

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

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

September 28, 2021

AGENDA

#	<u>ADMINISTRATION RESOLUTIONS</u>
22-A-26T	Approval – WIA/WFJ/WLL One Stop Administration and Oversight
22-A-27T	Approval - Professional Development Providers and Services 2021-2022 School Year
22-A-28T	Approval – BCTS District and Board Goals 2021-2022 school year
22-A-29T	Approval – First Reading BOE Policies
22-A-30T	Approval – Second Reading, Final Adoption BOE Policies
22-A-31T	Approval – Superintendent Decision Regarding HIB Case
22-A-32T	Approval – BCTS Mentoring Plan For Assisting and Induction of Novice Teachers - 2021-2022
22-A-33T	Approval – District Professional Development Plan
22-A-34T	Approval – Field Trips
22-A-35T	Approval – Webinar Expenses
22-A-36T	Approval – Articulation Agreements – Bergen Community College and Bergen County ATHS for 2021-2022 School Year
	<u>PERSONNEL RESOLUTIONS</u>
22-P-29T	Approval – 2021-2022 Staff Appointments
22-P-30T	Approval – 2021-2022 Salary Reclassification - Certificated
22-P-31T	Approval – 2021-2022 Salary Reclassification – Non-Certificated
22-P-32T	Approval – Revised start date
22-P-33T	Approval – 2021-2022 Adult and Continuing Education Staff Salary Authorizations
22-P-34T	Approval – 2021-2022 Emergency Medical Services Staff
22-P-35T	Approval – 2021-2022 Medical Data Verification
22-P-36T	Approval – 2021-2022 Staff Salaries Corrections
22-P-37T	Approval – 2021-2022 Staff Compensation for Athletic Events
22-P-38T	Approval – 2020-2021 & 2021-2022 Appointments Extra Duty/Extra Pay Positions and Other Hourly Appointments
22-P-39T	Rescind – Leave(s) of Absence
22-P-40T	Revised – Leave(s) of Absence
22-P-41T	Approval – Resignations
22-P-42T	Approval - Revised Retirement
22-P-43T	Approval – Retirements
22-P-44T	Approval – 2021-2022 Secretarial Salaries
22-P-45T	Approval – Revised 2021-22 Student Abbreviated Day Calendar
22-P-46T	Approval – 2021-2022 EMT Temperature Takers
	<u>FINANCE RESOLUTIONS</u>
22-F-51T	Approval-Payments Of Bills: August/September 2021
22-F-52T	Monthly Certification- July 2021 Board Secretary/School Financial Report
22-F-53T	Line Item Transfers – July 2021
22-F-54T	Approval – Additional Professional Services to Provide Interior Renovations at Adult Education Building

22-F-55T	Approval – Authorizing of Surplus Property – BCTS
22-F-56T	Approval – Shared Services Agreement - Technology Support Bergen County Technical Schools and Fair Lawn Public Schools
22-F-57T	Award Of Contract To Furnish And Deliver Various HVAC Air Filters, On an as Needed Basis, for BCTS, Commencing October 1, 2021, for a Two-Year Period
22-F-58T	Approval—WIOA Formula Individual Training Account Log: 7/1/21-6/30/22
22-F-59T	Acceptance of Special Federal, State and Private Funds and Establishment of Budget (Cares Act)
22-F-60T	Acceptance of Special Federal, State and Private Funds and Establishment of Budget (Cares Act)
22-F-61T	Acceptance of Special Federal, State and Private Funds and Establishment of Budget (Cares Act)
22-F-62T	Acceptance of Special Federal, State and Private Funds and Establishment of Budget (Consolidated Formula Subgrant)
22-F-63T	Approval to Submit Necessary Paperwork to the NJ DOE for the modification of the existing Energy Generation System at the Teterboro Campus
22-F-64T	Approval – Contract With LABQ To Provide On-Site Specimen Collection, Detection Of The Sars-Cov-2 Virus, And Delivery Of Test Results For BCTS Personnel
22-F-65T	Approval – Amendment To Shared Services Agreement With Northern Valley Regional Board Of Education

ADMINISTRATION

22-A-26T APPROVAL—WIA/WF NJ/WLL ONE-STOP ADMINISTRATION AND OVERSIGHT

RESOLUTION

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

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

1. PERFORMANCE OF WIOA FUNDS:

As of August 31, 2021 we trained the following:

<u>ITA DISLOCATED WORKERS</u>	<u>ITA TITLE I</u>	<u>ITA WF NJ/FS/GA</u>
43 Clients	8 Clients	0 Clients
<u>OJT DISLOCATED WORKERS</u>	<u>OJT TITLE I</u>	<u>OS Youth ITA</u>
1 Client	0 Clients	0 Clients

2. LEVELS OF SERVICE: Adults 7/1/21-8/31/21

Placed in Training	52
Workforce Learning Link Basic Skills	33
Workforce Learning Link Soft Skills	52

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

3. FINANCIAL SUMMARY: As of August 31, 2021:

<u>WIOA</u>	<u>% Obligated % Total Budget Funding Distribution</u>	
Adult	25%	20%
Dislocated Worker	35%	34%
Youth Out-of-School	49%	20%
Work First New Jersey (WF NJ)	77%	16%
Workforce Learning Link	49%	2%
Smart Steps	0%	0%
Program Administration	57%	8%

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

4. Plant Closings: Rapid Response July-August 2021: None

**22-A-27T APPROVAL—PROFESSIONAL DEVELOPMENT PROVIDERS AND SERVICES 2021-2022
SCHOOL YEAR**

RESOLUTION

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

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

NAME	SERVICE	RATE	DATE
Foundation for Educational Adm.	Professional Development: Teachers and CST: Overview of Legal Requirements under NJ Special Education Law	\$3700.00	10/1/21
Turnitin LLC	Software program for teachers to provide an originality and identification of potential cheating	\$15,510.00	2021-2022
Marzano Resources	Professional development Programs for staff at Paramus Campus & ATHS: Motivating and Inspiring Students	\$7,000.00	10/22/21 & 11/12/21
Rutgers CMSCE	Professional Development Programs for Teachers	\$3,400.00	2021-2022
Marice Leo –Finance Industry Consultant	Support the District in the implementation of a program for Middle School Enrichment	\$6,100.00 (funded by Perkins Grant)	2021-2022
Ira Stern, Auto/Diesel Tech	Address apprenticeship students at Paramus Campus	No cost	10/5/21
Archieve3000	Actively Learn Program including subscription for students and teachers to support and reveal student thinking and learning	\$24,990.00 (funded by grant)	2021-2022

22-A-28T APPROVAL—BCTS DISTRICT AND BOARD GOALS 2021-2022 SCHOOL YEAR

RESOLUTION

BE IT RESOLVED that the Board of Education adopts the following goals for the 2021-2022 school year.

PROGRAM:

By June 2022, the District will develop the curriculum, industry partnerships, and admissions required to earn NJDOE approval to open a new CTE program in the area of sports medicine and exercise science at our Northern Valley Campus.

COMMUNITY:

By June 2022, the District will increase enrollment in its middle school programming by opening a new satellite, middle school program in the area of digital media.

TECHNOLOGY:

By June 2022, with escalating threats posed by cybercrime, phishing campaigns and malicious attacks worldwide, the District will develop and implement an outreach campaign to all faculty, staff and students to raise awareness and communicate best practices for protecting devices, data and confidential content. Training sessions will take place in-person and remotely and utilize best-in-class training materials from security professionals and organizations.

BUDGET:

By June 2022, establish a budget for the 2022/2023 school year that is both cost effective and responsive to the educational needs of our students.

BOARD OF EDUCATION GOALS:

1. Complete the 2021–22 Board Self–evaluation by April 30, 2022
2. Complete the 2021–22 Superintendent Evaluation by April 30, 2022
3. Continue to implement three (3) board committees (facilities, personnel, and finance) for the 2021–22 school year

HL/am

22–A–29T

APPROVAL—FIRST READING —BOARD OF EDUCATION POLICIES**RESOLUTION**

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

FIRST READING**Section 1000 – Administration**

1648.13M School Employee Vaccination Requirements

Section 2000 – Program

2421 Career and Technical Education

Section 3000 – Certificated Staff Members

3222M Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

3224M Evaluation of Principals, Vice Principals, and Assistant Principals

Section 5000 – Students

5111M Eligibility of Resident (County) and Nonresident (Out-of-County) Students

Section 8000 – Operations

8561M Procurement Procedures for School Nutrition Programs

REGULATION – ONE READING ONLY

Section 1000 – Administration

R1648.13M School Employee Vaccination Requirements

22-A-30T APPROVAL - SECOND READING FINAL ADOPTION BOARD OF EDUCATION POLICIES

RESOLUTION

WHEREAS, the Board of Education **attached** policies listed below were approved on a first reading at the August 31, 2021 meeting; and

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

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

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

Section 3000 – Certificated Staff Members

3221M Evaluation of Teachers
3223M Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3433 Vacations/Leave Time

Section 5000 – Students

5200.2 Attendance – Adult Day Students
5460.02M Bridge Year Pilot Program

22-A-31T APPROVAL OF SUPERINTENDENT DECISION REGARDING HIB CASE

RESOLUTION

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

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

WHEREAS, at the meeting of the Board held on August 31, 2021, the Superintendent reported on the following matters to the Board of Education:

BCTS School Year 2020-2021 HIB Case #3

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

**22-A-32T APPROVAL—BERGEN COUNTY TECHNICAL SCHOOLS MENTORING PLAN FOR ASSISTING AND
INDUCTION OF NOVICE TEACHERS—2021-2022**

RESOLUTION

BE IT RESOLVED that the Board of Education adopts the attached District Mentoring Plan 2021-2022 for assisting and induction of novice teachers; and

BE IT RESOLVED that the Board of Education direct the Superintendent to submit the executed plan to the New Jersey Department of Education County Superintendent.

RP/am

22-A-33T APPROVAL—DISTRICT PROFESSIONAL DEVELOPMENT PLAN TEMPLATE

RESOLUTION

WHEREAS, the New Jersey Department of Education now requires that the District Level Professional Development Plan complies with standards set forth by the NJ Professional Standards for Teachers and NJ Professional Development Standards; and

WHEREAS, the New Jersey Department of Education now requires the Local Board of Education review said plan only for fiscal impacts.

NOW THEREFORE BE IT RESOLVED, the Board of Education accepts the attached District Professional Development Plan Template and directs the Superintendent to supervise implementation of the Plan for the 2021-2022 School Year.

TC/am

22-A-34T 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.:

<u>School</u>	<u>Teterboro Campus</u>
Destination	Freshman Trip (Hands in 4 Youth; West Milford)
Dates	10/4/21
Purpose of Trip	Annual Freshman Class Trip
Participants	170 students
Total Cost of Trip	\$8,575.00
Total Cost to Board	0
Student Cost	\$8,575.00
<u>Participating Staff:</u>	<u>Reimbursement Amount</u>
15 Teachers	

BE IT FURTHER RESOLVED that the principal has compiled a list of students and chaperones, together with parental permission forms and insurance.

22-A-35T

APPROVAL—CONFIRMATION—WEBINAR EXPENSES**RESOLUTION**

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

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

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

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

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

Campus	Employee	Destination	Cost (excludes taxes)	Dates
Central	Gary Hall	Workplace Investigations Webcast	\$169.00	9/30/21

22-A-36T

APPROVAL – ARTICULATION AGREEMENTS – BERGEN COMMUNITY COLLEGE AND BERGEN COUNTY APPLIED TECHNOLOGY HIGH SCHOOL FOR 2021-2022 SCHOOL YEAR**RESOLUTION**

WHEREAS, Bergen Community College will offer courses in World Music and Computer-Aided Drafting which shall provide college credits to students who meet the criteria as set forth in the agreement between Bergen County Applied Technology HS and Bergen Community College;

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

RP: AS/am

POLICIES/REGULATIONS

FIRST READING

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

POLICY

Section: **ADMINISTRATION**
Number: **1648.13M**

Title: SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

EXPLANATION

On August 23, 2021, Governor Murphy signed Executive Order 253. This executive order requires all public school district, charter school, parochial school, and private school employees to be fully vaccinated or submit to COVID-19 testing at a minimum of one or two (2) time per week. Executive Order 253 shall be effective On October 18, 2021. Executive Order 253 also requires that covered settings have a policy for tracking test results from the testing required by the Executive Order and must report results to local public health departments. This policy addresses the requirements of the executive order. In regard to cost, Executive Order 253 indicates school districts "have access to multiple sources of funding to address costs associated with worker vaccination efforts and testing."

This policy satisfies the vaccination and testing policy requirement in the executive order. Nevertheless, the policy must be supplemented by protocols to be developed by the District and included in Appendix A of Policy No. 1648.11M – The Road Forward COVID-19 – Health and Safety. These protocols should include, but not be limited to, the vaccination verification process, testing intervals, the testing confirmation process, and other protocols the District needs to include in Appendix A of Policy No. 1648.11M.

The District must comply with the provisions of Executive Order 253; therefore this policy is mandated.

THE POLICY

In accordance with Executive Order 253 signed by the Governor of New Jersey on August 23, 2021, the Board of Education shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one or two (2) times each week.

EFFECTIVE DATE OF POLICY – OCTOBER 18, 2021

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the District that they are fully

vaccinated must submit to COVID-19 testing at a minimum of one to two (2) times each week on an ongoing basis until fully vaccinated.

“COVERED WORKERS” DEFINED

For purposes of Executive Order 253 and this policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the District whose job duties require them to make regular visits to the District, including volunteers.

Covered workers do not include individuals who visit the District only to provide one-time or limited duration repair, services, or construction.

“FULLY VACCINATED” DEFINED

A covered worker shall be considered “fully vaccinated” for COVID-19 two (2) weeks or more after they have received the second (2nd) dose in a two-dose series or two (2) weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for emergency use by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the United States Food and Drug Administration or the World Health Organization.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated for purposes of this Policy, consistent with the provisions of Executive Order 253.

DOCUMENTATION OF VACCINATION

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for emergency use (EUA) by the FDA or the WHO, or that are approved for use by the FDA or the WHO, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the CDC COVID-19 Vaccination Card;
2. Official record from the New Jersey Immunization Information System (NJIS) or other state immunization registry;

3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any state specific application that produces a digital health record.

DATA COLLECTION COMPLIANCE WITH LAW

The Board of Education's collection of vaccination information from covered workers shall comport with all federal and state laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

SATISFYING EXECUTIVE ORDER 253 REQUIREMENTS

To satisfy the testing requirement of Executive Order 253 and this policy, an unvaccinated covered worker must undergo screening testing up to two (2) times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 infection test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

An unvaccinated covered worker is required to submit proof of a negative result from an acceptable COVID-19 infection test for every test result submission date established under the school district's procedure in order to be eligible to work on-site on and after each such test result submission date. An unvaccinated covered worker's failure to meet this requirement shall be deemed voluntary unavailability for work by that worker, and any work absence resulting from such voluntary unavailability shall be unpaid.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the District may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the District during a week when testing would otherwise be required, the Superintendent or his or her designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

TRACKING AND REPORTING REQUIREMENTS

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

ALLOWANCE FOR STRICTER OR ADDITIONAL REQUIREMENTS

Nothing in Executive Order 253 and this policy shall prevent a Board of Education from revising this policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 through 14B-31.

SUPPLEMENTAL PROTOCOLS

This policy shall be supplemented by Policy No. 1648.11M – Appendix A, which shall include the District’s protocols implementing the provisions of this policy.

The Superintendent is authorized to implement revisions to specific conditions in this policy based on any subsequent executive orders or any additional mandates that affect any provision of this policy. Any such revisions in this policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Legal references: *Executive Order 253 – August 23, 2021*

Adopted (BCTS):

Adopted (BCSS):

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

POLICY

Section: PROGRAM
Number: 2421

Title: **CAREER AND TECHNICAL EDUCATION**

EXPLANATION

This policy has been revised to reflect the recent updates to N.J.A.C. 6A:19 – Career and Technical Education Programs and Standards. These revisions require the District to determine the career and technical education program offered to its students.

THE POLICY

The Board of Education ~~believes provides~~ programs of Career and Technical Education (CTE) **is important to the educational development of its students.** ~~the majority of whom reside in Bergen County, New Jersey. The purpose of the CTE programs is to develop the academic, vocational, and technical skills of students choosing to enroll in these education programs. The CTE experience prepares the students for making career choices, becoming gainfully employed, experiencing the pleasure of lifelong learning, participating in training supplemental to daily employment, and being productive citizens.~~ **The New Jersey system of career and technical education has as its purpose to:**

1. **Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;**
2. **Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;**
3. **Support a comprehensive 9-12 career education and counseling system; and**
4. **Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.**

The Board of Education provides a program of career and technical education operating as a county vocational school district in accordance with N.J.S.A. 18A:54 (Vocational Schools) and N.J.A.C. 6A:19 (Career and Technical Education Programs and Standards).

~~The Board will support a CTE program that offers vocational courses of study as part of the regular curriculum of the District. It shall provide a CTE program operating as a county vocational school district in accordance with N.J.S.A. 18A:54 (Vocational Schools) and N.J.A.C. 6A:19 (Career and Technical Education Programs and Standards).~~

~~DUTIES OF THE BOARD AND DISTRICT~~

~~In order to maintain the District program of vocational education the Board of Education shall approve the content and organization of all vocational courses of study, employ and supervise all vocational education staff, provide adequate facilities for the maintenance of the program, approve the assignment of students to work study and cooperative CTE programs, and supervise the nature and conduct of their employment, approve the transfer of students to out of district vocational education programs, and establish the number of credits to be awarded toward graduation for vocational education courses of study and for cooperative education programs.~~

~~The District will comply with the requirements for CTE as defined in N.J.A.C. 6A:19-3.1 (Program requirements).~~

ADMISSION TO PROGRAMS

Admission to **the District's career and technical vocational** education programs will be open to regularly enrolled students **on the basis of who are qualified by their interest, motivation, and potential for achieving the occupational or other objective of such instruction goals of the program.**

~~STUDENT EXPLOITATION PROHIBITED~~

~~Students participating in part-time school and part-time employment CTE programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard their health and best interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State of New Jersey pertaining to such training and employment.~~

STUDENTS SUBJECT TO BOARD AUTHORITY

All students participating in **career and technical education** the CTE programs within the District or in shared-time **career and vocational-technical** programs are considered to be regularly enrolled in the schools of this District and are subject to the policies and rules of this Board of Education. **The District shall establish admission requirements that include equity and access for all populations, including special populations and special education students.** No student shall be denied admission or participation in any **career and technical education CTE** programs due to race, color, creed, religion, national origin, ancestry, age, marital status, **affectional or** sexual orientation, gender, **socioeconomic social or economic** status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.

STUDENT EXPLOITATION PROHIBITED

The District will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the state pertaining to such training and employment. The District will comply with all safety and health standards contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

STATUTORY AND ADMINISTRATIVE CODE COMPLIANCE

Career and technical education programs offered by the District shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

~~SALE OF VOCATIONAL SERVICES TO THE PUBLIC~~

~~The Board of Education will permit the sale of vocational services for cost of material and spoilage, such as automobile repair, to the public to meet the objectives of the District vocational education program. The teacher, with the approval of the Principal, may grant requests for routine services; the Superintendent or his or her designee and the Board must approve any requests for unusual or major projects first. Careful consideration must be given to each project to insure that the students rendering the service are not being exploited and the project is of educational benefit. Patrons will be charged only for the actual cost of materials used in completing projects and a service fee that shall be set by the Principal or his or her designee. All moneys realized from the conduct of vocational projects shall be delivered daily to the school office.~~

REGULATORY REQUIREMENTS

~~The Superintendent or his or her designee shall develop regulations that insure that all programs are operated in conformity with the current state plan for vocational and technical education approved by the New Jersey State Board of Education and accepted by the United States Department of Education, all certificated staff are properly certified for their specific teaching assignments, vocational students and staff members are provided with a safety handbook, and the vocational education of disadvantaged and disabled students is supplemented by suitable programs of remedial instruction.~~

The Superintendent or his or her designee shall seek and utilize all available state, federal, and private sources of revenue for the financial support of **career and technical vocational** education programs in this District.

Legal Reference: *N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54 34:2-21.17 (Prohibited employments for minors under 16 and under 18; exceptions)*
N.J.A.C. 6A:8-2.2 (Authority for the State Plan for Career and Technical Education); 6A:8-3.2 (Career education and counseling); 6A:9 (Professional Licensure and Standards); 6A:14 (Special Education, see esp., 6A:14-4.7 (Program Criteria: Special Class Programs, Secondary, and Vocational Rehabilitation); 6A:19 (Career and Technical Education Programs and Standards); 6A:26-6.3 (Educational Facility Planning Standards); 12:58-3 (Occupations Prohibited to Minors under Sixteen Years of Age); 12:58-4 (Occupations Prohibited to Minors under Eighteen Years of Age)

Cross Reference: ~~Policy No. 2421.1 Cooperative Career and Technical Education~~
~~2480 Structured Work-Based Learning Experiences~~
~~8420 Emergency Evacuation~~
~~8431 Preparedness for Toxic Hazard~~
~~8441M Care of Injured and Ill Persons~~
~~8442 Reporting Accidents~~
~~8460M Student Safety~~

Adopted (BCTS): 9/11/02 Rev.: 3/15/06 Rev.: 2/3/15 Rev.:
Adopted (BCSS): N/A

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

POLICY

Section: CERTIFICATED
STAFF MEMBERS
Number: 3222M

Title: EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING
TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board adopts this policy and Regulation No. R3222M – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators, for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act and the AchieveNJ administrative codes. This policy and Regulation No. R3222M provide the specifications and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

DEFINITION – TEACHING STAFF MEMBER

For purposes of this policy and Regulation No. R3222M, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. The term “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

~~The rules in N.J.A.C. 6A:10 – Educator Effectiveness, shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, and n~~ No collective bargaining agreement entered into after July 1 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the **purpose of conducting the educator** evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for **all** teaching staff members, which shall be submitted to the Commissioner of Education by **August June 1st** for approval by August 15th of each year. The evaluation rubrics shall have four (4) defined annual

ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee ~~may~~ **shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 **and N.J.A.C. 6A:10-6.2**. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten (10) teaching staff member working days of adoption.

Legal reference: *N.J.S.A. 18A:6-117 et seq.; 18A:27-3.1*

N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5; 6A:10-6.2

Adopted (BCTS): 9/11/02 Rev.: 5/17/06 Rev.: 4/29/14 Rev.: 4/28/16 Rev.: 8/29/17
Rev.:

Adopted (BCSS): 10/16/02 Rev.: 5/17/06 Rev.: 5/29/14 Rev.: 4/26/16 Rev.: 8/22/17
Rev.:

☒ BERGEN COUNTY TECHNICAL SCHOOLS

☒ BERGEN COUNTY SPECIAL SERVICES

POLICY

Section: CERTIFICATED
STAFF MEMBERS

Number: 3224M

Title: EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND
ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts this policy and the District administration issues Regulation No. R3224M for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act and the AchieveNJ administrative code. This policy and Regulation No. R3224M contain the provisions and requirements for the observation and evaluation of Principals, Vice Principals, and Assistant Principals consistent with TEACHNJ and AchieveNJ.

~~The rules in N.J.A.C. 6A:10 – Educator Effectiveness, shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, and No~~ collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the **purpose of conducting the educator** evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act. N.J.S.A. 47:1A-1 et seq.

