 15, and the Board meets on May 22, Board approval would have to be obtained at its regularly scheduled April meeting.
- C. An adult representative of the requesting organization must sign the application and will be considered by the Board to be the agent of the organization.
- D. The application must indicate with specificity each of the facilities the applicant wishes to use and the date(s) and time(s) the applicant is requesting their use. Approval of any application is limited to the facilities, dates and times expressly requested in writing on the application submitted for approval. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly included in the approved written application. Each application must include a request for use of any ancillary facilities, e.g., rehearsal or preparation rooms. Any times beyond those reserved for an actual performance, e.g., time to rehearse or for pre/post-performance use must be included in the application.

- E. The application must clearly designate each piece of equipment and each supply that the applicant wishes to include in the use, pursuant to Policy No. 7520 – Loan of District Equipment.

### III. Approval

- A. The School Business Administrator will review each application and check the District calendar to determine whether the facility, equipment and supplies requested are available on the dates and at the times requested and that they have not already been reserved.
- B. If a facility, piece of equipment or a supply is not available or a date or time is unavailable as requested, the School Business Administrator will so inform the representative of the organization and may discuss alternative available dates, times and/or facilities, etc.
- C. If the facility and other requested items are available for use and the applicant meets the standards set in Policy No. 7510M and this regulation, the School Business Administrator will note his or her approval on the application form, record the classification of the applicant organization and either forward the application to the Superintendent for final approval or, if Board of Education approval must be obtained, the School Business Administrator shall forward the application to the Board.
- D. Standards for approval include the following limitations on use:
  - 1. District facilities are not available while school is in session or for any use that may interfere with the District's educational or co-curricular programs.
  - 2. District facilities may be available for use on Saturdays, Sundays, and public holidays when schools of the District are closed.
  - 3. Availability of District facilities shall depend on the availability of appropriate and adequate custodial coverage.
  - 4. The use of District facilities will not generally be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can easily convene in private homes or elsewhere.
- E. The School Business Administrator will determine the classification of the applicant organization and the fees and costs, if any, to be charged for the use of the facilities. This information will be provided on the application form.

- F. In the event of a conflict between requesting organizations within the same class, the request received earlier by the District will be honored first.
  - G. A copy of each approved or disapproved application will be provided to the representative who signed the application form.
  - H. The application form will include the rules governing the use of District facilities and the representative's signature on the application will confirm the organization's acceptance of those rules and its agreement to be bound by the rules.
  - I. The Board shall reserve the right to deny an application and to withdraw permission to use District facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made any misrepresentation on the application or falsified any statement. Permission also may be withdrawn if any member of an organization violates the rules established for the use of District facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
  - J. Permission to use District facilities is not transferable.
  - K. The organization representative must inform the School Business Administrator of any canceled use request as soon as he or she is aware of the cancellation. An organization's failure to inform the School Business Administrator of a canceled use at least five (5) working days in advance of the scheduled time of the use may result in imposition of fees and service charges.
  - L. Permission to use a District facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
- IV. Insurance and Indemnification
- A. Each organization or person granted permission to use a District facility (the "User"), shall assume responsibility for the orderly and careful use of the facility and shall agree to assume liability for any damage or loss of property caused by the use or in the course of the use of the facility.
  - B. The User shall indemnify and hold the Board of Education harmless from and against all claims arising out of the permitted use of the District facility or during the user's occupancy of the District facility. In addition, the User shall agree to indemnify and save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.



- C. The User shall furnish evidence of the purchase of General Liability insurance in the following coverage amounts:

1. One Million and 00/100 Dollars (\$1,000,000) per Occurrence;
2. Two Million and 00/100 Dollars (2,000,000) Aggregate; and
3. Five Thousand and 00/100 Dollars (\$5,000) Medical Expense per Person (the exclusion of Athletic Participants is acceptable).

The Board of Education shall be named as an Additional Insured on the General Liability insurance policy.

- D. Any youth sports team organization that is granted permission to use District facilities shall provide the District, in addition to evidence of purchase of the required General Liability insurance, with proof of Accident Insurance covering Athletic Participation injury in the amount of not less than Twenty-Five Thousand and 00/100 Dollars (\$25,000) per person per occurrence insuring the youth sports team organization against liability for any bodily injury or uninsured medical expenses suffered by an athletic participant. The youth sports team organization also must provide a statement of compliance with the District's Policy No. 2431.4M and Regulation No. R2431.4M, both entitled Prevention and Treatment of Sports-Related Concussions and Head Injuries, a copy of which shall be provided to the adult representative of the requesting organization along with the application to use District facilities.

- E. For the purpose of Policy No. 7510M, this regulation, Policy No. 2431.4M and Regulation No. R2431.4M, a "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.

V. Rules for the Use of District Facilities

- A. Users of District facilities will be bound by the law.
1. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  2. The number of persons assembled for the use must not exceed the established capacity of the facility used.
  3. The use must not involve gambling or games of chance.

4. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law, Policy No. 5530M – Substance Abuse, and Policy No. 7435M – Alcoholic Beverages on School Premises.
  5. Smoking is prohibited in accordance with Policy No. 7434M – Smoking on School Premises.
  6. District facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
- B. Users of District facilities will respect Board property.
1. The user will not damage, destroy, or deface District property. The facility shall be used with care and left in an orderly and neat condition.
  2. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the District facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains, or fixtures or affixed to the same in any manner that defaces or damages District property or grounds.
  3. Any equipment, scenery, decorations, or other material brought to the District facility and any debris created by the use or remaining after the use must be removed promptly by the user. Any such materials left on District premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to District facilities.
  4. The user must request in the application and receive permission to use, move, or tune a District piano. A piano may be moved only by District staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
  5. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
  6. No District facility may be used for a purpose in conflict with the purpose for which the facility was designed.

7. Only an employee of the Board of Education may operate lighting equipment, ventilation systems, and thermostatic controls.
8. The user must request in the application and receive permission to serve and consume food and/or beverages on District premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
9. No signs, posters, advertisements or other displays may be placed in a District building without prior approval.
10. No keys to any of the District's buildings shall be issued to a user.
11. No animals shall be allowed on District premises without prior approval.
12. An authorized District staff member shall examine the District facilities and/or grounds after the use and will inform the user in writing of any loss or damage that must be corrected, repaired or fixed.
13. Alternatively, any loss or damage not corrected, repaired or fixed must be repaired or replaced at the user's expense.
14. Permission to use District facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use District telephones, word processors, copy machines, or any other District equipment.
15. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

C. Uses must be Properly Supervised.

1. A District custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an

additional fee and the District will compensate the custodian accordingly.

2. The use of certain District facilities (such as kitchen and auditorium) requires the services of District employees trained in the use of the facility. The user will be charged an additional fee and the District will compensate the District employee accordingly.
3. The user must assume full responsibility for the conduct of all participants using District facilities while they are in or about District buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The District, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a District representative(s) to be present at the activity.
4. The user must, in consultation with the Principal, Program Administrator or his or her designee, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, Program Administrator or his or her designee, he or she may recommend that permission to use the facility be withdrawn.
5. Board of Education members and school officials are entitled to full and free access to any part of the District premises during any use. No user may exclude a Board member or District official from a District facility for any reason.

#### VI. Fee Schedule

- A. Class I users will not be charged a fee or costs for the use of District facilities, except that special charges for the specific services of District employees rendered pursuant to Section V. C. 1. and Section V. C. 2. will be billed.
- B. Class II users will be charged a fee for the use of the particular facility and the costs of fuel, lighting and any specific services rendered by District employees, pursuant to Section V. C. 1. and Section V. C. 2.
- C. An itemized bill for the use of District facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.

**VII. Provision of Training on School Safety and Security**

- A. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs 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.**
- B. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.**
- C. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or his or her designee that it has complied with the training requirements prior to the District authorizing the use of the school building.**

**The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the District on an annual basis.**

Issued (BCTS): 12/11/12 Rev.:  
Issued (BCSS): 12/18/12 Rev.:

**PERSONNEL**

**21-P-146T      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

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Dominguez, Kevin (R)	Teacher of Physical Education	BCTHS, Teterboro

CERTIFICATION:

CEAS: Teacher of Health and Physical Education

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

Effective: 05/11/2021 to 06/30/2021

Note: Replacement for staff who retired

Kendall, Monet (R)	School Counselor	BCTHS, Teterboro
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CERTIFICATION:

School Counselor

Salary: Col III, Step 10: \$81,265. per annum pro rata

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

Note: Replacement for staff who retired

NON-CERTIFICATED

NAME

POSITION

SCHOOL/LOCATION

Bennett, Jason (R)

Custodian/Driver

DISTRICT, Transportation

Salary: C1; Step 1: \$45,979. + Bus. Lic. \$1,100. + Split Shift \$917. = \$47,996. per annum pro rata

Effective: 06/02/21 to 06/30/21

Note: Replacement for staff who was reassigned

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

**21-P-147T      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:

Scicchitano, Rosario: Custodian

From:      C1, Step 16 (off guide): \$65,804. + Boiler \$1,100. + Long. \$1,200. + Crew Chief \$1,947. + 2<sup>nd</sup> Shift \$917. + Weekend Shift \$440. = \$71,408. per annum.

To:          C1, Step 16 (off guide): \$65,804. + Boiler \$1,100. + Long. \$1,200. + Crew Chief \$1,947. + Split Shift \$917. = \$70,968. per annum pro rata

Effective: 05/03/2021 to 06/30/2021

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

**21-P-148T      APPROVAL—2021-2022 RENEWAL OF CONTRACTS  
CUSTODIAL / MAINTENANCE STAFF MEMBERS**

**RESOLUTION**

BE IT RESOLVED, that upon recommendation of Howard Lerner, Ed.D., Superintendent of Schools, written notice be given to the attached listing of custodial / maintenance staff members that contracts for employment for the period July 1, 2021, to June 30, 2022, will be offered to them.

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

**21-P-149T      APPROVAL— 2021-2022 RENEWAL OF CONTRACTS  
NON-TENURED SECRETARIAL STAFF MEMBERS**

**RESOLUTION**

BE IT RESOLVED, upon the recommendation of Howard Lerner, Ed.D., Superintendent of Schools, written notice be given to the attached listing of non-tenured secretarial staff members that contracts for employment for the period July 1, 2021 to June 30, 2022, will be offered to them.

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

- **Makerspace Coordinator**



**21-P-156T APPROVAL –2020-2021 MENTORS FOR PROVISIONAL TEACHERS**

**RESOLUTION**

WHEREAS, the New Jersey Department of Education has set forth guidelines for newly hired teachers, both alternate and traditional routes, who hold a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing to be mentored, and

WHEREAS, the following teaching staff participated in the District's approved mentor training program and have been assigned to provide this service for the 2020-2021 school year,

BE IT RESOLVED that the following approved mentors be compensated at the rates specified below:

<u>Name</u>	<u>Amount</u>
Chomin, Michael	\$550
Demeter, Scott	\$1,000
Elefther, Nicholas	\$550
Olivo, Daniel	\$1,000
Price Halligan, Suzanne	\$550
Tuliszewska, Agnes	\$1,000

**21-P-157T APPROVAL—2021-2022 SUMMER WORK AUTHORIZATION**

**RESOLUTION**

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

<u>Name</u>	<u>Hours/Days</u>	<u>Rate</u>	<u>School</u>
Acuna, Kymberly	15 days	Per diem	Academies
Andaloro, Jennifer	15 days	Per diem	Academies
Belkin, Alison	15 days	Per diem	Academies
Crane, Todd	5 days	Per diem	Academies
Dogru, Ozgur	25 days	Per diem	Academies
Hynes, Laura	20 days	Per diem	Academies
Kaplan, Stephen	5 days	Per diem	Academies
Kaser, Paul	20 days	Per diem	Academies
Kim, Deok Yang*	10 days	Per diem	Academies
Kramer, Mark	8 hours	Hourly per diem	Academies
Lemma, Michael	3 days	Per diem	Academies
Maye, Carol	20 days	Per diem	Academies
Natelli, Anthony	15 days	Per diem	Academies
Pinto, Judith	20 days	Per diem	Academies
Respass, Bryan	5 days	Per diem	Academies
Scully-Sytsma, Nancy	20 days	Per diem	Academies
Seventko, Justin	8 hours	Hourly per diem	Academies
Sousa, Nancy	15 days	Per diem	Academies
Vitanzo, Stephanie	15 days	Per diem	Academies
Waldron, Alyssa	30 days	Per diem	Academies
Zurich, Kenneth	20 days	Per diem	Academies
Aleman, Robert	24 days	Per diem	Adult Ed
DeSena, Daniel	24 days	Per diem	Adult Ed
Foote, Gretchen	24 days	Per diem	Adult Ed
Joa, Nancy	12 days	Per diem	Adult Ed
Uma, Awa	24 days	Per diem	Adult Ed
Allard, Genevieve	15 days	Per diem	ATHS

DeMarco, ToniLynne	15 days	Per diem	ATHS
Feorenzo, Lauren	15 days	Per diem	ATHS
McManus, Rosemarie	20 days	Per diem	ATHS
Ogden, Gregory	5 days	Per diem	Ed. Enterprises
Bogdanowich, Marie	15 days	Per diem	Paramus
Boyle, Diane	15 days	Per diem	Paramus
Caroselli, Christopher	15 days	Per diem	Paramus
Koziol, Kaitlyn	15 days	Per diem	Paramus
Mansfield, Elizabeth	25 days	Per diem	Paramus
Soudant-Flynn, Mary	20 days	Per diem	Paramus
Beyer, Melissa	20 days	Per diem	Teterboro
Buccino, Andrea	25 days	Per diem	Teterboro
Conlon, Kenneth	20 days	Per diem	Teterboro
Genicoff, Sharon	20 days	Per diem	Teterboro
Kendall, Monet	15 days	Per diem	Teterboro
Lancaster, Jonathan	20 days	Per diem	Teterboro
Mak, Cynthia	15 days	Per diem	Teterboro
Nardelli, Laura	15 days	Per diem	Teterboro
Olivo, Daniel	20 days	Per diem	Teterboro
Pena, Carlos	15 days	Per diem	Teterboro
Verona, Scott	500 hours	Hourly per diem	Teterboro

\*In addition to the contractual 20 days

**21-P-158T    APPROVAL— 2020-2021 APPOINTMENTS**  
**EXTRA DUTY/EXTRA PAY POSITIONS**  
**APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS**  
**APPROVAL— 2021-2022 APPOINTMENTS**  
**EXTRA DUTY/EXTRA PAY POSITIONS**  
**APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS**

#### RESOLUTION

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

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

<b><u>Curriculum Projects:</u></b>	Buser, Erik	Final payment - \$1,792.00* Foundations of Auto Engineering Design (9 <sup>th</sup> Gr) Intro to Engineering Design (10 <sup>th</sup> Gr)
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\*Completed for SY 19-20 per Curriculum

<b><u>Home Instruction:</u></b>	Branda, John Student AJ	\$82 per hour Max. hours: 16 Effective 04/29/2021
	Fuentes, Elizabeth Student: AJ	\$82 per hour Max. hours: 8 Effective 04/29/2021
	Kim, Deok Yang Student: AJ	\$82 per hour Max. hours: 16 Effective 04/29/2021

Kim, Rosalyn Student: AJ	\$82 per hour Max. hours: 16 Effective 04/29/2021
Kozlova, Ekaterina Student: AJ	\$82 per hour Max. hours: 16 Effective 04/29/2021
Lewitt, Julia Student: AJ	\$82 per hour Max. hours: 16 Effective 04/29/2021
Pinyan, Jonathan Student: AJ	\$82 per hour Max. hours: 16 Effective 04/29/2021
Respass, Bryan Student: AJ	\$82 per hour Max. hours: 8 Effective 04/29/2021
Abramson, Michael Student: AS	\$82 per hour Max. hours: 4 Effective 04/26/2021
Calandra, Gabriela Student: AS	\$82 per hour Max. hours: 4 Effective 04/26/2021
Kim, Deok Yang Student: AS	\$82 per hour Max. hours: 4 Effective 04/26/2021
Kramer, Mark Student: AS	\$82 per hour Max. hours: 4 Effective 04/26/2021
Marmora, Joseph Student: AS	\$82 per hour Max. hours: 2 Effective 04/26/2021
Weems, Richard Student: AS	\$82 per hour Max. hours: 4 Effective 04/26/2021
Zubov, Igor Student: AS	\$82 per hour Max. hours: 4 Effective 04/26/2021
Abramson, Michael Student: CC	\$82 per hour Max. hours: 18 Effective 05/01/2021
Kalata, Grzegorz Student: CC	\$82 per hour Max. hours: 9 Effective 05/01/2021

Koufati, Danielle Student: CC	\$82 per hour Max. hours: 18 Effective 05/01/2021
Pagano, Emily Student: CC	\$82 per hour Max. hours: 18 Effective 05/01/2021
Ponce, Lucia Student: CC	\$82 per hour Max. hours: 18 Effective 05/01/2021
Waldron, Alyssa Student: CC	\$82 per hour Max. hours: 18 Effective 05/01/2021
Wang, Matthew Student: CC	\$82 per hour Max. hours: 18 Effective 05/01/2021
DiAmico-King, Patricia Student: SP	\$82 per hour Max. hours: 16 Effective 04/29/2021
James, Dina Student: SP	\$82 per hour Max. hours: 8 Effective 04/29/2021
Lancaster, Jonathan Student: SP	\$82 per hour Max. hours: 16 Effective 04/29/2021
Wallace, Christine Student: SP	\$82 per hour Max. hours: 16 Effective 04/29/2021
Walsh, Gene Student: SP	\$82 per hour Max. hours: 16 Effective 04/29/2021
Callahan, Christopher Student: TL	\$82 per hour Max. hours: 16 Effective 05/01/2021
Gulistan, Evren Student: TL	\$82 per hour Max. hours: 16 Effective 05/01/2021
Hager, Raymond Student: TL	\$82 per hour Max. hours: 16 Effective 05/01/2021
Midolo, Linda Student: TL	\$82 per hour Max. hours: 16 Effective 05/01/2021

Moran, Ian  
Student: TL  
\$82 per hour  
Max. hours: 16  
Effective 05/01/2021

Murro, Kelly  
Student: TL  
\$82 per hour  
Max. hours: 8  
Effective 05/01/2021

**Admissions Work**

**Rate: Hourly per diem**

**Effective: SY 2020-2021**

Pinto, Judith

**Max.**

**Hours**

60 hours

**Adult Education Educational Broker-Employment**

**Readiness/Literacy Instructor ESL**

**Rate: \$36.00 per hour\***

**Effective: 05/10/21 to 06/30/21**

Foote, Gretchen

**Max.**

**Hours**

24 hrs. per week

\*Grant funded #20.619.100.100 VN

**Advisory Committee Work**

**Rate: \$150 per meeting**

**Effective: SY 2020-2021**

Carey, Diane

**Max.**

**Amount**

\$300

\*Meeting dates 11/13/20 and 05/07/21 as per Teacher's Contract; Page 17, Article D

**After-School Tutoring – ATHS**

**Rate: Hourly per diem**

**Effective: SY 2020-2021**

Farley, Heather

Yassin, Ahlam

Zurburg, Gebhardt

**Max.**

**Hours**

5 hours

5 hours

5 hours

**Curriculum Revisions**

**Rate: Hourly per diem**

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

Alschen, Sergei

Alvarez, John

Alvarez, John

Bennett, James

Chomin, Michael

Demeter, Scott

Feuss, Danielle

Gosselink, Daniel

Gosselink, Daniel

McKenna, Matthew

Moran, Ian

Slootmaker, Amanda

Whitley, Kathryn

Wolf, Samantha

Zhang, Yu

**Max.**

**Hrs.**

20

10

20

20

20

20

20

20

20

20

10

20

20

20

20

**Curriculum**

World History II

Academic Lit II

Foundations of Literature

Honors United States History II

American Literature

World History I

Chemistry

AP Human Geography

Global Studies

AP United States History

Academic Lit II

Physics

World Literature

Language Arts 09

Biology

### Curriculum Updates

**Rate: Hourly per diem**

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

	<u>Max.</u>	<u>Curriculum</u>
<u>Hrs.</u>		
Arellano, Maria	10	Culinary Elective Curriculum Development
Arellano, Maria	10	Culinary Curriculum Revision
Armonaitis, William	10	ER for CTE Curriculum
Cadavid, Veronica	10	Bio 9 Curriculum Development
Carey, Diane	10	12 <sup>th</sup> Grade Curriculum Revision
Carey, Diane	10	11 <sup>th</sup> Grade Curriculum Revision
Dixon, Andee	10	CDL Curriculum Development
Dixon, Andee	20	Community Park Development
Hager, Raymond	10	Development of WL Placement Assessment
Hughes, Erin	10	Bio 9 Curriculum Development
Hughes, Erin	20	Chemical Inventory
Lastra, Stephan	10	Phys Ed Curriculum Revision
Leon, Stephanie	20	Salon Inventory
Lynch, Ryan	10	Phys Ed Curriculum Revision
Meeney, Brian	10	Phys Ed Curriculum Revision
Mihas, Maria	10	Phys Ed Curriculum Revision
Moran, Ian	10	Academic Lit Curriculum Revision
Murro, Kelly	10	Phys Ed Curriculum Revision
Nardomarino, Laura	10	World History Curriculum Revision
Pandich, Jeff	10	Phys Ed Curriculum Revision
Pantano, Joseph	10	I-CAR Curriculum Development
Perrucci, Lisa	10	Math Curriculum Revision
Quinn, James	10	US I Curriculum Revision
Regan, Tim	20	Program Realignment
Ridgell, Charles	10	Culinary Elective Curriculum Development
Ridgell, Charles	10	Culinary Curriculum Revision
Rome, Thomas	20	Studio Set Up
Rupinski, Kyle	10	US II Curriculum Revision
Tuliszewska, Agnieszka	10	Culinary/Baking Elective
Whitley, Kathryn	10	CTE Communications Curriculum Development
Zweben, Dana	10	Math Curriculum Revision

