

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
April 24, 2023

Call to Order

Mr. Lalevee called the meeting to order at 5:00 p.m.

Roll Call of Members

Gregory Lalevee, President  
Nadine Wilkins, Vice President  
Ayanna Taylor  
Adam Beder  
Roger Jinks, absent

Also Present

Robert Presuto, Superintendent of Schools  
Raelene Sipple, School Business Administrator/Board Secretary  
Hector Montes, High School Principal  
Lisa Fittipaldi, Board Attorney  
Douglas Singleterry, Somerset County Commissioner Liaison

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on January 5, 2023.

Pledge of Allegiance

Approval of Minutes

On motion by Ms. Wilkins, seconded by Mr. Beder, the minutes of the Regular Meeting and Executive Session held on March 27, 2023 were approved.

Correspondence

- None

Presentations/Recognitions

Student of the Month

- Dominik Lojek, MEAM, Grade 9

Old or Unfinished Business

- Ethics Disclosure Statements must be submitted online no later than April 30, 2023.

Construction Projects

- Mr. Heinbach reported that the Trade Wins restaurant recessed lights were replaced and the room was painted. The main water line along B Building has been successfully replaced. Regular scheduled meetings for the new CTE Building and gym addition continue.
- Mr. Presuto thanked the Building & Grounds Department for staying overnight on fire watch during the water main repairs.

Report of the Attorney

- Ms. Fittipaldi will give her report during closed session.

Committee Reports

- Board of School Estimate – Mr. Lalevee, Dr. Taylor – Mr. Lalevee reported that the district was not expecting a 2% increase for the budget; but did receive the additional funding.
- NJSBA (Delegate) – Ms. Wilkins
- SCSBA (Delegate) – Ms. Wilkins
- SCESC (Representative) –Dr. Taylor; (Alternate) – Mr. Lalevee
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Ms. Wilkins
- SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple

School Communications Report

- Dr. Wallace presented his report.

Superintendent’s Report

A. Elimination of Positions - 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education eliminated the following positions, due to a reduction in force as listed below:

<u>TITLE</u>	<u>UPC#</u>
Alternative Education Child Advocate	TOPSADV-HS-INST-FL-01
Graphic Communications Coordinator	TCN-HS-COMM-NA-01
Networks and Systems Administrator	TCN-HS-SUPV-NA-01
Supervisor of Academics (Reduce by 1)	SUP-HS-ACAD-FL-02

Mr. Presuto stated that it is never a good year when employees are reduced; funding from the county has been flat for many years and it has caught up.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks		absent

B. Reappointments – Instructional Personnel – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, that in accordance with the Contract Agreement presently in effect, the following teachers and staff members were approved for continuing employment.

The specific salary and fringe benefits for these staff members will be determined in accordance with the contract between the Board of Education of the Somerset County Vocational and Technical Schools and the Somerset County Vocational-Technical Education Association when negotiated.

**NON-TENURE**

- Egner, Alyssa
- Fasano, Vivian
- Kreiss-Papalski, Mary #
- Mathews, Charles +
- Mazzetta, Gerald +
- Menke, Richard

Phillips, Sharon  
Santone, Jaclene  
Scaler, David  
Schade, Charles # +  
Susana, Wenny  
Swanson, Carl

**TENURE**

Alfieri, Joseph  
Byrd, George  
Catalan, Rafael  
Coslit, Andrew  
Dalfonzo, Daniel  
Dolegiewitz, Matthew  
Donaldson, Jeffrey #  
Downey, Brendan  
Eng, Philip  
Fargo, Erik  
Francis, Julie  
Gichan, Deborah  
Gillooly, Maura #  
Glennon Clayton, Maureen (reduction to 10-month)  
Gotti, Denise  
Graf, Edward  
Hovey, Rebecca (50%) #  
Inga, Samantha #  
Jefopoulos, Nicholas #  
Johnson, Keith  
Kinlan, Rachel  
Kiser, Susan #  
Lakhlif, Daysi #  
Lawler, Maureen  
Mastrobattista, Mark  
McAnally, Mary Lynne  
McClain, Michael  
McGarry, Brittany  
McNerney, Kristen #  
Mehta, Ushma #  
Melick, Shannon  
Miller, Christopher #  
Miller, Rachel #  
Mingle, Alison  
Morales, Patricia Cantwell (reduction to 10-month)  
Norrbon, Melissa # (Acct #20-250-200-104-22-0000)  
O'Connor, Paul  
O'Neill, John #  
Patil, Pratima #  
Perchinske, Marlene #  
Perrone, M. Cristina  
Poznanski, Matthew  
Prezioso, Peggy #

Reina, Guillermo #  
 Santiago, Maria #  
 Scholl, Johanna #  
 Setlock, Robert  
 Shandor, Troy  
 Sortor, Janeen  
 Sullivan, Sheila (reduction to 10-month)  
 Tirrito, Joseph  
 Unda, Louise Tokarsky #  
 Vasaturo, Kim  
 Violante, Louis  
 Welch, Meghan O'Reilly #  
 Winfield, Karen #

#Master's degree stipend added to base  
 +Gains tenure during 2023-24 SY

The above 2023-24 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

C. Reappointment of Secretaries/Support Staff – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education reappointed the personnel listed below for the 2023-24 school year. Salaries will be determined upon completion of a negotiated agreement with the organized bargaining unit.

Caterinicchia, Linda  
 D'Alessandro, Richard  
 Fanelli, Virginia  
 Glerum, Rachel  
 Hernandez, Jessica  
 Lella, Maura  
 O'Neill, Jennifer  
 Patryn, Amy  
 Reader, Laurie (10-mo.)  
 Rusinski, Brielle  
 Santiago, Susan  
 Scott, Wanda  
 Shahid, Faiza  
 Strickhart, James  
 Szymanski, Robyn  
 Watson, Janet Cantore

INSTRUCTIONAL AIDE

Morlock, Karen

The above 2023-24 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks		absent

D. Annual Contract – Buildings & Grounds Staff – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved the personnel listed below be offered an annual contract for the 2023-24 school year. Salaries will be determined upon completion of a negotiated agreement with the organized bargaining unit.

Capitani, Massimo  
 Ortiz, Pedro  
 Piano, Vincent (10 mo.) - Security  
 Pucci, Anthony Jr. (10-mo.) – Bus Driver  
 Queen, Mark (10 mo.) - Security  
 Ravines, Jessica  
 Seiffert, Michael ^  
 Whitzer, Christopher

^Contingent upon successful completion 6-month probationary period

The above 2023-24 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks		absent

E. PSA – Principal/Supervisors Salaries – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, that in accordance with the Contract Agreement previously approved, the Board of Education approved salaries of principal/supervisors for the 2023-24 school year as listed below.

<u>Name</u>	<u>Step</u>	<u>2023-24 Salary</u>
Robert Carrig	B-5	\$106,010.37
Randee Holz	B-OG	\$114,716.37
Maria Johnson	A-10	\$141,269.67
Christopher Lemongelli	B-OG	\$118,177.99
Hector Montes	A-OG	\$147,382.56
Jaime Morales	A-2	\$119,881.70

The above 2023-24 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

F. Reappointment of Exempt Staff – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education reappointed the exempt personnel listed below for the 2023-24 school year. Salaries will be determined at a later date.

Basir, Nzinga – Special Projects and Program Assistant – Superintendent’s Office

Fresco, Michelle – Administrative Assistant to the School Business Administrator

Gleeson, Karen – Administrative Secretary – Superintendent’s Office

Hart, Valerie – Accountant

Heinbach, John – Director of Buildings & Grounds

Howe, Elaine \* - Director of School Based Program

Jegou, Carene – Administrative Assistant to the Superintendent

Sartori, Michele – Bookkeeper/Accountant (Payroll)

Schmitt, Brian - Foreman

Wallace, Duane – Supervisor of Technology-Based Learning and Communications

\*Pending approval for funding from grant

The above 2023-24 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

G. Reappointment of School Business Administrator – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education reappointed Ms. Raelene Sipple, School Business Administrator/Board Secretary for the period of July 1, 2023 through June 30, 2024. (Contract/salary to be determined at a later date.)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

H. Reappointment of Assistant Superintendent for Instruction – 2023-24 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education reappointed Mr. Patrick Pelliccia, Assistant Superintendent for Instruction for the period of July 1, 2023 through June 30, 2024. (Contract/salary to be determined at a later date.)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

I. School Business/Professional Development Travel

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

J. Field Trips

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #2.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

K. Home Instruction

On recommendation of Mr. Presuto and motion by Ms. Wilkins seconded by Mr. Beder and on roll call vote, the Board of Education provided home instruction to student ID # 999005764 for approximately six (6) days for two (2) hours per day.