The Board of Education shall annually adopt evaluation rubrics for **all** Principals, Vice Principals, and Assistant Principals, which shall be submitted to the Commissioner of **Education** by **August 1st** for approval by August **15th** of each year. The evaluation rubrics shall have four (4) defined annual ratings: unsatisfactory, progressing, proficient, and exemplary. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. A District Evaluation Advisory Committee ~~may~~ **shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated unsatisfactory or progressing on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, or Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten (10) Principal, Vice Principal, or Assistant Principal working days of adoption.

Legal references: *N.J.S.A. 18A:6-117 through 6-129*

N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5; 6A:10-5.1 through 10-5.4; and 6A:10-7.1 through 10-7.3

Adopted (BCTS): 4/29/14 Rev.: 4/28/16 Rev.: 8/29/17 Rev.:
Adopted (BCSS): 5/29/14 Rev.: 4/26/16 Rev.: 8/22/17 Rev.:

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

POLICY

Section: STUDENTS
Number: 5111M

Title: **ELIGIBILITY OF RESIDENT (COUNTY) AND NONRESIDENT
(OUT-OF-COUNTY) STUDENTS**

EXPLANATION

Statutory language of N.J.S.A. 18A:7B-12 (District of residence; determination) is being added to the policy. It addresses residency criteria for a student residing outside the District to be allowed to continue attending school in the District. The law also provides that if the student continues to attend school in the District while living outside the District for more than one year, the state will assume fiscal responsibility for the tuition costs associated with the student's attendance

THE POLICY

The Bergen County Vocational School District Board of Education shall admit to its schools, free of charge, persons over five (5) and under twenty (20) years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, subject to the provisions set forth herein and under applicable laws, rules, and regulations.

ELIGIBILITY TO ATTEND SCHOOL

The Board of Education, as a county vocational school district within the meaning and intent of N.J.S.A. 18A:54-11 through 54-41, including but not limited to N.J.S.A. 18A:54-20.1, shall admit students who apply for admission and are accepted for attendance at any of the schools of the county vocational school district.

The Board shall admit students eligible to attend school free of charge who are domiciled within the District as defined in N.J.A.C. 6A:22-3.1 through 22-3.4 (Eligibility to Attend School).

A child who is domiciled within the District and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the District in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the

return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the District pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the District.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the District and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2 (Other students eligible to attend school). A student is only eligible to attend school in the District pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she:

1. Is domiciled within the District;
2. Is supporting the child without remuneration and intends to do so for a time longer than the school term;
3. Will assume all personal obligations for the student relative to school requirement; and
4. Provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or
5. Provides a copy of his or her mortgage or tax bill if an owner.

Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

PERSON OTHER THAN PARENT/GUARDIAN DOMICILED IN THE DISTRICT

A student is eligible to attend school in this District free of charge pursuant to N.J.S.A. 18A:38-1b if the student is kept in the home of a person domiciled in the District, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency provided that the student applies for admission to and is accepted for attendance at any of the schools of the county vocational school district. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

DISTRICT OF TEMPORARY RESIDENCE

A student is eligible to attend school in this District free of charge pursuant to N.J.S.A. 18A:38-1(d) if the student's parent or guardian temporarily resides within the District and elects to have the student attend the District of temporary residence, notwithstanding the existence of a domicile elsewhere and the student applies for admission to and is accepted for attendance at any of the schools of the county vocations school district. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school District of temporary residence. When one of a student's parents or guardians temporarily resides in the District while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

Provided that the student applies for admission and is accepted for attendance at any of the schools of the county vocational school district, a student is eligible to attend this District free of charge:

1. If the student's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 (Education of Homeless Children);
2. If the student is placed by court order or by a society, agency, or institution in the home of a district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the District and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the District, pursuant to N.J.S.A. 18A:38-3(b). The District shall not be obligated for transportation costs; and
4. If the student resides on federal property within the state pursuant to N.J.S.A. 18A:38-7.7 through 38-7.14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the District as a result of domestic violence, sexual abuse, or other family crisis shall be permitted to remain enrolled in the District for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.3(h). If the student remains enrolled in the District for the remainder of the school year, the District shall provide transportation services to the student, provided the student lives remote from school and the state shall reimburse the District for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable state or federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12

identify a district of residence out of the state; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the state shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the District shall not condition enrollment in the District on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation No. R5111M – Eligibility of Resident/Nonresident Students.

PROOF OF ELIGIBILITY

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the District in accordance with the provisions of N.J.A.C. 6A:22-3.4 (Proof of Eligibility). The Board of Education shall consider the totality of information and documentation offered by an applicant and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with federal law, document or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. In the case of a dispute between the District and the parent of a student in regard to the student's eligibility to enroll in the District or to remain enrolled in the District pursuant to the provisions of N.J.S.A. 18A:38-1, the District may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent's name and address for use in verifying a student's eligibility for enrollment in the District in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the District shall not condition enrollment in the District on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

REGISTRATION FORMS AND PROCEDURES FOR INITIAL ASSESSMENT

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 through 22-4.3 (Initial Assessment and Enrollment). The Board of

Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A District-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

UNCONTESTED DENIAL, APPLICATION DEFECTS, FAILURE TO FILE APPEAL

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the District if defects in the application are not corrected or an appeal is not filed in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and 22-4.3.

When a student appears ineligible based on the information provided in the initial application, the District shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the New Jersey Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the District's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed with the twenty-one (21) day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six (6) and sixteen (16), applicants also shall be asked to complete a written statement indicating the student will be attending school in another district or nonpublic school or receiving instruction at a school other than one in the District pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the district of actual domicile or residence or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the District or the Department of Children and Families with the student's name, the name(s) of the parent/ guardian/ resident, and the student's address to the extent known. Staff shall also indicate admission to the District has been denied based on residency or domicile and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

ABSENCE OF BIRTH CERTIFICATE OR OTHER PROOF OF IDENTITY

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2,

Education of Homeless Children. Enrollment or attendance in the District shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty (30) days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

ABSENCE OF MEDICAL RECORDS

Enrollment in the District shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.1 through 57-4.19 (Immunization of Pupils in Schools).

ABSENCE OF EDUCATIONAL RECORD

When enrollment in the District, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the District's receipt of records or further assessment of the student.

NOTICE OF INELIGIBILITY

When a student is found ineligible to attend the District pursuant to N.J.A.C. 6A:22-1.1 through 22-4.3 (concerning student residency), or the student's initial application is found to be deficient upon subsequent review or investigation, the District immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

REMOVAL OF CURRENTLY ENROLLED STUDENTS

Nothing in N.J.A.C. 6A:22 and this policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the District who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in

N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 and 22-4.3. The full Board or a Board Committee, at the discretion of the full Board, may conduct hearings required pursuant to N.J.A.C. 6A:22-4.3. If a Board Committee conducts the hearing(s), the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 through 4-21 (Open Public Meetings Act).

APPEAL TO THE COMMISSIONER OF EDUCATION

An applicant may appeal to the Commissioner of Education ~~by~~ the District's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 through 38-7.14 (Persons Who May Attend School) and N.J.A.C. 6A:3-8.1 (Appeals from District Board of Education Determinations of Entitlement to Attend School Based upon Domicile or Residency in District) and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

ASSESSMENT AND CALCULATION OF TUITION

If no appeal to the Commissioner of Education is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one (21) day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the District, or the petitioner withdraw the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

NONRESIDENT STUDENTS

The admission of a nonresident student to school free of charge must be approved by the Board. Nonresident students shall be required to pay tuition to attend the county vocational school district and, also, may be required to pay a nonresident fee. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, sex, socioeconomic status, gender identity or expression, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

ANTICIPATING ENTRANCE INTO OR LEAVING DISTRICT

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates District residency and has entered a contract to buy, build, or rent a residence in this District may be offered admission to one of the District's programs for a period of time not to exceed eight (8) weeks prior to the anticipated date of residency. The parent or legal guardian shall pay tuition on a prorated basis.

If any such child is enrolled in the District and he or she does not become a resident of the District within eight (8) weeks after admission to the school, tuition will be charged until such time as the student becomes a resident of the District or withdraws from the school.

Students whose parent or guardian have moved from the District, thereby becoming residents of another county on or after February 1 of a given school year, and twelfth (12th) grade students whose parent or guardian have moved from the District on or after January 1 of a given year will be permitted to finish the school year in this District. In either case, the parents or legal guardian shall pay tuition on a prorated basis.

F-1 VISA STUDENTS

F-1 Visa students will not be admitted to this District.

J-1 VISA STUDENTS

J-1 Visa students will not be admitted to this District.

Legal references: 8 CFR 214.3

N.J.S.A. 10:4-6 through 4-21 (Open Public Meetings Act); 18A:7B-12 (District of residence; determination); ~~18A:7B-12.1 (Homeless child;~~

~~responsibility for education; determination of placement; payment of costs); 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3; 18A:38-3.1 through 38-7.14 (Persons Who May Attend School); 18A:54-11 through 54-41 (County Vocational Schools); 18A:54-20.1 (Enrollment of pupils in county vocational schools; funding; tuition)~~

N.J.A.C. 6A:3-8.1 (Appeals from District Board of Education Determinations of Entitlement to Attend School Based upon Domicile or Residency in District); 6A:14-3.3 (Special Education; Services; Location, referral and identification); 6A:17-2.1 through 17-2.9 (Education of Homeless Children); 6A:19-3.1 (Career and Technical Education Programs and Standards; Development, Approval, and Delivery of Career and Technical Education; Program Requirements); 6A:22-1.1 through 22-6.3 (Student Residency); 8:57-4.1 through 57-4.19 (Immunization of Pupils in Schools)

Adopted (BCTS): 1/23/02 Rev.: 4/20/05 Rev.: 11/3/08 Rev.: 4/13/10 Rev.: 5/25/11
Rev.: 1/24/17 Rev.: 6/20/19 Rev.: 12/8/20 Rev.:

Adopted (BCSS): N/A

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

POLICY

Section: OPERATIONS
Number: 8561M

Title: PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

EXPLANATION

The New Jersey Department of Agriculture (NJDA) announced that "Form 358 – Federal Funds Procurement Method Selection Chart" (Form 358) was recently updated. Based on advice coming directly from the NJDA and the fact that Form 358 is frequently revised, the District should remove this document from the policy. The revised policy incorporates Form 358 by reference. In the future, the District may access the Form 358 as it is updated on the NJDA webpage and will not have to continually update the policy every time Form 358 is changed.

This policy is mandated as the District participates in a USDA School Nutrition Program with a food service management company (FSMC).

THE POLICY

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

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

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

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

I. General Procurement

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

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

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

II. Micro-Purchases Procedures:

- A. Purchases of supplies or services, as defined by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.
- B. Formal bid procedures will be applied on the basis of:
1. Centralized system;
 2. Individual school;
 3. Multi-school system; and/or
 4. State contract.

- C. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board-approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

III. Formal Procurement

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

- A. An announcement of an IFB or an RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
- B. An advertisement in the official newspaper for at least one day is required for all purchases over the District's small purchase threshold as outlined in ~~Appendix~~ Federal Funds Procurement Method Section Chart – **State Agency Form #358**. The advertisement will contain the following:
 - 1. A general description of items to be purchased;
 - 2. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - 3. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - 4. The deadline for submissions of sealed bids or proposals; and
 - 5. The address of the location where complete specifications and bid forms may be obtained.
- C. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- D. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- E. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

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

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

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

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

1. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
2. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are

conducted in compliance with applicable federal, state, and local procurement regulations.

3. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

G. In awarding an RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

1. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
2. The School Business Administrator/Board Secretary or his or her designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
3. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
4. The School Business Administrator/Board Secretary or his or her designee will be responsible for documentation that the actual product specified was received.
5. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternative. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
6. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternatives, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

7. The School Business Administrator/Board Secretary is responsible for maintain all procurement documentation.

IV. Small Purchase Procedures

If the amount of purchases for items is less than the District's mall purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – **State Agency Form #358** ~~See Appendix~~, the following small purchase procedures including quotes will be used. Quotes from a minimum number of two (2) qualified sources will be required.

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

V. Noncompetitive Proposal Procedures

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

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

VI. Miscellaneous Provisions

- A. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
- B. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
- C. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
- D. Specifications will be updated as needed.

- E. If the product is not as specified, any of several actions shall be taken, among them: removal of product from service; contact of vendor for approved alternate product; or removal of product from bid.

VII. Emergency Purchases

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

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

- A. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.381 through 200.326 and applicable program regulations and guidance.
- B. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - 1. All procurements were subject to full and open competition and were made in accordance with federal/state/local procurement requirements;
 - 2. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - 3. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - 4. The awarded contract requires all the federally required certifications; e.g., Buy American, debarment, restrictions on lobbying, etc.;
 - 5. The agency will confirm the addition of their purchasing power (goods and services) to the procurement in scope or services does not create a material change, resulting in the need to re-bid the contract;

6. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
7. The Buy American provisions are included in the procurement of food and agricultural products; and
8. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

IX. Records Retention

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

- A. Written rationale for the method of procurement;
- B. A copy of the original solicitation;
- C. The selection of contract type;
- D. The bidding and negotiation history and working papers;
- E. The basis for contractor selection;
- F. Approval from the state agency to support a lack of competition when competitive bids or offers are not obtained;
- G. The basis for award cost or price;
- H. The term and conditions of the contract;
- I. Any changes to the contract and negotiation history;
- J. Billing and payment records;
- K. A history of any contract claims;
- L. A history of any contractor breached; and
- M. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

X. Code of Conduct for Procurement

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

XI. Food Service Management Company (FSMC)

- A. In the operation of the District's food service program, the District shall ensure that a FSMC complies with the requirements of the Program Agreement, the District's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable state and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
- B. The District shall monitor the FSMC billing invoices to ensure compliance with federal and state procurement regulations.

- C. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for an FSMC.

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

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

Adopted (BCTS): 5/28/19 Rev.: 4/29/21 Rev.:
Adopted (BCSS): 5/30/19 Rev.: 4/27/21 Rev.:

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A. 18A:18A-3	Sound Business Practice*
Below \$6,400 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$44,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$44,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$44,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$44,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000	Micro-purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice*
*Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications". It is titled, "State Agency Form #358".

☒ **BERGEN COUNTY TECHNICAL SCHOOLS**

☒ **BERGEN COUNTY SPECIAL SERVICES**

REGULATION

Section: ADMINISTRATION

Number: R1648.13M

Title: SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

I. Definitions

- A. "Covered Workers" shall include all individuals employed by the Board of Education, both full and part-time including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the District whose job duties require them to make regular visits to the District, including volunteers. The term "Covered workers" does not include individuals who visit the District only to provide one-time or limited duration repair, services, or construction.
- B. "Fully Vaccinated." A Covered Worker shall be deemed to be Fully Vaccinated with respect to the COVID-19 virus two (2) or more weeks after receiving the second (2nd) dose of a two-dose vaccination series, or two (2) weeks or more after they have received one (1) dose of a single-dose vaccine, provided that such vaccines are currently authorized for emergency use authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or are approved for use by the FDA or WHO.
- C. "Documentation of Vaccination" means documentary proof of Fully Vaccinated status and shall include the following documents, provided that they identify COVID-19 vaccines currently authorized for EUA by the FDA or WHO, or that are approved for use by the FDA or WHO, together with an administration date for each dose: (i) Centers for Disease Control and Prevention (CDC) COVID-19 vaccination card issued to vaccine recipient by vaccination site, or electronic or physical copy of the CDC COVID-19 Vaccination Card; (ii) official record from the NJ Immunization Information System (NJIS) or other state immunization registry; (iii) record from health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist; (iv) military immunization or health record from the U.S. Armed Forces; or (v) docket mobile phone application record or any State-specific application that produces a digital health record.

- D. "Documentation of Testing" means documentary proof that an unvaccinated Covered Worker has undergone COVID-19 screening infection testing

II. Procedures Related to COVID-19 Vaccination or Testing

A. It is the policy of the Board of Education, consistent with Executive Order 253 and Policy No. 1648.13M, that all Covered Workers be Fully Vaccinated by October 18, 2021. If a Covered Worker is unvaccinated, the Covered Worker will be subject to weekly COVID-19 infection testing requirements. Covered Workers not in compliance with this policy may be subject to discipline or other personnel action, up to and including termination.

B. On October 18, 2021, Covered Workers who are vaccinated will be required to provide either proof of vaccination consistent with Policy 1648.13M.

C. Unvaccinated Covered Workers will be required to participate in ongoing COVID-19 infection testing on a weekly basis to mitigate risk to other Covered Workers and visitors when they are on-site at a Board school building or program.

III. Weekly Testing for Unvaccinated Covered Workers

A. As of October 18, 2021, Covered Workers who do not submit proof of Full Vaccination must comply with the following ongoing conditions until they are fully vaccinated:

- (1) Undergo weekly COVID-19 infection testing, at a minimum of one (1) to two (2) times each week. COVID-19 viral tests must be performed by an approved testing facility, such as a pharmacy or healthcare facility. Home tests are not permitted. Information on free testing or low cost is available through the New Jersey Department of Health. In the event that infection tests are not covered by insurance, Covered Workers will be required to pay out-of-pocket costs for such tests.
- (2) It is preferred that Covered Workers undergo their weekly infection tests outside of working hours, if practicable. However, Covered Workers are permitted to use sick leave or request the use of vacation leave and/or administrative leave for tests taken during work hours, subject to job needs and the prior approval of their supervisors.
- (4) Submit the results of each weekly infection test to the school district in accordance with procedures and utilizing delivery mechanisms as are directed by the Superintendent.
 - (a) Covered Workers must electronically submit their COVID-19 test results no later than 5:00pm on the evening before each designated test result submission date.

- (b) An unvaccinated Covered Worker's failure to a valid COVID-19 infection test result as directed shall be deemed voluntary unavailability for work by that worker, and any work absence resulting from such voluntary unavailability shall be unpaid. Unvaccinated Covered Workers who miss weekly infection test result submission requirements may also be subject to progressive discipline, and are not entitled to work remotely.
- (5) The Board of Education is not obligated to not provide, schedule or reimburse COVID-19 tests for any Covered Worker. If the Board of Education makes any such arrangements or provides any such support at its discretion, it reserves the right to discontinue same without notice or cause.
- (6) Additional leave time will not be provided for an employee to obtain a COVID-19 infection test, for purposes of this Regulation or Policy No. 1648.13M.
- B. Covered Workers who test positive for COVID-19 should refer to already existing policies as adopted by the Board of Education.
- C. The requirement that unvaccinated Covered Workers submit to weekly infection testing will continue until further notice. The school district will keep a log of all employee infection testing reported under this Regulation or Policy No. 1648.13M. Covered Workers will only be removed from the weekly infection testing requirements once they submit proof of full vaccination or as may otherwise be authorized in accordance with Executive Order 253.

IV. Required Proof of Compliance

- A. All Covered Workers will be required to comply with Policy 1648M by providing proof of either full vaccination against COVID-19 or the results of weekly COVID-19 infection tests in accordance with district procedures.
- B. Vaccinated Covered Workers must submit their COVID-19 vaccination data and a copy of their vaccination documents in accordance with procedures and utilizing delivery mechanisms as are directed by the Superintendent.
- C. If Covered Workers do not have a completed COVID-19 vaccination as defined above by October 18, 2021, Covered Workers are required to submit to weekly infection testing unless Covered Workers provide proof of full vaccination.

V. Enforcement

Any Covered Worker who fails to comply with this Policy and Regulation may be subject to disciplinary action, up to and including termination. Submission of any

falsified documents, including as to vaccination or testing may also be the basis for discipline.

VI. Safekeeping of Confidential Medical Records/Information

All medical information submitted in the course of compliance with Policy and Regulation 1648.13M will be maintained in a file separate from the Covered Employee's personnel file and will be treated as confidential medical record.

Legal references: *Executive Order 253 – August 23, 2021*

Adopted (BCTS):

Adopted (BCSS):

POLICIES

SECOND READING

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

POLICY

Section: CERTIFICATED
STAFF MEMBERS
Number: 3221M

Title: EVALUATION OF TEACHERS

The Board of Education understands the importance of teaching effectiveness to further the development of a professional corps of educators and to increase student achievement. In recognition of these principles, the Board adopts this policy and Regulation No. R3221M for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act and the AchieveNJ administrative codes. This policy and Regulation No. R3221M provide the specifications and requirements for teacher evaluations consistent with TEACHNJ and Achieve NJ. However, the evaluation requirements will not apply to those teachers who teach part time in the Adult Education Division of the Bergen County Technical Schools District.

DEFINITION – TEACHER

For purposes of this policy and Regulation No. R3221M, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47-1 et seq.

The Board of Education shall annually adopt evaluation rubrics for all teachers, which shall be submitted to the Commissioner of Education by August 1 for approval by August 15th of each year. The evaluation rubrics shall have four (4) defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. The District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.3 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubrics as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2 shall be used to determine the impact it has on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 10-3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten (10) teacher working days of adoption.

Legal references: *N.J.S.A. 18A:6-117 through 6-129; 18A:27-3.1*

N.J.A.C. 6A:10-1.1 through 10-1.4 (General Provisions); 6A:10-2.1 through 10-2.5 (Evaluation of Teaching Staff Members); 6A:10-3.1 through 10-3.2 (School Improvement Panel); 6A:10-4.1 through 10-4.4 (Components of Teacher Evaluation); and 6A:10-7.1 through 10-7.2 (Commissioner Approval of Educator Practice Instruments)

Adopted (BCTS): 4/29/14 Rev.: 4/28/16 Rev.: 8/29/17 Rev.:
Adopted (BCSS): N/A

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

POLICY

**Section: CERTIFICATED
STAFF MEMBERS**
Number: 3223M

**Title: EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS,
VICE PRINCIPALS, AND ASSISTANT PRINCIPALS**

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts this policy for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act and the AchieveNJ administrative codes. This policy and Regulation No. R3223M provide the specifications and requirements for administrator evaluations consistent with both TEACHNJ and AchieveNJ.

DEFINITION - ADMINISTRATOR

For purposes of this policy and Regulation No. R3223M, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1.1, employed in the District in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the District. For the purposes of this policy, the regulation, and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq., or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, located at N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators, which shall be submitted to the Commissioner of Education by August 1st for approval by August 15th of each year. The evaluation rubrics shall have four (4) defined annual ratings: unsatisfactory, progressing, proficient, and exemplary. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing

the evaluation rubrics for all administrators. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated unsatisfactory or progressing on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If any administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten (10) administrator working days of adoption.

Legal reference: *N.J.S.A. 18A:6-117 et seq.; 18A:27-3.1*

N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5

Adopted (BCTS): 9/11/02 Rev.: 6/20/06 Rev.: 4/29/14 Rev.: 4/28/16 Rev.: 8/29/17
Rev.:
Adopted (BCSS): 10/16/02 Rev.: 6/20/06 Rev.: 5/29/14 Rev.: 4/26/16 Rev.: 8/22/17
Rev.:

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

POLICY

Section: **CERTIFICATED
STAFF MEMBERS**
Number: **3433**

Title: **VACATIONS/LEAVE TIME**

Vacation time is neither accrued by nor applicable to teachers in the District.

The in-school work year for all teachers employed on a ten-(10) month basis (other than new teachers who may be required to attend one additional day for orientation) shall not exceed one hundred eighty-three (183) days.