### Morning Duty – Academics

**Rate: \$935.77\***

**03/29/21 to 06/22/21**

Dogru, Ozgur  
Guthrie, Peter  
Lang, Scott  
Paul, Eric  
Wang, Matthew

\*Prorated

### REVISED - Morning Duty – Academics\*

**Rate: \$318.53\*\***

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

Crochet-Hyslop, Laurie  
Dobrich, Oliver  
Guthrie, Peter  
Hathaway, William  
Kim, Deok-Yang

Lang, Scott  
Min, Miyoung  
Tolmo, Eva  
Zhang, Yu  
Add: Crane, Todd  
Add: Respass, Bryan  
Delete: Kenny, Patricia  
Delete: Waldron, Alyssa  
Delete: Weems, Richard

\*Revised BOE 03/23/21; Resol. #21-P-119T  
\*\*Prorated

**BERGEN COUNTY ACADEMIES – HACKENSACK**

<b><u>ADVISORS:</u></b>	<b>Recommended Staff</b>		<b><u>Rate</u></b>	<b><u>Effective</u></b>	<b><u>Note</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>			
Physics Club	Zubov	Igor	\$2,650	SY 20-21	
TEK Neeks (Literary Magazine)	Villanova	Donna	\$2,650	SY 20-21	

**COORDINATORS:**

Play Coordinator (stipend per production fall/musical/spring)	Kaplan	Stephen	\$2,650	SY 20-21	
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**PER HOUR COMPENSATION:**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Rate</u></b>	<b><u>Effective</u></b>	<b><u>Note</u></b>
Teacher Relief	Casarico	Elizabeth	\$58/hour	01/04/21-06/22/21	3 classes per week/24 weeks (\$4176)
Teacher Relief	Seventko	Justin	\$58/hour	01/04/21-06/22/21	3 classes per week/24 weeks (\$4176)
Teacher Relief	Abramson	Michael	\$58/hour	12/10/20-05/28/21	3 classes per week/21 weeks (\$3654)
Teacher Relief	Ogden	Christine	\$58/hour	12/10/20-05/28/21	4 classes per week/21 weeks (\$4872)
Teacher Relief	Robinson	Sharon	\$58/hour	12/10/20-05/28/21	4 classes per week/21 weeks (\$4872)
Teacher Relief	Walsh	Gene	\$58/hour	12/10/20-05/28/21	4 classes per week/21 weeks (\$4872)

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

<b><u>Curriculum Projects:</u></b>	Wilson, Patricia	1 <sup>st</sup> payment - \$627.00 Media Arts
	Wilson, Patricia	1 <sup>st</sup> payment - \$627.00 Stop Motion

**Remote and On-call Duty**

**Rate: \$6,000**

**Effective: SY 2021-2022**

Servidio, John	System & Security Monitoring & Response
Tosi, Thomas	Phone, Fax, Communications Response & Support
Urbano, David	Storage & Support Services – Servers & Applications

**21-P-159T      APPROVAL — LEAVE(S) OF ABSENCE**

**RESOLUTION**

BE IT RESOLVED, that Olivia Amorosi, Teacher of Cosmetology, Bergen County Technical Education Center, Paramus, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period October 19, 2021 through January 17, 2022. 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 Olivia Amorosi, Teacher of Cosmetology, Bergen County Technical Education Center, Paramus, will be granted an unpaid childcare / personal leave of absence with no benefits for the period January 18, 2022 through June 30, 2022.

BE IT RESOLVED, that Katherine Blake, Teacher of Social Studies, Bergen County Academies, Hackensack, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period September 9, 2021 to December 1, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

BE IT RESOLVED, that Hector Montero, Custodian, Bergen County Technical High School, Teterboro, will be granted an unpaid medical leave of absence with no benefits for the period June 1, 2021 through August 31, 2021.

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

**21-P-160T      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:

Pinto-Bicocchi, Vicenza	Broker/Senior Planner	WIA	Effective 10/01/2021
Theos, Linda	Human Resources Manager	District	Effective 09/01/2021
Zaberto, Michael	Grants Coordinator	District	Effective 10/01/2021

**21-P-161T      APPROVAL — SUPERINTENDENT'S ATTAINMENT OF MERIT GOALS FOR 2020-2021**

**RESOLUTION**

WHEREAS, the Board previously approved quantitative and qualitative merit goals for the Superintendent for the school year 2020-2021 (Resolution No. 20-P-153T); and

WHEREAS, the Board has reviewed the Superintendent's report on his progress toward and attainment of the aforementioned 2020-2021 merit goals;

BE IT RESOLVED, that the Board affirms and approves the Superintendent's complete attainment of all merit goals approved by the Board for the Superintendent for the 2020-2021 school year; and

BE IT FURTHER RESOLVED, that the Board certifies said affirmation and approval for submission to the Interim Executive County Superintendent of Schools for review and approval.



**21-P-162T      APPROVAL—SIDEBAR AGREEMENT AMENDING THE 2020-2023 BERGEN COUNTY  
VOCATIONAL-TECHNICAL SCHOOLS EDUCATION ASSOCIATION CONTRACT**

**RESOLUTION**

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

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

**21-P-163T      APPROVAL—SIDEBAR AGREEMENT AMENDING THE 2018-2021 THE BERGEN COUNTY  
TECHNICAL SCHOOLS SECRETARIAL PERSONNEL ASSOCIATION CONTRACT**

**RESOLUTION**

BE IT RESOLVED, that the attached Sidebar Agreement amending the 2018-2021 the Bergen County Technical Schools Secretarial Personnel Association contract be approved effective 07/01/21; and

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

**21-P-164T      APPROVAL—RESIGNATION(S)**

**RESOLUTION**

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

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

Whitehead, Michael

Custodian

Effective 07/01/2021

**2021-2022 BCTS RENEWAL OF CONTRACT**  
**CUSTODIAL/MAINTENANCE STAFF MEMBERS**

<b><u>Name</u></b>	<b><u>Emp.Date</u></b>	
Abarca, Julio	10/22/2002	<a href="mailto:julaba@bergen.org">julaba@bergen.org</a>
Agudelo, William	11/26/2001	<a href="mailto:wilagu@bergen.org">wilagu@bergen.org</a>
Ardizzzone, Salvatore	1/2/2019	<a href="mailto:salard@bergen.org">salard@bergen.org</a>
Bartone, Bradley	11/13/2000	<a href="mailto:brabar@bergen.org">brabar@bergen.org</a>
Beutel, Terence	7/1/2017	<a href="mailto:terbeu@bergen.org">terbeu@bergen.org</a>
Campbell, Dain	10/12/2020	<a href="mailto:daicam@bergen.org">daicam@bergen.org</a>
Campbell, Daniel	1/25/2018	<a href="mailto:dancam@bergen.org">dancam@bergen.org</a>
DeLaFuente, Jason	6/1/2005	<a href="mailto:jasdel@bergen.org">jasdel@bergen.org</a>
Di Martino, Rosario	8/4/2014	<a href="mailto:rosdim@bergen.org">rosdim@bergen.org</a>
Foss, Joseph	1/4/2021	<a href="mailto:jofos@bergen.org">jofos@bergen.org</a>
Garcia, Alexander	9/1/2017	<a href="mailto:alegar@bergen.org">alegar@bergen.org</a>
Giallombardo, Joseph	3/21/2001	<a href="mailto:josgia@bergen.org">josgia@bergen.org</a>
Giugno, Biagio	3/16/2020	<a href="mailto:biagiu@bergen.org">biagiu@bergen.org</a>
Grant, James	8/10/2015	<a href="mailto:jamgran@bergen.org">jamgran@bergen.org</a>
Greco, Franco	8/19/2013	<a href="mailto:fragre@bergen.org">fragre@bergen.org</a>
Iser, Esteban	4/1/2014	<a href="mailto:estise@bergen.org">estise@bergen.org</a>
Koeller, Laura	10/29/2001	<a href="mailto:laukoe@bergen.org">laukoe@bergen.org</a>
Kqira, Besnik	9/1/2012	<a href="mailto:beskqi@bergen.org">beskqi@bergen.org</a>
Leo, Joseph	5/1/2018	<a href="mailto:josleo@bergen.org">josleo@bergen.org</a>
Mansfield, Barry	8/7/1995	<a href="mailto:barman@bergen.org">barman@bergen.org</a>
McCann, William	7/29/2019	<a href="mailto:wilmcc@bergen.org">wilmcc@bergen.org</a>
Militello, Vito	2/28/2005	<a href="mailto:vitmil@bergen.org">vitmil@bergen.org</a>
Montero, Hector	10/1/1992	<a href="mailto:hecmon@bergen.org">hecmon@bergen.org</a>
Moore, Patrick	2/1/2014	<a href="mailto:patmoo@bergen.org">patmoo@bergen.org</a>
Navarro, Edilia	4/19/2021	<a href="mailto:edinav@bergen.org">edinav@bergen.org</a>
Nieves, Miguel	7/23/2018	<a href="mailto:mignie@bergen.org">mignie@bergen.org</a>
OCampo, Maria	2/5/2018	<a href="mailto:maroca@bergen.org">maroca@bergen.org</a>
OConnor, Michael	1/2/2001	<a href="mailto:micoco@bergen.org">micoco@bergen.org</a>
Plokhooy, Darryl	2/1/2019	<a href="mailto:darplo@bergen.org">darplo@bergen.org</a>
Putkisto, Tina	3/18/2019	<a href="mailto:tinput@bergen.org">tinput@bergen.org</a>
Ramirez, Ruben	2/5/1998	<a href="mailto:rubram@bergen.org">rubram@bergen.org</a>
Rodriguez, Pasiana	2/10/2020	<a href="mailto:pasrod@bergen.org">pasrod@bergen.org</a>
Rosado, Gregory	1/2/2018	<a href="mailto:greros@bergen.org">greros@bergen.org</a>
Scicchitano, Rosario	12/6/2004	<a href="mailto:rossci@bergen.org">rossci@bergen.org</a>
Shehaj, Saimir	7/18/2017	<a href="mailto:saishe@bergen.org">saishe@bergen.org</a>
Shoemaker, Barry	4/8/2015	<a href="mailto:barsho@bergen.org">barsho@bergen.org</a>
Simon, Steve	11/26/2012	<a href="mailto:istsim@bergen.org">istsim@bergen.org</a>
Suriel, Manuel	9/11/2006	<a href="mailto:mansur@bergen.org">mansur@bergen.org</a>
Vacciana, Kevin	12/16/2019	<a href="mailto:kewac@bergen.org">kewac@bergen.org</a>
Watson, Richard	8/14/2006	<a href="mailto:ricwat@bergen.org">ricwat@bergen.org</a>
Whitehead, Michael	8/4/2014	<a href="mailto:micwhi@bergen.org">micwhi@bergen.org</a>
Whitney, Michael	2/1/2016	<a href="mailto:micwhit@bergen.org">micwhit@bergen.org</a>
Zota, Edlir	2/18/2019	<a href="mailto:edlzot@bergen.org">edlzot@bergen.org</a>

Board Approved: 05/25/2021

**BERGEN COUNTY TECHNICAL SCHOOLS  
2021-2022 CONTRACT RENEWALS  
NON-TENURED SECRETARIAL STAFF**

<u>NAME</u>	<u>TENURE DATE</u>	<u>TITLE/LOCATION</u>
<b><u>LESS THAN ONE YEAR</u></b>		
DiGia, Christine	2/23/2024	Secretary, District
Merturi, Florina	7/14/2023	Secretary, ATHS
Pais-Crosson, Linda	9/30/2023	Secretary, District
<b><u>ONE YEAR</u></b>		
Rivera, Vanessa	3/10/2023	Secretary, Paramus
Salzano, Katie	2/19/2023	Secretary, EMS
<b><u>LESS THAN TWO YEARS</u></b>		
Guarino, Cynthia	3/3/2023	Secretary, District
Lee, Yu Young	9/17/2022	Secretary, Technology
Moffitt, Kristin	10/17/2022	Secretary, Hackensack
Sykes, Dawn	7/24/2022	Confidential, District
<b><u>LESS THAN THREE YEARS</u></b>		
Devine, Ellen	9/27/2021	Secretary, Hackensack
<b><u>THREE YEARS</u></b>		
Daniele, Joelle	6/2/2021	Confidential, District

BOE: 05/25/2021

**BERGEN COUNTY TECHNICAL SCHOOLS**  
**2021-2022 CONTRACT RENEWALS**  
**CUSTODIAL AND MAINTENANCE SUPERVISORY STAFF**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>	<b><u>Email</u></b>
Addice, James	Head Custodian	12/1/1992	<a href="mailto:jimadd@bergen.org">jimadd@bergen.org</a>
Bonardi, David	Custodial Supervisor	5/16/1994	<a href="mailto:davbon@bergen.org">davbon@bergen.org</a>
Maccioli, Nicholas	Head Custodian	1/2/2018	<a href="mailto:nicmac@bergen.org">nicmac@bergen.org</a>
Malajian, Richard	Custodial Supervisor	2/1/2010	<a href="mailto:ricmal@bergen.org">ricmal@bergen.org</a>
Mastricova, James	Custodial Supervisor	5/15/2000	<a href="mailto:jimmas@bergen.org">jimmas@bergen.org</a>
Porschen, Drew	Custodial Supervisor	3/2/2021	<a href="mailto:drepor@bergen.org">drepor@bergen.org</a>
Reilly, John	Head Custodian	1/24/1995	<a href="mailto:johrei@bergen.org">johrei@bergen.org</a>
Somers, Kathryn	Head Custodian	8/22/2005	<a href="mailto:katsom@bergen.org">katsom@bergen.org</a>
Travis, Ramsey	Head Custodian	8/7/2017	<a href="mailto:ramtra@bergen.org">ramtra@bergen.org</a>
Wiseman, William	Head Custodian	5/1/2012	<a href="mailto:wilwis@bergen.org">wilwis@bergen.org</a>

BOE: 05/25/2021

**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.	SCARPULLA, CIRO	OFFICE MANAGER/ FACILITATOR	07/01/2020	N/A	\$ 47.62

\*ACCT. # 11000252101DT / 61-950-200-100-IN

Board Approval: 05/25/2021

**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	05/03/2021	3	\$ 53.48	4	\$ 56.36
2.	LEICHTWEISZ, LOUIS	TEACHER	05/03/2021	3	\$ 53.48	4	\$ 56.36

Board Approval: 05/25/2021

**EMS Adjunct Payroll\***  
**SY 2020-2021**

**21-P-154T**

<b>Instructor Name</b>	<b>Title</b>	<b>Rate</b>	<b>Email</b>
Honig, Kenneth D.	Instructor	\$31.48	khonig@panynj.gov

\*All staff 12 month employees

**BERGEN COUNTY TECHNICAL SCHOOLS****JOB DESCRIPTION**

**TITLE:** Makerspace Coordinator

**QUALIFICATIONS:**

1. Varied professional experience, both in classroom settings and outside of schools; Former entrepreneurs encouraged, having demonstrated ability to independently develop professional connections and skills
2. Bachelor's degree in related field;
3. Excellent organizational and interpersonal skills
4. Genuine excitement for and ability to work with students, faculty, staff, and parents
5. Knowledge and experience with physical programming, robotics, coding, and wearable technology
6. Experience working on multiple projects simultaneously
7. Experience using Laser Cutters, 3D Printers, and a variety of design software
8. Experience or comfort learning and leading STEM related arts and crafts activities.
9. Candidates should be open to learning and teaching children new skills.
10. Candidates should work well independently.

**REPORTS TO:** Director of Technology

**PERFORMANCE RESPONSIBILITIES:**

1. Facilitating workshops and training for faculty and students in areas including, but not limited to: making, tinkering, innovation, problem based learning, design thinking, and rapid prototyping
2. Develop curriculum for innovative maker activities
3. Providing inspiration and support for faculty and students in developing and implementing new innovative learning opportunities
4. Ability to support outreach activities to encourage engagement
5. Gather, analyze, and report data on program effectiveness
6. Maintaining the machines, tools, materials, safe use, and schedule of the Makerspace
7. Ability to effectively troubleshoot and problem solve a variety of hardware and software problems, including software and hardware that may be initially unfamiliar.
8. Experience serving people of diverse ages and cultural/ethnic/language backgrounds in a library, makerspace, or other informal or formal learning environment.
9. Be committed to student learning, personal growth, and professional development
10. Proficient with Google Applications, Microsoft Office Suite, and the Adobe Suite.

**TERMS OF EMPLOYMENT:** Part Time, up to 25hrs/week, Twelve (12) months

**BOARD APPROVED:** 05/25/2021



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

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


Schedule D of the Agreement set forth terms and conditions related to stipends and other compensation rates for certain duties and assignments outside of those compensated by Association members' guide salaries. The parties have reached mutual agreement on a revision to the terms of Schedule D to establish a stipend for a new teacher assignment ("Safety and Security Coordinator"; description attached) that is not already covered by Schedule D, as described below.

The parties' mutual agreement is as follows:

1. Schedule D (Extra Duty/Extra Pay Salary Guide, 2020-2023), "Coordinators" section is revised to add the following:

	<u>2021-2022</u>	<u>2022-2023</u>
<b><u>Coordinators:</u></b>		
Safety and Security Coordinator	\$11,319	\$11,602

The parties further mutually agree that the provisions of this Sidebar Agreement will be incorporated into the successor to the Agreement upon settlement of that successor, and updated consistent with the terms of that settlement.

  
 Jon Bercovici, President  
 Bergen County Technical Schools  
 Education Association

5/17/21  
 Date

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

\_\_\_\_\_  
 Date

**BERGEN COUNTY TECHNICAL SCHOOLS**

**ASSIGNMENT:** Safety and Security Coordinator

**QUALIFICATIONS:**

1. Standard NJDOE Instructional certificate
2. Full-time employment as a BCTS teacher
3. Possess or obtain, and maintain, NJDOE School Safety Specialist certification

**REPORTS TO:** Assistant Superintendent

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as the district Anti-Bullying Coordinator (N.J.S.A. 18A:37-13, et seq.) for the BCTS and BCSS. The responsibilities of the Anti-Bullying Coordinator include the following:
  - a. Coordinating and strengthening the school district's policies to prevent, identify and address HIB of students;
  - b. Collaborating with the Anti-Bullying Specialists in the district, the Board of Education and the Superintendent and designee(s) to prevent, identify and respond to HIB of students in the district;
  - c. In collaboration with the Superintendent and designee(s), providing data to the NJDOE regarding HIB of students;
  - d. Executing other duties related to school HIB as requested by the Superintendent and designee(s); and
  - e. Meeting, at a minimum, twice each school year with the Anti-Bullying Specialists to discuss and strengthen procedures and policies to prevent, identify and address HIB in the district.
2. Serves as the district School Safety Specialist (N.J.S.A. 18A:17-43.3) for BCTS and BCSS. The responsibilities of the School Safety Specialist include the following:
  - a. Earning and maintaining NJDOE certification as a School Safety Specialist;
  - b. Supervising and providing oversight for all school safety and security personnel policies, and procedures in the school district;
  - c. Ensuring safety and security policies and procedures comply with state laws and regulations;
  - d. Providing the necessary training and resources to school district staff in matters relating to school safety and security. And
  - e. Serving as the BCTS and BCSS liaison with local law enforcement with regard to Memorandum of Agreement Between Education and Law Enforcement

- f. Serving as the BCTS and BCSS liaison with national, state and community agencies and organizations, with regard to the in matters of school safety and security.
- 3. Leads, coordinates and supports district Safety and Security Committees for BCTS and BCSS.
- 4. Submits data to the NJDOE Student Safety Data System ("SSDS") for BCTS and BCSS related violence, vandalism, HIB, weapons and substance offenses, other incidents leading to student removal from school, as well as HIB trainings and programs.
- 5. Reports periodically to the BCTS and BCSS Boards of Education on data submitted to the SSDS as required by law.
- 6. Provides guidance to, and facilitates coordination among, all BCTS Senior Learning Experience Coordinators to ensure all regulatory protocols and standards, including those related to environmental/health/safety and incident reporting, are known and implemented or met.
- 7. Provides guidance to, and facilitates coordination among, all BCTS School Counselors, School Nurses and Student Assistance Counselors to ensure Board Policies, district protocols and regulatory requirements are known and implemented.
- 8. Reports or assists in the reporting of BCTS public health data to governmental agencies as required.