Ms. Mary Kreiss-Papalski will be the instructor at a rate of \$41.00/hour.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

L. Revised Calendar – 2022-23 School Year

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education revised the 2022-23 school year calendar as follows.

FROM:  
June 20, 2023 - Last Day of School/Graduation  
TO:  
June 16, 2023 - Last Day of School/Graduation

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

M. School Professional Development Plan

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved the district's School Professional Development Plan as it appears on Addendum #3.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

N. Curriculum

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved the curriculum for the following new course:

Principles of Marketing

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, agenda items O and P as follows:

O. Abolish Board Policy and Regulation

The Board of Education abolished the following policy and regulation:

9100 – Public Relations

R9140 – Citizens Advisory Committee

P. Revised Board Policies and Regulations – First Reading

The Board of Education approved the following revised policies and regulations at this first reading as they appear on Addendum #4.

0144 – Board Member Orientation and Training

2520 – Instructional Supplies

3217 – Use of Corporal Punishment

5305 – Health Services Personnel

5308/R5308 – Student Health Records

5310/R5310 – Health Services

6112 – Reimbursement of Federal and Other Grant Expenditures

6311 – Contracts for Goods or services Funded by Federal Grants

7440 – School District Security

9140 – Citizens Advisory Committees



**Q. Board Policies and Regulations**

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved the following policies and regulations at this first reading as the appear on Addendum #5.

- R2520 – Instructional Supplies
- 4217 – Use of Corporal Punishment
- R6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs
- 6115.04 – Federal Funds – Duplication of Benefits

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

**R. Harassment, Intimidation or Bullying Investigation Report**

On recommendation of Mr. Presuto and motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education acknowledged receipt of the following HIB Investigation Report (Case #2223-014).

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

**Superintendent’s Update**

- HIB Report – New cases submitted for April Review = 1; HIB Cases Submitted Month Prior for Board Decision in March = 0; Total YTD Reports Submitted for Review = 7
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
33120233	11	Out	4	11/14/2022 - 11/17/2022	Misconduct
112120224	09	Out	3	11/21/2022, 11/22/2022, 11/28/2022	Misconduct
12520233	09	Out	2	01/25/2023, 01/26/2023	Misconduct
32220234	09	Out	4	03/22/2023, 03/23/2023, 03/24/2023, 03/27/2023	Misconduct
324202314	10	Out	3	03/27/2023, 03/28/2023, 03/29/2023	ASSAULT WITH OTHER WEAPON
324202321	11	Out	3	03/24/2023, 03/27/2023, 03/28/2023	Misconduct
324202315	10	Out	2	03/27/2023, 03/28/2023	Any unlisted offense to be decided by an administrator
33120235	10	Out	2	01/27/2023, 01/30/2023	Misconduct
33120234	12	Out	5	03/06/2023 - 03/10/2023	Misconduct

• Student Enrollment Report

Enrollment Report - April 1, 2023	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	68	78	94	90	330
Shared-Time Students Enrolled	103	76	92	57	328
<b>Totals</b>	<b>171</b>	<b>154</b>	<b>186</b>	<b>147</b>	<b>658</b>

**Submission of Bills – April 2023**

On motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved the bills list for April 2023 which was included in the Board packet and is attached to the regular meeting minutes.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

Report of the School Business Administrator/Board Secretary

A. Board Secretary Report/Cash Report – March 2023

On motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of March 2023, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #6)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

B. Budget Transfers – February and March 2023

On motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved budget transfers for the 2022-23 school year as they appear on Addendum #7.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

C. Ratify Board of School Estimate Approval of the 2023-24 School Year Budget and the 2023 County Capital Allocation

On motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education ratified the action of the Board of School Estimate wherein the proposed budget of \$20,604,481.00 supported by county taxes in the amount of \$12,404,110.00 and the proposed 2023 county capital allocation of \$100,000.00 contingent upon county funding.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

On motion by Ms. Wilkins, seconded by Mr. Beder and on roll vote, agenda items D through F as follows:

D. Medical and Prescription Drug Renewal – 2023-24 School Year

The Board of Education approved the renewals for medical and prescription drug programs both administered by Aetna for the July 1, 2023 through June 30, 2024 contract period as listed below.

<b>2023-2024 SY Plan</b>	<b>Total Monthly Premium</b>
<b>Aetna ACPOS II Educators Plan</b>	
Single	\$ 972
Parent & Child(ren)	\$1,519
Employee & Spouse	\$2,102
Family	\$2,842
Overage Dependent	\$ 591 - 100% dependent paid
<b>Aetna POS #8 with Rx</b>	
Single	\$1,044
Parent & Child(ren)	\$1,630
Employee & Spouse	\$2,258
Family	\$3,052
Overage Dependent	\$ 634 - 100% dependent paid
<b>Aetna POS #10 with Rx</b>	
Single	\$1,148
Parent & Child(ren)	\$1,651
Employee & Spouse	\$2,283
Family	\$3,083
Overage Dependent	\$ 697 - 100% dependent paid
<b>Aetna Select \$20/\$40</b>	
Single	\$ 856
Parent & Child(ren)	\$1,337
Employee & Spouse	\$1,851
Family	\$2,501
Overage Dependent	\$ 521 - 100% dependent paid
<b>Aetna Garden State Plan</b>	
Single	\$ 882
Parent & Child(ren)	\$1,378
Employee & Spouse	\$1,906
Family	\$2,578
Overage Dependent	\$ 535 – 100% dependent paid

E. Delta Dental

The Board of Education entered into year two (2) of a two (2) year agreement with Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2023 through June 30, 2024 as listed below.

<u>Coverage</u>	<u>01 (Active Employee) and 04 (COBRA) Policy</u>
Super Composite	\$93.47 per employee/month

F. Vision Service Plan

The Board of Education renewed its agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2023 through June 30, 2024 at a rate of \$23.24 per employee/month.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

G. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2022-23 School Year  
 On motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education awarded the following purchases in excess of the bid threshold for the 2022-23 school year which are year to date amounts and are in compliance with law.

Robert Griggs Plumbing & Heating	\$129,600.00	Co-Op	Water Main Repair
AGL Welding	\$ 62,666.00	Quote	Welding Equipment

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

H. Resolution to Approve 403(b) Provider – Aspire Financial

On motion by Ms. Wilkins, seconded by Mr. Beder and on roll call vote, the Board of Education approved the following resolution.

WHEREAS, the Somerset County Vocational Board of Education (the “Board”) has established a 403(b) retirement program that is funded through voluntary employee’s salary reduction contributions and non-elective contributions made by the Board for the purpose of enhancing retirement income.

BE IT RESOLVED, that the Board hereby authorize Aspire Financial as a Board approved vendor to provide said services to the employees of the Somerset County Vocational & Technical Schools. (Addendum #8)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Ms. Wilkins	X	
Dr. Taylor	X	
Mr. Beder	X	
Mr. Jinks	absent	

New Business

- None

**Next Meeting**

The next regular meeting of the Somerset County Vocational Board of Education will be held:

May 22, 2023

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

- Sheila Sullivan read a statement regarding her position being reduced to 10-months.
- Andrew Coslit asked the Board to consider letting the staff know at the next staff meeting the direction of the district.

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Personnel-Layoffs/Reduction in Force, SCVTEA Negotiations, Exempt Staff Salaries, School Business Administrator Contract, Assistant Superintendent for Instruction Contract, Student Matters and Litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

**Closed Session**

On motion by Ms. Wilkins, seconded by Mr. Beder and passed, the Board of Education went into closed session at 5:27 p.m.

**Open Session**

On motion by Dr. Taylor, seconded by Mr. Beder and passed, the Board of Education went into open session at 6:32 p.m.

**Adjournment**

On motion by Dr. Taylor, seconded by Mr. Beder and passed, the meeting adjourned at 6:32 p.m.

