

**Board of Education of the Vocational Schools  
in the County of Bergen  
Regular Meeting**

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

**October 20, 2022**

**Agenda**

#	<b><u>ADMINISTRATION RESOLUTIONS</u></b>
23-A-42T	Approval - WIOA/WFJ/WLL One-Stop Administration and Oversight
23-A-43T	Approval - Professional Development Providers and Services 2022-2023 School Year
23-A-44T	Approval - Confirmation—Travel/Webinar Expenses
23-A-45T	Approval - Confirmation—Field Trips
23-A-46T	Approval - Occupational Safety and Health Program Plan 2022-2023 School Year
23-A-47T	Approval - Agreement Between Bergen County Technical Schools and Sheriff Office Department
23-A-48T	Approval - New Jersey Single Accountability Continuum (NJQSAC) District Performance Review 2021-2022
23-A-49T	Approval - Second Reading Final Adoption Board of Education Policy
23-A-50T	Approval - One Reading —Board of Education Regulations
23-A-51T	Approval - Report of Student Suspensions
23-A-52T	Approval - Amendment to Dual Enrollment Agreement – William Paterson University and Bergen County Technical Schools - 2022-2023 School Year
	<b><u>PERSONNEL RESOLUTIONS</u></b>
23-P-31T	Approval - 2022 – 2023 Staff Appointments
23-P-32T	Approval - 2022-2023 Salary Reclassification(S)—Certificated
23-P-33T	Approval - Revised Start Date(S)
23-P-34T	Approval - 2022-2023 District Substitute Teacher(S)
23-P-35T	Approval - 2022-2023 Stage Crew Staff Salary Reclassification
23-P-36T	Approval - 2021-2022 Appointments Extra Duty/Extra Pay Positions Approval - 2021-2022 Other Hourly Appointments Approval - 2022-2023 Appointments Extra Duty/Extra Pay Positions Approval - 2022-2023 Other Hourly Appointments
23-P-37T	Approval - Leave(S) Of Absence
23-P-38T	Approval - Resignation(S)
23-P-39T	Approval - Retirement(S)
23-P-40T	Approval - Award of Paid Leave Day (“Wellness Wednesdays”)
	<b><u>FINANCE RESOLUTIONS</u></b>
23-F-75T	Approval - Payment of Bills September 2022 To October 2022
23-F-76T	Monthly Certification - August 2022 Board Secretary / School
23-F-77T	Line Item Transfers - August 31, 2022
23-F-78T	Approval - Vendor List Participation in State Contract Purchasing for Bergen County Technical Schools 2022-2023 School Year: 10/2022
22-F-79T	Withdrawal Of Funds From Maintenance Reserve Account: Cleanup Repairs At The Hackensack Campus
22-F-80T	Withdrawal Of Funds From Maintenance Reserve Account: Emergency Cleanup At The Hackensack Campus
22-F-81T	Approval - Acceptance of Bulbrite Industries, Inc. Donation to Makerspace
23-F-82T	Approval – Salary and Fringe Benefit Cost Proration 2022-2023 SY
23-F-83T	Approval – WIOA Formula Individual Training Account (ITA) Log

23-F-84T	Renewal - Contract to Provide Exterminating Services, Commencing November 1, 2022, Additional One-Year Period
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**ADMINISTRATION**

**23-A-42T      APPROVAL—WIOA/WFNJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT**

**RESOLUTION**

WHEREAS the Bergen County Job Center is the One-Stop Operator for activities of Bergen County's Workforce Innovation and Opportunity Act, 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 they be conveyed to the Workforce Development Board as required:

1.      **PERFORMANCE OF WIOA FUNDS:**

As of September 30, 2022 we trained the following:

<b><u>ITA DISLOCATED WORKERS</u></b>	<b><u>ITA TITLE I</u></b>	<b><u>ITA WFNJ/FS/GA</u></b>
33 Clients	34 Clients	0 Clients
<b><u>OJT DISLOCATED WORKERS</u></b>	<b><u>OJT TITLE I</u></b>	<b><u>OS Youth ITA</u></b>
1 Clients	0 Clients	0 Clients

2.      **LEVELS OF SERVICE:** Adults      **7/1/22-9/30/22**

Placed in Training	68
Workforce Learning Link Basic Skills	20
Workforce Learning Link Soft Skills	91

Most requested training services: CDL, Administrative Assistant, and Medical Assistant

3.      **FINANCIAL SUMMARY:** As of September 30, 2022

	<b><u>% Obligated    % Total Budget Funding Distribution</u></b>	
<b><u>WIOA</u></b>		
Adult	19%	24%
Dislocated Worker	33%	29%
Youth Out-of-School	46%	21%
Work First New Jersey (WFNJ)	71%	16%
Workforce Learning Link	61%	1%
WIOA Other Grants	0%	1%
Program Administration	73%	8%

(See Accrued Expense & Obligation Report: Fiscal Year 2023-Program Year 2022 for details).

4.      **Store Closings:** Virtual Rapid Response September 2022: None

**23-A-43T      APPROVAL—PROFESSIONAL DEVELOPMENT PROVIDERS AND SERVICES 2022-2023 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
Patrick Thane, M.Ed.	Provide a Virtual Workshop for our World Language Teachers at all Campuses – PACE Model of Instruction for Foreign Language Classes	\$500.00	10/7/22
The Lyceum Agency	Provide two Professional Development Virtual Workshops for BCA & Teterboro Campus Staff. Topic: “Women in Coding”	\$7,500.00 Partly Funded by the Title II Grant	10/25/22 10/31/22
University of Texas @ Austin	University of Texas and BCTS to Provide Annual Curriculum Licensing – Professional Development and Support for Course Titled “Engineer Your World” for Teterboro Campus	\$3,000.00	2022-2023 School Year
Hang Up and Drive Inc.	Presentation is to Educate Junior Students/Parents on Dangers of Cell Phone use Behind the Wheel at the Teterboro Campus	\$1,500.00	10/24/22
Pear Deck, Inc.	Renewal Edulastic Digital Subscription for Interactive Platform Connecting Teachers and Students at BCA and Teterboro Campuses	\$1,000.00	2022-2023
Diego Arellano Shannon O’Donald Linda Hamani	Address Culinary Students and Exchange Ideas Regarding Culinary Programs.	No Cost	10/26/22
Karyn Delray and Kelly Hammond	Provide Virtual Professional Development Workshop Titled “Digital Humanities” at BCA and BCTS, Paramus Campuses.	\$500.00 Per Consultant Total: \$1,000.00	03/10/23
Julie Fields, Admissions Representative Bergen Community College	College Representative to Meet with Our Seniors	No Cost	11/01/22
Katelyn Tyer, Admissions Recruiter for Culinary Institute of America	Address Culinary Students	No Cost	November 2022
Jordan Finelli	Giving Demonstrations on Makeup to our Skin Care Students	No Cost	November 2022

NAME	SERVICE	RATE	DATE
Pat Verile, HS Community Outreach Associate at Berkeley College	Address Healthcare Students about Opportunities for Health Career	No Cost	December, 2022
Rachel Mayhew, Regional Manager of Super Cuts	Address Cosmetology Students	No Cost	November, 2022
Justine Hoskin, Recruiter, SUNY Sullivan College	Address Culinary Students	No Cost	TBD
Maggie Monza & Vicky DeMarinis, Certified Vet Tech/Clinical Educators	Address our Small Animal Care Students	No Cost	December, 2022
Eugene Davis, Pretty in a Minute	Address Cosmetology Students Regarding Long Hair Design Techniques.	No Cost	November, 2022
Kevin Bigley & Stanley Baginski, Linemen PSE&G	Address our Green Building Trades Students	No Cost	December, 2022
Greg Hancox & Carolyn DeWolf, Stagehands from YTTW-IATSE	Address our Green Building Trades Students	No Cost	December, 2022
Padlet	Provide 25 Accounts for a Real-Time Collaborative Web Platform for Use of Teachers and Students District-Wide	\$1,500.00	2022-2023 School Year
Paulette Gando-Duenas	Provide Professional Development Workshop Titled “Public Speaking Discourse” for Staff at BCA.	\$500.00	02/16/23
Sydney Mihalik, Lash Specialist	Address Skin Care Students about Provided Services Including Lash Extensions, Lash Lifts and Lash Tinting.	No Cost	TBD
Solution Tree	Provide Two Virtual Professional Development Workshops on Topic “Ready for the Workforce” for Paramus Tech and Applied Technology High School	\$3,000.00 Total Funded by the Perkins Secondary Education Program FY 22-23	03/10/22 & 04/21/22
Expert Series Childrens’ Cancer Institute at Hackensack Meridian Health	Physicians to teach “Topics in Oncology” to BCA Students during the Second Trimester	\$1,250.00	2022-2023 School Year
Silver Strong & Associates	Provide a Virtual Professional Development Workshop Titled “Understanding Executive Function as a Key to Improving Thinking in Math and Science”	\$2,500.00	04/21/23

**23-A-44T                      APPROVAL—CONFIRMATION—TRAVEL/WEBINAR EXPENSES**

**RESOLUTION**

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

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

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

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

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

<b>Campus</b>	<b>Employee</b>	<b>Destination</b>	<b>Cost (excludes taxes)</b>	<b>Dates</b>
BCA	Russell Davis William Hathaway	NCSSS (National Consortium of Secondary STEM Schools) 2022 Professional Conference. The Westin Buckhead, Atlanta, GA	\$1,733.00 \$2,448.00 <b>Total: \$4,181.00</b> Paid by BOE	11/2/22-11/4/22
Human Resources	Gary Hall	Webcast Workplace Harassment, Virtual	\$180.00 Paid by BOE	11/17/22
ATHS	Ahlam Yassin	National Council for the Social Studies 102 <sup>nd</sup> Annual Conference, Pennsylvania Convention Center, Philadelphia, PA	\$590.70 Paid by BOE	12/2/22

**23-A-45T                      APPROVAL—CONFIRMATION—FIELD TRIPS**

**RESOLUTION**

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

<b><u>School</u></b>	<b><u>BCA Campus</u></b>
Destination	NJ Skills USA Fall Leadership Conference - NJPSA-FEA, 12 Centre Drive, Monroe Twp., NJ
Dates	12/6/22
Purpose of Trip	Fall Leadership Training Conference for Students, Advisors Meeting & PD
Participant	10 students, 2 teachers
Total Cost of Trip	\$360.00
Total Cost to Board	\$0
Student Cost	\$360.00
<b><u>Participating Staff:</u></b>	<b><u>Reimbursement Amount</u></b>
John Branda	\$30.00
Tim Adriance	\$30.00
Scott Lang (Alternate)	
Sergei Alschen (Alternate)	

**23-A-46T                    APPROVAL – OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN 2022-2023  
SCHOOL YEAR**

**RESOLUTION**

WHEREAS, the District has written its school Occupational Safety and Health Program Plan for the fiscal year 2022-2023; and

WHEREAS, the Board of Education has reviewed the attached District's Occupational Safety and Health Program Plan for the fiscal year 2022-2023;

THEREFORE BE IT RESOLVED that the Board of Education approves the District's Occupational Safety and Health Program Plan for the 2022-2023 School Year.

AS/eh

**23-A-47T                    APPROVAL — AGREEMENT BETWEEN BERGEN COUNTY TECHNICAL SCHOOLS AND SHERIFF  
OFFICE DEPARTMENT**

**RESOLUTION**

BE IT RESOLVED that the Board of Education adopts the Uniform State Memorandum of Understanding between Bergen County Technical Schools and Bergen County Sheriff Office which provides law enforcement resource officers to each campus for the 2022–2023 school year. (copy on file)

AS/eh

**23-A-48T                    APPROVAL – NEW JERSEY SINGLE ACCOUNTABILITY CONTINUUM (NJQSAC)  
DISTRICT PERFORMANCE REVIEW 2022-2023**

**RESOLUTION**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Bergen County Technical Schools Board of Education hereby approves the submission of the NJQSAC DPR for the 2022-2023 school year (see attached) to the New Jersey State Department of Education (NJDOE) in accordance with requirements set forth by the NJDOE. The scores submitted for the Instruction and Program portion of the 22-23 DPR do not include the scores from the County DOE Office, which represent 60% of that section.

HL/RP/eh

**23-A-49T                    APPROVAL - SECOND READING FINAL ADOPTION BOARD OF EDUCATION POLICY**

**RESOLUTION**

WHEREAS, the Board of Education **attached** policy listed below were approved on a first reading at the September 27, 2022 meeting; and

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

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

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

## SECOND READING

### Section 1000 – Administration

1245M Superintendent - Attendance

**23-A-50T APPROVAL—ONE READING —BOARD OF EDUCATION REGULATIONS**

### RESOLUTION

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

### REGULATIONS – ONE READING ONLY

### Section 3000 – Certificated Staff Members

R3270 Lesson Plans and Plan Books

### Section 5000 – Students

R5513 Care of School Property

### Section 7000 – Property

R7410.01 Facilities Maintenance, Repair Scheduling and Accounting

**23-A-51T APPROVAL—REPORT OF STUDENT SUSPENSIONS**

### RESOLUTION

WHEREAS School principals have reported to the Superintendent of Schools that during the month of **September 2022** 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:

### September 2022

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

principals/eh



**23-A-52T                    APPROVAL – AMENDMENT TO DUAL ENROLLMENT AGREEMENT – WILLIAM PATERSON  
UNIVERSITY AND BERGEN COUNTY TECHNICAL SCHOOLS - 2022-2023 SCHOOL YEAR**

**RESOLUTION**

WHEREAS, Board of Education at the September 27, 2022 meeting (res.#23-A-34T) approved the agreement between William Paterson University and the Bergen County Technical Schools; and

WHEREAS, William Paterson University submitted the attached Amendment to the Dual Enrollment Agreement;

BE IT RESOLVED, that upon recommendation of Richard Panicucci, Assistant Superintendent of Curriculum, the Superintendent of BCTS approves the amendment to the agreement between William Paterson University and Bergen County Technical Schools (Teterboro, BCA, and Northern Valley Campuses) for the 2022-2023 School Year.

RP: AS/eh

**Bergen County Workforce Development Board**  
**Bergen County Job Center**

**Accrued Expense & Obligation Report: Fiscal Year 2023-Program Year 2022**  
**July 1, 2022 thru June 30, 2023 as of 09/30/22**

Program	Total Budget	Total Obligated	% Obligated	Total Spent	Available Balance	Total Budget Funding Distribution
Adult	\$ 2,415,348	\$ 459,512	19%	\$ 140,692	\$ 1,955,836	<p><b>ADMIN</b> \$793,258 8%</p> <p><b>WLL</b> \$84,675 1%</p> <p><b>WFNJ</b> \$1,614,923 16%</p> <p><b>ADULT</b> \$2,415,348 24%</p> <p><b>OTHER GRANTS</b> \$162,971 1%</p> <p><b>OUT-OF-SCHOOL YOUTH</b> \$2,101,240 21%</p> <p><b>IN-SCHOOL YOUTH</b> \$- 0%</p> <p><b>DISLOCATED WORKER</b> \$2,953,058 29%</p>
Dislocated Worker (DW)	\$ 2,953,058	\$ 963,540	33%	\$ 281,765	\$ 1,989,518	
<b>Total Adult</b>	<b>\$ 5,368,406</b>	<b>\$ 1,423,052</b>	<b>27%</b>	<b>\$ 422,457</b>	<b>\$ 3,945,354</b>	
Youth In-School	\$ -	\$ -	#DIV/0!	\$ -	\$ -	
Youth Out-of-School	\$ 2,101,240	\$ 970,931	46%	\$ 172,780	\$ 1,130,309	
<b>Total Youth</b>	<b>\$ 2,101,240</b>	<b>\$ 970,931</b>	<b>46%</b>	<b>\$ 172,780</b>	<b>\$ 1,130,309</b>	
TANF	\$ 964,632	\$ 701,055	73%	\$ 60,755	\$ 263,577	
GA/SNAP & SNAP ONLY	\$ 650,291	\$ 439,753	68%	\$ 50,251	\$ 210,538	
<b>Total WFNJ</b>	<b>\$ 1,614,923</b>	<b>\$ 1,140,808</b>	<b>71%</b>	<b>\$ 111,006</b>	<b>\$ 474,115</b>	
Workforce Learning Link (WLL)	\$ 84,675	\$ 51,929	61%	\$ 15,753	\$ 32,746	
<b>Total WLL</b>	<b>\$ 84,675</b>	<b>\$ 51,929</b>	<b>61%</b>	<b>\$ 15,753</b>	<b>\$ 32,746</b>	
Program Administration	\$ 793,258	\$ 577,053	73%	\$ 159,898	\$ 216,205	
<b>Total Admin</b>	<b>\$ 793,258</b>	<b>\$ 577,053</b>	<b>73%</b>	<b>\$ 159,898</b>	<b>\$ 216,205</b>	
WIOA Data Reporting & Analysis	\$ 12,971	\$ -	0%	\$ -	\$ 12,971	
WIOA Other OJT	\$ 150,000	\$ -	0%	\$ -	\$ 150,000	
<b>Total Other Grants</b>	<b>\$ 162,971</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 162,971</b>	
<b>Total</b>	<b>\$ 10,125,473</b>	<b>\$ 4,163,773</b>	<b>41%</b>	<b>\$ 881,894</b>	<b>\$ 5,961,700</b>	

# Occupational Safety and Health Program Plan

for the

Bergen County Technical Schools District

Date last adopted by the district Board of Education: **Date TBD**

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## Members of the District Board of Education

William Connelly  
Jason Kim  
Dr. Lawrence Meyerson  
Ivonne Enrique  
Louis DeLisio

## Central Office Administration

Dr. Howard Lerner, Superintendent  
Andrea Sheridan, Assistant Superintendent  
Rich Panicucci, Assistant Superintendent of Curriculum & Instruction  
John Susino, Business Administrator

## 1.0 Scope

This safety and health plan covers all occupational safety and issues associated with staff, teachers, and students both on school district property and at Worked Based Learning (WBL) worksites. The following school facility locations are covered by this plan:

- Bergen County Academies
- Bergen County Technical Schools' Paramus Campus
- Bergen County Technical Schools' Teterboro Campus
- Northern Valley Regional School District Demarest Campus
- Applied Technology High School
- Northern Valley Regional School District Old Tappan Campus
- Bergenfield High School

## 2.0 District Safety and Health Policy

The district Board of Education (BOE) is committed to providing a safe and healthful environment for all employees and students on school property and at WBL worksites. Its goal is to eliminate, as much as possible, the risk of school-related injuries and illnesses. It is also committed to providing instruction to students on the proper skills, attitudes, and work habits necessary for them to work safely in their future occupations. As appropriate, the district BOE will provide funds, time, and training to administrators and teachers to help develop and implement the district's safety and health plan.

It is the district BOE's policy to comply with all federal, state, and local environment, safety and health regulations. Where regulations are not sufficiently protective, the board supports the implementation of additional measures that provide a safe and healthful environment.

The district BOE believes that ensuring a safe and healthful environment is everyone's responsibility and should be an integral part of all operations. All employees and students are expected to observe environmental, safety, and health

requirements and take all practical steps necessary to prevent injuries and illnesses.

### 3.0 Plan Objectives

- To establish policies and procedures that will help maintain compliance with applicable environmental, safety and health standards
- To provide safe and healthful working conditions free of recognized hazards
- To encourage practices among faculty, students, and staff which are protective of human health and safety and the environment
- To instruct students in proper safety and health practices applicable to each student's career and technical education (CTE) program
- To evaluate program effectiveness for reducing the risk of injuries and illnesses
- To eliminate incidents associated with occupational safety and health and CTE programs

### 4.0 Organizational Structure and Responsibilities

With support from the district BOE, the Chief School Administrator (CSA) has the primary responsibility for development, implementation, and review of the S&H Plan and other district safety and health policies, plans, and procedures. The district BOE will review and approve, as appropriate, district procedures, safety and health policies, plans, budgets, and procedures submitted to the BOE by the CSA. The CSA has the following responsibilities:

- Develop and implement a district S&H Plan in cooperation with the district BOE;
- Provide administrative oversight to ensure the S&H Plan is effective;
- Ensure adequate staffing that allows for implementation of the S&H Plan at all facilities;
- Provide a budget in cooperation with the district BOE sufficient to implement the S&H Plan and corrective action;
- Ensure the S&H Plan is updated as necessary;
- Ensure unsafe conditions and actions are identified and corrected;
- Ensure district facilities and equipment are safe;
- Ensure training and information is provided to staff, teachers, students, and others as necessary about safety and health issues;
- Ensure compliance with safety and health regulations;

- Ensure staff, teachers, and students comply with the S&H Plan and other regulatory requirements;
- Recommend to the district BOE the names of Safety and Health Designees;
- Establish emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens.
- Ensure students involved in SLEs are supervised by the appropriately licensed teachers;
- Establish procedures for reporting, investigating and recording safety and health incidents involving treatment by licensed care professionals;
- Appoint representatives to the School District Safety and Health Committee; and,
- Develop job descriptions for all district personnel with safety and health responsibilities.

The CSA has assigned responsibility for coordinating all S&H Plan activities within the district to the District Safety and Health Designee (Designee), a district BOE approved position. The Director of Buildings and Grounds has been appointed as the Designee. The Designee in cooperation with the CSA has created a District Safety and Health Committee (DC) chaired by the Designee. With consultation by the Designee, the CSA will appoint other key representatives of the district to the DC, as appropriate, to carry out DC activities. The Director of Building and Grounds and at least one Supervisor will be a standing member of the DC. The DC will meet at least quarterly and carry out the following tasks:

- Develop, review, revise, and assist with the implementation of the S&H Plan at school facilities;
- Develop, review, revise, and assist with the implementation of district safety and health policies and procedures;
- Develop, review, and revise emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens;
- Develop, review, and revise procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals;
- Develop, review, revise, and assist with implementation of policies and procedures for addressing safety and health issues at SLE worksites;



- Develop, review, revise, and assist with implementation of policies and procedures that ensure safety and health issues are adequately addressed in all CTE programs and courses;
- Develop, review, revise, and assist with implementation of policies and procedures for eliminating safety and health hazards on a high priority basis;
- Inspect facilities to identify safety and health hazards;
- Evaluate the effectiveness of the S&H Plan and other S&H policies and procedures;
- Coordinate professional development training for staff and teachers regarding safety and health issues; and,
- Review safety and health inspection reports and incident reports.

In addition to the DC, the CSA will cooperate with the NJ Department of Labor and Workforce Development, who oversees the County Apprenticeship Coordinator who has responsibility for approving and coordinating apprenticeships with the county.

The Director of Buildings and Grounds, in addition to the Designee responsibilities, has the following additional responsibilities:

- Annually review maintenance job tasks to determine potential hazards inherent in the way processes or operations are conducted;
- Annually conduct a workplace hazard assessment for maintenance and repair actions to determine if hazards are present, or are likely to be present, which necessitate the use of use personal protective equipment (PPE);
- Annually create a written document with the title “Workplace PPE Hazard Assessment” certifying that a PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation;
- Maintain records of “Workplace PPE Hazard Assessments; ” and,
- Place identified maintenance and/or repair actions associated with unsafe conditions on a high priority list to ensure prompt action is initiated.