#### SCHEDULE AND COMPENSATION:

- 1. The Safety and Security Coordinator assignment will not carry full instructional load to allow for allow for the completion of performance responsibilities during the school day.
- 2. The Safety and Security Coordinator assignment will require an Extended Day schedule (70 minutes) and receive the corresponding contractual stipend.
- 3. The Safety and Security Coordinator assignment may require flexible work hours as mutually agreed and arranged with the assignment's supervisor.
- 4. The Safety and Security Coordinator assignment will receive the negotiated stipend for the assignment.
- 5. The Safety and Security Coordinator assignment is a 10-month assignment that may require up to 20 extra days of work during the summer as mutually agreed and arranged with the assignment's supervisor. Summer work will be paid at the employee's appropriate hourly or per diem rate.




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 BERGEN COUNTY TECHNICAL SCHOOLS/SPECIAL SERVICES
 

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## Office of Human Resources

540 Farview Avenue, Paramus, New Jersey 07652-2915 • Tel. (201) 343-6000 • Fax (201) 265-6907 • TDD (201) 265-1147

May 17, 2021

Mary Lach, President  
 Bergen County Technical Schools  
 Secretarial Personnel Association  
 District Administration Building/Board of Education Offices  
 540 Farview Avenue  
 Paramus, New Jersey 07652

Re: Annual Salary Adjustment (R. Feehan)

Dear Ms. Lach:

This follows our telephone conversation today. As we discussed, staffing reductions in the Business Office this school year resulted in a variety of job duties from positions that were vacated but not "back filled" being reallocated to other Business Office positions. One of those positions is represented by your Association.

Ruth Feehan is a Secretary assigned to the Business Office. The School Business Administrator has advised that, following the departures of the other Business Office staff members, Ms. Feehan assumed additional responsibilities and responsibilities of a different nature from what she had been assigned before. She did so with initiative, positivity, and effectiveness. To be clear, Ms. Feehan's job duties still fall within the scope of the Secretary job description; and she still operates under her B.C.T.S.S.P.A. contractual work hours and other contractual terms and conditions of employment.

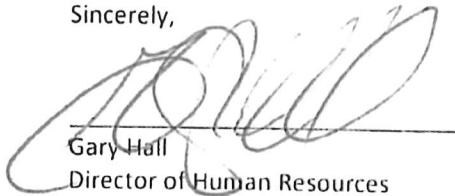
Based on the School Business Administrator's recommendation, the Superintendent has agreed to recommend that Ms. Feehan receive one (1) extra step of advancement on the 2021-2022 BCTSSPA salary guide beyond whatever she would normally be entitled to under the BCTSSPA contract when the Board and the Association reach a settlement for that year, provided that you agree to the provisions of this Sidebar Agreement on behalf of the Association. This additional salary guide advancement would be effective July 1, 2021. It would not interfere with Ms. Feehan's eligibility for any and all salary advancements negotiated between the Board and the Association for Association members in future years.

As we discussed, this is an unusual administrative recommendation that arises from unusual circumstances. Aspects of every assignment in every job title, including but not limited to duties, methods, equipment and priorities, change over time. This is not typically cause for salary adjustments of represented positions outside of those already negotiated. Recommendations such as this are made in the administration's sole discretion, for

non-discriminatory job-related reasons, and should not be looked at as "opening the door" for others to follow. With your agreement on this, the Superintendent will recommend Ms. Feehan for the extra step of salary guide advancement in 2021-2022 at the June 2021 Board meeting.

If you feel this accurately represents our recent conversation, and you agree with this arrangement, please sign and date a copy of this letter and return it to me at your convenience. If you have any questions, please let me know.

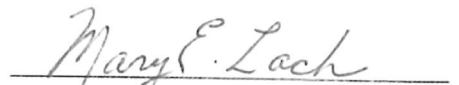
Sincerely,



Gary Hall  
Director of Human Resources

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I have read and understand the provisions of this letter, and on behalf of the B.C.T.S.S.P.A., I agree to these provisions with the understanding that this action, if taken by the school district, shall not be the basis for a claim of past practice or other obligation that might bind or compel either the Board or the B.C.T.S.S.P.A. to take similar action again in the future.



Mary E. Lach  
Mary Lach, President  
Bergen County Technical Schools  
Secretarial Personnel Association

Date:

5/17/21

## **FINANCE RESOLUTIONS**

### **21-F-170T      APPROVAL—PAYMENT OF BILLS: APRIL/MAY 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>
4/23/21-5/20/21	008013-008215	\$6,999,446.00	
4/23/21-5/20/21	S38806-S38850	\$510,027.38	\$7,509,473.38

<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-171T      MONTHLY CERTIFICATION—MARCH 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 March 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-172T      LINE ITEM TRANSFERS – MARCH 2021**

**RESOLUTION**

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

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

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

PB/JS/am  
Source of Funds: Per Attached

**21-F-173T      APPROVAL—ACCEPTANCE OF WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)  
AUDIT FOR FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020**

**RESOLUTION**

WHEREAS, the Board of Education has engaged the firm of Lerch, Vinci and Higgins of Fair Lawn New Jersey to conduct an audit of the financial operations for the fiscal year that concluded on June 30, 2020 of the Workforce Innovation Opportunity Act (WIOA); and

WHEREAS, the audit of WIOA financial statements included a single audit and a sub-recipient grant audit in compliance with New Jersey Department of Labor regulations; and

WHEREAS, this audit has been completed and reports filed with the New Jersey Department of Labor; and

NOW THEREFORE BE IT RESOLVED, the Board of Education does hereby accept the report and recommendations and directs that the appropriate corrective actions be taken; and

BE IT FURTHER RESOLVED, that the Board Secretary is directed to file a certified copy of this resolution with the Department of Labor as required by law.

PB:am

**~~21-F-174T      WITHDRAWAL OF FUNDS FROM CAPITAL RESERVE ACCOUNT~~  
~~Withdraw the resolution~~**

**Resolution**

WHEREAS, the district has funds in a capital reserve account, and

WHEREAS, N.J.A.C.6A; 23A-14.1 allows school districts to withdraw funds from its capital reserve fund to implement capital projects in the Long Range Facility Plan.

NOW THEREFORE BE IT RESOLVED, approval is granted to withdraw capital reserve funds in the amount of \$470,075.17 for the Bergen Academies Gymnasium Improvement project.

JS: PB/am

**21-F-175T            APPROVAL – SALARY AND FRINGE BENEFIT COST PRORATION SCHOOL YEAR 2020-2021**

**RESOLUTION**

WHEREAS, a Management Agreement between Bergen County Technical Schools and Bergen County Special Services was approved by both Boards; and

WHEREAS, the Management Agreement specifies the proration of salary and fringe costs of personnel who are employed by one Board but performs services for the other Board;

NOW THEREFORE BE IT RESOLVED that the Board of Education accept the **attached** proration worksheet; and

BE IT FURTHER RESOLVED that the Business Administrator shall make the necessary payroll and accounting entries to implement the proration plan.

PB/am

**21-F-176T            APPROVAL – ACCEPTANCE OF DONATION FOR BCTS PARAMUS CAMPUS**

**RESOLUTION**

WHEREAS, Policy 7230 authorizes the Board of Education to accept donations for a specific purpose; and

WHEREAS, the Board of Education shall be notified of such donations; and

WHEREAS, Ruth and Stephen Lepp donated the following items for students at the Paramus Campus:

200 psi air compressor  
(Thomas Industries Power Air Division, Sheboygan WI; Model #1107CE754/Serial #0000235 781)

6” Craftsman Metalworking Lathe make by Atlas at value at about \$650.00  
The lather has an approximately 24 inch bed and is on 4 x 6 feet workbench with a 4 inch metalworking vise and 10 inch woodworking vise, drill press on a separate bench  
Various hand tools

NOW THEREFORE BE IT RESOLVED, that the Board of Education does hereby accept the donation; and

BE IT FURTHER RESOLVED, the Board of Education extends appreciation to Ruth and Stephen Lepp for this very generous donation to the Bergen County Technical Schools.

JS/am

**21-F-177T            APPROVAL - STUDENT LIABILITY INSURANCE POLICY – EMS TRAINING PROGRAM  
2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, the Board of Education is recommending the Affinity Healthcare Insurance Company to provide Professional Liability Insurance for students at our EMS Program at the following rate for the period September 30, 2021 till September 30, 2022.

2021-2022 – Annual Premium
\$4,592.30



NOW THEREFORE BE IT RESOLVED, the Board of Education approves the payment for the above mentioned policy for the EMS Training Program.

JS/am

**21-F-178T      APPROVAL RENEWAL OF STUDENT ACCIDENT INSURANCE – BERGEN COUNTY  
TECHNICAL SCHOOLS - 2021-2022 SCHOOL YEAR**

**Resolution**

WHEREAS, the Board of Education's insurance broker has recommended the renewal of the Student Accident Policy at the following rate for the period July1, 2021 to June 30, 2022.

TERM	ANNUAL PREMIUM
2020-2021	\$64,319.00
<b>2021-2022</b>	<b>\$64,500.25</b>

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

JS/am  
Source of Funds: 11.000.291.290

**20-F-179T      APPROVAL - STUDENT ACCIDENT INSURANCE POLICY - ADULT PROGRAM AND EMS  
TRAINING PROGRAM - 2021-2022 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, the Board of Education's insurance broker has recommended the Adult Students Accident Policy with Axis Insurance Company at the following rate for the period July 1, 2021 to June 30, 2022.

2020-2021 Annual Premium	2021-2022 – Annual Premium
<b>\$8,981.00</b>	<b>\$9,133.00</b>

NOW THEREFORE BE IT RESOLVED, the Board of Education approves the payment for the above mentioned policy for the Adult Program and EMS Training Program.

JS/am  
Source of Funds: Various

**21-F-180T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND EDGEWATER 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 Edgewater 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 Edgewater Board of Education per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am

**21-F-181T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND MOONACHIE BOARD OF EDUCATION**

**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 Moonachie 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 Moonachie School District per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am

**21-F-182T      APPROVAL – AWARD RENEWAL CONTRACT – COMPUTER SOLUTIONS, INC.  
BERGEN COUNTY TECHNICAL SCHOOLS - \$15,864.00**

**RESOLUTION**

WHEREAS, the needs exists for Bergen County Technical Schools to have software support services, and

WHEREAS, Computer Solutions, Inc., (CSI), located at Six Commerce Street, Suite 2, Branchburg, New Jersey, has provided the district with software support for the 2019-2020 school year, and

WHEREAS, both parties wish to continue the services of the above-referenced contract for the 2021-2022 school year for a fee of \$15,864.00.

NOW THEREFORE BE IT RESOLVED, that the Board confirms the action of the Board Secretary, and award a renewal contract to Computer Solutions, Inc., to provide software support services for Bergen County Special Services for the 2021-2022 school year at a fee of \$15,864.00

JS/am

**21-F-183T      APPROVAL- CONSTRUCTION PROJECT MANAGEMENT SERVICES  
BERGEN COUNTY TECHNICAL SCHOOLS- PARAMUS, NEW JERSEY  
MAST CONSTRUCTION - \$110,400**

**RESOLUTION**

WHEREAS, the need exists to provide Construction Project Management Services for the Bergen County Technical Schools located at 540 Farview Avenue, Paramus, New Jersey, and

WHEREAS, Mast Construction Services, Inc. is Board approved for Construction Management Services, and

WHEREAS, Mast Construction has submitted the **attached** proposal for Construction Management Services to support Bergen County Technical Schools with staff augmentation to accomplish multiple facility project goals based on the following table:

<b>Facilities/Project Management Support</b>	<b>Duration</b>	<b>Fee Per Month</b>	<b>Total</b>
10 Man Days Per Month	12 Months	\$9,200	\$110,400.00

NOW THEREFORE BE IT RESOLVED that the Board of Education approves Mast Construction Services, Inc. to provide Construction Project Management Services for Bergen County Technical Schools located at 540 Farview Avenue Paramus, New Jersey for the school year 2021-2022 for a total cost of \$110,400.00

JS/rc

**21-F-184T      APPROVAL – PROFESSIONAL ARCHITECTURAL SERVICES AGREEMENT FOR THE  
PROJECT AT THE BERGEN COMMUNITY COLLEGE  
VENDOR: JR FRANK \$10,500.00**

**RESOLUTION**

WHEREAS, a need exists for the professional architectural services to provide interior alterations for the classroom at Bergen Community College; and

WHEREAS, J R Frank Design, has submitted the **attached proposal** which includes an analysis phase and construction documents for the project to convert the classroom into a cafeteria;

NOW THEREFORE BE IT RESOLVED, the Board of Education hereby confirms the action of the Business Administrator, and approves the aforementioned project provided by JR Frank Design, Wayne, New Jersey at the following fees:

<u>Services</u>	<u>Amount</u>
Prior to Commencement	\$1,500.00
Start of the Design Phase	\$2,500.00
Start of the Construction Phase	\$3,500.00
Completion of the Construction Documents	\$3,000.00
<b>Total:</b>	<b>\$10,500.00</b>

JS/am

**21-F-185T      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-186T      VENDOR NAME CHANGE – TO FURNISH AND DELIVER VARIOUS UNIFORMS AND SHOES,  
ON AN AS NEEDED BASIS, FOR BERGEN COUNTY TECHNICAL SCHOOLS, COMMENCING  
NOVEMBER 1, 2019, FOR A TWO-YEAR PERIOD**

BID #20-PC9  
#79-BCTSC

**RESOLUTION**

WHEREAS, Specialty Graphics LLC, Cherry Hill, NJ, was awarded a contract on October, 15, 2019 (Resolution #20-F-86T), by the Board of Education, to Furnish and Deliver Various Uniforms and Shoes, On An As Needed Basis, for BCTSC, Commencing November 1, 2019, or Date of Award, for a Two-Year Period, and

WHEREAS, as of December 1, 2020, Specialty Graphics LLC was purchased by Smart Stitch LLC, and

WHEREAS, Smart Stitch LLC, has agreed to the terms and conditions of the existing contract and has provided all of the necessary documentation to continue servicing the District,

NOW THEREFORE BE IT RESOLVED, that the Board of Education confirms the action of the Business Administrator to transfer the contract to Smart Stitch LLC, DBA Specialty Graphics,

BE IT FURTHER RESOLVED that all terms and conditions of the original contract remain unchanged.

**21-F-187T      RENEWAL OF THE FOOD SERVICE MANAGEMENT CONTRACT FOR THE  
2021-2022 SCHOOL YEAR. VENDOR: COMPASS GROUP USA, INC., D.B.A.  
CHARTWELLS CORPORATION. BREAKEVEN STATUS**

BID CC #20-PC1  
State ID #79-BCTSC

**RESOLUTION**

WHEREAS, on May 17, 2019, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for Competitive Contracts from all interested State Approved Food Service Management Companies wishing to bid on a contract to provide food management services for a one-year period with the option to renew, and

WHEREAS, the Board of Education awarded the contract on June 20, 2019, Resolution #19-F-253T, and

WHEREAS, the District has decided to renew the contract for an additional one-year period at the current index rate of 1%, and

WHEREAS, Chartwells Corporation guarantees that the bottom line on the operational financial report for the school year will result in a breakeven status for the District. If the actual bottom line is lesser than this amount, Chartwells will subsidize the bottom line of the School Food Authority up to 100% of Chartwells' Management Fee, provided the following conditions are met:

1. Reimbursement rates for National School Lunch Program meals shall not be less than the rates in effect for the prior school year;
2. The number of days meals are served during the school year shall be no less than 180 days;
3. The number of serving periods, locations, serving times and types of service shall not change dramatically;
4. The student enrollment does not drop drastically;
5. Service will not be interrupted as a result of fire, work stoppage, strike or school closing, and,

WHEREAS the proposal met all state and local requirements,

NOW THEREFORE BE IT RESOLVED the Board of Education approves the renewal of this contract for an additional twelve (12) month period as follows:

Guaranteed Board Profit	\$0
Management Fee - flat fee	\$83,200.00
(Contract on file with the Business Administrator)	

Source of Funds: Various

JS/dt

21-F-188T

**AWARD OF CONTRACT TO FURNISH AND DELIVER EDUCATIONAL SUPPLIES  
FOR THE 2021-2022 SCHOOL YEAR AS FOLLOWS: AUTO AND PHYSICAL  
EDUCATION/ATHLETICS  
VENDORS: VARIOUS**

BID #22-01

**RESOLUTION**

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

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

WHEREAS, in accordance with the advertisement, two (2) bids were received for Auto and Physical Education/Athletics, publicly opened and read aloud in the Board of Education office on May 4, 2021, and those bids carefully analyzed on a line item basis,

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

<b><u>AUTO</u></b>		
GAVINS AUTO BODY SUPPLIES, PATERSON, NJ	Page 26: 1-18; Page 27: 20-30, 37-44, 46; Page 28: 1, 2	\$10,550.75
	<b>TOTAL AWARDED:</b>	<b>\$10,550.75</b>

<b><u>PHYSICAL EDUCATION/ATHLETICS</u></b>		
BSN SPORTS, LLC., DALLAS, TX	Page 26: 1-5; Page 30: 1; Page 31: 1, 2; Page 34: 3, 10	\$5,269.60
	<b>TOTAL AWARDED:</b>	<b>\$5,269.60</b>

<b>GRAND TOTAL AWARDED:</b>	<b>\$15,820.35</b>
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BE IT FURTHER RESOLVED, that the Board of Education authorizes the Purchasing Department to re-bid the items and categories that have not been awarded.

Source of Funds: Various

JS/hm

21-F-189T      **APPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG—7/1/20-6/30/21**

**RESOLUTION**

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

VP/JS  
Source of funds: see attached

**21-F-190T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND NORTH ARLINGTON PUBLIC SCHOOLS**

**RESOLUTION**

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

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

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

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

EH: JS/am

**21-F-191T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND WOODCLIFF LAKE 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 Woodcliff Lake 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 Woodcliff Lake Board of Education per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

EH: JS/am

**21-F-192T      APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY  
TECHNICAL SCHOOLS AND PARAMUS 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 Paramus 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 Paramus Board of Education per the attached agreement, commencing July 1, 2021 and ending June 30, 2022.