Raelene Sipple

Business Administrator/Board Secretary

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
May 9, 2023	Matthew Dolegiewitz	\$279.00	N/A	Strengthening Your Students' MATH Learning & Engagement w/Desmos Activity Builder	Virtual

FIELD TRIPS

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
4/25/2023	Carpentry	Habitat for Humanity New Home Construction Raritan, NJ	\$0.00	District
TBD (5/2, 3, 8, 9, or 10, 2023)	Cosmetology	Prometric Clark, NJ	\$0.00	District
5/11/2023	TOPS	White Oak Park Branchburg, NJ	\$0.00	District
5/16/2023	Carpentry A-Shop	C.F. Martin Guitar & Co. Nazareth, PA	\$5.00/Student	District
5/18/2023	Dance	RVCC Branchburg, NJ	\$0.00	District
5/18/2023	SkillsUSA	Forrest Lodge Warren, NJ	\$35.00/SA Skills	District
5/26/2023	Health Occupations	Senior Wellness Center Bridgewater, NJ	\$0.00	District
TBD (5/30, 5/31 or 6/11, 2023)	Dance	Teen Arts at Middlesex College Edison, NJ	\$0.00	District
6/19-24/2023	SkillsUSA National Trip Advisors	Westin Peachtree Plaza Atlanta, GA	\$2,079.00 Housing/Flight \$434.50/Meals	Perkins & District



### School Professional Development Plan (PDP) 2023-2024

District Name	School Name	Principal Name	Plan Begin/End Dates
Somerset County Vocational and Technical High School	Somerset County Vocational and Technical High School	Hector Montes	July 2023 – June 2024

#### 1: Professional Learning Goals

No.	Goal	Identified Group	Rationale/Sources of Evidence
1	Improve the academic and technical progress of students	All Teachers	<ul style="list-style-type: none"> <li>State mandated test scores provide data on what areas need improvement</li> <li>Genesis Reports</li> </ul>
2	Increase the effectiveness of the Professional Learning Communities to directly impact student learning	All Teachers	<ul style="list-style-type: none"> <li>Scores on State mandated standardized tests show that there is an area for improvement</li> <li>Many students have not met their graduation requirement through the State mandated tests</li> <li>Curriculum maps need to be updated to keep up with state standards.</li> <li>Review of current PLC's</li> </ul>
3	Continue to enhance LAL and Math learning in CTE classes	CTE – Professors in residence (PIRs)	<ul style="list-style-type: none"> <li>Test results in reading, writing, and math indicate need for contextual learning</li> <li>Portfolios</li> </ul>
4	Continue to identify the professional development needs of new and existing teachers	All Teachers	<ul style="list-style-type: none"> <li>Veteran teachers need help in identifying student data that will inform and enhance instruction. New teachers need assistance in various areas.</li> <li>Staff need opportunities to train for and provide relevant</li> </ul>





			Professional Development in areas of expertise (content area or pedagogical skill) and/or areas of interest during PLCs and/or Inservice days.
5	Improve Communication	All Employees	<ul style="list-style-type: none"> <li>Everyone needs to work on better listening and communication skills</li> <li>Students and families benefit from communication between team members on the behalf of the students regarding learning needs, physiological, behavioral and mental health, and family crises.</li> <li>Team meetings are identified best practice in schools</li> </ul>
6	Continue the Implementation of Social and Emotional Learning	ALL Employees	<ul style="list-style-type: none"> <li>Per the NJDOE, Social and Emotional Learning content is required in all curriculum</li> <li>CASEL provides extensive literature on the benefits of SEL in and out of the classroom as well as support and guidance to schools</li> <li>Due to COVID the need for SEL is on the rise</li> </ul>
7	Enhance the Diversity and Promote Equity within the School Community	All Employees	<ul style="list-style-type: none"> <li>Feedback including conversations with teachers and students.</li> <li>Data on students (nontraditional, demographic, etc.)</li> <li>Align with changes made in the <i>NJ Student Learning Standards</i> that include more diversity</li> </ul>
8	<i>Meet NJDOE's goal of infusing Climate Change into the Curriculum</i>	<i>All Teachers</i>	<ul style="list-style-type: none"> <li><i>Recent Changes to the NJ Student Learning Standards</i></li> <li><i>United Nations Sustainable Development Goals</i></li> </ul>
9	<i>Learn about the impact of Artificial Intelligence to education</i>	<i>All Teachers &amp; Supervisors</i>	<ul style="list-style-type: none"> <li>Numerous articles/media reports of students using AI (like ChatGPT) for cheating</li> <li>Numerous articles/media reports of benefits of using AI for enhancing learning and instruction.</li> <li>Articles/media reports of school districts blocking AI sites such as ChatGPT and Dall-E</li> </ul>



## 2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	Review of standardized test scores and curriculum maps/lesson plans.	<ul style="list-style-type: none"> <li>Edit pacing guides to address areas of weakness.</li> </ul>
	Create a staff resource library	<ul style="list-style-type: none"> <li>Purchase materials to create a staff library</li> <li>Create a PLC book study</li> </ul>
2	Restructure current PLC's	<ul style="list-style-type: none"> <li>Devise strategies to target areas of weakness and how to evaluate their effectiveness.</li> </ul>
	Continuation of PLCs such as Technology, Peer Observation, Newbie Reflective Practice, and SEL	<ul style="list-style-type: none"> <li>Devise strategies on how technology can be used to positively impact the learning of students and evaluate their effectiveness.</li> <li>Observe colleagues, provide constructive and timely feedback, and implement feedback in subsequent lessons.</li> </ul>
3	Integration of LAL and Math in the CTE courses	<ul style="list-style-type: none"> <li>Assess improvement in LAL and Math scores</li> <li>Training in discipline reading</li> </ul>
4	Use data culled from supervisor and teacher leader interactions to address areas of need	<ul style="list-style-type: none"> <li>Develop PD plans based on identified teacher needs for both veteran and new teachers</li> </ul>
	Research outside workshops and webinars to attend	<ul style="list-style-type: none"> <li>Discuss new ideas at PLC and Department Meetings</li> <li>Facilitate opportunities to train for and provide relevant Professional Development in areas of expertise (content area or pedagogical skill) and/or areas of interest during PLCs and/or Inservice days.</li> <li>Share PD opportunities via email and at meetings to relevant departments/whole school</li> <li>Utilize Pathful (formerly known as Nepris)</li> </ul>



	Internal Workshops/TED Talks/Peer Observations and Discussions	<ul style="list-style-type: none"> <li>● Discussion at DEAC and Supervisory meetings</li> <li>● Inclusion of staff at large to participate in PD via PLCs and Inservice Training.</li> </ul>
5	Create a team to identify specific needs of all stakeholders	<ul style="list-style-type: none"> <li>● Develop a plan to address those needs.</li> </ul>
6	Continue and support SEL Team to develop, plan and implement training	<ul style="list-style-type: none"> <li>● SEL Meetings</li> <li>● SEL created trainings</li> <li>● SEL strategies implemented in faculty and PLC meetings and during Inservice days</li> </ul>
7	Continue the data/equity team	<ul style="list-style-type: none"> <li>● Hold continuous meetings</li> <li>● Use data to implement initiatives</li> </ul>
8	<i>Creation of lessons that include discussions and activities about Climate change in all content areas</i>	<ul style="list-style-type: none"> <li>● PLC to discuss best practices</li> <li>● Participate in Green Team</li> <li>● Projects</li> </ul>
9	Internal workshops; TECH PLC discussions; department meetings,	<ul style="list-style-type: none"> <li>● Action research</li> </ul>



### 3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
1	Time for group review of data and curriculum maps. Data from State tests Genesis reports Summer curriculum writing Books	
2	Time for group strategy sessions PLC logs	
3	PIR's activities identified via activity logs	
4	Attend outside Professional Development Conferences PD days in September/January Teacher/leader activities highlighting identified needs as indicated by veteran and new teachers	
5	Surveys	
6	CASEL guidelines and resources	



7	Genesis Reports	
8	PLC Logs; PD workshops	
9	PLC Logs; PD Workshops; updated curriculum	

#### 4: PD Required by Statute or Regulation

##### State-mandated PD Activities

All state-mandated PD is conducted on the Moodle online site that was created for the district.

#### 5: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
1		
2		
3		



4		
5		
6		
7		
8		
9		

Signature:

\_\_\_\_\_ **Principal Signature**

\_\_\_\_\_ **Date**

# POLICY

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

Bylaws

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### BOARD MEMBER ORIENTATION AND TRAINING

#### 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

**Within the first ninety days of a new Board member's first term, the Board member** ~~Each newly elected or appointed Board member shall complete during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33**, ~~in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.