TWELVE-MONTH TEACHERS

The in-school work year for all teachers employed on a twelve-(12) month basis shall be comprised of the work year of teachers employed on a ten-(10) month basis plus an additional twenty (20) workdays between July 1 and August 31. There will be no additional fringe benefits attached to the summer workdays.

LENGTH OF CONTRACTS

All ten (10)-month certificated employee contracts shall be dated from September 1 to June 30. All twelve (12)-month certificated employee contracts shall be dated from July 1 to June 30.

TWELVE-MONTH STAFF

Vacation time for all employees in twelve (12) month positions that are eligible for vacation days shall be earned after an employee completes a twelve (12) month contract year of employment (July 1 to June 30). Vacation days earned for working during a contract year become available to an employee for use on July 1 of the next contract year. A new employee who works less than a full contract year before the next July 1 will earn vacation days on a prorated basis. During the first year of employment an employee may borrow from the vacation entitlement days s/he will receive on the first July 1 following his/her initial district employment. Vacation days "used early" in this manner will be deducted from the balance of earned vacation days the employee receives for use on the next July 1.

CARRY OVER OF VACATION TIME

Unless otherwise approved by the Board, employees who earn vacation days shall have one (1) year to use their vacation time after it becomes available for use. Unless

otherwise approved by the Board, an employee shall be permitted to carry over a maximum of five (5) unused vacation days to the next fiscal year. None of the unused vacation days carried over from one year to the next may be carried over to a second year; instead they shall be forfeited.

EMERGENCY LEAVE

The Principal or Program Administrator may grant to any regularly employed teacher emergency leave each year for the following reasons: death in the immediate family; death of a relative not a member of the immediate family; personal business or religious reasons.

UNCOMPENSATED LEAVE

The Board of Education, upon recommendation of the Superintendent, may grant a leave of absence, without pay or benefits, for personal reasons or educational study, to any tenured employee.

Legal reference: *N.J.S.A. 18A:30-1 through 30-8 (Leaves of Absence)*
 29 U.S.C. 2601 et seq.

Adopted (BCTS): 9/11/02 Rev.:
Adopted (BCSS): N/A

☒ BCTS Policy No. 3433
☐ BCSS Policy No. N/A

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

POLICY

Section: STUDENTS
Number: 5200.2

TITLE: ATTENDANCE – ADULT DAY STUDENTS

The Bergen County Technical Schools' attendance policy is as follows:

ABSENTEEISM/LATENESS

Absences will be counted when a student is not in attendance for the entire school day. A "lateness" or "early leave" will be counted when a student is present for part of the day. The total number of hours a student misses due to tardiness or leaving early, will count against their total attendance hours. Refer to the information below for the total number of hours that can be missed and how many tardy arrival/early dismissals are permitted in each program, before a student receives a warning letter, a probation letter, or is terminated.

The number of personal days permitted is based on the total number of hours in the program.

ATTENDANCE POLICY

Business Administration & Management, General (840 Hours):

- Warning Letter – 25 hours of missed class time
- Probation Letter – 55 hours of missed class time
- Termination Letter – 84 hours of missed class time
- 2 personal days allowed
- 6 hours of Professional Time (career-related activities to be approved by the Principal or his or her designee)

Plumbing Program Class (819 Hours)

- Warning Letter – 24 hours of missed class time
- Probation Letter – 53 hours of missed class time
- Termination Letter – 82 hours of missed class time

- 2 personal days allowed
- 6 hours of Professional Time (career-related activities to be approved by the Principal or his or her designee)

HVAC Program Class (1053 Hours)

- Warning Letter – 36 hours of missed class time
- Probation Letter – 71 hours of missed class time
- Termination Letter – 106 hours of missed class time
- 3 personal days allowed
- 6 hours of Professional Time (career-related activities to be approved by the Principal or his or her designee)

Electrical Program Class (1200 Hours)

- Warning Letter – 36 hours of missed class time
- Probation Letter – 78 hours of missed class time
- Termination Letter – 120 hours of missed class time
- 3 personal days allowed
- 6 hours of Professional Time (career-related activities to be approved by the Principal or his or her designee)

APPEALS

Students may appeal the probationary status, loss of completion certificate, or program termination. Such appeals will be heard by the appeals committee consisting of the District Superintendent, Assistant Superintendent or their designees and decided on a case-by-case basis with input from the instructor and the school counselor.

For purposes of counting the number of days absent or late, no differentiation will be made between “excused” and “unexcused”. Exceptions to this occur when a student is granted an official leave of absence (see below), has a required court appearance, or is observing a religious holiday pursuant to N.J.S.A. 18A:36-14 through 36-36.

Students are required to notify the instructor and attendance officer each day he or she is absent. Students also are required to inform their instructor if they arrive late or need to leave early.

It is the student's responsibility to be aware of their total hours in attendance and any requirements need to earn their program certificate. This information is detailed in the Adult Education Student Handbook.

Students should be fully aware that financial aid awards may be affected by any absence from class. Federal regulations dictate that all Pell Grant or Federal Direct Student Loan recipients must complete no less than one-half (1/2) of the total program hours before the second disbursement of their financial aid may be released. This means that any absence or episodes of lateness will delay the payment of grants or loans and this, in turn, will delay any refund of these funds to which the student may be entitled.

LEAVE OF ABSENCE

In the event of prolonged personal illness or other extenuating circumstances, a leave of absence may be requested. All requests for leaves must be submitted to the Admissions Office in writing. Requests will be granted on an individual basis. A leave of absence will be granted for a period of up to twenty (20) consecutive school days. Any request for an extension of time must include a valid explanation for the extension and will be considered on a case-by-case basis.

Students requesting a leave of absence who are sponsored by an outside agency must first contact their counselor at the agency. Students may be granted only one leave of absence during their program even if such leave is for a period of less than twenty (20) consecutive days.

CALENDAR

School will meet daily unless otherwise indicated by the district calendar.

Adopted (BCTS): 9/11/02 Rev.: 11/1/11 Rev.: 8/26/14 Rev.:
Adopted (BCSS): N/A

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

POLICY

Section: STUDENTS
Number: 5460.02M

Title: BRIDGE YEAR PILOT PROGRAM

The New Jersey Commissioner of Education has established a three-year “Bridge Year Pilot Program,” under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the Provisions of P.L. 2020 c.41. The purpose of the Bridge Year Program shall be to provide participating students with an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

DEFINITION

For the purpose of this policy, “host high school” means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

BRIDGE YEAR LIAISON

Under the Bridge Year Pilot Program each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school’s central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

STUDENT ELIGIBILITY

To be eligible to participate in the Bridge year Pilot Program, a student shall be nineteen (19) years of age or younger and shall not turn twenty (20) years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty (20) years of age during the Bridge Year due to services provided pursuant to the student’s individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school’s Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the

implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

CREDIT REQUIREMENTS

During the fall semester of the student's Bridge Year, the student shall take between nine (9) and twelve (12) credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge year, the student shall take between nine (9) and twelve (12) credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three (3) credits offered by a four-year institution of higher education at any high school in the state or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

ENDING PARTICIPATION IN THE BRIDGE YEAR

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

STATUTORY COMPLIANCE

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L. 1968 c.410 (C.52:14B-1 through 14B-31), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L. 1968, C.410 (C.52:14B-1 through 14B-31), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

Legal references: *P.L. 2020 c.41*

Adopted (BCTS):

Adopted (BCSS):

BERGEN COUNTY TECHNICAL SCHOOLS

District Mentoring Plan

2021-22

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PROGRAM GOALS

Bergen County Technical Schools support the continued improvement of teachers new to the district through its Mentoring Program. The purpose of the Mentoring Program is to link the Protégé teacher with a veteran teacher upon whom he/she can rely on for assistance and guidance. During this mentoring period, ongoing collaboration will facilitate the growth of the Protégé teacher toward the highest levels of professional practice during his/her first years of teaching in the district.

The BCTS mentoring program provides for a yearlong mentoring partnership for teachers new to the field of education, or in some cases new to the District. For experienced teachers who are new to the district, the mentoring program should offer a partnership designed to provide support with local policy, procedures and curriculum.

Specific program goals should include:

- Retaining quality teachers
- Improving beginning teachers' skills and performance
- Supporting teacher morale, communications, and collegiality
- Building a sense of professionalism, positive attitude
- Facilitating a seamless transition into the first year of teaching
- Putting theory into practice
- Preventing teacher isolation
- Building self-reflection

A mentoring program should focus on the following:

- Curriculum
- Teaching effectiveness
- Classroom climate
- Identification of school problems
- Student behavior and discipline
- Meeting the needs of all students
- Parent/teacher relationships
- Emotional and personal support
- Orientation to the school, policies, and procedures

CONFIDENTIALITY STATEMENT

It is important that the Protégé be able to discuss problems openly with the mentor, so that they may be addressed in a timely and informed manner. The mentor is not an evaluator of the Protégé but, rather, a collaborator with the Protégé. As a result of this confidentiality, the mentor is not expected to share written or verbal information with any evaluator/administrator.

ROLES AND RESPONSIBILITIES

All mentors will meet at the beginning of the school year with their Protégé teachers to provide an initial orientation and to schedule activities for the new school year.

Protégé Teacher will:

- Play an active role in the mentoring relationship
- Critically reflect on his/her own practices
- See and learn from experienced teachers at work
- Participate regularly in programs organized for Protégé Teachers (including online activities)
- Remain open to feedback in order to develop as a professional

Mentor will:

- Participate in a mentor training program
- Guide Protégé teachers in the process of self-reflection
- Provide instructional support
- Provide professional support

- Provide personal support
- Maintain a confidential relationship with the Protégé Teacher
- Maintain a comprehensive mentoring log
- Serve as a resource

The district's administrative office will:

- Explain the mentoring process
 - Make provisions for training
 - Share available mentoring resources
 - Maintain mentor database for mentor selection
 - Provide and collect logs of contact time
 - Follow up on recommendations made by each group
 - Create and analyze Protégé /mentor surveys
 - Update and revise mentoring program plan annually
- Provide an orientation program for all new teachers (provisional and experienced) to the district.

MENTOR SELECTION AND QUALIFICATIONS

- Certification is required; whenever possible in the same subject as the novice teacher
- At least 3 years teaching experience, with at least 2 completed within previous 5
- Mentor demonstrates a record of success in the classroom
- Beginning in 2014-15, mentor has earned a summative rating of Effective or Highly Effective on most recent summative evaluation
- In cases where summative evaluation is delayed, mentor has earned rating of Effective or higher on teacher practice instrument
- The Principal will be responsible for the selection of mentors. Mentors who were not previously trained will be made aware they must agree to complete training

LIST OF PAIRING FACTORS

The following factors are helpful in determining a good match of mentors with Protégé teachers:

- Teaching experience
- Grade level
- Content area
- Availability of common planning time
- Teaching style and philosophy
- Protégés needs

It should be stressed from the outset that no match is permanent and can be changed at the request of either person.

MENTOR TRAINING

BCTS has developed a formal training program based on the following guidelines. The training has been managed at the district level and carried out by staff members. Training for new mentors will take place in September. Thereafter it will be offered throughout the year as needed.

Mentors must receive training in the skills of effective mentoring and strategies for supporting Protégé teachers to be successful in the classroom and district. This training should be managed at the district level because this ensures the same quality of training for all of their mentors. In choosing trainers, districts should look to their own teachers who have proven to be master teachers and experienced mentors. The training program will include the following:

- The district's teacher evaluation rubric and practice instrument
- NJ Professional Standards for Teachers
- NJ Core Content Curriculum Standards
- Classroom observation skills
- Facilitating adult learning
- Leading reflective conversations about practice
- Using student work to evaluate and inform practice
- Classroom management

COMPENSATION

The mentor will receive a stipend as per the teachers contract. Mentors and Protégé teachers will conference at least once a week. It is understood that weekly/daily meetings are necessary for the support program to be successful. In order to receive the stipend the mentor must submit all collected log sheets to the district office.

In addition, when necessary, a teacher will be compensated at his/her hourly rate for the planning and delivery of mentor training sessions.

MENTORING LOG FORMAT

All entries should include the following information:

- Names of mentor/ Protégé teacher
- Date/time
- Length of meeting
- Topic discussed (Be specific)
- Observations (When applicable)

The mentor must submit a completed Mentoring Log form to the district office in order to receive compensation. These logs are not used for evaluation purposes and are kept confidential. Provided on the next page is a sampling of a mentor log.

SAMPLE MENTOR LOG

Protégé teacher: _____

Mentoring teacher: _____

<u>Date</u>	<u>Time</u>	<u>Topics Discussed</u>
1/24/14	2:30 – 3:30	Reviewed schedules to determine best time for meeting. Discussed areas of concern and assessed needs within classrooms. Answered questions related to new ATLAS unit planning website.
1/31/14	2:20 – 4:00	Discussed reading strategies to be applied within small group instruction. Whole class versus small group instruction .
2/9/14	2:20 – 3:15	Looked at individual IEPs, Discussed concerns and specific needs of individual students
2/16/14	2:25 – 3:30	How can we work on PARRC objectives in reading within the science classroom? Discussion of reading instruction

APPENDICES

Mentoring Program Evaluation

Mentor / Protégé Checklist

Mentoring Task Calendar

Mentor Log Template

Interview Protocol for a Pre-Conference

Danielson Teacher Classroom Performance Assessment Form

Interview Protocol for a Post-Conference

The Danielson Framework Self-Reflection Tool

MENTORING PROGRAM EVALUATION / SURVEY

In May, all mentors and Protégé teachers will be required to complete an online survey to help the district evaluate the quality of the mentoring program and identify strengths and areas for improvement.

All surveys must be completed and submitted in May so that results can be compiled and discussed in order to update the program for the following year.

MENTOR / PROTÉGÉ CHECKLIST

School Layout

- _____ Washrooms
- _____ Teachers' work area
- _____ Teacher's lunch area
- _____ Main office/secretaries
- _____ Supply room
- _____ Custodians' office
- _____ Bus map
- _____ Teachers' parking
- _____ Nurse's Office
- _____ Guidance Office
- _____ Child Study Office
- _____ Music rooms
- _____ Art rooms
- _____ Language rooms
- _____ Gym/health rooms
- _____ CTE rooms

Building Procedures

- _____ Staff meetings
- _____ Working hours for teachers per contract
- _____ Extra duties
- _____ Clubs and activities
- _____ Field trips (buses/chaperones, etc.)
- _____ Homeroom attendance
- _____ Open House
- _____ Parent/Teacher Conferences
- _____ Movement of students (exits/lunchtime, etc.)
- _____ Dress codes (students and teachers)
- _____ District-Wide Emergency Response Book
- _____ Lunch supervision
- _____ Student accidents/emergencies
- _____ Issues specific to the building
- _____ Cafeteria procedures
- _____ Computer lab
- _____ 504 plans

Access to Resources and Resource People

- _____ Supply requisitions
- _____ Computer access for teachers
- _____ Computer access for students
- _____ Ordering textbook
- _____ Ordering consumables (lab supplies, CTE supplies)
- _____ Building technical support person
- _____ Instructional technologies
- _____ Student Assistance Counselor
- _____ Guidance Counselors
- _____ Case Managers
- _____ Custodians
- _____ Supervisors
- _____ School nurse

Curriculum

- _____ Review of current text and materials
- _____ Review of district scope & sequence
- _____ Central office curriculum staff
- _____ Management/pacing of curriculum
- _____ Daily plan procedures/ expectations
- _____ Subject matter “experts” on staff
- _____ Teaching teams (if applicable)
- _____ Grading procedures
- _____ Homework/testing policies
- _____ report cards/progress reports
- _____ Opening day schedule (plans and procedures)
- _____ First week of planning
- _____ Substitute plans folder
- _____ Assessment dates (PARRC, PSAT etc.)

Organization of Classroom

- _____ options for room arrangement
- _____ Student traffic patterns
- _____ Safety
- _____ Technology
- _____ Storage and access of classroom materials
- _____ Student access to classroom materials
- _____ displaying fire drill procedures

Special Education

- _____ IEP process
- _____ IEP services
- _____ Review of IEPs
- _____ Role of Case Manager
- _____ Special Education Procedures
- _____ IEP meetings/yearly review protocol

Discipline

- _____ establishing expectations for classroom behavior
- _____ What works for the mentor
- _____ Behavior expectations of students outside of class

Personal and Professional Procedures

- _____ Review of teachers' contract
- _____ Snow days/call list
- _____ Procedure for calling in sick
- _____ Personal and professional days
- _____ Professional development opportunities
- _____ Confidentiality of student
- _____ Confidentiality of collegial issues
- _____ Evaluation process (see contract)
- _____ Union issues/introduction to representative in building

Mentoring Task Calendar

Upon

Assignment of

Protégé

____ Initial
Introduction
____ Exchange
Phone Numbers /
Email addresses
____ Teachers
Contract

____ Building
Layout
____ Tour of
campiers, etc

Fire/Emergency
Drill Procedures
____ Building
Accessibility
____ Reserving
Rooms for
Activities

Confidentiality
Issues
____ Introduction
to Technology
(phones, email,
computers,
smartboards, etc)
____ ATLAS Unit
Plan
Requirements
____ Substitute
Folder
____ Danielson
Framework

____ Cafeteria
Duty Procedures
____ Before
School
Procedures
____ Dismissal
Procedures
____ Attendance
Procedures
____ Mailbox
location
____ E-mail
Procedures
____ Faculty
Bathroom
locations
____ Teacher
Absence/Contact
Person and
number
____ Specific
Building Issues
____ Plan
weekly meetings
with
protégé /record
in mentoring log
____ Dress code
____ Procedures
for Ordering
Supplies

Prior to First

Day of School

____ Preparation
of materials for
start of school

____ Duty
Expectations



22-19-337

Optional District Professional Development Plan (PDP) Template

District Name	Superintendent Name	Plan Begin/End Dates
The Bergen County Technical Schools	Howard Lerner, Ed.D.	Sept. 2021 – June 2022

1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	Build capacity of teachers to expand their content knowledge by providing subject/topic specific PD	Teachers	<ul style="list-style-type: none">Analysis of the 2021-2022 teacher survey revealed that a large percentage of teachers (38% District wide) desire content specific professional development.
2	To provide teachers with opportunities and resources to further develop their unit plans.	Teachers and Principals/Supervisors	<ul style="list-style-type: none">Originally planned for 2021 by the NJDOE, Social Studies and Foreign Language will be required to align their units to new standards (NJSLS) by September 2022.



3	To provide teachers with strategies for addressing the “whole child” (emotional intelligence, conflict resolution, stress management, etc...)	Teachers and Principals/Supervisors	<ul style="list-style-type: none"> Analysis of the feedback collected on the 2021-22 teacher survey showed 33% desire additional professional development in strategies to address the whole child
4	To provide teachers with practical strategies to increase student engagement in their classrooms.	Teachers and Principals/Supervisors	<ul style="list-style-type: none"> When 204 district teachers were asked to identify their greatest professional development need for 21-22: <ul style="list-style-type: none"> 45%: Strategies to Engage Students

2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> Teachers will be offered Content focused PD sessions across our four campuses. These sessions will take place during staff development days that are built into our school calendar. These seminars will be facilitated by outside experts and topics include, but are not limited to: <ul style="list-style-type: none"> Cross Curricular Writing Instruction Experience First, Formalize Later in Math Developing and Delivering Phenomena Based Lessons Aligned with NGSS Workplace Simulations for CTE Integrating Economics into Social Studies 	<ul style="list-style-type: none"> Teachers will be provided with access to the District's unit planning system to revise and refine unit plans to incorporate new content. In department meetings/common planning time, teachers will be given time to collaborate to refine/revise their curriculum units.



	<ul style="list-style-type: none">• District Administrators will facilitate content specific workshops• Rutgers University/faculty will provide workshops that are science based• We will contract with an outside consultant on how to bring finance into social studies and math classrooms	
2	<ul style="list-style-type: none">• Teachers across our campuses will be provided structured work sessions, facilitated by District supervisors, to further refine their units.	<ul style="list-style-type: none">• During District Professional Development days, teachers will be provided the option to refine/revise their curriculum units with the support of District Supervisors.
3	<ul style="list-style-type: none">• Nancy Sytsma, our District Student Assistance Counselor, will offer a session on each of our campuses on social emotional wellness.• Solution Tree will offer the workshop "Engaging Parents as Caregivers"• Dr. Mary Gatta will offer "Culturally Responsive Teaching"• Outside expert Wendy Custable will facilitate "Addressing the Social and Emotional Needs of Students Post Covid"	<ul style="list-style-type: none">• Principals and content supervisors will provide time and support for school-based collaborative teams to further explore topics related to emotional wellness.
4	<ul style="list-style-type: none">• We will offer sessions (facilitated by District personnel) on project based learning.• We will contract with Kristin Poage from the Marzano Group, to deliver a presentation on engaging students	<ul style="list-style-type: none">• Teachers will be given the opportunity to participate in Lesson Study groups and/or classroom visitations, where they will plan a lesson that incorporates strategies to engage students, then reflect and revise as needed.• Teacher performance in the domain relating to the questioning and discussion techniques and engaging students components will be monitored on an ongoing basis and additional support will be provided as needed.

