

Mountain Lakes Board of Education



Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|-------------------------------------|----------------|----------------------------|---|-------|--------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 97894 23-0998 | | 11-000-251-500-AD- - - | 6913/ABLE SHRED BUSINESS PRODUCTS LLC | 60 | 25.00 | Inv. 4644 | 04/18/2023 | C |
| 23-0393 | | 11-190-100-500-HS- - - | 6913/ABLE SHRED BUSINESS PRODUCTS LLC | 60 | 75.00 | Inv. 4643 | 04/18/2023 | C |
| Total For Check Number 97894 | | | | | \$100.00 | | | |
| 97895 23-1293 | | 11-000-261-420-DW-0750 - - | 1068/ADAMS FIRE PROTECTION INC. | 60 | 1,336.25 | Inv. 0066577 | 04/18/2023 | C |
| Total For Check Number 97895 | | | | | \$1,336.25 | | | |
| 97896 23-1240 | | 12-000-266-730-DW- - - | 8300/ALERTUS TECHNOLOGIES, LLC | 60 | 13,184.00 | Inv. 00144898 | 04/18/2023 | C |
| Total For Check Number 97896 | | | | | \$13,184.00 | | | |
| 97897 23-1387 | | 11-000-261-420-DW-0750 - - | 4302/AMC PRECISION GLASS, INC. | 60 | 475.00 | Inv. 7280 | 04/18/2023 | C |
| Total For Check Number 97897 | | | | | \$475.00 | | | |
| 97898 23-1384 | | 11-000-261-610-DW-0730B- - | 9340/AGN GLASS LLC | 60 | 290.00 | Inv. 1-342943 | 04/18/2023 | C |
| Total For Check Number 97898 | | | | | \$290.00 | | | |
| 97899 23-1192 | | 11-000-261-610-DW-0730B- - | 1123/MORRIS COUNTY HARDWARE & PAINT | 60 | 1,443.61 | March Invoices | 04/18/2023 | C |
| Total For Check Number 97899 | | | | | \$1,443.61 | | | |
| 97900 23-0108 | | 11-000-261-420-DW-0750 - - | 5261/ARROW ELEVATOR INC. | 60 | 410.00 | Inv. 111344 Apr'23 | 04/18/2023 | C |
| Total For Check Number 97900 | | | | | \$410.00 | | | |
| 97901 23-0410 | | 20-250-100-560-CS-1411T- - | 5202/BANYAN SCHOOL | 60 | 4,973.64 | M.J. 4/23 | 04/18/2023 | C |
| Total For Check Number 97901 | | | | | \$4,973.64 | | | |
| 97902 23-1033 | | 11-000-270-518-DW- - - | 9231/BERKSHIRE TRANSPORTATION CORP. | 60 | 675.00 | Invoice dated 12/12/22 | 04/18/2023 | C |
| 23-1033 | | 11-000-270-518-DW- - - | 9231/BERKSHIRE TRANSPORTATION CORP. | 60 | 4,650.00 | Invoice dated 3/31/23 | 04/18/2023 | C |
| Total For Check Number 97902 | | | | | \$5,325.00 | | | |
| 97903 23-1082 | | 11-000-223-580-CS-0250B- - | 1240/BUREAU OF EDUCATION & RESEARCH | 60 | 279.00 | Inv. 5114176 | 04/18/2023 | C |
| Total For Check Number 97903 | | | | | \$279.00 | | | |
| 97904 23-0270 | | 11-190-100-500-TD-0720C- - | 8745/CABLEVISION LIGHTPATH, INC. | 60 | 5,855.07 | Inv. 101010778 Apr'23 | 04/18/2023 | C |
| Total For Check Number 97904 | | | | | \$5,855.07 | | | |
| 97905 23-0991 | | 11-000-252-500-DW- - - | 8659/CANON FINANCIAL SERVICES, INC | 60 | 929.18 | Inv. 30283098 3/20-4/19/23 | 04/18/2023 | C |
| 23-0991 | | 11-190-100-440-DW-0250A- - | 8659/CANON FINANCIAL SERVICES, INC | 60 | 2,168.08 | Inv. 30283098 3/20-4/19/23 | 04/18/2023 | C |
| Total For Check Number 97905 | | | | | \$3,097.26 | | | |

Mountain Lakes Board of Education



Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|------------------------|----------------|-------------------------------------|--|-------|--------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 97906 23-1346 | | 11-000-262-610-DW-0620C- - | 1252/CAPITAL SUPPLY COMPANY | 60 | 7,875.20 | #800433, #800434, #800435 | 04/18/2023 | C |
| | | Total For Check Number 97906 | | | \$7,875.20 | | | |
| 97907 23-0402 | | 11-000-100-566-CS-0870F- - | 8377/CELEBRATE THE CHILDREN | 60 | 2,275.00 | #2304050 Apr'23,#2223311 Cr | 04/18/2023 | C |
| 23-0404 | | 11-000-100-566-CS-0870F- - | 8377/CELEBRATE THE CHILDREN | 60 | 2,275.00 | #2304050 Apr'23,#2223312 Cr | 04/18/2023 | C |
| 23-0402 | | 20-250-100-560-CS-1411T- - | 8377/CELEBRATE THE CHILDREN | 60 | 5,603.00 | #2304050 Apr'23,#2223311 Cr | 04/18/2023 | C |
| 23-0404 | | 20-250-100-560-CS-1411T- - | 8377/CELEBRATE THE CHILDREN | 60 | 5,603.00 | #2304050 Apr'23,#2223312 Cr | 04/18/2023 | C |
| | | Total For Check Number 97907 | | | \$15,756.00 | | | |
| 97908 23-1273 | | 11-000-263-420-DW-0720A- - | 8672/CIFELLI & SON GENERAL CONSTRUCTION, INC | 60 | 16,800.00 | Inv. 041023 | 04/18/2023 | C |
| | | Total For Check Number 97908 | | | \$16,800.00 | | | |
| 97909 23-0407 | | 11-000-100-566-CS-0870F- - | 8376/CORNERSTONE DAY SCHOOL, LLC | 60 | 5,946.50 | Inv. 1032848 Apr'23 | 04/18/2023 | C |
| | | Total For Check Number 97909 | | | \$5,946.50 | | | |
| 97910 23-1390 | | 11-000-263-610-DW- - - | 8920/DECKER INC. SCHOOL FIX | 60 | 397.84 | Order #528780A | 04/18/2023 | C |
| | | Total For Check Number 97910 | | | \$397.84 | | | |
| 97911 23-0755 | | 11-000-262-621-HS-0630- - | 8741/DIXON BROTHERS INC. | 60 | 355.43 | Inv. 554554 | 04/18/2023 | C |
| | | Total For Check Number 97911 | | | \$355.43 | | | |
| 97912 23-1110 | | 11-000-213-330-CS-0431A- - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 60 | 1,539.00 | #202301686 Feb'23 | 04/18/2023 | C |
| 23-1230 | | 20-250-200-300-CS- - - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 60 | 5,940.00 | #202301259 Dec'22 | 04/18/2023 | C |
| 23-1230 | | 20-250-200-300-CS- - - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 60 | 5,832.00 | #202300605 Sept'22 | 04/18/2023 | C |
| 23-1230 | | 20-250-200-300-CS- - - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 60 | 5,184.00 | #202300809 Oct'22 | 04/18/2023 | C |
| 23-1230 | | 20-250-200-300-CS- - - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 60 | 7,344.00 | #202301031 Nov'22 | 04/18/2023 | C |
| | | Total For Check Number 97912 | | | \$25,839.00 | | | |
| 97913 23-0769 | | 11-000-230-590-DW-0820D- - | 9242/ENROLLHAND INC | 60 | 500.00 | Apr'23 | 04/18/2023 | C |
| | | Total For Check Number 97913 | | | \$500.00 | | | |
| 97914 23-1275 | | 11-000-263-610-DW- - - | 8609/ESSEX FENCE COMPANY LLC | 60 | 80.00 | Inv. 8672 | 04/18/2023 | C |
| | | Total For Check Number 97914 | | | \$80.00 | | | |
| 97915 23-1204 | | 11-000-261-610-DW-0730B- - | 4312/FERGUSON ENTERPRISES, INC. #501 | 60 | 148.79 | Inv. 8875499 | 04/18/2023 | C |
| | | Total For Check Number 97915 | | | \$148.79 | | | |
| 97916 23-1409 | | 11-000-263-610-DW- - - | 1887/FOREST LUMBER & SUPPLY | 60 | 870.87 | Inv. 3473 | 04/18/2023 | C |

Mountain Lakes Board of Education



Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount Multi | Check Description or Remit To Check Name | Check Date | Check Type |
|------------------------|----------------|-----------------------------|---|-------|--------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 97916 | | | CO | | | | | |
| | | | Total For Check Number 97916 | | \$870.87 | | | |
| 97917 23-1404 | | 11-000-261-610-DW-0730B- - | 2005/GRAINGER | 60 | 619.34 | (3) Invoices | 04/18/2023 | C |
| 23-0299 | | 11-000-262-610-DW-0620C- - | 2005/GRAINGER | 60 | 78.31 | #9655168012 | 04/18/2023 | C |
| | | | Total For Check Number 97917 | | \$697.65 | | | |
| 97918 23-1019 | | 11-000-213-330-LR-0430A- - | 8994/HEATHER LYN BLACKWELL LONG | 60 | 3,760.00 | Mar'23 | 04/18/2023 | C |
| | | | Total For Check Number 97918 | | \$3,760.00 | | | |
| 97919 23-0300 | | 11-000-262-610-DW-0620C- - | 2059/HOME DEPOT USA, INC | 60 | 214.52 | 6035 3225 3191 4384 | 04/18/2023 | C |
| 23-1276 | | 11-401-100-610-BC-1020A-A - | 2059/HOME DEPOT USA, INC | 60 | 788.33 | 6035 3225 3191 4384 | 04/18/2023 | C |
| 23-1350 | | 11-401-100-610-BC-1020A-A - | 2059/HOME DEPOT USA, INC | 60 | 16.68 | 6035 3225 3191 4384 | 04/18/2023 | C |
| | | | Total For Check Number 97919 | | \$1,019.53 | | | |
| 97920 23-1414 | | 11-000-262-622-BC-0640B- - | 2181/J C P & L | 60 | 3,503.84 | 1/28-3/27 | 04/18/2023 | C |
| 23-1414 | | 11-000-262-622-HS-0640B- - | 2181/J C P & L | 60 | 13,739.29 | 2/17-3/20; 1/28-3/27 | 04/18/2023 | C |
| 23-1414 | | 11-000-262-622-LR-0640B- - | 2181/J C P & L | 60 | 1,832.31 | 2/22-3/22 | 04/18/2023 | C |
| 23-1414 | | 11-000-262-622-WW-0640B- - | 2181/J C P & L | 60 | 8,289.26 | 2/25-3/28 | 04/18/2023 | C |
| | | | Total For Check Number 97920 | | \$27,364.70 | | | |
| 97921 23-1396 | | 11-402-100-890-HS-1020A-21- | 8932/JOHN F. TAYLOR | 60 | 150.00 | Invoice dated 4/2/23 | 04/18/2023 | C |
| | | | Total For Check Number 97921 | | \$150.00 | | | |
| 97922 22-0750 | | 11-000-262-420-HS-0720D- - | 8898/JOHN NEGRI | 60 | 346.00 | Inv. 3664 | 04/18/2023 | C |
| | | | Total For Check Number 97922 | | \$346.00 | | | |
| 97923 23-0301 | | 11-000-261-610-DW-0730B- - | 8743/JOHNSTONE SUPPLY | 60 | 458.95 | (5) Invoices Feb/Mar | 04/18/2023 | C |
| | | | Total For Check Number 97923 | | \$458.95 | | | |
| 97924 23-1291 | | 11-000-263-610-DW- - - | 7530/LAKELAND AUTO PARTS | 60 | 51.48 | S3004007, S3011513 | 04/18/2023 | C |
| | | | Total For Check Number 97924 | | \$51.48 | | | |
| 97925 23-0719 | | 11-000-213-330-LR-0430A- - | 4428/MARY OSBORNE | 60 | 7,560.00 | Mar'23 | 04/18/2023 | C |
| | | | Total For Check Number 97925 | | \$7,560.00 | | | |
| 97926 23-1373 | | 11-000-252-500-TD- - - | 9169/MCI COMM SERVICE | 60 | 13.59 | MCI AC #2DH28510 | 04/18/2023 | C |
| | | | Total For Check Number 97926 | | \$13.59 | | | |
| 97927 23-1220 | | 11-207-100-610-LR-0240 - - | 7334/MED-EL CORPORATION | 60 | 609.00 | Inv. PSI439272 | 04/18/2023 | C |
| 23-1303 | | 11-207-100-610-LR-0240 - - | 7334/MED-EL CORPORATION | 60 | 1,209.00 | Inv. PSI440966 | 04/18/2023 | C |
| | | | Total For Check Number 97927 | | \$1,818.00 | | | |
| 97928 23-0557 | | 11-000-100-566-CS-0870F- - | 8891/MONTVILLE TWP BOARD OF EDUCATION | 60 | 3,805.40 | Apr'23 | 04/18/2023 | C |
| | | | Total For Check Number 97928 | | \$3,805.40 | | | |
| 97929 23-0106 | | 11-000-263-420-DW-0720A- - | 9052/MOORE CONTROL | 60 | 238.99 | (4) Invs 80080-80083 Apr'23 | 04/18/2023 | C |