## BOARD MEMBER ORIENTATION AND TRAINING

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under **N.J.S.A. P.L. 2002, c.83 (C.18A:37-13 et seq.)**. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.  
**N.J.A.C. 6A :28-4.1**

Adopted: 25 June 2007  
Revised: 29 August 2011





# POLICY GUIDE

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Instructional Supplies  
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M

[See POLICY ALERT No. 230]

## 2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies, **and** materials, ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide each** students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

**Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).**

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7  
N.J.S.A. 18A:34-1  
N.J.S.A. 18A:54-20 [**vocational districts**]

~~Cross-reference: Policy Guide No. 5513~~

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Use of Corporal Punishment  
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[See POLICY ALERT No. 230]

## 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

**No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:**

- 1. To quell a disturbance, threatening physical injury to others;**
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
- 3. For the purpose of self-defense; and**
- 4. For the protection of persons or property;**

**and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.**

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~

- ~~1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Use of Corporal Punishment

~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self defense, or to protect persons or property;~~

- ~~2. Touches a student in an offensive way even though no physical harm is intended;~~
- ~~3. Permits students to harm one another by fighting; or~~
- ~~4. Punishes students by means that are cruel or unusual;~~

**Any teaching staff member employed by the Board found to have violated this Policy may will be subject to discipline by the this Board and may be dismissed.**

N.J.S.A. 18A:6-1; 18A:37-1

Cross reference: ~~Policy Guide No. 5630~~

Adopted:



# POLICY GUIDE

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[See POLICY ALERT Nos. 178, 204, 209, and 230]

## 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted required by the Board**. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ **The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.** The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;



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Health Services Personnel

4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and



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Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12 12 and Policy and Regulation 5530;**
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308;**
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;



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7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330;**
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ Classroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~
16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
1746. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



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A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).** ~~a~~ The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a noncertified nurse** is limited to providing services only as permitted under ~~a~~ the non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c).**

**N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7**  
**N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3**

Adopted:





# POLICY GUIDE

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Student Health Records  
Mar 23  
M

[See POLICY ALERT Nos. 178, 204, and 230]

## 5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9~~1 et seq~~ and N.J.A.C. 6A:32-7.5.

**Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall**



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Student Health Records

**be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.**

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7-, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Student Health Records

Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

**N.J.S.A. 18A:40-3.4**

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A:32-7.1**; 6A:32-7.4 ~~et seq.~~;  
6A:32-7.5 ~~et seq.~~; **6A:32-7.8**

Adopted:



# REGULATION GUIDE

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[See POLICY ALERT Nos. 178, 204, and 230]

## R 5308 STUDENT HEALTH RECORDS

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

### A. Mandated Student Health Records

1. **The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records** ~~following mandated student health records shall be maintained:~~
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

### B. Maintenance and Security of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered;~~



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(1) **When student health records are stored electronically, proper security and backup procedures shall be administered;**

b. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)**. ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record; and~~

(1) **Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.**

c. Student health records shall be accessible during the hours in which the school program is in operation.

## C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

## D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.



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- a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
- b. Information obtained by the school's alcohol and other drug program ~~that which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~these~~ conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

### E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 – ~~et seq.~~, Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~these~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy **5308** and **this Regulation 5308** shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

**Adopted Issued:**



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[See POLICY ALERT Nos. 178, 204, 208, and 230]

## 5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals** ~~in accordance with N.J.A.C. 6A:16-2.1(a)2.~~ (Policy and Regulation 5330);
  - a. **The school physician;**
  - b. **A certified school nurse or noncertified nurse;**
  - c. **A substitute school nurse employed by the school district;**
  - d. **The student's parent;**
  - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
  - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
  - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);





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4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees Occupational Safety and Health Program (PEOSH)~~ Bloodborne Pathogens Standards (Policy and Regulation 7420);



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8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, ~~and asthma~~, **and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16 2.2:~~

- ~~1. Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57 4.1 through 4.24.~~
- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57 4, Immunization of Pupils in School.~~



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- ~~3. The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
- ~~4. The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
- ~~5. Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
- ~~6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.~~
- ~~7. The findings of required examinations under 8.b., c., d., and e. below shall include the following components:
  - ~~a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
  - ~~b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
  - ~~c. Health screenings including height, weight, hearing, blood pressure, and vision; and~~
  - ~~d. Physical examinations.~~~~
- ~~8. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~



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- a. ~~Prior to participation on a school sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
  - b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
  - c. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
  - d. ~~For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
  - e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
  10. ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~
  11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~
  12. ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



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~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

**N.J.S.A. 18A:35-4.8; 18A:40-4 et seq.; 18A:40-12;  
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;  
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;  
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;  
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;  
18A:40-41a.; 18A:40-41b.**

**N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2**

Adopted:



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## R 5310 HEALTH SERVICES

### A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a nurse practitioner/clinical nurse specialist** from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an ~~e~~**Educational sServices cCertificate**, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~14~~**12.3** and ~~14~~**12.4**.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family foster** parent(s), or ~~parent~~ surrogate(s) **parent(s)** of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



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76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.

~~7. Physical examination means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.~~

8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development** ~~with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

## B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.

2. The findings of required examinations under **N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G.** below shall include the following components:

a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;

b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;

c. Health screenings including height, weight, hearing, blood pressure, and vision; and

d. Physical examinations.



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3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
  - a. In an unlocked location on school property, with an appropriate identifying sign;
  - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
  - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the ~~NJ New Jersey~~ FamilyCare Program ~~to for~~ students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
5. **Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.**
65. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by **their** ~~his/her~~ parents that **such** required examinations interfere with the free exercise of **their** ~~his/her~~ religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or **to determine their fitness** ~~under the influence of alcohol or drugs or is disabled or is fit to participate in~~ any health, safety, or physical education course required by law.
6. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~





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C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve (**N.J.A.C. 6A:16-2.2(h)1.**)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team or squad for students enrolled in any grades six to twelve. ~~The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~

a. **The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.**

b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

(1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.



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- (a4) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
- (2)b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
- (3)e. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1)a. Been advised by a licensed physician, APN, or PA not to participate in a sport;



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- (2)~~b~~. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - (3)~~e~~. Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - (4)~~d~~. Fainted or blacked out;
  - (5)~~e~~. Experienced chest pains, shortness of breath, or heart racing;
  - (6)~~f~~. Had a recent history of fatigue and unusual tiredness;
  - (7)~~g~~. Been hospitalized, visited an emergency room, or had a significant medical illness;
  - (8)~~h~~. Started or stopped taking any over the counter or prescribed medications; or
  - (9)~~i~~. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of ~~Education~~ **shall will** not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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- f6. The school district shall distribute to a student-athlete and **the student-athlete's** ~~his or her~~ parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
- (1)~~a.~~ A student-athlete and **the student-athlete's** ~~his or her~~ parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.
- (2)~~b.~~ The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
- (3)~~e.~~ The Commissioner shall distribute the pamphlet, at no charge, to **the all** school districts ~~and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above** and upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~
- a. **The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.**
- b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



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- c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
- d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).
- E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)
1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3)~~ **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.**
  2. ~~T~~he school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
  32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** for the purposes of the comprehensive ~~c~~Child ~~s~~Study ~~t~~Team evaluation, pursuant to N.J.A.C. 6A:14-3.4.



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G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)

1. **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.**
21. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.
32. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.



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4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. **The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.**

**Adopted Issued:**



# POLICY GUIDE

FINANCES

6112/page 1 of 3

Reimbursement of Federal and Other  
Grant Expenditures

Mar 23

M

[See POLICY ALERT Nos. 190, 218, and 230]

## 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.





# POLICY GUIDE

## FINANCES

6112/page 2 of 3

### Reimbursement of Federal and Other Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



# POLICY GUIDE

FINANCES  
6112/page 3 of 3  
Reimbursement of Federal and Other  
Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



# POLICY GUIDE

FINANCES

6311/page 1 of 2

Contracts for Goods or Services Funded by

Federal Grants

Mar 23

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[See POLICY ALERT Nos. 192, 224, and 230]

## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at [www.sam.gov](http://www.sam.gov) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.



# POLICY GUIDE

FINANCES

6311/page 2 of 2

Contracts for Goods or Services Funded by  
Federal Grants

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

**The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.**

**Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.**

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Adopted:



# POLICY GUIDE

PROPERTY  
7440/page 1 of 3  
School District Security  
Mar 23  
M

[See POLICY ALERT Nos. 214, 217, 218, 221, and 230]

## 7440 SCHOOL DISTRICT SECURITY

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

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

**As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.**

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

**Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.**



# POLICY GUIDE

PROPERTY  
7440/page 2 of 3  
School District Security

**Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.**

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

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

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

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

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



# POLICY GUIDE

PROPERTY  
7440/page 3 of 3  
School District Security

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

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



# POLICY GUIDE

COMMUNITY  
9140/page 1 of 2  
Citizens Advisory Committees  
Mar 23  
M

[See POLICY ALERT No. 230]

## 9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education encourages** ~~success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large.~~ Citizens advisory committees **may be** ~~are particularly useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.~~

The Board may establish a **citizens** advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from between the local community and the schools, as permanent committees for funded programs as the law requires; and as the Board sees fit need arises.~~

In creating a new **citizens** advisory committee, the Board ~~may shall~~ appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; ~~and appoint~~ one or more Board members; and **school staff members to serve as ex-officio members.** **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for a ~~preliminary and final report(s) to the Board,~~ and establish a budget, **if needed.** Expenditures of district funds by a **citizens** advisory committees ~~as standing committees to serve advisory committees shall be made only upon the approval of the Superintendent~~

Recommendations of an **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or reject,~~ **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.