3: PD Required by Statute or Regulation

State-mandated PD Activities



- Harassment, Intimidation, and Bullying
- Affirmative Action, Non Discrimination, Equity
- Rights of Persons with Handicaps or Disabilities
- Reporting Potentially Missing or Abused Children
- Recognition of Substance Abuse
- Pupil Suicide Prevention
- School Safety
- Blood borne Pathogens
- Educator Evaluation
- NJ SMART
- FERPA NJAC 6A:32-7.1
- Right-to-Know
- Asthma (Health Services Personnel)

4: Resources and Justification

Resources	Justification
<p>To meet the PD needs of the District, the District will cover the costs for external providers/consultants, materials, technology resources, travel expenses, subscriptions to online resources, and staff stipends, when necessary. The plan controls expenses by relying largely on in-district expertise to provide the specified activities. In addition, Title II funding is being used for several trainings. The school calendar contains days (half and full) where PD activities are the sole focus for that day. PD activities involving work by collaborative teams will be implemented through the team structures and procedures in place at each school.</p>	<p>2021-2022 data analysis has identified priority areas related to the supervision of instruction to ensure consistent and successful implementation of the NJSES and AchieveNJ. High quality professional learning experiences are necessary to support these initiatives and improve educators' practice. Emphasis will be placed on the development of in-classroom strategies that will further enhance instruction and the experience of the students we serve. Such areas will include engaging students, mental wellness, emotional intelligence, and content specific seminars.</p>

Signature:



Superintendent Signature



Date

PERSONNEL

22-P-29T APPROVAL—2021 – 2022 STAFF APPOINTMENTS

RESOLUTION

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

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

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

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

Key: Staff:

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

Schools/Locations:

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

CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Adriance, Timothy (R)	Teacher of Culinary Arts	BCA, Hackensack

CERTIFICATION:

COE: Teacher of Culinary Arts

Salary: Col. III, Step 6: \$70,699. + Ext. Day \$10,851. = \$81,550. per annum pro rata

Effective: 09/20/21 to 06/30/22

Note: Replacement for staff who retired

Cohen, Olivia (R)	Teacher of Computer Science Technology	BCA, Hackensack
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CERTIFICATION:

COE: Teacher of Computer Science Technology

Salary: Col. III, Step 9: \$79,232. + Ext. Day \$10,851. = \$90,083. per annum

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

Patel, Mansi (T) Teacher of Mathematics BCTHS, Teterboro

CERTIFICATION:

CEAS: Teacher of Mathematics

Salary: Col. I, Step 1: \$53,363. per annum

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

Note: Limited Contract. Replacement for teacher who is on leave of absence

Sabio, German (N) Teacher of Medical Laboratory Technology BCA, Hackensack

CERTIFICATION:

COE: Teacher of Medical Laboratory Technicians

Salary: Col. III, Step 15: \$96,299. + Ext. Day \$10,851. + Doc. \$1,099. = \$108,249. per annum

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

Weisman, Steven (N) Teacher of Computer Science Technology BCTEC, Paramus

CERTIFICATION:

CEAS: Teacher of Computer Science Technology

Salary: Col. III, Step 3: \$62,164. per annum

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

Note: Reclassification from Specialist: Computer to Teacher

Williams, Bennay (T) Teacher of Cosmetology BCTEC, Paramus

CERTIFICATION:

COE: Teacher of Cosmetology/Hairstyling

Salary: Col. III, Step 8: \$76,388. + Sal Adj. \$725. = \$77,113. per annum

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

Note: Limited Contract. Replacement for teacher who is on leave of absence

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

22-P-30T APPROVAL—2021-2022 SALARY RECLASSIFICATION—CERTIFICATED

RESOLUTION

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

CERTIFICATED

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/LOCATION</u>
Feuss, Danielle	Teacher of Chemistry	BCA, Hackensack

From: SY 21-22: Col. V, Step 10: \$85,901. + Long. \$700. = \$86,601. per annum

To: SY 21-22: Col. V, Step 10: \$85,901. + Long. \$700. + Ext. Day \$10,851. = \$97,452. per annum

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

Note: Reclassification from Traditional to Extended Day

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

22-P-31T APPROVAL—2021-2022 SALARY RECLASSIFICATION(S)—NON-CERTIFICATED

RESOLUTION

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

Khlatani, Jyoti

From: Broker/Planning Assistant: \$40,000. per annum

To: Broker/Senior Planner: \$47,000. per annum pro rata

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

Note: Reclassification both position/salary; replacement for staff who retired.

Sosa, Carmen

From: Broker/Proctor (Part-time): \$21.63 per hour; max 24 hrs per week

To: Broker/Chief Examiner: \$47,000. per annum pro rata

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

Note: Reclassification both position/salary; replacement for staff who retired.

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

22-P-32T APPROVAL – REVISED START DATE

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:

Aquino (Philibosian), Nicole

From: 09/07/21

To: 09/08/21

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

**22-P-33T APPROVAL—2021-2022 ADULT AND CONTINUING EDUCATION STAFF
SALARY AUTHORIZATIONS**

RESOLUTION

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

22-P-34T APPROVAL— 2021 - 2021 EMERGENCY MEDICAL SERVICES STAFF

RESOLUTION

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

22-P-35T APPROVAL—2021 - 2022 MEDICAL DATA VERIFICATION

RESOLUTION

BE IT RESOLVED that the following list of **EMT TEMPERATURE TAKER** staff be approved at the rates indicated, effective 07/01/21 through 06/30/22.

<u>Instructor Name</u>	<u>Rate/hr.</u>
Hoehl, Lizbeth	\$48.57 (100 hrs. max for SY 21-22)
Sanchez, Jessica	\$48.57 (100 hrs. max for SY 21-22)
Vasquez, David	\$48.57 (100 hrs. max for SY 21-22)
Waxman, Steven	\$48.57 (100 hrs. max for SY 21-22)

22-P-36T APPROVAL – 2021-2022 STAFF SALARIES - CORRECTIONS

RESOLUTION

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

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

22-P-37T APPROVAL—2021-2022 STAFF COMPENSATION FOR ATHLETIC EVENTS

RESOLUTION

BE IT RESOLVED that the following staff be approved for the 2021-2022 school year as Athletic Events/Staff to be compensated in accord with the approved Athletic Events Staff Rates:

Bellani, Peter	Mihas, Maria
Bennett, James	Naccara, Douglas
Cevoli, Kenneth	O'Connor, Mary
Conlon, Kenneth	Pandich, Jeffrey
Carroll, Yvonne	Perrucci, Lisa
Cullen, Maureen	Robertson, Keith
Donatello, Patricia	Smith, Susan
Gagis, Elaine	Symons, Robert
Hamill, Brianna	Sywetz, Marie
Held, Joseph	Van Boeckel, Eric
Lynch, Ryan	Zweben, Dana

**22-P-38T APPROVAL— 2020-2021 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2020-2021 OTHER HOURLY APPOINTMENTS
APPROVAL— 2021-2022 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS**

RESOLUTION

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

EXTRA DUTY/EXTRA PAY SY 2020-2021

Teacher Relief*

Rate: \$58.00 per hour

Effective: SY 2020-2021

Max. Hrs.

Zhang, Yu

45 hrs

*Coverage for Teacher of Leave of absence

EXTRA DUTY/EXTRA PAY SY 2021-2022

Curriculum Projects:

Carey, Diane

Final payment - \$1,883.00
BCC's Medical Terminology

Gutierrez, Joseph

1st payment - \$627.00*
Perkins Middle School CTE Enrichment Program
*Grant funded

LoBello, Virginia

Final payment - \$1,883.00
Required ESL Identification and Exit/Entry
for 2021

Pergolizzi, Robert

1st payment - \$627.00*
Perkins Middle School CTE Enrichment Program
*Grant funded

Sawhney, Puneet

1st payment - \$627.00*
Perkins Middle School CTE Enrichment Program
*Grant funded

Van Daalen, Mabel

Final payment - \$941.50
Financial Accounting. (Shared with Norina Sfeir)

Zhang, Yu

1st payment - \$627.00*
Perkins Middle School CTE Enrichment Program
*Grant funded

Home Instruction:

Branda, John
Student: AJ

\$84 per hour
Max. hours: 9
Effective 09/09/2021

Gutierrez, Joseph
Student: AJ

\$84 per hour
Max. hours: 9
Effective 09/09/2021

Kim, Rosalyn Student: AJ	\$84 per hour Max. hours: 9 Effective 09/09/2021
Kozlova, Ekaterina Student: AJ	\$84 per hour Max. hours: 9 Effective 09/09/2021
Paul, Eric Student: AJ	\$84 per hour Max. hours: 9 Effective 09/09/2021
Ponce, Lucia Student: AJ	\$84 per hour Max. hours: 9 Effective 09/09/2021
Walsh, Gene Student: AJ	\$84 per hour Max. hours: 9 Effective 09/09/2021

Academic Intervention
Rate: \$66 per hour*
Effective: SY 2021-2022

	<u>Max.</u> <u>Hrs.</u>	<u>Campus</u>
Arimborgo, Rebecca	60	ATHS
Cohen, Steven	60	ATHS
Liso, Matthew	60	ATHS
Zurburg, Gebhardt	60	ATHS
Kim, Deok Yang	60	BCA
Feuss, Danielle	60	BCA
Pinyan, Jonathan	60	BCA
Ristovski, Laura	60	BCA
Spinelli, Louis	60	BCA
Callahan, Christopher	60	Paramus
Fletcher, Esther	60	Paramus
Guinta, Jamie	60	Paramus
Gulistan, Evren	60	Paramus
Gunsauls, Christine	60	Paramus
Hager, Raymond	60	Paramus
Hogan, Mary	60	Paramus
Hughes, Erin	60	Paramus
Kaplan, Keith	60	Paramus
McGoldrick, Kristy	60	Paramus
Midolo, Linda	60	Paramus
Moran, Ian	60	Paramus
Ortelere, Lisa	60	Paramus
Patel Jaimini	60	Paramus
Perrucci, Lisa	60	Paramus
Pfaff, Andrew	60	Paramus
Quinn, James	60	Paramus
Ristovski, Laura	60	Paramus
Rupinski, Kyle	60	Paramus
VanBoeckel, Eric	60	Paramus
Zweben, Dana	60	Paramus
Bennett, James	60	Teterboro
Biggins, Mary	60	Teterboro
Cirone, Stephanie	60	Teterboro
Cornelio, Cristal	60	Teterboro

Dalzell, Matthew	60	Teterboro
Duran, Juan	60	Teterboro
Gosselink, Daniel	60	Teterboro
Hernandez, Marcella	60	Teterboro
Kruger, Ryan	60	Teterboro
Marella, Lindsay	60	Teterboro
Robin, Melissa	60	Teterboro
Snyder, Anna	60	Teterboro
Soderman, Stephanie	60	Teterboro
VanDaalen, Mabel	60	Teterboro
Zavorotniy, Yuriy	60	Teterboro

*Grant funded

<u>Academy After Hours - Fall</u>	<u>Max.</u>
<u>Rate: \$48.57 per hour</u>	<u>Hours</u>
<u>Effective: 10/04/21 to 12/23/21</u>	
Bonanomi, Mark	92
Eaton, Leslie	50
Feuss, Danielle	71
Isecke, David	50
Moran, Ian	25
Russo, Christopher	25
Seventko, Justin	46
Thomas, Anthony	50
Verma, Sunita	92

Curriculum Development: Palisades Park Middle School CTE Program

<u>Rate: Hourly per diem</u>	
<u>Effective: 07/01/21 to 08/31/21</u>	<u>Max. Hrs.</u>
Luppino, Antonina	10

Interactive Design Technology Class – Palisades Park

<u>Rate: Hourly per diem</u>	
<u>Effective: 09/16/21</u>	<u>Max. Hrs.</u>
Luppino, Antonina	2

Lunch Duty

Rate: \$10. Per lunch period*

Effective: SY 2021-2022

	<u>Campus</u>
Arimborgo, Rebecca	ATHS
Slootmaker, Amanda	ATHS
Brandt, Steevi	ATHS
Rodsan, Alexa	ATHS
Farley, Heather	ATHS
Valentine, Taylor	ATHS
Yob, Michael	ATHS
Albert, Catherine	Paramus
Alvarez, John	Paramus
Boyle, Diane	Paramus
Leyden, Jacqueline	Paramus
Cadavid, Veronica	Paramus
Caroselli, Christopher	Paramus
Eichenlaub, Richard	Paramus

Fletcher, Esther	Paramus
Gattegno, Jennifer	Paramus
Guinta, Jamie	Paramus
Heid, Amy	Paramus
Kaplan, Keith	Paramus
Koziol, Kaitlyn	Paramus
Leon, Stephanie	Paramus
LoBello, Virginia	Paramus
Lucianna, Neal	Paramus
Mansfield, Elizabeth	Paramus
McGoldrick, Kristy	Paramus
Moran, Ian	Paramus
Ortelere, Lisa	Paramus
Patel, Jaimini	Paramus
Peters-Ascenzo, Regan	Paramus
Riccie, Stephanie	Paramus
Ristovski, Laura	Paramus
Sienkiewicz, Katherine	Paramus
Thawley, Luke	Paramus
Tomanelli, Krista	Paramus
VanBoeckel, Eric	Paramus
Verdiramo, Anne Marie	Paramus
Zweben, Dana	Paramus
Bennett, James	Teterboro
Biggins, MaryKris	Teterboro
Buser, Eric	Teterboro
Carey, Jessica	Teterboro
Conlon, Kenneth	Teterboro
Conry, Joseph	Teterboro
Dalzell, Matthew	Teterboro
DiBiano, MaryRose	Teterboro
Dominguez, Kevin	Teterboro
Duran, Juan	Teterboro
Elefther, Nicholas	Teterboro
Flaherty, Paul	Teterboro
Gagis, Elaine	Teterboro
Ge, Peinan	Teterboro
Gemici, Emre	Teterboro
Genicoff, Sharon	Teterboro
Golle, Erica	Teterboro
Gosselink, Daniel	Teterboro
Hamill, Brianna	Teterboro
Hernandez, Marcello	Teterboro
Kruger, Ryan	Teterboro
Monet, Kendall	Teterboro
Moogan, Thomas	Teterboro
Lancaster, Jonathan	Teterboro
Lee, Shieh-Chi	Teterboro
Lin, Kevin	Teterboro
Mak, Cynthia	Teterboro
Marella, Lindsay	Teterboro
Michaels, Sarah	Teterboro
Naccara, Douglas	Teterboro
O'Connor, Mary	Teterboro
Patel, Mansi	Teterboro
Pena, Carlos	Teterboro
Robin, Melissa	Teterboro
Rogalskaia, Lioubov	Teterboro
Rose, Randi	Teterboro

Rosso, Allan	Teterboro
Sciametta, Erica	Teterboro
Sfeir, Norina	Teterboro
Snyder, Anna	Teterboro
Soderman, Stephanie	Teterboro
Surraco, Amy	Teterboro
Vieni, Joan	Teterboro
Xhemali-Torres, Daphnae	Teterboro
Yanniotis, Andreas	Teterboro
Zavorotniy, Yuriy	Teterbor

*Per Sidebar Agreement: BOE 08/31/21; Resol. #22-P-25T

Lunch Duty - Academy

Rate: \$12.20 Per lunch period*

Effective: SY 2021-2022

Abramson, Michael	Lewitt, Julia
Acuna, Kymberly	Maks, Natalia
Andaloro, Jennifer	Marmora, Joseph
Ballas, Theodora	Mendelsohn, William
Barbetta, Joseph	Min, Miyoung
Belkin, Alison	Natelli, Anthony
Berwick, Carly	Nodarse, Carlos
Calandra, Gabriella	Ogden, Christine
Casarico, Elizabeth	Pagano, Emily
Cohen, Olivia	Paul, Eric
Crane, Laura	Penev, Krassimir
Crochet, Laurie	Pergolizzi, Robert
Djedji, Djakoure	Pero, Victoria
Dobrich, Oliver	Pinto, Judith
Feuss, Danielle	Pinyan, Jonathan
Fogg, Fred	Tampone Rios, Evelyn
Fuentes, Elizabeth	Sabio, German
Guthrie, Peter	Seventko, Justin
Gutierrez, Joseph	Sorrentino, Elizabeth
Price Halligan, Suzanne	Sousa, Nancy
Heitzman, Carla	Spinelli, Louis
James, Dina	Symons, Robert
Janssen, Katherine	Tolmo, Eva
Kalata, Grzegorz	Waldron, Alyssa
Kaplan, Stephen	Walsh, Gene
Kaser, Paul	Wang, Matthew
Kennedy, Clare	Weems, Richard
Kenny, Patricia	Wilson, David
Kim, Deok	Xu, Minghua
Kouefati, Danielle	Zangara, Amy
Kramer, Mark	Zhang, Yu
Lang, Scott	Zubov, Igor
Lemma, Michael	Zurich, Kenneth

*Per Sidebar Agreement: BOE 08/31/21; Resol. #22-P-25T

Overload – Teacher (Revised)

Rate: \$7,383 per annum

Effective: SY 2021-2022

	<u>Campus</u>	<u>Note</u>
Thawley, Luke	Paramus	Prorated 09/01/21-09/17/21*

*Revised from BOE 08/31/21; Resol. #22-P-12T

Summer Academic Remediation Program

Rate: \$66.00 per hour*

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

	<u>Max. Hours</u>	<u>School</u>
Calandra, Gabriella	48 hrs.	BCA

*Grant funded ED/EP Special Project

Technology Interns

Rate: \$12.00 per hour

Effective: 10/01/2021 to 06/30/2022

	<u>Max. Hours</u>
Mamone, Brandon	25 hrs. per week
Marcelino, Jedrick	25 hrs. per week

ADULT EDUCATION – HACKENSACK

Recommended Staff

COORDINATORS:

	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Lead Teacher	Karpowich	James	\$11,319

APPLIED TECHNOLOGY HIGH SCHOOL – PARAMUS

Recommended Staff

ADVISORS:

	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	
Environmental Science Club	Brandt	Steevi	\$2,716	
Interact	Arimborgo	Rebecca	\$2,716	
DELETE – Student Newspaper	Arimborgo	Rebecca	\$2,716	SY 21-22*
Student Newspaper	Rodriguez	Alex	\$2,716	

COORDINATORS:

	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Affirmative Action/Anti-Bullying Specialist	Zulli	Sydney	\$9,582

PER HOUR COMPENSATION:

	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>	
Teacher Relief	Yob	Michael	\$59 per hour	20 hrs max 9/9/21-12/23/21

PER YEAR COMPENSATION:

	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
After School Duty Assignment	Brandt	Steevi	\$2,510

*Prior approval at BOE 6/24/21; Resol. #21-P-181T

BERGEN COUNTY ACADEMIES – HACKENSACK

Recommended Staff			
<u>ADVISORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Class Assistant Advisor 9 th Grade	Maks	Natalia	\$1,888

Recommended Staff			
<u>COORDINATORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
DELETE - Awards Assembly - co (World Language)	Ponce	Lucia	\$544
Awards Assembly - co (World Language)	Carberry	Larantina	\$544
DELETE - Play (Musical) Coordinator - Winter Production	Spinelli	Louis	\$2,716

SY 21-22*

SY 21-22*

Recommended Staff			
<u>PER YEAR COMPENSATION:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Before School Duty Assignment	Kaba	Valmira	\$2,510

*Prior approval at BOE 8/31/21; Resol. #22-P-12T

BERGEN COUNTY TECHNICAL SCHOOLS – PARAMUS

Recommended Staff			
<u>ADVISORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Airbrush Club	Tuliszewska	Agnes	\$2,716

Recommended Staff			
<u>HOURLY COMPENSATION:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
After School Activity Coordination	Pfaff	Andrew	\$60 per hour

BERGEN COUNTY VOCATIONAL SCHOOLS – PARAMUS

Recommended Staff			
<u>HOURLY COMPENSATION:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
Detention Coverage (Study Hall)	Kozlova	Ekatarina	\$54 per hour
Detention Coverage (Study Hall)	Perrucci	Lisa	\$54 per hour
Detention Coverage (Study Hall)	Riccie	Stephanie	\$54 per hour
Detention Coverage (Study Hall)	Schram	Thomas	\$54 per hour

BERGEN COUNTY TECHNICAL HIGH SCHOOL – TETERBORO

Recommended Staff			
<u>COORDINATORS:</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rate</u>
National Honor Society	Kendall	Monet	\$1,088

**22-P-39T RESCIND - APPROVAL — LEAVE(S) OF ABSENCE
(BOE 08/31/21; RESOL. # 22-P-13T)**

RESOLUTION

BE IT RESOLVED, that Jonathan Lancaster, Teacher of Social Studies, Bergen County Technical High School, Teterboro, will be granted an unpaid discretionary leave of absence with no benefits for the period January 7, 2022 through April 7, 2022.

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

**22-P-40T REVISED - APPROVAL — LEAVE(S) OF ABSENCE
BOE 08/31/20; RESOL. #22-P-13T**

RESOLUTION

BE IT RESOLVED, that Benjamin Isecke, Teacher of Computer Science, Bergen County Academies, Hackensack, will be granted an unpaid federal and New Jersey statutory family leave of absence with benefits for the period September 15, 2021 through October 26, 2021. The cost of health benefits coverage during the leave period, not to exceed twelve (12) weeks, to be paid by the Board of Education as statutorily required.

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

22-P-41T 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:

Alessandrino, Lisa	Broker/Counselor	Effective 10/01/2021
Barrett, Kerry	District Substitute	Effective 09/08/2021
Cohen, Olivia	Teacher of Computer Science	Effective 11/13/2021
Kozlova, Ekaterina	Assistant Lacrosse Coach (Girls)	Effective 09/01/2021
Pantelis, Andrew	Specialist: Computer	Effective 09/15/2021
Weisman, Steven	Specialist: Computer	Effective 09/01/2021

**22-P-42T REVISED - APPROVAL—RETIREMENT(S)
(BOE 08/31/21; RESOL. #22-P-16T)**

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:

Langenstein, Bonnie	Day Care Center Caregiver	Day Care	Effective 11/01/2021
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22-P-43T 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:

Colaneri, John	Teacher of Auto Mechanics	Paramus	Effective 07/01/2022
Kenny, Patricia	Teacher of Biology	Hackensack	Effective 07/01/2022
Ogden, Gregory	Cooperative Education Coordinator	District	Effective 01/01/2022
Pergolizzi, Robert	Teacher of Biology	Hackensack	Effective 02/02/2022
Sladich, Dan	Teacher of English	Teterboro	Effective 01/01/2022
Spinella, Donata	Secretary	Hackensack	Effective 02/01/2022

22-P-44T APPROVAL—2021-2022 SECRETARIAL SALARIES

RESOLUTION

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

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

22-P-45T APPROVAL— REVISED 2021-2022 - STUDENT ABBREVIATED DAY CALENDAR

RESOLUTION

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

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

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

22-P-46T APPROVAL—2021 - 2022 EMT TEMPERATURE TAKER(S)

RESOLUTION

BE IT RESOLVED that the following list of EMT Temperature Taker staff be approved at the rates indicated, effective 07/01/21 through 06/30/22.