Mountain Lakes Board of Education

6

Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|------------------------|----------------|-----------------------------|--|-------|---------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 97929 | | | EXTERMINATING CO | | | | | |
| | | | Total For Check Number 97929 | | \$238.99 | | | |
| 97930 23-1056 | | 11-000-100-563-DW-0870A- - | 6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST. | 60 | 9,068.20 | #3V0554 Apr'23 | 04/18/2023 | C |
| 23-1056 | | 11-000-100-563-LR-0870A- - | 6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST. | 60 | 5,967.90 | #3V0554 Apr'23 | 04/18/2023 | C |
| | | | Total For Check Number 97930 | | \$15,036.10 | | | |
| 97931 23-1408 | | 11-000-261-610-DW-0730B- - | 6305/MOST DEPENDABLE FOUNTAINS | 60 | 1,271.00 | Inv. 72558 | 04/18/2023 | C |
| | | | Total For Check Number 97931 | | \$1,271.00 | | | |
| 97932 23-0924 | | 11-000-230-590-DW-0820D- - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 60 | 300.00 | 574-4404, 4406 Oct'22 | 04/18/2023 | C |
| 23-0924 | | 11-000-230-590-DW-0820D- - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 60 | 184.60 | 574-4448, 4449 Feb'23 | 04/18/2023 | C |
| 23-0924 | | 11-000-230-590-DW-0820D- - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 60 | 218.00 | 574-4425 Dec'22 | 04/18/2023 | C |
| 23-0924 | | 11-000-230-590-DW-0820D- - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 60 | 156.00 | 574-4438, 4438 Jan'23 | 04/18/2023 | C |
| 23-1010 | | 13-424-100-610-WW- - - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 60 | 561.00 | Inv. 574-4422 | 04/18/2023 | C |
| | | | Total For Check Number 97932 | | \$1,419.60 | | | |
| 97933 23-0117 | | 12-000-400-450-DW-0720B- - | 9261/MRC, INC. | 60 | 228,434.71 | Inv. 105281 | 04/18/2023 | C |
| | | | Total For Check Number 97933 | | \$228,434.71 | | | |
| 97934 23-1366 | | 11-190-100-890-WW-0250B- - | 4494/N.J. CONSORTIUM-GIFTED PROGRAM | 60 | 570.00 | Registrations Fees | 04/18/2023 | C |
| | | | Total For Check Number 97934 | | \$570.00 | | | |
| 97935 23-0158 | | 12-140-100-731-HS- - - | 7657/NATIONAL EDUCATIONAL MUSIC CO. | 60 | 1,212.15 | Inv. 41624 - Clarinet | 04/18/2023 | C |
| | | | Total For Check Number 97935 | | \$1,212.15 | | | |
| 97936 23-0746 | | 11-190-100-610-TD-0730A- - | 8608/NEWEGG BUSINESS INC. | 60 | 349.92 | (4) invoices | 04/18/2023 | C |
| 23-0793 | | 11-190-100-610-TD-0730E- - | 8608/NEWEGG BUSINESS INC. | 60 | 243.00 | #1304179302 | 04/18/2023 | C |
| | | | Total For Check Number 97936 | | \$592.92 | | | |
| 97937 23-1391 | | 11-000-240-890-HS-0250D-BE- | 4331/NJPSA | 60 | 845.00 | 22-23 Membership Invoice | 04/18/2023 | C |
| | | | Total For Check Number 97937 | | \$845.00 | | | |
| 97938 23-1386 | | 11-000-263-890-DW-0660A- - | 9341/NJ RECREATION & PARK ASSOC | 60 | 1,280.00 | Invs 0618, 0619 C.M. & G.S. | 04/18/2023 | C |

Mountain Lakes Board of Education

Check Register By Check Number

6

va_chkr3.040423
03/01/2023

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|-------------------------------------|----------------|-----------------------------|---|-------|---------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| Total For Check Number 97938 | | | | | \$1,280.00 | | | |
| 97939 23-1380 | | 11-402-100-890-HS-1020A-21- | 4919/NJSIAA | 60 | 120.00 | NJSIAA Scholar Athlete Banquet | 04/18/2023 | C |
| Total For Check Number 97939 | | | | | \$120.00 | | | |
| 97940 23-1312 | | 11-000-261-420-DW-0750 - - | 6744/NORTON SEWER & DRAIN INC | 60 | 700.00 | Inv. 13294 | 04/18/2023 | C |
| Total For Check Number 97940 | | | | | \$700.00 | | | |
| 97941 23-1392 | | 11-000-270-512-DW-0520E- - | 8993/O'DOWD TRANSPORTATION | 60 | 495.00 | Mar'23 Invoice | 04/18/2023 | C |
| Total For Check Number 97941 | | | | | \$495.00 | | | |
| 97942 23-0815 | | 11-000-261-420-DW-0750 - - | 7934/PDM GROUP | 60 | 4,551.87 | Inv. 35578 | 04/18/2023 | C |
| Total For Check Number 97942 | | | | | \$4,551.87 | | | |
| 97943 23-1213 | | 11-000-219-610-CS-1101A- - | 8325/NCS PEARSON INC | 60 | 59.40 | Inv. 21234906 | 04/18/2023 | C |
| Total For Check Number 97943 | | | | | \$59.40 | | | |
| 97944 23-1355 | | 11-190-100-500-LR-0720C- - | 1107/PHONAK, INC | 60 | 407.99 | Inv. 5138439746 | 04/18/2023 | C |
| Total For Check Number 97944 | | | | | \$407.99 | | | |
| 97945 23-1024 | | 11-000-230-332-AD-0120A- - | 9309/PKF O'CONNOR DAVIES, LLP | 60 | 7,500.00 | Inv. 698942 | 04/18/2023 | C |
| Total For Check Number 97945 | | | | | \$7,500.00 | | | |
| 97946 23-0823 | | 60-910-310-870-DW-000 - - | 6640/POMPTONIAN FOOD SERVICE | 60 | 33,174.92 | 574 031723 3/17/23 | 04/18/2023 | C |
| 23-0823 | | 60-910-310-870-DW-000 - - | 6640/POMPTONIAN FOOD SERVICE | 60 | 27,677.09 | 574 033123 3/31/23 | 04/18/2023 | C |
| 23-0823 | | 60-910-310-870-DW-000 - - | 6640/POMPTONIAN FOOD SERVICE | 60 | 9,256.42 | 574 022423 2/24/23 | 04/18/2023 | C |
| 23-0823 | | 60-910-310-870-DW-000 - - | 6640/POMPTONIAN FOOD SERVICE | 60 | 15,773.35 | 574 032423 3/24/23 | 04/18/2023 | C |
| 23-0823 | | 60-910-310-870-DW-000 - - | 6640/POMPTONIAN FOOD SERVICE | 60 | 23,067.74 | 574 031023 3/10/23 | 04/18/2023 | C |
| Total For Check Number 97946 | | | | | \$108,949.52 | | | |
| 97947 23-1412 | | 11-000-270-512-DW-0520E- - | 9306/RAJAK LLC | 60 | 650.00 | Invoice dated 4/1/23 | 04/18/2023 | C |
| Total For Check Number 97947 | | | | | \$650.00 | | | |
| 97948 23-0128 | | 11-000-240-500-BC- - - | 2881/READY REFRESH BY NESTLE | 60 | 7.98 | AC 0015576978 3/13-4/12/23 | 04/18/2023 | C |
| 23-0801 | | 11-000-251-500-AD- - - | 2881/READY REFRESH BY NESTLE | 60 | 29.16 | AC 0015629652 3/13-4/12/23 | 04/18/2023 | C |
| 23-0390 | | 11-190-100-500-HS- - - | 2881/READY REFRESH BY NESTLE | 60 | 67.50 | AC 0014813828 3-13-4/12/23 | 04/18/2023 | C |
| Total For Check Number 97948 | | | | | \$104.64 | | | |
| 97949 23-1112 | | 11-000-100-566-CS-0870F- - | 9298/REED ACADEMY | 60 | 9,652.50 | INV6288 Apr'23 | 04/18/2023 | C |
| Total For Check Number 97949 | | | | | \$9,652.50 | | | |
| 97950 23-1171 | | 11-000-219-610-CS-1101A- - | 9011/RIVERSIDE ASSESSMENTS, LLC | 60 | 2,165.90 | Inv. 153433 | 04/18/2023 | C |
| Total For Check Number 97950 | | | | | \$2,165.90 | | | |
| 97951 23-0406 | | 11-000-100-566-CS-0870F- - | 9005/SAGE ALLIANCE | 60 | 5,358.78 | INV51934 Apr'23 | 04/18/2023 | C |
| Total For Check Number 97951 | | | | | \$5,358.78 | | | |
| 97952 23-1370 | | 11-000-251-580-AD-0130K- - | 9237/SOCIETY FOR HUMAN | 60 | 244.00 | Inv. INSH552245 | 04/18/2023 | C |