**21-F-193T      APPROVAL – ADDITIONAL ARCHITECTURAL SERVICES TO RENOVATE THE CHILD STUDY  
TEAM OFFICES - PARAMUS CAMPUS  
VENDOR: DI CARA/RUBINO ARCHITECTS**

**RESOLUTION**

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

WHEREAS, the Board of Education approved additional services at their meeting on February 23, 2021 (Res.#21-F-115T) pertaining to the renovation of the existing classrooms to CST Offices and conversion of the existing CST area into two academic classrooms; and

WHEREAS, DiCara/Rubino Architects, has submitted an additional proposal for professional services for the upgrades of HVAC and structural evaluation for two classrooms;

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

<b><u>Additional Services</u></b>	<b>Fees</b>
Prior amount of the contract	\$70,750.00
Additional HVAC Upgrades for Room 207&208	\$3,840.00
Structural Evaluation for room 207 & 208 RTU's	\$3,600.00
Total	\$7,440.00
<b>New amount of the contract</b>	<b>\$78,190.00</b>

NOW THEREFORE BE IT RESOLVED that the Board approves additional services in the amount of \$7,440.00 thus increasing the total contract amount to \$78,190.00



**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

5/21/21  
Date

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

Month: Apr 2021 - May 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
4/23/2021 - 5/20/2021	008013 - 008215	6,999,446.00	
4/23/2021 - 5/20/2021	S38806 - S38850	<u>510,027.38</u>	7,509,473.38

<u>Date</u>	<u>Check #</u>	<u>Unemployment Comp Ins Fund Acct 955-1020782</u>	
		<u>0.00</u>	0.00

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

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Starting date 4/23/2021

Ending date 5/20/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008013	04/29/21		5204	LAUMAR ROOFING		108,135.00
008014	05/04/21		M182	CORNELL UNIVERSITY		2,700.00
008015	05/04/21		1113	BUREAU OF EDUCATION & RESEARCH		279.00
008016	05/10/21		2315	NASSP		3,081.14
008017	05/20/21		6460	A2 HOSTING, INC.		239.88
008018	05/20/21		6302	AB SCIEX LLC		17,162.04
008019	05/20/21		Y695	AH AHN; SEON		37.00
008020	✓ 05/20/21	05/20/21		00.0 \$ Multi Stub Void	#008021 Stub	
008021	05/20/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		27,061.27
008022	✓ 05/20/21	05/20/21		00.0 \$ Multi Stub Void	#008024 Stub	
008023	✓ 05/20/21	05/20/21		00.0 \$ Multi Stub Void	#008024 Stub	
008024	05/20/21		5918	AIRGAS USA,LLC		765.63
008025	05/20/21		2981	ALLEGHENY EDUCATIONAL SYSTEMS		90,459.00
008026	05/20/21		G581	ALWAYS HOME CARE, INC		1,244.00
008027	05/20/21		3203	AMERICAN INSTITUTE		1,559.25
008028	05/20/21		1022	AMERICAN PAPER TOWEL COMPANY		454.75
008029	05/20/21		J785	ANDERSON;CHRISTOPHER		4,250.00
008030	05/20/21		1016	ATRA JANITORIAL SUPPLY CO INC		159.54
008031	05/20/21		F788	AUGUST;EMILY		250.00
008032	05/20/21		O702	B & H CORP		747.20
008033	05/20/21		1059	B & H PHOTO-VIDEO INC		52,170.00
008034	05/20/21		K342	BAHERWANI; REKHA		56.00
008035	05/20/21		D373	BARCA;MS LAUREN		99.00
008036	05/20/21		2925	BARNES AND NOBLE BOOKSELLERS		8,464.68
008037	05/20/21		W681	BCSCA		280.00
008038	05/20/21		1122	BERGEN COUNTY EMS TRAINING CTR		100.00
008039	05/20/21		3502	BIOTEK INSTRUMENTS, INC.		28,672.50
008040	05/20/21		6308	BOARD OF VOCATIONAL EDUCATION		684.00
008041	05/20/21		1069	BOROUGH OF PARAMUS		267.14
008042	05/20/21		1108	BSN CORPORATION		1,511.93
008043	05/20/21		4161	CABLEVISION EDUCATION		136.89
008044	05/20/21		6918	CABLEVISION LIGHTPATH		28,060.52
008045	05/20/21		L826	CALIFORNIA ASSOCIATION OF IB WORLD SCHOC		775.00
008046	05/20/21		H240	CAMACHO;JACOB L.		250.00
008047	05/20/21		N204	CAMBRIDGE UNIVERSITY PRESS		2,157.68
008048	05/20/21		1145	CAROLINA BIOLOGICAL SUPPLY CO		158.00
008049	05/20/21		3785	CARR; JENNIFER		4,200.00
008050	05/20/21		X566	CASTELLANO; LISA		25.00
008051	05/20/21		6533	CERTIPORT		502.56

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008052	05/20/21		W818	CHEN; LIN		12.50
008053	05/20/21		5177	CHERRY VALLEY TRACTOR SALES		9,013.90
008054	05/20/21		H064	CHO; MIKYONG		22.00
008055	05/20/21		4466	CHRISTINE VALMY INTERNATIONAL SCHOOL		346.67
008056	05/20/21		O085	CME ASSOCIATES		6,235.00
008057	05/20/21		2195	COLDSTAT REFRIGERATION		934.71
008058	05/20/21		3679	COMP TIA		156.00
008059	05/20/21		4004	CONCEPT PRINTING AND PROMOTIONS		625.00
008060	05/20/21		P221	CONSTANT CONTACT, INC		1,890.00
008061	05/20/21		7233	CONTINENTAL TRADING AND HARDWARE, INC		981.98
008062	05/20/21		1181	COUNTY OF BERGEN		9,906.60
008063	05/20/21		1814	C-TECH ASSOCIATES, INC.		7,433.90
008064	05/20/21		4228	DELL ASAP SOFTWARE		192.68
008065	05/20/21		O364	DELLICKER STRATEGIES, LLC		25,000.00
008066	05/20/21		O194	DHAWAN; BRITT		70.00
008067	05/20/21		J115	DHULIPALA; NANCY		322.80
008068	05/20/21		Q223	DI CARA/RUBINO ARCHITECTS		3,600.00
008069	05/20/21		P632	DIOMIDOUS; BLANCA		87.00
008070	05/20/21		5195	DIRECTV. INC.		137.99
008071	05/20/21		I224	DONAVAN; IRENE		83.05
008072	05/20/21		3322	DRC/CTB		640.00
008073	05/20/21		B012	DYNTEK SERVICES, INC		8,112.50
008074	05/20/21		6552	DYV ENTERPRISES LLC		10,965.00
008075	05/20/21		1552	EASTWICK COLLEGE - NUTLEY		1,317.70
008076	05/20/21		6688	ELEVATOR MAINTENANCE CORP		40.00
008077	05/20/21		U007	EXPLORE LEARNING		1,965.00
008078	05/20/21		7651	EXPRESS HEATING CO., INC		3,147.66
008079	05/20/21		T135	F.W. WEBB COMPANY		1,753.69
008080	05/20/21		7550	FIRE AND SECURITY TECHNOLOGIES		165.00
008081	05/20/21		1250	FISHER SCIENTIFIC CO		222,781.31
008082	05/20/21		1252	FLINN SCIENTIFIC INC		26.50
008083	05/20/21		2436	FOLLETT EDUCATIONAL SERVICES		199.99
008084	05/20/21		7493	FOLLETT SCHOOL SOLUTIONS, INC		129.50
008085	05/20/21		1816	GAVINS		1,138.20
008086	05/20/21		I508	GENERAL SECURITY		5,250.00
008087	05/20/21		D182	GOODMAN; RON		93.25
008088	05/20/21		B105	GORDON; JEFFREY		38.02
008089	05/20/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		6,000.00
008090	05/20/21		C487	GREENSTEIN;JEANNIE		100.00

Starting date 4/23/2021      Ending date 5/20/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008091	05/20/21		2386	HACKENSACK CHAMBER OF COMMERCE		75.00
008092	05/20/21		H284	HAN; HYUNJOO		12.00
008093	05/20/21		Q970	HAYES; DAVID		769.00
008094	05/20/21		2453	HENRY SCHEIN INC.		455.10
008095	05/20/21		Q930	HISTORY UNERASED		4,500.00
008096	05/20/21		J963	HUANG; XIONG		93.50
008097	05/20/21		6181	HUDSON COMMUNITY ENTERPRISES		250.00
008098	05/20/21		D833	HUR; HYGYN		92.25
008099	05/20/21		4397	IMPACT APPLICATIONS INC		120.00
008100	05/20/21		2345	JAY-HILL REPAIRS		233.00
008101	05/20/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		12,000.00
008102	05/20/21		5174	JOHN WILEY & SONS		1,395.00
008103	05/20/21		1854	JONES & BARTLETT LEARNING, LLC		7,850.00
008104	05/20/21		R725	JORDAN; MICHELLE		53.25
008105	05/20/21		1342	KEEHN POWER PRODUCTS		318.56
008106	05/20/21		B650	KELLY; JOSEPHINE TRIGO		44.25
008107	05/20/21		R929	KRAJC-KACUR; ADRIANA		26.00
008108	05/20/21		1353	LAB VOLT SYSTEMS		258.01
008109	05/20/21		P200	LABSTER INC		12,000.00
008110	05/20/21		2174	LASCOMP INSTITUTE OF IT		23,383.33
008111	05/20/21		5204	LAUMAR ROOFING		720.00
008112	05/20/21		2504	LAWSON PRODUCTS, INC.		1,193.22
008113	05/20/21		A659	LEARNING ALLY		79.00
008114	05/20/21		V387	LEE; EUNGBEOM		64.00
008115	05/20/21		K950	LEE; HYEWON		19.50
008116	05/20/21		S615	LEE; JIN		169.50
008117	05/20/21		Z488	LEE; TERRY		11.00
008118	05/20/21		2099	LEISURE SPORTING GOODS		131.40
008119	05/20/21		6081	LENOVO		9,535.00
008120	05/20/21		1361	LEVITT'S PLANT FOOD SUPPLY		3,681.15
008121	05/20/21		6921	LIGHTPATH		10,148.00
008122	05/20/21		3047	LINA		813.77
008123	05/20/21		1368	LINCOLN TECHNICAL INSTITUTE		666.67
008124	05/20/21		C695	LINDGREN;KEITH		125.00
008125	05/20/21		W334	LOPEZ; KATHY		26.50
008126	05/20/21		P795	LORD; MICHAEL		40.00
008127	05/20/21		6128	MALVERN PANALYTICAL INC.		3,865.21
008128	05/20/21		4447	MARY POMERANTZ ADVERTISING		26.37
008129	05/20/21		O376	MAURER; BARBARA		19.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008130	05/20/21		5989	MCGRAW-HILL SCHOOL EDUCATION		1,259.00
008131	05/20/21		P319	MCQUADE KATHLEEN		120.00
008132	05/20/21		X196	MENG; CHEN		54.50
008133	05/20/21		T538	Metro NY Insulation		2,460.80
008134	05/20/21		I637	MITELMAN; VICTORIA		8.50
008135	05/20/21		2258	MODERN GROUP LTD		180.61
008136	05/20/21		Y130	MONTELEONE; KRISTIN		37.00
008137	05/20/21		F895	MORAJE; ABHISH		10.05
008138	05/20/21		5072	MRA INTERNATIONAL, INC.		1,093.00
008139	05/20/21		7383	MURRAY CONTRACTING LLC		48,260.58
008140	05/20/21		S525	MUTTAR; ISRA		75.35
008141	05/20/21		U582	NAETI, INC		1,975.00
008142	05/20/21		1422	NASCO		1,609.12
008143	05/20/21		6840	NATIONAL ART AND SCHOOL SUPPLIES		120.50
008144	05/20/21		2752	NATIONAL BUSINESS FURNITURE		1,988.96
008145	05/20/21		6197	NATIONAL HEALTH CAREER ASSOCIATION		3,163.43
008146	05/20/21		K995	NATIONAL RESTAURANT ASSOCIATION		270.00
008147	05/20/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,662.33
008148	05/20/21		7120	NCSSS		650.00
008149	05/20/21		1434	NEW READERS PRESS		2,069.55
008150	05/20/21		P793	NICHOLSON;DAKIM		125.00
008151	05/20/21		F376	NJ SAFE SCHOOLS PROGRAM		1,050.00
008152	05/20/21		H621	NJSCHOOLJOBS.COM		150.00
008153	05/20/21		1915	NORTHERN VALLEY REGIONAL H.S. DISTRICT		715.00
008154	05/20/21		D425	NWEA		4,290.00
008155	05/20/21		7277	O.C.A. BENEFIT SERVICES, LLC		61.50
008156	05/20/21		6991	OAKWOOD SOLUTIONS		798.00
008157	05/20/21		R871	OLANREWAJU; TOYIN		26.25
008158	05/20/21		K357	OTTERSTEDT INSURANCE AGENCY		18,371.83
008159	05/20/21		1473	PARISIAN BEAUTY ACADEMY		5,510.65
008160	05/20/21		A435	PARK; CHANGYU		39.20
008161	05/20/21		Y565	PARK; HYUNSOO		89.50
008162	05/20/21		7248	PASSON'S SPORTS & US GAMES, BSN		103.19
008163	05/20/21		5022	PERKIN ELMER HEALTH SCIENCES,INC.		10,956.00
008164	05/20/21		4876	POWER PLACE, INC.		718.88
008165	05/20/21		4390	PRESIDENT INDUSTRIAL PRODUCTS		1,013.00
008166	05/20/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		524.50
008167	05/20/21		1511	PSE&G		86,594.72
008168	05/20/21		2672	RAMAPO COLLEGE		5,000.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008169	05/20/21		T801	REZABALA:ROCIO		120.00
008170	05/20/21		2955	RICCIARDI BROTHERS PAINTS		447.09
008171	05/20/21	05/20/21		00.0 \$ Multi Stub Void	#008172 Stub	
008172	05/20/21		1828	RICOH AMERICAS CORPORATION		8,437.00
008173	05/20/21		1526	RIDELL/ALL AMERICAN SPORTS		589.40
008174	05/20/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
008175	05/20/21		K116	RIOS; ADRIEN		42.50
008176	05/20/21		H348	RIVERA;MS. CAROL J.		120.00
008177	05/20/21		3876	ROBOTECH CAD SOLUTIONS		4,000.00
008178	05/20/21		Y383	ROKKOS; VICKIE		16.55
008179	05/20/21		H324	ROLSTON; GREGORY		1,064.00
008180	05/20/21		A041	ROTH; MARY		96.00
008181	05/20/21		J580	ROZENFELD; IRENE		8.75
008182	05/20/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		7,285.90
008183	05/20/21		G051	SACHDEV; RAVI		48.50
008184	05/20/21		U132	SAFONOVA; ANNA		80.05
008185	05/20/21		L831	SCHOOL HEALTH COOPERATION		2,054.34
008186	05/20/21		N661	SCREENCASTIFY,LLC		1,000.00
008187	05/20/21		E552	SEGAL-GONZALEZ;ROBIN		2,500.00
008188	05/20/21		Q847	SHERLOCK; THOMAS		109.85
008189	05/20/21		K636	SHERWIN-WILLIAMS		117.64
008190	05/20/21		4975	SHI INTERNATIONAL CORP.		62,373.39
008191	05/20/21		F341	SMITHWARD; CATHIE		171.75
008192	05/20/21		Y156	SONG; SEHUN		27.00
008193	05/20/21		2344	STANDARD INSURANCE COMPANY		606.81
008194	05/20/21		J015	STANS SPORT CENTER. IN		1,034.97
008195	05/20/21		1947	STATE OF NEW JERSEY		380.00
008196	05/20/21		L584	STATS MEDIC LLC		499.00
008197	05/20/21		1661	SUEZ WATER NEW JERSEY		7,519.06
008198	05/20/21		Z785	T & M ENGINEERING		3,084.48
008199	05/20/21		R326	TANG; REBECCA		22.00
008200	05/20/21		Q859	THE MILNER CONSULTING GROUP		3,000.00
008201	05/20/21		Y785	TRAN; JOSEPH		156.00
008202	05/20/21		O264	TRIMARK STRATEGIC		4,795.00
008203	05/20/21		3651	TTI ENVIRONMENTAL, INC.		3,140.50
008204	05/20/21		D184	TYREX RESOURCES LLC		47.25
008205	05/20/21		L319	UGI ENERGY SERVICES, LLC		297.22
008206	05/20/21		1664	UNIVERSAL ELECTRIC MOTOR SRVCS		9,640.13
008207	05/20/21		3512	VANWELL ELECTRONICS, INC.		1,400.00

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008208	05/20/21		2034	VERIZON WIRELESS		3,223.15
008209	05/20/21		J295	WARNER;DAVID		1,000.00
008210	05/20/21		3950	WILLIAM PATERSON UNIVERSITY		3,568.80
008211	05/20/21		1695	WOMEN'S RIGHTS INFORMATION CENTER		27,300.00
008212	05/20/21		I918	WW NORTON		4,024.80
008213	05/20/21		2521	XEROX		4,129.76
008214	05/20/21		O833	YAO; WEI		88.65
008215	05/20/21		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		600.00
210404	H 04/27/21		1616	STATE OF NJ-HEALTH BENEFITS FD		787,798.18
210405	H 04/27/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210406	H 04/30/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 4/30/2021	101,192.20
210407	H 04/30/21		4864	DCRP BOARD SHARE		139.52
210408	H 04/30/21		PAY	PAYROLL VENDOR		4,454,564.38
210409	H 04/30/21		1096	BOARD OF VOCATIONAL EDUCATION		122,603.38
210501	H 05/14/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 5/14/2021	101,355.30
210502	H 05/14/21		4864	DCRP BOARD SHARE		600.75
210503	H 05/18/21		7292	MAXOR PLUS		238,084.39



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Fund Totals	
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10	General Fund	\$204,795.55
11	General Current Expense	\$5,350,944.08
13	Special Schools	\$236,512.20
20	Special Revenue Funds	\$788,547.68
30	Capital Projects Funds	\$66,747.87
60	CAFETERIA	\$6,949.27
61	ENTERPRISE FUND	\$178,604.48
62	INTERNAL SERVICE FUND	\$166,344.87
Total for all checks listed		\$6,999,446.00

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

Board Secretary

\_\_\_\_\_  
Date

Starting date 4/23/2021 Ending date 5/20/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38806	05/20/21		N419	Apple Inc		99.00
S38807	05/20/21		1750	APPLE INC		74,051.05
S38808	05/20/21		1041	BCTS CLEARING ACCOUNT		36,792.30
S38809	05/20/21		7668	BECKMAN COULTER, INC		10,626.00
S38810	05/20/21		5318	BERGEN BLENDED ACADEMY		1,831.58
S38811	05/20/21		1089	BERGEN COUNTY TECHNICAL SCHOOL		2,088.32
S38812	05/20/21		1128	BIO SHINE INC		825.00
S38813	05/20/21		1812	CDW-G		19,500.00
S38814	05/20/21		1190	CHARTWELLS		38,011.18
S38815	05/20/21		1905	COMMAND RADIO		305.10
S38816	05/20/21		Z461	CONSTELLATION NEW ENERGY		18,948.13
S38817	05/20/21		1838	DELL MARKETING; L.P.		66,556.67
S38818	05/20/21		1204	DELTA DENTAL PLAN OF NJ		53,831.67
S38819	05/20/21		5362	DISCOVERY BENEFITS, INC.		288.10
S38820	05/20/21		J070	DUDESOLUTIONS,INC		1,196.40
S38821	05/20/21		7183	DUFF & PHELPS LLC		1,250.00
S38822	05/20/21		6791	GEESE CHASERS OF NORTH JERSEY		3,627.00
S38823	05/20/21		6077	GENICOFF; SHARON		1,500.00
S38824	05/20/21		M813	GIUSTO; GERALDINE		59.70
S38825	05/20/21		1684	GRAINGER		16,195.02
S38826	05/20/21		7230	I. MILLER PRECISION OPTICAL INC		75,668.25
S38827	05/20/21		U245	INTERSTATE WASTE SERVICES		2,300.00
S38828	05/20/21		1329	JEWEL ELECTRICAL SUPPLY		12,606.92
S38829	05/20/21		5864	KAPLAN; KEITH		1,305.00
S38830	05/20/21		5458	LEARN WELL		3,291.75
S38831	05/20/21		2562	MANSFIELD; ELIZABETH		3,500.00
S38832	05/20/21		4982	MAST CONSTRUCTION SERVICES, INC.		9,200.00
S38833	05/20/21		3518	MPS		14,654.50
S38834	05/20/21		K805	NALCO WATER-AN ECOLAB COMPANY		560.68
S38835	05/20/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		2,325.00
S38836	05/20/21		1462	NOWELL,P.A.		11,962.50
S38837	05/20/21		6975	POLACK; CAROL		311.20
S38838	05/20/21		G530	QUINN;JAMES		1,366.00
S38839	05/20/21		1775	RIDGEWOOD PRESS		469.00
S38840	05/20/21		S216	RUTGERS CENTER FOR MATH, SCIENCE & COMP		232.26
S38841	05/20/21		5867	SAFETY KLEEN SYSTEMS, INC		205.00
S38842	05/20/21		2002	SCHOOL SPECIALTY		556.95
S38843	05/20/21		6829	STAPLES CONTRACT & COMMERCIAL INC		11,814.90
S38844	05/20/21		1601	STORR TRACTOR COMPANY		1,039.16

Starting date 4/23/2021 Ending date 5/20/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S38845	05/20/21		4676	T. FARESE & SONS, INC.		1,122.40
S38846	05/20/21		4071	TSUJ. CORPORATION		4,392.65
S38847	05/20/21		7724	ULTRAPRO PEST PROTECTION		286.00
S38848	05/20/21		2771	W.B. MASON COMPANY, INC.		951.04
S38849	05/20/21		1714	YANKEE LINEN INC		449.00
S38850	05/20/21		5798	ZWEBEN; DANA		1,875.00

<b>Fund Totals</b>
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10	General Fund	\$244.70
11	General Current Expense	\$345,472.33
12	Capital Outlay	\$6,248.56
13	Special Schools	\$2,735.57
20	Special Revenue Funds	\$102,241.93
30	Capital Projects Funds	\$9,801.25
60	CAFETERIA	\$28,583.33
61	ENTERPRISE FUND	\$14,654.50
62	INTERNAL SERVICE FUND	\$45.21
Total for all checks listed		\$510,027.38