<u>Instructor Name</u>	<u>Rate/hr.</u>
Roem, Douglas	\$48.57 (max. 30 hours per week)*

*Increased from hours approved at BOE 08/31/21; Resol. # 22-P-07T

22-P-47T APPROVAL— 2021-2022 APPOINTMENTS
EXTRA DUTY/EXTRA PAY POSITIONS
APPROVAL— 2021-2022 OTHER HOURLY APPOINTMENTS

RESOLUTION

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

EXTRA DUTY/EXTRA PAY SY 2021-2022

Home Instruction:

Castella, Frank Student: AG	\$84 per hour Max. hours: 16 Effective 09/09/2021
Hager, Raymond Student: AG	\$84 per hour Max. hours: 16 Effective 09/09/2021
Liso, Matthew Student: AG	\$84 per hour Max. hours: 16 Effective 09/09/2021
Rodriguez, Alex Student: AG	\$84 per hour Max. hours: 16 Effective 09/09/2021
Spinelli, Louis Student: AG	\$84 per hour Max. hours: 16 Effective 09/09/2021
Zurburg, Gebhardt Student: AG	\$84 per hour Max. hours: 16 Effective 09/09/2021
Allard, Genevieve Student: BS	\$84 per hour Max. hours: 4 Effective 10/04/2021
Patel, Mansi Student: BS	\$84 per hour Max. hours: 8 Effective 10/04/2021
Sciametta, Erica Student: BS	\$84 per hour Max. hours: 4 Effective 10/04/2021
Surraco, Amy Student: BS	\$84 per hour Max. hours: 4 Effective 10/04/2021

22-P-48T APPROVAL—2021 – 2022 STAFF APPOINTMENTS

RESOLUTION

CERTIFICATED
NAME

POSITION

SCHOOL/LOCATION

Patiak, Benjamin (R)

Teacher of Mathematics

BCTHS, Teterboro

CERTIFICATION:

Teacher of Mathematics

Salary: Col. III, Step 19: \$107,679. per annum pro rata

Effective: 10/01/21 to 06/30/22

Note: Replacement for staff who resigned

NON-CERTIFICATED
NAME

POSITION

SCHOOL/LOCATION

Espinosa, Robert (R)

Broker/Manager Counselor and Training

WIA, Hackensack

Salary: \$63,395. per annum pro rata

Effective: 09/29/21 to 06/30/22

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

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

SALARY AUTHORIZATION

	NAME	POSITION	EFFECTIVE DATE	STEP	RATE
1.	AL-KHUDAIRI, YOUSEF	OFFICE MANAGER/ FACILITATOR	07/01/2021	N/A	\$ 48.57

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

Board Approval: 09/28/2021

EMS Salaries 21-22

22-P-34T

Instructor Name	Title	Rate	Email
Alvarez, Joseph	Instructor	\$32.26	
Conboy, Roderick "Sean"	Instructor	\$32.26	
Kalisch, Gloria	Instructor	\$32.26	
Silvia, Richard	Instructor	\$32.26	
Warin, James	Instructor	\$32.26	

BCTS Salary Run Corrections

22-P-35T

SY 21-22

<u>name last</u>	<u>name first</u>	<u>Titles</u>	<u>track</u>	<u>step</u>	<u>Base Sal</u> <u>21-22</u>	<u>Long</u>	<u>Boil</u>	<u>Busl</u>	<u>Shift2</u>	<u>ShE</u>	<u>Shfw</u>	<u>ShSplit</u>	<u>Crew</u>	<u>Total</u>
GARCIA	ALEXANDER	CUSTODIAN	C1	5	\$52,589	\$0	\$1,200	\$0	\$0	\$1,316	\$0	\$0	\$0	\$55,105
GIUGNO	BIAGIO	CUSTODIAN	C1	2	\$48,404	\$0	\$1,200	\$0	\$0	\$1,316	\$0	\$0	\$0	\$50,920

**Secretarial Salaries
21-22**

22-P-44T

<u>id_num</u>	<u>name_last</u>	<u>name_first</u>	<u>step</u>	<u>Base</u>	<u>Long</u>	<u>Ext Day</u>	<u>Atypical</u>	<u>Total</u>
5902	BIGELOW	MARYELLEN	14	\$65,344.00	\$1,350.00	\$0.00	\$0.00	\$66,694.00
3869	BROADNAX	TARLA	8	\$55,942.00	\$900.00	\$0.00	\$0.00	\$56,842.00
1982	CARBAJAL	PATRICIA	5	\$51,241.00	\$1,350.00	\$0.00	\$0.00	\$52,591.00
225	CARMICHAEL	SILVIA	8	\$55,942.00	\$2,100.00	\$0.00	\$0.00	\$58,042.00
6999	CARROLL	YVONNE	9	\$57,509.00	\$0.00	\$0.00	\$0.00	\$57,509.00
7166	CASTILLO	ESTELA	8	\$55,942.00	\$0.00	\$0.00	\$0.00	\$55,942.00
7223	CHIAPPA	DONNA	11	\$60,643.00	\$0.00	\$0.00	\$0.00	\$60,643.00
2673	CURATOLA	DEBORAH	13	\$63,777.00	\$2,100.00	\$0.00	\$0.00	\$65,877.00
5304	D'AMORE-BOTTARO	DARYL	5	\$28.15	\$0.00	\$0.00	\$0.00	\$28.15
1091	DEVINE	ELLEN	12	\$62,210.00	\$0.00	\$0.00	\$0.00	\$62,210.00
1366	DIGIA	CHRISTINE	3	\$48,107.00	\$0.00	\$0.00	\$0.00	\$48,107.00
4070	DONATELLO	PATRICIA	11	\$60,643.00	\$1,350.00	\$9,556.00	\$0.00	\$71,549.00
7289	DONOHUE	DEBORAH	11	\$60,643.00	\$0.00	\$0.00	\$0.00	\$60,643.00
7019	FEEHAN	RUTH	6	\$52,808.00	\$0.00	\$0.00	\$0.00	\$52,808.00
3433	FIELD	PATRICIA	10	\$59,076.00	\$2,100.00	\$0.00	\$9,556.00	\$70,732.00
6464	GIBBS	GLORIA	13	\$63,777.00	\$1,350.00	\$0.00	\$0.00	\$65,127.00
2010	GIUSTO	GERALDINE	8	\$55,942.00	\$2,100.00	\$0.00	\$0.00	\$58,042.00
1281	GUARINO	CYNTHIA	3	\$48,107.00	\$0.00	\$0.00	\$0.00	\$48,107.00
1223	HACKETT	KELLEY	6	\$29.02	\$1,350.00	\$0.00	\$0.00	\$1,379.02
7284	JONES	KAROLINE	9	\$57,509.00	\$0.00	\$0.00	\$0.00	\$57,509.00
4063	LA PORTA	ROSANN	12	\$62,210.00	\$1,350.00	\$0.00	\$0.00	\$63,560.00
309	LACH	MARY	15	\$66,911.00	\$2,100.00	\$0.00	\$0.00	\$69,011.00
6662	LARBI	OPHELIA	4	\$49,674.00	\$900.00	\$0.00	\$0.00	\$50,574.00
6846	LOHSEN	GRACE	7	\$54,375.00	\$0.00	\$0.00	\$0.00	\$54,375.00
1391	LOPEZ-RIOS	JENNIFER	3	\$48,107.00	\$0.00	\$0.00	\$0.00	\$48,107.00
1296	MERTURI	FLORINA	4	\$49,674.00	\$0.00	\$0.00	\$0.00	\$49,674.00
1236	MOFFITT	KRISTIN	5	\$51,241.00	\$0.00	\$0.00	\$0.00	\$51,241.00

**Secretarial Salaries
21-22**

22-P-44T

<u>id_num</u>	<u>name last</u>	<u>name first</u>	<u>step</u>	<u>Base</u>	<u>Long</u>	<u>Ext Day</u>	<u>Atypical</u>	<u>Total</u>
7123	NEWBOLD	MARGARET	10	\$59,076.00	\$0.00	\$0.00	\$0.00	\$59,076.00
1319	PAIS-CROSSON	LINDA	6	\$52,808.00	\$0.00	\$0.00	\$0.00	\$52,808.00
2254	PALAIA	ZELJKA	15	\$66,911.00	\$2,100.00	\$9,556.00	\$0.00	\$78,567.00
1280	RIVERA	VANESSA	9	\$57,509.00	\$0.00	\$0.00	\$0.00	\$57,509.00
4067	RODRIGUEZ	CHERYL	20	\$74,746.00	\$2,100.00	\$9,556.00	\$0.00	\$86,402.00
1279	SALZANO	KATIE	2	\$25.57	\$0.00	\$0.00	\$0.00	\$25.57
3052	SAMOILIS	CAROL	8	\$55,942.00	\$1,350.00	\$0.00	\$0.00	\$57,292.00
8323	SCHLOEMANN	COLLEEN	7	\$54,375.00	\$0.00	\$9,556.00	\$0.00	\$63,931.00
2227	SCORDO	JOANNE	11	\$60,643.00	\$1,350.00	\$0.00	\$0.00	\$61,993.00
5627	SPINELLA	DONATA	17	\$70,045.00	\$2,100.00	\$0.00	\$0.00	\$72,145.00
4776	URSPRUCH	PATRICIA	6	\$52,808.00	\$2,100.00	\$0.00	\$0.00	\$54,908.00
2045	VALLININO	ROBERT	15	\$66,911.00	\$2,100.00	\$0.00	\$0.00	\$69,011.00
7139	YANEZ	MARGARET	8	\$55,942.00	\$0.00	\$0.00	\$0.00	\$55,942.00

BCTS Student Abbreviated Days — 2021-2022 School Calendar

Bergen County Academies, Hackensack (including Adult Ed as noted "**")

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

Bergen County Vocational High School, Paramus^

Applied Technology High School at BCC+ ("+" or "^" indicates this campus only)

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

Bergen County Technical High School, Teterboro

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

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

Adopted: 03/23/2021, 08/31/2021, 9/28/2021

FINANCE RESOLUTIONS

22-F-51T APPROVAL—PAYMENT OF BILLS: AUGUST/SEPTEMBER 2021

RESOLUTION

WHEREAS, the Secretary has presented certain warrants to the Board of Education with a recommendation that they be paid; and

WHEREAS, the Board of Education has determined the warrants presented for payment to be in order;

NOW THEREFORE BE IT RESOLVED, the Board of Education ratifies the payments as authorized by Policy 6600 and that the following itemized lists of the warrants be filed:

<u>Dates</u>	<u>Check Numbers</u>	All Funds <u>Account 955-1020731</u>	<u>Total</u>
8/26/21-9/23/21	008734-008892	\$4,702,787.66	
8/26/21-9/23/21	S40085-S40132	\$720,606.44	\$5,423,394.10

<u>Date</u>	<u>Check Numbers</u>	Unemployment Comp Ins Fund <u>Account 955-1020782</u>	<u>Total</u>
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<u>Date</u>	<u>Check Numbers</u>	Escrow Account <u>Account 345-50179</u>	<u>Total</u>
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PB/JS

22-F-52T MONTHLY CERTIFICATION— JULY 31, 2021 BOARD SECRETARY/SCHOOL FINANCIAL REPORT

RESOLUTION

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

*Citations are subject to change due to periodic amendments.

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

PB/JS

Source of Funds: per Attached

22-F-53T LINE ITEM TRANSFERS – JULY 2021

RESOLUTION

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

*Citations are subject to change due to periodic amendments.

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

PB/JS/am
Source of Funds: Per Attached

**22-F-54T APPROVAL – ADDITIONAL PROFESSIONAL SERVICES TO PROVIDE INTERIOR RENOVATIONS
AT ADULT EDUCATION BUILDING IN HACKENSACK, NJ
VENDOR: DI CARA/RUBINO ARCHITECTS**

RESOLUTION

WHEREAS, DiCara Rubino was retained by the Bergen County Technical Schools Board of Education at the June 24, 2021 regular meeting (Res.#21-F-224T) to renovate Adult Education Building in Hackensack; and

WHEREAS, DiCara/Rubino Architects, has submitted an additional proposal to add a new suspended ceiling system in order to accommodate the new lecture space in the existing shop;

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

<u>Description</u>	<u>Amount</u>
Original contract	\$4,000.00
Additional Services:	\$2,880.00
Total:	\$6,880.00

**22-F-55T AUTHORIZING AUCTION OF SURPLUS PROPERTY OF BERGEN COUNTY TECHNICAL
SCHOOL DISTRICT**

RESOLUTION

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

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

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

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

Item #	Description	Brand	Condition
8	VC Engine blocks (each 468lbs)	Unknown	

**22-F-56T APPROVAL – SHARED SERVICES AGREEMENT—TECHNOLOGY SUPPORT BERGEN COUNTY
TECHNICAL SCHOOLS AND FAIR LAWN PUBLIC SCHOOLS**

RESOLUTION

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

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

WHEREAS, both parties are desirous of entering into a shared services agreement (additional level 1 technician) agreement support by Bergen County Technical Schools to Fair Lawn Board of Education;

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

EH: JS/am
Source of funds: n/a

22-F-57T AWARD OF CONTRACT TO FURNISH AND DELIVER VARIOUS HVAC AIR FILTERS, ON AN AS NEEDED BASIS, FOR BCTS, COMMENCING OCTOBER 1, 2021, FOR A TWO-YEAR PERIOD
VENDORS: VARIOUS

BID #22-PC6
State ID #79-BCTSC

RESOLUTION

WHEREAS, the Board of Education, pursuant to N.J.S.A. 18A-18A-1 et seq. advertised for sealed bids to Furnish and Deliver Various HVAC Air Filters on an As Needed Basis for BCTSC Commencing October 1, 2021, or Date of Award, for a Two-Year Period, and

WHEREAS, in accordance with the advertisement, three (3) companies submitted bids and were received, publicly opened and read aloud in the Board of Education office on September 9, 2021;

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

BLEJWAS ASSOCIATES, BRANCHBURG, NJ

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> MERV 8 Minimum	<u>PRICE/ PER EACH</u>	<u>PRICE/ PER CASE</u>
1	Case	SC MERV 8 PLEAT, 14 x 20 x 1, 12/case	Parker	8	\$ 2.94	\$ 35.28
3	Case	SC MERV 8 PLEAT, 20 x 30 x 2, 12/case	Parker	8	\$ 6.12	\$ 73.44
4	Case	SC MERV 8 PLEAT, 13½ x 29½ x 1, 12/case	Parker	8	\$ 4.59	\$ 55.08
5	Case	SC MERV 8 PLEAT, 20 x 25 x 1, 12/case	Parker	8	\$ 3.69	\$ 44.28
6	Case	SC MERV 8 PLEAT, 16 x 20 x 2, 12/case	Parker	8	\$ 2.94	\$ 35.28
7	Case	SC MERV 8 PLEAT, 16 x 25 x 1, 12/case	Parker	8	\$ 3.26	\$ 39.06
8	Case	SC MERV 8 PLEAT, 20 x 20 x 1, 12/case	Parker	8	\$ 3.17	\$ 37.98
9	Case	SC MERV 8 PLEAT, 20 x 20 x 2, 12/case	Parker	8	\$ 3.35	\$ 40.14
10	Case	SC MERV 8 PLEAT, 20 x 24 x 2, 12/case	Parker	8	\$ 4.46	\$ 53.46
11	Case	SC MERV 8 PLEAT, 20 x 25 x 2, 12/case	Parker	8	\$ 4.01	\$ 48.06
12	Case	SC MERV 8 PLEAT, 16 x 25 x 2, 12/case	Parker	8	\$ 3.32	\$ 39.78
13	Case	SC MERV 8 PLEAT, 16 x 16 x 1, 12/case	Parker	8	\$ 3.60	\$ 43.20

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> MERV 8 Minimum	<u>PRICE/ PER EACH</u>	<u>PRICE/ PER CASE</u>
14	Case	SC MERV 8 PLEAT, 16 x 16 x 2, 12/case	Parker	8	\$ 3.56	\$ 42.66
15	Case	SC MERV 8 PLEAT, 14 x 30 x 1, 12/case	Parker	8	\$ 4.59	\$ 55.08
16	Case	SC MERV 8 PLEAT, 14 x 24 x 1, 12/case	Parker	8	\$ 3.54	\$ 42.48
17	Case	SC MERV 8 PLEAT, 16 x 20 x 4, 6/case	Parker	8	\$ 6.08	\$ 36.46
22	Case	HD Fiberglass, 13 x 32 x 1, 12/case	Calhoun	4	\$ 3.21	\$ 38.49
23	Case	HD Fiberglass, 15 x 32 x 1, 12/case	Calhoun	4	\$ 3.21	\$ 38.49
24	Case	HD Fiberglass, 7 x 51 1/2 x 1, 12/case	Calhoun	4	\$ 4.25	\$ 51.05
25	Case	HD Fiberglass, 7 x 59 1/2 x 1, 12/case	Calhoun	4	\$ 4.54	\$ 54.54
26	Case	HD Fiberglass, 20 x 30 x 1, 12/case	Calhoun	4	\$ 2.40	\$ 28.84
27	Case	HD Fiberglass, 15 3/4 x 21 x 1, 12/case	Calhoun	4	\$ 2.92	\$ 35.08
28	Case	SC MERV 8 PLEAT, 24 x 24 x 2, 12/case	Parker	8	\$ 4.52	\$ 54.18
29	Case	SC MERV 8 PLEAT, 14 x 20 x 2, 12/case	Parker	8	\$ 3.42	\$ 41.04
31	Case	SC MERV 8 PLEAT, 12 x 12 x 2, 12/case	Parker	8	\$ 3.78	\$ 45.36
32	Case	SC MERV 8 PLEAT, 15 x 30 x 1, 12/case	Parker	8	\$ 5.51	\$ 66.06
33	Case	SC MERV 8 PLEAT, 24 x 24 x 4, 6/case	Parker	8	\$ 7.85	\$ 47.07
34	Case	HD Fiberglass, 13 x 53 1/2 x 1 (13x20x1,13x38x1) Exact Size 12/case	Calhoun	4	\$ 5.28	\$ 63.35
35	Case	HD Fiberglass, 13 x 65 1/2 x 1 (13x32x1,13x38x1) Exact Size 12/case	Calhoun	4	\$ 5.66	\$ 67.92
36	Case	HD Fiberglass, 15 x 65 1/2 x 1 (15x32x1,15x38x1) Exact Size 12/case	Calhoun	4	\$ 5.66	\$ 67.92
37	Case	HD Fiberglass, 13 x 77 1/2 x 1 (13x38x1,13x40x1) Exact Size 12/case	Calhoun	4	\$ 6.37	\$ 76.49

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> MERV 8 Minimum	<u>PRICE/ PER EACH</u>	<u>PRICE/ PER CASE</u>
38	Case	HD Fiberglass, 8 x 27 1/2 x 1 Exact Size, 12/case	Calhoun	4	\$ 2.56	\$ 30.68
39	Case	HD Fiberglass, 11 x 46 1/2 x 1 Exact Size, 12/case	Calhoun	4	\$ 5.01	\$ 60.11
40	Case	HD Fiberglass, 6 x 43 1/2 x 1 Exact Size, 12/case	Calhoun	4	\$ 3.58	\$ 42.98
41	Case	HD Fiberglass, 15 x 41 1/2 x 1 Exact Size, 12/case	Calhoun	4	\$ 5.28	\$ 63.35
42	Case	HD Fiberglass, 9 x 48 1/2 x 1 (9x24,9x24) Exact Size,12/case	Calhoun	4	\$ 4.54	\$ 54.54
80	Case	24 x 24 x 4 Mini 75, 3/case	Parker	11	\$ 60.45	\$ 181.35
91	Case	20 x 24 x 4, SC Carbon Pleat, 6/case	Parker	8	-----	\$194.04
95	Case	12 x 24 x 2, SC MERV 8 PLEAT, 12/case	Parker	8	\$ 3.35	\$ 40.14
98	Each	20 x 24 x 12, 85% SFQ	Parker V Force	13	\$ 68.40	\$ 68.40
99	Each	KEY PLEAT 14" x 25" x 1"	Parker	8	\$ 2.85	\$ 2.85
104	Each	DMA 12x15x4, OGCXC 300 Pleated Filter	D Mark	8	\$ 49.85	\$ 49.85
106	Each	DMA 16x20x4, OGCXC 300 Pleated Filter	D Mark	8	\$ 44.25	\$ 44.25
107	Each	DMA 25x25x4, OGCXC 300 Pleated Filter	D Mark	8	\$ 58.38	\$ 58.38
110	Case	18 x 24 x 2 HE40-8402 Pleat Filter #5267402062, 12/case	Parker	8	\$ 4.35	\$ 52.20
111	Case	14 x 25 x 2 HE40-4502 Pleat Filter #5267402183 12/case	Parker	8	\$ 3.89	\$ 46.62
112	Case	24 x 24 x 2 HE40-4402 Pleat Filter #5267402033 12/case	Parker	8	\$ 4.52	\$ 54.18
113	Case	20 x 24 x 2 HE40-0402 Pleat Filter #5267402193 12/case	Parker	8	\$ 4.46	\$ 53.46
114	Case	20 x 20 x 2 HE40-0002 Pleat Filter #5267402030 12/case	Parker	8	\$ 3.35	\$ 40.14

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> <u>MERV 8</u> <u>Minimum</u>	<u>PRICE/</u> <u>PER EACH</u>	<u>PRICE/</u> <u>PER CASE</u>
115	Case	12 x 24 x 2 HE40-2402 Pleat Filter #5267402032 12/case	Parker	8	\$ 3.35	\$ 40.14
116	Case	16 x 20 x 4 High Capacity Key Pleat #5251504832 6/case	Parker	8	\$ 4.98	\$ 29.88
117	Case	16 x 20 x 2 Key Pleat #5251104789 12/case	Parker	8	\$ 2.87	\$ 34.48
118	Case	15 1/2 x 77 x 1 Fiber Glass Filter #DF-1512771 6/case	Calhoun	4	\$ 6.37	-----
122	Case	15.5 x 41 x 1 DF-1512411 Fiberglass Filter 6/case	Calhoun	4	\$ 5.26	\$ 31.58

BROOKAIRE COMPANY, LLC, EAST RYTGERFIRDM NJ

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> <u>MERV 8</u> <u>Minimum</u>	<u>PRICE/</u> <u>PER EACH</u>	<u>PRICE/</u> <u>PER CASE</u>
2	Case	SC MERV 8 PLEAT, 20 x 30 x 1, 12/case	Brookaire/ Co MFG Carlstadt NJ Bergen Cty	8	\$ 4.97	\$ 59.64
21	Each	Blue/White Poly Sleeve, 10" x 90'	Viskon-Aire	6	\$ 65.13	\$ 65.13
43	Case	13 x 20 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 4.81	\$ 57.72
44	Case	13 x 38 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.95	\$ 107.40
45	Case	13 x 32 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.95	\$ 107.40
46	Case	13 x 40 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.95	\$ 107.40
48	Case	15 x 32 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.95	\$ 107.40
49	Case	15 x 38 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.95	\$ 107.40
50	Case	15 x 41 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 9.63	\$ 115.56
51	Case	9 x 24 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 4.81	\$ 57.72

Item #	Unit of Measure	DESCRIPTION (inches unless otherwise indicated)	BRAND(S)***	MERV RATING **	PRICE/ PER EACH	PRICE/ PER CASE
				MERV 8 Minimum		
52	Case	9 x 30 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 4.81	\$ 57.72
53	Case	8 x 36 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.25	\$ 99.00
54	Case	8 x 40 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$8.25	\$ 99.00
55	Case	7 x 51 ½ x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 10.67	\$ 128.04
56	Case	8 x 27 ½ x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 4.81	\$ 57.72
57	Case	16 x 21 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 6.36	\$ 76.32
58	Case	6 x 47 x 1 Exact Size, 12/case	Brookaire Co Carlstadt NJ / E Rutherford NJ	8	\$ 8.60	\$ 103.20
59	Case	9 x 27 ½ x ½ Exact Size, 12/case	Calhoun MFG	8	\$ 7.21	\$ 86.52
60	Case	7 x 51 ½ x 1 Exact Size, 12/case	Brookaire Co	8	\$ 10.67	\$ 128.04
61	Case	7 x 59 ½ x 1 Exact Size, 12/case	Brookaire Co	8	\$ 10.67	\$ 128.04
62	Case	15 x 79½ x 1 Exact Size, 12/case	Brookaire Co	8	\$ 14.65	\$ 175.80
63	Case	13 x 76 1/2 Exact Size, 12/case	Brookaire Co	8	\$ 14.65	\$ 175.80
64	Case	16 x 21 x 1 Exact Size, 12/case	Brookaire Co	8	\$ 6.36	\$ 76.32
65	Case	9 x 60 x 1 Exact Size, 12/case	Brookaire Co	8	\$ 10.67	\$ 128.04
66	Case	9 x 72 ½ x 1 Exact Size, 12/case	Brookaire Co	8	\$ 11.35	\$ 136.20
67	Case	8 x 72 x 1 Exact Size, 12/case	Brookaire Co	8	\$ 11.35	\$ 136.20
68	Case	6 x 47 x 1 Exact Size, 12/case	Brookaire Co	8	\$ 8.60	\$ 103.20
69	Case	13 x 41 x 1 Exact Size, 12/case	Brookaire Co	8	\$ 9.63	\$ 115.56
70	Case	8 x 80 x 1 Exact Size, 12/case	Brookaire Co	8	\$ 11.35	\$ 136.20