# POLICY GUIDE

COMMUNITY  
9140/page 2 of 2  
Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act

**Choose only one of the following:**

but shall

and need not

be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30 1.5; 6:31 1.14(b)  
20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~

Adopted:



# REGULATION GUIDE

PROGRAM  
R 2520/page 1 of 2  
Instructional Supplies  
Mar 23  
M

[See POLICY ALERT No. 230]

## R 2520 INSTRUCTIONAL SUPPLIES

### A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the **successful** implementation of the instructional program. ~~“Supplies” include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, scissors, soap, and the like.~~

### B. Supply Procedures

1. **Each staff member will be able to request supplies by submitting a request to the Principal or designee.**
2. ~~Supplies will be kept in a secure location supply closet or room in each school building.~~ The **Principal or designee** \_\_\_\_\_ will be responsible to **approve for the request of supplies for their school and staff** content and inventory of the supply closet.
2. ~~Each teacher will request supplies each \_\_\_\_\_ by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least \_\_\_\_\_ week(s).~~
3. The **staff member’s** ~~teacher’s~~ request will be **retained by the staff member and the Principal or designee** recorded in the \_\_\_\_\_.
4. At the end of each school year, a record of the **inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee** requested and used in each classroom will be given to the \_\_\_\_\_.
5. The Principal will **encourage** ~~invite~~ all teaching staff members to suggest additional supplies and/or replacements for the supplies **currently** used.



# REGULATION GUIDE

PROGRAM  
R 2520/page 2 of 2  
Instructional Supplies

## C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason~~ of safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an **item product** is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee** \_\_\_\_\_, and the moneys collected will be deposited with the **Business Office** \_\_\_\_\_.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.Ø1., 2., and 3. above.
5. ~~Staff members Teachers shall be advised to~~ report to the **Principal or designee** \_\_\_\_\_ any student who is **suspected of being** unable to pay for the supplies ~~listed above~~.

Issued:



# POLICY GUIDE

SUPPORT STAFF  
4217/page 1 of 1  
Use of Corporal Punishment  
Mar 23

[See POLICY ALERT No. 230]

## 4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



# REGULATION GUIDE

FINANCES

R 6115.01/page 1 of 2

Federal Awards/Funds Internal Controls –  
Allowability of Costs

Mar 23

M

[See POLICY ALERT No. 230]

## R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:



# REGULATION GUIDE

FINANCES

R 6115.01/page 2 of 2

Federal Awards/Funds Internal Controls –  
Allowability of Costs

- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
  - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
  - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:



# POLICY GUIDE

FINANCES

6115.04/page 1 of 2

Federal Funds – Duplication of Benefits

Mar 23

M

[See **POLICY ALERT No. 230**]

## 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and



# POLICY GUIDE

FINANCES

6115.04/page 2 of 2

Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:





4/3 1:20pm

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 9 Month Period Ending 03/31/2023

=====  
 ASSETS AND RESOURCES  
 =====

--- A S S E T S ---

101	Cash in bank		\$6,966,854.53
121	Tax levy receivable		\$3,197,160.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$466,609.70	
143	Intergovernmental - Other	\$77,037.22	
			\$692,527.75

--- R E S O U R C E S ---

301	Estimated Revenues	\$15,026,854.00	
302	Less Revenues	(\$14,329,597.37)	
			\$697,256.63

Total assets and resources \$11,553,798.91  
 =====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/2023

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

421	Accounts Payable	\$167,101.12
TOTAL LIABILITIES		\$167,101.12
		=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year		\$4,137,310.87
754	Reserve for encumbrance - Prior Year		\$156.50
	Reserved fund balance:		
761	Capital reserve account	(\$193,950.00)	(\$193,950.00)
760	Reserved Fund Balance		\$6,730,104.39
601	Appropriations	\$16,195,854.46	
602	Less : Expenditures	\$11,446,218.73	
603	Encumbrances	\$4,137,467.37 (\$15,583,686.10)	
			\$612,168.36
	Total Appropriated		\$11,285,790.12

--- U n a p p r o p r i a t e d ---

770	Fund Balance		\$925,907.67
303	Budgeted Fund Balance		(\$825,000.00)
	TOTAL FUND BALANCE		\$11,386,697.79
	TOTAL LIABILITIES AND FUND EQUITY		\$11,553,798.91
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	-----	-----	-----
Appropriations	\$16,195,854.46	\$15,583,686.10	\$612,168.36
Revenues	(\$15,026,854.00)	(\$14,329,597.37)	(\$697,256.63)
	-----	-----	-----
	\$1,169,000.46	\$1,254,088.73	(\$85,088.27)
Less: Adjust for prior year encumb.	(\$150,050.46)	(\$150,050.46)	
	-----	-----	-----
Budgeted Fund Balance	\$1,018,950.00	\$1,104,038.27	(\$85,088.27)
	=====	=====	=====
 Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$1,018,950.00	\$1,104,038.27	(\$85,088.27)
	-----	-----	-----
TOTAL Budgeted Fund Balance	\$1,018,950.00	\$1,104,038.27	(\$85,088.27)
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 9 Month Period Ending 03/31/2023

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,598,292.00	\$12,901,034.97		\$697,257.03
3XXX	From State Sources	\$1,428,562.00	\$1,428,562.40		(\$0.40)
TOTAL REVENUE/SOURCES OF FUNDS		\$15,026,854.00	\$14,329,597.37		\$697,256.63
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,036,658.15	\$1,468,634.63	\$547,001.57	\$21,021.95
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,803,123.63	\$2,661,476.06	\$1,031,212.55	\$110,435.02
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$72,905.00	\$42,677.13	\$22,264.39	\$7,963.48
11-402-100-XXX	School-Spons. Athletics - Instruction	\$167,931.00	\$121,152.09	\$46,093.28	\$685.63
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$39,885.00	\$31,971.28	\$7,913.72	.00
11-000-213-XXX	Health Services	\$235,212.37	\$170,236.00	\$59,510.95	\$5,465.42
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$6,000.00	.00	.00	\$6,000.00
11-000-218-XXX	Guidance	\$758,839.40	\$542,642.19	\$192,256.12	\$23,941.09
11-000-219-XXX	Child Study Teams	\$250,663.00	\$165,307.40	\$81,336.35	\$4,019.25
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$429,510.00	\$320,816.72	\$105,644.18	\$3,049.10
11-000-222-XXX	Educational Media Serv/School Library	\$52,233.00	\$36,299.54	\$12,385.42	\$3,548.04
11-000-223-XXX	Instructional Staff Training Services	\$69,456.00	\$53,481.39	\$13,958.94	\$2,015.67
11-000-230-XXX	Supp. Serv.-General Administration	\$822,987.55	\$621,219.44	\$185,717.63	\$16,050.48
11-000-240-XXX	Supp. Serv.-School Administration	\$808,968.54	\$596,116.16	\$201,663.17	\$11,189.21
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,009,271.39	\$731,314.24	\$263,899.97	\$14,057.18
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,007,539.91	\$583,923.95	\$314,745.43	\$108,870.53
11-000-262-XXX	Custodial Services	\$992,648.00	\$723,055.22	\$260,225.84	\$9,366.94
11-000-263-XXX	Care and Upkeep of Grounds	\$11,000.00	\$9,294.52	.00	\$1,705.48
11-000-266-XXX	Security	\$150,605.00	\$106,731.91	\$43,034.50	\$838.59
11-000-270-XXX	Student Transportation Services	\$81,110.00	\$52,463.06	\$16,609.84	\$12,037.10
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,097,061.52	\$2,359,367.21	\$702,816.95	\$34,877.36
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,903,608.46	\$11,398,180.14	\$4,108,290.80	\$397,137.52

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 9 Month Period Ending 03/31/2023

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$77,908.00	\$48,038.59	\$29,176.57	\$692.84
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$214,338.00	.00	.00	\$214,338.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$292,246.00	\$48,038.59	\$29,176.57	\$215,030.84
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,195,854.46	\$11,446,218.73	\$4,137,467.37	\$612,168.36
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 9 Month Period Ending 03/31/2023