The Principals at each school or designee(s) have responsibility for implementing the S&H Plan and other safety and health policies and procedures. The Principals have the following responsibilities:

- Assist with development of the S&H Plan;
- Implement the S&H Plan;
- Recommend changes to the CSA regarding improvements to the S&H Plan;
- Evaluate the effectiveness of the S&H Plan every two years;

- Appoint members to the School Safety and Health Committee (SC);
- Ensure the SC meets on a regular basis;
- Assign and organize staff to allow efficient and effective implementation of the S&H Plan;
- Establish procedures to identify and correct unsafe conditions, equipment, and tasks;
- Provide training and information to staff and teachers as necessary about S&H issues;
- Enforce compliance with S&H regulations;
- Enforce compliance with school district policies, procedures, and the S&H Plan;
- Include safety and health policies where appropriate in important documentation including the student handbook and within new teacher orientation documents.

The Principals at each school have created a SC. The Assistant Principals or Supervisor will serve as the chair of these committees. The Principals in cooperation with the Assistant Principals/Supervisors will appoint members to the SC as necessary to carry out the S&H Plan. The SC will meet monthly and carry out the following responsibilities:

- Inspect school facilities to identify safety and health hazards;
- Initiate corrective action to eliminate safety and health hazards;
- Follow up on corrective action implemented to eliminate safety and health hazards to ensure the corrective action has been implemented;
- Review staff, teachers and student practices to ensure proper implementation of the S&H Plan;
- Review incident reports;
- Conduct incident investigations;
- Make recommendations to the Principal regarding improvements in safety and health policies and procedures;
- Advocate for compliance with safety and health policies and procedures;
- Assist teachers, as needed, with job safety analysis of student tasks; and,
- Assist supervisors and teachers, as needed, with instructional improvements for addressing safety and health issues.

As safety and health is a shared responsibility, the School Nurses, Supervisors, Teachers, SLE Coordinators, Cooperative Education Coordinators (if appointed), Students, and Parents/Guardians must also follow safety and health policies and procedures. The following is a list of their responsibilities:

- School Nurses
  - Establish procedures for responding to incidents involving first aid and other medical emergencies;

- Establish universal precaution procedures;
  - Assist with development of universal precaution policies;
  - Establish procedures for medical clearance associated with the issuance of respiratory protection;
  - Report medical incidents to the principal and others as assigned;
  - Follow procedures established for responding, investigating, reporting and recordkeeping associated with safety and health incidents;
  - Assist with the completion of incident reports; and,
  - Coordinate or conduct training on emergency medical procedures and universal precautions.
- Supervisors
    - Follow district policies, procedures, and the S&H Plan;
    - Develop curricula in cooperation with teachers that addresses CTE safety and health issues;
    - Assist the principal to ensure the S&H Plan is implemented in the district;
    - Participate in safety and health inspections and job safety task analyses;
    - Provide administrative oversight to ensure teachers carry out assigned responsibilities.
- SLE/WBL Coordinators and Cooperative Education Coordinators
    - Supervise students at WBL worksites only within the scope allowed by their credentials;
    - Place students at WBL worksites in compliance with federal and state child labor laws;
    - Review and approve SLE worksites prior to placement to ensure worksites are safe;
    - Refer to the NJ Safe Schools Program’s “Worksite Safety and Health Evaluation Guide”
    - Develop and implement a business/agency agreement in accordance with NJDOE requirements and guidelines available at the following website: [NJDOE- Structured Learning Experiences](https://www.nj.gov/education/cte/sle/)
    - Develop and implement an individualized student training plan establishing the NJ Student Learning Standards (NJSLS), education and training objectives, and worksite activities of the SLE in accordance with NJDOE requirements and guidelines available at the following website: [NJDOE- Structured Learning Experiences](https://www.nj.gov/education/cte/sle/)

- Inspect WBL worksites every 10<sup>th</sup> day the student reports to the worksite following the “NJ Model Worksite Visit Checklist for Supervising All Structured Learning” available at the following website: [NJDOE- Structured Learning Experiences- NJ Model Worksite Checklist](https://www.nj.gov/education/cte/sle/) (<https://www.nj.gov/education/cte/sle/>).
- Maintain records of business/agency agreements, individualized student training plans, worksite inspections, and the formative and summative assessments being used by the district and worksite mentor to assess the student’s progress in accomplishing the learning objectives that are identified in the individualized student training plan;
- Follow district safety and health policies and procedures for SLE placements;
- Ensure WBL students receive worksite specific safety and health training;
- Investigate and implement corrective actions for each incident; and,
- Report each incident according to the school district’s procedures.

· Teachers

- Follow district policies, procedures, and the S&H Plan;
- Develop curricula that addresses CTE safety and health issues;
- Incorporate the results of hazard analyses into the curricula;
- Regularly inspect classrooms to identify unsafe conditions;
- Conduct a job safety task analysis of student tasks that involve exposure to safety and health hazards;
- Implement corrective action to prevent student exposure to unsafe conditions, equipment, and tasks;
- Instruct students on safety and health issues associated with career and technical education courses prior to exposure to safety and health hazards;
- Provide material safety data sheets and hazardous substance fact sheets to students as requested;
- Establish safety and health procedures for students in the classroom;
- Assess students on safe and health knowledge and procedures before students may perform any activity posing a significant safety and health risk;
- Enforce safety and health procedures;
- Maintain student records of assessments associated with safety and health knowledge and procedures;
- Attend professional development courses on safety and health;
- Investigate safety and health incidents that occur in the classroom;
- Model best safety and health practices to the students;
- Supervise students at all times while in the classroom;

- Practice emergency procedures as necessary.
- Students
    - Work in a safe and healthy manner;
    - Follow all safety and health procedures and rules;
    - Keep work areas neat and clean;
    - Dress in a safe and healthy manner for the job;
    - Report unsafe conditions and equipment to the classroom teacher immediately;
    - Report all incidents associated with safety and health to the teacher;
    - Wear all personal protective equipment as required;
    - Inspect all personal protective equipment prior to donning to identify defects; and,
    - Use protective and safety equipment, tools, and machinery as they were designed.
    - Access chemical storage, equipment storage, and other similar spaces as instructed by a teacher.
  - Parent/Guardians
    - Develop an awareness of the safety and health policies, procedures and expectations in the student's CTE program;
    - Reinforce district safety and health policies and procedures;
    - Review district correspondence regarding CTE safety and health issues and respond as required;
    - Inform the school district of any unreported injury or illness resulting from a CTE incident and any related medical follow up.

#### Organizational structure for the S&H Plan.

- The District Board of Education (BOE) oversees the Chief School Administrator (CSA).
- The CSA oversees the School Principals (P), and District Safety and Health Designee (Designee).
- The NJ Department of Labor and Workforce Development oversees the County Apprenticeship Coordinator.
- The Designee oversees the District Safety and Health Committee.
- The School Principals oversee the School Assistant Principals (AP), Instructional Programs and Facilities Maintenance.

- The AP oversees the School Safety and Health Committee, and Instructional Programs
- The Assistant Superintendent oversees the Supervisors and SLE Coordinators
- The Supervisors oversee the School Instructors.
- The School Instructors oversee the School Students
- The SLE Coordinators and Cooperative Education Coordinators oversee the WBL Students.

Attached (Appendix A) are the names and titles of the school district's key contacts for S&H.

## 5.0 Hazard Analysis Procedures

### 5.1 General inspections to identify safety and health hazards will be conducted as follows:

- Annual inspections by local fire inspectors;
- Periodic insurance carrier inspections;
- District and School Safety and Health Committees inspections;
- Teacher inspections of classrooms at the beginning of each class;
- SLE and Cooperative Education Coordinator inspections of WBL worksites.

The District Safety and Health Committee will conduct safety and health inspections of administrative offices, using the inspection checklist attached as Appendix B. By the end of each school year, all administrative offices will be inspected at least once. The DC will also review inspection reports conducted by the local fire inspectors and insurance carriers. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

School Safety and Health Committees will conduct safety and health inspections of their school facilities monthly, using the inspection checklists attached as Appendix B. By the end of the school year, all school facility areas will have been inspected at least once. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

At the beginning of each class period prior to the entry of new students, teachers will also conduct a quick inspection of the classroom to identify any safety and health hazards. Any significant hazards will be corrected before student exposure to the hazard is permitted.

Finally, SLE and Cooperative Education Coordinators will conduct inspections of worksites prior to placement of any students and then every 10<sup>th</sup> day the student reports to the worksites using forms adapted from the “[Worksite Safety and Health Evaluation Guide](https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/evalguide.pdf)” available at the following website: (<https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/evalguide.pdf> /) will be used for the initial inspection. The “[New Jersey Model Worksite Check List for Supervising All Structured Learning](https://www.nj.gov/education/cte/sle/WorksiteChecklist.pdf)” available at the following website: (<https://www.nj.gov/education/cte/sle/WorksiteChecklist.pdf>) can be adapted and used for follow up inspections. Any significant hazard will be corrected such that no exposure can occur to students.

5.2 Procedures for inspections of personal protective equipment (PPE) and devices

All users of PPE will be provided training on the proper care and maintenance of the PPE. Users of PPE will inspect the PPE prior to donning to identify any defects.

5.3 Procedures for chemical inventories and review of material safety data sheets

Chemical inventories and maintenance of materials safety data sheets will be conducted following the procedures specified in the District Hazard Communication Program. A copy of the written program is available from the CSA, District Safety and Health Designee, and School Principals.

5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done by the Director of Buildings and Grounds or his/her designee will annually review maintenance and repair job tasks to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective action will be implemented. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. This document will be maintained by the Director of Buildings and Grounds. Individual instructors in cooperation with their program supervisors will annually review student tasks in their instructional programs to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective action will be implemented. Where appropriate, instructors will incorporate jobs safety analysis results into student instructional programs. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace

hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. These documents will be maintained by the Director of Buildings and Grounds.

#### 5.5 Maintenance and repair procedures for safety and health issues

All unacceptable safety and health hazards requiring maintenance and/or repair action will be reported immediately to the Director of Building and Grounds or designee. Each report will be clearly identified as a safety and health priority. All worker or student exposure to the unacceptable hazards will be prevented until the unsafe condition is remediated. The Director of Buildings and Grounds will place all maintenance and/or repair actions associated with unsafe conditions on a high priority list to ensure prompt action is initiated.

### 6.0 General Methods and Procedures to Educate Students on Safety and Health

Every CTE course offered will address the general safety and health competencies associated with the program. Descriptions of general classroom safety and emergency procedures will be developed by instructors and program supervisors. The following are general competencies addressed across courses:

- Identify and use safe work procedures;
- Select the correct tools and equipment for each job;
- Use tools and equipment correctly;
- Maintain tools and equipment;
- Maintain a clean and orderly work area;
- Wear attire and safety equipment appropriate to the task;
- Identify hazardous substances in the workplace;
- Use and properly store hazardous substances;
- Identify and correct hazardous or unhealthy work conditions;
- Follow appropriate security procedures;
- Participate in safety training exercises;
- Follow first aid procedures using universal precautions;
- Follow materials disposal procedures;
- Follow fire prevention procedures;
- Follow emergency procedures; and,
- Comply with safety and health policies, procedures and regulations.



Instructional methods will be decided by the individual instructors and will be incorporated into their lesson plans. Examples of some successful safety and health instructional methods to be used are:

- Providing safety and health information sheets;
- Lectures, demonstrations and discussions;
- Utilizing field trips, resource speakers from businesses and industry and other community services and agencies;
- Safety posters, warning signs, and other printed materials;
- Participating in safety related contests;
- Audio-visual presentations;
- Simulations;
- Displays;
- Role playing;
- Hazard mapping
- Student development of hazard signs based on hazard analysis;
- Student facility inspections; and,
- School awards for safety and health posters, bulletins boards or projects.

Assessment methods will be decided by the individual instructors. Examples of some assessment methods to be used are:

- Written objective tests with a passing grade of 100%;
- Teachers supervised performance tests;
- Continual observation of performance and behavior; and,
- The review and analysis of incidents whether serious or not.

The results of student assessments for safety and health will be maintained in accordance with the district's standard practices for recording and reporting student grades. Students must pass all safety and health assessments successfully before they will be allowed to work in hazardous situations. Retraining of students will be given as necessary if a student in any way demonstrates a lack of competency. When hazardous chemicals are used, students will be instructed in the hazards of the chemicals and how to protect themselves when handling the chemical prior to any potential exposure. Material safety data sheets or hazardous substance fact sheets will be provided to students as needed, and reviewed as needed to ensure student protection. A jobs safety analysis will be conducted annually by the instructor or when a new hazard is introduced and the results of the analysis incorporated into the instructional program.

## 7.0 Student compliance with safety and health procedures, disciplinary action

Students are required to follow safety and health procedures in the classroom and at SLE worksites. All deviations from acceptable practices included in written safety guidelines, or teacher instructions, are deemed a serious offense.

Upon first offense, the student will be given a warning, and will be reinstructed by the teacher regarding safety policy and regulations. A second infraction requires teacher held detention. A third offense shall be reported in writing to the Assistant Principal and the parents notified. All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, shall, after due process, be removed from the course.

## 8.0 Emergency Procedures

### 8.1 District-Wide Crisis Management and School Safety Plan (CMSSP)

The District has developed a District-Wide Crisis Management and School Safety Plan (CMSSP) in accordance with N.J.A.C. 6A:16-5.1 and NJDOE guidelines. The CMSSP has been distributed to all employees. New employees receive a copy of the CMSSP within 60 days of employment. In addition, all district employees have received an in-service training program about the CMSSP and receive an annual review. New employees receive an in-service training program about the CMSSP within 60 days. The CMSSP is reviewed annually and updated as necessary. Changes to the CMSSP are communicated in writing to employees.

The CMSSP has its own organizational structure including a District Crisis Response and Safety Team and School Building Level Crisis Response and Safety Teams. Consult the CMSSP for additional details regarding Team memberships and responsibilities. The CMSSP includes response procedures for all of the following emergencies:

- Hostage situations;
- Weapons;
- Intruders;
- Threats of Violence;
- Bomb Threats;
- Fire, Explosion and Chemical Releases;
- Evacuations; and,

Natural disasters.

## 8.2 Bloodborne Pathogens and Universal Precautions

The district has a separate procedure for handling blood and bodily fluids using universal precautions in compliance with N.J.A.C. 6A:16-2.1 (a) and the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030. The school nurse at each school has a copy of the Exposure Control Plan as required by 29 CFR 1910.1030. Universal precaution response kits are also placed in appropriate classrooms as needed. Training has been given by the school nurse who may be called on to administer first aid.

## 8.3 Emergency Medical Procedures and First Aid

In the case of a medical emergency at school facilities the following procedure will be followed:

1. Personnel must remain calm.
2. The instructor or person in charge should immediately contact the nurse/administrator, or send two students for a nurse/administrator, giving the:
  - a. Location of person
  - b. Name of person
  - c. Type of injury
3. The nurse and administrator will both report the emergency scene.
4. The school nurse or other first aid trained person shall be responsible for administering first aid, except for very minor injuries.
5. In the case of acids and/or corrosives, eye wash stations and/or safety showers shall be used as needed.
6. Keep all personnel and students uninvolved in the emergency away from the area.
7. The administrator will secure outside medical assistance when the emergency is so severe that it suggests immediate hospital care.
8. The parent/guardian shall be notified as soon as possible.

In the case of a medical emergency at a WBL worksite, employer procedures will be followed. The SLE and Cooperative Education Coordinators and parents/guardians will also be notified.

## 9.0 Reportable Incidents and Accident Follow Up Procedures

After appropriate first aid or other emergency response actions have been initiated, all incidents associated with staff or students on school premises or at WBL worksites associated with school district sponsored programs must be documented on the District Incident Report Form (Appendix C) and sent to the school nurse associated with the staff person or student involved in the incident. As an alternative, the school nurse may complete the District Incident Report Form. An incident involves any first aid treatment of an injury or illness during a school sponsored activity. Minor incidents such as scratches, bruises, etc., need not necessarily be reported. Depending on the circumstances, the School Nurse may initiate the following actions:

1. Notify the Principal, School Safety and Health Designee, CSA, District Safety and Health Committee, School Safety and Health Committee
2. Notify the parent/guardian
3. Complete appropriate insurance forms and other district forms
4. Coordinate completion and submission of the NJDOE Incident Reporting Form required by N.J.A.C. 6A:19-6.5. The form and Guidance Manual for completing the form can be found on the following website: [Incident Reporting form Guidance Manual](https://www.state.nj.us/education/cte/educators/incident_guide.pdf) ([https://www.state.nj.us/education/cte/educators/incident\\_guide.pdf](https://www.state.nj.us/education/cte/educators/incident_guide.pdf))
5. Request an incident investigation be conducted by the District or School Safety and Health Committees
6. Complete the NJOSH-300 and NJOSH-300A forms as necessary per PEOSH requirements on to [Log of Work-Related Injuries and Illnesses](https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/njosh300.pdf) (<https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/njosh300.pdf>).

Every incident involving treatment by a physician will be investigated by either the District or School Safety and Health Committees. The Committee investigating the incident will complete the District Incident Investigation Form (Appendix D) and initiate all corrective action needed to prevent future occurrences of the incident.

## 10.0 Safety and Health Practices and Procedures Specific to Programs/Courses

A complete list of programs and courses is attached as Appendix E.

Instructors in cooperation with the program supervisors will develop program specific safety and health practices and procedures for their courses. The instructors will also develop and maintain a list of equipment in each program with a description of respective safety procedures and usage. Instructors will incorporate practices and procedures in

their course curricula and include in their lesson plans specific learning objectives addressing safety and health issues, as necessary. Any new instructors/students will be required to complete initial safety and health program training prior to working or participating in any CTE related classroom or offsite activities. In addition, a safety contract must be signed by the student and parent prior to working any tools in a shop.

## 11.0 General Safety, Health and Environmental Requirements, Plans and Procedures

The following written plans have been developed to address the safety and health issue indicated:

- General PPE policy and procedures per 29 CFR 1910.132
- Eye protection policy and procedures per N.J.A.C. 6A:26-12.5
- Respiratory protection policy and procedures per 29 CFR 1910.134
- Hearing protection policy and procedures per 29 CFR 1910.95
- Hazardous chemicals in laboratories plan per 29 CFR 1910.1450
- Lockout/Tagout plan and procedures per 29 CFR 1910.147
- Fire prevention plan per 29 CFR 1910.39
- Indoor air quality plan per N.J.A.C.12:100-13

Copies of the policies, plans, and procedures are available through the CSA, Principals, Safety and Health Designee, District Safety and Health Committee, School Safety and Health Committee.

A complete list of acronyms used in this S&H Plan is available as attached in Appendix F.

## Appendix A:

### Key Safety and Health Contacts

<b>Title</b>	<b>Name</b>
Chief School Administrator	Dr. Howard Lerner
District Safety and Health Designee	Andrea Sheridan
District Safety and Health Committee Member Supervisor of Career and Technical Education	Michael Miceli
District Safety and Health Committee Member Director of Data, State Reporting and Compliance	Oscar Forne
District Safety and Health Committee Member Supervisor	Bridget Sorem
District Safety and Health Committee Member CTE Instructor	Tim Regan
District Safety and Health Committee Member Instructor	Elizabeth Mansfield
Bergen Academies Principal	Russ Davis
Bergen Academies Assistant Principal	Dr. Raymond Bath
Bergen County Technical Schools Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne
Bergen Academies Safety and Health Committee Member - Supervisor	Giulia Zanoni-Mendelsohn
Bergen Academies Safety and Health Committee Member - CTE Instructor	John Branda

Bergen Academies Safety and Health Committee Member - Instructor	Todd Crane
BCTS Paramus Principal	Jeremy Wertheim
BCTS Paramus Assistant Principal	Melanie Alston-Balaputra
BCTS Paramus Safety and Health Committee Member - Supervisor of Career and Technical Education	Michael Miceli
BCTS Paramus Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne
BCTS Paramus Safety and Health Committee Member - Supervisor	Christopher Capodice
BCTS Paramus Safety and Health Committee Member - CTE Instructor	Dr. William Armonaitis
BCTS Paramus Safety and Health Committee Member - Instructor	Ryan Lynch
BCTS Teterboro Principal	Dave Tankard
BCTS Teterboro Assistant Principal	Paul Castiglia
BCTS Teterboro Safety and Health Committee Member - Supervisor of Career and Technical Education	Michael Miceli
BCTS Teterboro Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne

BCTS Teterboro Safety and Health Committee Member - Supervisor	Rosie Cabanilla
BCTS Teterboro Safety and Health Committee Member - CTE Instructor	Dominic Branda
BCTS Teterboro Safety and Health Committee Member - Instructor	Andrea Buccino
ATHS Principal	Dennis Montone
ATHS Supervisor	Katoya Pierce
ATHS Safety and Health Committee Member - Supervisor of Career and Technical Education	Michael Miceli
ATHS Safety and Health Committee Member - Director of Data, Compliance and State Reporting	Oscar Forne
ATHS Safety and Health Committee Member - Supervisor	Katoya Pierce
ATHS Safety and Health Committee Member - CTE Instructor	Ray Hager
ATHS Safety and Health Committee Member - Instructor	Amanda Sloomaker



**Appendix B:**  
**School Inspection Checklist(s)**



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

## Health and Safety Evaluation Of School Buildings Checklist 2019-2020

COUNTY: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

(check one) ☐ Leased ☐ Owned SCHOOL BUILDING: \_\_\_\_\_

COMPLETED BY : \_\_\_\_\_ DATE : \_\_\_\_\_

*This form shall be used for the evaluation of school buildings including: Traditional Public-School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other setting used for instruction. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Checklist Instructions and Guidance" for additional information.*

### SECTION A: 100% Items, (this section must have full compliance with items)

100% COMPLIANCE				
CURRENT LICENSES AND CERTIFICATES #1 - #10	YES	NO	N/A	VIOLATION LOCATION
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)				
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.				
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.				
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.				
5. Current boiler inspection certificate(s) posted at site of boiler				
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.				
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4) Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.				

<b>100% COMPLIANCE</b>				
8. One fire drill and <u>one</u> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1				
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.				
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law18A:40-41a-41c )				
<b>EXITS/EXTERIOR #11 - #12</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>VIOLATION LOCATION</b>
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.				
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.				
<b>INTERIOR #13 - #21</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>VIOLATION LOCATION</b>
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.				
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.				
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.				
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)				
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)				

100% COMPLIANCE				
18. Kindergarten and Pre-K toilet requirements are met. <b>NJAC 6A:26-6.3(h)4.</b>				
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.				
20. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e.: in properly rated cabinets; NOT in boiler room/hazardous areas).				
<b>21. Carbone Monoxide Detectors (NEW)</b> Must be in the vicinity of ALL fuel burning appliances. <ul style="list-style-type: none"> <li>• Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment.</li> <li>• Generators: portable and permanent.</li> <li>• Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers</li> <li>• Fireplaces</li> <li>• Required in hallways connected to space with the source</li> </ul> <b>NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)</b>				
VOCATIONAL/LABORATORIES #22 - #25	YES	NO	N/A	VIOLATION LOCATION
<b>22.</b> Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: <ol style="list-style-type: none"> <li>Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts.</li> <li>Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery.</li> <li>Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.</li> </ol>				
<b>23.</b> At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.				