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> MERV 8 Minimum	<u>PRICE/ PER EACH</u>	<u>PRICE/ PER CASE</u>
71	Case	9 x 27 ½ x 1/2 Exact Size, 12/case	Calhoun MFG	8	\$ 7.21	\$ 86.52
79	Case	16 x 20 x 4 Mini 75, 3/case	Airflow Prod	85% M13	\$ 40.11	\$ 120.33
81	Case	12 x 24 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 7.77	\$ 93.24
82	Case	16 x 20 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 8.01	\$ 96.12
83	Case	16 x 25 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 10.44	\$ 125.28
84	Case	16 x 30 x 2, Exact Size SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 10.55	\$ 126.60
85	Case	20 x 25 x 1, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 8.57	\$ 102.84
86	Case	20 x 24 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 11.05	\$ 132.60
87	Case	20 x 25 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 11.49	\$ 137.88
88	Case	24 x 24 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 12.33	\$ 147.96
89	Case	24 x 25 x 2, SC Carbon Pleat, 12/case	Airflow Prod	8	\$ 14.40	\$ 172.80
90	Each	25 x 25 x 2, SC Carbon Pleat	Airflow Prod	8	\$ 13.23	\$ 158.76
91	Case	20 x 24 x 4, SC Carbon Pleat, 6/case	Airflow Prod	8	\$ 25.60	-----
96	Case	12 x 24 x 12, 85% SFQ, 2/case	Airflow Products Rigid Box Pleat 7	85% M13	\$ 52.72	\$105.44
97	Each	24 x 24 x 12, 85% SFQ,	Metal Frame Single Header	85% M13	\$ 74.87	\$ 74.87
105	Each	DMA 18x20x4, OGCXC 300 Pleated Filter	D-Mark	Carbon	\$ 61.50	\$ 61.50
109	Case	24 x 30 x 1 HE40-2301 Pleat Filter #5267348347, 12/case	Brookaire	8	\$ 5.61	\$ 67.32
119	Case	18 x 24 x 2 HE40CB-8402 HE40 CB Carbon Pleat Filter 12/case	Airflow Prod	8	\$ 10.55	\$ 126.60
120	Case	16 x 25 x 4 HE40CB-6504 HE40CB Carbon Pleat Filter #5262884644 6/case	Airflow Prod	8	\$18.51	\$111.06

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> <u>MERV 8</u> <u>Minimum</u>	<u>PRICE/</u> <u>PER EACH</u>	<u>PRICE/</u> <u>PER CASE</u>
121	Case	12 x 20 x 4 HE40CB-12204 HE40 CB Carbon Pleat Filter 6/case	Airflow Prod	8	\$ 12.86	\$ 77.16

FARRAR FILTER COMPANY INC., PATERSON, NJ

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> <u>MERV 8</u> <u>Minimum</u>	<u>PRICE/</u> <u>PER EACH</u>	<u>PRICE/</u> <u>PER CASE</u>
17	Case	SC MERV 8 PLEAT, 16 x 20 x 4, 6/case	Glasfloss	10	\$ 5.82	\$ 34.92
18	Case	SC MERV 8 PLEAT, 16 x 25 x 4, 6/case	Glasfloss	10	\$ 6.25	\$ 37.50
19	Case	SC MERV 8 PLEAT, 20 x 20 x 4, 6/case	Glasfloss	10	\$ 6.21	\$ 37.26
20	Case	SC MERV 8 PLEAT, 20 x 25 x 4, 6/case	Glasfloss	10	\$ 7.14	\$ 42.84
30	Case	SC MERV 8 PLEAT, 12 x 20 x 2, 12/case	Glasfloss	10	\$ 3.59	\$ 43.08
72	Case	9.5 x 72 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 17.26	\$ 207.12
73	Case	10 x 59 1/2 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 15.35	\$ 184.20
74	Case	13 x 38 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 13.90	\$ 166.80
75	Case	15 1/2 x 41 1/2 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 17.26	\$ 207.12
76	Case	15 1/2 x 53 1/2 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 19.23	\$ 230.76
77	Case	15 1/2 x 66 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 20.62	\$ 247.44
78	Case	15 1/2 x 77 x 1 HD Synthetic, 12/case	Glasfloss	10	\$ 20.62	\$ 247.44
100	Each	DMA 12x24x4, OGCXC 300 Pleated Filter	Glasfloss Carbotron	8	\$ 26.76	\$ 160.56
101	Each	DMA 18x24x4, OGCXC 300 Pleated Filter	Glasfloss Carbotron	8	\$ 36.78	\$ 220.68
102	Each	DMA 24x24x4, OGCXC 300 Pleated Filter	Glasfloss Carbotron	8	\$ 46.40	\$278.40

<u>Item #</u>	<u>Unit of Measure</u>	<u>DESCRIPTION</u> (inches unless otherwise indicated)	<u>BRAND(S)***</u>	<u>MERV RATING **</u> MERV 8 Minimum	<u>PRICE/ PER EACH</u>	<u>PRICE/ PER CASE</u>
103	Each	DMA 27x27x4, OGCXC 300 Pleated Filter	Glasfloss Carbotron	8	\$ 105.54	\$ 633.24
108	Each	DMA 26x26x4, OGCXC 300 Pleated Filter	Glasfloss Carbotron	8	\$ 105.54	\$ 633.24

22-F-58T APPROVAL—WIOA FORMULA INDIVIDUAL TRAINING ACCOUNT LOG: 7/1/21-6/30/22

RESOLUTION

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

RK/JS

Source of funds: see attached

22-F-59T ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE FUNDS AND ESTABLISHMENT OF BUDGET

CARES ACT

Elementary and Secondary School Emergency Relief – Part II (ESSER II) Funds

RESOLUTION

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

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

NOW THEREFORE BE IT RESOLVED that the Board of Education accepts the following special federal, state and private grant funds:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Grant</u>
Federal – FY '21 CARES Act	CARES ACT Elementary and Secondary School Emergency Relief – Part II (ESSER II) Funds	\$604,436

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

<u>Program Information</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Program Director:	20.483.100.100.VN	Personal Services - Salaries	\$120,384
M. Dvorozniak	20.483.100.300.VN	Other Purchased Services	23,370
	20.483.100.610.VN	Instructional Supplies	78,300

Grant Period:	20.483.100.800.VN	Other Objects	35,000
March 13, 2020 –	20.483.200.100.VN	Personal Services - Salaries	213,579
September 30, 2023	20.483.200.200.VN	Personal Services – Employee Benefits	25,548
	20.483.200.300.VN	Purchased Technical Services	800
	20.483.200.500.VN	Other Purchased Services	54,872
	20.483.200.600.VN	Supplies and Materials	52,583
		TOTAL	\$604,436

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

22-F-60T

**ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE
FUNDS AND ESTABLISHMENT OF BUDGET**

**CARES Act
Elementary and Secondary School
Emergency Relief – Part II (ESSER II) Funds
Learning Acceleration**

RESOLUTION

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

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

NOW THEREFORE BE IT RESOLVED that the Board of Education accepts the following special federal, state and private grant funds:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Grant</u>
Federal – FY'21 CARES Act	CARES Act Elementary and Secondary School Emergency Relief – Part II (ESSER II) Funds Learning Acceleration	\$38,789

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

<u>Program Information</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Program Director:	20.484.100.100.VN	Personal Services – Salaries	\$27,021
M. Dvorozniak	20.484.200.100.VN	Personal Services – Employee Benefits	2,066
Grant Period:	20.484.200.200.VN	Purchased Technical Services	9,702
March 13, 2020 – September 30, 2023		TOTAL	\$38,789

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

22-F-61T

**ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE
FUNDS AND ESTABLISHMENT OF BUDGET**

**CARES Act
Elementary and Secondary School
Emergency Relief – Part II (ESSER II) Funds
Mental Health**

RESOLUTION

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

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

NOW THEREFORE BE IT RESOLVED that the Board of Education accepts the following special federal, state and private grant funds:

<u>Funding Source</u>	<u>Program Title</u>	<u>Amount of Grant</u>
Federal – FY '21 CARES Act	CARES Act Elementary and Secondary School Emergency Relief – Part II (ESSER II) Funds Mental Health	\$45,000

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

<u>Program Information</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Program Director:	20.485.100.100.VN	Personal Services – Salaries	\$2,000
M. Dvorozniak	20.485.200.200.VN	Personal Services – Employee Benefits	153
Grant Period:	20.485.200.300.VN	Purchased Technical Services	42,847
March 13, 2020 – September 30, 2023		TOTAL	\$45,000

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

22-F-62T

**ACCEPTANCE OF SPECIAL FEDERAL, STATE AND PRIVATE
FUNDS AND ESTABLISHMENT OF BUDGET**

**ELEMENTARY AND SECONDARY
EDUCATION ACT (ESEA)
Consolidated Formula Subgrant**

RESOLUTION

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

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

NOW THEREFORE BE IT RESOLVED that the Board of Education accepts the following special federal, state and private grant funds:

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

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

<u>Program</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Title I, Part A	20.232.100.100.VN	Personal Services – Salaries	\$117,445
Grant Period: 7/1/21 – 6/30/22	20.232.200.200.VN	Personal Services – Employee Benefits	54,151
Program Director: R. Panicucci		TOTAL	\$171,596

<u>Program</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Title II, Part A	20.270.200.300.VN	Purchased Professional Education Services	\$5,608
Grant Period: 7/1/21 – 6/30/22	20.270.200.600.VN	Supplies and Materials	32,500
Program Director: R. Panicucci		TOTAL	\$38,108

<u>Program</u>	<u>Account Number</u>	<u>Budget Category</u>	<u>Amount</u>
Title IV, Part A	20.270.200.500.VN	Other Purchased Services	\$13,460
Grant Period: 7/1/21 – 6/30/22			
Program Director: R. Panicucci		TOTAL	\$13,460

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

**22-F-63T APPROVAL – APPROVAL TO SUBMIT NECESSARY PAPERWORK TO THE NEW JERSEY
DEPARTMENT OF EDUCATION FOR THE MODIFICATION/RELOCATION OF THE EXISTING
ENERGY GENERATION SYSTEM (“GENERATOR”) LOCATED AT THE BERGEN COUNTY
TECHNICAL SCHOOL’S TETERBORO CAMPUS BY CHA ENGINEERING**

RESOLUTION

WHEREAS, the Bergen County Technical School Board of Education in the County of Bergen, New Jersey (the “Board or BCTS”), desires to proceed with a school facilities project consisting generally of the modification and relocation of the existing energy generation system (“generator”) located at the Bergen County Technical High School Teterboro Campus; and

WHEREAS, CHA Engineering is a Board approved engineer, and has been given the authorization to design and engineer the modification and relocation of the existing energy generation system (“generator”) located at BCTS’ Teterboro Campus; and

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

WHEREAS, in accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the schematic plans, educational specifications, and construction documents prepared in connection with the project by CHA Engineering, and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated “Other Capital” and the Board is not seeking state funding, and

WHEREAS, the District’s Long-Range Facilities Plan will not need to be amended to include this project;

NOW THEREFORE BE IT RESOLVED, the School Administration and such other officers and agents of the Board as are necessary, including the board attorney and engineer, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution, and

BE IT FURTHER RESOLVED, that the Board of Education, upon recommendation of the school business administrator, approves and authorizes CHA Engineering, acting on behalf of the school district, to transmit the aforementioned documents to the appropriate state recipients for review and approval of the modifications to the existing energy generation system (“generator”) located at Bergen County Technical School’s Teterboro Campus.

**22-F-64T APPROVAL – CONTRACT WITH LABQ TO PROVIDE ON-SITE SPECIMEN COLLECTION,
DETECTION OF THE SARS-COV-2 VIRUS, AND DELIVERY OF TEST RESULTS FOR BCTS
PERSONNEL – NO COST**

RESOLUTION

WHEREAS, on August 23, 2021 New Jersey Governor Philip Murphy signed Executive Order 253 declaring that all public, private, and parochial preschool programs, and elementary and secondary schools, including charter and renaissance schools, must maintain a policy that requires all workers to either provide adequate proof to their employer that they have been fully vaccinated or submit to COVID-19 testing at minimum one to two times weekly, and

WHEREAS, This requirement shall take effect on October 18, 2021, at which time any worker that has not provided adequate proof that he/she is fully vaccinated must submit to a minimum of weekly or twice weekly testing on an ongoing basis until fully vaccinated, and

WHEREAS, it is in the best interest of BCTS to provide access to a testing option for those employees that are not fully vaccinated, and

WHEREAS, LabQ is a duly licensed and accredited high-complexity clinical laboratory and is qualified as a P2 lab or higher as defined by the biosafety level criteria set forth by the Center for Disease Control and Prevention, and

WHEREAS, LabQ utilizes equipment, reaction kits, protocols for the detection of the SARS-CoV-2 virus as approved by the Food and Drug Administration (“FDA”), and ensures that all COVID-19 tests performed are FDA-authorized and internal validations of the tests have been further authorized by the FDA.

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that Board of Education hereby ratifies and/or approves the attached form of Agreement with LabQ, to provide for the collection of specimens, detection of the SARS-CoV-2 virus, and reporting of results for staff members that are not fully vaccinated at no cost to the school district for an initial period of six months, and

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Superintendent of Schools and/or the School Business Administrator to take any such action as may be appropriate to implement the terms of this Resolution, including but not limited to the execution of the Agreement.

22-F-65T **APPROVAL – AMENDMENT TO SHARED SERVICES AGREEMENT WITH NORTHERN VALLEY REGIONAL BOARD OF EDUCATION**

RESOLUTION

WHEREAS, the Board of Education and the Northern Valley Regional Board of Education have determined that a need exists to provide qualified students an opportunity to attend a four (4) year career and technical education program integrating technology, business, and design into a rigorous academic curriculum to prepare them to pursue a career or post-secondary study in the field of sports medicine and exercise science; and

WHEREAS, the parties have memorialized the terms whereby such a program will be offered in an amended shared services agreement, in the form annexed hereto;

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that Board of Education hereby ratifies and/or approves the attached form of Amended Shared Services Agreement with the Northern Valley Regional Board of Education, subject to the review and final approval of the Board Attorney; and

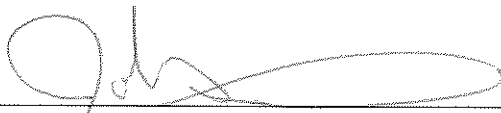
BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President, Superintendent of Schools and/or the School Business Administrator to take any such action as may be appropriate to implement the terms of this Resolution, including but not limited to the execution of the Agreement.

BERGEN COUNTY TECHNICAL SCHOOLS

**BILLS LIST CERTIFICATION
BUDGETARY LINE ITEM STATUS**

I have reviewed the attached bill listing and certify that to the best of my knowledge and belief, all bills have been reviewed and approved by authorized district personnel and that all bills are for bona fide, necessary purchases of materials or services that have been received or rendered to the district. In addition, all expenditures have been properly classified within the District's financial records as submitted to the Board of Trustees of the Bergen County Technical Schools, and furthermore, no budgetary line item account has been over expended.

(N.J.A.C. 6A:23-2.11)



John Susino
Board Secretary

9/24/21
Date

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

Month: Aug - Sept 2021

<u>Dates</u>	<u>Check #</u>	<u>All Funds Account 955-1020731</u>	<u>Total</u>
8/26/2021 - 9/23/2021	008734 - 008892	4,702,787.66	
8/26/2021 - 9/23/2021	S40085 - S40132	<u>720,606.44</u>	5,423,394.10

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

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

Starting date 8/26/2021 Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S40085	09/23/21		A800	AECOM TECHNICAL SERVICES, INC		4,500.00
S40086	09/23/21		N419	Apple Inc		299.00
S40087	09/23/21		1750	APPLE INC		47,600.00
S40088	09/23/21		U556	APPLIED EDUCATIONAL SYSTEMS		200.00
S40089	09/23/21		N765	ARAMSCO		4,981.58
S40090	09/23/21		5318	BERGEN BLENDED ACADEMY		6,883.33
S40091	09/23/21		1071	BERGEN COMMUNITY COLLEGE		9,291.00
S40092	09/23/21		5600	BERGEN COMMUNITY COLLEGE		6,500.00
S40093	09/23/21		1128	BIO SHINE INC		19,319.93
S40094	09/23/21		7217	CAPODICE; CHRISTOPER		600.00
S40095	09/23/21		1812	CDW-G		373.58
S40096	09/23/21		1313	CENGAGE LEARNING		17,117.07
S40097	09/23/21		1190	CHARTWELLS		12,825.34
S40098	09/23/21		1905	COMMAND RADIO		264.14
S40099	09/23/21		5488	COMPLETE BOOK & MEDIA SUPPLY,INC		230.70
S40100	09/23/21		6449	COMPUTER DESIGN AND INTEGRATON LLC		213,828.12
S40101	09/23/21		Z461	CONSTELLATION NEW ENERGY		29,521.27
S40102	09/23/21		2973	CRAFTMASTER HARDWARE CO. INC.		2,852.00
S40103	09/23/21		1838	DELL MARKETING; L.P.		150,328.25
S40104	09/23/21		1204	DELTA DENTAL PLAN OF NJ		56,560.17
S40105	09/23/21		2813	DISCOVERY EDUCATION		33,320.00
S40106	09/23/21		6791	GEESE CHASERS OF NORTH JERSEY		1,209.00
S40107	09/23/21		1684	GRAINGER		24,058.26
S40108	09/23/21		U245	INTERSTATE WASTE SERVICES		1,000.00
S40109	09/23/21		7254	ISER; ESTEBAN		160.00
S40110	09/23/21		1329	JEWEL ELECTRICAL SUPPLY		2,634.27
S40111	09/23/21		A340	KALATA; GRZEGORZ		825.00
S40112	09/23/21		H972	MEDCO SUPPLY CO.		300.42
S40113	09/23/21		1400	METUCHEN CENTER INC		3,523.50
S40114	09/23/21		1444	NATIONAL OCCUPAT COMPETENCY TEST INST		184.00
S40115	09/23/21		1462	NOWELL,P.A.		16,327.50
S40116	09/23/21		7276	POWER SCHOOL GROUP LLC		3,313.01
S40117	09/23/21		1521	PROVIDET SERVICE ASSOC INC		8,875.00
S40118	09/23/21		1775	RIDGEWOOD PRESS		116.00
S40119	09/23/21		2002	SCHOOL SPECIALTY		1,922.96
S40120	09/23/21		O185	SOREM; BRIDGET		287.09
S40121	09/23/21		6829	STAPLES CONTRACT & COMMERCIAL INC		14,088.87
S40122	09/23/21		1601	STORR TRACTOR COMPANY		1,630.42
S40123	09/23/21		5801	THE HON COMPANY		2,136.84

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Rec and Unrec checks Hand and Machine checks

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Starting date 8/26/2021 Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
S40124	09/23/21		1382	THE MAIN LOCK SHOP		60.80
S40125	09/23/21		5513	THOMSON REUTERS - WEST PUBLISHING CORP		1,676.00
S40126	09/23/21		4071	TSUJ. CORPORATION		7,257.53
S40127	09/23/21		7724	ULTRAPRO PEST PROTECTION		286.00
S40128	09/23/21		Z081	UNI TEMP		4,047.01
S40129	09/23/21		2180	VAN DAALEN; MABEL		875.00
S40130	09/23/21		6815	VWR CORPORATE ACCOUNTS		1,055.41
S40131	09/23/21		2771	W.B. MASON COMPANY, INC.		1,861.07
S40132	09/23/21		U223	WHITLEY;KATHRYN		3,500.00

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Rec and Unrec checks

Hand and Machine checks

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Starting date 8/26/2021

Ending date 9/23/2021

Fund Totals		
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10	General Fund	\$229,365.33
11	General Current Expense	\$200,395.58
12	Capital Outlay	\$19,155.60
13	Special Schools	\$1,010.32
20	Special Revenue Funds	\$176,588.09
30	Capital Projects Funds	\$41,992.60
60	CAFETERIA	\$12,825.34
61	ENTERPRISE FUND	\$39,273.58
Total for all checks listed		\$720,606.44

Prepared and submitted by: _____

Board Secretary

Date

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

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09/23/21 10:22

Starting date 8/26/2021

Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008500	V 08/05/21	09/10/21	2726	GALE		(28,616.20)
008734	09/01/21		6617	POSTMASTER		900.00
008735	09/03/21		6617	POSTMASTER		265.00
008736	09/23/21		V482	ACHIEVE3000		24,990.00
008737	09/23/21		6606	AIR MAINTENANCE SOLUTIONS, LLC		1,026.00
008738	V 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008742 Stub	
008739	V 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008742 Stub	
008740	V 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008742 Stub	
008741	V 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008742 Stub	
008742	09/23/21		5918	AIRGAS USA,LLC		1,453.90
008743	09/23/21		A535	AMERICAN HEART ASSOCIATION		4,100.22
008744	09/23/21		3203	AMERICAN INSTITUTE		335.35
008745	09/23/21		1022	AMERICAN PAPER AND SUPPLY TOWEL COMPAN		1,249.31
008746	09/23/21		X468	AMERICATION CAREER AND TRAINING SCHOOL		3,850.00
008747	09/23/21		F139	ASCD		508.04
008748	09/23/21		1059	B & H PHOTO-VIDEO INC		40,893.88
008749	09/23/21		S328	BCASBO C/O JENNIFER PFOHL		250.00
008750	09/23/21		2213	BEN SHAFFER & ASSOCIATES INC		514.80
008751	09/23/21		2318	BERGEN COUNTY SHERIFF'S OFFICE B		360.00
008752	09/23/21		2821	BERGEN COUNTY TECHNICAL SCHOOL		1,364.50
008753	09/23/21		1088	BINGHAM COMMUNICATIONS INC		568.00
008754	09/23/21		2675	BLEJWAS ASSOCIATES, INC.		1,504.20
008755	09/23/21		6308	BOARD OF VOCATIONAL EDUCATION		1,140.00
008756	09/23/21		A272	BOWLING.COM		958.81
008757	09/23/21		C183	BRIGHT HORIZON INSTITUTE		4,102.86
008758	09/23/21		1486	BSN SPORTS		1,542.22
008759	09/23/21		3442	C.F. CONNOLLY DIST. CO., INC.		150.65
008760	09/23/21		B847	C0NSHOHOCKEN STEEL PRODUCTS		838.50
008761	09/23/21		4161	CABLEVISION EDUCATION		136.92
008762	09/23/21		6918	CABLEVISION LIGHTPATH		29,730.16
008763	09/23/21		7656	CAREER SOLUTIONS PUBLISHING		795.00
008764	09/23/21		1146	CAROLINA BIOLOGICAL SUPPLY CO		743.61
008765	09/23/21		1771	CENTRAL RESTAURANT SUPPLY		649.58
008766	09/23/21		6263	CHA CONSULTING, INC		2,900.00
008767	09/23/21		1165	CIVIT PRODUCTS INC		203.20
008768	09/23/21		6461	CLASSIC SPORT FLOORS		2,806.36
008769	09/23/21		1770	CLIFFSIDE BODY CORPORATION		4,250.00
008770	09/23/21		M338	CLORDISYS SOLUTIONS INC		245.00
008771	09/23/21		O085	CME ASSOCIATES		704.00