Mountain Lakes Board of Education



Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # | PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Ba- tch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|-------------------------------------|---------|----------------|-----------------------------|--|------------|-------------------|---|------------|------------|
| UNPOSTED CHECKS | | | | | | | | | |
| 97952 | | | | RESOURCE MANAGEMENT | | | | | |
| Total For Check Number 97952 | | | | | | \$244.00 | | | |
| 97953 | 23-0729 | | 11-000-230-340-AD-0120E- - | 8972/STAINLESS PRODUCTIONS LLC | 60 | 555.00 | Inv. 0706 Feb'23 | 04/18/2023 | C |
| | 23-0729 | | 11-000-230-340-AD-0120E- - | 8972/STAINLESS PRODUCTIONS LLC | 60 | 1,135.00 | Inv. 0707 Mar'23 | 04/18/2023 | C |
| | 23-0729 | | 11-000-230-340-AD-0120E- - | 8972/STAINLESS PRODUCTIONS LLC | 60 | 1,060.00 | Inv. 0705 Jan'23 | 04/18/2023 | C |
| Total For Check Number 97953 | | | | | | \$2,750.00 | | | |
| 97954 | 23-1015 | | 11-190-100-500-TD-0720C- - | 9239/T-MOBILE | 60 | 120.00 | AC 977316580 Mar'23 | 04/18/2023 | C |
| Total For Check Number 97954 | | | | | | \$120.00 | | | |
| 97955 | 23-1394 | | 11-190-100-610-HS-0240A-F - | 3320/TEACHER | 60 | 57.44 | Teresa Fiorina | 04/18/2023 | C |
| Total For Check Number 97955 | | | | | | \$57.44 | | | |
| 97956 | 23-1416 | | 11-000-262-622-HS-0640B- - | 8054/TIOGA SOLAR MORRIS COUNTY 1, LLC | 60 | 1,805.57 | Mar'23 | 04/18/2023 | C |
| Total For Check Number 97956 | | | | | | \$1,805.57 | | | |
| 97957 | 23-0849 | | 11-000-213-330-CS-0431A- - | 8630/TRINITAS CHILDREN'S THERAPY SERVICES | 60 | 6,820.23 | 0223 | 04/18/2023 | C |
| Total For Check Number 97957 | | | | | | \$6,820.23 | | | |
| 97958 | 23-1292 | | 11-000-262-610-DW-0620C- - | 9329/TWI-LAQ INDUSTRIES INC | 60 | 186.62 | Inv. 189736 | 04/18/2023 | C |
| Total For Check Number 97958 | | | | | | \$186.62 | | | |
| 97959 | 23-1417 | | 11-000-251-600-AD-0130I- - | 3465/U.S. POSTAL SERVICE | 60 | 1,250.00 | Postage Meter AC#32955627 | 04/18/2023 | C |
| Total For Check Number 97959 | | | | | | \$1,250.00 | | | |
| 97960 | 23-0963 | | 11-000-230-530-AD-0130U- - | 9144/VERIZON | 60 | 696.85 | AC 356-779-984-0001-81 Apr'23 | 04/18/2023 | C |
| Total For Check Number 97960 | | | | | | \$696.85 | | | |
| 97961 | 23-0261 | | 11-190-100-500-TD-0720C- - | 9188/VERIZON | 60 | 1,470.67 | Inv. Z8827621 | 04/18/2023 | C |
| Total For Check Number 97961 | | | | | | \$1,470.67 | | | |
| 97962 | 23-1248 | | 11-190-100-640-HS-0220A-HS- | 4118/VERNIER SOFTWARE & TECH | 60 | 68.00 | Inv. 5452047 | 04/18/2023 | C |
| Total For Check Number 97962 | | | | | | \$68.00 | | | |
| 97963 | 23-1236 | | 11-000-240-610-BC-0250A- - | 6480/W.B. MASON CO., INC. | 60 | 407.40 | Inv. 236579311 | 04/18/2023 | C |
| Total For Check Number 97963 | | | | | | \$407.40 | | | |
| 97964 | 23-0303 | | 11-000-261-610-DW-0730B- - | 8187/WARSHAUER ELECTRIC SUPPLY CO. | 60 | 226.29 | S100567958.001,S1005700753.00 | 04/18/2023 | C |
| Total For Check Number 97964 | | | | | | \$226.29 | | | |
| 97965 | 23-1054 | | 11-000-100-566-CS-0870F- - | 5189/WINDSOR LEARNING CENTER, INC. | 60 | 5,972.40 | #17649 Apr'23 | 04/18/2023 | C |

Mountain Lakes Board of Education

Check Register By Check Number

6

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Ba- tch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|-------------------------------------|----------------|-----------------------------|---|------------|--------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 97965 23-1054 | | 11-000-100-566-CS-0870F- - | 5189/WINDSOR LEARNING CENTER, INC. | 60 | 9,385.20 | #17606 Mar'23 | 04/18/2023 | C |
| 23-1054 | | 11-000-100-566-CS-0870F- - | 5189/WINDSOR LEARNING CENTER, INC. | 60 | -426.60 | #17721 Credit Jan'23 | 04/18/2023 | C |
| Total For Check Number 97965 | | | | | \$14,931.00 | | | |
| 97966 23-1255 | | 11-000-261-420-DW-0750 - - | 4813/AC DAUGHTRY, INC | 61 | 119.85 | INV. 471057 | 04/27/2023 | C |
| Total For Check Number 97966 | | | | | \$119.85 | | | |
| 97967 23-1027 | | 11-000-230-339-AD-0120D- - | 1400/ANDERSON & DENZLER ASSOC. INC | 61 | 89.63 | #1221 mAR'23 | 04/27/2023 | C |
| Total For Check Number 97967 | | | | | \$89.63 | | | |
| 97968 23-1332 | | 11-190-100-610-BC-0240A- - | 6282/B&H PHOTO | 61 | 7.49 | Inv. 211854996 | 04/27/2023 | C |
| Total For Check Number 97968 | | | | | \$7.49 | | | |
| 97969 23-1308 | | 11-402-100-610-HS-1020A-54- | 9127/BEACON ATHLETICS LLC | 61 | 4,205.00 | Inv. 0566991-IN | 04/27/2023 | C |
| Total For Check Number 97969 | | | | | \$4,205.00 | | | |
| 97970 23-1159 | | 11-000-263-420-DW-0720A- - | 8814/BOB VIERSMA & SONS, INC. | 61 | 10,125.00 | Inv. 23-049 | 04/27/2023 | C |
| Total For Check Number 97970 | | | | | \$10,125.00 | | | |
| 97971 23-1451 | | 11-402-100-500-HS- - - | 1291/BOROUGH OF MOUNTAIN LAKES | 61 | 414.38 | Inv dated 4/20/23 Porta Potty | 04/27/2023 | C |
| Total For Check Number 97971 | | | | | \$414.38 | | | |
| 97972 23-1070 | | 11-000-262-441-DW- - - | 6140/BOROUGH OF MOUNTAIN LAKES | 61 | 3,750.00 | May'23 | 04/27/2023 | C |
| Total For Check Number 97972 | | | | | \$3,750.00 | | | |
| 97973 23-1067 | | 11-000-262-420-DW-0620A- - | 1293/BOROUGH MOUNTAIN LAKES | 61 | 8,333.00 | May'23 | 04/27/2023 | C |
| Total For Check Number 97973 | | | | | \$8,333.00 | | | |
| 97974 23-0320 | | 11-402-100-610-HS-1020A-54- | 1342/BSN SPORTS, LLC | 61 | 733.44 | Inv. 919938268 | 04/27/2023 | C |
| 23-1219 | | 11-402-100-610-HS-1020A-54- | 1342/BSN SPORTS, LLC | 61 | 495.59 | Inv. 921046230 | 04/27/2023 | C |
| 23-1283 | | 11-402-100-610-HS-1020A-54- | 1342/BSN SPORTS, LLC | 61 | 553.85 | Inv. 921223998 | 04/27/2023 | C |
| Total For Check Number 97974 | | | | | \$1,782.88 | | | |
| 97975 23-1207 | | 11-000-262-610-DW-0620C- - | 1252/CAPITAL SUPPLY COMPANY | 61 | 229.10 | Inv. 798506 | 04/27/2023 | C |
| Total For Check Number 97975 | | | | | \$229.10 | | | |
| 97976 23-0920 | | 11-000-213-300-DW- - - | 9194/CHANGEBRIDGE MEDICAL ASSOCIATES PA | 61 | 1,666.67 | Apr'23 | 04/27/2023 | C |
| 23-0920 | | 11-000-213-300-DW- - - | 9194/CHANGEBRIDGE MEDICAL ASSOCIATES PA | 61 | 1,666.67 | Mar'23 | 04/27/2023 | C |
| Total For Check Number 97976 | | | | | \$3,333.34 | | | |
| 97977 23-1324 | | 11-000-223-580-CS-0250B- - | 6926/CHILDREN'S HEARING | 61 | 105.00 | Inv. 2323 | 04/27/2023 | C |