<b>100% COMPLIANCE</b>				
<b>24.</b> Adequate eye and body protection are provided, including: <ul style="list-style-type: none"> <li><b>a.</b> Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li><b>b.</b> Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li><b>c.</b> An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:26-12.5)</li> </ul>				
<b>25.</b> Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: <ul style="list-style-type: none"> <li><b>a.</b> For science activities (i.e.: via fume hoods)</li> <li><b>b.</b> For welding operations.</li> <li><b>c.</b> For paint spraying operations: <ul style="list-style-type: none"> <li>1 Auto: should have separate exhaust system.</li> <li>2 Art: proper ventilation for spray/ paint with fumes</li> </ul> </li> <li><b>d.</b> Art: Safe designated space/room for kilns with proper ventilation</li> <li><b>e.</b> For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</li> </ul>				
<b>100% ITEMS TOTAL</b>				

End 100% Item Section

Space for Notes:

Section B: 80% Items continued on next page...

## Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non-compliant items)

80% COMPLIANCE				
EXITS/EXTERIOR #1 - #3	YES	NO	N/A	VIOLATION LOCATION
<b>1.</b> No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> <li><b>a.</b> Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</li> <li><b>b.</b> Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.</li> </ul>				
<b>2.</b> All exterior receptacles are GFI protected in accordance with code.				
<b>3.</b> All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix				
<b>4.</b> Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.				
80% COMPLIANCE				
INTERIOR ITEMS #4 - #25	YES	NO	N/A	VIOLATION LOCATION
<b>5.</b> All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.				
<b>6.</b> Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)				
<b>7.</b> Doors leading to interior courtyards are clearly marked: "Not an Exit"				
<b>8.</b> Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair				
<b>9.</b> Stage curtains need to indicate flame proof or flame retardant and certificates are on file.				

80% COMPLIANCE				
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6)				
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2)				
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))				
INTERIOR CONTINUED	YES	NO	N/A	VIOLATION LOCATION
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii)				
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))				
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)				
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)				
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)				
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.				
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible.				

<b>80% COMPLIANCE</b>				
<p><b>20.</b> Supplies and materials are neatly and appropriately stored:</p> <ul style="list-style-type: none"> <li>a. Storage racks/shelving over 6 feet in height are properly secured from tipping.</li> <li>b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors.</li> <li>c. Storage is organized to allow safe access through space.</li> </ul>				
<p><b>21.</b> Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)</p>				
<p><b>22.</b> Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).</p>				
<p><b>23.</b> Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)</p>				
<p><b>24.</b> Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms &amp; cafeteria are stored separately</p>				
<p><b>25.</b> Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.</p>				
<p><b>26.</b> Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)</p>				
<b>VOCATIONAL/LABORATORIES #26 - #33</b>				
<p><b>27.</b> Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.</p>				
<p><b>28.</b> Required space is available for the safe operation of machinery</p>				
<p><b>29.</b> Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.</p>				
<p><b>30.</b> Floor(s) and aisles in all shops are free of slipping and tripping hazards.</p>				
<p><b>31.</b> "EYE HAZARD AREA- WEAR YOUR EYE PROTECTION" signs are posted</p>				



<b>32.</b> The following additional safety measures are in place if welding operations are on-going: <b>a.</b> Welding curtains are provided and are painted with a finish of low reflectivity. <b>b.</b> Personal protective equipment (goggles, aprons, etc.) are provided.				
<b>33.</b> Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.				
<b>34.</b> Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.				
<b>80% ITEMS TOTAL</b>				

End 80% Item Section

Space for Notes:

Building Scoring continued on next page...



## **FACILITY SCORE 2019-2020**

SCORING SECTIONS	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	SCORE	NJQSAC FISCAL DPR [All items comply in building(s)]
# of NO responses in section A		<input type="checkbox"/> COMPLIANT (No Exceptions) <input type="checkbox"/> NON-COMPLIANT (Corrective Action Needed)

80% Section B Compliance	SCORE	NJQSAC DPR [At least 80% of items comply in building(s)]
A. Number of <b>YES</b> responses		<input type="checkbox"/> COMPLIANT Line (A) is equal to or <b>greater than</b> Line #d  <input type="checkbox"/> NONCOMPLIANT Line (A) is <b>less than</b> Line #d
B. Number of <b>NO</b> responses		
C. Subtotal [A + B ]		
D. Multiply [(C) x 80%]		

### **LEA ASSURANCE SIGNATURES**

School Facility Name \_\_\_\_\_

Completed By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

if applicable, Certified Educational Facilities Manager \_\_\_\_\_ Date \_\_\_\_\_

Chief School Administrator \_\_\_\_\_ Date \_\_\_\_\_

*\*All indicators denoted with 6A:26-8.1 also represent codified Temporary Facility Standards.*

## **Appendix C:**

### **District Incident Report Form**

1. Name of person injured or suffering illness:
2. Title of person and grade, if applicable:
3. Location of incident:
4. Time of incident:
5. Date of incident:
6. Description of incident:
7. Extent of injury or illness:
8. Person in charge when incident occurred:
9. Witnesses to incident:
10. Immediate action taken:
11. Individuals notified:
12. Name of person completing form:
13. Date form completed:

## **Appendix D:**

### **District Incident Investigation Form**

1. Incident Date:
2. Incident Time:
3. Incident Location:
4. Individuals injured or suffering illnesses:
5. Names of witnesses interviewed:
6. Extent of injuries or illnesses:
7. Description of incident:
8. Tasks/activities being conducted at the time of the incident:
9. Describe any unsafe acts:
10. Describe any unsafe conditions:
11. Identify the cause(s) of the incident:
12. Describe incident response actions:
13. Identify any incident response problems:
14. Corrective action taken:
15. Follow up action needed:
16. Date(s) of investigation:
17. Individual(s) conducting investigation:

## **Appendix E:**

### **List of Programs and Courses**

1. Biomedical Technology CTE Program of Study
2. Engineering CTE Program of Study
3. Computer Science/IT CTE Program of Study
4. Marketing CTE Program of Study

## **Appendix F:**

### **List of Acronyms Used in this S&H Plan**

There are no acronyms in this plan that are not clearly defined at the time of use.

# NJ Single Accountability Continuum (NJQSAC)

## District Performance Review - School Year 2022- 2023

### District Information and Score Summary

<b>District Name and CDS #</b>	<b>Bergen County Vocational Schools - 03-0290</b>
<b>County Name</b>	<b>Bergen County</b>
<b>District Superintendent Name</b>	<b>Howard Lerner, Ed.D.</b>
<b>District Mailing Address</b>	<b>540 Farview Avenue, Paramus NJ 07652</b>
<b>Superintendent Email Address</b>	<a href="mailto:howler@bergen.org">howler@bergen.org</a>

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	40%	0%
<b>Fiscal Management</b>	100%	0%
<b>Governance</b>	100%	0%
<b>Operations</b>	100%	0%
<b>Personnel</b>	100%	0%

# NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Bergen County Vocational Schools			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	5	0.0	0.0	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	



**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Bergen County Vocational Schools</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>20</b>	<b>0.0</b>	<b>0.0</b>	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
<b>Summary of Achievement Score Indicators</b>	K - 8	<b>60</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>60</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>60</b>	<b>0.0</b>	<b>0.0</b>	

# NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Bergen County Vocational Schools			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
Indicator		Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	0	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		4	1	0	

# NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Bergen County Vocational Schools			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		4	1	0	
11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		4	1	0	

# NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Bergen County Vocational Schools			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; i. Career education. j. Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide. * <i>Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i>		4	1	0	
13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

# NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Bergen County Vocational Schools			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		4	1	0	

# NJQSAC District Performance Review - School Year 2021-22

Instruction and Program		Bergen County Vocational Schools			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		4	1	0	
15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		4	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Bergen County Vocational Schools</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		<b>6</b>	<b>1</b>	<b>0</b>	
<b>Achievement Score Total</b>		<b>60</b>	<b>0</b>	<b>0</b>	
<b>Curriculum and Policy Total</b>		<b>40</b>	<b>40</b>	<b>0</b>	
<b>Instruction and Program Total</b>		<b>100</b>	<b>40</b>	<b>0</b>	

## NJQSAC District Performance Review - School Year 2022-23

Fiscal Management		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0	



## NJQSAC District Performance Review - School Year 2022-23

Fiscal Management		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Fiscal Management		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Fiscal Management		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	1	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Fiscal Management		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Fiscal Management		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0	
<b>Fiscal Management Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	

## NJQSAC District Performance Review - School Year 2022-23

Governance		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	
<b>2. The district board of education:</b>				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Governance		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Governance		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	



## NJQSAC District Performance Review - School Year 2022-23

Governance		Bergen County Vocational Schools		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
<b>Governance Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	

## NJQSAC District Performance Review - School Year 2022-23

Operations		Bergen County Vocational Schools		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>1. The school district's NJSMART and educator evaluation data files:</b>				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
<b>2. The school district's County District School (CDS) Information System data:</b>				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0	
<b>3. The school district has a data management process that includes:</b>				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Operations		Bergen County Vocational Schools		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Operations		Bergen County Vocational Schools		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Operations		Bergen County Vocational Schools		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Operations		Bergen County Vocational Schools		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	

## NJQSAC District Performance Review - School Year 2022-23

Operations		Bergen County Vocational Schools		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
Operations Total	100	100	0	

# NJQSAC District Performance Review - School Year 2022-23

Personnel		Bergen County Vocational School			
Indicator		Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</b>					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	0	
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	



## NJQSAC District Performance Review - School Year 2022-23

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLs and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	0	

## NJSAC District Performance Review - School Year 2022-23

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
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## NJQSAC District Performance Review - School Year 2022-23

e. The district mentoring plan: (N.J.A.C. 6A:9C-5) <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	1	0	
f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	1	0	
<b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b>				
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	1	0	
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	1	0	
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)	3	1	0	
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	1	0	

## NJQSAC District Performance Review - School Year 2022-23

<b>4. The district board of education has ensured the following staffing practices are followed:</b>				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
<b>5. The position control roster: (N.J.A.C. 6A:23A-6.8)</b>				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	
c. Reconciles with the budget.	4	1	0	

## NJQSAC District Performance Review - School Year 2022-23

6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).	5	1	0	
<b>Personnel Total</b>	100	100	0	

This worksheet contains the sample declaration page. There is one table spanning columns A signatures would go in cells B16 and B17.

# Declaration Page

Bergen County Vocational Schools	
Type or print the name of the individuals in the district who were members of the NJC completion of this District Performance Review. (Use additional page if needed.)	
Position	Name
Chief School Administrator	Dr. Howard Lerner, Ed.D.
District Administrative Staff	Ms. Michele Pinke Mr. Paul Castiglia
Teacher	Ms. Rebecca Arimborgo
School Business Administrator	Mr. John Susino
Curriculum and Instruction Representative	Mr. Richard Panicucci
Student Support Staff	Ms. Nancy Sousa
District Board of Education Member	Mr. Jason Kim
Director of Human Resources	Mr. Gary Hall
Assistant Superintendent	Ms. Andrea Sheridan
Teacher/Local Collective Bargaining Representative	Mr. Scott Demeter
By signing below, the Chief School Administrator and Board President are affirming	
Chief School Administrator	Dr. Howard Lerner, Ed.D.
Board of Education President	Mr. William Connelly
Board Resolution Date:	

end of worksheet

through C with row 5 as the header row. The affirmation

--

SAC Committee and who assisted in the

Signature

ning the accuracy of this document.




**DUAL ENROLLMENT AGREEMENT**

**2022-2023**

**BETWEEN**

**Bergen County Technical**

**Schools District**

**540 Fairview Avenue**

**Paramus NJ 07652**

**AND**

**William Paterson University**

**300 Pompton Road**

**Wayne, New Jersey 07470**





The University offers a vast array of learning opportunities in its classrooms, laboratories, and studios, and throughout the campus, as well as at various off-campus locations. William Paterson's faculty members provide a valuable blend of accomplished scholarship and practical, applied experience. Among the University's faculty are 35 Fulbright scholars and recipients of numerous other awards, grants, and fellowships. Students benefit from individualized attention from faculty mentors, small class sizes, and numerous research, internship, and clinical experiences. The university is also accredited by the Middle States Commission on Higher Education.

The University and Bergen County Technical Schools District are entering into this dual enrollment agreement in order to allow Bergen County Technical Schools District students the opportunity to take college-level courses on-site at Bergen County Technical Schools District.

#### **Admissions Criteria**

All high school students taking courses for college credit must be able to demonstrate their ability to manage college-level course work and meet the academic criteria; A GPA of 3.0 for high school seniors and a GPA of 3.25 for high school juniors. High achieving high school sophomores may be eligible, at the school district's discretion. Bergen County Technical Schools District is responsible for identifying eligible students for each high school dual enrollment course and provide that information to WP prior to the start of the academic year.

Upon entry into the dual enrollment program, Bergen County Technical Schools District students are simultaneously *conditionally* admitted to William Paterson University (WPU).

Future matriculated enrollment at WPU is contingent upon satisfactory completion of the respective dual enrollment coursework and attainment of the post-secondary/high school diploma. Our most competitive candidates for admission possess a 3.00 cumulative high school GPA on an unweighted 4.00 scale.

To activate formal matriculation, students will be required to file the first year/freshmen admissions application without a fee, submit the high school transcript with evidence of at least 16 Carnegie (or college) units\*, and supply any needed standardized test scores (for select majors, Honors College, and scholarship consideration) by January 1 of their senior year.

After undergraduate admissions review, a second letter from the Office of University Admissions will confirm formal admission to the university if all the preceding conditions are met.

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\* The 16 Carnegie (or college) units/credits are the high school courses of math, science, English, history, etc. required for high school graduation.



### **Model I**

- A. In this agreement for dual enrollment, the high school teacher is approved as meeting the standards of an adjunct faculty member by the William Paterson faculty in the relevant department. The high school teacher is certified by the state of New Jersey, and is an employee of the school district, so is paid by the school district. The supervising college professor receives compensation from William Paterson to supervise the high school teacher.
- B. The following courses may be offered for the 2022-23 school year on-site at Bergen County Technical Schools:
  - 1. CS 2350 Fundamentals of Computer Hardware
  - 2. MUSI 1240 Music Fundamentals
  - 3. MUSI 1510 Audio Recording for Musicians
- C. Each Bergen County Technical Schools District student who takes any of the above listed college courses approved for academic credit will be charged a special tuition and fees rate of \$100.00 per academic credit or \$300.00 per 3 credit class for the 2022-2023 year. For this tuition, the Bergen County Technical Schools District students will be provided the requisite instruction by the high school teacher supervised by a WPU professor and will, upon successful completion of the course, have their grade recorded on an official William Paterson University transcript using the William Paterson University's standard grade notations. Bergen County Technical Schools District students will be enrolled as non-matriculated students at the University. All William Paterson University regulations governing non-matriculated students shall apply to those students who are enrolled for college credit in the courses noted and those students will be allowed full use of William Paterson University's Library.

### **Student Admission and Registration Information**

- A. Application and Tuition
  - 1. Students will apply to the University via a non-matriculated admissions application. The application fee will be waived.
  - 2. Before any Bergen County Technical Schools District student can be registered for a William Paterson University Dual Enrollment course, an online consent form must be signed and submitted by the parent or legal guardian. Upon receipt of this document, a WP staff member will register students for their course.
  - 3. Students will be billed directly by William Paterson University for the above listed courses.



4. Textbooks and other instructional materials will be an additional cost.
  5. If minimum enrollment for a course is not met, the course will be canceled and any tuition payments will be refunded. The decision to cancel any course must be made and communicated to William Paterson by October 30<sup>th</sup> for fall or full-year courses and March 5<sup>th</sup> for Spring courses.
- B. Deadlines:** Bergen County Technical Schools District is responsible for ensuring all students and cooperating high school instructors adhere to the William Paterson University deadlines established below:
1. Application: Fall/full year courses- October 14<sup>th</sup>. Spring- January 30<sup>th</sup>.
  2. Registration (including parental consent forms): Fall/full year courses- October 28<sup>th</sup>. Spring- February 15<sup>th</sup>.
  3. Withdrawals: Fall/full year courses- November 14<sup>th</sup>. Spring- March 5<sup>th</sup>.
  4. Payment: Fall/full year courses- November 28<sup>th</sup>. Spring- March 15<sup>th</sup>.
- C.** The University will grant advanced standing for students who have taken the courses listed in paragraph A above if they receive a grade of "C" or higher.



**HIGH SCHOOL DUAL ENROLLMENT AGREEMENT  
BETWEEN  
WILLIAM PATERSON UNIVERSITY  
AND  
BERGEN COUNTY TECHNICAL SCHOOLS**

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

**For Bergen County Technical Schools:      For William Paterson University:**

\_\_\_\_\_  
Dr. Howard Lerner  
District Superintendent

\_\_\_\_\_  
Dr. Joshua B. Powers  
Provost and Senior Vice President for  
Academic Affairs

\_\_\_\_\_  
Dr. Wartyna Davis  
Dean, College of Arts, Humanities, &  
Social Sciences

\_\_\_\_\_  
Dr. Venkat Sharma  
Dean, College of Science & Health

# POLICIES

## SECOND READING

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

## POLICY

**Section: ADMINISTRATION**  
**Number: 1245M**

**Title: SUPERINTENDENT – ATTENDANCE**

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The regular and prompt attendance of the Superintendent of Schools is an essential element in the efficient operation of the District. It sets an example for all administrators, certificated staff members, and noncertificated staff members to follow in order to attain the high standards of the District's educational program. The Board of Education is vitally and continually interested in the attendance of each employee and believes that the exemplary attendance of the Superintendent is an important criterion that will result in the satisfactory job performance of all Board employees.

The privilege of District employment imposes on the Superintendent the responsibility to be responsive to the job every scheduled working day.

### **WORK YEAR AND WORK HOURS**

The Superintendent shall work a twelve-month year in accordance with the calendar adopted by the Board of Education. Pursuant to the twelve-month Personnel Calendar for Administrators, Central Office Staff and Technology Personnel, the Superintendent shall receive all allowable leave days cited for the school year. ~~The Superintendent shall submit, for approval, a written request to the President of the Board or his or her designee prior to the date such leave is to be taken.~~

As a professional, administrative employee, the Superintendent is expected to take such time as is necessary to complete the duties and meet the obligations of the position (see Superintendent's job description) and attain or exceed the educational goals established for the District. Therefore, he or she shall not have assigned work hours and shall not be entitled to overtime payments or supplemental payments for time worked when not required.

### **LEAVE REQUESTS – VACATION DAYS**

The Superintendent shall receive a fixed number of vacation days per year in accordance with the terms of his or her contract. The Superintendent shall submit, for approval, a written request to the President of the Board or his or her designee ~~prior to the date for any~~ such vacation leave is to be taken.

## **ACCUMULATION OF VACATION LEAVE**

The Superintendent may accumulate and carry over from one year to the other, one (1) year's worth of vacation days.

## **LEAVE REQUESTS – SICK AND PERSONAL DAYS**

The Superintendent shall receive a fixed number of sick leave days and personal leave days annually in accordance with the terms of his or her contract. Notice for personal leave must be made prior to the date the leave is to be taken or, if impracticable, as soon thereafter as possible. The Superintendent shall notify the President of the Board or his or her designee when he or she will be out of work due to illness.

## **ACCUMULATION OF AND COMPENSATION FOR SICK OR PERSONAL LEAVE**

Personal days may not be accumulated from one year to the next and no compensation shall be provided for any unused personal days at the end of any contract year.

Any sick days not used shall accumulate. Payment for unused sick days shall be available only upon retirement. Upon meeting these requirements, the Superintendent may be compensated for unused sick leave at his or her current per diem rate up to an amount not to exceed Fifteen Thousand and 00/100 Dollars (\$15,000.00), **except to the extent otherwise allowed by law.**

## **BEREAVEMENT DAYS**

The Superintendent shall receive five (5) consecutive days of leave upon the death of a member of his or her immediate family. Immediate family member shall include as follows: husband or wife, mother or father, children, brothers or sisters, mother/father-in-law, grandparents and other relatives, if living in the same domicile at the time of death.

Upon the death of a friend or other relative the Superintendent shall receive one (1) day to a maximum of two instances per year.

## **CAUSES FOR DISCIPLINARY ACTION**

If the Superintendent fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, ~~is repeatedly tardy,~~ or accumulates an excessive number of absences without good cause, he or she may be subject to disciplinary action.

## **TRACKING THE SUPERINTENDENT'S RATE OF ABSENCE**

The Board is directed to ascertain the rate of absence of the Superintendent in accordance with the terms of his or her contract. Whenever the rate of absence in any contract year extends beyond the contractual leave time allowed by his or her contract, the Board shall develop a plan for the review and improvement of the Superintendent's

attendance. The review and improvement plan shall require the collection and analysis of attendance data, the monitoring of future attendance patterns over a finite period of time, and a second review of his or her attendance history from the inception of the improvement plan to its end.

Adopted (BCTS): 3/2/11 Rev.:  
Adopted (BCSS): 3/16/11 Rev.:



# REGULATIONS

## ONE READING

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

## REGULATION

**Section: CERTIFICATED  
STAFF MEMBERS**  
**Number: R3270**

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**TITLE: LESSON PLANS AND PLAN BOOKS**

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A. Lesson Plans

1. Certificated staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans.
2. Lesson plans must conform to the guidelines established by the Superintendent or designee. Plans may be reviewed and monitored by school district administrative staff as determined by the Superintendent.
3. The content of the lesson plan will be determined by the Superintendent or designee. The content of the lesson plan may include, but not be limited to:
  - a. Name of the unit or area of learning;
  - b. Goals and objectives;
  - c. Instructional planning that includes the applicable New Jersey Student Learning Standards (NJSLs);
  - d. Interdisciplinary connections;
  - e. Integration of technology;
  - f. Assessments, including, but not limited to formative, summative, benchmark, and alternative assessments;
  - g. List of core instructional and supplemental materials; and
  - h. Any other content as prescribed by the Superintendent, Principal, and/or immediate supervisor.
4. Lesson plans must be prepared in advance.
5. Lesson plans will follow the format established by the Principal or designee.

6. Lesson plans must be prepared with clarity and in sufficient detail to permit a substitute to conduct the lesson efficiently and effectively.

B. Lesson Plan Books

1. Lesson plans shall be kept in an accessible electronic version or in a plan book.
2. The plan book will permit administrators to monitor classroom instruction.
3. Content of the lesson plan book shall be designated by the Superintendent and will be determined by the school district.

C. Substitute Lesson Plans

1. Each teaching staff member shall submit a substitute folder to the Principal or designee that shall contain the following:
  - a. Lesson plans;
  - b. Emergency procedures; and
  - c. Any other content as prescribed by the Principal.
2. To help a substitute and to provide meaningful work for the students in the event a teaching staff member is absent, subject related activities shall be provided.
3. Every attempt shall be made to follow the lesson plans so that the student's education will not be interrupted during the teaching staff member's absence.