Starting date 8/26/2021 Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008772	09/23/21		2195	COLDSTAT REFRIGERATION		246.80
008773	09/23/21		6262	DAANJ, INC.		135.00
008774	09/23/21		B006	DATUM FILING SYSTEMS		91,500.00
008775	09/23/21		J242	DAVILA;DIANA		50.40
008776	09/23/21		H542	DEMCO		28.85
008777	09/23/21		H487	DERADORIAN; BARBARA		41.50
008778	09/23/21		5195	DIRECTV. INC.		137.99
008779	09/23/21		H218	DISPLACED HOMEMAKERS NETWORK OF NJ, INC		500.00
008780	09/23/21		2455	DLT SOLUTION, INC.		1,232.55
008781	09/23/21		6552	DYV ENTERPRISES LLC		71,471.00
008782	09/23/21		2290	EAI EDUCATION		85.33
008783	09/23/21		1552	EASTWICK COLLEGE - NUTLEY		231.06
008784	09/23/21		6688	ELEVATOR MAINTENANCE CORP		320.00
008785	09/23/21		U559	ERNST;RUTHIE		100.00
008786	09/23/21		T135	F.W. WEBB COMPANY		14,426.68
008787	09/23/21		C424	FAMILY, CAREER & COMMUNITY LEADERS OF AM		633.00
008788	09/23/21		G124	FARRAR FILTER COMPNAY		1,234.47
008789	09/23/21		7585	FAST SPRING		395.00
008790	09/23/21		2492	FEA - FOUNDATION FOR EDUCALTIONAL ADMIN.		100.00
008791	09/23/21		V163	FIGOL; OLGA		277.80
008792	09/23/21		1250	FISHER SCIENTIFIC CO		20.90
008793	09/23/21		1251	FLAGHOUSE INC		366.11
008794	09/23/21		1252	FLINN SCIENTIFIC INC		99.90
008795	09/23/21		5708	FOREIGN AFFAIRS		54.95
008796	09/23/21		5009	FRIDMAN; ESTHER		1,250.00
008797	09/23/21		2726	GALE		28,616.20
008798	09/23/21		1816	GAVINS		555.00
008799	09/23/21		F121	GERMAN AMERICAN CHAMBER OF COMMERCE I		750.00
008800	09/23/21		5828	GLOBAL INDUSTRIAL		3,338.39
008801	09/23/21		2356	GOVERNMENT FINANCE OFFICERS ASSOC.		280.00
008802	09/23/21		1063	GREATER BERGEN COMMUNITY ACTION, INC.		13,657.00
008803	09/23/21		L953	HANDS IN 4 YOUTH		2,025.00
008804	09/23/21		2453	HENRY SCHEIN INC.		253.95
008805	09/23/21		1959	HOLY NAME HOSP OCCUPATIONAL HEALTH SVC		70.00
008806	09/23/21		1306	HOUGHTON MIFFLIN COMPANY		4,500.00
008807	09/23/21		5228	I-CAR		2,100.00
008808	09/23/21		G320	ICING IMAGES		485.38
008809	09/23/21		U197	JERSEY TRACTOR TRAILER TRAINING, INC		4,000.00
008810	09/23/21		F230	JOHNSON CONTROLS		3,550.00

Starting date 8/26/2021 Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008811	09/23/21		1342	KEEHN POWER PRODUCTS		17.95
008812	09/23/21		1353	LAB VOLT SYSTEMS		574.70
008813	09/23/21		C273	LAS COMP INSTITUTE OF IT		3,000.00
008814	09/23/21		2504	LAWSON PRODUCTS, INC.		3,710.08
008815	09/23/21		6921	LIGHTPATH		6,542.00
008816	09/23/21		3047	LINA		775.25
008817	09/23/21		2371	LTI, INC.		2,450.00
008818	09/23/21		4447	MARY POMERANTZ ADVERTISING		1,027.10
008819	09/23/21		6900	MARZANO RESEARCH LLC		1,400.00
008820	09/23/21		P319	MCQUADE KATHLEEN		156.00
008821	09/23/21		1872	M-F ATHLETIC CO.,INC.		335.00
008822	09/23/21		X406	MICROSOFT CORPORATION		5,358.21
008823	09/23/21		I758	MIKES ROOFING INC.		109,738.38
008824	09/23/21		7383	MURRAY CONTRACTING LLC		447,163.87
008825	09/23/21		1422	NASCO		715.58
008826	09/23/21		2315	NASSP		385.00
008827	09/23/21		6840	NATIONAL ART AND SCHOOL SUPPLIES		21.20
008828	09/23/21		4367	NATIONAL CAREER INSTITUTE		2,150.00
008829	09/23/21		5203	NATIONAL VISION ADMINISTRATORS,LLC		4,592.79
008830	09/23/21		5146	NCTM		149.00
008831	09/23/21		1445	NEW JERSEY PRINCIPALS & SUPERVISORS ASSC		5,070.00
008832	09/23/21		M681	NICKERSON SERVICE		7,057.00
008833	09/23/21		1439	NJ ASSOC OF SCHOOL BUSINESS OFFICIALS		990.00
008834	09/23/21		X247	NJPSA		125.00
008835	09/23/21		H621	NJSCHOOLJOBS.COM		50.00
008836	09/23/21		2085	NORTH JERSEY MEDIA GROUP INC.		63.08
008837	09/23/21		7277	O.C.A. BENEFIT SERVICES, LLC		153.75
008838	09/23/21		Z172	PANTALEO LSCW; JILL A.		45,000.00
008839	09/23/21		M130	PARK; CRISTINA		86.75
008840	09/23/21		1495	PASCO SCIENTIFIC CO		1,321.96
008841	09/23/21		7248	PASSON'S SPORTS & US GAMES, BSN		293.68
008842	09/23/21		N477	PATRICK; ANGELLA		213.50
008843	09/23/21		B325	PC-JEREMY WERTHEIM		260.69
008844	09/23/21		1505	POWER EQUIPMENT SERVICES LLC		2,760.02
008845	09/23/21		1501	PROMARK DIRECT MARKETING CONCEPTS INC		875.00
008846	09/23/21		2101	PROTECTIVE MEASURERS SEC & FIRE SYS,LLC		524.50
008847	09/23/21		1511	PSE&G		92,766.95
008848	09/23/21		2672	RAMAPO COLLEGE		562.50
008849	09/23/21		5472	REALLY GOOD STUFF INC.		3.87

Starting date 8/26/2021 Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008850	09/23/21		2776	REMINGTON & VERNICK ENGINEERS		45.00
008851	09/23/21		T801	REZABALA:ROCIO		156.00
008852	✓ 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008855 Stub	
008853	✓ 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008855 Stub	
008854	✓ 09/23/21	09/23/21		00.0 \$ Multi Stub Void	#008855 Stub	
008855	09/23/21		1828	RICOH AMERICAS CORPORATION		8,437.00
008856	09/23/21		5041	RIGOLOSI;RONALD A.; M.D.		2,500.00
008857	09/23/21		H348	RIVERA;MS. CAROL J.		120.00
008858	09/23/21		3876	ROBOTECH CAD SOLUTIONS		4,000.00
008859	09/23/21		2715	RSC ARCHITECTS		16,550.00
008860	09/23/21		7378	RUTGERS, THE STATE UNIVERSITY OF NJ		6,692.83
008861	09/23/21		L039	RYANS PET SUPPLIES		4,608.74
008862	09/23/21		6083	S/P2		1,122.00
008863	09/23/21		I537	SAE INTERNATIONAL		275.00
008864	09/23/21		3515	SAM TELL & SON, INC.		1,944.80
008865	09/23/21		1855	SARGENT WELCH		72.54
008866	09/23/21		Q465	SAVVAS LEARNING COMPANY LLC		49.97
008867	09/23/21		1590	SEICKEL & SONS INC		471.50
008868	09/23/21		K636	SHERWIN-WILLIAMS		586.03
008869	09/23/21		4975	SHI INTERNATIONAL CORP.		9,513.99
008870	09/23/21		G086	SHOP MED VET		3,227.75
008871	09/23/21		P918	SHOWBIE		8,925.00
008872	09/23/21		J709	SINO BIOLOGICAL		244.00
008873	09/23/21		G176	SKYTESTING INC.		1,132.00
008874	09/23/21		6030	SNAP ON INDUSTRIAL		569.51
008875	09/23/21		Z785	T & M ENGINEERING		62,544.25
008876	09/23/21		5709	THE ECONOMIST SUBSCRIPTION CTR		225.00
008877	09/23/21		L755	THE PET SALON, INC		2,023.89
008878	09/23/21		X893	TOP REPAIRS, INC		314.35
008879	09/23/21		1781	TREASURER, STATE OF NEW JERSEY		4,915.00
008880	09/23/21		D184	TYREX RESOURCES LLC		49.50
008881	09/23/21		L319	UGI ENERGY SERVICES, LLC		42.15
008882	09/23/21		7587	UNITED SUPPLY CORP		2,066.72
008883	09/23/21		1664	UNIVERSAL ELECTRIC MOTOR SRVCS		601.90
008884	09/23/21		1679	V.E. RALPH & SON INC		103,647.10
008885	09/23/21		2034	VERIZON WIRELESS		3,056.07
008886	09/23/21		O895	VWR		1,422.42
008887	09/23/21		6622	WALLINGTON PLUMBING SUPPLIES		1,867.86
008888	09/23/21		7718	WEST BERGEN MENTAL HEALTHCARE		628.00

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Bergen County Vo-Tech Schools
Hand and Machine checks

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09/23/21 10:22

Starting date 8/26/2021

Ending date 9/23/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008889	09/23/21		6076	WILLIAM J. GUARINI, INC.		500.00
008890	09/23/21		3950	WILLIAM PATERSON UNIVERSITY		1,188.57
008891	09/23/21		1713	XEROX CORPORATION		3,747.16
008892	09/23/21		W096	ZUIDEMA/ROYAL THRONE PORTABLE TOILETS		200.00
210804	H 08/27/21		1616	STATE OF NJ-HEALTH BENEFITS FD		776,812.82
210805	H 08/27/21		1616	STATE OF NJ-HEALTH BENEFITS FD		801.87
210806	H 08/31/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 8/31/2021	12,677.25
210807	H 08/31/21		4864	DCRP BOARD SHARE		42.05
210808	H 08/31/21		PAY	PAYROLL VENDOR		2,023,697.08
210809	H 08/31/21		1096	BOARD OF VOCATIONAL EDUCATION		120,639.84
210901	H 09/15/21		1097	BOARD OF VOCATIONAL EDUCATION	TPAF FICA 9/15/2021	101,826.56
210902	H 09/15/21		4864	DCRP BOARD SHARE		400.67
210903	H 09/22/21		7292	MAXOR PLUS		300,631.48

Check Journal
Rec and Unrec checks

Bergen County Vo-Tech Schools
Hand and Machine checks

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09/23/21 10:22

Starting date 8/26/2021

Ending date 9/23/2021

Fund Totals		
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10	General Fund	\$165,428.35
11	General Current Expense	\$2,804,501.14
12	Capital Outlay	\$699,186.38
13	Special Schools	\$208,983.29
20	Special Revenue Funds	\$391,909.49
30	Capital Projects Funds	\$23,071.42
60	CAFETERIA	\$619.55
61	ENTERPRISE FUND	\$252,793.63
62	INTERNAL SERVICE FUND	\$156,294.41
Total for all checks listed		\$4,702,787.66

Prepared and submitted by: _____

Board Secretary

Date

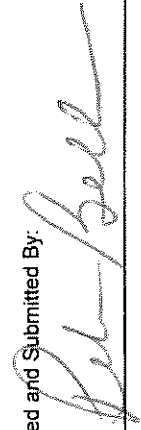
DISTRICT OF VOCATIONAL SCHOOLS

All Funds

For Month Ending: July 31, 2021

CASH REPORT				
FUNDS	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances (1)+(2)-(3)
GOVERNMENTAL FUNDS				
1 General Fund - 10	14,057,832.05	4,980,890.91	2,972,370.32	16,066,352.64
2 Special Revenue Fund - Fund 20	(1,256,658.58)	801,025.00	415,699.51	(871,333.09)
3 Capital Projects Fund - Fund 30	(755,164.97)	0.00	0.00	(755,164.97)
4 Enterprise Funds - Fund 61, Fund 62	1,332,189.85	215,500.35	385,544.71	1,162,145.49
5 Enterprise Fund (Fund 5X) Cafeteria	1,420.61	14,959.72	0.00	16,380.33
6 Total Governmental Funds (Lines 1 Thru 5)	13,379,618.96	6,012,375.98	3,773,614.54	15,618,380.40
TRUST AND AGENCY FUNDS (FUND 6X)				
7 Payroll	7,000.00	2,642,417.29	2,642,417.29	7,000.00
8 Payroll Agency	81,965.16	1,100,020.55	1,096,569.46	85,416.25
9 Other (attach list) - Unemploy Insur	492,860.64	17.62	0.00	492,878.26
10 Total Trust & Agency Funds (lines 7 thru 9)	581,825.80	3,742,455.46	3,738,986.75	585,294.51
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	126,507.57	5.22	0.00	126,512.79
18 Total All Funds (lines 6, 10, 13, 14, 15, 16, & 17)	14,087,952.33	9,754,836.66	7,512,601.29	16,330,187.70

Prepared and Submitted By:



Date

8/19/21

22-F-52T

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

Page 1 of 37
09/17/21 11:17

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

Assets and Resources

Assets:

101	Cash in bank		\$8,991,506.15
102 - 106	Cash Equivalents		\$7,082,625.18
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		\$33,562,697.00

Accounts Receivable:

132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$5,708,840.92	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$1,469,670.06	
153, 154	Other (net of estimated uncollectable of \$_____)	\$3,500.00	\$7,189,010.98

Loans Receivable:

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

Other Current Assets

\$1,530.80

Resources:

301	Estimated revenues	\$73,997,642.00	
302	Less revenues	(\$39,260,216.15)	\$34,737,425.85

Total assets and resources

\$91,564,795.96

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

Page 3 of 37
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Starting date 7/1/2021 Ending date 7/31/2021 Fund: 10 General Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$78,725,320.00	\$65,333,798.25	\$13,391,521.75
Revenues	(\$73,997,642.00)	(\$39,260,216.15)	(\$34,737,425.85)
Subtotal	<u>\$4,727,678.00</u>	<u>\$26,073,582.10</u>	<u>(\$21,345,904.10)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$7,082,400.39)	\$7,082,400.39
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$18,991,181.71</u>	<u>(\$14,263,503.71)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$537,647.71)	\$537,647.71
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$4,727,678.00</u>	<u>\$18,453,534.00</u>	<u>(\$13,725,856.00)</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>\$4,727,678.00</u>	<u>\$18,453,534.00</u>	<u>(\$13,725,856.00)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$4,727,678.00</u>	<u>\$18,991,181.71</u>	<u>(\$14,263,503.71)</u>

Prepared and submitted by : _____
Board Secretary Date

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

Page 5 of 37
09/17/21 11:17

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

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00110	10-1210	County Tax Levy	33,562,698	0	33,562,698	33,562,697	Under	1
00150	10-1320	Tuition from LEAs Within State	31,561,650	0	31,561,650	0	Under	31,561,650
00220	10-13[2-4]0	Other Tuition	1,550,000	0	1,550,000	(1,533)	Under	1,551,533
00300	10-1___	Unrestricted Miscellaneous Revenues	526,500	0	526,500	3,505	Under	522,995
00310	10-1991	GED Testing Center Fees	129,385	0	129,385	0	Under	129,385
00330	10-1___	Interest Earned on Maintenance Reserve	100,000	0	100,000	0	Under	100,000
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	3,452,071	0	3,452,071	3,452,071		0
00495	10-3199	DOE Loan Against State Aid	410,733	0	410,733	410,733		0
00540	10-4200	Medicaid Reimbursement	21,862	0	21,862	0	Under	21,862
Total			73,997,642	0	73,997,642	39,260,216		34,737,426

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	10,021,626	0	10,021,626	50,206	9,971,420	0
02180	11-140-100-106	Other Salaries for Instruction	223,240	0	223,240	6,237	217,003	0
02200	11-140-100-320	Purchased Professional – Educational Ser	100,000	0	100,000	0	0	100,000
02240	11-140-100-[4-5]	Other Purchased Services (400-500 series	35,000	0	35,000	0	32,368	2,632
02260	11-140-100-610	General Supplies	838,000	423,320	1,261,320	0	458,513	802,808
02280	11-140-100-640	Textbooks	175,000	1,916	176,916	0	1,916	175,000
02300	11-140-100-800	Other Objects	3,000	0	3,000	0	500	2,500
02500	11-150-100-101	Salaries of Teachers	65,000	0	65,000	1,025	63,975	0
02540	11-150-100-320	Purchased Professional – Educational Ser	20,000	0	20,000	0	0	20,000
11000	11-230-100-101	Salaries of Teachers	96,412	0	96,412	0	96,412	0
12000	11-240-100-101	Salaries of Teachers	104,495	0	104,495	0	104,495	0
13000	11-3___-100-101	Salaries of Teachers	12,898,992	0	12,898,992	15,359	12,883,633	0
13040	11-3___-100-320	Purchased Professional-Educational Servi	1,002,000	0	1,002,000	0	0	1,002,000
13080	11-3___-100-[4-5]	Other Purchased Services (400-500 series	4,000	0	4,000	63	3,937	0
13100	11-3___-100-610	General Supplies	596,250	200,173	796,423	0	347,943	448,480
13120	11-3___-100-640	Textbooks	208,600	0	208,600	0	56,966	151,635
13140	11-3___-100-8___	Other Objects	10,000	2,000	12,000	0	3,500	8,500
14000	11-310-100-101	Salaries of Teachers	95,500	0	95,500	627	94,500	373
14040	11-310-100-320	Purchased Professional-Educational Servi	532,000	0	532,000	0	0	532,000
14080	11-310-100-[4-5]	Other Purchased Services (400-500 series	54,000	0	54,000	0	45,910	8,090
14100	11-310-100-610	General Supplies	387,000	22,528	409,528	0	32,044	377,484
14120	11-310-100-640	Textbooks	10,000	1,433	11,433	0	1,433	10,000
14140	11-310-100-8___	Other Objects	18,000	0	18,000	0	4,501	13,499
15000	11-320-100-101	Salaries of Teachers	75,000	0	75,000	0	75,000	0
15100	11-320-100-610	General Supplies	72,000	311	72,311	0	311	72,000
17000	11-401-100-1___	Salaries	810,000	0	810,000	1,046	808,954	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	1,700	0	1,700	0	525	1,175

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

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

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45200	11-000-230-610	General Supplies		10,000	0	10,000	0	3,178	6,822
45260	11-000-230-890	Miscellaneous Expenditures		56,000	0	56,000	0	44,902	11,098
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		1,916,957	0	1,916,957	154,777	1,762,180	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		634,239	0	634,239	53,006	581,233	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series		12,600	1,060	13,660	0	7,460	6,200
46120	11-000-240-6__	Supplies and Materials		39,000	25,855	64,855	0	26,817	38,038
46140	11-000-240-8__	Other Objects		26,000	3,166	29,166	0	9,081	20,085
47000	11-000-251-1__	Salaries		1,403,721	0	1,403,721	112,060	1,291,661	0
47040	11-000-251-340	Purchased Technical Services		175,200	0	175,200	0	97,481	77,719
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		17,000	0	17,000	0	14,348	2,652
47100	11-000-251-6__	Supplies and Materials		32,000	2,767	34,767	0	3,736	31,031
47180	11-000-251-890	Other Objects		11,200	0	11,200	0	0	11,200
47500	11-000-252-1__	Salaries		3,358,627	0	3,358,627	277,014	3,081,613	0
47520	11-000-252-330	Purchased Professional Services		100,000	0	100,000	0	0	100,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series		1,215,000	28,816	1,243,816	361	300,951	942,504
47580	11-000-252-6__	Supplies and Materials		300,000	29,220	329,220	0	71,765	257,455
47600	11-000-252-8__	Other Objects		5,000	1,500	6,500	0	1,500	5,000
48500	11-000-261-1__	Salaries		627,639	0	627,639	40,016	587,623	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		545,000	10,615	555,615	0	254,041	301,574
48540	11-000-261-610	General Supplies		175,000	71,474	246,474	0	142,131	104,343
49000	11-000-262-1__	Salaries		3,092,210	0	3,092,210	203,257	2,888,953	0
49040	11-000-262-3__	Purchased Professional and Technical Ser		250,000	0	250,000	0	0	250,000
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		547,500	45,180	592,680	(520)	156,038	437,162
49120	11-000-262-490	Other Purchased Property Services		110,000	0	110,000	0	88,108	21,892
49140	11-000-262-520	Insurance		500,000	0	500,000	0	0	500,000
49160	11-000-262-590	Miscellaneous Purchased Services		2,500	0	2,500	0	500	2,000
49180	11-000-262-610	General Supplies		355,000	6,050	361,050	2,762	100,903	257,385
49200	11-000-262-621	Energy (Natural Gas)		400,000	0	400,000	0	250,000	150,000
49220	11-000-262-622	Energy (Electricity)		1,300,000	0	1,300,000	0	1,110,000	190,000
49260	11-000-262-626	Energy (Gasoline)		30,000	0	30,000	0	0	30,000
49280	11-000-262-8__	Other Objects		15,000	235	15,235	0	1,614	13,621
50000	11-000-263-1__	Salaries		272,102	0	272,102	17,244	254,858	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		40,000	0	40,000	0	18,617	21,383
50060	11-000-263-610	General Supplies		5,000	3,345	8,345	0	4,955	3,389
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.		175,000	0	175,000	0	0	175,000
51060	11-000-266-610	General Supplies		5,000	0	5,000	0	0	5,000
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		487,019	0	487,019	32,678	454,341	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		9,000	0	9,000	0	1,788	7,212
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		170,000	1,760	171,760	0	1,760	170,000

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

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

Assets and Resources

Assets:

101	Cash in bank		(\$879,111.78)
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	\$285,500.94	
142	Intergovernmental - Federal	\$1,006,329.44	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,291,830.38

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	\$11,034,843.17	
302	Less revenues	(\$25,005.00)	\$11,009,838.17

Total assets and resources

\$11,422,556.77

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

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$11,495,441.77	\$3,531,235.07	\$7,964,206.70
Revenues	(\$11,034,843.17)	(\$25,005.00)	(\$11,009,838.17)
Subtotal	<u>\$460,598.60</u>	<u>\$3,506,230.07</u>	<u>(\$3,045,631.47)</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>\$460,598.60</u>	<u>\$3,506,230.07</u>	<u>(\$3,045,631.47)</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>\$460,598.60</u>	<u>\$3,506,230.07</u>	<u>(\$3,045,631.47)</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>\$460,598.60</u>	<u>\$3,506,230.07</u>	<u>(\$3,045,631.47)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$460,598.60</u>	<u>\$3,506,230.07</u>	<u>(\$3,045,631.47)</u>

Prepared and submitted by : _____
Board Secretary Date

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

Page 13 of 37
09/17/21 11:17

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

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	0	35,871	35,871	0	Under	35,871
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	0	35,000	0	Under	35,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	0	Under	538,954
00810 20-4430 Vocational Education	870,000	0	870,000	0	Under	870,000
00815 20-4440 Adult Basic Education	1,100,000	146,978	1,246,978	0	Under	1,246,978
00820 20-4700 Private Industry Council (JTPA/WIOA)	6,600,000	969,367	7,569,367	0	Under	7,569,367
00823 20-4534 CRRSA Act - ESSER II	0	379,884	379,884	0	Under	379,884
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	0	Under	38,789
00825 20-4___ Other	120,000	30,000	150,000	25,005	Under	124,995
Total	9,370,000	1,664,843	11,034,843	25,005		11,009,838