Mountain Lakes Board of Education



Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # | PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Ba- tch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|-------------------------------------|---------|----------------|-----------------------------|---|------------|--------------------|---|------------|------------|
| UNPOSTED CHECKS | | | | | | | | | |
| 97977 | | | | INSTITUTE, INC | | | | | |
| Total For Check Number 97977 | | | | | | \$105.00 | | | |
| 97978 | 23-0399 | | 11-402-100-610-HS-1020A-54- | 7355/COLLINS SPORTS MEDICINE | 61 | 5,123.55 | (6) Invoices | 04/27/2023 | C |
| Total For Check Number 97978 | | | | | | \$5,123.55 | | | |
| 97979 | 23-1299 | | 11-000-261-420-DW-0750 - - | 5011/COMBUSTION SERVICE CORP. | 61 | 3,750.00 | Inv. 9263 | 04/27/2023 | C |
| Total For Check Number 97979 | | | | | | \$3,750.00 | | | |
| 97980 | 23-1403 | | 11-190-100-500-TD-0720C- - | 9274/COMPUTER DESIGN & INTEGRATION LLC | 61 | 6,217.20 | Inv. CDI0528896-IN | 04/27/2023 | C |
| Total For Check Number 97980 | | | | | | \$6,217.20 | | | |
| 97981 | 23-1247 | | 11-402-100-890-HS-1020A-21- | 9325/CONNOR CORISH MEML SCHOLARSHIP FDTN TRU | 61 | 350.00 | Entry Fee-May'23 Tournament | 04/27/2023 | C |
| Total For Check Number 97981 | | | | | | \$350.00 | | | |
| 97982 | 23-1081 | | 11-000-100-566-CS-0870F- - | 8376/CORNERSTONE DAY SCHOOL, LLC | 61 | 11,893.00 | #1031507, #1031637 | 04/27/2023 | C |
| Total For Check Number 97982 | | | | | | \$11,893.00 | | | |
| 97983 | 23-0002 | | 11-000-291-270-DW-0820C- - | 4676/DELTA DENTAL OF N J * | 61 | 23,381.16 | Dental Invoices- Mar'23 | 04/27/2023 | C |
| Total For Check Number 97983 | | | | | | \$23,381.16 | | | |
| 97984 | 22-1449 | | 11-000-266-300-DW- - - | 9269/Eastern DataComm | 61 | 30,523.21 | Inv. 173607 2nd pmt | 04/27/2023 | C |
| Total For Check Number 97984 | | | | | | \$30,523.21 | | | |
| 97985 | 23-0799 | | 11-000-270-515-DW-0520C- - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 61 | 28,828.14 | #202301970 Apr'23 | 04/27/2023 | C |
| | 23-1035 | | 11-000-270-517-DW- - - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 61 | 11,897.24 | #202301862 Apr'23 | 04/27/2023 | C |
| | 23-1035 | | 11-000-270-518-DW- - - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 61 | 2,570.40 | #202301862 Apr'23 | 04/27/2023 | C |
| Total For Check Number 97985 | | | | | | \$43,295.78 | | | |
| 97986 | 23-0954 | | 11-190-100-610-HS-0240A-U - | 7491/FOLLETT SCHOOL SOLUTIONS, INC. | 61 | 3,355.25 | Invs. 635137, A; F | 04/27/2023 | C |
| | 23-0309 | | 11-190-100-640-HS-0220A-A - | 7491/FOLLETT SCHOOL SOLUTIONS, INC. | 61 | 2,601.24 | #2660384 A & B | 04/27/2023 | C |
| Total For Check Number 97986 | | | | | | \$5,956.49 | | | |
| 97987 | 23-0976 | | 11-000-262-444-DW-0650A- - | 8586/GOVERNMENT LEASING & FINANCE, INC | 61 | 80,209.23 | Inv. 498368653 | 04/27/2023 | C |
| Total For Check Number 97987 | | | | | | \$80,209.23 | | | |
| 97988 | 23-1450 | | 11-000-263-610-DW- - - | 9348/GENUINE PARTS COMPANY | 61 | 503.59 | AC#2188280 | 04/27/2023 | C |
| Total For Check Number 97988 | | | | | | \$503.59 | | | |

Mountain Lakes Board of Education

Check Register By Check Number



for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|------------------------|----------------|-------------------------------------|---|-------|--------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 97989 23-1455 | | 20-087-100-500-BC- - - | 8150/GROUP TO GO, INC. | 61 | 5,845.00 | Inv. Briar2 | 04/27/2023 | C |
| | | Total For Check Number 97989 | | | \$5,845.00 | | | |
| 97990 23-1050 | | 11-000-221-600-CI- - - | 2037/HEINEMANN | 61 | 5,886.00 | Inv. 7497010 | 04/27/2023 | C |
| 23-1320 | | 20-272-200-320-CS-1418D- - | 2037/HEINEMANN | 61 | 250.00 | Inv. 7510625 | 04/27/2023 | C |
| 23-1049 | | 20-487-100-600-DW- - - | 2037/HEINEMANN | 61 | 6,278.40 | Inv. 7497008 | 04/27/2023 | C |
| | | Total For Check Number 97990 | | | \$12,414.40 | | | |
| 97991 Non A/P Chk | | DB10-499- , CR10-101- | 9349/HOPE TOWNSHIP BOE | 61 | 1,020.00 | LDI 22-23SY OVRPMT | 04/27/2023 | C |
| | | Total For Check Number 97991 | | | \$1,020.00 | | | |
| 97992 23-0223 | | 11-190-100-500-HS- - - | 8898/JOHN NEGRI | 61 | 290.00 | Inv. 3885 | 04/27/2023 | C |
| | | Total For Check Number 97992 | | | \$290.00 | | | |
| 97993 23-1436 | | 11-000-263-610-DW- - - | 6240/KENVIL POWER MOWER | 61 | 224.91 | Inv. 218259 | 04/27/2023 | C |
| | | Total For Check Number 97993 | | | \$224.91 | | | |
| 97994 23-1118 | | 11-402-100-610-HS-1020A-54- | 9276/LAX.COM NEWCO LLC | 61 | 75.00 | Inv. 34199T | 04/27/2023 | C |
| | | Total For Check Number 97994 | | | \$75.00 | | | |
| 97995 23-0667 | | 11-000-261-420-DW-0750 - - | 9199/LEW CORPORATION | 61 | 96.00 | Inv. 138458 | 04/27/2023 | C |
| | | Total For Check Number 97995 | | | \$96.00 | | | |
| 97996 23-1432 | | 11-402-100-890-HS-1020A-21- | 8913/MADISON BOARD OF EDUCATION | 61 | 325.00 | Entry Fee-4/15/23 Relays | 04/27/2023 | C |
| | | Total For Check Number 97996 | | | \$325.00 | | | |
| 97997 23-1440 | | 11-190-100-890-BC-0250A- - | 8848/MIDDLESEX MIDDLE SCHOOL | 61 | 55.00 | Invoice dated 4/22/23 | 04/27/2023 | C |
| | | Total For Check Number 97997 | | | \$55.00 | | | |
| 97998 23-1442 | | 11-000-218-610-HS-0250A-G - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 61 | 944.25 | 574-4456 | 04/27/2023 | C |
| 23-1328 | | 11-000-240-610-HS-0250D-BA- | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 61 | 60.00 | 574-4457 | 04/27/2023 | C |
| 23-1439 | | 13-424-100-890-WW- - - | 7019/MOUNTAIN LAKES BD-CAFE ACCT | 61 | 748.00 | 574 4464 Mar'23 | 04/27/2023 | C |
| | | Total For Check Number 97998 | | | \$1,752.25 | | | |
| 97999 23-0863 | | 12-000-400-450-DW-0720B- - | 9261/MRC, INC. | 61 | 57,433.53 | Inv. 106428 | 04/27/2023 | C |
| | | Total For Check Number 97999 | | | \$57,433.53 | | | |
| 98000 23-1441 | | 11-401-100-890-HS-1020A-05- | 5883/N.J. MATHEMATICS LEAGUE INC. | 61 | 100.00 | Inv. dated 9/23/22 AC#15423 | 04/27/2023 | C |
| | | Total For Check Number 98000 | | | \$100.00 | | | |
| 98001 23-1415 | | 11-000-262-621-BC-0640C- - | 2592/N.J. NATURAL GAS CO. | 61 | 5,886.72 | 3/14 - 4/12 | 04/27/2023 | C |
| 23-1415 | | 11-000-262-621-HS-0630 - - | 2592/N.J. NATURAL GAS CO. | 61 | 10,674.11 | 3/14-4/13; 3/14-4/13 | 04/27/2023 | C |
| 23-1415 | | 11-000-262-621-LR-0640C- - | 2592/N.J. NATURAL GAS CO. | 61 | 2,945.50 | 3/14 - 4/12 | 04/27/2023 | C |

Mountain Lakes Board of Education

Check Register By Check Number



for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Ba- tch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|------------------------|----------------|-------------------------------------|---|------------|--------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 98001 23-1415 | | 11-000-262-621-WW-0640C- - | 2592/N.J. NATURAL GAS CO. | 61 | 4,058.32 | 3/14 - 4/12 | 04/27/2023 | C |
| | | Total For Check Number 98001 | | | \$23,564.65 | | | |
| 98002 23-0800 | | 11-000-270-511-DW-0520A- - | 8993/O'DOWD TRANSPORTATION | 61 | 9,080.00 | Apr'23 | 04/27/2023 | C |
| | | Total For Check Number 98002 | | | \$9,080.00 | | | |
| 98003 23-1319 | | 11-000-263-610-DW- - - | 7545/PIONEER MANUFACTURING COMPANY | 61 | 2,562.42 | #875967, #875685, #876254 | 04/27/2023 | C |
| | | Total For Check Number 98003 | | | \$2,562.42 | | | |
| 98004 23-1444 | | 11-190-100-610-HS-0240A-U - | 4892/PITNEY BOWES INC. | 61 | 101.99 | Inv. 1022821635 | 04/27/2023 | C |
| | | Total For Check Number 98004 | | | \$101.99 | | | |
| 98005 23-1438 | | 11-000-261-610-DW-0730B- - | 9343/QUINCY COMPRESSOR LLC | 61 | 185.71 | Inv. 1123041953 | 04/27/2023 | C |
| | | Total For Check Number 98005 | | | \$185.71 | | | |
| 98006 23-1434 | | 11-000-261-420-DW-0750 - - | 8888/ROBERT GRIGGS PLUMBING & HEATING LLC | 61 | 1,613.44 | Inv. 10342 | 04/27/2023 | C |
| 23-1433 | | 11-000-261-420-DW-0750 - - | 8888/ROBERT GRIGGS PLUMBING & HEATING LLC | 61 | 2,400.00 | Inv. 10349 | 04/27/2023 | C |
| | | Total For Check Number 98006 | | | \$4,013.44 | | | |
| 98007 23-1426 | | 11-190-100-500-HS- - - | 4727/SCANTRON CORPORATION | 61 | 1,498.00 | Invs. 2947, 3060 | 04/27/2023 | C |
| | | Total For Check Number 98007 | | | \$1,498.00 | | | |
| 98008 20-0478 | | 11-000-213-610-WW-0420A- - | 3169/SCHOOL HEALTH CORPORATION | 61 | 786.55 | #3820488-00, -01, -02 | 04/27/2023 | C |
| 23-0230 | | 11-000-213-610-WW-0420A- - | 3169/SCHOOL HEALTH CORPORATION | 61 | 677.65 | #4094437-00, -01, -02 | 04/27/2023 | C |
| 23-0867 | | 11-402-100-610-HS-1020A-54- | 3169/SCHOOL HEALTH CORPORATION | 61 | 1,778.58 | #4137005-00 | 04/27/2023 | C |
| | | Total For Check Number 98008 | | | \$3,242.78 | | | |
| 98009 23-0742 | | 11-190-100-610-HS-0240A-F - | 9253/SRS, INC. | 61 | 332.63 | (4) Receipts 2/27-3/27 | 04/27/2023 | C |
| | | Total For Check Number 98009 | | | \$332.63 | | | |
| 98010 23-1421 | | 11-000-263-610-DW- - - | 6165/SITEONE LANDSCAPE SUPPLY, LLC | 61 | 1,684.55 | Inv. 128593302-001 | 04/27/2023 | C |
| | | Total For Check Number 98010 | | | \$1,684.55 | | | |
| 98011 23-1238 | | 11-000-219-610-CS-1101A- - | 7945/STAPLES BUSINESS CREDIT | 61 | 116.15 | Order 7605236209 | 04/27/2023 | C |
| | | Total For Check Number 98011 | | | \$116.15 | | | |
| 98012 23-0622 | | 11-000-230-339-AD-0120D- - | 3872/SYSTEMS 3000, INC. | 61 | 278.00 | Inv. P230250933 1095C Upload | 04/27/2023 | C |
| | | Total For Check Number 98012 | | | \$278.00 | | | |
| 98013 23-1419 | | 11-000-223-580-CS-0250B- - | 3320/TEACHER | 61 | 157.50 | Debbie Goldstein | 04/27/2023 | C |
| | | Total For Check Number 98013 | | | \$157.50 | | | |