Issued: 10/20/22

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

## REGULATION

**Section: STUDENTS**  
**Number: R5513M**

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**TITLE: CARE OF SCHOOL PROPERTY**

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- A. Teaching Staff Member Responsibilities
  - 1. Teaching staff members will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
  - 2. Teaching staff members will keep an accurate inventory of textbooks and other materials in their classrooms.
- B. General Rules Governing the Use of School Property
  - 1. Students shall not deface the school building, furnishings, or equipment in any manner.
  - 2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
  - 3. Students will care for school textbooks in accordance below.
- C. Distribution and Collection of Textbooks and Materials
  - 1. Textbooks will be identified as the property of the Board of Education.
  - 2. A label shall be affixed to each textbook and will include:
    - a. The name of the Board of Education, and
    - b. The name of the school, and
  - 3. The following information will also be entered on the label or documented in another manner each time the book is issued to a student:
    - a. The name of the student to whom the book is issued,
    - b. The date on which the book is issued to the student,

- c. The condition of the book when it is issued, and
  - d. The condition of the book when it is returned.
- 4. Each classroom teacher will keep a permanent record of the textbooks used in their classroom. The record will include all the information listed in C.2. and C.3. above.
  - 5. A lost textbook must be promptly reported to the teaching staff member who issued the book. A replacement textbook will be issued to the student as soon as possible.
  - 6. Textbooks will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
  - 7. Students must remove covers, loose papers, and markings before returning any textbook.
  - 8. Fines may be assessed for lost and damaged textbooks in accordance with a schedule as approved by the Superintendent or designee.

D. Care of Textbooks by Students

- 1. Students shall take care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it.
- 2. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
- 3. Students should not:
  - a. Use pens, pencils, or other implements to mark a place in a textbook;
  - b. Use a textbook to file bulky papers and notes;
  - c. Write in textbooks; or
  - d. Soil textbooks beyond normal use.

E. Fines and Penalties

- 1. The teaching staff member will inspect each textbook returned and may assess a fine for lost or damaged books. The teacher will prepare a report to be submitted to the Principal or designee that includes:

- a. The name and number of the textbook damaged or lost;
  - b. The name of the student that lost or damaged a textbook;
  - c. The loss or extent of damage to the textbook; and
  - d. The amount of the fine assessed, if any.
2. In setting fines the teaching staff member may take into account verified extenuating circumstances.
3. Teaching staff members will not collect fines. Textbook fines shall be submitted to the Principal or designee.
4. A student who finds their lost textbook, after being assessed and paying a fine, will be reimbursed any fine paid for the lost textbook but may be assessed a fine for any damage done to the book.
5. The Board of Education may withhold a diploma, transcript, or report card until the fine has been paid.

Issued (BCTS): 8/26/14 Rev.: 5/26/16 Rev.: 10/20/22  
Issued (BCSS): 8/28/14 Rev.: 5/24/16 Rev.:

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

## REGULATION

**Section:     PROPERTY**  
**Number:     R7410.01M**

**Title:                 FACILITIES MAINTENANCE, REPAIR SCHEDULING AND  
                          ACCOUNTING**

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A school district with three or more district buildings shall have an automated work order system for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

**A.     Standard Operating Procedure (SOP) For Work Order System**

1.     The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2.     Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
  - a.     The name of the person making the request;
  - b.     The date of the request;
  - c.     The appropriate approval(s) as established by SOP;
  - d.     The date of approval(s);
  - e.     The location of work requested;
  - f.     The priority level (for example, urgent, high, average, low);
  - g.     The scheduled date(s) of service;

- h. The trade(s) needed such as general maintenance worker;; custodian;; carpenter;; plumber;; electrician;; heating, ventilation, and air conditioning (HVAC);; grounds;; roofer;; masonry;; glazer;; other;
  - i. A description of the work requested;
  - j. A projection of the materials and supplies needed for the work;
  - k. The estimated labor hours needed to complete task;
  - l. The name of the work order assigner; and
  - m. The name of the employee(s) working on the order.
- 3. The work order system shall include the following close-out information for each request for work:
  - a. The actual hours worked by date for each assigned staff member;
  - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
  - c. The aggregate cost of labor by regular, over-time, and total;
  - d. The actual materials and supplies needed to complete the work order;
  - e. Actual cost of materials and supplies; and
  - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
- 4. Except when prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- 5. If according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.



6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Issued (BCTS): 3/2/11 Rev.: 5/26/16 Rev.: 10/20/22  
Issued (BCSS): 3/16/11 Rev.: 5/24/16 Rev.:

## PERSONNEL

### 23-P-31T APPROVAL—2022 – 2023 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 Academics, 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  
NVRHS .....Northern Valley Regional High School, Demarest

#### CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Arena, Rachel (R)	Teacher of Small Animal Care	BCTEC, Paramus
	Salary: Col. III, Step 9: \$80,024. + Sal Adj. \$725. = \$80,749. per annum pro rata	
	Effective: 10/04/22 to 06/30/23	
	Note: Replacement for staff who resigned	

#### NON-CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Porschen, Rebecca (R)	Day Care Center Caregiver (Part-time)	DAYCARE, Hackensack
	Salary: \$15.00 per hour	
	Effective: 10/17/22 to 06/30/23	
	Note: Replacement for staff who retired	

Sterns, Princess Alia (N) Registrar

DISTRICT, Hackensack

Salary: \$65,000. per annum pro rata  
Effective: 10/06/22 to 06/30/23

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

**23-P-32T APPROVAL—2022-2023 SALARY RECLASSIFICATION(S)—CERTIFICATED**

**RESOLUTION**

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

Caroselli, Christopher School Counselor BCTEC, Paramus

From: Col. IV, Step 6: \$72,670. per annum  
To: Col. V, Step 6: \$74,482. per annum  
Effective: 09/01/22 to 06/30/23

Centeno, Bridget Teacher of Commercial Arts BCTHS, Teterboro

From: Col. III, Step 14: \$94,390. + Long. \$1,860. + Sal Adj. \$7,568. = \$103,818. per annum  
To: Col. IV, Step 14: \$96,001. + Long. \$1,860. + Sal Adj. \$7,568. = \$105,429. per annum  
Effective: 09/01/22 to 06/30/23

Kalata, Grzegorz Teacher of Health and Physical Education BCA, Hackensack

From: Col. I, Step 5: \$64,332. + Ext. Day \$11,122. = \$75,454. per annum  
To: Col. III, Step 5: \$68,533. + Ext. Day \$11,122. = \$79,655. per annum  
Effective: 09/01/22 to 06/30/23

Kaser, Paul School Counselor BCA, Hackensack

From: Col. V, Step 11: \$89,829. + Ext. Day \$11,122. + Long. \$700. = \$101,651. per annum  
To: Col. V, Step 11: \$89,829. + Ext. Day \$11,122. + Long. \$1,860. = \$102,811. per annum  
Effective: 09/01/22 to 06/30/23

Kouefati, Danielle Teacher of English BCA, Hackensack

From: Col. III, Step 9: \$80,024. + Ext. Day \$11,122. = \$91,146. per annum  
To: Col. IV, Step 9: \$81,418. + Ext. Day \$11,122. = \$92,540. per annum  
Effective: 09/01/22 to 06/30/23

Koziol, Kaitlyn School Counselor BCVHS, Paramus

From: Col. IV, Step 9: \$81,418. + Long. \$700. = \$82,118. per annum  
To: Col. V, Step 9: \$83,690. + Long. \$700. = \$84,390. per annum  
Effective: 09/01/22 to 06/30/23

LaBarbiera, Lauren                      School Counselor                      ATHS, Paramus

From:      Col. III, Step 4: \$65,660. per annum  
To:          Col. IV, Step 4: \$66,838. per annum  
Effective:   09/01/22 to 06/30/23

Lastra, Stephan                      Teacher of Health and Physical Education                      BCVHS, Paramus

From:      Col. I, Step 6: \$66,941. per annum  
To:          Col. II, Step 6: \$69,724. per annum  
Effective:   09/01/22 to 06/30/23

Quinn, James                      Teacher of the Handicapped                      BCVHS, Paramus

From:      Col. II, Step 5: \$66,978. per annum  
To:          Col. III, Step 5: \$68,533. per annum  
Effective:   09/01/22 to 06/30/23

Reyes Cruz, Esther                      Teacher of Spanish                      BCVHS, Paramus

From:      Col. I, Step 6: \$66,941. per annum  
To:          Col. II, Step 6: \$69,724. per annum  
Effective:   09/01/22 to 06/30/23

Surraco, Amy                      Teacher of Spanish                      BCTHS, Teterboro

From:      Col. I, Step 15: \$90,419. per annum  
To:          Col. II, Step 15: \$94,440. per annum  
Effective:   09/01/22 to 06/30/23

Tuliszewska, Agnieszka                      Teacher of Baking                      BCVHS, Paramus

From:      Col. III, Step 11: \$85,770. + Sal. Adj. \$7,568. = \$93,338. per annum  
To:          Col. V, Step 11: \$89,829. + Sal. Adj. \$7,568. = \$97,397. per annum  
Effective:   09/01/22 to 06/30/23

VanDaalen, Mabel                      Teacher of Business Studies                      BCTHS, Teterboro

From:      Col. III, Step 19: \$108,756. + Long. \$4,780. = \$113,536. per annum  
To:          Col. IV, Step 19: \$110,583. + Long. \$4,780. = \$115,363. per annum  
Effective:   09/01/22 to 06/30/23

Zulli, Sydney                      Student Assistance Counselor                      BCTHS, Teterboro

From:      Col. III, Step 2: \$59,914. per annum  
To:          Col. IV, Step 2: \$61,005. per annum  
Effective:   09/01/22 to 06/30/23

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

**23-P-33T      APPROVAL – REVISED START DATE(S)**

**RESOLUTION**

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

Downey, Lindsay

From:        09/06/22  
To:            09/01/22

Orson, Fatma

From:        10/31/22  
To:            10/10/22

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

**23-P-34T      APPROVAL—2022-2023 DISTRICT SUBSTITUTE TEACHER(S)**

**RESOLUTION**

BE IT RESOLVED, that the following listing of District Substitute Teacher(s) be approved for school year 2022-2023.

Plotnick, Daniel	Grades N-12; All subjects	Effective: 09/16/22 to 06/30/23
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**23-P-35T      APPROVAL — 2022-2023 STAGE CREW STAFF SALARY RECLASSIFICATION**

**RESOLUTION**

BE IT RESOLVED, that the below list of Stage Crew staff be approved at the rates indicated for the school year 2022-2023.

Maravillas, Sofia	Student	\$11.70	Effective: 09/27/22 to 06/30/23
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**23-P-36T      APPROVAL— 2021-2022 APPOINTMENTS  
EXTRA DUTY/EXTRA PAY POSITIONS  
APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS  
APPROVAL— 2022-2023 APPOINTMENTS  
EXTRA DUTY/EXTRA PAY POSITIONS  
APPROVAL— 2022-2023 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 2021-2022**

**Overload – Teacher\***

**Effective: SY 2021-2022**

	<b><u>Campus</u></b>	<b><u>Rate</u></b>
Isecke, Benjamin	BCA	\$12,540
Respass, Bryan	BCA	\$8,360
Wang, Matthew	BCA	\$16,720

\*Revised BOE 09/27/22; Resol. #23-P-28T

**EXTRA DUTY/EXTRA PAY SY 2022-2023**

**Home Instruction:**

Conlon, Kenneth Student: KC	\$86 per hour Max. hours: 28 Effective 09/16/22
Maks, Natalia Student: KC	\$86 per hour Max. hours: 28 Effective 09/16/22
Pena, Carlos Student: KC	\$86 per hour Max. hours: 28 Effective 09/16/22
Soderman, Stephanie Student: KC	\$86 per hour Max. hours: 28 Effective 09/16/22
Spinelli, Louis Student: KC	\$86 per hour Max. hours: 28 Effective 09/16/22
Yob, Michael Student: KC	\$86 per hour Max. hours: 48 Effective 09/16/22
Zulli, Sydney Student: KC	\$86 per hour Max. hours: 28 Effective 09/16/22

**Academy After Hours Fall/Spring Virtual Programs**

**Middle/High School Students**

**Rate: \$49.30 per hour**

**Effective: 9/01/22 to 06/30/23**

	<b><u>Max. Hours</u></b>
Cohen, Sofia	24.5
Djedji, Djakoure	24.5
Eaton, Leslie	48.5
Isecke, David	48.5
Seventko, Justin	24.5
Thomas, Anthony	48.5
Wang, Ivy	24.5

**Curriculum Project: Development for Foundations In Auto Engineering Design**

**Rate: Hourly per diem**

**Effective: 07/01/22 to 08/30/22**

**Max. Hrs.**

Magee, Robert

10

**Overload – Teacher**

**Effective: SY 2022-2023**

**Campus**

**Rate**

Kaplan, Keith

Paramus

\$7,568

**Scheduling Project Work - Teterboro**

**Rate: Hourly per diem**

**Effective: SY 2022-2023**

**Max. Hrs.**

Marella, Lindsay

450

**Special Project – Open House Videos - ATHS**

**Rate: \$1,000**

**Effective: SY 2022-2023**

Yob, Michael

**STEM Classes**

**Rate: Hourly per diem\***

**Effective: 09/01/22 to 06/30/23**

**Max. Hrs.**

Dobrich, Oliver

208

Mazurkewicz, Rosanna

270

\*Grant funded

**Technology Makerspace Intern**

**Rate: \$15.00 per hour**

**Effective: 09/30/22 to 06/30/23**

**Max.**

**Hours**

Ramirez, Enrique

25 hrs. per week

**BERGEN COUNTY ACADEMIES – HACKENSACK**

**COORDINATORS:**

**Recommended Staff**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Amount</u></b>	<b><u>Effective</u></b>
Lead Teacher	Scully Sytsma	Nancy	\$11,602	SY 22-23
Sunday Math Coach	Plotnick	Daniel	\$6,291	09/16/22
Play Coordinator (Musical)	Crochet	Laurie	\$2,784	SY 22-23

**HOURLY COMPENSATION:**

	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Amount</u></b>	<b><u>Effective</u></b>
Proctoring	Acuna	Kymberly	\$66/hour	SY 22-23
Proctoring	Adriance	Timothy	\$66/hour	SY 22-23
Proctoring	Bercovici	Jon	\$66/hour	SY 22-23
Proctoring	Bonanomi	Mark	\$66/hour	SY 22-23

Proctoring	Casarico	Elizabeth	\$66/hour	SY 22-23
Proctoring	Crimmel	Michelle	\$66/hour	SY 22-23
Proctoring	Demeter	Scott	\$66/hour	SY 22-23
Proctoring	Dobrich	Oliver	\$66/hour	SY 22-23
Proctoring	Feuss	Danielle	\$66/hour	SY 22-23
Proctoring	Fuentes	Elizabeth	\$66/hour	SY 22-23
Proctoring	Janssen	Katherine	\$66/hour	SY 22-23
Proctoring	Kaser	Paul	\$66/hour	SY 22-23
Proctoring	Lancaster	Jonathan	\$66/hour	SY 22-23
Proctoring	Liva	Michael	\$66/hour	SY 22-23
Proctoring	Seventko	Justin	\$66/hour	SY 22-23
Proctoring	Sorrentino	Elizabeth	\$66/hour	SY 22-23
Proctoring	Sousa	Nancy	\$66/hour	SY 22-23
Proctoring	Walsh	Gene	\$66/hour	SY 22-23
Proctoring	Zubov	Igor	\$66/hour	SY 22-23

<b><u>PER YEAR COMPENSATION:</u></b>	<b><u>Recommended Staff</u></b>		<b><u>Amount</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
Before/After School Duty Assignment	Keane	Patrick	\$2,572	SY 22-23

**BERGEN COUNTY VOCATIONAL SCHOOLS – PARAMUS**

<b><u>HOURLY COMPENSATION:</u></b>	<b><u>Recommended Staff</u></b>		<b><u>Amount</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
Detention Coverage (per 10 students)	Moran	Ian	\$55	09/06/22
Detention Coverage (per 10 students)	Riccie	Stephanie	\$55	09/06/22
Detention Coverage (per 10 students)	Schram	Thomas	\$55	09/06/22

**NORTHERN VALLEY REGIONAL HIGH SCHOOL - DEMAREST**

<b><u>ADVISORS:</u></b>	<b><u>Recommended Staff</u></b>		<b><u>2022-23</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
Web Club	Pacheco	Jessica	\$2,784	SY 22-23

**NORTHERN VALLEY REGIONAL HIGH SCHOOL – OLD TAPPAN**

<b><u>ADVISORS:</u></b>	<b><u>Recommended Staff</u></b>		<b><u>2022-23</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
Web Club	Rotondella	Lauren	\$2,784	SY 22-23



**BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO**

<b><u>ADVISORS:</u></b>	<b>Recommended Staff</b>		<b><u>Amount</u></b>	<b><u>Effective</u></b>
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>		
Physics Club	Zavorotniy	Yuriy	\$2,784	SY 22-23

**23-P-37T      APPROVAL — LEAVE(S) OF ABSENCE**

**RESOLUTION**

BE IT RESOLVED, that Monet Kendall, School Counselor, Bergen County Technical High School, Teterboro, will be granted an unpaid federal statutory family leave of absence with benefits for the period January 13, 2023 through February 10, 2023. 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 Monet Kendall, School Counselor, Bergen County Technical High School, Teterboro, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period February 13, 2023 through April 6, 2023. 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 Monet Kendall, School Counselor, Bergen County Technical High School, Teterboro, will be granted an unpaid New Jersey statutory family leave of absence with benefits for the period April 7, 2023 through May 12, 2023. 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.

**23-P-38T      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:

Beutel, Terence	Maintenance/Custodian	Effective 11/01/22
Conniff, Cara	Academic Tutor	Effective 10/15/22

**23-P-39T      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:

Castiglia, Paul	Vice Principal	Teterboro	Effective 01/01/2023
Kennedy, Clare	Teacher of Biology	Hackensack	Effective 07/01/2023
Pantano, Joseph	Teacher of Auto Body Repair	Paramus	Effective 07/01/2023
Tripodi, Gary	Specialist: Operations	District	Effective 01/01/2023
Zepatos, Carol	Teacher of Biology	Hackensack	Effective 07/01/2023

**23-P-40T      APPROVAL – AWARD OF PAID LEAVE DAY (“WELLNESS WEDNESDAYS”)**

**RESOLUTION**

WHEREAS, in furtherance of the Board of Education's goal to support and enhance staff wellness, the Superintendent of Schools has proposed to award to an eligible staff member selected at random, each week that district schools are all in session for instructional purposes, one (1) paid leave day for the duration of this school year only, to be used, in the staff member's discretion, before the end of the 2022-2023 school year; and

WHEREAS, eligible staff members are defined as permanent staff who receive paid sick and personal days, not including the Superintendent of Schools or central office administrators; and

WHEREAS, the Superintendent of Schools has discussed this proposal with all labor associations in the District who have no objection to this proposal;

WHEREAS, this proposal will be in effect for the 2022-2023 school year only, is not intended to establish or constitute any past practice, Board policy, or amendment of any applicable employment or collectively negotiated labor agreements;

NOW, THEREFORE, BE IT RESOLVED that, for the duration of the 2022-2023 school year only, the Superintendent of Schools be and hereby is authorized to award one (1) paid leave day for each week that district schools are all in session for instructional purposes to an eligible staff member, at random, with the understanding that the staff member shall use the paid leave day prior to the end of the 2022-2023 school year; and

BE IT FURTHER RESOLVED, that this program shall be in effect for the current school year only, is gratuitous on the part of the Board of Education, does not constitute or create any past practice, Board Policy, or amendment of any employment or collectively negotiated labor agreements; and

BE IT FURTHER RESOLVED that the Superintendent be and hereby is authorized to take any and all lawful actions as may be required to effectuate the terms of this Resolution.

**BCTS FINANCE RESOLUTIONS**  
**October 20, 2022 BoE Meeting @ 5:00 p.m.**

**23-F-075T      APPROVAL—PAYMENT OF BILLS SEPTEMBER 24, 2022 TO OCTOBER 14, 2022**

**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>Check Numbers</u>	<u>All Funds</u> <u>Account 955-1020731</u>	<u>Total</u>
010899 – 011029	7,006,973.65	
S43083 – S43132	627,385.23	7,634,358.88

JS/PB/kk  
**Attachments**

**23-F-076T      MONTHLY CERTIFICATION—AUGUST 2022 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 AUGUST 31, 2022, 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.

JS/PB/kk  
Source of Funds: per Attached  
**Attachment: monthly certifications**

**23-F-077T      LINE ITEM TRANSFERS—AUGUST 31, 2022**

**Resolution**

WHEREAS, pursuant to N.J.A.C. 6:20-2.12(e)\*, we, the board of education, confirm that as of AUGUST 31, 2022, 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.

JS/PB/kk

**Source of Funds: per Attached**

**23-F-078T      APPROVAL—VENDOR LIST PARTICIPATION IN STATE CONTRACT PURCHASING  
FOR BERGEN COUNTY TECHNICAL SCHOOLS 2022-2023 SCHOOL YEAR: 10/2022**

**#1NJCP**

**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; and

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/DT/hm/kk

**Attachment:** New Jersey State Contract Vendors

**22-F-079T      WITHDRAWAL OF FUNDS FROM MAINTENANCE RESERVE ACCOUNT: CLEANUP  
REPAIRS AT THE HACKENSACK CAMPUS**

**Resolution**

WHEREAS, the District has funds in a maintenance reserve account; and

WHEREAS, N.J.A.C. 6A-26A.1 allows school districts to withdraw funds from its maintenance reserve fund to use for the required maintenance of a facility;

NOW THEREFORE BE IT RESOLVED, the Board approves the withdrawal of maintenance reserve funds in the amount of \$14,071.00 for Cleanup at the Hackensack Campus.

JS/PB/kk

**22-F-080T      WITHDRAWAL OF FUNDS FROM MAINTENANCE RESERVE ACCOUNT:  
EMERGENCY CLEANUP AT THE HACKENSACK CAMPUS**

**Resolution**

WHEREAS, the District has funds in a maintenance reserve account; and

WHEREAS, N.J.A.C. 6A-26A.1 allows school districts to withdraw funds from its maintenance reserve fund to use for the required maintenance of a facility;

NOW THEREFORE BE IT RESOLVED, the Board approves the withdrawal of maintenance reserve funds in the amount of \$7322.92 for Cleanup at the Hackensack Campus.

JS/PB/kk

**22-F-081T      APPROVAL—ACCEPTANCE OF BULBRITE INDUSTRIES, INC. DONATION TO MAKERSPACE**

**Resolution**

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

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

NOW THEREFORE BE IT RESOLVED, that the Board of Education does hereby accept the following donation and directs the Business Administrator/Board Secretary to accept this donation.