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

Board Secretary

\_\_\_\_\_ Date

21-F-171T

## DISTRICT OF VOCATIONAL SCHOOLS

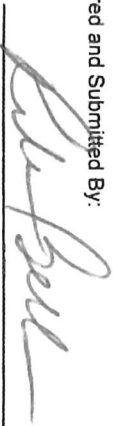
All Funds

For Month Ending: March 31, 2021

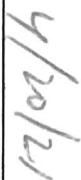
## CASH REPORT

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	16,256,403.19	9,552,226.65	8,288,179.86	17,520,449.98
2 Special Revenue Fund - Fund 20	(895,329.19)	920,085.00	626,963.97	(602,208.16)
3 Capital Projects Fund - Fund 30	(607,228.93)	667,449.04	1,065,489.55	(1,005,269.44)
4 Enterprise Funds - Fund 61, Fund 62	1,080,179.23	318,844.33	546,895.31	852,128.25
5 Enterprise Fund (Fund 5X) Cafeteria	(98,361.37)	3,864.38	25,242.41	(119,739.40)
6 Total Governmental Funds (Lines 1 Thru 5)	15,735,662.93	11,462,469.40	10,552,771.10	16,645,361.23
<b>TRUST AND AGENCY FUNDS (FUND 6X)</b>				
7 Payroll	7,000.00	2,534,211.36	2,534,211.36	7,000.00
8 Payroll Agency	159,744.12	4,457,719.41	4,518,751.90	98,711.63
9 Other (attach list) - Unemploy Insur	437,204.78	39,485.80	345.00	476,345.58
10 Total Trust & Agency Funds (lines 7 thru 9)	603,948.90	7,031,416.57	7,053,308.26	582,057.21
11	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00
13 Total Scholarship/Trust Funds (lines 11+12)	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00
16	0.00	0.00	0.00	0.00
17 Escrow Direct	129,874.12	14.95	0.00	129,889.07
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	16,469,485.95	18,493,900.92	17,606,079.36	17,357,307.51

Prepared and Submitted By:



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 3/31/2021 Fund: 10 General Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$11,438,739.58
102 - 106	Cash Equivalents		\$6,081,710.40
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		\$6,733,348.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$1,843,453.47	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$5,123,916.47	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$6,977,869.94

Loans Receivable:

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

Other Current Assets

(\$2.99)

**Resources:**

301	Estimated revenues	\$75,097,682.29	
302	Less revenues	(\$63,592,313.66)	\$11,505,368.63

**Total assets and resources**

**\$42,737,033.56**

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 3/31/2021 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$1,909.79
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,280,442.81
	<b>Total liabilities</b>		<b>\$3,282,352.60</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$28,631,650.01
761	Capital reserve account - July	\$6,077,195.97	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$6,077,195.97
764	Maintenance reserve account - July	\$706,524.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$706,524.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$79,062,634.76	
602	Less: Expenditures	(\$48,730,453.84)	
	Less: Encumbrances	(\$24,666,697.54)	(\$73,397,151.38)
	Total appropriated		\$41,080,853.36
	Unappropriated:		
770	Fund balance, July 1		\$2,338,780.07
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,964,952.47)
	Total fund balance		\$39,454,680.96
	<b>Total liabilities and fund equity</b>		<b><u>\$42,737,033.56</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 3/31/2021 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$79,062,634.76	\$73,397,151.38	\$5,665,483.38
Revenues	(\$75,097,682.29)	(\$63,592,313.66)	(\$11,505,368.63)
Subtotal	<u>\$3,964,952.47</u>	<u>\$9,804,837.72</u>	<u>(\$5,839,885.25)</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>\$3,727,641.75</u>	<u>\$237,310.72</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>\$3,021,117.75</u>	<u>\$943,834.72</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>\$3,964,952.47</u>	<u>\$3,021,117.75</u>	<u>\$943,834.72</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,964,952.47</u>	<u>\$3,727,641.75</u>	<u>\$237,310.72</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 3/31/2021 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	65,221,768	2,209,376	67,431,144	57,893,310	Under	9,537,835
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	3,457	Under	17,534
Total		71,788,306	3,309,376	75,097,682	63,592,314		11,505,369
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,500,279	138,495	11,638,774	7,570,746	3,590,315	477,712
11160	Total Basic Skills/Remedial – Instruct.	92,291	0	92,291	64,577	27,714	0
12160	Total Bilingual Education – Instruction	107,519	0	107,519	70,605	36,914	0
13160	Total Vocational Programs – Local -Instr	13,791,519	94,437	13,885,956	9,385,708	4,039,064	461,183
15180	TOTAL VOCATIONAL PROGRAMS	957,550	784,744	1,742,294	718,454	756,121	267,719
17100	Total School-Sponsored Co/Extra Curricul	827,200	0	827,200	445,108	349,862	32,230
17600	Total School-Sponsored Athletics – Instr	949,989	43,819	993,808	504,330	351,330	138,149
25100	Total Other Instructional Programs - Ins	420,000	0	420,000	153,574	258,014	8,413
29680	Total Undistributed Expenditures – Atten	124,083	0	124,083	96,412	27,671	0
30620	Total Undistributed Expenditures – Healt	545,924	508,875	1,054,799	338,822	160,179	555,798
40580	Total Undistributed Expend – Speech, OT,	272,089	0	272,089	181,913	90,176	0
41660	Total Undist. Expend. – Guidance	2,325,815	(65,000)	2,260,815	1,467,539	789,396	3,880
42200	Total Undist. Expend. – Child Study Team	944,439	60	944,499	643,336	233,868	67,295
43200	Total Undist. Expend. – Improvement of I	1,369,979	76,858	1,446,837	1,004,944	324,421	117,472
43620	Total Undist. Expend. – Edu. Media Serv.	136,023	0	136,023	109,038	15,637	11,348
44180	Total Undist. Expend. – Instructional St	105,000	7,319	112,319	26,715	7,777	77,828
45300	Support Serv. - General Admin	1,709,091	249,958	1,959,049	1,109,798	689,808	159,443
46160	Support Serv. - School Admin	2,566,010	3,678	2,569,688	1,763,455	738,396	67,837
47200	Total Undist. Expend. – Central Services	1,534,970	144	1,535,114	1,008,059	435,472	91,582
47620	Total Undist. Expend. – Admin. Info. Tec	4,840,168	1,062,338	5,902,506	3,859,321	1,893,268	149,918
51120	Total Undist. Expend. – Oper. & Maint. O	8,300,364	523,348	8,823,712	4,688,852	3,110,843	1,024,017
52480	Total Undist. Expend. – Student Transpor	790,734	0	790,734	235,481	368,554	186,700
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,987,117	(1,311,000)	12,676,117	8,584,896	2,768,474	1,322,747
75880	TOTAL EQUIPMENT	0	2,062,290	2,062,290	1,385,092	610,125	67,073
76260	Total Facilities Acquisition and Constr	57,894	2,881,047	2,938,941	1,000,541	1,878,615	59,785
77140	Total Post-Secondary Programs - Instruct	494,907	5,521	500,428	327,437	144,008	28,983
77280	Total Post-Secondary Programs – Support	115,000	11,000	126,000	117,675	8,097	228
78180	Total Other Special Schools - Instructio	952,587	24,775	977,362	522,505	270,506	184,352
78320	Total Other Special Schools – Support Se	634,818	55,639	690,457	473,839	170,069	46,549
81180	Total Vocational Evening-Local Instructi	452,922	20,874	473,796	173,286	292,147	8,364
81320	Total Vocational Evening-Local-Support S	752,748	95,110	847,858	632,524	169,482	45,852
83060	Total GED Testing Centers	129,277	0	129,277	65,873	60,377	3,027
Total		71,788,306	7,274,329	79,062,635	48,730,454	24,666,698	5,665,483



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 3/31/2021 Fund: 10 General Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy		33,066,697	0	33,066,697	33,066,697		0
00150	10-1320	Tuition from LEAs Within State		29,784,285	718,500	30,502,785	22,411,214	Under	8,091,571
00220	10-13[2-4]0	Other Tuition		1,550,000	0	1,550,000	844,826	Under	705,174
00300	10-1__	Unrestricted Miscellaneous Revenues		591,509	1,122,000	1,713,509	1,562,918	Under	150,592
00310	10-1991	GED Testing Center Fees		129,277	0	129,277	7,656	Under	121,621
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	3,457	Under	17,534
Total				71,788,306	3,309,376	75,097,682	63,592,314		11,505,369

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	6,859,010	3,114,363	0
02180	11-140-100-106	Other Salaries for Instruction		249,406	0	249,406	135,157	114,249	0
02200	11-140-100-320	Purchased Professional – Educational Ser		115,000	(75,000)	40,000	(9,100)	0	49,100
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series		37,500	0	37,500	13,703	12,209	11,589
02260	11-140-100-610	General Supplies		770,000	286,339	1,056,339	417,360	290,714	348,265
02280	11-140-100-640	Textbooks		175,000	2,156	177,156	126,441	14,953	35,761
02300	11-140-100-800	Other Objects		20,000	0	20,000	3,829	1,136	15,035
02500	11-150-100-101	Salaries of Teachers		65,000	0	65,000	22,309	42,691	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	64,577	27,714	0
12000	11-240-100-101	Salaries of Teachers		107,519	0	107,519	70,605	36,914	0
13000	11-3__-100-101	Salaries of Teachers		12,165,669	0	12,165,669	8,488,433	3,677,236	0
13040	11-3__-100-320	Purchased Professional-Educational Servi		827,000	0	827,000	460,275	294,500	72,225
13080	11-3__-100-[4-5]	Other Purchased Services (400-500 series		4,000	0	4,000	0	0	4,000
13100	11-3__-100-610	General Supplies		581,250	87,059	668,309	341,443	60,771	266,094
13120	11-3__-100-640	Textbooks		198,600	7,378	205,978	95,386	3,208	107,383
13140	11-3__-100-8__	Other Objects		15,000	0	15,000	171	3,349	11,481
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	115,270	0	8,730
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series		68,000	0	68,000	14,612	19,860	33,528
14100	11-310-100-610	General Supplies		387,000	583,522	970,522	332,641	451,265	186,616
14120	11-310-100-640	Textbooks		10,000	0	10,000	2,941	1,433	5,626
14140	11-310-100-8__	Other Objects		18,000	(753)	17,247	8,340	1,147	7,760
15000	11-320-100-101	Salaries of Teachers		100,000	0	100,000	15,336	84,664	0
15100	11-320-100-610	General Supplies		72,000	201,975	273,975	222,402	26,114	25,458
17000	11-401-100-1__	Salaries		790,000	0	790,000	440,173	349,827	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		1,700	0	1,700	0	0	1,700

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 3/31/2021 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17060	11-401-100-8__	Other Objects	35,500	0	35,500	4,935	35	30,530
17500	11-402-100-1__	Salaries	690,989	0	690,989	379,354	311,635	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	89,000	10,800	99,800	26,552	12,431	60,816
17540	11-402-100-6__	Supplies and Materials	130,000	29,674	159,674	93,407	27,263	39,004
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	153,574	258,014	8,413
29500	11-000-211-1__	Salaries	124,083	0	124,083	96,412	27,671	0
30500	11-000-213-1__	Salaries	479,424	0	479,424	349,967	129,457	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	42,000	0	42,000	25,449	5,314	11,237
30580	11-000-213-6__	Supplies and Materials	7,500	509,925	517,425	(38,218)	25,065	530,578
30600	11-000-213-8__	Other Objects	17,000	(1,050)	15,950	1,624	343	13,983
40500	11-000-216-1__	Salaries	272,089	0	272,089	181,913	90,176	0
41500	11-000-218-104	Salaries of Other Professional Staff	2,005,536	(65,000)	1,940,536	1,277,319	663,217	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	235,279	0	235,279	175,534	59,745	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	495,659	186,062	14,816
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	171,402	0	171,402	129,376	42,026	0
42060	11-000-219-320	Purchased Professional – Educational Ser	22,500	0	22,500	12,696	4,235	5,569
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	6,000	0	6,000	739	0	5,261
42160	11-000-219-6__	Supplies and Materials	40,000	60	40,060	4,377	700	34,983
42180	11-000-219-8__	Other Objects	8,000	0	8,000	489	845	6,666
43020	11-000-221-104	Salaries of Other Professional Staff	961,048	0	961,048	721,370	239,678	0
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	210,431	0	210,431	152,645	57,786	0
43100	11-000-221-320	Purchased Prof. – Educational Services	45,000	6,000	51,000	34,214	13,060	3,726
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	55,500	(7,450)	48,050	27,069	4,447	16,534
43160	11-000-221-6__	Supplies and Materials	28,000	101,220	129,220	34,654	614	93,952
43180	11-000-221-8__	Other Objects	70,000	(22,912)	47,088	34,992	8,836	3,260
43500	11-000-222-1__	Salaries	61,023	0	61,023	45,386	15,637	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	65,000	5,200	70,200	60,904	0	9,296
43580	11-000-222-6__	Supplies and Materials	10,000	(5,200)	4,800	2,748	0	2,052
44020	11-000-223-104	Salaries of Other Professional Staff	0	17,987	17,987	17,943	0	44
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	62,500	(14,046)	48,454	5,119	1,865	41,470
44160	11-000-223-8__	Other Objects	42,500	3,378	45,878	3,652	5,912	36,314
45000	11-000-230-1__	Salaries	652,391	0	652,391	462,742	189,649	0
45040	11-000-230-331	Legal Services	275,000	15,832	290,832	122,302	161,386	7,144
45060	11-000-230-332	Audit Fees	66,000	0	66,000	64,000	2,000	0
45070	11-000-230-333	Expenditure & Internal Control Audit Fee	10,000	0	10,000	2,938	7,063	0
45080	11-000-230-334	Architectural/Engineering Services	50,000	231,590	281,590	94,645	186,944	0
45100	11-000-230-339	Other Purchased Professional Services	172,500	0	172,500	73,496	67,500	31,504
45140	11-000-230-530	Communications/Telephone	250,000	(20)	249,980	163,796	62,459	23,725
45160	11-000-230-585	BOE Other Purchased Services	1,000	0	1,000	0	0	1,000

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	165,200	2,418	167,618	73,941	11,215	82,462
45200	11-000-230-610	General Supplies	10,000	137	10,137	1,474	268	8,395
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	1,294,028	568,730	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	618,902	0	618,902	458,655	160,247	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	16,850	69	16,919	(631)	109	17,441
46120	11-000-240-6__	Supplies and Materials	39,500	(8,752)	30,748	(486)	5,539	25,694
46140	11-000-240-8__	Other Objects	28,000	12,361	40,361	11,888	3,771	24,702
47000	11-000-251-1__	Salaries	1,299,570	0	1,299,570	882,628	416,942	0
47040	11-000-251-340	Purchased Technical Services	175,200	0	175,200	108,308	9,617	57,274
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	17,000	95	17,095	5,623	3,921	7,551
47100	11-000-251-6__	Supplies and Materials	32,000	49	32,049	7,786	1,319	22,943
47180	11-000-251-890	Other Objects	11,200	0	11,200	3,714	3,673	3,813
47500	11-000-252-1__	Salaries	3,250,168	0	3,250,168	2,400,577	849,591	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	50,000	50,000	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,215,000	286,488	1,501,488	799,013	562,342	140,133
47580	11-000-252-6__	Supplies and Materials	270,000	775,850	1,045,850	607,882	431,114	6,855
47600	11-000-252-8__	Other Objects	5,000	0	5,000	1,849	220	2,930
48500	11-000-261-1__	Salaries	602,039	0	602,039	393,986	208,053	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	425,000	378,035	803,035	350,289	91,139	361,608
48540	11-000-261-610	General Supplies	175,000	57,479	232,479	144,677	57,186	30,617
49000	11-000-262-1__	Salaries	2,991,573	0	2,991,573	2,126,083	833,147	32,344
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	268,478	230,627	192,481
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	63,870	35,628	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	31,236	386,236	174,109	68,144	143,983
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	160,262	197,817	41,921
49220	11-000-262-622	Energy (Electricity)	1,300,000	(750)	1,299,250	666,521	445,883	186,846
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	(2,595)	20,000	12,595
49280	11-000-262-8__	Other Objects	15,000	212	15,212	8,179	331	6,702
50000	11-000-263-1__	Salaries	254,252	0	254,252	179,551	74,701	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	5,408	45,408	20,036	25,337	34
50060	11-000-263-610	General Supplies	5,000	0	5,000	3,777	796	427
51000	11-000-266-1__	Salaries	35,000	0	35,000	3,643	31,357	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	165,000	0	165,000	(690)	165,000	690
51060	11-000-266-610	General Supplies	5,000	0	5,000	2,970	0	2,030
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	516,734	0	516,734	235,015	281,719	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	1,113	1,075	6,812

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Fund

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		170,000	0	170,000	(1,494)	1,760	169,734
52400	11-000-270-593	Misc. Purchased Services - Transportatio		84,000	0	84,000	0	84,000	0
52440	11-000-270-615	Transportation Supplies		8,000	0	8,000	117	0	7,883
52460	11-000-270-8__	Other objects		3,000	0	3,000	729	0	2,271
71020	11-000-291-220	Social Security Contributions		1,315,000	(200,000)	1,115,000	614,314	297,532	203,155
71060	11-000-291-241	Other Retirement Contributions - PERS		2,420,000	(243,000)	2,177,000	1,871,947	0	305,053
71160	11-000-291-260	Workmen's Compensation		610,000	0	610,000	0	610,000	0
71180	11-000-291-270	Health Benefits		9,270,117	(868,000)	8,402,117	5,788,104	1,855,709	758,304
71200	11-000-291-280	Tuition Reimbursement		120,000	0	120,000	65,795	5,372	48,833
71220	11-000-291-290	Other Employee Benefits		252,000	0	252,000	244,737	(140)	7,403
75500	12-000-100-73_	Undistributed Expenditures - Instruction		0	508,992	508,992	313,576	190,943	4,474
75560	12-000-21_73_	Undist. Expend. - Supp Serv. - Related &		0	491,125	491,125	444,235	0	46,890
75600	12-000-220-73_	Undist. Expend. - Support Serv. - Inst.		0	5,400	5,400	5,374	0	26
75680	12-000-252-73_	Undistributed Expenditures - Admin. Info		0	473,919	473,919	305,848	167,502	569
75720	12-000-262-73_	Undist. Expend. - Custodial Services		0	24,679	24,679	20,979	0	3,700
75740	12-000-263-73_	Undist. Expend. - Care and Upkeep of Gro		0	122,405	122,405	79,600	42,765	40
75760	12-000-266-73_	Undist. Expend. - Security		0	127,746	127,746	0	127,722	24
75780	12-000-270-732	Undist. Expend. Student Trans. - Non-Ins		0	212,624	212,624	209,274	0	3,350
75860	12-___-__00-73_	Special Schools (All Programs)		0	95,400	95,400	6,207	81,193	8,000
76040	12-000-400-334	Architectural/Engineering Services		0	5,820	5,820	3,314	2,506	0
76080	12-000-400-450	Construction Services		0	2,875,227	2,875,227	997,227	1,876,109	1,891
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	277,440	116,367	0
77060	13-330-100-[4-5]	Other Purchased Services (400-500 series		10,600	(5,000)	5,600	3,561	322	1,717
77080	13-330-100-610	General Supplies		65,000	10,000	75,000	36,047	20,655	18,298
77100	13-330-100-640	Textbooks		18,000	521	18,521	6,462	4,762	7,297
77120	13-330-100-8__	Other Objects		7,500	0	7,500	3,927	1,901	1,672
77180	13-330-200-2__	Personnel Services - Employee Benefits		115,000	11,000	126,000	117,675	8,097	228
78000	13-4__-100-101	Salaries of Teachers		605,587	0	605,587	380,626	224,961	0
78120	13-4__-100-610	General Supplies		347,000	24,775	371,775	141,879	45,544	184,352
78200	13-4__-200-1__	Salaries		403,918	0	403,918	257,441	146,477	0
78220	13-4__-200-2__	Personnel Services - Employee Benefits		155,000	43,000	198,000	157,409	13,888	26,703
78240	13-4__-200-3__	Purchased Professional and Technical Svc		15,600	0	15,600	2,046	5,000	8,554
78260	13-4__-200-[4-5]	Other Purchased Services (400-500 series		40,000	11,339	51,339	39,144	4,694	7,501
78280	13-4__-200-6__	Supplies and Materials		10,800	1,505	12,305	9,580	10	2,715
78300	13-4__-200-8__	Other Objects		9,500	(205)	9,295	8,220	0	1,076
81000	13-629-100-101	Salaries of Teachers		423,422	5,000	428,422	153,051	275,371	0
81120	13-629-100-610	General Supplies		28,500	15,874	44,374	20,235	16,776	7,364
81140	13-629-100-640	Textbooks		1,000	0	1,000	0	0	1,000
81200	13-629-200-1__	Salaries		483,948	65,000	548,948	431,475	117,473	0

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
81220	13-629-200-2__ Personnel Services – Employee Benefits	200,000	39,000	239,000	184,189	44,168	10,643
81260	13-629-200-[4-5] Other Purchased Services (400-500 series	52,800	(9,880)	42,920	7,764	7,668	27,488
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	2,538	173	1,288
83000	13-640-200-1__ Salaries	85,277	0	85,277	61,546	23,731	0
83020	13-640-200-6__ Supplies and Materials	44,000	0	44,000	4,327	36,646	3,027
Total		71,788,306	7,274,329	79,062,635	48,730,454	24,666,698	5,665,483

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$602,208.16)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$9,188.15	
142	Intergovernmental - Federal	\$46,881.80	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$56,069.95

Loans Receivable:

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

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$10,178,070.81	
302	Less revenues	(\$3,190,046.21)	\$6,988,024.60