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$12,160,892.00	\$12,160,892.00	.00
1310	Tuition- From LEA's	\$587,000.00	\$249,318.75	\$337,681.25
1XXX	Miscellaneous	\$850,400.00	\$490,824.22	\$359,575.78
	TOTAL	\$13,598,292.00	\$12,901,034.97	\$697,257.03
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3176	Equalization	\$261,881.00	\$261,881.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3140	Vocational Expansion Stabilization Aid	\$712,851.00	\$712,851.40	(\$0.40)
	TOTAL	\$1,428,562.00	\$1,428,562.40	(\$0.40)
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$15,026,854.00	\$14,329,597.37	\$697,256.63
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,813,874.00	\$1,276,133.62	\$526,305.71	\$11,434.67
11-140-100-106 Other Salaries for Instruction	\$50,873.00	\$35,610.68	\$15,262.32	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$500.00	.00	.00	\$500.00
11-140-100-500 Other Purchased Services	\$27,736.75	\$27,059.90	\$389.90	\$286.95
11-140-100-610 General Supplies	\$117,040.40	\$107,558.18	\$4,743.64	\$4,738.58
11-140-100-640 Textbooks	\$11,870.00	\$11,834.67	.00	\$35.33
11-140-100-800 Other Objects	\$3,264.00	\$2,734.58	\$300.00	\$229.42
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$3,000.00	\$82.00	\$0.00	\$2,918.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,500.00	\$7,621.00	.00	\$879.00
TOTAL	\$2,036,658.15	\$1,468,634.63	\$547,001.57	\$21,021.95
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,322,564.20	\$2,314,426.62	\$943,640.89	\$64,496.69
11-310-100-106 Other Salaries for Instruction	\$51,466.00	\$32,181.76	\$19,284.24	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$109,095.00	\$108,005.30	.00	\$1,089.70
11-310-100-500 Other Purchased Services	\$91,190.00	\$59,879.71	\$25,959.70	\$5,350.59
11-310-100-610 General Supplies	\$215,116.43	\$140,735.26	\$40,584.91	\$33,796.26
11-310-100-640 Textbooks	\$5,050.00	\$1,012.64	.00	\$4,037.36
11-310-100-800 Other Objects	\$8,642.00	\$5,234.77	\$1,742.81	\$1,664.42
Total	\$3,803,123.63	\$2,661,476.06	\$1,031,212.55	\$110,435.02
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$57,405.00	\$37,377.35	\$19,743.97	\$283.68
11-401-100-500 Purchased Services	\$5,000.00	\$328.50	\$88.50	\$4,583.00
11-401-100-600 Supplies and Materials	\$5,500.00	\$4,046.28	\$1,307.92	\$145.80
11-401-100-800 Other Objects	\$5,000.00	\$925.00	\$1,124.00	\$2,951.00
TOTAL	\$72,905.00	\$42,677.13	\$22,264.39	\$7,963.48
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$89,176.00	\$63,423.20	\$25,674.40	\$78.40
11-402-100-500 Purchased Services	\$39,750.00	\$27,499.50	\$12,187.50	\$63.00
11-402-100-600 Supplies and Materials	\$19,005.00	\$13,687.14	\$5,315.97	\$1.89
11-402-100-800 Other Objects	\$20,000.00	\$16,542.25	\$2,915.41	\$542.34
TOTAL	\$167,931.00	\$121,152.09	\$46,093.28	\$685.63

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators	\$31,655.00	\$23,741.28	\$7,913.72	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,230.00	\$8,230.00	.00	.00
TOTAL	\$39,885.00	\$31,971.28	\$7,913.72	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$198,728.00	\$146,024.10	\$52,615.58	\$88.32
11-000-213-300 Purchased Prof. & Tech. Svc.	\$28,924.37	\$21,123.89	\$6,895.37	\$905.11
11-000-213-500 Other Purchased Services	\$860.00	.00	.00	\$860.00
11-000-213-600 Supplies and Materials	\$5,700.00	\$2,558.01	.00	\$3,141.99
11-000-213-800 Other Objects	\$1,000.00	\$530.00	.00	\$470.00
TOTAL	\$235,212.37	\$170,236.00	\$59,510.95	\$5,465.42
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$6,000.00	.00	.00	\$6,000.00
TOTAL	\$6,000.00	\$0.00	\$0.00	\$6,000.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$399,283.00	\$282,992.31	\$114,830.72	\$1,459.97
11-000-218-105 Sal Sec. & Clerical Asst.	\$111,260.00	\$83,069.82	\$27,690.18	\$500.00
11-000-218-110 Other Salaries	\$183,759.92	\$137,924.66	\$45,228.56	\$606.70
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$41,572.00	\$24,682.70	\$2,527.50	\$14,361.80
11-000-218-500 Other Purchased Services	\$16,214.48	\$11,850.00	.00	\$4,364.48
11-000-218-600 Supplies and Materials	\$6,500.00	\$2,122.70	\$1,979.16	\$2,398.14
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$758,839.40	\$542,642.19	\$192,256.12	\$23,941.09
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$189,998.00	\$120,228.21	\$69,220.16	\$549.63
11-000-219-105 Sal Sec. & Clerical Asst.	\$48,815.00	\$36,236.16	\$12,078.84	\$500.00
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	\$800.00	.00	\$1,200.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,300.00	\$6,256.49	.00	\$43.51
11-000-219-500 Other Purchased Services	\$150.00	\$135.00	.00	\$15.00
11-000-219-600 Supplies and Materials	\$2,800.00	\$1,231.54	\$37.35	\$1,531.11



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-800 Other Objects	\$600.00	\$420.00	.00	\$180.00
TOTAL	\$250,663.00	\$165,307.40	\$81,336.35	\$4,019.25
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$241,111.00	\$178,590.80	\$61,852.76	\$667.44
11-000-221-104 Salaries Other Prof. Staff	\$124,974.00	\$96,024.78	\$28,391.00	\$558.22
11-000-221-105 Sal Sec. & Clerical Asst.	\$59,725.00	\$44,793.72	\$14,931.28	.00
11-000-221-500 Other Purchased Services	\$2,900.00	\$1,407.42	\$469.14	\$1,023.44
11-000-221-600 Supplies and Materials	\$400.00	.00	.00	\$400.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$429,510.00	\$320,816.72	\$105,644.18	\$3,049.10
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$41,683.00	\$30,334.68	\$11,305.32	\$43.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,500.00	\$1,295.00	\$980.10	\$224.90
11-000-222-600 Supplies and Materials	\$8,000.00	\$4,669.86	\$100.00	\$3,230.14
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$52,233.00	\$36,299.54	\$12,385.42	\$3,548.04
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$60,531.00	\$46,570.86	\$13,958.94	\$1.20
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$300.00	\$300.00	.00	.00
11-000-223-500 Other Purchased Services	\$8,625.00	\$6,610.53	.00	\$2,014.47
TOTAL	\$69,456.00	\$53,481.39	\$13,958.94	\$2,015.67
--- Support services-general administration ---				
11-000-230-100 Salaries	\$426,952.00	\$318,071.24	\$108,811.36	\$69.40
11-000-230-331 Legal Services	\$68,106.55	\$31,070.74	\$37,035.81	.00
11-000-230-332 Audit Fees	\$40,450.00	\$35,730.00	\$3,970.00	\$750.00
11-000-230-339 Other Purchased Prof. Svc.	\$13,175.00	\$2,164.50	\$5,835.50	\$5,175.00
11-000-230-340 Purchased Tech. Services	\$5,700.00	.00	.00	\$5,700.00
11-000-230-530 Communications/Telephone	\$81,450.00	\$51,171.70	\$29,349.28	\$929.02
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,330.00	\$3,026.54	.00	\$1,303.46
11-000-230-590 Other Purchased Services	\$152,026.00	\$150,640.91	\$669.88	\$715.21
11-000-230-61X General Supplies	\$2,500.00	\$1,703.18	\$5.80	\$791.02
11-000-230-890 Misc. Expenditures	\$21,298.00	\$20,890.88	\$40.00	\$367.12
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$822,987.55</b>	<b>\$621,219.44</b>	<b>\$185,717.63</b>	<b>\$16,050.48</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$232,318.00	\$172,786.50	\$59,476.17	\$55.33
11-000-240-104 Salaries Other Prof. Staff	\$327,296.00	\$241,824.30	\$85,432.74	\$38.96
11-000-240-105 Sal Secr. & Clerical Asst.	\$208,025.00	\$154,497.99	\$51,456.18	\$2,070.83
11-000-240-500 Other Purchased Services	\$17,200.00	\$10,424.54	\$2,281.44	\$4,494.02
11-000-240-600 Supplies and Materials	\$18,129.54	\$10,667.83	\$3,016.64	\$4,445.07
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
<b>TOTAL</b>	<b>\$808,968.54</b>	<b>\$596,116.16</b>	<b>\$201,663.17</b>	<b>\$11,189.21</b>
--- Central Services ---				
11-000-251-100 Salaries	\$400,843.00	\$300,144.06	\$100,664.49	\$34.45
11-000-251-330 Purchased Prof. Svcs.	\$17,515.60	\$3,916.00	\$13,599.60	.00
11-000-251-340 Purchased Technical Svcs.	\$30,157.60	\$29,486.55	\$261.05	\$410.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$2,000.00	\$933.63	\$775.00	\$291.37
11-000-251-600 Supplies and Materials	\$5,500.00	\$5,348.46	\$17.40	\$134.14
11-000-251-89X Other Objects	\$3,190.00	\$2,955.00	.00	\$235.00
<b>TOTAL</b>	<b>\$459,206.20</b>	<b>\$342,783.70</b>	<b>\$115,317.54</b>	<b>\$1,104.96</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$470,448.00	\$352,010.70	\$118,411.91	\$25.39
11-000-252-500 Other Pur Serv. (400-500 series )	\$52,890.00	\$23,537.25	\$25,000.00	\$4,352.75
11-000-252-600 Supplies and Materials	\$26,727.19	\$12,982.59	\$5,170.52	\$8,574.08
<b>TOTAL</b>	<b>\$550,065.19</b>	<b>\$388,530.54</b>	<b>\$148,582.43</b>	<b>\$12,952.22</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$476,596.47	\$344,751.79	\$123,375.64	\$8,469.04
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$439,369.00	\$161,093.37	\$185,079.31	\$93,196.32
11-000-261-610 General Supplies	\$75,049.44	\$61,593.26	\$6,254.48	\$7,201.70
11-000-261-800 Other Objects	\$16,525.00	\$16,485.53	\$36.00	\$3.47
<b>TOTAL</b>	<b>\$1,007,539.91</b>	<b>\$583,923.95</b>	<b>\$314,745.43</b>	<b>\$108,870.53</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$536,348.00	\$353,594.35	\$180,456.72	\$2,296.93
11-000-262-490 Other Purchased Property Svc.	\$55,000.00	\$44,623.00	\$4,769.12	\$5,607.88
11-000-262-520 Insurance	\$116,300.00	\$116,251.00	.00	\$49.00
11-000-262-621 Energy (Natural Gas)	\$102,000.00	\$71,513.22	\$30,000.00	\$486.78
11-000-262-622 Energy (Electricity)	\$183,000.00	\$137,073.65	\$45,000.00	\$926.35