<b>Donor</b>	<b>Item</b>	<b>Purpose</b>
Bulbrite Industries, Inc.	6 Pendent Light Fixtures (valued at \$410.00)	Makerspace at BCTS

JS/AS/kk

**23-F-082T      APPROVAL – SALARY AND FRINGE BENEFIT COST PRORATION 2022-2023 SY**

**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/kk

**Attachment**

**23-F-083T      APPROVAL – WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT (ITA) LOG  
9/21/22 – 10/11/22**

**Resolution**

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

JS/RK/kk

**Source of funds: see attached**

**23-F-084T      RENEWAL--CONTRACT TO PROVIDE EXTERMINATING SERVICES, COMMENCING  
NOVEMBER 1, 2022, FOR AN ADDITIONAL ONE-YEAR PERIOD  
VENDOR: ULTRAPRO PEST PROTECTION LLC, PARAMUS, NJ**

**BID #21-PC4  
State ID #79-BCTSC**

**Resolution**

WHEREAS, the Board of Education awarded the contract on October 27, 2020 (resolution #21-F-61T) to Provide Exterminating Services for BCTSC, Commencing November 1, 2020, or Date of Award, for a Two-Year Period, with an Option to Renew, and

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

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

LOCATIONS	# OF VISITS/ MONTH	PRICE/ VISIT	TOTAL/ MONTH
BCTS Academy Campus (includes Greenhouse Bldg.) 200 Hackensack Ave., Hackensack	2	\$26	\$52
BCTS Adult Education 11 Carol Court, Hackensack	1	\$26	\$26
BCTS Adult Education Building 200 A Hackensack Ave., Hackensack	1	\$26	\$26
BCTS Child Care Center 200 Hackensack Ave., Hackensack	1	\$26	\$26
BCTS Paramus Technical Schools 275/285 Pascack Road, Paramus	1	\$26	\$26
BCTS Small Animal Care 285 Pascack Rd., Paramus	1	\$26	\$26
BCTS Solar House 285 Pascack Rd., Paramus	1	\$26	\$26
BCTS Teterboro Campus Rt. 46 West & Central Ave., Teterboro	1	\$26	\$26
BCTS EMS Building 281 Pascack Rd., Paramus	1	\$26	\$26
<b>Grand Total:</b>	-----	-----	<b>\$260.00</b>

**AS NEEDED:**

Termite Treatment Through Concrete	\$9.00/linear foot
Termite Treatment Through Asphalt	\$8.00/linear foot
Termite Treatment Through Soil	\$7.00/linear foot

*Extended Termite Warranty: \$7.00/ft/year*

(Warranty issued after initial 1-year warranty expires)

- Extermination of insects, other than what is specified: \$125/removal
- Extermination of pests, other than what is specified: \$125/removal

**OPTION:** Locations may be added throughout contract period. Please provide a price for any additional building that might be added during the contract period.

Price per visit \$26.00

JS/DT/kk

Starting date 9/24/2022 Ending date 10/14/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
010899	10/14/22		6924	ADORAMA		1,988.16
010900	10/14/22	10/14/22		00.0 \$ Multi Stub Void	#010902 Stub	
010901	10/14/22	10/14/22		00.0 \$ Multi Stub Void	#010902 Stub	
010902	10/14/22		5918	AIRGAS USA,LLC		2,086.33
010903	10/14/22		A535	AMERICAN HEART ASSOCIATION		1,865.95
010904	10/14/22		D270	AVS TECHNOLOGY		747.05
010905	10/14/22		O702	B & H CORP		1,126.64
010906	10/14/22		2318	BERGEN COUNTY SHERIFF'S OFFICE B		2,040.00
010907	10/14/22		1077	BERGEN COUNTY UTILITIES AUTHORITY-WPC		655.00
010908	10/14/22		1833	BFI		572.80
010909	10/14/22		W181	BLD GROUP LLC		225.00
010910	10/14/22		1108	BSN SPORTS, LLC		248.93
010911	10/14/22		1114	BURMAX COMPANY INC		2,589.34
010912	10/14/22		6918	CABLEVISION LIGHTPATH		30,343.69
010913	10/14/22		I954	CAMPBELL;PAULINE		538.68
010914	10/14/22		P780	CARDIO PARTNERS		348.00
010915	10/14/22		6263	CHA CONSULTING, INC		31,912.45
010916	10/14/22		1165	CIVIT PRODUCTS INC		787.50
010917	10/14/22		O085	CME ASSOCIATES		317.50
010918	10/14/22		3807	COASTAL CLOCK & CHIME CO.		450.00
010919	10/14/22		2195	COLDSTAT REFRIGERATION		389.70
010920	10/14/22		7187	CRYSTAL CLEAR GLASS		275.00
010921	10/14/22		H203	DANCING LASHES LLC		1,800.00
010922	10/14/22		6457	DIRECT ENERGY BUSINESS		3,610.97
010923	10/14/22		5195	DIRECTV. INC.		136.74
010924	10/14/22		S983	EDUCATIVE. INC		1,794.00
010925	10/14/22		W477	ENVIRONMENTAL DESIGN, INC		14,071.00
010926	10/14/22		T135	F.W. WEBB COMPANY		3,490.82
010927	10/14/22		7681	FAAC INCORPORATED		8,500.00
010928	10/14/22		G124	FARRAR FILTER COMPNAY		662.96
010929	10/14/22		2492	FEA - FOUNDATION FOR EDUCALTIONAL ADMIN.		75.00
010930	10/14/22		7227	FERGUSON ENTERPRISE		424.59
010931	10/14/22		1353	FESTO DIDACTIC, INC		1,485.19
010932	10/14/22		7502	FLIBS		1,125.00
010933	10/14/22		Q389	FP MAILING SOLUTIONS		56.85
010934	10/14/22		5009	FRIDMAN; ESTHER		650.00
010935	10/14/22		1816	GAVINS		1,765.73
010936	10/14/22		Z411	GET A CAN		270.00
010937	10/14/22		V389	GIBS		350.00

Starting date 9/24/2022 Ending date 10/14/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
010938	10/14/22		7627	GLOBAL EDUCATION BENCHMARK GROUP		550.00
010939	10/14/22		1063	GREATER BERGEN COMMUNITY ACTION, INC.		54,060.00
010940	10/14/22		2010	HEROES & COOL KIDS		9,500.00
010941	10/14/22		1289	HOME DEPOT CREDIT SERVICES		141.14
010942	10/14/22		K218	HOMEFRONT PROTECTIVE GROUP		95.00
010943	10/14/22		X005	HOSA-FUTURE HEALTH PROFESSIONALS		2,196.00
010944	10/14/22		6181	HUDSON COMMUNITY ENTERPRISES		150.00
010945	10/14/22		X300	IMPEX MICRO INC		1,067.90
010946	10/14/22		P222	INSPIRED MINDS COLLIDE, LLC		12,870.00
010947	10/14/22		6348	IRON MOUNTAIN		4,874.88
010948	10/14/22		1340	J.W. PEPPER & SON INC		2,108.89
010949	10/14/22		U197	JERSEY TRACTOR TRAILER TRAINING, INC		8,000.00
010950	10/14/22		Y472	JOHN SIMON INSTRUMENT COMPANY		12,333.00
010951	10/14/22		7268	K & S MUSIC, INC.		906.24
010952	10/14/22		1342	KEEHN POWER PRODUCTS		89.95
010953	10/14/22		C123	KIM;PHILLIP S		125.00
010954	10/14/22		C478	KROLL, LLC		1,350.00
010955	10/14/22		5204	LAUMAR ROOFING		1,965.00
010956	10/14/22		2504	LAWSON PRODUCTS, INC.		5,740.16
010957	10/14/22		3326	LIFE TECHNOLOGIES CORPORATION		3,009.96
010958	10/14/22		6921	LIGHTPATH		6,542.00
010959	10/14/22		3047	LINA		771.56
010960	10/14/22		3174	LINCOLN TECHNICAL INSTITUTE		386.87
010961	10/14/22		S153	LYNCH; JACQUELINE		134.00
010962	10/14/22		3849	MALACHY MECHANICAL		640.54
010963	10/14/22		B824	MAP RESTAURANT SUPPLIES		231.00
010964	10/14/22		6342	MCCARTER & ENGLISH, LLP		141.00
010965	10/14/22		X520	MEDLINE INDUSTRIES, LP		2,625.00
010966	10/14/22		1872	M-F ATHLETIC CO.,INC.		2,018.00
010967	10/14/22		X406	MICROSOFT CORPORATION		1,899.04
010968	10/14/22		5072	MRA INTERNATIONAL, INC.		67,609.20
010969	10/14/22		1422	NASCO		63.76
010970	10/14/22		2762	NASSP		372.25
010971	10/14/22		6840	NATIONAL ART AND SCHOOL SUPPLIES		46.08
010972	10/14/22		N108	NATIONAL ASSOCIATION OF VETERINARY TECHN		250.00
010973	10/14/22		K995	NATIONAL RESTAURANT ASSOCIATION		2,294.40
010974	10/14/22		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,737.00
010975	10/14/22		5724	NCSS ANNUAL CONFERENCE REGISTRATION		850.00
010976	10/14/22		1445	NEW JERSEY PRINCIPALS & SUPERVISORS ASSC		845.00



Starting date 9/24/2022 Ending date 10/14/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
010977	10/14/22		1464	NEW PIG CORP		867.49
010978	10/14/22		I436	NJASBO		200.00
010979	10/14/22		X247	NJPSA		845.00
010980	10/14/22		G010	NJSBA		998.00
010981	10/14/22		Z946	NORTH JERSEY LAND CARE SERVICES, LLC		3,500.00
010982	10/14/22		7277	O.C.A. BENEFIT SERVICES, LLC		276.75
010983	10/14/22		6681	ON-TECH CONSULTING INC.		5,250.00
010984	10/14/22		M910	ORATION SERVICES INC.		7,500.00
010985	10/14/22		1473	PARISIAN BEAUTY ACADEMY		2,843.32
010986	10/14/22		1495	PASCO SCIENTIFIC CO		5,576.31
010987	10/14/22		7248	PASSON'S SPORTS & US GAMES, BSN		6,975.35
010988	10/14/22		N365	PAVON;FLAVIA		115.00
010989	10/14/22		7047	PENN JERSEY PAPER CO.		2,396.00
010990	10/14/22		2091	POCKET NURSE		1,081.85
010991	10/14/22		1505	POWER EQUIPMENT SERVICES LLC		8,271.21
010992	10/14/22		1511	PSE&G		142,918.37
010993	10/14/22		3017	RAPID PUMP METER SERVICE CO.		5,625.00
010994	✓ 10/14/22	10/14/22		00.0 \$ Multi Stub Void	#010996 Stub	
010995	✓ 10/14/22	10/14/22		00.0 \$ Multi Stub Void	#010996 Stub	
010996	10/14/22		1828	RICOH AMERICAS CORPORATION		7,751.95
010997	10/14/22		1526	RIDELL/ALL AMERICAN SPORTS		3,620.60
010998	10/14/22		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
010999	10/14/22		T293	RIZZO;ANGELA		115.00
011000	10/14/22		G395	RMAC SUPPLIES CO.		23,822.10
011001	10/14/22		2715	RSC ARCHITECTS		10,800.00
011002	10/14/22		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		8,642.75
011003	10/14/22		1855	SARGENT WELCH		117.69
011004	✓ 10/14/22	10/14/22		00.0 \$ Multi Stub Void	#011005 Stub	
011005	10/14/22		L831	SCHOOL HEALTH COOPERATION		32,284.54
011006	10/14/22		U058	SHEFFIELD POTTERY		393.69
011007	10/14/22		K636	SHERWIN-WILLIAMS		366.78
011008	10/14/22		4975	SHI INTERNATIONAL CORP.		11,749.09
011009	10/14/22		2619	SILVER STRONG & ASSOC, LLC		9,000.00
011010	10/14/22		7198	SITE ONE LANDSCAPE SUPPLY		973.11
011011	10/14/22		4925	STATE OF NEW JERSEY		1,144.50
011012	10/14/22		7057	STUDICA, INC		384.80
011013	10/14/22		Z785	T & M ENGINEERING		532.50
011014	10/14/22		5413	TECH TIRE SUPPLY CO		941.00
011015	10/14/22		6331	TECHNOLOGY STUDENT ASSOCIATION (TSA)		510.00

## Check Journal

## Bergen County Vo-Tech Schools

Page 4 of 5

Rec and Unrec checks

Hand and Machine checks

10/14/22 14:20

Starting date 9/24/2022

Ending date 10/14/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
011016	10/14/22		6951	THE COLLEGE BOARD		2,812.50
011017	10/14/22		7052	THOMAS SCIENTIFIC		9,082.42
011018	10/14/22		U981	TROXELL COMMUNICATIONS INC		666.75
011019	10/14/22		1679	V.E. RALPH & SON INC		11,195.31
011020	10/14/22		P756	VEOLIA WATER NEW JERSEY		10,322.59
011021	10/14/22		2034	VERIZON WIRELESS		2,885.76
011022	10/14/22		6622	WALLINGTON PLUMBING SUPPLIES		4,532.76
011023	10/14/22		7718	WEST BERGEN MENTAL HEALTHCARE		1,099.00
011024	10/14/22		6076	WILLIAM J. GUARINI, INC.		400.00
011025	10/14/22		3950	WILLIAM PATERSON UNIVERSITY		9,177.41
011026	10/14/22		1695	WOMEN'S RIGHTS INFORMATION CENTER		20,850.00
011027	10/14/22		1713	XEROX CORPORATION		4,180.91
011028	10/14/22		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		200.00
011029	10/14/22		3537	ZURICH; KEN		274.11
220903	H 09/27/22		1616	STATE OF NJ-HEALTH BENEFITS FD		942,619.01
220904	H 09/27/22		1616	STATE OF NJ-HEALTH BENEFITS FD		818.68
220905	H 09/30/22		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 9/30/2022	107,850.84
220906	H 09/30/22		4864	DCRP BOARD SHARE		269.76
220907	H 09/30/22		PAY	PAYROLL VENDOR		4,977,447.13
220908	H 09/30/22		1096	BOARD OF VOCATIONAL EDUCATION		146,236.62
221001	H 10/14/22		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 10/13	109,266.06
221002	H 10/14/22		4864	DCRP BOARD SHARE		529.89

Starting date 9/24/2022      Ending date 10/14/2022

Fund Totals		
10	General Fund	\$217,116.90
11	General Current Expense	\$5,619,053.01
12	Capital Outlay	\$29,967.54
13	Special Schools	\$198,812.25
20	Special Revenue Funds	\$512,603.19
30	Capital Projects Funds	\$850.00
61	ENTERPRISE FUND	\$266,423.68
62	INTERNAL SERVICE FUND	\$162,147.08
Total for all checks listed		\$7,006,973.65

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

\_\_\_\_\_  
Date

Starting date 9/24/2022 Ending date 10/14/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S43083	10/14/22		1787	APPLE COMPUTER		588.00
S43084	10/14/22		1750	APPLE INC		23,782.29
S43085	10/14/22		6931	ATLANTIC,TOMORROWS OFFICE		5,471.32
S43086	10/14/22		1059	B & H PHOTO-VIDEO INC		10,310.42
S43087	10/14/22		H864	BCTS BERGEN MAKERSPACE		3,000.00
S43088	10/14/22		1071	BERGEN COMMUNITY COLLEGE		25,653.00
S43089	10/14/22		5600	BERGEN COMMUNITY COLLEGE		5,866.10
S43090	10/14/22		1089	BERGEN COUNTY TECHNICAL SCHOOL		1,057.50
S43091	10/14/22		1128	BIO SHINE INC		4,902.54
S43092	10/14/22		4583	BROWN & BROWN METRO INC.		3,000.00
S43093	10/14/22		S207	CAMPBELL; DANIEL		75.00
S43094	10/14/22		1812	CDW-G		637.55
S43095	10/14/22		J042	CDW-G		1,166.45
S43096	10/14/22		1190	CHARTWELLS		129,019.35
S43097	10/14/22		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		3,967.75
S43098	10/14/22		2973	CRAFTMASTER HARDWARE CO. INC.		2,240.00
S43099	10/14/22		1838	DELL MARKETING; L.P.		80,429.48
S43100	10/14/22		6077	GENICOFF; SHARON		1,137.28
S43101	10/14/22		1684	GRAINGER		9,140.92
S43102	10/14/22		7012	GRECO; FRANCO		419.95
S43103	10/14/22		X192	HYNES; LAURA		94.00
S43104	10/14/22		U245	INTERSTATE WASTE SERVICES		3,910.00
S43105	10/14/22		1329	JEWEL ELECTRICAL SUPPLY		6,068.08
S43106	10/14/22		F230	JOHNSON CONTROLS		4,197.48
S43107	10/14/22		5441	KQIRA; BENSIK		220.90
S43108	10/14/22		2342	KRUGER; RYAN		29.00
S43109	10/14/22		6226	MAINTAINCO INCORPORATED		829.00
S43110	10/14/22		Z865	MALURE; MICHAEL		393.22
S43111	10/14/22		4982	MAST CONSTRUCTION SERVICES, INC.		28,300.00
S43112	10/14/22		6031	MCGRAW HILL ORDER SERVICES		1,854.00
S43113	10/14/22		2527	MULLER; WILLIAM		295.00
S43114	10/14/22		7383	MURRAY CONTRACTING LLC		204,448.97
S43115	10/14/22		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		375.00
S43116	10/14/22		1462	NOWELL,P.A.		21,169.50
S43117	10/14/22		L282	NUNZIO; DOMICOLO		239.99
S43118	10/14/22		G431	OCONNOR; MARY		825.00
S43119	10/14/22		C323	ORIACH;SULEICA		75.00
S43120	10/14/22		E978	PEAR DECK INC		10,090.34
S43121	10/14/22		7276	POWER SCHOOL HOLDINGS LLC		10,661.79

**Check Journal****Bergen County Vo-Tech Schools****Page 2 of 3****Rec and Unrec checks****Hand and Machine checks****10/14/22 14:21****Starting date 9/24/2022****Ending date 10/14/2022**

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S43122	10/14/22		5867	SAFETY KLEEN SYSTEMS, INC		719.00
S43123	10/14/22		2002	SCHOOL SPECIALTY		4,234.00
S43124	10/14/22		6829	STAPLES CONTRACT & COMMERCIAL INC		3,603.58
S43125	10/14/22		4071	TSUJ. CORPORATION		3,622.50
S43126	10/14/22		7497	TULISZWESKA; AGNES		255.92
S43127	10/14/22		7724	ULTRAPRO PEST PROTECTION		911.00
S43128	10/14/22		Z081	UNI TEMP		4,568.25
S43129	10/14/22		2771	W.B. MASON COMPANY, INC.		370.29
S43130	10/14/22		7199	WARDS SCIENCE/VWR INTERNATIONAL LLC		2,686.12
S43131	10/14/22		5362	WEX HEALTH INC		249.40
S43132	10/14/22		1714	YANKEE LINEN INC		224.00

Starting date 9/24/2022      Ending date 10/14/2022

Fund Totals		
11	General Current Expense	\$163,736.93
12	Capital Outlay	\$272,132.98
13	Special Schools	\$2,384.20
20	Special Revenue Funds	\$50,202.63
30	Capital Projects Funds	\$19,100.00
60	CAFETERIA	\$119,442.79
61	ENTERPRISE FUND	\$193.55
62	INTERNAL SERVICE FUND	\$192.15
Total for all checks listed		\$627,385.23

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

\_\_\_\_\_  
Date

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

Page 1 of 37  
10/04/22 11:16

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 10 General Fund

Assets and Resources

Assets:

101	Cash in bank		\$8,852,117.93
102 - 106	Cash Equivalents		\$7,590,555.35
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		\$30,533,952.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$5,708,489.21	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$230,388.25	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$5,949,377.46

Loans Receivable:

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

Other Current Assets

\$74.50

Resources:

301	Estimated revenues	\$76,469,744.81	
302	Less revenues	(\$40,276,004.43)	\$36,193,740.38

**Total assets and resources**

**\$89,119,817.62**

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

Page 2 of 37  
10/04/22 11:16

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 10 General Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$603,820.21
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,403,332.65
	<b>Total liabilities</b>		<b>\$4,007,152.86</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$63,902,929.72
761	Capital reserve account - July	\$7,585,518.96	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$7,585,518.96
764	Maintenance reserve account - July	\$495,169.64	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$495,169.64
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	Reserve for Adult Education		\$1,371.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$80,893,490.87	
602	Less: Expenditures (\$6,336,173.51)		
	Less: Encumbrances (\$63,902,929.72)	(\$70,239,103.23)	\$10,654,387.64
	<b>Total appropriated</b>		<b>\$82,639,376.96</b>

Unappropriated:

770	Fund balance, July 1		\$2,473,287.80
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$85,112,664.76</b>
	<b>Total liabilities and fund equity</b>		<b>\$89,119,817.62</b>



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

Page 3 of 37  
10/04/22 11:16

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$80,893,490.87	\$70,239,103.23	\$10,654,387.64
Revenues	(\$76,469,744.81)	(\$40,276,004.43)	(\$36,193,740.38)
Subtotal	<u>\$4,423,746.06</u>	<u>\$29,963,098.80</u>	<u>(\$25,539,352.74)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$7,585,518.96)	\$7,585,518.96
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$22,377,579.84</u>	<u>(\$17,953,833.78)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$495,169.64)	\$495,169.64
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$21,882,410.20</u>	<u>(\$17,458,664.14)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,423,746.06</u>	<u>\$21,882,410.20</u>	<u>(\$17,458,664.14)</u>
Less: Adjustment for prior year	(\$4,423,746.06)	(\$4,423,746.06)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$17,953,833.78</u>	<u>(\$17,953,833.78)</u>

Prepared and submitted by :

  
Board Secretary

\_\_\_\_\_  
Date

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

Page 4 of 37  
10/04/22 11:16

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 10 General Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	69,839,126	64,655	69,903,781	34,553,489	Under	35,350,291
00400	Total Revenues from Intermediate Sources	850,000	0	850,000	0	Under	850,000
00520	SUBTOTAL – Revenues from State Sources	5,695,547	0	5,695,547	5,695,547		0
00570	SUBTOTAL – Revenues from Federal Sources	20,417	0	20,417	26,968		(6,551)
Total		76,405,090	64,655	76,469,745	40,276,004		36,193,740
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,939,265	332,917	12,272,182	208,199	11,309,322	754,661
11160	Total Basic Skills/Remedial – Instruct.	100,267	0	100,267	0	100,267	0
12160	Total Bilingual Education – Instruction	109,685	0	109,685	0	109,685	0
15180	TOTAL VOCATIONAL PROGRAMS	17,646,553	979,994	18,626,547	158,476	16,094,035	2,374,036
17100	Total School-Sponsored Co/Extra Curricul	844,700	8,869	853,569	841	820,383	32,345
17600	Total School-Sponsored Athletics – Instr	1,033,437	37,652	1,071,089	105,915	829,227	135,948
25100	Total Other Instructional Programs - Ins	430,000	0	430,000	20,950	386,614	22,436
29680	Total Undistributed Expenditures – Atten	133,711	0	133,711	22,303	111,408	0
30620	Total Undistributed Expenditures – Healt	598,310	2,545	600,855	60,137	509,987	30,731
40580	Total Undistributed Expend – Speech, OT,	304,666	0	304,666	3,207	301,459	0
41660	Total Undist. Expend. – Guidance	2,726,581	0	2,726,581	158,811	2,482,770	85,000
42200	Total Undist. Expend. – Child Study Team	910,907	7,109	918,016	86,230	794,660	37,126
43200	Total Undist. Expend. – Improvement of I	1,625,379	14,486	1,639,865	268,390	1,176,066	195,409
43620	Total Undist. Expend. – Edu. Media Serv.	141,976	0	141,976	19,770	104,629	17,577
44180	Total Undist. Expend. – Instructional St	102,500	4,989	107,489	4,192	17,344	85,953
45300	Support Serv. - General Admin	1,745,036	293,071	2,038,107	234,679	1,615,279	188,148
46160	Support Serv. - School Admin	2,709,967	7,043	2,717,010	458,290	2,200,931	57,788
47200	Total Undist. Expend. – Central Services	1,617,478	11,072	1,628,550	302,075	1,267,597	58,877
47620	Total Undist. Expend. – Admin. Info. Tec	5,365,486	277,770	5,643,256	890,965	3,496,832	1,255,460
51120	Total Undist. Expend. – Oper. & Maint. O	8,567,991	358,399	8,926,390	910,027	6,334,499	1,681,864
52480	Total Undist. Expend. – Student Transpor	765,070	0	765,070	74,493	555,925	134,653
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	13,264,500	0	13,264,500	1,905,149	8,646,904	2,712,447
75880	TOTAL EQUIPMENT	0	1,165,103	1,165,103	116,486	1,048,552	66
76260	Total Facilities Acquisition and Constr	57,894	880,909	938,803	0	880,909	57,894
77140	Total Post-Secondary Programs - Instruct	518,331	23,684	542,015	59,388	475,691	6,936
77280	Total Post-Secondary Programs – Support	125,000	0	125,000	15,868	74,132	35,000
78180	Total Other Special Schools - Instructio	1,024,606	40,656	1,065,262	61,976	650,172	353,114
78320	Total Other Special Schools – Support Se	487,303	42,543	529,846	45,884	362,580	121,382
81180	Total Vocational Evening-Local Instructi	461,471	515	461,986	8,562	422,744	30,680
81320	Total Vocational Evening-Local-Support S	925,110	(925)	924,185	123,525	654,643	146,016
83060	Total GED Testing Centers	121,910	0	121,910	11,384	67,684	42,842
Total		76,405,090	4,488,401	80,893,491	6,336,174	63,902,930	10,654,388