**Total assets and resources**

**\$6,441,886.39**

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$602,208.16)
411	Intergovernmental accounts payable - state			\$4,218.70
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.24
	Other current liabilities			\$1,886.01
	<b>Total liabilities</b>			<b>\$6,104.95</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances			\$3,470,675.74
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$10,534,656.68		
602	Less: Expenditures	(\$4,098,875.24)		
	Less: Encumbrances	(\$3,114,089.87)	(\$7,212,965.11)	\$3,321,691.57
	Total appropriated			\$6,792,367.31

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>\$6,435,781.44</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$6,441,886.39</u></b>

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$10,534,656.68	\$7,212,965.11	\$3,321,691.57
Revenues	(\$10,178,070.81)	(\$3,190,046.21)	(\$6,988,024.60)
Subtotal	<u>\$356,585.87</u>	<u>\$4,022,918.90</u>	<u>(\$3,666,333.03)</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>\$4,022,918.90</u>	<u>(\$3,666,333.03)</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>\$4,022,918.90</u>	<u>(\$3,666,333.03)</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>\$4,022,918.90</u>	<u>(\$3,666,333.03)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$356,585.87</u>	<u>\$4,022,918.90</u>	<u>(\$3,666,333.03)</u>

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

Board Secretary

\_\_\_\_\_

Date



Starting date 7/1/2020 Ending date 3/31/2021 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	498,654	10,108,654	3,144,629	Under	6,964,025
Total		9,630,000	548,071	10,178,071	3,190,046		6,988,025
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	20,000	60,175	80,175	13,609	14,489	52,076
88120	Vocational Education	20,000	(20,000)	0	0	0	0
88140	Other	320,000	230,177	550,177	444,209	69,102	36,866
88740	Total Federal Projects	9,270,000	634,305	9,904,305	3,641,056	3,030,499	3,232,749
Total		9,630,000	904,657	10,534,657	4,098,875	3,114,090	3,321,692

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Starting date 7/1/2020 Ending date 3/31/2021 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	114,965	Under	90,994
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	358,602	Under	165,978
00810 20-4430 Vocational Education	890,000	126,320	1,016,320	212,466	Under	803,854
00815 20-4440 Adult Basic Education	1,100,000	351,721	1,451,721	608,112	Under	843,609
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,610,000	(182,749)	6,427,251	1,463,929	Under	4,963,322
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	222,362	Under	105,990
Total	9,630,000	548,071	10,178,071	3,190,046		6,988,025

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	20,000	60,175	80,175	13,609	14,489	52,076
88120 20-___-___ Vocational Education	20,000	(20,000)	0	0	0	0
88140 20-___-___ Other	320,000	230,177	550,177	444,209	69,102	36,866
88500 20-___-___ Title I	170,000	35,959	205,959	148,138	42,519	15,302
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	399,980	88,858	35,742
88640 20-___-___ Vocational Education	870,000	146,320	1,016,320	237,005	754,978	24,337
88660 20-___-___ Adult Education	1,100,000	351,721	1,451,721	707,642	606,801	137,278
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,610,000	(58,746)	6,551,254	2,023,095	1,531,552	2,996,607
88700 20-___-___ Other	0	0	0	(21,945)	0	21,945
88706 20-479-___-___ CRF Grant Program	0	95,573	95,573	91,211	5,792	(1,430)
Total	9,630,000	904,657	10,534,657	4,098,875	3,114,090	3,321,692

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 30 Capital Projects Funds

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Assets and Resources

**Assets:**

101	Cash in bank		(\$1,005,269.44)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$4,100,039.93

**Resources:**

301	Estimated revenues	\$7,040,477.35	
302	Less revenues	(\$3,790,217.16)	\$3,250,260.19

**Total assets and resources**

**\$6,345,030.68**

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Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$1,005,269.44)
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			\$4,088,570.35
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$9,594,583.02		
602	Less: Expenditures	(\$3,261,117.93)		
	Less: Encumbrances	(\$1,534,464.68)	(\$4,795,582.61)	\$4,799,000.41
	Total appropriated			\$8,887,570.76
	Unappropriated:			
770	Fund balance, July 1			\$11,565.59
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$2,554,105.67)
	Total fund balance			<b>\$6,345,030.68</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$6,345,030.68</u></b>

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Bergen County Vo-Tech Schools

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,594,583.02	\$4,795,582.61	\$4,799,000.41
Revenues	(\$7,040,477.35)	(\$3,790,217.16)	(\$3,250,260.19)
Subtotal	<u>\$2,554,105.67</u>	<u>\$1,005,365.45</u>	<u>\$1,548,740.22</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,554,105.67</u>	<u>\$1,005,365.45</u>	<u>\$1,548,740.22</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,554,105.67</u>	<u>\$1,005,365.45</u>	<u>\$1,548,740.22</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,554,105.67</u>	<u>\$1,005,365.45</u>	<u>\$1,548,740.22</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,554,105.67</u>	<u>\$1,005,365.45</u>	<u>\$1,548,740.22</u>

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

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Starting date 7/1/2020 Ending date 3/31/2021 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	3,790,217	Under	3,250,260
Total		0	7,040,477	7,040,477	3,790,217		3,250,260
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	9,594,583	9,594,583	3,261,118	1,534,465	4,799,000
Total		0	9,594,583	9,594,583	3,261,118	1,534,465	4,799,000

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
		0	7,040,477	7,040,477	3,790,217	Under	3,250,260
Total		0	7,040,477	7,040,477	3,790,217		3,250,260
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000	30-__-__-73_ Capital Project Equipment	0	462,137	462,137	0	69,637	392,500
89060	30-000-4__-39_ Other Purchased Prof. and Tech Services	0	365,705	365,705	93,002	237,987	34,717
89080	30-000-4__-45_ Construction Services	0	6,346,422	6,346,422	2,821,833	885,418	2,639,170
89100	30-000-4__-61_ General Supplies	0	1,511,148	1,511,148	226,421	149,508	1,135,218
89180	30-000-4__-8__ Other Objects	0	909,171	909,171	119,862	191,914	597,395
Total		0	9,594,583	9,594,583	3,261,118	1,534,465	4,799,000

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Starting date 7/1/2020 Ending date 3/31/2021 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**



Starting date 7/1/2020 Ending date 3/31/2021 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		\$0.00
	<b>Total liabilities and fund equity</b>		<b><u>\$0.00</u></b>

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Starting date 7/1/2020 Ending date 3/31/2021 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 3/31/2021 Fund: 40 Debt Service Funds

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 CAFETERIA

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Assets and Resources

**Assets:**

101	Cash in bank		(\$119,739.40)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$148,721.00

**Resources:**

301	Estimated revenues	\$865,000.00	
302	Less revenues	(\$24,533.05)	\$840,466.95

**Total assets and resources**

**\$869,448.55**

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 CAFETERIA

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$119,739.40)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,372.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$4,856.00
	Other current liabilities		\$193,203.30
	<b>Total liabilities</b>		<b>\$208,431.30</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$509,557.01
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	(\$203,982.75)	
	Less: Encumbrances	(\$509,557.01)	(\$713,539.76)
	Total appropriated		\$661,017.25

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$661,017.25
	<b>Total liabilities and fund equity</b>		<b><u>\$869,448.55</u></b>

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$865,000.00	\$713,539.76	\$151,460.24
Revenues	(\$865,000.00)	(\$24,533.05)	(\$840,466.95)
Subtotal	<u>\$0.00</u>	<u>\$689,006.71</u>	<u>(\$689,006.71)</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>\$689,006.71</u>	<u>(\$689,006.71)</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>\$689,006.71</u>	<u>(\$689,006.71)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$689,006.71</u>	<u>(\$689,006.71)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$689,006.71</u>	<u>(\$689,006.71)</u>

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

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Starting date 7/1/2020 Ending date 3/31/2021 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	24,533	Under	840,467
Total		865,000	0	865,000	24,533		840,467
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		865,000	0	865,000	203,983	509,557	151,460
Total		865,000	0	865,000	203,983	509,557	151,460

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	865,000	0	865,000	24,533	Under	840,467
Total	865,000	0	865,000	24,533		840,467

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	865,000	0	865,000	203,983	509,557	151,460
Total	865,000	0	865,000	203,983	509,557	151,460



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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 61 ENTERPRISE FUND

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Assets and Resources

**Assets:**

101	Cash in bank		\$689,827.46
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	\$240,310.94	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$240,310.94

Loans Receivable:

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

Other Current Assets

\$100,748.00

**Resources:**

301	Estimated revenues	\$3,155,200.00	
302	Less revenues	(\$1,825,737.17)	\$1,329,462.83

**Total assets and resources**

**\$2,360,349.23**

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$0.40)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$35,700.00
	Other current liabilities		\$1,033,159.71
	<b>Total liabilities</b>		<b>\$1,068,859.31</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$581,378.68
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,155,200.00	
602	Less: Expenditures	(\$1,863,710.08)	
	Less: Encumbrances	(\$581,378.68)	(\$2,445,088.76)
	Total appropriated		\$1,291,489.92

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$1,291,489.92
	<b>Total liabilities and fund equity</b>		<b><u>\$2,360,349.23</u></b>

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,155,200.00	\$2,445,088.76	\$710,111.24
Revenues	(\$3,155,200.00)	(\$1,825,737.17)	(\$1,329,462.83)
Subtotal	<u>\$0.00</u>	<u>\$619,351.59</u>	<u>(\$619,351.59)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$619,351.59</u>	<u>(\$619,351.59)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$619,351.59</u>	<u>(\$619,351.59)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$619,351.59</u>	<u>(\$619,351.59)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$619,351.59</u>	<u>(\$619,351.59)</u>

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

Starting date 7/1/2020 Ending date 3/31/2021 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	254,000	3,155,200	1,825,737	Under	1,329,463
Total		2,901,200	254,000	3,155,200	1,825,737		1,329,463
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,901,200	254,000	3,155,200	1,863,710	581,379	710,111
Total		2,901,200	254,000	3,155,200	1,863,710	581,379	710,111

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,901,200	254,000	3,155,200	1,825,737	Under	1,329,463
Total	2,901,200	254,000	3,155,200	1,825,737		1,329,463

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,901,200	254,000	3,155,200	1,863,710	581,379	710,111
Total	2,901,200	254,000	3,155,200	1,863,710	581,379	710,111

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 62 INTERNAL SERVICE FUND

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Assets and Resources

Assets:

101	Cash in bank		\$162,300.79
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$71,424.00

Resources:

301	Estimated revenues	\$2,203,200.00	
302	Less revenues	(\$1,226,381.68)	\$976,818.32

**Total assets and resources**

**\$4,640,207.11**

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$540,993.69
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	(\$1,551,369.77)	
	Less: Encumbrances	(\$540,993.69)	(\$2,092,363.46)
	Total appropriated		\$110,836.54
			\$651,830.23

Unappropriated:

770	Fund balance, July 1	\$235,506.41
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$887,336.64

**Total liabilities and fund equity**

**\$4,640,207.11**

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

Page 36 of 38  
05/13/21 12:48

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,203,200.00	\$2,092,363.46	\$110,836.54
Revenues	(\$2,203,200.00)	(\$1,226,381.68)	(\$976,818.32)
Subtotal	<u>\$0.00</u>	<u>\$865,981.78</u>	<u>(\$865,981.78)</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>\$865,981.78</u>	<u>(\$865,981.78)</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>\$865,981.78</u>	<u>(\$865,981.78)</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>\$865,981.78</u>	<u>(\$865,981.78)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$865,981.78</u>	<u>(\$865,981.78)</u>

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



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

Page 37 of 38  
05/13/21 12:48

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

(Total of Accounts W/O a Grid# Assigned)

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,203,200	0	2,203,200	1,226,382	Under	976,818
Total	2,203,200	0	2,203,200	1,226,382		976,818

Expenditures:

(Total of Accounts W/O a Grid# Assigned)

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,203,200	0	2,203,200	1,551,370	540,994	110,837
Total	2,203,200	0	2,203,200	1,551,370	540,994	110,837

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,203,200	0	2,203,200	1,226,382	Under	976,818
Total	2,203,200	0	2,203,200	1,226,382		976,818

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,203,200	0	2,203,200	1,551,370	540,994	110,837
Total	2,203,200	0	2,203,200	1,551,370	540,994	110,837

21-F-172T

Transfers by Transfer Number

Bergen County Vo-Tech Schools

Start date 3/1/2021

End date 3/31/2021

05/18/21 09:19

TR#	Transfer Description	Amount	To Account	From Account
2927	03/23/21 :CURRICULUM PROF SERVICES	6,000.00	11-000-221-320-DI PURCHASED PROF ED	11-000-221-890-DI OTHER OBJECTS
2892	03/28/21 :TETERBORO NURSING SUPPLIES	1,050.00	11-000-213-610-TT SUPPLIES & MATERIALS	11-000-213-890-TT OTHER OBJECTS
2969	03/31/21 :ARCHITECT FEES	20.00	11-000-230-334-DS ARCHITECT/ENGINEERING FEES	11-000-230-630-DS COMMUNICATIONS -
2970	03/31/21 :GROUNDS SERVICES	750.00	11-000-263-420-DO CLEANING REPAIR AND	11-000-262-622-DO ENERGY-ELECTRICITY
2971	03/31/21 :OPERATIONS EQUIPMENT	10,850.00	12-000-263-732-DO EQUIPMENT-GROUNDS	11-000-262-610-DO GENERAL SUPPLIES
		11,000.00	12-000-266-732-DO EQUIPMENT	11-000-262-610-DO GENERAL SUPPLIES
		29,670.00	Report Total	

21-F-175T

**BCTS-BCSS SALARY PRORATION WORKSHEET**  
**7/1/20-6/30/21**

	Name	Job Title	Employee's District	20-21 Proration Base	20-21 Contracted Salary	20-21 Benefits	BCTS % BCSS %	Salary	Fringe	Notes
1	Badiner, M.	Director of Instruction	BCSS	\$208,737	\$208,737	26,428	10% 90%	20,874 187,863	2,643 23,785	
2	Bartone, B.	Maintenance	BCTS	\$79,851	\$79,851	33,249	50% 50%	39,926 39,926	16,625 16,625	
3	Batchelor, C.	Maintenance	BCSS	\$71,222	\$71,222	22,590	50% 50%	35,611 35,611	11,295 11,295	
4	Beaven, E.	Teacher	BCSS	\$93,081	\$93,081	24,967	30% 70%	27,924 65,157	7,490 17,477	
5	Bellani, P.	Accounting Manager	BCTS	\$180,139	\$180,139	29,308	50% 50%	90,070 90,070	14,654 14,654	
6	Blain, R.	Job Coach	BCSS	\$40,338	\$40,338	13,397	10% 90%	4,034 36,304	1,340 12,057	
7	Bohan, T.	Director of Instruction	BCSS	\$207,383	\$207,383	20,107	20% 80%	41,477 165,906	4,021 16,086	
8	Castillo, E.	Secretary	BCTS	\$35,734	\$50,448	15,842	0% 100%	- 35,734	- 15,842	10/19/20-6/30/21
9	Cimelli, P.	Maintenance	BCSS	\$69,327	\$69,327	23,468	50% 50%	34,664 34,664	11,734 11,734	
10	Coppola, P.	Personnel Manager	BCTS	\$102,204	\$102,204	10,135	50% 50%	51,102 51,102	5,068 5,068	
11	Cullen, M.	Job Coach	BCSS	\$43,225	\$43,225	32,428	45% 55%	19,451 23,774	14,592 17,835	
12	Daniele, J.	Confidential Secretary	BCTS	\$74,210	\$74,210	33,272	0% 100%	- 74,210	- 33,272	
13	DeMartino, M.	Teacher-SAP	BCSS	\$83,443	\$83,443	27,338	50% 50%	41,722 41,722	13,669 13,669	
14	Digia, C.	Secretary	BCTS	\$8,830	\$47,092	12,514	50% 50%	4,415 4,415	6,257 6,257	From 2/221-6/30/21
15	Dunne, P.	Secretary	BCSS	\$66,482	\$66,482	10,985	20% 80%	13,296 53,186	2,197 8,788	
16	Dvorozniak, M.	Assistant Project Coord.	BCTS	\$67,555	\$67,555	32,366	75% 25%	50,666 16,889	24,275 8,092	
17	Espinosa, G.	Supervisor	BCSS	\$129,210	\$129,210	26,428	5% 95%	6,461 122,750	1,321 25,106	
18	Ford, J.	Secretary	BCSS	\$65,355	\$65,355	10,985	50% 50%	32,678 32,678	5,492 5,492	
19	Groh, K.	Job Coach	BCSS	\$45,790	\$45,790	13,113	60% 40%	27,474 18,316	7,868 5,245	
20	Guarino, C.	Secretary	BCTS	\$45,414	\$45,414	19,106	50% 50%	22,707 22,707	9,553 9,553	
21	Hall, G.	Coordinator of Human Resources	BCTS	\$192,988	\$192,988	20,528	50% 50%	96,494 96,494	10,264 10,264	
22	Hartwick, D.	Personnel Manager	BCTS	\$118,954	\$118,954	16,482	50% 50%	59,477 59,477	8,241 8,241	
23	Heisler, J.	Secretary	BCSS	\$64,534	\$64,534	11,268	50% 50%	32,267 32,267	5,634 5,634	
24	Held, J.	Job Coach	BCSS	\$47,500	\$47,500	13,113	30% 70%	14,250 33,250	3,934 9,179	
25	Hendrickson, M.	Maintenance	BCSS	\$57,307	\$57,307	909	50% 95%	28,654 111,858	455 17,004	
26	Hynes, L.	School Nurse	BCTS	\$117,745	\$117,745	17,899	5% 50%	5,887 64,587	895 14,185	
27	Jodice, T.	Coordinator of Facilities	BCTS	\$129,174	\$129,174	28,370	50% 50%	64,587 64,587	14,185 14,185	
28	Kubler, K.	Confidential Secretary	BCSS	\$13,173	\$65,000	13,488	50% 50%	6,587 6,587	6,744 6,744	1/25/21-6/30/21
29	Kuhn, T.	Accountant	BCSS	\$108,184	\$108,184	19,952	50% 50%	54,092 54,092	9,976 9,976	
30	LaPorta, R.	Secretary	BCTS	\$61,415	\$61,415	25,080	50% 50%	30,708 30,708	12,540 12,540	
31	Lerner, H.	Superintendent	BCTS	\$288,344	\$288,344	21,233	50% 50%	144,172 144,172	10,617 10,617	
32	Liulakis, N.	Guidance Counselor	BCSS	\$85,914	\$85,914	8,754	10% 90%	8,591 77,323	875 7,878	
33	Lopiccolo, L.	Payroll Supervisor	BCTS	\$95,275	\$95,275	22,025	50% 50%	47,638 47,638	11,013 11,013	
34	Mastricova, M.	Maintenance	BCSS	\$73,319	\$73,319	31,346	50% 50%	36,660 36,660	15,673 15,673	
35	Miller, A.	Asst Board Secretary	BCTS	\$100,940	\$100,940	14,223	50% 50%	50,470 50,470	7,111 7,111	