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$992,648.00</b>	<b>\$723,055.22</b>	<b>\$260,225.84</b>	<b>\$9,366.94</b>
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$11,000.00	\$9,294.52	.00	\$1,705.48
<b>TOTAL</b>	<b>\$11,000.00</b>	<b>\$9,294.52</b>	<b>\$0.00</b>	<b>\$1,705.48</b>
--- Security ---				
11-000-266-100 Salaries	\$141,050.00	\$97,677.99	\$43,034.50	\$337.51
11-000-266-3XX Purchased Prof. & Technical Services	\$500.00	.00	.00	\$500.00
11-000-266-610 General Supplies	\$9,055.00	\$9,053.92	.00	\$1.08
<b>TOTAL</b>	<b>\$150,605.00</b>	<b>\$106,731.91</b>	<b>\$43,034.50</b>	<b>\$838.59</b>
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$57,000.00	\$40,908.31	\$14,100.00	\$1,991.69
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$7,200.00	\$4,638.91	\$2,400.84	\$160.25
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$7,000.00	\$2,997.09	.00	\$4,002.91
11-000-270-517 Contract Svc (reg std) - ESCs	\$9,200.00	\$3,918.75	.00	\$5,281.25
11-000-270-593 Misc. Purchased Svc.- Transp.	\$100.00	.00	.00	\$100.00
11-000-270-610 General Supplies	\$500.00	.00	.00	\$500.00
11-000-270-800 Misc. Expenditures	\$110.00	.00	\$109.00	\$1.00
<b>TOTAL</b>	<b>\$81,110.00</b>	<b>\$52,463.06</b>	<b>\$16,609.84</b>	<b>\$12,037.10</b>
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$8,656.38	\$2,687.46	\$2,476.16
11-XXX-XXX-220 Social Security Contributions	\$267,200.00	\$183,483.88	\$79,616.12	\$4,100.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$394,645.48	\$392,033.66	\$2,611.82	.00
11-XXX-XXX-250 Unemployment Compensation	\$33,600.00	\$13,994.49	\$17,005.51	\$2,600.00
11-XXX-XXX-260 Workman's Compensation	\$212,000.00	\$212,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$2,018,417.00	\$1,488,848.41	\$525,867.39	\$3,701.20
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	\$21,096.40	\$58,903.60	.00
11-XXX-XXX-290 Other Employee Benefits	\$67,379.04	\$39,253.99	\$16,125.05	\$12,000.00
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$10,000.00	.00	.00	\$10,000.00
<b>TOTAL</b>	<b>\$3,097,061.52</b>	<b>\$2,359,367.21</b>	<b>\$702,816.95</b>	<b>\$34,877.36</b>
Total Undistributed expenditures	\$9,822,990.68	\$7,104,240.23	\$2,461,719.01	\$257,031.44
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,903,608.46	\$11,398,180.14	\$4,108,290.80	\$397,137.52
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,903,608.46	\$11,398,180.14	\$4,108,290.80	\$397,137.52

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

Appropriations	Expenditures	Encumbrances	Available Balance
_____	_____	_____	_____
=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$5,000.00	\$1,631.10	\$3,299.08	\$69.82
Undistributed expenses				
12-000-100-730 Instruction	\$4,008.00	\$4,007.49	.00	\$0.51
12-000-21X-730 Support services-Related & Extraord.	\$11,000.00	.00	\$10,883.88	\$116.12
12-000-252-730 Admin. Info. Tech.	\$52,400.00	\$42,400.00	\$9,632.00	\$368.00
12-000-261-730 Undist. Exp.-Required Maint. Schl Facilities	\$5,500.00	.00	\$5,361.61	\$138.39
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$77,908.00	\$48,038.59	\$29,176.57	\$692.84
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$214,338.00	.00	.00	\$214,338.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$214,338.00	\$0.00	\$0.00	\$214,338.00
TOTAL	\$214,338.00	\$0.00	\$0.00	\$214,338.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$292,246.00	\$48,038.59	\$29,176.57	\$215,030.84
TOTAL GENERAL FUND EXPENDITURES	\$16,195,854.46	\$11,446,218.73	\$4,137,467.37	\$612,168.36

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

For 9 Month Period Ending 03/31/2023

I, Raelene Sipple, Board Secretary

certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

3/31/23

Date

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

---

4/3 1:20pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/23

=====

ASSETS AND RESOURCES

=====

## --- A S S E T S ---

101	Cash in bank		(\$89,907.59)
	Accounts receivable:		
141	Intergovernmental - State	(\$14,543.38)	
142	Intergovernmental - Federal	\$170,981.80	
			\$156,438.42

## --- R E S O U R C E S ---

301	Estimated Revenues	\$1,550,224.77	
302	Less Revenues	(\$585,905.49)	
			\$964,319.28

			\$1,030,850.11
Total assets and resources			=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/23

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$85,535.54
421	Accounts Payable	\$48.65
481	Deferred revenues	\$4,331.09
		\$89,915.28
	TOTAL LIABILITIES	\$89,915.28

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$198,323.02
754	Reserve for encumbrances - Prior Year	\$31,010.00
601	Appropriations	\$1,550,224.77
602	Less: Expenditures	\$640,299.94
603	Encumbrances	\$198,323.02    (\$838,622.96)
		\$711,601.81
	TOTAL FUND BALANCE	\$940,934.83
	TOTAL LIABILITIES AND FUND EQUITY	\$1,030,850.11

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 9 Month Period Ending 03/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
=====				
*** REVENUES/SOURCES OF FUNDS ***				
3XXX From State Sources	\$504,977.00	\$363,903.00		\$141,074.00
4XXX From Federal Sources	\$1,045,247.77	\$222,002.49		\$823,245.28
=====				
TOTAL REVENUE/SOURCES OF FUNDS	\$1,550,224.77	\$585,905.49		\$964,319.28
=====				
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
=====				
STATE PROJECTS:				
Vocational education (331-360)	\$158,500.00	\$89,890.88	\$38,731.74	\$29,877.38
Other State Projects (431-449)	\$346,477.00	\$242,284.42	\$96,593.47	\$7,599.11
=====				
TOTAL STATE PROJECTS	\$504,977.00	\$332,175.30	\$135,325.21	\$37,476.49
=====				
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$50,610.49	\$44,855.82	\$56.43	\$5,698.24
I.D.E.A. Part B (Handicapped) (250-259)	\$87,588.00	\$87,049.50	\$538.50	.00
ESSA Title II - Part A/D (270-279)	\$9,877.00	\$3,748.38	\$2,339.00	\$3,789.62
ESSA Title IV (280-289)	\$10,000.00	.00	.00	\$10,000.00
Vocational Education (361-389)	\$259,747.00	\$114,517.26	\$59,247.93	\$85,981.81
CRRSA-ESSER II Grant Program (483)	\$50,942.45	\$23,670.62	.00	\$27,271.83
CRRSA Act-Learning Acceleration Grant Program (484)	\$5,918.08	\$4,318.08	\$750.00	\$850.00
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	.00	.00	\$45,000.00
ARP - ESSER Grant Program (487)	\$356,729.75	.00	.00	\$356,729.75
ARP - ESSER Accelerated Learning Coaching (488)	\$49,236.00	\$5,476.70	\$65.95	\$43,693.35
ARP - ESSER Evidence-Based Summer Learning (489)	\$37,442.00	\$20,315.42	.00	\$17,126.58
ARP - ESSER Evidence-Based Comprehensive (490)	\$37,157.00	\$4,172.86	.00	\$32,984.14
ARP - ESSER NJ Tiered System of Supports (491)	\$45,000.00	.00	.00	\$45,000.00
=====				
TOTAL FEDERAL PROJECTS	\$1,045,247.77	\$308,124.64	\$62,997.81	\$674,125.32
=====				
*** TOTAL EXPENDITURES ***	\$1,550,224.77	\$640,299.94	\$198,323.02	\$711,601.81
=====				