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

Page 5 of 37  
10/04/22 11:16

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 10 General Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110 10-1210 County Tax Levy	34,233,952	0	34,233,952	34,233,952		0
00150 10-1320 Tuition from LEAs Within State	33,256,764	0	33,256,764	0	Under	33,256,764
00220 10-13[2-4]0 Other Tuition	1,600,000	0	1,600,000	291,087	Under	1,308,913
00300 10-1___ Unrestricted Miscellaneous Revenues	526,500	0	526,500	28,451	Under	498,049
00310 10-1991 GED Testing Center Fees	121,910	0	121,910	0	Under	121,910
00330 10-1___ Interest Earned on Maintenance Reserve	100,000	64,655	164,655	0	Under	164,655
00390 10-2000 Unrestricted	850,000	0	850,000	0	Under	850,000
00440 10-3132 Categorical Special Education Aid	1,618,948	0	1,618,948	1,618,948		0
00470 10-3177 Categorical Security Aid	213,795	0	213,795	213,795		0
00480 10-3178 Adjustment Aid	1,611,919	0	1,611,919	1,611,919		0
00495 10-3199 DOE Loan Against State Aid	2,250,885	0	2,250,885	2,250,885		0
00540 10-4200 Medicaid Reimbursement	20,417	0	20,417	26,968		(6,551)
<b>Total</b>	<b>76,405,090</b>	<b>64,655</b>	<b>76,469,745</b>	<b>40,276,004</b>		<b>36,193,740</b>

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140 11-140-___-101 Grades 9-12 – Salaries of Teachers	10,451,025	0	10,451,025	90,535	10,360,490	0
02180 11-140-100-106 Other Salaries for Instruction	229,240	0	229,240	13,490	215,750	0
02200 11-140-100-320 Purchased Professional – Educational Ser	105,000	0	105,000	(15,000)	60,000	60,000
02240 11-140-100-[4-5] Other Purchased Services (400-500 series	35,000	1,136	36,136	2,085	29,212	4,839
02260 11-140-100-610 General Supplies	838,000	324,930	1,162,930	109,167	551,155	502,608
02280 11-140-100-640 Textbooks	175,000	4,852	179,852	0	18,857	160,995
02300 11-140-100-800 Other Objects	6,000	2,000	8,000	1,219	5,563	1,219
02500 11-150-100-101 Salaries of Teachers	75,000	0	75,000	6,704	68,296	0
02540 11-150-100-320 Purchased Professional – Educational Ser	25,000	0	25,000	0	0	25,000
11000 11-230-100-101 Salaries of Teachers	100,267	0	100,267	0	100,267	0
12000 11-240-100-101 Salaries of Teachers	109,685	0	109,685	0	109,685	0
14000 11-310-100-101 Salaries of Teachers	8,071,486	0	8,071,486	37,766	8,033,720	0
14040 11-310-100-320 Purchased Professional-Educational Servi	1,502,000	0	1,502,000	0	0	1,502,000
14080 11-310-100-[4-5] Other Purchased Services (400-500 series	52,500	655	53,155	2,193	37,613	13,349
14100 11-310-100-610 General Supplies	906,850	762,029	1,668,879	68,254	971,566	629,059
14120 11-310-100-640 Textbooks	130,000	11,879	141,879	982	26,850	114,046
14140 11-310-100-8___ Other Objects	18,000	7,250	25,250	7,150	12,786	5,314
15000 11-320-100-101 Salaries of Teachers	6,094,717	0	6,094,717	17,818	6,076,899	0
15040 11-320-100-320 Purchased Professional-Educational Servi	625,000	0	625,000	0	606,199	18,801
15080 11-320-100-[4-5] Other Purchased Services (400-500 series	4,000	0	4,000	0	4,000	0
15100 11-320-100-610 General Supplies	197,000	192,281	389,281	18,211	304,456	66,614
15120 11-320-100-640 Textbooks	35,000	5,901	40,901	5,888	11,035	23,978
15140 11-320-100-8___ Other Objects	10,000	0	10,000	213	8,912	875
17000 11-401-100-1___ Salaries	810,000	0	810,000	186	809,814	0
17020 11-401-100-[3-5] Purchased Services (300-500 series)	1,700	520	2,220	(320)	2,220	320
17060 11-401-100-8___ Other Objects	33,000	8,349	41,349	975	8,349	32,025
17500 11-402-100-1___ Salaries	749,437	0	749,437	21,511	727,926	0

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 10 General Fund

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17520 11-402-100-[3-5] Purchased Services (300-500 series)	109,000	17,370	126,370	47,105	7,740	71,525
17540 11-402-100-6__ Supplies and Materials	135,000	18,152	153,152	27,584	90,585	34,983
17560 11-402-100-8__ Other Objects	40,000	2,131	42,131	9,715	2,976	29,440
25000 11-4__-100-1__ Salaries	430,000	0	430,000	20,950	386,614	22,436
29500 11-000-211-1__ Salaries	133,711	0	133,711	22,303	111,408	0
30500 11-000-213-1__ Salaries	534,310	0	534,310	50,913	483,397	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	38,000	0	38,000	7,500	22,500	8,000
30580 11-000-213-6__ Supplies and Materials	8,500	2,545	11,045	677	4,090	6,278
30600 11-000-213-8__ Other Objects	17,500	0	17,500	1,047	0	16,453
40500 11-000-216-1__ Salaries	304,666	0	304,666	3,207	301,459	3,207
41500 11-000-218-104 Salaries of Other Professional Staff	2,389,583	0	2,389,583	121,306	2,268,277	121,306
41520 11-000-218-105 Salaries of Secretarial and Clerical Ass	251,998	0	251,998	37,505	214,493	37,505
41560 11-000-218-320 Purchased Professional – Educational Ser	85,000	0	85,000	0	0	85,000
42000 11-000-219-104 Salaries of Other Professional Staff	633,995	0	633,995	64,233	569,762	64,233
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	184,912	0	184,912	20,060	164,852	20,060
42060 11-000-219-320 Purchased Professional – Educational Ser	60,000	0	60,000	0	50,000	10,000
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	6,000	132	6,132	44	4,088	2,000
42160 11-000-219-6__ Supplies and Materials	20,000	6,977	26,977	1,488	5,959	19,531
42180 11-000-219-8__ Other Objects	6,000	0	6,000	405	0	5,595
43020 11-000-221-104 Salaries of Other Professional Staff	1,135,194	0	1,135,194	187,223	947,971	187,223
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	229,685	0	229,685	36,387	193,298	36,387
43100 11-000-221-320 Purchased Prof. – Educational Services	50,000	0	50,000	0	1,164	48,836
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	80,500	0	80,500	17,841	8,767	53,892
43160 11-000-221-6__ Supplies and Materials	40,000	14,486	54,486	0	15,826	38,660
43180 11-000-221-8__ Other Objects	90,000	0	90,000	26,939	9,040	54,021
43500 11-000-222-1__ Salaries	64,476	0	64,476	8,023	56,453	8,023
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	75,000	0	75,000	11,747	48,176	15,077
43580 11-000-222-6__ Supplies and Materials	2,500	0	2,500	0	0	2,500
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	62,500	4,989	67,489	6,152	17,344	43,993
44160 11-000-223-8__ Other Objects	40,000	0	40,000	(1,960)	0	41,960
45000 11-000-230-1__ Salaries	649,336	0	649,336	97,952	551,384	97,952
45040 11-000-230-331 Legal Services	250,000	0	250,000	13,304	235,823	13,304
45060 11-000-230-332 Audit Fees	70,000	0	70,000	0	70,000	0
45070 11-000-230-333 Expenditure & Internal Control Audit Fee	10,000	0	10,000	1,330	8,670	1,330
45080 11-000-230-334 Architectural/Engineering Services	125,000	292,112	417,112	9,200	393,312	14,600
45100 11-000-230-339 Other Purchased Professional Services	112,000	0	112,000	11,434	75,000	25,566
45140 11-000-230-530 Communications/Telephone	300,000	0	300,000	47,844	250,926	47,844
45160 11-000-230-585 BOE Other Purchased Services	1,000	0	1,000	0	0	1,000
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	160,700	150	160,850	2,226	24,811	133,813
45200 11-000-230-610 General Supplies	10,000	808	10,808	0	2,503	8,305
45260 11-000-230-890 Miscellaneous Expenditures	56,000	0	56,000	51,389	2,850	1,761

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
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	1,978,047	0	1,978,047	337,531	1,640,516	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	653,820	0	653,820	109,852	543,968	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	12,600	173	12,773	46	678	12,049
46120	11-000-240-6__	Supplies and Materials	38,500	4,054	42,554	713	8,871	32,970
46140	11-000-240-8__	Other Objects	27,000	2,817	29,817	10,148	6,899	12,770
47000	11-000-251-1__	Salaries	1,424,478	0	1,424,478	227,244	1,197,234	0
47040	11-000-251-340	Purchased Technical Services	136,300	7,868	144,168	72,085	59,978	12,105
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	13,500	200	13,700	565	6,199	6,937
47100	11-000-251-6__	Supplies and Materials	32,000	3,004	35,004	911	3,695	30,398
47180	11-000-251-890	Other Objects	11,200	0	11,200	1,270	492	9,438
47500	11-000-252-1__	Salaries	3,645,486	0	3,645,486	598,343	3,047,143	0
47520	11-000-252-330	Purchased Professional Services	100,000	0	100,000	0	75,000	25,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	1,265,000	43,278	1,308,278	150,825	269,016	888,436
47580	11-000-252-6__	Supplies and Materials	350,000	234,492	584,492	141,644	105,425	337,423
47600	11-000-252-8__	Other Objects	5,000	0	5,000	152	248	4,600
48500	11-000-261-1__	Salaries	566,439	0	566,439	78,671	487,768	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	550,000	152,024	702,024	108,759	347,672	245,593
48540	11-000-261-610	General Supplies	215,000	60,532	275,532	16,206	84,326	175,000
49000	11-000-262-1__	Salaries	3,206,246	0	3,206,246	474,363	2,731,883	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	150,000	0	150,000	0	100,000	50,000
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	547,500	44,867	592,367	(54,418)	183,262	463,523
49120	11-000-262-490	Other Purchased Property Services	110,000	0	110,000	8,366	91,134	10,500
49140	11-000-262-520	Insurance	525,000	0	525,000	0	525,000	0
49160	11-000-262-590	Miscellaneous Purchased Services	2,500	264	2,764	140	739	1,885
49180	11-000-262-610	General Supplies	390,000	39,488	429,488	39,702	201,547	188,239
49200	11-000-262-621	Energy (Natural Gas)	400,000	0	400,000	70,486	229,514	100,000
49220	11-000-262-622	Energy (Electricity)	1,300,000	0	1,300,000	123,387	926,613	250,000
49260	11-000-262-626	Energy (Gasoline)	30,000	0	30,000	0	30,000	0
49280	11-000-262-8__	Other Objects	15,000	160	15,160	487	7,944	6,729
50000	11-000-263-1__	Salaries	290,306	0	290,306	41,855	248,451	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	40,000	44,716	84,716	2,024	74,381	8,311
50060	11-000-263-610	General Supplies	10,000	730	10,730	0	8,646	2,084
51000	11-000-266-1__	Salaries	35,000	0	35,000	0	35,000	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	180,000	6,500	186,500	0	11,500	175,000
51060	11-000-266-610	General Supplies	5,000	9,118	14,118	0	9,118	5,000
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	544,570	0	544,570	78,284	466,286	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	9,000	0	9,000	149	1,639	7,212
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	112,500	0	112,500	(3,941)	0	116,441
52400	11-000-270-593	Misc. Purchased Services - Transportatio	88,000	0	88,000	0	88,000	0
52440	11-000-270-615	Transportation Supplies	8,000	0	8,000	0	0	8,000

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Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52460 11-000-270-8__ Other objects	3,000	0	3,000	0	0	3,000
71020 11-000-291-220 Social Security Contributions	1,310,000	0	1,310,000	177,953	1,129,687	2,360
71060 11-000-291-241 Other Retirement Contributions - PERS	2,200,000	0	2,200,000	0	0	2,200,000
71160 11-000-291-260 Workmen's Compensation	665,000	0	665,000	0	665,000	0
71180 11-000-291-270 Health Benefits	8,702,000	0	8,702,000	1,454,019	6,846,022	401,959
71200 11-000-291-280 Tuition Reimbursement	120,000	0	120,000	8,488	7,470	104,042
71220 11-000-291-290 Other Employee Benefits	267,500	0	267,500	264,689	(1,275)	4,086
75500 12-000-100-73__ Undistributed Expenditures - Instruction	0	879,598	879,598	116,486	763,073	39
75680 12-000-252-73__ Undistributed Expenditures - Admin. Info	0	147,869	147,869	0	147,869	0
75720 12-000-262-73__ Undist. Expend. - Custodial Services	0	69,048	69,048	0	69,021	27
75740 12-000-263-73__ Undist. Expend. - Care and Upkeep of Gro	0	66,466	66,466	0	66,466	0
75860 12-___-00-73__ Special Schools (All Programs)	0	2,122	2,122	0	2,122	0
76080 12-000-400-450 Construction Services	0	880,909	880,909	0	880,909	0
76200 12-000-400-800 Other Objects	10,000	0	10,000	0	0	10,000
76210 12-000-400-896 Assessment for Debt Service on SDA Fundi	47,894	0	47,894	0	0	47,894
77000 13-330-100-101 Salaries of Teachers	412,231	0	412,231	42,828	369,403	0
77060 13-330-100-[4-5] Other Purchased Services (400-500 series	10,600	11,038	21,638	13,000	7,129	1,509
77080 13-330-100-610 General Supplies	70,000	10,615	80,615	1,113	78,995	508
77100 13-330-100-640 Textbooks	18,000	1,444	19,444	(2,254)	20,054	1,644
77120 13-330-100-8__ Other Objects	7,500	587	8,087	4,701	111	3,275
77180 13-330-200-2__ Personnel Services - Employee Benefits	125,000	0	125,000	15,868	74,132	35,000
78000 13-4__-100-101 Salaries of Teachers	661,606	0	661,606	58,484	603,122	0
78120 13-4__-100-610 General Supplies	363,000	40,656	403,656	3,492	47,050	353,114
78200 13-4__-200-1__ Salaries	247,903	0	247,903	27,461	220,442	0
78220 13-4__-200-2__ Personnel Services - Employee Benefits	175,000	0	175,000	18,094	96,906	60,000
78240 13-4__-200-3__ Purchased Professional and Technical Svc	15,600	9,074	24,674	0	9,074	15,600
78260 13-4__-200-[4-5] Other Purchased Services (400-500 series	33,000	33,000	66,000	329	35,553	30,118
78280 13-4__-200-6__ Supplies and Materials	6,800	294	7,094	0	431	6,664
78300 13-4__-200-8__ Other Objects	9,000	175	9,175	0	175	9,000
81000 13-629-100-101 Salaries of Teachers	426,471	0	426,471	8,562	417,909	0
81120 13-629-100-610 General Supplies	30,000	515	30,515	0	4,835	25,680
81140 13-629-100-640 Textbooks	1,000	0	1,000	0	0	1,000
81160 13-629-100-8__ Other Objects	4,000	0	4,000	0	0	4,000
81200 13-629-200-1__ Salaries	616,310	0	616,310	106,587	509,723	0
81220 13-629-200-2__ Personnel Services - Employee Benefits	225,000	0	225,000	12,543	123,016	89,441
81260 13-629-200-[4-5] Other Purchased Services (400-500 series	52,800	2,028	54,828	4,393	13,687	36,748
81280 13-629-200-6__ Supplies and Materials	27,000	(2,953)	24,047	0	7,819	16,227
81300 13-629-200-8__ Other Objects	4,000	0	4,000	2	398	3,600
83000 13-640-200-1__ Salaries	78,410	0	78,410	11,226	67,184	0
83020 13-640-200-6__ Supplies and Materials	43,500	0	43,500	158	500	42,842
Total	76,405,090	4,488,401	80,893,491	6,336,174	63,902,930	10,654,388

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 20 Special Revenue Funds

Assets and Resources

Assets:

101	Cash in bank		(\$1,126,584.61)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$270,145.87	
142	Intergovernmental - Federal	\$1,138,418.47	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,408,564.34

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	\$14,647,224.01	
302	Less revenues	(\$152,615.20)	\$14,494,608.81

Total assets and resources

\$14,776,588.54

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 20 Special Revenue Funds

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$1,126,584.61)
411	Intergovernmental accounts payable - state			\$17,523.70
421	Accounts payable			\$219,345.38
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$300.51
	Other current liabilities			\$1,366.01
	<b>Total liabilities</b>			<b>\$238,535.60</b>

**Fund Balance:**

**Appropriated:**

753,754	Reserve for encumbrances		\$6,179,430.64	
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	Reserve for Adult Education		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$15,181,111.62		
602	Less: Expenditures (\$643,058.68)			
	Less: Encumbrances (\$6,179,430.64)	(\$6,822,489.32)	\$8,358,622.30	
	<b>Total appropriated</b>		<b>\$14,538,052.94</b>	

**Unappropriated:**

770	Fund balance, July 1		\$0.00	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	<b>Total fund balance</b>			<b>\$14,538,052.94</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$14,776,588.54</u></b>



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Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$15,181,111.62	\$6,822,489.32	\$8,358,622.30
Revenues	(\$14,647,224.01)	(\$152,615.20)	(\$14,494,608.81)
Subtotal	<u>\$533,887.61</u>	<u>\$6,669,874.12</u>	<u>(\$6,135,986.51)</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>\$533,887.61</u>	<u>\$6,669,874.12</u>	<u>(\$6,135,986.51)</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>\$533,887.61</u>	<u>\$6,669,874.12</u>	<u>(\$6,135,986.51)</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>\$533,887.61</u>	<u>\$6,669,874.12</u>	<u>(\$6,135,986.51)</u>
Less: Adjustment for prior year	(\$533,887.61)	(\$533,887.61)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$6,135,986.51</u>	<u>(\$6,135,986.51)</u>

Prepared and submitted by :

  
Board Secretary

Date

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 20 Special Revenue Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	40,000	40,000	0	Under	40,000
00745	Total Revenues from Local Sources	250,000	26,947	276,947	2,947	Under	274,000
00770	Total Revenues from State Sources	0	317,167	317,167	0	Under	317,167
00830	Total Revenues from Federal Sources	9,200,000	4,810,957	14,010,957	149,668	Under	13,861,289
88740	Total Federal Projects	0	2,153	2,153	0	Under	2,153
	<b>Total</b>	<b>9,450,000</b>	<b>5,197,224</b>	<b>14,647,224</b>	<b>152,615</b>		<b>14,494,609</b>

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	264,648	264,648	(38)	108,998	155,689
84200	Student Activity Fund	250,000	0	250,000	0	0	250,000
88100	Adult Education	0	342,418	342,418	12,739	183,140	146,539
88140	Other	150,000	229,250	379,250	13,660	104,900	260,689
88740	Total Federal Projects	9,050,000	4,894,795	13,944,795	616,697	5,782,393	7,545,705
	<b>Total</b>	<b>9,450,000</b>	<b>5,731,112</b>	<b>15,181,112</b>	<b>643,059</b>	<b>6,179,431</b>	<b>8,358,622</b>

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 20 Special Revenue Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	40,000	40,000	0	Under	40,000
00737 20-1760 Student Activity Fund Revenue	250,000	0	250,000	0	Under	250,000
00740 20-1 Other Revenue from Local Sources	0	26,947	26,947	2,947	Under	24,000
00765 20-32 Other Restricted Entitlements	0	317,167	317,167	0	Under	317,167
00775 20-441[1-6] Title I	170,000	0	170,000	0	Under	170,000
00780 20-445[1-5] Title II	35,000	14,423	49,423	0	Under	49,423
00804 20-4419 ARP - IDEA Basic	0	19,592	19,592	959	Under	18,633
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	85,012	560,012	46,972	Under	513,040
00806 20-4541 ARP ESSER Accel. Learning Coaching Supt	0	242,527	242,527	0	Under	242,527
00808 20-4543 ARP ESSER Evidence Based Bynd Sch Day	0	40,000	40,000	0	Under	40,000
00809 20-4544 ARP ESSER NJTSS Mental Health Support	0	45,000	45,000	0	Under	45,000
00810 20-4430 Vocational Education	870,000	33,729	903,729	0	Under	903,729
00814 20-4540 ARP - ESSER	0	474,413	474,413	2,983	Under	471,430
00815 20-4440 Adult Basic Education	1,100,000	283,916	1,383,916	0	Under	1,383,916
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,400,000	3,186,665	9,586,665	16,233	Under	9,570,432
00823 20-4534 CRRSA Act - ESSER II	0	137,637	137,637	29,927	Under	107,710
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	18,792	18,792	15,090	Under	3,702
00825 20-4 Other	150,000	229,250	379,250	37,504	Under	341,746
88711 20-485- CRRSA Act - Mental Health Grant	0	2,153	2,153	0	Under	2,153
<b>Total</b>	<b>9,450,000</b>	<b>5,197,224</b>	<b>14,647,224</b>	<b>152,615</b>		<b>14,494,609</b>