**BCTS-BCSS SALARY PRORATION WORKSHEET**  
**7/1/20-6/30/21**

	Name	Job Title	Employee's District	20-21 Proration Base	20-21 Contracted Salary	20-21 Benefits	BCTS % BCSS %	Salary	Fringe	Notes
36	Matos, H.	Purchasing	BCSS	\$53,073	\$53,073	25,812	50% 50%	26,537 26,537	12,906 12,906	
37	Nalbene, S.	CIE	BCSS	\$102,847	\$102,847	16,911	45% 55%	46,281 56,566	7,610 9,301	
38	Nemeth, R.	Secretary	BCTS	\$29,869	\$59,737	6,347	50% 50%	14,934 14,934	3,173 3,173	7/1/20-1/1/21
39	Ogden, G.	Cooperative Education Coordinator	BCTS	\$116,364	\$116,364	1,096	0% 100%	- 116,364	- 1,096	
40	Pais-Crosson, L.	Secretary	BCTS	\$38,224	\$50,448	5,916	50% 50%	19,112 19,112	2,958 2,958	10/1/20-6/30/21
41	Panicucci, R.	Asst Superintendent of Curriculum	BCTS	\$201,056	\$201,056	28,807	85% 15%	170,898 30,158	24,486 4,321	
42	Paradowski-Rowe, R.	Grants Accountant	BCTS	\$17,683	\$106,098	1,727	75% 25%	13,262 4,421	1,295 432	7/1/20-9/1/20
43	Piccioni, J.	Transportation	BCTS	\$54,503	\$54,503	12,166	50% 50%	27,252 27,252	6,083 6,083	
44	Prihoda, S.	Transportation Manager	BCTS	\$82,565	\$82,565	10,450	50% 50%	41,283 41,283	5,225 5,225	
45	Purcel, J.	Job Coach	BCSS	\$48,500	\$48,500	13,113	5% 95%	404 48,096	109 13,004	9/1/20-6/30/21
46	Quinones, R.	Maintenance	BCSS	\$68,846	\$68,846	909	40% 60%	27,538 41,308	364 545	
47	Rojas, E.	Job Coach	BCSS	\$48,500	\$48,500	27,277	50% 50%	4,042 44,458	2,273 25,004	9/1/20-6/30/21
48	Rudolph, D.	Job Coach	BCSS	\$40,999	\$40,999	37,199	15% 85%	6,150 34,849	5,580 31,619	
48	Santa Maria, C.	Secretary	BCTS	\$4,204	\$50,448	3,204	50% 50%	2,102 2,102	1,602 1,602	7/1/20-08/1/20
49	Sanzo-Costa, R.	Confidential Secretary	BCSS	\$43,910	\$75,275	7,995	50% 50%	21,955 21,955	3,997 3,997	7/1/20-2/1/21
50	Scarangella, D.	Grants Writer	BCTS	\$60,970	\$121,940	9,330	75% 25%	45,728 15,243	6,997 2,332	7/1/20-1/1/21
51	Smith, S.	Confidential Secretary	BCTS	\$89,439	\$89,439	32,029	50% 50%	44,720 44,720	16,015 16,015	
52	Smyth, M.	Maintenance	BCSS	\$74,212	\$74,212	22,589	50% 50%	37,106 37,106	11,295 11,295	
53	Susino, J.	Business Administrator/ Board Secretary	BCTS	\$228,830	\$228,830	28,807	50% 50%	114,415 114,415	14,404 14,404	
54	Theos, L.	Personnel Manager	BCTS	\$126,941	\$126,941	10,302	50% 50%	63,471 63,471	5,151 5,151	
55	Tikijian, D.	Purchasing Manager	BCTS	\$129,077	\$129,077	18,235	50% 50%	64,539 64,539	9,117 9,117	
56	Tripodi, G.	Transportation	BCTS	\$62,271	\$62,271	25,544	75% 25%	46,703 15,568	19,158 6,386	
57	Vaccaro, A.	Transition Coordinator	BCSS	\$94,874	\$94,874	10,337	10% 90%	9,487 85,387	1,034 9,303	
58	Whitemore, T.	Job Coach	BCSS	\$40,338	\$40,338	37,199	25% 75%	1,566 38,772	1,550 35,649	9/1/20-6/30/21
59	Zaberto, M.	Grants Director	BCTS	\$134,694	\$134,694	10,302	75% 25%	101,021 33,674	7,727 2,576	
60	Zoklu, L.	Lead Accountant	BCTS	\$61,800	\$92,700	894	50% 50%	30,900 30,900	447 447	7/1/20-2/28/21

Grand Total	5,326,885	1,107,191	6,434,076
Services Within Home District	3,186,418	667,975	3,854,393
Total services provided by BCSS for BCTS	667,830	173,671	841,502
Total services provided by BCTS for BCSS	1,472,637	265,545	1,738,181
Total Management Services	2,140,467	439,216	2,579,683
Grand Total	5,326,885	1,107,191	6,434,076

21-F-182T



*Computer Solutions, Inc.*

*A trusted partner  
since 1968*

March 1, 2021

John Susino, Business Administrator  
Bergen County Co -Tech  
540 Farview Avenue  
Paramus, NJ 07652

Dear Mr. Susino,

Your Software Support Contract is at the end of its current term. You can renew this agreement for the same term and service specified in the enclosed Software Support Schedule(s), if you choose.

Please review the schedule(s) to be sure our records agree. If your records are consistent with ours, please sign and forward the agreement to my attention as soon as possible. In addition, a signed Purchase Order is required no later than July 1, 2021.

If you do not agree with the enclosed schedule(s) or need to make changes on the services detailed, please call us and we will revise the schedule accordingly.

Thank you for your continued business. We look forward to working with you again this year.

Sincerely,

*Crystal Del Vecchio*

Crystal Del Vecchio  
Contracts Administrator  
Computer Solutions, Inc.  
crystal@internetsi.com

*Six Commerce Street, Ste 2  
Branchburg, NJ 08876-6041  
voice: 908-823-3200  
fax: 908-823-3201  
info@internetsi.com  
www.smartsforschools.com*

## CSI Software Support Schedule

**Schedule "A"**  
**Bergen County Technical Schools**  
**Agreement #: 82541**  
**Effective Date: July 1, 2021**  
**Expiration Date: June 30, 2022**

<i>Software Item</i>	<i>Monthly Fee</i>
Human Resources and Payroll Modules w. PC, HE, Sub, AESOP, Audit, Portal, TS	\$876.00
Budgetary Accounting Modules w. SBM, Inv. FA, Audit	\$446.00
<i>Total Monthly Support Fee:</i>	<u>\$1,322.00</u>
<i>Total Annual Support Fee:</i>	<u>\$15,864.00</u>

Note: A two (2) percent discount may be taken for prepayment of your annual software support fee provided invoice is paid in full by July 31, 2021

CSI Software Support Renewal Agreement

**Bergen County Technical Schools**

**Agreement #: 82541**

**Effective Date: July 1, 2021**

**Expiration Date: June 30, 2022**

<u>Service</u>	<u>Monthly Support</u>	<u>Annual Support</u>
Software Support Schedule "A"	\$1,322.00	\$15,864.00
<b><i>No Offsite Data Backup and Recovery Plan included.</i></b>		

If your records are consistent, please sign and forward this Renewal Agreement as soon as possible.

In addition, a signed Purchase Order is required no later than July 1, 2021.

**Please renew our software support for 2021-2022:**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## Optional Software and Services

---

### **Cloud Hosting**

- Eliminates the need for the District to maintain their own server(s)
- Allows easy access to software from any location (i.e., home or office)
- Microsoft SQL updates included
- Firewalls and security maintained by Amazon Web Services
- Includes data backup and recovery

**Please Contact Alan Garber for more information and pricing on these optional additions to your SMARTS software suite. 908-823-3200 x 1125**

**MAST CONSTRUCTION SERVICES, INC.**

May 13, 2021

Mr. John Susino  
Business Administrator/Board Secretary  
Bergen County Technical School District  
540 Farview Avenue, Room 2300  
Paramus, New Jersey 07625

Re: Technical Operations and Project Management

Dear Mr. Susino,

**MAST** Construction Services, Inc. (**MAST**) is pleased to submit this proposal for project management services to support Bergen County Technical School Districts (BCTS), with staff augmentation to accomplish multiple facility project goals.

We have included in our proposal the following sections:

- I. Project Understanding & Services
- II. Project Fee & Schedule
- III. Authorization

**I. PROJECT UNDERSTANDING & SERVICES**

We understand that BCTS have multiple facilities upgrades and new projects that are in process and need support with technical operations and Project Management for a period of one year. The projects are as follows:

1. BCA – Girls Locker Room Renovation
2. BCA – Gymnasium HVAC Improvements
3. BCA – Carol Court Basement
4. BCA – BELA project
5. BCA – Security Gates
6. BCA – PLA Building
7. Union Street Renovation
8. BCTS Paramus – Pre-Construction for Culinary School Renovation
9. BCTS Paramus – Mezzanine Project
10. BCTS Paramus – CST Suite Project
11. BCTS Teterboro – HVAC Commissioning Project
12. BCTS Teterboro – New Cafeteria Project
13. BCTS Teterboro – Flood Remediation
14. BCTS Teterboro – FEMA Generator
15. BCTS Teterboro – Auto Shop Project
16. BCTS Teterboro – Security Improvements
17. BCTS Teterboro – Law Room Project

## MAST CONSTRUCTION SERVICES, INC.

We have dedicated (1) Project Manager (3 days per week), to manage and implement the above-mentioned projects. With our Institutional knowledge of the District's Operations and Facilities, we will provide the following services:

- Support BCTS in management of minor construction & maintenance projects
- Chair and attend meetings required to support projects
- Assist with Bidding / Award & Procurement
- Managing budget & costs of current projects
- Tracking expenditures
- Managing and track schedules

### II. PROJECT FEE

MAST offers to provide the above scope of services for a lump sum of \$110,400 to be paid on a monthly basis as follows:

FACILITIES/PROJECT MANAGEMENT SUPPORT	DURATION	FEE PER MONTH	TOTAL
10 Man days a Month	12 Months	\$9,200	\$110,400

### III. AUTHORIZATION

Written authorization is necessary for continuance of this work. Signing below will signify your acceptance of all the terms in this proposal agreement.

I trust that the above meets with your favor, and we look forward to working with the School Districts on these projects.

Please call me with any questions you may have.

Sincerely,

  
Jim Napolitano  
Vice President

Cc: Ted Domuracki

Accepted By:  
Bergen County Technical School District

\_\_\_\_\_  
Mr. John Susino  
Business Administrator/Board Secretary

\_\_\_\_\_  
Date

21-F-184T

J R F R A N K

D E S I G N L L C

Client: Bergen County Technical School District  
Attn: John Susino, Business Administrator/Board Secretary  
540 Farview Avenue, Suite 2300  
Paramus, New Jersey 07652

March 23, 2021

Re: Proposed Interior Alteration  
Bergen Community College, R. Neil Ender Hall  
Classrooms: E160, E175, E176, E178 & E180  
400 Paramus Road, Paramus, NJ 07652

John:

Submitted as per your request, the following shall serve as our Agreement of Architectural Services for the above referenced:

1) ANALYSIS PHASE: This phase shall include:

- a. Site meeting with the client's agent to measure and photograph the existing conditions.
- b. Create CAD Plan, interior elevations and interior sections of the existing space.
- c. Review the IBC Code as it applies to this project.
- d. Review the New Jersey Rehab Code as it applies to this project.

2) DESIGN PHASE: This phase shall include:

- a. Preliminary Design Drawings: Prepare preliminary scaled plans based on information gathered from our site visit and the layout provided by your office.
- b. Design (Zoom) Meeting: The purpose of this meeting is to development the design through sketches and dialogue. Using the preliminary design as our starting point, together we will focus on your needs.
- c. Design Development Drawings: We will use the feed back you provided at the design meeting to prepare plans that will result in a design that best meets your needs now and in the future.
- d. File with the Department of Education: Form DOE-001 and provide the required drawings.

3) CONSTRUCTION DOCUMENTS PHASE: Following the receipt of payment and the signed approval of the Design Development Documents by the Client, the Architect will produce Construction Documents. These documents will set forth the requirements for the construction of the Project. Engineering and other usual consultation work will be limited to:

- a. Architectural: Prepare architectural construction documents and coordinate: HVAC, Electrical, Plumbing, Fire Suppression and Fire Alarm System documents.
- b. Line / Low Voltage: Will be limited to the location of 120 volt and data outlets based on client's direction.
- c. Lighting: Will be limited to fixture and switch type and locations. The light level, color rendering index and controls will be based on information provided by the client.
- d. HVAC: A contractor, working with criteria outlined in the architectural specifications, will do all engineering.
- e. Fire Suppression + Fire Alarm: Will locate the devices. A sub contractor retained by the contractor, working with criteria outlined in the specifications, will do all engineering for fire suppression and fire alarm systems.
- f. Interior Finishes: Drawings will indicate finish material types (Floors, Ceilings and Walls) .

4) **GENERAL CONDITIONS:** The Client shall provide full information regarding his requirements for the Project, and the Architect shall be entitled to rely on the accuracy and completeness thereof; including, but not limited to, all site information, zoning, boundary surveys, easements, topography, soil information, platting and any special restrictions, such as, any required air and water pollution tests, flood requirements, tests for hazardous materials, ISRA (Industrial Site Recovery Act) requirements and other environmental tests as well as all information to be supplied by subcontractors or consultants retained by the Client.

Any material submitted to this office is provided by the Client as his own original design work and may be used by this office for this project. The Client assumes all liability for any copyright infringements and will hold the Architect harmless and will pay all of the architect's costs in the event of such claims against this office by any party.

The Client understands that during the course of the project, information or conditions may be discovered which were not plainly visible or researched by this office prior to being exposed or incorporated into the design documents and may alter the project parameters. The architect will inform the owner and provide an alternate design solution. The associated costs of the solution shall be the sole responsibility of the Client.

This agreement is created to allow production of design and construction documents only. JR Frank Design LLC, its officers, employees, agents, or consultants shall not be held liable or responsible for acts, errors or omissions of the Client, contractor, any of the contractor's subcontractors, agents, employees, or any other persons performing or providing information for any of the work. The Client shall indemnify the Architect should legal action result from any acts, errors, or omissions of the Client, contractor, any of the contractor's subcontractors, agents, employees, or any other persons performing any of the work.

JR Frank Design LLC shall, at all times, have access to the work whenever it is in preparation or progress. The extent of the duties, responsibilities and limitations of authority of the Architect, as the Client's representative during the construction, shall not be modified or extended without written consent of both the Client and the Architect.

JR Frank Design LLC shall not have control of, or charge of, and shall not be responsible for construction means, method, techniques, sequences or procedures, or for safety precautions or programs in connection with the work, for the acts or omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the contract documents.

All designs, drawings and specifications, as instruments of service, are and shall remain the property of the JR Frank Design LLC whether the Project for which they are made is executed or not. They are not to be used by the Client in whole or in part on other projects or as extensions to this project except by agreement in writing and with appropriate compensation to the Architect.

It is to be implicitly understood that we, as your Architects, will act in your best interest and, at all times, carry out duties with reasonable diligence and expedience. JR Frank Design LLC shall be granted reasonable access for the purpose of photographing the project for publication.

5) **PROJECT FEES:** The fees indicated will remain valid for three month from the date this agreement was prepared.

Projected cost for the above services will be \$10,500.00.

Payment Schedule:

Prior to commencement: .....One Thousand Five Hundred Dollars (\$ 1,500.00)

Start of the Design Phase:.....Two Thousand Five Hundred Dollars (\$ 2,500.00)

Start of the Construction Phase:.....Three Thousand Five Hundred Dollars (\$ 3,500.00)

Completion of the Construction Documents Phase:..... Three Thousand Dollars (\$3,000.00)

Additional Services if required or requested (billed at the hourly rates below)

- a. Meeting with Borough Officials
- b. Appearance at Board Meeting
- c. Review of Shop Drawings
- d. Construction Job Meetings (one kick off meeting is included in the base bid/proposal)
- e. Site Visits

Architect	\$ 150.00 per hour
Engineer	\$ 185.00 per hour
Review of shop drawings	\$ 135.00 per hour
CAD Technician	\$ 75.00 per hour

**CHANGES:** If a change is made in the scope of work to the Project at the Client's request after approval of design documents or construction documents, the cost of making changes will be billed at the above hourly rates. This also applies to any changes required by new zoning or building code requirements instigated after the Project's inception.

**REPRODUCTION:**

24" x 36" (D size ) prints will be billed at \$ 5.00 per page.

8 1/2" x 11" prints will be billed at \$ 0.30 per page.

If this proposal is acceptable please sign and return one copy to this office. The executed copy of this proposal, with the retainer, will serve as our authorization to proceed with the project. We thank you for the opportunity to submit our proposal.

Sincerely,

J.R. Frank, AIA, P.P.  
Architect / Professional Planner

Accepted By: \_\_\_\_\_  
Date: \_\_\_\_\_

Vendor	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-GNSVZ-00348	02/01/22	888-998-7284
AB Sciex, 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	631-969-2600
Agilent Technologies, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01042	12/31/23	800-227-9770
Air Brake & Equipment	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89279	07/20/21	973-926-0166
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.	89289	07/20/21	201-507-8500
American Mobile Glass	Glass, Automotive & Windshield Repair	40175	07/31/21	973-697-0808
AT&T	Wireless Devices & Services	82584	02/28/22	732-610-6988
Atlantic Coast Marketing Inc.	Publication Media	86064	02/28/22	877-803-0325
Atlantic Plumbing Supply Corp	Plumbing & Heating Supplies/Equipment	89798	10/30/21	732-929-0400
Automotive Brake Company	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86000	02/25/22	201-342-0636
AVAYA, Inc.	Telecommunications Equipment and Services	80802	01/31/22	908-696-5587
Belis Security Sales, Inc.	Locking Hardware (Parts Only)	87239	08/31/21	973-743-3709
Beyer Brothers	Vehicles, Trucks, Class 2, P/U Utility/Dump with Snow Plow	88727	08/25/21	973-644-3200
Beyer Brothers	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89258	07/20/21	201-943-3100
Beyer Brothers	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42069	08/09/21	201-943-3100
Beyer of Morristown, LLC	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00211	07/27/21	973-267-8300
Beyer of Morristown, LLC	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00445	08/28/21	973-644-3200
Brantley Brothers	Moving Svcs for DP/MC & Cooperative Purchasing Participants	40144	10/31/21	973-824-9500
Bridgestone Americas, Inc.	Tires, Tubes and Services (M-8000 NJ START)	40142	03/31/24	615-937-3343
Broadway Moving and Storage	Moving Svcs for DP/MC & Cooperative Purchasing Participants	42088	10/31/21	609-396-4561
Bus Parts Warehouse	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42088	08/09/21	800-635-5537
Business Furniture Inc. (BFI)	Office & Lounge Furniture-Herman Miller	81620	04/30/22	973-795-6463
Campbell Freightliner	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89264	07/20/21	732-287-1500
Campbell Freightliner	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42074	08/09/21	732-287-1500
Canon USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Servs.	40462	01/11/22	201-225-7794
Canon Business Solutions	NJ Cost per Copy	82707	12/31/21	631-330-2613
Cayman Chemical Company	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	866-776-7415
CDW Government LLC	Software License & Related Services	89489	06/30/21	866-776-7415
CDW Government LLC (EMC Corp)	NASPO Valuepoint Computer (Formerly WCSA Contract - 1NJCIP)	89968	07/31/21	866-776-7415
CDW Government LLC (Microsoft)	NASPO VALUEPOINT Computer	40166	07/31/21	866-776-7415
CDW Government LLC	Computer Equipment, Peripherals & Related Services	89974	07/31/21	866-773-7348
Charles F. Connolly	AC, HVAC, Repair Parts	41607	05/31/21	201-998-8080
Chas S. Winner Inc (Winner Ford)	Vehicles, Trucks, Class 2, Utility/Dump, with Snow Plow Option	88726	08/25/21	856-427-2796
Chas S. Winner Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00212	07/27/21	856-214-0758
Cherry Valley Tractor Sales	Parts & Repairs for Lawn & Grounds Equipment	43022	02/16/22	856-983-0111
Cherry Valley Tractor Sales	Skid Steer Loader w/Quick-Detach. Bucket Various Atts & Trailer	78905	09/08/21	856-983-0111
Circle Brake of Passaic County	Maintenance & Repair/Light/Medium Duty Vehicles	40861	03/17/22	973-772-3924
Cisco Systems Inc.	Data Communications Equipment	87720	05/31/21	732-346-2193
Cisco Systems Inc.	NASPO VALUEPOINT Computer	89966	07/31/21	215-620-2074
Clarus Glassboards, LLC	Library & School Supplies	17-FOOD-00269	08/22/21	888-813-7414
Cliffside Body Corp	Snow Plow Parts, and Grader and Loader Blades	88268	01/19/22	201-945-3970
Command Radio (JVC Kenwood)	Maintenance & Repair/Light/Medium Duty Vehicles	40822	03/17/22	201-945-3970
Command Radio (JVC Kenwood)	Radio Communication Equipment and Accessories	83927	04/30/22	201-666-0131
Commercial Furniture Group	Furniture: Office & Lounge	81613	04/30/22	423-623-0031
Commercial Interiors Direct Inc.	Furniture: Office & Lounge	81610	04/30/22	973-839-8394
Commercial Interiors Direct Inc.	Carpet/Flooring Supply & Install - Mfg. Tandus	81755	06/30/21	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