Mountain Lakes Board of Education



Check Register By Check Number

for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|------------------------|----------------|-------------------------------------|---|-------|---------------------|--|------------|------------|
| UNPOSTED CHECKS | | | | | | | | |
| 98014 23-1443 | | 11-000-240-580-HS-0130 - - | 3320/TEACHER | 61 | 400.27 | Meredith Boyan | 04/27/2023 | C |
| | | Total For Check Number 98014 | | | \$400.27 | | | |
| 98015 23-1429 | | 11-190-100-500-TD-0720C- - | 7754/UNITED BUSINESS SYSTEMS | 61 | 11,655.00 | #507415, #512267, #520402 | 04/27/2023 | C |
| | | Total For Check Number 98015 | | | \$11,655.00 | | | |
| 98016 23-0505 | | 11-000-230-530-CS-0130U- - | 4483/VERIZON WIRELESS | 61 | 35.01 | AC 882304441 Mar20-Apr 19 | 04/27/2023 | C |
| | | Total For Check Number 98016 | | | \$35.01 | | | |
| 98017 23-1410 | | 11-000-218-610-HS-0250A-G - | 9319/RUTLAND BEARD FLORIST OF BOONTON LLC | 61 | 168.95 | Ticket 02534166 | 04/27/2023 | C |
| | | Total For Check Number 98017 | | | \$168.95 | | | |
| 98018 23-0222 | | 11-190-100-610-HS-0240A-C - | 3591/WARD'S NATURAL SCIENCE | 61 | 104.01 | #8810305870, #8810458482 | 04/27/2023 | C |
| | | Total For Check Number 98018 | | | \$104.01 | | | |
| | | Total Unposted Checks | | | \$963,543.93 | | | |

va_chkr3.040423
03/01/2023

Mountain Lakes Board of Education
Check Register By Check Number



for Batches 60,61 and UnPosted Checks : Check Date is from 04/01/2023 to 04/27/2023

| Vendor No./ Vendor Name/Remit to Vendor | | | | | | | |
|--|------------------|-------------|--------------------|---------------------------|----------------|-----------------------|-----------------|
| Fund Summary | Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks | Hand Checks Non/AP | Total Checks |
| | 10 | 10 | | \$1,020.00 | | | \$1,020.00 |
| | 10 | 11 | \$499,147.98 | | | | \$499,147.98 |
| | 10 | 12 | \$300,264.39 | | | | \$300,264.39 |
| | 10 | 13 | \$1,309.00 | | | | \$1,309.00 |
| | Fund 10 | TOTAL | \$800,721.37 | \$1,020.00 | | | \$801,741.37 |
| | 20 | 20 | \$52,853.04 | | | | \$52,853.04 |
| | 60 | 60 | \$108,949.52 | | | | \$108,949.52 |
| | GRAND | TOTAL | \$962,523.93 | \$1,020.00 | \$0.00 | \$0.00 | \$963,543.93 |

* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

Mountain Lakes Board of Education



Check Register By Check Number

for Batch 51 and Posted Checks : Current Cycle : March

va_chkr3.040423
03/01/2023

| Check # PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Batch | Check Amount | Check Description or Multi Remit To Check Name | Check Date | Check Type |
|-------------------------------------|----------------|----------------------------|---|-------|--------------------|--|------------|------------|
| POSTED CHECKS | | | | | | | | |
| 97880 23-1334 | | 11-000-261-420-DW-0750 - - | 5299/ABS ENVIRONMENTAL SVCS, LLC | 51 | 525.00 | Inv. 8428 | 03/31/2023 | C |
| Total For Check Number 97880 | | | | | \$525.00 | | | |
| 97881 23-1274 | | 11-000-262-610-DW-0620C- - | 1252/CAPITAL SUPPLY COMPANY | 51 | 789.95 | #799680,#799218,#799426 | 03/31/2023 | C |
| Total For Check Number 97881 | | | | | \$789.95 | | | |
| 97882 23-1333 | | 11-000-261-610-DW-0730B- - | 8920/DECKER INC. SCHOOL FIX | 51 | 233.95 | Inv. 527066A | 03/31/2023 | C |
| 23-1313 | | 11-000-263-610-DW- - - | 8920/DECKER INC. SCHOOL FIX | 51 | 81.35 | Inv. 526619A | 03/31/2023 | C |
| Total For Check Number 97882 | | | | | \$315.30 | | | |
| 97883 23-0755 | | 11-000-262-621-HS-0630 - - | 8741/DIXON BROTHERS INC. | 51 | 363.09 | Inv. 553745 | 03/31/2023 | C |
| Total For Check Number 97883 | | | | | \$363.09 | | | |
| 97884 23-1262 | | 11-000-213-330-CS-0431A- - | 2500/EDUC SVCS COMM. MORRIS CNTY * | 51 | 790.00 | Inv. 202301408 | 03/31/2023 | C |
| Total For Check Number 97884 | | | | | \$790.00 | | | |
| 97885 23-1290 | | 11-000-263-610-DW- - - | 1887/FOREST LUMBER & SUPPLY CO | 51 | 547.91 | Inv. 3340 | 03/31/2023 | C |
| Total For Check Number 97885 | | | | | \$547.91 | | | |
| 97886 23-0607 | | 11-000-262-622-BC-0640B- - | 2181/J C P & L | 51 | 1,635.20 | 1/28 - 2/24 | 03/31/2023 | C |
| 23-0607 | | 11-000-262-622-HS-0640B- - | 2181/J C P & L | 51 | 9,458.84 | 1/19-2/16; 1/28-2/24 | 03/31/2023 | C |
| 23-0607 | | 11-000-262-622-LR-0640B- - | 2181/J C P & L | 51 | 79.80 | 1/24 - 2/21 | 03/31/2023 | C |
| 23-0607 | | 11-000-262-622-WW-0640B- - | 2181/J C P & L | 51 | 6,944.44 | 1/28-2/24; 1/28-2/24 | 03/31/2023 | C |
| Total For Check Number 97886 | | | | | \$18,118.28 | | | |
| 97887 23-1389 | | 11-000-263-610-DW- - - | 8551/METRO SUPPLY & SERVICE | 51 | 68.00 | Inv. 0053181-00 | 03/31/2023 | C |
| Total For Check Number 97887 | | | | | \$68.00 | | | |
| 97888 23-0583 | | 11-000-262-621-BC-0640C- - | 2592/N.J. NATURAL GAS CO. | 51 | 9,411.98 | 2-9-3/14 | 03/31/2023 | C |
| 23-0583 | | 11-000-262-621-HS-0630 - - | 2592/N.J. NATURAL GAS CO. | 51 | 17,723.67 | 2/8-3/14; 2/8-3/14 | 03/31/2023 | C |
| 23-0583 | | 11-000-262-621-LR-0640C- - | 2592/N.J. NATURAL GAS CO. | 51 | 4,443.03 | 2/9-3/14 | 03/31/2023 | C |
| 23-0583 | | 11-000-262-621-WW-0640C- - | 2592/N.J. NATURAL GAS CO. | 51 | 8,484.94 | 2/8-3/14 | 03/31/2023 | C |
| Total For Check Number 97888 | | | | | \$40,063.62 | | | |
| 97889 23-1336 | | 11-000-263-610-DW- - - | 9335/NIELSEN FORD OF MORRISTOWN INC | 51 | 571.36 | Inv. 506930 | 03/31/2023 | C |
| Total For Check Number 97889 | | | | | \$571.36 | | | |
| 97890 23-0958 | | 11-000-261-420-DW-0750 - - | 7934/PDM GROUP | 51 | 3,405.00 | Inv. 10000209 | 03/31/2023 | C |
| Total For Check Number 97890 | | | | | \$3,405.00 | | | |
| 97891 23-1339 | | 11-000-213-330-CS-0431A- - | 8992/RICHARD KLEINMANN MD, LLC | 51 | 5,350.00 | SAMLI, BONRI, TKAPA, FRAET | 03/31/2023 | C |
| Total For Check Number 97891 | | | | | \$5,350.00 | | | |
| 97892 Non A/P Chk | | DB20-499- , CR20-101- | 9111/SOUND START BABIES | 51 | 30,135.61 | March'23 EDI & Tuition Pmts | 03/31/2023 | C |

va_chkr3.040423
03/01/2023

Mountain Lakes Board of Education
Check Register By Check Number
for Batch 51 and Posted Checks : Current Cycle : March



| Check # | PO # | Invoice Number | Account Number | Vendor No./ Vendor Name/Remit to Vendor | Ba- tch | Check Amount | Check Description or Multi Remit To | Check Name | Check Date | Check Type |
|---------|------|----------------|----------------|---|------------|--------------|-------------------------------------|------------|------------|------------|
|---------|------|----------------|----------------|---|------------|--------------|-------------------------------------|------------|------------|------------|

POSTED CHECKS

| | | | | | | | | | | |
|-------|--|--|--|------------------------------|--|--|--|--|--|--------------|
| 97892 | | | | PROGRAM | | | | | | |
| | | | | Total For Check Number 97892 | | | | | | \$30,135.61 |
| | | | | Total Posted Checks | | | | | | \$101,043.12 |

va_chkr3.040423
03/01/2023

Mountain Lakes Board of Education

Check Register By Check Number

for Batch 51 and Posted Checks : Current Cycle : March



| Vendor No./ Vendor Name/Remit to Vendor | | | | | | | |
|--|---------------|----------|-----------------|------------------------|-------------|--------------------|--------------|
| Fund Summary | Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks | Hand Checks Non/AP | Total Checks |
| | 10 | 11 | \$70,907.51 | | | | \$70,907.51 |
| | 20 | 20 | | \$30,135.61 | | | \$30,135.61 |
| | GRAND | TOTAL | \$70,907.51 | \$30,135.61 | \$0.00 | \$0.00 | \$101,043.12 |

* Total Prior Cycle Checks Voided in selected cycle(s):\$0.00

Total Checks from selected cycle(s) voided in the selected cycle(s):\$0.00

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

4/26/2023

Time of day the drill was conducted:

8:25

School Name:

Wildwood

Location of the Emergency Evacuation Drill:

corner of Glen Rd & Kenilworth

Route Number(s):

3

Name of the school principal/person(s) overseeing the drill:

Cil Benitez & Scott

Other information relative to the emergency evacuation drill:

NO ISSUES

MAKER RUNCSON

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

10

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

April 20, 2023

Time of day the drill was conducted:

7:30 am

School Name:

Mountain Lakes HS

Location of the Emergency Evacuation Drill:

High School Parking Lot

96 Powerville Road Mountain Lakes NJ 07046

Route Number(s):

1 + 2

Name of the school principal/person(s) overseeing the drill:

Lisa Cortese A.P. / Sergeant Gil Benitez SRO

Other information relative to the emergency evacuation drill:

Dana Bibeault, BS, MSOT, OTR/L

CLINICAL EXPERIENCE

Bergen County Special Services School District

2022

Level II Fieldwork | 356 hours | Paramus, NJ

- Managed a full caseload of 60+ students at 7 different non-public schools in the Bergen County area along with one home-instruction case for a student diagnosed with cerebral palsy
- Responsible for screening, evaluating, intervention planning, discharge planning, and completing bi-yearly progress reports for all students
- Communicated with teachers and parents to discuss student progress as well as any concerns
- Provided 1:1 or group based services primarily with students in the first through fifth grade with diagnoses inclusive of but not limited to, autism spectrum disorder, ADHD, specific learning disabilities, communication impairments, behavioral disorders, delayed processing, cerebral palsy, and muscular dystrophy

St. Joseph's University Medical Center

2022

Level II Fieldwork | 493 hours | Paterson, NJ

- Responsible for screening, evaluating, intervention planning, discharge planning and completing daily treatment documentation for ~10 patients/day in the acute care setting
- Patient diagnoses/conditions included but are not limited to, stroke, traumatic brain injury, total hip arthroplasty, tibial plateau fracture, dementia, metabolic encephalopathy, spinal cord injury, multiple sclerosis, and Parkinson's disease, alongside pre-existing physical and psychosocial comorbidities such as hypertension, cardiopulmonary disorders, anxiety, depression, PTSD, etc.
- Discharge planning based on a patient's personal goals, physical capabilities, and insurance
- Educated patients/caregivers on adaptive equipment, energy conservation methods, and in-home environmental modifications to promote a safe discharge
- Collaborated with the interdisciplinary team to create client-centered plans of care (included co-treats)

RELEVANT EXPERIENCE

Substitute Teacher

2022-Present

Netcong Elementary School & Lenape Valley Regional High School

- Worked with children in pre-K through 8th grade
- Taught and/or supervised students, distributed lesson plans, monitored classroom behavior, and provided academic support for all students

Graduate Assistant

2020-2022

Stockton University | Dr. Mary Kientz

- Get FIT: Partnered with the Arc of Atlantic County to provide weekly exercise and nutrition programming for individuals with intellectual and developmental disabilities (IDD)
- Student-instructor for the Fresh Foods Initiative, a partnership between the Family Resource Network, Rowan University, and Stockton University; lead cooking classes across group homes in Atlantic, Camden, and Gloucester County for adults living with IDD and group home staff
- Created educational resources for the Inclusive Healthy Communities Grant for staff training on the "Basics of Health, Exercise & Nutrition for Individuals with IDD"
- Developed an "Adaptive Kitchen Equipment" resource for individuals with intellectual, developmental, and physical disabilities to promote safety and independence with meal preparation
- Created exercise modules for individuals with IDD to encourage physical wellness in the home
- Featured in Stockton University's Master of Occupational Therapy promotional video

Resident Assistant

2018-2022

Stockton University | Office of Residential Life

- Student leader and community liaison between residential students and the Office of Residential Life
- Enhanced the personal development of students through academic, personal, social, and emotional growth on campus; promoted inclusion, established rapport among students of diverse backgrounds, facilitated conflict resolution, and encouraged community involvement

Co-hosted a Sit-Down Volleyball Tournament

2019

Stockton University | Disability Cultures & Advocacy

- Partnered with the Athletes with Disabilities Network Northeast Chapter and the Arc of Atlantic County to host a sit-down volleyball tournament to raise awareness of adaptive sports and promote inclusion between Stockton University students and the disabled community
- Eight teams and over 50 participants were provided with one hour of learning/skill development and three hours of competitive play

Summer Camp Counselor

2014-2019

Hopatcong Recreation Department

- Worked with children ages four to six years old; worked alongside third grade student diagnosed with autism spectrum disorder and first grade student diagnosed with oppositional defiant disorder
- Planned and executed a variety of camp activities that promoted teamwork, character development, inter/intra-personal growth, and safety/wellbeing throughout day-to-day activities and fieldtrips

CONTACT INFORMATION

12

-
-
-

EDUCATION

- Master of Science, Occupational Therapy**
Stockton University
Galloway, NJ
May 2022
GPA: 3.96
Program Distinction
- Bachelor of Science, Health Science**
Stockton University
Galloway, NJ
May 2020
GPA: 3.99, Summa Cum Laude
Minor in Disability Studies

CERTIFICATIONS

- National Board for Certification in Occupational Therapy (NBCOT)
(Certification No. 487772)
(Valid through 03/31/2027)
- New Jersey Division of Consumer Affairs – Occupational Therapist
(License No. 46TR01109400)
(Valid through 09/30/2023)
- School Occupational Therapist – NJ
(License No. 01684700)
- American Red Cross: Adult, Child and Baby First Aid/CPR/AED
(Valid through 08/07/2024)
- HOPE ONE Narcan Training
- Youth Mental Health First Aid
(Valid through 03/28/2025)
- Instructional Substitute Teacher
(Valid through 09/29/2027)

AFFILIATIONS

- American Occupational Therapy Association
- New Jersey Occupational Therapy Association

PEER REVIEWED PRESENTATIONS

- Kientz, M., Bibeault, D., Quigley, F., Mastrangelo, M.A., & Perks, J. (2022). Effects of COVID-19 on Get FIT: Exercise, Nutrition, & Social Participation Among Individuals With Intellectual or Developmental Disabilities. *American Occupational Therapy Association Annual Conference*, San Antonio, March 2022
- Kientz, M., Bibeault, D., Quigley, F., Mastrangelo, M.A., & Perks, J. (2022). Effects of COVID-19 on Get FIT: Exercise, Nutrition, & Social Participation Among Individuals With Intellectual or Developmental Disabilities. *New Jersey Occupational Therapy Association Annual Conference*, Virtual, October 2021



PATRICK HIGGINS, JR.

EDUCATION PROFESSIONAL PROFESSIONAL SUMMARY

Experienced educator, leader, and learner. I focus on curriculum development, professional learning, and creating innovative programs for students and teachers. I'm interested in learning how to manage and integrate the disruptive nature of technology to help students, teachers, and leaders create a path forward.

CONTACT INFO

Email: orangehiggins@gmail.com
 Website: chalkdust101.wordpress.com
 Insta/Twitter: @phiggins
 Address: P.O. Box 166, Stockholm, NJ
 07460

CORE COMPETENCIES

- Instructional Design using Universal Design for Learning
- Instructional Leadership
- Course Development using authoring tools (Articulate, Adobe Captivate)
- Curriculum Development using Understanding by Design
- Staff Training and Development
- Project Management Tools (Asana, ClickUp, Slack)
- Engaging Presentation Design
- Change Management
- Educational Technology Innovation, Integration, and Management

RECENT WORK

- "[Stop Boiling the Frog](#)," NJPSA Fall Conference
- "[Surely, This Will Revolutionize Education](#)," NJECC Keynote 2022
- "[Happiness](#)," Ignite Session 2019
- "[They See You](#)," #140Edu @92nd Street Y

AWARDS

- [2015 ISTE Making IT Happen Award](#)
- [Bucciarelli Family Award, St. Peter's University](#)

EXPERIENCE

Assistant Superintendent for Curriculum, Instruction, and Professional Learning
Rockaway Township Public Schools

- Develop and monitor district initiatives and regulations related to student growth and achievement
- Assist and motivate all adult learners in achieving personal, professional, and district goals
- Regularly assess the state of the district's curriculum program, materials, and instructional technology

2019-PRESENT

Director of Curriculum and Professional Development
Sussex-Wantage Regional Schools

- Transform classrooms to fit the needs of learners through modern technology, content knowledge, data interpretation and usage, and cutting-edge pedagogy
- Plan and execute professional learning programs for staff
- Using both formative tools and diagnostic assessments, developed a Multi-Tiered System of Support.

2013-2019

Board Trustee, NJECC (New Jersey Educational Computing Cooperative)

- Serve as a Board Member on the largest educational technology professional organization in New Jersey. We provide professional learning opportunities to the Ed Tech community in New Jersey's public, private, and charter schools through our monthly meetings and our annual conference.

2011-PRESENT

EDUCATION

BACHELOR IN ANTHROPOLOGY
 Syracuse University 1993-1997

MASTERS IN EDUCATION AND TEACHING
 Saint Peter's University | 2001-2002

CERTIFICATES

NJ Standard Certificate: Teacher of Social Studies
 NJ Supervisory Certificate
 NJ Principal's Certificate



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Confidential Secretary for Benefits and Student Residency/Enrollment
Department: Central Office
Location: District Wide
Reports To: School Business Administrator

Summary:

The Confidential Secretary for Student Registration/Enrollment and Benefits is a member of the Central Office Team, which is integral to the operations of the school district.

Duties and Responsibilities:

Under the general supervision of the School Business Administrator, the Confidential Secretary for Benefits and Student Residency/Enrollment provides administrative support and assistance to our district's employees and facilitates the registration/enrollment of students. The Confidential Secretary for Benefits and Student Residency/Enrollment will provide organizational, clerical and secretarial assistance to their designated supervisor(s). The assistant shall apply and share required levels of knowledge and skill, exercise independent judgment, and initiate independent action in his/her fulfillment of his/her assigned duties and contribute to the overall effective and efficient operation of the district.

Benefits:

- Provide administrative support in the area of benefits for district employees, including information on each of the options available: multiple plans for medical benefits and COBRA and waivers/opt outs. Responsible for notifying staff of enrollment requirements as well as waiving benefits coverage.
- Process payment for monthly medical benefit invoices.
- Update health benefit entries in district personnel/payroll system.
- Access reports/update information on EPIC including: monthly reports, transmittal of deletions, year end reports and inquiries.
- Administer wellness program for district staff.
- Prepare calculations for annual health benefit contributions for budgeting purposes.
- Research and respond to all staff questions regarding benefits, including working with the insurance broker and insurance vendors to resolve issues and provide explanations for anomalies.
- Provide ongoing support for the human resources and payroll team.
- Conduct annual open enrollment for all eligible district staff.
- Consult with employees about eligibility and other pertinent issues, including coverage for a leave of absence.
- Ensure that the district's benefits policy is compliant with the federal, state and local laws and regulations.
- Provide administrative support to the business office on insurance matters.

Residency/Enrollment:

- Oversee transfer in/out process for all district students
- Communicate with parents and guardians to schedule and conduct registration appointments and verify residency documents
- Enter/update data accurately into the student information system.
- Assist with the management of the District's registration process and determining the residency status of students.
- Provide general support to help ensure and/or promote stability within the district as it relates to student registration and residency.

20

Facilities:

- Oversee the district's facility use process.
- Respond to requests for use of district facilities, processes required paperwork and forms to facilitate rental including insurance documentation, agreement and payment for usage.
- Process all outside vendor facility requests district-wide via centralized platform.
- Invoice and collect all charges related to facility usage.
- Coordinate rentals of classrooms/fields with stakeholders.
- Process requests received from Recreation Department of Mountain Lakes Borough
- Schedule facility rentals.

Performs other related duties as assigned.

Work Environment:

Within a typical education setting, must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments.

Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Overtime work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 25 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate equipment required for successful performance of position.