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20- Local Projects	0	264,648	264,648	(38)	108,998	155,689
84200 20-475- Student Activity Fund	250,000	0	250,000	0	0	250,000
88100 20- Adult Education	0	342,418	342,418	12,739	183,140	146,539
88140 20- Other	150,000	229,250	379,250	13,660	104,900	260,689
88500 20- Title I	170,000	0	170,000	0	0	170,000
88520 20- Title II	35,000	14,423	49,423	0	44,900	4,523
88620 20- I.D.E.A. Part B (Handicapped)	475,000	85,012	560,012	74,750	326,096	159,166
88640 20- Vocational Education	870,000	33,729	903,729	10,674	255,997	637,058
88641 20-223- ARP-IDEA Basic Grant Program	0	19,592	19,592	2,983	6,971	9,637
88660 20- Adult Education	1,100,000	150,831	1,250,831	58,092	1,074,835	117,903
88680 20- Private Industry Council (JTPA/WIOA)	6,400,000	3,590,686	9,990,686	348,819	3,708,126	5,933,741
88709 20-483- CRRSA Act - ESSER II Grant Program	0	137,637	137,637	61,927	14,692	61,018
88710 20-484- CRRSA Act - Learning Acceleration Grant	0	18,792	18,792	15,090	0	3,702
88711 20-485- CRRSA Act - Mental Health Grant	0	2,153	2,153	0	0	2,153
88713 20-487- ARP-ESSER Grant Program	0	474,413	474,413	4,361	350,776	119,276
88714 20-488- ARP ESSER Accel. Learning Coaching Supt	0	242,527	242,527	0	0	242,527
88715 20-489- ARP ESSER Evidence Based Summer Enrich	0	40,000	40,000	40,000	0	0
88716 20-490- ARP ESSER Evidence Based Bynd Sch Day	0	40,000	40,000	0	0	40,000
88717 20-491- ARP ESSER NJTSS Mental Health Support	0	45,000	45,000	0	0	45,000
<b>Total</b>	<b>9,450,000</b>	<b>5,731,112</b>	<b>15,181,112</b>	<b>643,059</b>	<b>6,179,431</b>	<b>8,358,622</b>

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

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 30 Capital Projects Funds

Assets and Resources

**Assets:**

101	Cash in bank		(\$132,098.23)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

**Accounts Receivable:**

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

**Loans Receivable:**

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

**Other Current Assets**

\$3,385,748.00

**Resources:**

301	Estimated revenues	\$34,234,318.77	
302	Less revenues	(\$358,832.50)	\$33,875,486.27

**Total assets and resources**

**\$37,129,136.04**

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

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 30 Capital Projects Funds

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$132,098.23)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$4,027,105.68
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	Reserve for Adult Education		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$38,259,061.73		
602	Less: Expenditures (\$69,737.04)			
	Less: Encumbrances (\$4,027,105.68)	(\$4,096,842.72)	\$34,162,219.01	
	Total appropriated		\$38,189,324.69	

Unappropriated:

770	Fund balance, July 1		(\$1,060,188.65)	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$37,129,136.04
	Total liabilities and fund equity			<u>\$37,129,136.04</u>

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 30 Capital Projects Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$38,259,061.73	\$4,096,842.72	\$34,162,219.01
Revenues	(\$34,234,318.77)	(\$358,832.50)	(\$33,875,486.27)
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,738,010.22</u>	<u>\$286,732.74</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>\$4,024,742.96</u>	<u>\$3,738,010.22</u>	<u>\$286,732.74</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>\$4,024,742.96</u>	<u>\$3,738,010.22</u>	<u>\$286,732.74</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,024,742.96</u>	<u>\$3,738,010.22</u>	<u>\$286,732.74</u>
Less: Adjustment for prior year	(\$4,024,742.96)	(\$4,024,742.96)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$286,732.74)</u>	<u>\$286,732.74</u>

Prepared and submitted by :

  
Board Secretary

Date

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 30 Capital Projects Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other	0	34,234,319	34,234,319	358,833	Under	33,875,486
Total		0	34,234,319	34,234,319	358,833		33,875,486
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	38,259,062	38,259,062	69,737	4,027,106	34,162,219
Total		0	38,259,062	38,259,062	69,737	4,027,106	34,162,219

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 30 Capital Projects Funds

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00980 30-___ Other Financing Sources	0	34,234,319	34,234,319	358,833	Under	33,875,486
Total	0	34,234,319	34,234,319	358,833		33,875,486

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000 30-___-___-73_ Capital Project Equipment	0	576,348	576,348	0	332,802	243,545
89060 30-000-4___-39_ Other Purchased Prof. and Tech Services	0	3,010,629	3,010,629	22,810	2,123,575	864,244
89080 30-000-4___-45_ Construction Services	0	33,910,772	33,910,772	0	1,302,475	32,608,297
89100 30-000-4___-61_ General Supplies	0	368,147	368,147	46,927	164,065	157,154
89180 30-000-4___-8___ Other Objects	0	393,166	393,166	0	104,188	288,978
Total	0	38,259,062	38,259,062	69,737	4,027,106	34,162,219



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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 40 Debt Service Funds

Assets and Resources

Assets:

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

Total assets and resources

\$0.00

Starting date 7/1/2022 Ending date 8/31/2022 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	Reserve for Adult Education		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$0.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	
	<b>Total appropriated</b>		<b>\$0.00</b>	

Unappropriated:

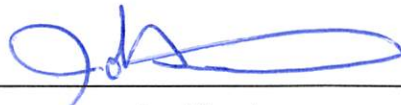
770	Fund balance, July 1		\$0.00	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	<b>Total fund balance</b>			<b>\$0.00</b>
	<b>Total liabilities and fund equity</b>			<b>\$0.00</b>

Starting date 7/1/2022 Ending date 8/31/2022 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 7/1/2022 Ending date 8/31/2022 Fund: 40 Debt Service Funds

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 60 CAFETERIA

Assets and Resources

**Assets:**

101	Cash in bank		\$59,207.94
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	(\$0.02)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$0.02)

**Loans Receivable:**

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

**Other Current Assets**

\$131,163.00

**Resources:**

301	Estimated revenues	\$840,257.53	
302	Less revenues	(\$59,255.80)	\$781,001.73

**Total assets and resources**

\$971,372.65

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

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 60 CAFETERIA

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	\$2,967.00
	Other current liabilities	\$142,697.42
	<b>Total liabilities</b>	<b>\$145,664.42</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$690,419.74
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	Reserve for Adult Education		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$840,257.53	
602	Less: Expenditures (\$14,549.30)		
	Less: Encumbrances (\$690,419.74)	(\$704,969.04)	\$135,288.49
	<b>Total appropriated</b>		<b>\$825,708.23</b>

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	<b>Total fund balance</b>	<b>\$825,708.23</b>
	<b>Total liabilities and fund equity</b>	<b>\$971,372.65</b>

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

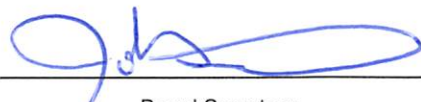
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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 60 CAFETERIA

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$840,257.53	\$704,969.04	\$135,288.49
Revenues	(\$840,257.53)	(\$59,255.80)	(\$781,001.73)
Subtotal	<u>\$0.00</u>	<u>\$645,713.24</u>	<u>(\$645,713.24)</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>\$645,713.24</u>	<u>(\$645,713.24)</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>\$645,713.24</u>	<u>(\$645,713.24)</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>\$645,713.24</u>	<u>(\$645,713.24)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$645,713.24</u>	<u>(\$645,713.24)</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 7/1/2022 Ending date 8/31/2022 Fund: 60 CAFETERIA

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	840,258	0	840,258	59,256	Under	781,002
Total	840,258	0	840,258	59,256		781,002

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	840,258	0	840,258	14,549	690,420	135,288
Total	840,258	0	840,258	14,549	690,420	135,288

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 60 CAFETERIA

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	840,258	0	840,258	59,256	Under	781,002
Total	840,258	0	840,258	59,256		781,002

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	840,258	0	840,258	14,549	690,420	135,288
Total	840,258	0	840,258	14,549	690,420	135,288

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 61 ENTERPRISE FUND

Assets and Resources

**Assets:**

101	Cash in bank		\$786,004.60
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	\$270,262.18	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$270,262.18

**Loans Receivable:**

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

**Other Current Assets**

\$85,582.31

**Resources:**

301	Estimated revenues	\$3,275,200.00	
302	Less revenues	(\$606,424.24)	\$2,668,775.76

**Total assets and resources**

**\$3,810,624.85**

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

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 61 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$62,486.59
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$2,500.00
	Other current liabilities		\$963,565.98
	<b>Total liabilities</b>		<b>\$1,028,552.57</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$2,464,528.02
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	Reserve for Adult Education		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,275,200.00	
602	Less: Expenditures (\$493,127.72)		
	Less: Encumbrances (\$2,464,528.02)	(\$2,957,655.74)	\$317,544.26
	<b>Total appropriated</b>		<b>\$2,782,072.28</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$2,782,072.28</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$3,810,624.85</u></b>

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

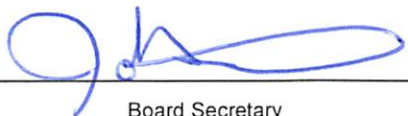
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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 61 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,275,200.00	\$2,957,655.74	\$317,544.26
Revenues	(\$3,275,200.00)	(\$606,424.24)	(\$2,668,775.76)
Subtotal	<u>\$0.00</u>	<u>\$2,351,231.50</u>	<u>(\$2,351,231.50)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,351,231.50</u>	<u>(\$2,351,231.50)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,351,231.50</u>	<u>(\$2,351,231.50)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,351,231.50</u>	<u>(\$2,351,231.50)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,351,231.50</u>	<u>(\$2,351,231.50)</u>

Prepared and submitted by :

  
Board Secretary

Date

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 61 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	3,275,200	0	3,275,200	606,424	Under	2,668,776
Total	3,275,200	0	3,275,200	606,424		2,668,776
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	3,275,200	0	3,275,200	493,128	2,464,528	317,544
Total	3,275,200	0	3,275,200	493,128	2,464,528	317,544

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 61 ENTERPRISE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	3,275,200	0	3,275,200	606,424	Under	2,668,776
Total	3,275,200	0	3,275,200	606,424		2,668,776

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	3,275,200	0	3,275,200	493,128	2,464,528	317,544
Total	3,275,200	0	3,275,200	493,128	2,464,528	317,544

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Starting date 7/1/2022 Ending date 8/31/2022 Fund: 62 INTERNAL SERVICE FUND

Assets and Resources

**Assets:**

101	Cash in bank		\$157,929.48
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

**Accounts Receivable:**

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

**Loans Receivable:**

131	Interfund	\$3,351,064.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$3,351,064.00

**Other Current Assets**

\$63,906.00

**Resources:**

301	Estimated revenues	\$2,196,200.00	
302	Less revenues	(\$34,994.40)	\$2,161,205.60

**Total assets and resources**

**\$5,734,105.08**

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 62 INTERNAL SERVICE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$47,875.72
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$3,830,218.92
	<b>Total liabilities</b>		<b>\$3,878,094.64</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$1,778,822.31
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	Reserve for Adult Education		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$2,196,200.00	
602	Less: Expenditures (\$340,189.56)		
	Less: Encumbrances (\$1,778,822.31)	(\$2,119,011.87)	\$77,188.13
	<b>Total appropriated</b>		<b>\$1,856,010.44</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$1,856,010.44</b>
	<b>Total liabilities and fund equity</b>		<b>\$5,734,105.08</b>



Starting date 7/1/2022 Ending date 8/31/2022 Fund: 62 INTERNAL SERVICE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,196,200.00	\$2,119,011.87	\$77,188.13
Revenues	(\$2,196,200.00)	(\$34,994.40)	(\$2,161,205.60)
Subtotal	<u>\$0.00</u>	<u>\$2,084,017.47</u>	<u>(\$2,084,017.47)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,084,017.47</u>	<u>(\$2,084,017.47)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,084,017.47</u>	<u>(\$2,084,017.47)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$2,084,017.47</u>	<u>(\$2,084,017.47)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,084,017.47</u>	<u>(\$2,084,017.47)</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 7/1/2022    Ending date 8/31/2022    Fund: 62    INTERNAL SERVICE FUND**

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	2,196,200	0	2,196,200	34,994	Under	2,161,206
Total	2,196,200	0	2,196,200	34,994		2,161,206

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		2,196,200	0	2,196,200	340,190	1,778,822	77,188
Total		2,196,200	0	2,196,200	340,190	1,778,822	77,188

Starting date 7/1/2022 Ending date 8/31/2022 Fund: 62 INTERNAL SERVICE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,196,200	0	2,196,200	34,994	Under	2,161,206
Total	2,196,200	0	2,196,200	34,994		2,161,206

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,196,200	0	2,196,200	340,190	1,778,822	77,188
Total	2,196,200	0	2,196,200	340,190	1,778,822	77,188

## DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: August 31, 2022

CASH REPORT				
FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
<b>GOVERNMENTAL FUNDS</b>				
1 General Fund - 10	15,980,418.29	5,000,513.01	4,542,758.02	16,438,173.28
2 Special Revenue Fund - Fund 20	(1,745,144.99)	1,072,783.00	454,222.62	(1,126,584.61)
3 Capital Projects Fund - Fund 30	(1,222.48)	19,100.00	149,975.75	(132,098.23)
4 Enterprise Funds - Fund 61, Fund 62	1,099,779.70	293,630.00	449,475.62	943,934.08
5 Enterprise Fund (Fund 5X) Cafeteria	69,758.97	4,014.27	14,565.30	59,207.94
6 Total Governmental Funds (Lines 1 Thru 5)	15,403,589.49	6,390,040.28	5,610,997.31	16,182,632.46
<b>TRUST AND AGENCY FUNDS (FUND 6X)</b>				
7 Payroll	7,000.00	1,361,404.29	1,361,404.29	7,000.00
8 Payroll Agency	47,662.06	931,919.09	925,231.03	54,350.12
9 Other (attach list) - Unemploy Insur	565,773.20	21.62	0.00	565,794.82
10 Total Trust & Agency Funds (lines 7 thru 9)	620,435.26	2,293,345.00	2,286,635.32	627,144.94
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	122,525.96	14.11	0.00	122,540.07
18 Total All Funds (lines 6,10,13,14,15,16, &17)	16,146,550.71	8,683,399.39	7,897,632.63	16,932,317.47

Prepared and Submitted By:




Date

Start date 8/1/2022

End date 8/31/2022

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TR#	Transfer Description		Amount	To Account		From Account	
10765	08/29/22	:TETERBORO MISC EXPENSES	2,500.00	11-310-100-890-TT	OTHER OBJECTS	11-310-100-610-TT	GENERAL SUPPLIES
10784	08/29/22	:ADULT PS SUPPLIES	10,000.00	13-330-100-610-PS	GENERAL SUPPLIES	13-629-200-600-DA	SUPPLIES & MATERIALS
10790	08/31/22	::OPERATIONS EQUIPMENT	5,200.00	12-000-262-732-DO	EQUIPMENT-OPERATIONS &	11-000-262-610-DO	GENERAL SUPPLIES
			17,700.00	Report Total			



Vendors	Category	Contract #	Expires	Phone #
1725 Emergency Lighting	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00743	05/14/23	973-566-5729
22nd Century Technologies, Inc.	Temporary Staff Services	18-GNSV2-00348	01/31/23	888-998-7284
A Lembo Car & Truck Collision	OEM & NON-OEM Maintenance & Repair Services for Light/Medium Duty Vehicles	40825	03/17/23	973-484-5737
A Technology & Security Solutions, Inc.	Surveillance and Access Control Security Systems	17-TELE-00231	07/31/23	631-969-2600
AB Sciez, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01051	12/31/23	877-740-2129
ACV Environmental Services, Inc.	NJDEF Emergency Response Services Term Contract - Statewide	42008	04/30/23	NJDEF@acvenviro.com
ACV Environmental Services, Inc.	Non-Emergency Remedial Action Services Term Contract (NERAS)	87664	08/24/23	NJDEF@acvenviro.com
Affordable Interior Systems, Inc.	Furniture: Office, Lounge	19-FOOD-00876	04/30/23	
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 Over 15,000 lbs.	88279	11/20/22	973-926-0166
Air Brake & Equipment	OEM & Non-OEM Maintenance & Repair for Light/Medium Duty Vehicles	40830	03/17/23	973-926-0166
Alliance Bus Group	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs	88259	11/20/22	201-507-8500
American Mobile Glass	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01496	07/31/24	973-697-0808
AT&T Mobility	Wireless Voice, Data & Accessories	22-TELE-05861	08/11/24	fg52dn@aol.com
Atlantic Plumbing Supply Corp	Plumbing & Heating Supplies/Equipment	89798	10/30/22	732-929-0400
Auto Plus Auto Parts	Automotive Lubricants	20-FLEET-01344	11/19/23	856-778-1400
Automotive Brake Company	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86000	02/25/23	201-342-0636
AVAYA, Inc.	Telecommunications Equipment and Services	80802	01/31/23	908-696-5587
Bayer Brothers, Corp.	OEM Automotive Parts & Accessories for Light Duty Vehicles Class 4 or Lower	19-FLEET-00922	08/04/23	973-644-3200
Bayer Ford, LLC	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89263	11/20/22	201-943-3100
Bayer of Morrisstown, LLC (will be allowed to expire in NJSTART until the extension agreement letter has been signed)	Vehicles, Vans/Minivans, 7'-Passenger, Gasoline and Hybrid	18-FLEET-00445	08/28/23	973-644-3200
Biium USA, Inc.	Library & School Supplies	17-FOOD-00244	08/30/23	800-578-8858
Bradley-Sciocchetti, Inc.	HVAC, Refrigeration and Boiler Services - Statewide (NOT for Parts ONLY)	88691	10/31/22	856-663-8302
Brothers Moving and Storage	Moving Svcs for DPMC & Cooperative Purchasing Participants	19-FLEET-00708	03/31/24	615-937-3343
Bridgestone Americas, Inc.	Tires, Tubes and Services (M-8000 NJ START)	40144	10/31/22	973-824-9500
Business Furniture Inc (BFI)	Office & Lounge Furniture-Herman Miller	81620	04/30/23	973-795-6463
Business Furniture Inc (BFI)	Office & Lounge Furniture-National Office	81721	04/30/23	973-795-6463
Campbell Freightliner	Maintenance & Repair/Heavy Duty Vehicles 15,000 lbs.	89264	11/20/22	732-287-1500
Canon USA	Copiers, Multi-Function Devices, Maint, Supplies and Print Svcs	40462	10/11/22	201-225-7794
Carman Chemical Company	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01055	12/31/23	000-000-0000
CDW Government LLC	Computer Equipment, Peripherals & Related Services	88974	02/28/23	866-773-7348
CDW Government LLC	Data Communications Product and Services	21-TELE-01506	09/30/24	866-776-7415
CDW Government LLC	Software Reseller Services	20-TELE-01511	05/24/26	866-776-7415
CDW Government LLC (EMC Corp)	Computer Equipment, Peripherals & Related Services	89968	02/28/23	866-776-7415
CDW Government LLC (Microsoft)	Computer Equipment, Peripherals & Related Services	40166	02/28/23	866-776-7415
Chas S. Winner Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00212	11/27/22	856-214-0758
Chas S. Winner Inc (Winner Ford)	Vehicles, Trucks, Class 2, Utility/Dump, with Snow Plow Option	88726	04/25/23	856-427-2796
Cherry Valley Tractor Sales	Parts & Repairs for Lawn & Grounds Equipment	43022	02/16/23	856-983-0111
Circle Brake of Passaic County	Maintenance & Repair/Light/Medium Duty Vehicles	40861	03/17/23	973-772-3924
Cisco Systems Inc.	Data Communications Product and Services	21-TELE-01506	09/30/24	nvp-help@cisco.com
Claus Glassboards, LLC	Library & School Supplies	17-FOOD-00269	08/22/23	888-813-7414
Ciffside Body Corp	Snow Plow Parts, and Grader and Loader Blades	88268	01/19/23	201-945-3970
Ciffside Body Corp	Maintenance & Repair/Light/Medium Duty Vehicles	40822	03/17/23	201-945-3970
Command Radio	Radio Communication Equipment and Accessories	83927	04/30/23	201-666-0131
Command Radio (JVC Kenwood)	Radio Communication Equipment and Accessories	83927	04/30/23	201-666-0131
Commercial Interiors Direct Inc.	Carpet/Flooring/Supply & Install - Mrg. Mannington	81751	12/31/22	201-666-0131
Commercial Interiors Direct Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	12/31/22	sales@commercialinteriorsdirect.com
Computer Design & Integration, LLC	Data Communications Product and Services	21-TELE-01506	09/30/24	201-931-1420
Concord Products Co Inc	Furniture: Office & Lounge	81614	04/30/23	856-933-3000
Consolidated Steel & Alum	Fence, Chain Link, Install & Replacement	86680	10/31/22	908-272-6262
Core Mechanical	HVAC, Refrigeration and Boiler Services - Statewide (NOT for Parts ONLY)	88697	10/31/22	contraq@contraq.com
Craftmaster Hardware, LLC	Locking Hardware - Statewide	21-FOOD-16468	07/31/25	201-768-0808
D. M. Radio Service Corp.	Radio Communication Equipment and Accessories	83897	04/30/23	908-879-2525
Daco Limited Partnership dba Dauphin	Furniture: Office & Lounge	81616	04/30/23	973-263-1100
David Weber	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
David Weber Oil Co.	Automotive Lubricants	20-FLEET-01343	11/19/23	201-438-7333
Deere & Company	Tractor, Agriculture Landscape Utility with Attachments	17-FLEET-00431	08/07/23	GovContractSupport@johndeere.com
Dell Marketing	Computer Equipment, Peripherals & Related Services	19-TELE-00656	02/28/23	512-513-8701
Dell Marketing	Computer Equipment, Peripherals & Related Services	19-TELE-00656	02/28/23	Stephanie.Schrader@dell.com