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Vendors	Category	Contract #	Expires	Phone #
Complete Book & Media Supply	Publication Media	86067	02/28/22	800-986-1775
Computer Design & Integration, LLC	Data Communications Equipment	87120	05/31/21	201-931-1420
Concord Products Co Inc	Furniture: Office & Lounge	81614	04/30/22	856-933-3000
Connolly Dist Co	Heating, Ventilation and Air Conditioning Repair Parts	41607	05/31/21	201 988-8080
Consolidated Steel & Alum	Fence, Chain Link, Install & Replacement	88680	10/31/21	908-272-6262
Craftmaster Hardware, LLC	Locking Hardware (Parts Only) 12981	19-FOOD-00846	08/31/21	201-768-0808
Craft Oil Corp., dba Petrochoice	Auto Lubricants, Engine Gear Oils, Greases, Hydraulic	81514	11/29/21	800-451-8523
Daco Limited Partnership dba Dauphin	Furniture: Office & Lounge	81616	04/30/22	973-263-1100
David Weber	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
Deil Marketing	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1JCP)	19-TELE-00656	07/31/21	512-513-8701
Deil Marketing	Software License Maintenance & Support	89850	06/30/21	646-573-0885
Deil Marketing	Computer Equipment, Peripherals & Related Services	19-TELE-00656	07/31/21	512-728-4805
DEFLM LLC T/A Ditschman Flemington Road	Data Communications Equipment	88796	05/31/21	800-981-3355
Ditto Sales (dba Versteel)	Vehicles, Cargo Vans, Class 1/2/3, Regular/Extended	88211	06/01/21	908-782-3673
D.M. Radio Service Corp.	Furniture: Office & Lounge	81731	04/30/22	800-876-2120
EB Fence	Radio Communication Equipment and Accessories	83897	04/30/22	908-879-2525
EMC	Fence, Chain Link, Install & Replacement	88679	10/31/21	609-704-8884
EMR Power Systems, LLC	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1JCP)	89868	07/31/21	732-635-2583
En Pointe(a PCM Company)	Preventive Maint. & Testing of Emergency Standby Generators	20-GNSVZ-01162	05/31/23	609-386-1211
Eplus Technology Inc. (Cisco)	Software & Related Services	89854	06/30/21	877-609-5173
Eplus Technology Inc. (Lenovo)	Data Communications Equipment	87720	05/31/21	609-528-8912
Eventide, Inc.	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1JCP)	89868	07/31/21	609-528-8912
Exemplis Corp.	Radio Communication Equipment and Accessories	83891	04/30/22	201-541-1200
Fasenal	Furniture: Office & Lounge	81711	04/30/22	714-995-4800
FDR Hitches	Facilities Maintenance & Repair & Operations (MRO) & Industrial Supplies	19-FLEET-00565	06/30/23	609-530-0010
Film Scientific, Inc.	Enclosed Trailers, Single Axel/Double Axle, Up to 7,000lbs. GVWR	19-FLEET-00879	06/27/22	908-259-9500
Firestone Complete Auto Care	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01035	12/31/23	800-452-1261
FM Generator, Inc.	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	615-937-3343
Formo Flooring, Inc.	Preventive Maint. & Testing of Emergency Standby Generators	19-GNSV1-00443	05/31/23	781-828-0026
FP Mailing Solutions (FrancoTYP Postalia Inc)	Carpet/Flooring/Supply & Install	81749	06/30/21	570-450-0222
Franklin Mazza	Mailroom Equipment and Maintenance Various State Agencies	41263	04/14/22	630-827-5837
Franklin Griffith LLC	Carpet/Flooring/Supply & Install - Mfg/Mannington	81751	06/30/21	609-561-5300
Frey Scientific	Electrical Equipment & Supplies North, Central & South Regions	85580	06/30/21	609-685-6121
Gen EL Safety & Industrial	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01030	12/31/23	888-388-3224
GovConnect	Environmental Testing Instruments	85084	08/31/21	973-895-7777
Granger	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1JCP)	89874	07/31/21	800-800-0019
Graybar Electric Company, Inc.	Industrial Products/MRO Supplies & Equipment (T# M0002)	19-FLEET-00566	06/30/23	877-888-4470
Goodyear Tire and Rubber Company	Cabling Products & Services; Data Center Management Solutions	85151	10/09/21	800-791-5454
H A Dehart & Sons	Tires, Tubes and Services	20-FLEET-00948	03/31/24	330-796-43252
Hach	Maintenance & Repair for Heavy Duty Vehicles (Class 5 or higher over 15,000lb)	89272	07/20/21	856-845-2800
Hannon Floor Covering	Environmental Testing Instruments	85091	08/31/21	800-227-4224
Heritage Flooring, Inc.	Carpet/Flooring/Supply & Install - Mfg: Mohawk	81753	06/30/21	908-686-6333
Hertlich Fleet Services, Inc.	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/21	609-513-1513
Hertlich Fleet Services	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00210	07/27/21	800-688-9825
Hertzberg New Method, Inc.	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00444	08/28/21	800-698-9825
High Point	Publication Media	86070	02/28/22	217-243-5451
Home Depot	Furniture: Office & Lounge	81621	04/30/22	336-431-7101
Hoover (Robert H. Hoover & Sons)	NJ vendor number # is M8001 with NJSTART	18-FLEET-00234	12/31/21	732-926-2830
Hoover Truck Center	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89257	07/20/21	973-347-4210
HP Hewlett Packard	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	800-277-8888
IBM	NASPO Valuepoint Computer	89974	07/31/21	847-922-2977
Indiana Furniture Industries	NASPO Valuepoint Computer (formerly WCSA Contract - 1N1JCP)	40047	07/31/21	214-258-4025
Insight Public Sector Inc	Furniture: Office & Lounge	81622	04/30/22	800-422-5727
	Software License & Related Services	89853	12/31/21	800-467-4448



Vendors	Category	Contract #	Expires	Phone #
Impact Fleet	Fuel Credit Card Services - Statewide	19-GNSV1-00606	11/29/21	281-445-1100
Jammer Doors	Overhead/Rolling Doors & Operations, Repair/Replace	21-GNSV1-01460	04/30/24	609-883-0900
Jersey Office Systems, LLC dba Jersey Mail Systems	Mailroom Equipment and Maintenance Various State Agencies	19-GNSV2-00680	04/14/22	908-534-1988
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Mannington	81753	06/30/21	800-241-4586
J & J Industries dba J & J Invision	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	06/30/21	800-241-4586
Jewel Electric Supply	Electrical Equipment & Supplies North, Central & South Regions	19-FOOD-00608	06/30/21	201-653-1613
Johnson Controls Fire Protection	Testing, Inspection, Monitoring and Maintenance of Fire Suppression Systems	83717	10/23/21	973-295-8835
Johnson G P Inc.	Radio Communication Equipment and Accessories	83925	04/30/22	201-428-2025
Johnson Communication	Cabling Products & Services: Data Center Management Solutions	85152	10/09/21	201-428-2025
Johnson Communication	Communication Wiring Services (Labor @\$125.00)	87766	03/19/22	201-428-2025
Johnson Communications	Telecommunications Equipment and Services	80802	01/31/22	201-991-7400
Johnny On The Spot, LLC	Fabricated & Prefabricated Structures, Portable Sanitation Units	20-GNSV1-01315	06/30/23	732-721-3443
Keen Power Products	Parts & Repairs for Lawn & Grounds Equipment	43030	02/16/22	201-489-4454
Keen Electrical Supply	Electrical Equipment & Supplies North, Central & South Regions	85583	06/30/21	973-484-7400
Krueger International	Furniture: Office & Lounge	81720	04/30/22	800-454-7400
Lakeshore Learning Materials	Library & School Supplies	17-FOOD-00250	08/30/21	800-421-5354
Lawson	Law Enforcement Firearms Equipment and Supplies (Jasun Durie, rep)	17-FLEET-00740	05/14/23	201-994-6137
Lawson Products Inc.	Parts & Repairs for Road Maintenance Equipment	85850	11/29/21	800-890-8198
Lawson	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42111	08/09/21	215-741-3960
Lawson Products Inc.	Parts & Repairs for Lawn & Grounds Equipment	43023	02/16/22	215-741-3960
Lenovo (Formerly Part of IBM)	NASPO Valuepoint Computer (Formerly WCSA Contract - 1NJCP)	40121	07/31/21	919-294-2860
Lifescavers, Inc.	Building MGMT - Life Safety Equipment & AED	84689	08/14/21	973-244-9111
LM Information Delivery / US	Publication Media	86071	02/28/22	610-559-9550
Louis A Jammer Co., Inc.	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	85294	04/30/24	609-883-0900
Loves Home Centers	Walk-In Building Supplies NJSTART #M8001	18-FLEET-00235	07/31/22	704-758-3818
M & G Auto Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/22	201-868-6700
Mail Chevrolet, Inc	Vehicles, Passenger Vans, 8/12/15 Passenger	88229	06/02/21	856-662-7000
Mannington Mills	Carpet/Flooring/Supply & Install	81751	06/30/21	706-602-6517
Merchandise Overhead Door Co.	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	21-GNSV1-01461	04/30/24	856-338-1314
Microsoft Corporation	Computer Equipment, Peripherals & Related Services	40166	07/31/21	703-673-7871
Mid Atlantic Truck Center	Automotive Parts /Heavy Duty Vehicles-15,000 lbs	42075	08/09/21	908-862-8181
Midland Radiator	Maintenance & Repair Services 15,000 lbs.	89282	07/20/21	973-340-0533
Modern Group, Ltd.	Preventive Maintenance & Testing of Generators	20-GNSV2-01164	05/31/23	215-943-9100
Motorola Solutions, Inc	Radio Communication Equipment and Accessories	81753	06/30/21	609-565-2292
MIRA International	NASPO Valuepoint Computer (Formerly WCSA Contract - 1NJCP)	83909	04/30/22	609-824-3653
Municipal	Auctioneering Services: Internet Auctions to Sell Surplus Property	89974	07/31/21	732-222-0997
National Office Furniture	Furniture: Office & Lounge	19-GNSV1-00696	04/30/22	800-531-6074
New Jersey D+A152/E15200r Works	Overhead/Rolling Doors & Operators, Repair/Replace, DOT & Other Agencies	81721	04/30/22	800-482-1213
Northeast Equipment	Parts & Repairs for Lawn & Grounds Equipment	21-GNSV1-01462	04/30/24	908-624-1234
On Site Fleet Service Inc	School Bus Repair	43031	02/16/22	973-256-2040
Pasco Scientific	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	89273	07/20/21	732-651-1600
Performance Tire Co., Inc.	Electrical Equipment & Supplies North, Central & South Regions	17-FLEET-01031	12/31/23	856-241-5743
Hertzberg-New Method, Inc.	Tires, Tubes and Services (M-8000 NJ START)	89579	06/30/21	609-518-7877
PPC Lubricants, Inc.	Publication Media	19-FLEET-00708	03/31/24	908-479-2226
Pitney Bowes	Auto Lubricants, Engine Gear Oils, Greases, Hydraulic	86070	02/28/22	800-637-6581
Power Place Inc	Mailroom Equipment & Maintenance	81515	11/29/21	800-772-5823
President Container Group, LLC	Parts & Repairs for Lawn & Grounds Equipment	41258	04/14/22	804-496-6912
ProComm Systems Inc.	Boxes, Comnigated DOC & DSS	43039	02/16/22	908-534-2837
Quident, Inc.	Radio Communication Equipment and Accessories	20-FOOD-01066	01/14/23	201-933-7500
Quality Auto Glass Inc.	Mailroom Equipment & Maintenance	83931	04/30/22	000-000-0000
Rachels/McIntee's Oil Co.	Glass, Automotive & Windshield Repair	41267	04/14/22	800-636-7678
R.D. Sales Door & Hardware, LLC	Gasoline, Automotive	40176	07/31/21	908-754-2652
RFS Commercial Inc.	Locking Hardware (Parts Only)	19-FLEET-00973	10/31/24	973-546-1041
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	87241	08/31/21	973-248-1222
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Mannington	81748	06/30/21	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81751	06/30/21	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install	81752	06/30/21	201-796-0006
Ricon USA	Copiers, Multi-Function Devices, Maintn., Supplies and Print Servs.	81753	06/30/21	201-796-0006
Route 23 Auto Mail	Maintenance & Repair Services 15,000 lbs. or less	40467	01/11/22	978-621-1276
Rubbercycle LLC	Park and Playground Equipment	89262	07/20/21	973-838-0820
		16-FLEET-00131	05/30/21	732-363-0600

Vendors	Category	Contract #	Expires	Phone #
Safeco	Furniture: Office & Lounge	81729	04/30/22	770-615-1314
Savcon T/A Maco Office Supplies	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/22	201-867-3309
Shaw Contract Flooring Service	Carpet/Flooring/Supply & Install	81754	06/30/21	908-884-6324
SHI International Corp	Software License & Related Services	89881	06/30/21	732-564-8189
Software House International (SHI)	NASPO Valuepoint Computer (formerly WCSA Computer Contract - 1NJCP	40116	07/31/21	732-868-5904
Software House International (SHI) (HHP)	Data Communications Equipment	87718	05/31/21	732-868-5904
Steelie Moving & Storage, Inc.	Moving Svcs for DPMC & Cooperative Purchasing Participants	40145	10/31/21	856-948-4854
Storr Tractor	Parts & Repairs for Lawn & Ground Equip	43038	02/16/22	908-722-9830
Superior Distributors Co., Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85999	02/28/22	201-797-9490
Tandus Ceritva US, LLC	Carpet/Flooring/Supply & Install	81755	06/30/21	800-241-4902
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	856-472-8894
Tonsa Automotive Corp	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/28/22	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	201-288-9333
Turnout Fire & Safety	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00752	06/14/22	201-963-9312
Typcat Automotive, LLC dba Absolute Auto & Fiat Glass	Automotive Glass and Windshield Repair	40172	07/31/21	973-694-6000
United Electric Supply	Electrical Equipment & Supplies North, Central & South Regions	85581	06/30/21	856-767-8100
United Motor Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/28/22	201-376-6166
United Supply Corp.	Library & School Supplies (T0114)	17-FOOD-00262	08/30/21	718-439-9387
Van Dines Four Wheel Drive Center, Inc.	Snow Plow Parts, and Grader and Loader Blades	88270	01/19/22	201-487-1466
Valk Manufacturing	Snow Plows, D.O.T and Authorities	77724	01/19/22	717-766-0711
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	82583	02/28/22	215-280-1333
Vivier (dba Dito Sales)	Furniture: Office & Lounge	81731	04/30/22	800-876-2120
VWR International, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01037	12/31/23	856-241-5743
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	01/10/22	609-434-5671
W B Mason	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/22	888-926-2766
LM Information Delivery, Inc.	Publication Media	86071	02/28/22	610-559-9550
Xerox	Copiers, Maint., and Supplies	40469	01/11/22	732-750-7514

BCTS/BOSCC  
ITA CONTRACT LOG  
Board Resolution May 25, 2021

21-F-189T

<u>Account#</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>PO#</u>	<u>Client Name</u>	<u>Period</u>	<u>Obligation</u>	<u>Counselor</u>	<u>Hours</u>
20.825.130.324V1	Camden Dream Ctr	5424	117040	KIM, Jin	5/24/2021-8/27/2021	4,000.00	DF	210
20.831.130.324V1	American Inst.	3203	117018	VILLANO, Valerie	4/19/2021-2/11/2022	4,000.00	SR	990
20.831.130.324V1	American Career	X468	117026	SCALONE, Rachel	4/12/2021-7/8/2021	3,850.00	LT	240
20.831.130.324V1	Bergen Community (CE)	5600	117017	DRAGO, Marthajean	4/26/2021-6/28/2021	2,500.00	DF	54
20.831.130.324V1	Jersey Tractor	U197	117023	HERNANDEZ, Joseph	5/3/2021-6/11/2021	4,000.00	SR	180
20.831.130.324V1	Jersey Tractor	U197	117023	JAMESON, Nicholas	5/10/2021-6/18/2021	4,000.00	DF	180
20.831.130.324V1	Jersey Tractor	U197	117023	ORTIZ, David	5/3/2021-6/11/2021	4,000.00	DF	180
20.831.130.324V1	Jersey Tractor	U197	117023	RAMIREZ, Deuris	4/26/2021-6/4/2021	4,000.00	SR	180
20.831.130.324V1	LasComp Inst	2174	117010	BOONE, Dorothy	5/17/2021-8/6/2021	4,000.00	AW	240
20.831.130.324V1	LasComp Inst	2174	117010	ESTRELLA, Edgar	6/25/2021-9/17/2021	4,000.00	DF	240
20.831.130.324V1	LasComp Inst	2174	117010	HARRIS, Antoinette	5/17/2021-8/6/2021	4,000.00	DF	240
20.831.130.324V1	LasComp Inst	2174	117010	SASSO, Lisa	6/1/2021-9/17/2021	4,000.00	DF	320
20.831.130.324V1	LasComp Inst	2174	117010	SMITH, Sherry	6/7/2021-9/24/2021	4,000.00	SR	320
20.831.130.324V1	LasComp Inst	2174	117010	TESORIERO, Lee	5/10/2021-9/24/2021	4,000.00	SR	400
20.831.130.324V1	LasComp Inst	2174	117010	NAVARRO, Kayla	5/24/2021-2/14/2022	4,000.00	SR	600
20.831.130.324V1	Parisian	1473	117007	KOOB, Stephen	4/28/2021-8/18/2021	4,000.00	DF	96
20.831.130.324V1	Robotech CAD	3876	117029	ARONICA, Lisa	5/3/2021-7/12/2021	4,000.00	DF	200
20.831.130.324V1	Robotech CAD	3876	117029	LAUGHLIN, Stephanie	6/7/2021-8/10/2021	4,000.00	DF	210
20.831.130.324V1	Rutgers CCPD	7378	117012	FOFANA, Ava	5/3/2021-7/24/2021	3,115.00	AW	225
20.831.130.324V1	Rutgers CCPD	7378	117012	MILESKEI, Pamela	5/17/2021-11/6/2021	3,995.00	SR	500
20.831.130.324V1	Rutgers CCPD	7378	117012	MORA, Diana	5/24/2021-8/7/2021	3,955.00	DF	220
20.831.130.324V1	Rutgers CCPD	7378	117012	SANCHEZ, Jose	5/24/2021-8/14/2021	3,115.00	SR	225
20.831.130.324V1	Rutgers Exe	6166	117004	EVANS, Michelle	5/27/2021-7/1/2021	3,495.00	AW	35
20.831.130.324V1	Rutgers Exe	6166	117004	NAKASHIAN, Kristen	5/27/2021-7/1/2021	3,495.00	DF	35
20.831.130.324V1	Rutgers Exe	6166	117004	RUDITZKY, Brenda	5/27/2021-7/1/2021	3,495.00	AW	35
20.826.131.324V1	Parisian	1473	117007	BERNARD, Abriyel	6/1/2021-4/5/2022	4,000.00	SS	1200
20.831.130.326V1	Consolidated Instruments	X993	117041	WETSON, Alvin	5/12/2021-8/30/2021	4,800.00	KT	640

21-F-192T



(SENT VIA EMAIL [johsus@bergen.org](mailto:johsus@bergen.org)  
AND VIA REGULAR MAIL)

May 10, 2021

Bergen County Technical Schools  
540 Farview Avenue  
Paramus, NJ 07652

ATT: Mr. John Susino  
Business Administrator

**Re: Additional Service Proposal for Professional Services for New Child Study Team (CST)  
Offices at Bergen County Technical Schools – Paramus Campus**  
*D|R Project #3617.70 & 3617.71*

Dear Mr. Susino:

The following is our proposal for additional services for the added HVAC scope and structural evaluation pertaining to renovations at Bergen County Technical Schools – Paramus Campus to accommodate new Child Study Team (CST) offices. The existing roof top units serving classrooms 207 & 208 are 12 years old with a life expectancy of 15 years. Based on the original intended use and the life span of the units it has been decided it is in the best interest of the school and layout for the CST offices that the units be replaced. The proposed units will be designed specifically for the proposed reconfiguration and provide individual controls for each space. Because the replacement units are heavier than the existing RTUs the existing roof structure will be evaluated for the replacement units.

**I. FEE PROPOSAL:**

- A. 3617.70: Additional HVAC Upgrades for room 207 & 208.....\$ 3,840.00
- B. 3617.71: Structural Evaluation for room 207 & 208 RTU's.....\$ 3,600.00



Mr. John Susino  
May 10, 2021  
D/R Project #3617.70 & 3617.71  
Page 2 of 4

**Exclusions:**

The following services are excluded from the basic services outlined in this proposal:

- Identification and/or abatement of hazardous materials including, but not limited to, asbestos, lead, or soil contaminants
- Environmental engineering
- Utility assessments
- Zoning/Planning Board Meetings
- Surveys, testing, or environmental studies
- Off-site improvements
- Interior design services
- Testing and commissioning of M/E/P systems
- Renderings and/or models
- Filing fees, permits, and applications
- Legal services



Mr. John Susino  
May 10, 2021  
D|R Project #3617.70 & 3617.71  
Page 3 of 4

**Conditions:**

**Standard of Care:** Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**Hidden Conditions Verification of Existing Conditions:** It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

**Safety:** Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

**Hazardous Materials:** Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

**Limit of Liability:** Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount no greater than Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.



*Mr. John Susino*  
*May 10, 2021*  
*D/R Project #3617.70 & 3617.71*  
*Page 4 of 4*

Thank you for your time and consideration and the opportunity to be of service. On behalf of Di Cara | Rubino Architects, we look forward to assisting the Bergen County Technical Schools with this project. If this proposal is acceptable, please sign where indicated and return one copy for our records authorizing Di Cara | Rubino Architects to proceed.

If you have any questions or require additional information, please feel free to call me at 973-256-0202.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

A handwritten signature in black ink, appearing to read "Germano R. Rubino", with a stylized flourish at the end.

Germano R. Rubino, AIA  
Principal

GRR/frk

cc: Allison Sroka, AIA –Project Manager

*Accepted by:*

\_\_\_\_\_  
**Mr. John Susino**  
**Business Administrator**

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

*Accepted:*  
\_\_\_\_\_  
*Initial*