Education and Experience:

- High School Diploma or GED required.
- Associate's or Bachelor's degree in related field preferred.
- 1 to 3 Years of prior experience in a school work environment, human resources or a similar role.
- Basic knowledge of Windows, Microsoft Applications, Google Applications.
- Genesis and Frontline Applications, preferred.
- Strong communication skills, both written and verbal.
- Ability to follow oral and/or written instructions.
- Ability to report work orally and/or in writing.
- Ability to work independently and as part of a team.
- Strong work ethic and dedication to assigned tasks.

Revised _____

Board Approval Date _____



Job Description

Position Title: Custodian
Department: Facilities
Location: District Wide
Reports To: Educational Facilities Manager or designee

Summary: The Custodian maintains the school plant and general grounds in a condition that allows full educational use of the building and property at all times; while providing students, staff and public with a safe, attractive, clean, hygienic, and efficient place in which to teach, learn, work, play and interact.

Duties and Responsibilities:

- Keep buildings and premises, including exterior walls, walkways, and, to a limited extent, driveways, and play areas neat, clean, and safe at all times.
- Maintain boiler operation as prescribed, if individual possesses black seal or higher license.
- Carry out snow removal duties to include shoveling, plowing (hand and/or mechanical), and/or sanding walks, steps, and limited areas of driveways and parking areas, e.g., where school buses load and unload students, areas for handicapped persons or dangerous areas if necessary exclusive of use of heavy vehicle-mounted plows.
- Check the operation of all electrical, mechanical, and emergency devices within his/her assigned areas.
- Raise and lower flags as directed.
- Sweep, dust, mop, apply chemical stripping solutions, wax or vacuum/shampoo floors/carpets, etc. as appropriate for the flooring/floor covering materials.
- Clean and disinfect all toilets, shower rooms, locker rooms, etc., including fixtures, and be responsible that areas are supplied; and if not in working condition to report this at once.
- Clean glass doors, windows, and display stands/show cases, etc., with appropriate materials.
- Perform such limited yard-keeping chores as directed, e.g. graffiti removal, refuse cleanup, debris cleanup, sweeping, cleaning windows, etc.
- Use material-handling equipment and safety equipment to promote safe work habits.
- Clean walls, cabinets, bookcases, desks, tables, and other equipment in assigned areas with appropriate materials.
- Clean all chalk/marker boards with appropriate materials and perform minor maintenance such as dusting, cleaning, light bulb replacement, etc. to audio/visual equipment as required.
- Perform minor maintenance and minor repairs to buildings and to equipment as directed, e.g. replacement of covers, screws, assembly of prefabricated equipment, simple tool type operations.
- Perform care and maintenance of interior walls, ceilings, floors, structures, etc. to include preparation, painting, finishing, etc.
- Promptly report all items that require repair to the Custodial Supervisor and/or Principal.
- Maintain, via preventative maintenance, all motors and other mechanical equipment requiring scheduled servicing as assigned (such as oiling and greasing pumps, changing belts on equipment such as vacuums, changing filters, etc.)
- Report any damage to school property immediately to the Custodial Supervisor and/or Principal.
- Perform building security measures such as locking all doors and windows as well as arming/disarming the alarm system.
- Move/remove trash and recyclables, and move equipment, supplies, and furniture as required.

Duties and Responsibilities (Cont'd):

- Follow building procedures to comply with local fire/health/regulatory codes, e.g. fire, safety and evacuation, trash, recycling, sewerage, and building operation, etc.
- Change and clean light tubes and bulbs, covers, ceiling tiles, light diffusers, etc. as required. Keep tools and equipment assigned in safe and efficient order.
- Assist in emergency repairs during non-duty hours in accordance with negotiated agreement concerning voluntary overtime provisions.
- Clean cafeteria & kitchen areas to include food preparation and storage areas if assigned.
- Carry out such other duties within job responsibilities as may be directed by the Educational Facilities Manager or other appropriate administrator or as related to you by the Custodial Supervisor.

Work Environment: Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Education and Experience:

- High School Diploma (highly desirable) or equivalent training.
- Prior experience as custodian or in building trades is highly desirable.
- Minimum experience as determined by the board.
- Ability to read, write, and communicate effectively.
- Black Seal (Low Pressure) license must be obtained within 18 months of date of hire.
- Willingness to work overtime/on weekends/shifts is highly desirable.
- Valid New Jersey driver's license.
- Good physical health and ability to perform assigned tasks.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- All legal requirements necessary to work in a public school district in the State of New Jersey.

Terms of Employment:

- Twelve month work year.
- Salary as established by the Board of Education.
- Schedule: Rotating shift or as directed by the Educational Facilities Manager.
- FLSA: Non exempt.
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Custodial Night Supervisor
Department: Facilities
Location: District Wide
Reports To: Educational Facilities Manager or designee

Summary: The Custodial Night Supervisor assists the Educational Facilities Manager or designee in maintaining the physical school facilities and grounds in a condition of operating excellence, safety, cleanliness, neatness, and attractiveness so that full educational use is available at all times; and, to ensure that standards of cleanliness, safety sanitation, and security are met.

Duties and Responsibilities:

- Supervise, establish, and administer schedules and procedures for the regular, ongoing custodial care and maintenance of school and office facilities of the district.
- Assist in the recommendation of recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial/maintenance personnel.
- Evaluate each custodian's performance; maintain schedules of work and monitor the time records of all custodial employees in the school and certify them for overtime payments.
- Oversee all routine custodial and general repair work, maintaining a high standard of safety, cleanliness, and efficiency; and ensure that this enhances and does not interfere with instructional and/or co-curricular activities.
- Assist in the selection of custodial supplies and equipment used, and assures adequate inventories for custodial use.
- Establish and supervise summer cleaning programs and schedules.
- Supervise the firing of pressure boilers, and implement the firing operation in order to provide the necessary heat and hot water according to season, temperature, and need.
- Supervise the efficient receipt and storage of supplies and equipment until disbursed to other personnel/departments as directed.
- Inspect each building thoroughly, on a regular/periodic basis, and confer with the Educational Facilities Manager regarding the findings and file reports.
- Maintain a log of activities completed and/or requiring action.
- Work with the Educational Facilities Manager in establishing guidelines in making normal and /or emergency repairs.
- Orient new custodial employees to the building, as directed, to the operations and procedures used in that building.
- Check on building and grounds over weekends and time off as established by the Educational Facilities Manager.
- Supervise custodial personnel as assigned.
- Oversee the operation of HVAC systems by monitoring and making adjustments as needed to energy management systems.
- Perform any other duties as determined by Educational Facilities Manager or designee.

20

Work Environment: Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (50 lbs with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving furniture may be required.

Education and Experience:

- High School Diploma (highly desirable) or equivalent training.
- Prior experience as custodian or in building trades is highly desirable.
- Minimum experience as determined by the board.
- Ability to read, write, and communicate effectively.
- Black Seal (Low Pressure) license must be obtained within 18 months of date of hire.
- Willingness to work overtime/on weekends/shifts is highly desirable.
- Valid New Jersey driver's license.
- Good physical health and ability to perform assigned tasks.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- All legal requirements necessary to work in a public school district in the State of New Jersey.

Terms of Employment:

- Twelve month work year.
- Salary as established by the Board of Education.
- Schedule: Rotating shift or as directed by the Educational Facilities Manager.
- FLSA: Non exempt.
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Director of Educational Facilities Management
Department: Facilities
Location: District Wide
Reports To: Business Administrator

Summary: The Director of Educational Facilities Management provides students and staff with a physical environment that is healthy, safe and efficiently operated and works in collaboration with the Director of Public Works and the Borough Manager.

Duties and Responsibilities: The Director of Educational Facilities Management supervises all custodial, maintenance and groundskeeping staff.

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance, and repair requirements of the district's schools, office facilities, and grounds.
- Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
- Establishes appropriate maintenance, groundskeeping, security, and custodial requirements for each school building and installation.
- Directs the maintenance of all buildings and grounds.
- Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
- Recruits, screens, recommends for hiring, assigns, and supervises all custodial, maintenance, and groundskeeping staff.
- Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work.
- Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
- Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
- Establishes and supervises summer cleaning programs and schedules.
- Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
- Keeps abreast of new work methods, procedures, and equipment.
- Ensures that standards consistent with all applicable local, state, and federal laws are maintained.
- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
- Assumes responsibility for Right-to-Know data practices, procedures, and record-keeping under the direction of the school business administrator.
- Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
- Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
- Prepares and administers the budget for maintenance, grounds, security, and custodial supplies and equipment.
- Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
- Confers with school principals, landscape architects, and other parties in making plans for landscaping, planning and maintenance of various school grounds.

Duties and Responsibilities (Cont'd):

- Maintains all records that are required by board policy, statute, or administrative code.
- Interprets and enforces board policies regarding school maintenance, safety, and security procedures.

Work Environment: Must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (50 lbs with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving furniture may be required.

Education and Experience:

- Educational Facilities Manager Certificate and Fireman's Black Seal License.
- Minimum experience as determined by the board.
- Ability to supervise and coordinate the activities of department staff.
- Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- All legal requirements necessary to work in a public school district in the State of New Jersey.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code and the provisions of the board's policy on evaluation of central management staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Grounds Keeper
Department: Facilities
Location: District Wide
Reports To: Educational Facilities Manager or designee

Summary: The Grounds Keeper maintains school grounds providing a clean, safe, healthy, and comfortable school/office environment.

Duties and Responsibilities:

- Operates powered equipment such as pickup trucks, dump trucks, bucket trucks, mowers, tractors, snow blowers, chain saws, electric clippers, snow plows, sod cutters and pruning saws.
- Mows and edges lawns, using power mowers and edgers.
- Removes snow and ice and applies salt and calcium as appropriate to walks, driveways, parking areas and steps.
- Empties outdoor trash and recycling receptacles on a scheduled basis.
- Removes all leaves and debris from school property.
- Cares for established lawns by mulching, aerating, weeding and removing thatch, trimming and edging around flower beds, walks and walls.
- Uses hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.
- Prunes/trims trees, shrubs and hedges, using shears, pruners, or chain saws.
- Maintains and repairs tools, equipment, and structures such as buildings, sheds, fences and benches, using hand and power tools.
- Provides proper upkeep of sidewalks, driveways, parking lots, and other ground features.
- Cares for and upkeep of all school and athletic fields.
- Supports the maintenance department with general maintenance tasks during the non-grass cutting portion of the calendar year.
- Prepares fields and venues for sports competitions including lining.
- Responds to tasks, both scheduled and spontaneous as required in the daily activities of the school district.
- Collaborates with the team in cross training to maintain continuity of operations.
- Attends routine professional development.
- Performs various tasks and assignments as required by the Superintendent or designee.

Work Environment: Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Education and Experience:

- High school diploma (highly desirable) or equivalent training.
- Prior experience as Grounds Keeper or in landscape trades is highly desirable.
- Minimum experience as determined by the board.
- Ability to read, write, and communicate effectively.
- Willingness to work overtime/on weekends/shifts is highly desirable.
- Valid New Jersey driver's license.
- Good physical health and ability to perform assigned tasks.
- Integrated Pest Management (IPM) Coordinator and Category 13 certification preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- All legal requirements necessary to work in a public school district in the State of New Jersey.