Deil Marketing	Software Reseller Services	20-TELE-01510	05/24/26	646-573-0885
DIRAD Technologies, Inc.	Telecommunications Equipment and Services	80812	01/31/23	<a href="mailto:kathy.cregan@dirad.com">kathy.cregan@dirad.com</a>
Ditto Sales (dba Versteel)	Furniture: Office & Lounge	81731	04/30/23	800-876-2120
EB Fence	Fence, Chain Link, Install & Replacement	86679	10/31/22	609-704-8884
EMC	Computer Equipment, Peripherals & Related Services	89968	02/28/23	732-635-2583
EMR Power Systems, LLC	Preventive Maint. & Testing of Emergency Standby Generators	20-GNSV2-01162	05/31/23	609-396-1211
Epilus Technology Inc. (Cisco)	Data Communications Product and Services	21-TELE-01506	09/30/24	609-528-8912
Epilus Technology Inc. (Lenovo)	Computer Equipment, Peripherals & Related Services	89968	02/28/23	609-528-8912
Eventide, Inc.	Radio Communication Equipment and Accessories	83891	04/30/23	201-541-1200
Exemplis Corp.	Furniture: Office & Lounge	81711	04/30/23	714-995-4800
Fastenal	Facilities Maintenance & Repair & Operations (MRO) & Industrial Supplies	19-FLEET-00565	06/30/23	619-530-0010
Freestone Complete Auto Care	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	615-937-3343
Firm Scientific, Inc.	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01035	12/31/23	800-452-1261
FM Generator, Inc.	Preventive Maint. & Testing of Emergency Standby Generators	20-GNSV2-01163	05/31/23	781-828-0026
Forbo Flooring, Inc.	Carpet/Flooring/Supply & Install - Mtg. Forbo	81749	12/31/22	570-450-0222
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mtg. Mannington	81751	12/31/22	609-561-5300
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mtg. Mannington	41263	04/14/23	630-827-5837
F P Mailings Solutions (Francotyp Postalia Inc)	Mailroom Equipment and Maintenance Various State Agencies	81749	12/31/22	570-450-0222
Forbo Flooring, Inc.	Carpet/Flooring/Supply & Install - Mtg. Forbo	81749	12/31/22	570-450-0222
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Frank Mazza and Son, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Gillespie Group	Carpet/Flooring/Supply & Install - Mtg. Mannington	81751	12/31/22	<a href="mailto:info.na@forbo.com">info.na@forbo.com</a>
Gillespie Group	Carpet/Flooring/Supply & Install - Mtg. Forbo	81749	12/31/22	
Gillespie Group	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Gillespie Group	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	12/31/22	908-686-6333
GM Data Communications, Inc.	Communication Wiring Services	88736	03/19/23	
Goodyear Tire and Rubber Company	Tires, Tubes and Services	20-FLEET-00948	03/31/24	330-796-43252
GovConnect	Computer Equipment, Peripherals & Related Services	89974	02/28/23	800-800-0019
Grainger	Industrial Products/MRO Supplies & Equipment (T#M0002)	19-FLEET-00566	06/30/23	877-888-4470
Graybar Electric Company, Inc.	Cabling Products & Services, Data Center Management Solutions	85151	10/09/22	800-791-5454
Hach Company	Environmental Testing Instruments, Equipment & Supplies for Air and Water Quality	21-FOOD-01684	08/31/24	800-227-4224
Hannon Floor Covering	Carpet/Flooring/Supply & Install - Mtg. Forbo	81749	12/31/22	908-686-6333
Hannon Floor Covering	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Hannon Floor Covering	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Hartlage Flooring, Inc.	Carpet/Flooring/Supply & Install - Mtg. Mannington	81751	12/31/22	609-513-1513
Hartlage Flooring, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Herrlich Fleet Services	Vehicles, Vans/Minivans, 7-Passenger, Gasoline and Hybrid	18-FLEET-00444	08/28/23	800-698-9825
Herrlich Fleet Services, Inc.	Vehicles, Trucks, Pickup, Class 1	17-FLEET-00210	11/21/22	800-698-9825
High Point Furniture Industries HPFI	Furniture: Office & Lounge	81621	04/30/23	336-431-7101
Hiachi Vantara, LLC	Computer Equipment, Peripherals & Related Services	20-TELE-01200	02/28/23	
Home Depot USA, Inc. / The Home Depot Pro	Walk-In Building Supplies and Related Supplies	18-FLEET-00234	12/31/26	<a href="mailto:uscommunities@homedepot.com">uscommunities@homedepot.com</a>
Hoover (Robart H. Hoover & Sons)	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89257	11/20/22	973-347-4210
HP Hewlett Packard	Computer Equipment, Peripherals & Related Services	40116	02/28/23	800-277-8988
HP Hewlett Packard	Computer Equipment, Peripherals & Related Services	89974	02/28/23	847-922-2277
Impact Fleet	Fuel Credit Card Services - Statewide	19-GNSV1-00606	11/29/22	281-445-1100
Indiana Furniture Industries	Furniture: Office & Lounge	81622	04/30/23	800-422-5727
Insight Public Sector Inc	Software Reseller Services	20-TELE-01512	05/24/26	800-467-4448
J & J Industries dba J & J Invision	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	12/31/22	800-336-0225 ext. 5635
Jammer Doors	Overhead/Rolling Doors & Operations, Repair/Replace	21-GNSV1-01460	04/30/24	800-241-4586
Jersey Office Systems, LLC dba Jersey Mail Systems	Mailroom Equipment and Maintenance Various State Agencies	19-GNSV2-00680	04/14/23	908-534-1988
Jewel Electric Supply	Electrical Equipment & Supplies, Statewide	21-FOOD-01749	09/30/24	201-653-1613
Johnny On The Spot, LLC	Fabricated & Prefabricated Structures: Portable Sanitation Units	20-GNSV1-01315	09/30/23	732-721-3443
Johnson Controls Fire Protection	Testing, Inspection, Monitoring and Maintenance of Fire Suppression Systems	83717	10/23/22	973-295-8835
Johnson Communication	Cabling Products & Services, Data Center Management Solutions	85152	10/09/22	201-428-2025
Johnson G P Inc	Communication Wiring Services	88766	03/19/23	201-428-2025
Keeloh Power Products	Parts & Repairs for Lawn & Grounds Equipment	43030	02/16/23	201-489-4454
Krueger International	Electrical Equipment & Supplies, Statewide	21-FOOD-01748	09/30/24	973-484-7400
Lakeshore Learning Materials	Furniture: Office & Lounge	81720	04/30/23	800-454-7400
Lawmen Supply	Library & School Supplies	17-FOOD-00250	08/30/23	800-421-5354
Lawson Products Inc	Law Enforcement Firearms Equipment and Supplies (Jason Dure, rep)	17-FLEET-00740	04/30/23	201-994-6137
Lawson Products Inc	Parts & Repairs for Road Maintenance Equipment	88850	11/29/22	800-890-8198
Lawson Products Inc	Parts & Repairs for Lawn & Grounds Equipment	43023	02/16/23	215-741-3960



Lenovo (United States), Inc.	Computer Equipment, Peripherals & Related Services	21-TELE-01428	02/28/23	
Limbach Company, LLC	HVAC, Refrigeration and Boiler Services - Statewide (NOT for Parts ONLY)	88689	10/31/22	
Louis A Jammer Co., Inc.	Overhead/Rolling Doors & Operations, Repair/Replace, DOT & Other Agencies	85294	04/30/24	609-883-0900
M & G Auto Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	201-868-6700
Mannington Commercial	Carpet/Flooring/Supply & Install - Mfg: Mannington	81751	12/31/22	706-602-6517
Marlee Contractors	HVAC, Refrigeration and Boiler Services - Statewide	88692	10/31/22	
Merchantville 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	02/28/23	703-673-7871
Millennium Communications Group, Inc.	Communication Wiring Services	88740	03/19/23	973-296-4978
Modern Group, Ltd.	Preventive Maintenance & Testing of Generators	20-GNSV2-01164	05/31/23	215-943-9100
Mohawk Carpet Distribution, Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
Motorola Solutions, Inc.	Radio Communication Equipment and Accessories	83909	04/30/23	609-324-3653
MRA International	Computer Equipment, Peripherals & Related Services	89974	02/28/23	732-222-0997
Multi Temp Mechanical, Inc.	HVAC, Refrigeration and Boiler Services - Statewide	88695	10/31/22	
Municipid	Auctioneering Services: Internet Auctions to Sell Surplus Property	19-GNSV1-00696	04/30/23	800-531-6074
National Office Furniture	Furniture: Office & Lounge	81721	04/30/23	800-482-1213
New Jersey D+A152:E152oor Works	Overhead/Rolling Doors & Operators, Repair/Replace, DOT & Other Agencies	21-GNSV1-01462	04/30/24	908-624-1234
On Site Fleet Service Inc	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89273	11/20/22	732-651-1600
P&A Auto Part, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/25/23	leon@tonsa.com
Palo Alto Networks	Data Communications Product and Services	20-TELE-01195		
Pasco Scientific	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01031	12/31/23	856-241-5743
Pemberton Electrical Supply Co., LLC	Electrical Equipment & Supplies, Statewide	21-FOOD-01747	09/30/24	609-518-7877
Performance Tire Co., Inc.	Tires, Tubes and Services (M-8000 NJ START)	19-FLEET-00708	03/31/24	908-479-2226
Pitney Bowes	Mailroom Equipment & Maintenance	41258	04/14/23	804-496-6912
President Container Group, LLC	Boxes, Corrugated DOC & DSS	20-FOOD-01066	01/14/23	201-933-7500
ProComm Systems Inc.	Radio Communication Equipment and Accessories	83931	04/30/23	000-000-0000
Quadient, Inc.	Mailroom Equipment & Maintenance	41267	04/14/23	800-636-7678
R&R Auto Body and Glass	Automotive Glass Parts and Windshield Repair/Replacement	21-GNSV1-01497	07/31/24	609-394-0977
R.D. Sales Door & Hardware, LLC	Locking Hardware - Statewide	21-FOOD-16465	07/31/25	973-248-1222
Rachles/Michele's Oil Co.	Gasoline, Automotive	19-FLEET-00973	10/31/24	973-546-1041
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Mannington	81751	12/31/22	201-796-0006
RFS Commercial Inc.	Carpet/Flooring/Supply & Install - Mohawk	81753	12/31/22	908-565-2292
RFS Commercial Inc.	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	81756	12/31/22	908-686-6333
Ricoh USA	Copiers, Multi-Function Devices, Maint., Supplies and Print Servs.	40467	10/11/22	978-621-1276
Romeo Enterprises	Automotive Lubricants	20-FLEET-01345	11/19/23	732-599-3475
Route 23 Auto Mall	Maintenance & Repair/Heavy Duty Vehicles Over 15,000 lbs.	89262	11/20/22	973-838-0820
Rubbercycle LLC	Park and Playground Equipment	16-FLEET-00131	05/30/23	732-363-0600
Safeco	Furniture: Office & Lounge	81729	04/30/23	770-615-1314
Saveon T/A Maco Office Supplies	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/23	201-867-3309
Shaw Industries, Inc., dba Shaw Contract Flooring Service	Carpet & Padding, Vinyl & Sheet Flooring, Mats & Matting, Supplies & Install	23-FOOD-18184	12/31/22	908-884-6324
Simonik Transportation & Warehousing Group, LLC	Moving Svcs for DPMC & Cooperative Purchasing Participants	40140	10/31/22	856-234-1068
Software House International (SHI)	Computer Equipment, Peripherals & Related Services	40116	02/28/23	732-868-5904
Software House International (SHI) (Cisco)	Data Communications Product and Services	21-TELE-01506	09/30/24	732-868-5904
Storr Tractor Company	Parts & Repairs for Lawn & Grounds Equipment	43038	02/16/23	sbradley@storrtractor.com
Superior Distributors Co., Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85999	02/25/23	201-797-9490
Taylor Oil Company	Automotive Lubricants	20-FLEET-01342	11/19/23	908-725-7737
Tele Measurements, Inc.	Video Teleconferencing Equipment & Services	81123	01/31/23	973-473-8822
Thomas Scientific	Scientific Equipment Accessories Supplies and Maintenance Statewide	1-FLEET-01033	12/31/23	856-472-8694
Tonsa Automotive Corp	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	86004	02/25/23	800-437-0700
Turnout Fire & Safety	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00752	05/14/23	201-963-9312
Turnout Uniforms	Law Enforcement Firearms Equipment and Supplies	17-FLEET-00751	05/14/23	973-812-1568
United Motor Parts, Inc.	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	201-376-6166
United Supply Corp.	Library & School Supplies (T0114)	17-FOOD-00262	08/30/23	718-439-9387
Valk Manufacturing	Snow Plows, D.O.T and Authorities	77724	10/31/22	717-766-0711
Van Dines Four Wheel Drive Center, Inc.	Snow Plow Parts and Grader and Loader Blades	88270	01/19/23	201-487-1466
Verizon Business Network Services, LLC	Data Communication Network Services	85943	02/10/23	908-239-7090
Verizon Wireless	Wireless Voice, Data & Accessories	22-TELE-05441	08/11/24	richard.mullin@verizonwireless.com
Versteel (dba Ditto Sales)	Furniture: Office & Lounge	81731	04/30/23	800-876-2120
VWR International, LLC	Scientific Equipment, Accessories, Supplies and Maintenance Statewide	17-FLEET-01037	12/31/23	856-241-5743
W B Mason	Furniture: Office & Lounge (HON)	19-FOOD-00927	04/30/23	888-926-2766
Warshauer Generator, LLC	Mobile Light Towers	19-FLEET-00839	05/02/23	732-741-6400
Warshauer Generator, LLC	Trailer Mounted Generators Statewide	18-FOOD-00378	05/24/23	732-741-6400
Warshauer Generator, LLC	Maintenance/Repair and Replacement Portable Commercial Mobile Generators	21-GNSV1-01587	09/30/24	732-741-6400
Waste Management of New Jersey, Inc.	Solid Waste Collection, Statewide	40379	01/10/23	609-434-5671
Wayne Auto Parts	Non-OEM Automotive Parts & Accessories/Light Duty Vehicles	85998	02/25/23	wayneautosupply@optonline.net
Xerox	Copiers, Maint., and Supplies	40469	10/11/22	732-750-7514
York Telecom Corporation	Software Reseller Services	20-TELE-01509	05/24/26	njstart@yorktel.com



**BCTS-BCSS SALARY PRORATION WORKSHEET**  
**7/1/22-6/30/23**

	Name	Job Title	Employee's District	22-23 Proration Base	22-23 Contracted Salary	22-23 Benefits	BCTS % BCSS %	Salary	Fringe	Notes
1	Anglesea,M.	Behavior Specialist	BCSS	\$79,882	\$223,744	10,370	40% 60%	31,953 47,929	4,148 6,222	
2	Badiner, M.	Director of Instruction	BCSS	\$223,744	\$223,744	26,535	10% 90%	22,374 201,370	2,653 23,881	
3	Bartone,B.	Maintenance	BCTS	\$82,356	\$82,356	30,198	50% 50%	41,178 41,178	15,099 15,099	
4	Batchelor, C.	Maintenance	BCSS	\$77,575	\$77,575	22,193	50% 50%	38,788 38,788	11,096 11,096	
5	Beaven, E.	Teacher	BCSS	\$105,024	\$105,024	27,421	20% 80%	21,005 84,019	5,484 21,937	
6	Bellani, P.	Accounting Manager	BCTS	\$198,867	\$198,867	16,888	50% 50%	99,434 99,434	8,444 8,444	
7	Bohan,T.	Director of Instruction	BCSS	\$222,736	\$222,736	10,195	20% 80%	44,547 178,189	2,039 8,156	
8	Caminiti, I.	Aminstrative Sys Spec	BCTS	\$87,890	\$87,890	29,196	75% 25%	65,918 21,973	21,897 7,299	
9	Castillo, E.	Secretary	BCTS	\$57,882	\$57,882	22,498	0% 100%	- 57,882	- 22,498	
10	Cimelli,P.	Maintenance	BCSS	\$76,591	\$76,591	22,193	50% 50%	38,296 38,296	11,096 11,096	
11	Conklin, N.	Personnel Manager	BCTS	\$124,080	\$124,080	25,723	50% 50%	62,040 62,040	12,861 12,861	
12	Coppola,P.	Personnel Manager	BCTS	\$120,495	\$120,495	9,393	50% 50%	60,248 60,248	4,696 4,696	
13	Daniele, J.	Confidential Secretary	BCTS	\$82,525	\$82,525	30,781	0% 100%	- 82,525	- 30,781	
14	DeMartino,M.	Teacher-SAP	BCSS	\$95,507	\$95,507	28,591	50% 50%	47,754 47,754	14,295 14,295	
15	Digia,C.	Secretary	BCTS	\$59,643	\$59,643	31,978	50% 50%	29,822 29,822	15,989 15,989	
16	Dunne, P.	Secretary	BCSS	\$71,462	\$71,462	10,554	20% 80%	14,292 57,170	2,111 8,443	
17	Dvorozniak,M.	Assistant Project Coord.	BCTS	\$95,852	\$95,852	28,342	75% 25%	71,889 23,963	21,257 7,086	
18	Espinosa,G	Supervisor	BCSS	\$142,000	\$142,000	26,535	5% 95%	7,100 134,900	1,327 25,208	
19	Ford,J.	Secretary	BCSS	\$75,504	\$75,504	10,554	50% 50%	37,752 37,752	5,277 5,277	
20	Groh,K.	Job Coach	BCSS	\$50,918	\$50,918	12,237	25% 75%	12,730 38,189	3,059 9,178	
21	Grona, D.	Teacher Assistant	BCSS	\$35,111	\$35,111	37,558	33% 67%	11,587 23,524	12,394 25,164	
22	Guarino, C.	Secretary	BCTS	\$49,762	\$49,762	35,571	50% 50%	24,881 24,881	17,786 17,786	
23	Hall, G	Coordinator of Human Resources	BCTS	\$205,536	\$205,536	18,492	50% 50%	102,768 102,768	9,246 9,246	
24	Hartwick,D.	Personnel Manager	BCTS	\$127,994	\$127,994	16,966	50% 50%	63,997 63,997	8,483 8,483	
25	Hasch, E	Executive Secretary	BCSS	\$82,000	\$82,000	18,711	50% 50%	41,000 41,000	9,356 9,356	
26	Heisler,J.	Secretary	BCSS	\$72,630	\$72,630	10,975	50% 50%	36,315 36,315	5,487 5,487	
27	Hendrickson, M.	Maintenance	BCSS	\$62,730	\$62,730	915	50% 50%	31,365 31,365	457 457	
28	Hynes, L.	School Nurse	BCTS	\$121,738	\$121,738	18,561	95% 5%	115,651 6,087	17,633 928	
29	Jodice,T	Coordinator of Facilites	BCTS	\$137,573	\$137,573	26,874	50% 50%	68,787 68,787	13,437 13,437	
30	Kubler, K.	Confidential Secretary	BCSS	\$67,210	\$67,210	33,418	50% 50%	33,605 33,605	16,709 16,709	
31	Kuhn, T.	Accountant	BCSS	\$115,219	\$115,219	19,879	50% 50%	57,610 57,610	9,939 9,939	
32	LaPorta, R	Secretary	BCTS	\$77,128	\$77,128	21,745	50% 50%	38,564 38,564	10,872 10,872	
33	Lerner,H	Superintendent	BCTS	\$319,134	\$296,619	1,251	50% 50%	159,567 159,567	626 626	
34	Liulakis,N.	Guidance Counselor	BCSS	\$100,027	\$100,027	10,086	10% 90%	10,003 90,024	1,009 9,078	
35	Lopiccolo,L.	Payroll Supervisor	BCTS	\$103,970	\$103,970	18,492	50% 50%	51,985 51,985	9,246 9,246	

**BCTS-BCSS SALARY PRORATION WORKSHEET**  
**7/1/22-6/30/23**

	Name	Job Title	Employee's District	22-23 Proration Base	22-23 Contracted Salary	22-23 Benefits	BCTS % BCSS %	Salary	Fringe	Notes
36	Mastricova, M	Maintenance	BCSS	\$78,538	\$78,538	31,015	50% 50%	39,269 39,269	15,507 15,507	
37	Matos, H.	Purchasing	BCSS	\$58,170	\$58,170	25,085	50% 50%	29,085 29,085	12,543 12,543	
38	Nalbone, S.	CIE	BCSS	\$106,142	\$106,142	19,782	35% 65%	37,150 68,992	6,924 12,858	
39	Pais-Crosson, L.	Secretary	BCTS	\$54,634	\$54,634	10,871	50% 50%	27,317 27,317	5,435 5,435	
40	Panicucci, R	Asst Superintendent of Curriculum	BCTS	\$220,553	\$213,301	26,874	85% 15%	187,470 33,083	22,843 4,031	
41	Piccioni, J.	Transportation	BCTS	\$58,047	\$58,047	10,880	50% 50%	29,024 29,024	5,440 5,440	
42	Prihoda, S.	Transportation Manager	BCTS	\$87,836	\$87,836	9,522	50% 50%	43,918 43,918	4,761 4,761	
43	Quinones, R	Maintenance	BCSS	\$77,483	\$77,483	915	40% 60%	30,993 46,490	366 549	
44	Smith, S.	Confidential Secretary	BCTS	\$98,069	\$98,069	29,090	50% 50%	49,035 49,035	14,545 14,545	
45	Smyth, M.	Maintenance	BCSS	\$77,244	\$77,254	22,193	50% 50%	38,622 38,622	11,096 11,096	
46	Susino, J.	Business Administrator/ Board Secretary	BCTS	\$243,709	\$243,709	25,888	50% 50%	121,855 121,855	12,944 12,944	
47	Tikijian, D.	Purchasing Manager	BCTS	\$137,573	\$137,573	17,429	50% 50%	68,787 68,787	8,715 8,715	
48	Tripodi, G.	Transportation	BCTS	\$66,320	\$66,320	21,745	75% 25%	49,740 16,580	16,309 5,436	
49	Vaccaro, A.	Transition Coordinator	BCSS	\$100,912	\$100,912	10,195	10% 90%	10,091 90,821	1,019 9,175	
50	Webster, C.	Teacher	BCSS	\$108,508	\$108,508	27,421	33% 67%	35,808 72,700	9,049 18,372	

Grand Total	5,382,033	1,010,769	6,392,802
Services Within Home District	3,237,646	579,644	3,817,290
Total services provided by BCSS for BCTS	759,091	174,442	933,533
Total services provided by BCTS for BCSS	1,385,295	256,684	1,641,979
Total Management Services	2,144,387	431,125	2,575,512
Grand Total	5,382,033	1,010,769	6,392,802

**BCTS/BCJC**  
**ITA CONTRACT LOG**  
**BOARD RESOLUTION, OCTOBER 20, 2022**

<u>Account #</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>PO#</u>	<u>Client Name</u>	<u>Period</u>	<u>Obligation</u>	<u>Counselor</u>	<u>Hours</u>
20.831.130.324 V2	Bergen Blended	5318	317019	CEPEDA, Sharleen	10/3/22 - 2/9/23	4,000	TM	240
20.831.130.324 V2	Christine Valmy	4466	317026	SMITH, Shelly	10/3/22 - 3/29/23	4,000	TM	300
20.831.130.324 V2	Jersey Tractor	U197	317005	GUTIERREZ, Jose	10/10/22 - 11/18/22	4,000	TM	180
20.831.130.324 V2	Jersey Tractor	U197	317005	NORIEGA, Melkin Jr.	10/3/22 - 11/11/22	4,000	DS	180
20.831.130.324 V2	Jersey Tractor	U197	317005	RICHARDS, Ron	10/10/22 - 11/18/22	4,000	TM	180
20.831.130.324 V2	Jersey Tractor	U197	317005	SIMPSON, Gary Jr.	10/10/22 - 11/18/22	4,000	DS	180
20.831.130.324 V2	Las Comp	C273	317007	BRODIE, Elizabeth	9/26/22 - 2/10/23	4,000	DF	400
20.825.130.324 V2	Jersey Tractor	U197	317005	GARRESON, LaToya	9/26/22 - 11/4/22	4,000	LT	120
20.825.130.324 V2	Jersey Tractor	U197	317005	LASCANO, Julio	9/26/22 - 11/4/22	4,000	DS	180
20.825.130.324 V2	Master Driving	3755	317020	HOOD, Steven	10/3/22 - 12/12/22	3,990	TM	160
20.825.130.324 V2	New Jersey City Uni	V257	317028	RIVERA, Mayhomi	10/17/22 - 2/3/23	3,899	DS	300
20.825.130.324 V2	Parisian	1473	317027	PITRELLI, Marina	10/17/22 - 3/7/23	4,000	DF	600