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20-___-___ Local Projects	0	211,141	211,141	0	0	211,141
88140 20-___-___ Other	120,000	30,000	150,000	10,041	105,112	34,847
88500 20-___-___ Title I	170,000	0	170,000	0	170,000	0
88520 20-___-___ Title II	35,000	0	35,000	0	32,500	2,500
88620 20-___-___ I.D.E.A. Part B (Handicapped)	475,000	63,954	538,954	35,024	351,390	152,540
88640 20-___-___ Vocational Education	870,000	0	870,000	39,967	765,873	64,160
88660 20-___-___ Adult Education	1,100,000	146,978	1,246,978	23,917	435,802	787,259
88680 20-___-___ Private Industry Council (JTPA/WIOA)	6,600,000	1,254,696	7,854,696	180,595	1,128,549	6,545,553
88709 20-483-___- CRRSA Act - ESSER II Grant Program	0	379,883	379,883	80,595	125,726	173,562
88710 20-484-___- CRRSA Act - Learning Acceleration Grant	0	38,789	38,789	12,824	0	25,965
88713 20-487-___- ARP-ESSER Grant Program	0	0	0	0	33,320	(33,320)
Total	9,370,000	2,125,442	11,495,442	382,963	3,148,272	7,964,207

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

Page 15 of 37
09/17/21 11:17

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

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$755,164.97)
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			\$2,631,993.48
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$4,961,094.75		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$1,322,475.80)	(\$1,322,475.80)	\$3,638,618.95
	Total appropriated			\$6,270,612.43

Unappropriated:

770	Fund balance, July 1			\$2,035,357.28
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$1,309,517.68)
	Total fund balance			\$6,996,452.03
	Total liabilities and fund equity			<u>\$6,996,452.03</u>

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

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	1,715,412	1,715,412	0	Under	1,715,412
0098A	Other	0	1,936,165	1,936,165	0	Under	1,936,165
	Total	0	3,651,577	3,651,577	0		3,651,577
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	4,961,095	4,961,095	0	1,322,476	3,638,619
	Total	0	4,961,095	4,961,095	0	1,322,476	3,638,619

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

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

Assets and Resources

Assets:

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

Total assets and resources

\$0.00

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

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

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by : _____
Board Secretary Date

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

Assets and Resources

Assets:

101	Cash in bank		\$16,380.33
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets			\$148,721.00
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Resources:

301	Estimated revenues	\$635,000.00	
302	Less revenues	\$0.00	\$635,000.00

Total assets and resources

\$800,101.33

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

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$635,000.00	\$625,000.00	\$10,000.00
Revenues	(\$635,000.00)	\$0.00	(\$635,000.00)
Subtotal	<u>\$0.00</u>	<u>\$625,000.00</u>	<u>(\$625,000.00)</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>\$625,000.00</u>	<u>(\$625,000.00)</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>\$625,000.00</u>	<u>(\$625,000.00)</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>\$625,000.00</u>	<u>(\$625,000.00)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$625,000.00</u>	<u>(\$625,000.00)</u>

Prepared and submitted by : _____
Board Secretary Date

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

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	635,000	0	635,000	0	Under	635,000
Total	635,000	0	635,000	0		635,000
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	635,000	0	635,000	0	625,000	10,000
Total	635,000	0	635,000	0	625,000	10,000

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

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$3,894.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$135,182.00
	Other current liabilities		\$1,032,044.28
	Total liabilities		\$1,171,120.28

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$2,381,745.89
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,158,700.00	
602	Less: Expenditures	(\$228,749.09)	
	Less: Encumbrances	(\$2,381,745.89)	(\$2,610,494.98)
	Total appropriated		\$2,929,950.91

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$2,929,950.91
	Total liabilities and fund equity		<u>\$4,101,071.19</u>

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

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		3,158,700	0	3,158,700	194,629	Under	2,964,071
Total		3,158,700	0	3,158,700	194,629		2,964,071
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		3,158,700	0	3,158,700	228,749	2,381,746	548,205
Total		3,158,700	0	3,158,700	228,749	2,381,746	548,205

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

Assets and Resources

Assets:

101	Cash in bank		\$382,105.38
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	\$9,476.45	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$18,300.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$27,776.45

Loans Receivable:

131	Interfund	\$3,393,064.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$3,393,064.00

Other Current Assets

\$71,424.00

Resources:

301	Estimated revenues	\$2,206,000.00	
302	Less revenues	\$0.00	\$2,206,000.00

Total assets and resources

\$6,080,369.83

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

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,206,000.00	\$2,089,003.57	\$116,996.43
Revenues	(\$2,206,000.00)	\$0.00	(\$2,206,000.00)
Subtotal	<u>\$0.00</u>	<u>\$2,089,003.57</u>	<u>(\$2,089,003.57)</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>\$2,089,003.57</u>	<u>(\$2,089,003.57)</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>\$2,089,003.57</u>	<u>(\$2,089,003.57)</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>\$2,089,003.57</u>	<u>(\$2,089,003.57)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$2,089,003.57</u>	<u>(\$2,089,003.57)</u>

Prepared and submitted by : _____
Board Secretary Date

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

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	2,206,000	0	2,206,000	0	Under	2,206,000
Total	2,206,000	0	2,206,000	0		2,206,000

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	2,206,000	0	2,206,000	145,704	1,943,300	116,996
Total	2,206,000	0	2,206,000	145,704	1,943,300	116,996

Transfers by Transfer Number

Bergen County Vo-Tech Schools

Start date 7/1/2021

End date 7/31/2021

TR#	Transfer Description	Amount	To Account	From Account
10028	07/31/21 : Equipment- Par Tech	18,604.00	12-000-100-730-PV	11-310-100-610-PT GENERAL SUPPLIES
10060	07/31/21 : TELEPHONE/INTERNET	70,000.00	11-000-230-530-DS	11-000-230-331-DS LEGAL
10061	07/31/21 : ARCHITECT/ENGINEERING	12,150.00	11-000-230-334-DS	11-000-230-339-DS OTHER PURCHASED PROF
		100,754.00	Report Total	

22-F-53T

SHARED SERVICES AGREEMENT
Level 1 Technician

THIS AGREEMENT made this 1st day of July, in the year Two Thousand and Twenty one, by and between **Fair Lawn Board of Education** (hereinafter referred to as "**Fair Lawn**"), having offices located at 37-01 Fair Lawn Ave, Fair Lawn NJ 07410 and the Bergen County Technical School District Board of Education (hereinafter referred to as "**Bergen Tech**"), having offices located at 540 Farview Ave, Paramus, New Jersey 07652;

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

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

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

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

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

1. Services to be Performed

Bergen agrees to provide the services of a Level I Technician to **Fair Lawn**.

2. Standards and Scope of Performance

a. The Level I Technician shall provide the following services to **Fair Lawn** for 5 Days per week each for the duration of this Agreement:

- i. Overall technical support services, including the troubleshooting, diagnosis and correction of any and all problems with **Fair Lawn's** hardware and software systems and components;
- ii. The set-up, installation, breakdown and configuration of **Fair Lawn's** computer hardware and software systems and components;
- iii. General network administration services.

3. Costs

- a. Level I -Technician - Fair Lawn shall pay Bergen Tech Eighty thousand five hundred dollars for the technician (\$80,500.00), which is the cost of a full time level I technician salary inclusive of benefits for 5 full days a week, whose services are to be performed under this Agreement for the period beginning July 1, 2021 and ending June 30, 2022. Cost to be pro-rated from actual start date.

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

4. Duration

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

- c. Bergen Tech may terminate this Agreement if **Fair Lawn** (1) persistently or repeatedly fails to make payment in accordance with this Agreement; or (2) otherwise commits a breach of this Agreement.

5. Payment Procedures

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

6. Indemnification and Insurance

- a. **Fair Lawn** assumes all liability for, and agrees to indemnify and hold Bergen Tech and its agents, servants, employees, students, guests, licensees and invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by **Fair Lawn**, its agents, servants or employees related to the performance of **Fair Lawn's** obligations under the terms of this Agreement.
- b. Bergen Tech assumes all liability for, and agrees to indemnify and hold **Fair Lawn** and its agents, servants, employees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Bergen Tech, its agents, servants or employees related to the performance of Bergen Tech's obligations under the terms of this Agreement.
- c. Both parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other party to be designated on its policy as an additional insured.

7. Merger

This Agreement merges and supersedes all prior negotiations, representations and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

8. Modification

This Agreement may only be modified by an instrument in writing signed by both parties to the Agreement.

9. Waiver

No waiver by either party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement. Neither party may waive any of its rights or any obligations of the other party or any provision of this Agreement except by an instrument in writing signed by that party.

10. Severability

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

11. Notice

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

For Bergen Tech:

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

For Fair Lawn:

Ms. Brooke Bartley
Business Administrator
Fair Lawn Board of Education
37-01 Fair Lawn Ave
Fair Lawn, New Jersey 07632

12. Governing Law

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

13. Assignment

Neither party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the other, and any such transfer or assignment or attempt thereat shall be null and void.

14. Section Headings

Section headings are for reference purposes only and shall not in any way affect the meaning or interpretation of any provision of this Agreement.

15. Counterparts

This Agreement may be executed in any number of counterparts, which, taken together, shall constitute but one instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective

16. Public Inspection

A copy of this document shall be available for public inspection at the offices of both parties immediately after a passage of a resolution to become a party to the Agreement in accordance with N.J.S.A. 40A:65-5(b).


17. Limitation of Employment


Fair Lawn agrees that during the term of this Agreement, and for an additional period of one (1) year following the termination or expiration of this Agreement, Fair Lawn shall not directly or indirectly offer employment to, employ, seek the counsel of, or contract for services with any Bergen

employees providing services under this Agreement during the term, or any renewal term, of this Agreement. This provision shall be construed by the parties as a covenant independent of any other term or condition contained in this Agreement. In the event that Fair Lawn violates this provision, Fair Lawn shall pay Bergen, for each violation, a monetary amount equal to one (1) year's contract cost of the Bergen employee in question, including but not limited to salary and benefits. It is understood and agreed that, in addition to the foregoing remedy, Bergen may also terminate this Agreement without prior notice in the event of Fair Lawn's violation of this provision. **IN WITNESS WHEREOF**, the parties have hereunto caused these presents to be signed by their proper corporate officers and caused their proper corporate seals to be hereunto affixed, the day and year first above written.

ATTEST:

FAIR LAWN
PUBLIC SCHOOLS
BOARD OF EDUCATION

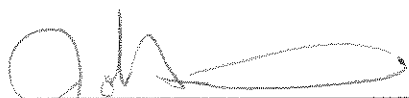
By: 
Brooke Bartley
Business Administrator

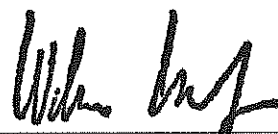
By: 
Eugene M. Banta
Board President

Dated: 8.27.2021

Dated: 8.27.2021

BERGEN TECH REGIONAL
HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

By: 
John Susino
Business Administrator/
Board Secretary

By: 
William Connelly
Board President

Dated: 9-10-2021

Dated: 9/28/21

**BCTS/BOSCC
ITA CONTRACT LOG
Board Resolution September 28 , 2021**

Res.22-F-58T

<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 V1	Jersey Tractor	U197	217006	CHOWDHURY, Jahnliah	8/09/2021 - 9/17/2021	4,000.00	SR	180
20.831.130.324 V1	Jersey Tractor	U197	217006	BERMUDEZ, Oscar	9/13/2021 - 10/22/2021	4,000.00	SR	180
20.831.130.324 V1	Jersey Tractor	U197	217006	PARENTE, Rocco	9/13/2021 - 10/22/2021	4,000.00	SR	180
20.831.130.324 V1	LAS Comp	C273	217007	PAULUCCI, Sandra Hopp	9/13/2021 - 1/28/2022	4,000.00	LT	400
20.831.130.324 V1	LAS Comp	C273	217007	SOOKRAM, Nicole	9/13/2021 - 12/31/2021	4,000.00	AW	320
20.831.130.324 V1	LAS Comp	C273	217007	PEREZ, Hilda	9/13/2021 - 1/28/2022	4,000.00	LT	400
20.831.130.324 V1	Ramapo College	2672	217009	GOMES DE AZEVEDO, Eduardo	9/15/2021 - 12/20/2021	4,000.00	SR	96
20.831.130.324 V1	Rutgers Executive	6166	217021	HILL, Kara	9/1/2021 - 11/24/2021	3,495.00	DF	35
20.831.130.324 V2	Bergen Blended Academy	5318	217004	VALENZUELA, Godo	9/07/2021 - 2/15/2022	4,000.00	SR	400
20.831.130.324 V2	Bergen Community College	5600	217002	PORRINO, Brittany	10/25/2021 - 3/3/2022	4,000.00	LT	200
20.831.130.324 V2	Jersey Tractor	U197	217006	OLIVAS, Nelson	9/20/2021 - 10/29/2021	4,000.00	DF	180
20.831.130.324 V2	Jersey Tractor	U197	217006	ORLANDO, Thomas	9/13/2021 - 10/15/2021	3,000.00	DF	100
20.831.130.324 V2	Jersey Tractor	U197	217006	COSTELLO, Michael	9/13/2021 - 10/22/2021	4,000.00	DF	180
20.831.130.324 V2	Jersey Tractor	U197	217006	LOCKETT, Amanda	9/13/2021 - 10/22/2021	4,000.00	AW	180
20.831.130.324 V2	Jersey Tractor	U197	217006	RICHARDSON, Rahmel	10/4/2021 - 11-12-2021	4,000.00	DF	180
20.831.130.324 V2	LAS Comp	C273	217007	AREIGAT, Haasan	9/13/2021 - 12/31/2021	4,000.00	DF	320
20.831.130.324 V2	Robotech CAD	3876	217010	SANTOS, Yoneiri	9/13/2021 - 11/16/2021	4,000.00	DF	200
20.831.130.324 V2	Print Solutions	D337	217022	PENN, Verline	8/23/2021 - 12/06/2021	6,240.00	KT	624



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LABORATORY SERVICES AGREEMENT

This Laboratory Services Agreement ("Agreement"), made as of the date of the last signature below ("Effective Date"), by and between LabQ (LabQ) located at 100 International Drive, Budd Lake, NJ 07828 and Bergen County Technical School District and Bergen County Special Services School District ("the Party")

RECITALS

WHEREAS, LabQ is a duly licensed and accredited high-complexity clinical laboratory and is qualified as a P2 lab or higher as defined by the biosafety level criteria set forth by the Center for Disease Control and Prevention (the "CDC");

WHEREAS, LabQ utilizes equipment, reaction kits, protocols for the detection of the SARS-CoV-2 virus as approved by the Food and Drug Administration ("FDA") (any of which shall be defined herein as a "COVID-19 Test") and LabQ shall ensure that all COVID-19 Tests performed under this agreement are FDA-authorized and internal validations of the tests have been further authorized by the FDA.

WHEREAS, the Party desires to contract with **LabQ** to collect specimens from patients, deliver the collected specimens to LabQ facilities for testing, perform COVID-19 Testing and validation on those specimens, and deliver test results to the Party and to patients as described in this Agreement.

NOW, THEREFORE, in consideration of the foregoing premises and mutual promises herein contained, and intending to be bound legally hereby, LabQ and the Party agree as follows:

1. COVID-19 SAMPLE COLLECTION AND TEST SERVICES

1.1. COVID-19 Test. LabQ will provide test results within **24-36** hours of receipt of specimens at LabQ laboratory facility located at 140 58th St BLDG A STE 3L Brooklyn NY 11220.

1.2. Specimen Collection. LabQ shall be responsible for the collection of specimens that will be processed at LabQ laboratory for the COVID-19 Test unless otherwise agreed to by the Party and LabQ. LabQ shall be responsible for transportation of specimens to LabQ laboratory within 24 hours of collection.

1.3. Report Delivery. LabQ will transmit COVID-19 Test results to the Party within the agreed upon time schedule from receipt of specimens at LabQ laboratory. LabQ shall have no responsibility for the delivery of the COVID-19 Test results to physicians and other professionals who may be authorized to view them. LabQ will deliver test result to patients via text or email. LabQ will create a portal to provide nurses at each of the Party's schools, and other staff authorized by the Party, immediate access to test results.

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1.4. Consultation. LabQ laboratory staff shall be available to provide, within reason, consultation with the Party, the Party's School Physician and/or the School Physician's designee by telephone to discuss LabQ's laboratory procedures and to provide the status of COVID-19 Test results.

2. PARTY OBLIGATIONS.

2.1 Consents & Authorizations. The Party shall obtain all consents and authorizations from patients as may be required by New Jersey law and the law where the patient is located to enable LabQ to perform the COVID-19 Test and report the results thereof to any relevant Government department or agency.

2.2 Specimen. LabQ shall arrange for the taking of the specimen from the patient in accordance with all applicable rules, policies and protocols as required by the manufacturer and federal and state regulatory authorities.

2.3 Indemnity. Party indemnifies and holds harmless LabQ from any claim, demand suit, cause of action, and damages (including reasonable attorney fees) arising out of or in connection with the taking of the specimen, the handling of the specimen and packaging it for delivery to LabQ.

3. TERM AND TERMINATION.

This Agreement shall commence on the Effective Date **September 24, 2021. Testing to begin the week of October 18th** This Agreement may be terminated by either party at any time, with or without cause, by giving the other party thirty (30) days prior written notice, unless a lesser time is mutually agreed to in writing by the parties. This Agreement shall have an initial term of six (6) months and may be renewed by the written agreement of the parties.

4. FEES, INVOICING AND PAYMENTS

4.1. Fees. The Party shall have no obligation to pay LabQ any fees, costs or other amounts for or in relation to sample collection, sample transport, COVID-19 Testing or test result reporting as described in this Agreement. The Party shall, upon LabQ's request, provide reasonable support for LabQ's efforts to secure payment through patients' insurance and/or governmental or other subsidy.

5. ACCREDITATION AND COMPLIANCE

5.1. LabQ Accreditation. LabQ's COVID-19 Test facility is and shall remain duly licensed under applicable New Jersey law. Reasonable documentation of such credentials shall be provided upon written request. LabQ shall comply with applicable standards under the Clinical Laboratory Improvement Amendments of 1988 ("CLIA") and College of American Pathologists ("CAP").



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5.2. HIPAA Compliance. Party and LabQ agree to comply with applicable provisions of the Administrative Simplification Section of the Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder including, without limitation, the federal privacy regulation as contained in 45 C.F.R. part 164 (the "Federal Privacy Regulations"), the federal security standards as contained in 45 C.F.R. Part 142 (the "Federal Security Regulation"), and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"). Both parties agree not to use or further disclose any protected health information, as defined in 45 CFR 164.504, or individually identifiable health information, as defined in 42 U.S.C. § 1320d (collectively the "Protected Health Information"), concerning a patient other than as permitted by this Agreement and the requirements of HIPAA or regulations promulgated under HIPAA including, without limitation, the Federal Privacy Regulations, the Federal Security Regulations, and HITECH.

6. MISCELLANEOUS

6.1. Change in Law. The terms of this Agreement are intended to be in compliance with applicable New Jersey law of the Effective Date. Should legal counsel for either party reasonably conclude that any portion of this Agreement is or may be in violation of applicable law, or subsequent changes to the applicable law, materially alter the amount or method of compensating LabQ for COVID-19 Tests performed for the Party, or materially increase the cost of LabQ's performance hereunder, this Agreement shall terminate by giving the other party thirty (30) days advance written notice thereof, unless within said thirty (30) day period the parties agree to such modifications of this Agreement as may be necessary to establish compliance or the parties agree in writing to a lesser timeframe.

6.2. Publicity. Either party may issue a press release or other public communication regarding the general nature of this Agreement, provided that the pricing terms of this Agreement shall not be released by the Party to any third party unless authorized in writing by LabQ.

6.3. Non-Assignability. This Agreement may not be assigned, delegated, or transferred by either party without the written consent of the other party which shall not be unreasonably withheld or delayed.

6.4. Notice. Any notice required hereunder will be deemed to have been properly provided if mailed with automated delivery confirmation by either FedEx, UPS or U.S. Postal Service, and properly addressed to the parties hereto at the following addresses. Notice will be deemed given on the delivery date set forth in the automated delivery confirmation details.



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For LabQ:

Lab Diagnostics LLC
100 International Drive
Budd Lake, NJ 07828

For The Party:

BCTS/BCSS Boards of Education
Administration Building/Business Office
540 Farview Avenue
Paramus, NJ 07652

6.5. Independent Relationship. None of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create any relationship between the Party and LabQ other than that of independent entities contracting solely for the purposes set forth herein. Neither party shall be construed to be the agent, employer or representative of the other party.

6.6. Benefit. This Agreement is intended to ensure only to the benefit of LabQ and the Party, and is not intended to create, nor shall be deemed or construed to create, any right in any third-party.

6.7. Non-Discrimination. All services provided by LabQ hereunder shall be in compliance with applicable state of New Jersey or Federal law prohibiting discrimination on any basis.

6.8. Headings. The headings herein are for convenience only, and are not intended to, and shall not, define or limit the scope of the provisions to which they relate.

6.9. Severance Clause. The invalidity or unenforceability of any provision of this Agreement in any jurisdiction shall in no way affect the validity or enforceability of any other provision in that jurisdiction, or of the entire Agreement in any other jurisdiction.

6.10. Choice of Law. The laws of the State of New Jersey shall govern the terms of this Agreement.

6.11. Integration. This Agreement is intended by the parties as a final expression of their contractual agreement and as a complete statement of the terms thereof, and shall supersede all previous understandings and agreements, whether written or oral.

6.12. Waiver. No course of dealing between the Party and LabQ, and/or any delay by a party in exercising its respective rights under this Agreement, shall operate as a waiver of any of the rights of such party hereunder, and no express waiver shall affect any condition, covenant, rule or regulation other than the one specified in

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such waiver and only for the time and in the manner specifically the stated in such waiver.

6.13. Modification. Except as expressly set forth herein, this Agreement may not be modified except in a writing duly executed by the parties.

IN WITNESS HEREOF, the parties have caused this Agreement to be executed in their names as their official acts by their respective representatives, each of whom is duly authorized to execute the same.

John Susino, School Business
Administrator/Board Secretary

Date

Lab Diagnostics LLC

Date



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EXHIBIT A

1. LabQ will provide this service at no-cost to the Party or to the patients.
2. LabQ will provide you staff and equipment on a weekly basis to collect samples from your staff as follows:
3. Sample collection location(s) and starting/ending time(s):
 - a. Address: _____
Description: _____
Day(s) of the week: _____
Starting time(s): _____ Ending time(s): _____
 - b. Address: _____
Description: _____
Day(s) of the week: _____
Starting time(s): _____ Ending time(s): _____
 - c. Address: _____
Description: _____
Day(s) of the week: _____
Starting time(s): _____ Ending time(s): _____



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d. Address: _____

Description: _____

Day(s) of the week: _____

Starting time(s): _____ Ending time(s): _____

4. LabQ will provide you, for each of your school districts a requisition with the account number to each school district. Each patient sample collected, each test performed on a collected sample, and each test result reported will be identified by the appropriate school district's requisition number and an individual identifier unique to each patient.

5. At time of testing LabQ would always need ID and insurance from each patient if applicable.