Terms of Employment:

- Twelve month work year.
- Salary as established by the Board of Education.
- Schedule to be determined by the Board of Education.
- FLSA: Non-exempt.
- Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: IT Technician
Department: Information Technology
Location: District Wide
Reports To: Director of Information Technology

Summary:

The IT Technician is a member of the technology department, which plays a critical role in ensuring that the district's technology infrastructure is secure, reliable, and up-to-date, and that users can work efficiently and effectively with the district's technology resources.

Duties and Responsibilities:

Under the general supervision of the Director of Information Technology, the IT Technician is responsible for maintaining and managing the computer systems and network infrastructure of the district.

- Installs, configures, and maintains hardware and software systems: setting up and maintaining servers, workstations, printers, projectors, databases, and other peripherals, installing operating systems, and software applications used by the district.
- Monitors system performance and ensures high availability: responsible for monitoring the performance of computer systems, databases, and network infrastructure, ensuring that they are always available and functioning properly. Identifies and resolves issues quickly to minimize downtime and ensure that the district's operations are not disrupted.
- Manages system security: Responsible for implementing and maintaining security measures such as firewalls, anti-virus software, and content filters to protect the district's systems and users from unauthorized access and attacks.
- Troubleshoots and resolves system and network issues: Diagnoses and resolves system and network issues to minimize downtime and ensure that the district's operations are not disrupted.
- Provides technical support: Responsible for providing technical support to district staff/students including answering questions, resolving issues, and providing guidance on system use.
- Maintains system documentation: Responsible for creating and maintaining documentation of system configurations, procedures, and other important information.
- Supports IT Director in planning and implementing system updates: Responsible for planning and implementing system upgrades to ensure that the district's technology is up-to-date and meets district needs. May include upgrading hardware and software, as well as implementing new technologies such as learning management systems or student information systems.
- Monitors and documents issues reported to the district technology Help Desk system, seeing problems through from report to resolution.
- Leads in the maintenance of district technology services including end user access to Email, Google Workspace, Office 365, SIS, Active Directory, and other software.
- Leads in the maintenance of the district technology networks including network cabling, routers, switches, access points, and other network devices.
- Assists in the maintenance of A/V systems including projectors, digital displays, presentation controllers, video switchers, audio systems, wired/wireless microphones, projection screens, etc.
- Accurately maintains, documents and tracks inventory of district technology assets.
- Serves as an escalation point, reporting network or technology issues to the Director of Information Technology.
- Performs other related duties as assigned.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Overtime work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment.

Education and Experience:

- Associate's degree in Computer Science or related experience.
- Bachelor's degree in Computer Science or related experience, preferred.
- Certifications in one or more of the following: MCSA, CCNA, Security+, Google Admin, preferred.
- 5 to 8 Years of prior experience in technical support or a similar role.
- Extensive knowledge of Windows and other operating systems, hardware and software troubleshooting, and network configuration.
- Extensive experience in working with Active Directory and G-Suite Environments.
- Extensive knowledge of E-Mail, Internet, WAN/LAN, and other computer network programs and operations.
- Ability to inspect, assess, troubleshoot, and repair computer network systems, hardware, and software.
- Experience in implementing data management systems networks, operating systems, and software.
- A high degree of professionalism regarding safeguarding sensitive data.
- Strong communication skills, both written and verbal.
- Ability to follow oral and/or written instructions.
- Ability to report work orally and/or in writing.
- Ability to work independently and as part of a team.
- Strong analytical, problem-solving, and creative-thinking skills with respect to computer-related issues.
- Ability to effectively educate stakeholders in the use of technology.
- Strong work ethic and dedication to assigned tasks.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Junior IT Technician
Department: Information Technology
Location: District Wide
Reports To: Director of Information Technology

Summary:

The Junior IT Technician is a member of the technology department, which is integral to the operations of the school district.

Duties and Responsibilities:

Under the general supervision of the Director of Information Technology, the Junior IT Technician provides technical support and assistance to our district's employees. The Junior IT Technician helps maintain the school district's computer and technology equipment in operating condition. The Junior IT Technician will be responsible for installing and maintaining computer hardware and software, troubleshooting technical issues, and ensuring the district's technology is running efficiently.

- Assembles, installs, maintains, and configures district computer hardware and software including desktops, laptops, Chromebooks, smart screens, projectors, printers, copiers, and other district technology equipment.
- Diagnoses and repairs computer hardware, operating system, software, and connectivity issues on district technology devices.
- Monitors and documents issues reported to the district technology Help Desk system, seeing problems from report to resolution.
- Accurately maintains, documents, and tracks inventory of district technology assets.
- Provides technical support to staff and students throughout the district.
- Assists in the maintenance of district technology services including end user access to Email, Google Workspace, SIS, Active Directory, and other software/platforms.
- Assists in the maintenance of the district technology networks including network cabling, routers, switches, access points, and other network devices.
- Leads in the maintenance of A/V systems including projectors, digital displays, presentation controllers, audio systems, wired/wireless microphones, projection screens, etc.
- Provides A/V coaching and support for presentations and events.
- Assists in the creation of documentation and tutorials focused on classroom, office, and school-wide technology initiatives.
- Serves as an escalation point, reporting network or technology issues to the IT Technician and/or Director of Information Technology.
- Performs other related duties as assigned.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Overtime work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment.

Education and Experience:

- High School Diploma or GED required.
- Associate's degree in Computer Science or related experience preferred.
- 1 to 3 Years of prior experience in technical support or a similar role.
- Certifications in one or more of the following: MTA, CCENT, CompTIA A+; Preferred.
- Basic knowledge of Windows and other operating systems, hardware and software troubleshooting, and network configuration.
- Ability to inspect, assess, troubleshoot, and repair computer network systems, hardware, and software.
- Basic knowledge of E-Mail, Internet, WAN/LAN, and other computer network programs and operations.
- Strong communication skills, both written and verbal.
- Ability to follow oral and/or written instructions.
- Ability to report work orally and/or in writing.
- Ability to work independently and as part of a team.
- Strong work ethic and dedication to assigned tasks.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Maintenance Worker
Department: Facilities
Location: District Wide
Reports To: Educational Facilities Manager or designee

Summary: The Maintenance Worker provides a safe, clean, and comfortable school environment.

Duties and Responsibilities:

- Have experience in electrical repair and installation.
- Have experience in plumbing repair and installation.
- Have experience in woodworking and/or construction.
- Be familiar with heat plant operations and controls.
- Be able to read blueprints and design drawings.
- Have the ability to troubleshoot plant systems.
- Be able to interpret schematic drawings and determine required repair parts.
- Be able to operate snow removal equipment as well as grounds maintenance equipment.
- Be able to prepare sport fields and venues for competition.
- Be able to perform the strenuous activities required of maintenance work.
- Have or be willing to obtain a Black Seal Boiler Operator's License.
- Be able to perform cleaning and repair activities as required for a safe and healthy environment.
- Be able to respond to the tasks, both scheduled and spontaneous as required in the daily activities of the school district.
- Perform various tasks and assignments as required by the school administration.

Work Environment: Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (up to 50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Education and Experience:

- High school diploma (highly desirable) or equivalent training.
- Knowledge of plant operation and maintenance; cleaning ventilation; proper handling of hazardous materials.
- Minimum experience as determined by the board.
- Ability to read, write, and communicate effectively.
- Willingness to work overtime/on weekends/shifts is highly desirable.
- Valid New Jersey driver's license.
- Good physical health and ability to perform assigned tasks.
- Integrated Pest Management (IPM) Coordinator and Category 13 certification preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- All legal requirements necessary to work in a public school district in the State of New Jersey.

Revised _____
Board Approval Date _____

Terms of Employment:

- Twelve month work year.
- Salary as established by the Board of Education.
- Schedule to be determined by the Board of Education.
- FLSA: Non-exempt.
- Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

20

Job Description

Position Title: Supervisor of Buildings & Grounds
Department: Facilities
Location: District Wide
Reports To: Educational Facilities Manager

Summary: The Supervisor of Buildings & Grounds provides leadership and expertise to plan, organize, control, and follow up a signed task within a district in an effort to maintain the facilities at a clean and safe operating level of excellence.

Duties and Responsibilities:

- Supervise, train, and evaluate the custodial staff assigned to a particular building and shifts with regard to custodial tasks to include but not limited to safety, general building cleaning, work assignments, summer cleaning, snow removal, operation and maintenance of job related equipment, and proper use of supplies and chemicals.
- Monitor the general operation of the assigned buildings to include but not limited to building opening and closing, fire and vandal alarm operations, repair work, boiler room and HVAC control operations, custodial time sheets, overtime, building maintenance and security, natural gas meters, trash and recycling, receipt, storage and ordering of supplies and equipment, and after school activities in accordance with the directives of the Building Administrators.
- Provide orientation to new employees to include but not limited to building orientation, fire and vandal alarm procedures, work areas and procedures, safety, and supply and equipment usage.
- With the approval of the Educational Facilities Manager, call meetings of custodial staff when deemed necessary for purposes of training or morale.
- Assist in the preparation of the custodial budget.
- Maintain rapport and harmonious relationships with colleagues, school staff and students to achieve a positive school spirit and atmosphere.
- Attend relevant workshops and conferences in order to remain current and knowledgeable as time and resources may permit and with prior approval.
- Evaluate work performance of custodial staff on a regular basis, prepare and submit the written evaluation reports as directed, and prepare and submit any Warning Notices as needed.
- Report any serious or persistent violation by the custodial staff of administrative regulations or school board policy to include alcoholic use, theft, unruly behavior, insubordination, and neglect of duties.
- Respond to emergencies or necessary clean up and other duties anywhere inside or outside the building whether school is in session or not in session.
- File the necessary paperwork required for building maintenance.
- Schedule overtime as needed. Follow up all requests until work is completed.
- Cooperate with outside contractors who have legitimate business in the particular building. Report any irregularities to Educational Facilities Manager or his/her designee.
- Oversee the monitoring tools used in conjunction with the boiler rooms. Maintain all boiler and mechanical rooms in a safe and clean condition at all times.
- Check on assigned buildings and grounds not less than once over regular weekends, not less than once over a multi-day, mid-week holiday and not less than twice over an extended holiday period and in conjunction with building occupancy and operations.
- Check, on a scheduled basis, all lavatories, kitchen, hallways, etc. for cleanliness.

Duties and Responsibilities (cont'd):

- Maintain an inventory of supplies, equipment and tools and requisition replacements and recommend purchases.
- Supervise custodial personnel as assigned.
- Perform various tasks and assignments as required by the Superintendent or designee.

Work Environment: Must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Education and Experience:

- High School Diploma required.
- CEFM Certificate preferred.
- New Jersey Black Seal Boiler Operator's license required.
- Experience in cleaning methods and procedures; plant operation and maintenance; security procedures; repairs; some heating and ventilation and air conditioning desirable.
- Supervisory experience is highly desirable.
- Willingness to work overtime/on weekends/shifts is highly desirable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- All legal requirements necessary to work in a public school district in the State of New Jersey.

Terms of Employment:

- Twelve month work year.
- Salary as established by the Board of Education.
- Schedule: Rotating shift or as directed by the Educational Facilities Manager.
- FLSA: Non exempt.
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.