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 9 Month Period Ending 03/31/23

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- STATE SOURCES ---				
3290	Recovery High School Access Grant	\$346,477.00	\$298,346.00	\$48,131.00
32XX	Other Restricted Entitlements	\$158,500.00	\$65,557.00	\$92,943.00
		-----	-----	-----
	Total Revenue from State Sources	\$504,977.00	\$363,903.00	\$141,074.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$50,610.49	\$35,641.49	\$14,969.00
4451-55	Title II	\$9,877.00	\$2,275.00	\$7,602.00
4471-74	Title IV	\$10,000.00	.00	\$10,000.00
4420-29	I.D.E.A. Part B (Handicapped)	\$87,588.00	\$70,632.00	\$16,956.00
4430	Vocational Education	\$259,747.00	\$85,466.00	\$174,281.00
4534	CRRSA Act - ESSER II	\$50,942.45	\$23,670.00	\$27,272.45
4535	CRRSA Act - Learning Acceleration Grant	\$5,918.08	\$4,318.00	\$1,600.08
4536	CRRSA Act - Mental Health Grant	\$45,000.00	.00	\$45,000.00
4540	ARP-ESSER Grant Program	\$356,729.75	.00	\$356,729.75
4541	ARP-ESSER Accelerated Learning Coaching	\$49,236.00	.00	\$49,236.00
4542	ARP-ESSER Evidence-Based Summer Learning	\$37,442.00	.00	\$37,442.00
4543	ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$37,157.00	.00	\$37,157.00
4544	ARP-ESSER NJ NTiered System of Supports	\$45,000.00	.00	\$45,000.00
		-----	-----	-----
	Total Revenues from Federal Sources	\$1,045,247.77	\$222,002.49	\$823,245.28
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,550,224.77	\$585,905.49	\$964,319.28
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/23

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
-- Other State Programs --				
20-331-XXX-XXX to 20-360-XXX-XXX Vocational Programs	\$158,500.00	\$89,890.88	\$38,731.74	\$29,877.38
20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects	\$346,477.00	\$242,284.42	\$96,593.47	\$7,599.11
-- TOTAL Other State Programs --	\$504,977.00	\$332,175.30	\$135,325.21	\$37,476.49
TOTAL STATE PROJECTS	\$504,977.00	\$332,175.30	\$135,325.21	\$37,476.49
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$50,610.49	\$44,855.82	\$56.43	\$5,698.24
20-25X-XXX-XXX I.D.E.A. Part B	\$87,588.00	\$87,049.50	\$538.50	.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$9,877.00	\$3,748.38	\$2,339.00	\$3,789.62
20-28X-XXX-XXX ESSA Title IV	\$10,000.00	.00	.00	\$10,000.00
20-361 to 20-389-XXX-XXX Vocational Education	\$259,747.00	\$114,517.26	\$59,247.93	\$85,981.81
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$50,942.45	\$23,670.62	.00	\$27,271.83
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$5,918.08	\$4,318.08	\$750.00	\$850.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	.00	.00	\$45,000.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$356,729.75	.00	.00	\$356,729.75
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$49,236.00	\$5,476.70	\$65.95	\$43,693.35
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$37,442.00	\$20,315.42	.00	\$17,126.58
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$37,157.00	\$4,172.86	.00	\$32,984.14
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$45,000.00	.00	.00	\$45,000.00
TOTAL Other Federal Programs	\$1,045,247.77	\$308,124.64	\$62,997.81	\$674,125.32
TOTAL FEDERAL PROJECTS	\$1,045,247.77	\$308,124.64	\$62,997.81	\$674,125.32
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,550,224.77	\$640,299.94	\$198,323.02	\$711,601.81

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20  
For 9 Month Period Ending 03/31/23

I, Raelene Sipple, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

3/31/23

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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4/3 1:20pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/23

=====

ASSETS AND RESOURCES

=====

## --- A S S E T S ---

101	Cash in bank		\$33,899.50
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,021,333.46	
			\$2,021,333.46

## --- R E S O U R C E S ---

301	Estimated Revenues	\$24,831,862.87	
302	Less Revenues	(\$73,905.00)	
			\$24,757,957.87
	 Total assets and resources		 \$26,813,190.83
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/23

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

402	Interfund accounts payable	\$141,880.83
		\$141,880.83
	TOTAL LIABILITIES	\$141,880.83

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$1,444,322.06
601	Appropriations	\$24,939,584.07
602	Less : Expenditures	\$118,132.94
603	Encumbrances	\$1,444,322.06    (\$1,562,455.00)
		\$23,377,129.07
	Total Appropriated	\$24,821,451.13

--- U n a p p r o p r i a t e d ---

770	Fund balance	\$1,883,075.07
303	Budgeted Fund Balance	(\$33,216.20)
		\$1,849,858.87
	TOTAL FUND BALANCE	\$26,671,310.00
	TOTAL LIABILITIES AND FUND EQUITY	\$26,813,190.83



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 9 Month Period Ending 03/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$24,831,862.87	\$73,905.00		\$24,757,957.87
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$24,831,862.87	\$73,905.00		\$24,757,957.87
	=====	=====	=====	=====
	-----	-----	-----	-----
<b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$2,117,715.09	\$44,227.94	\$1,444,322.06	\$629,165.09
30-000-4XX-450 Construction services	\$22,821,868.98	\$73,905.00	.00	\$22,747,963.98
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$24,939,584.07	\$118,132.94	\$1,444,322.06	\$23,377,129.07
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$24,939,584.07	\$118,132.94	\$1,444,322.06	\$23,377,129.07
*** TOTAL EXPENDITURES AND TRANSFERS	\$24,939,584.07	\$118,132.94	\$1,444,322.06	\$23,377,129.07
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
For 9 Month Period Ending 03/31/23

I, Raelene Sipple, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

3/31/23

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

---

**Board of Education**

**Somerset County Vocational  
All Funds  
For Month Ended: March 2023**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$ 6,356,605.50	\$ 2,540,057.95	\$ (1,929,808.92)	\$ 6,966,854.53
Special Revenue Fund (20)	\$ (94,843.22)	\$ 86,369.00	\$ (81,433.37)	\$ (89,907.59)
Capital Project Fund (30)	\$ 44,194.72	\$ -	\$ (10,295.22)	\$ 33,899.50
<b>Total Governmental Funds</b>	<b>\$ 6,305,957.00</b>	<b>\$ 2,626,426.95</b>	<b>\$ (2,021,537.51)</b>	<b>\$ 6,910,846.44</b>
Summer Savings Acct #6028	\$ 134,238.88	\$ 22,401.04	\$ -	\$ 156,639.92
Enterprise Fund (60) Café # 1253	\$ 27,012.39	\$ 9,931.63	\$ (12,384.45)	\$ 24,559.57
Payroll Fund (70) Acct #5868	\$ -	\$ 559,023.97	\$ (559,023.97)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 835,659.40	\$ (835,659.40)	\$ -
<b>Total Trust &amp; Agency</b>	<b>\$ 161,251.27</b>	<b>\$ 1,427,016.04</b>	<b>\$ (1,407,067.82)</b>	<b>\$ 181,199.49</b>
<b>Grand Totals</b>	<b>\$ 6,467,208.27</b>	<b>\$ 4,053,442.99</b>	<b>\$ (3,428,605.33)</b>	<b>\$ 7,092,045.93</b>

**X** *Robert Presuto*

Robert Presuto  
Superintendent

*4/5/23*

Date

**Bank Reconciliation**  
**Operating Account #1199**  
**March 31, 2023**

**Books**

Beginning Balance	\$ 6,305,957.00
Deposits	\$ 2,626,426.95
Disbursements	\$ (2,021,537.51)
<b>Ending Balance</b>	<b>\$ 6,910,846.44</b>

**Bank**

Ending Balance	\$ 7,195,755.52
Outstanding Checks	\$ (284,908.78)
Deposit overstated by .30 28,220.11 S/B 28,219.81	\$ (0.30)
<b>Ending Balance</b>	<b>\$ 6,910,846.44</b>

Outstanding Checks	Year	Month	Check #	Amount
		2022 January	77232	\$50.00
<b>Total</b>		<b>2022 January</b>		<b>\$50.00</b>
		2022 February	77428	\$86.00
<b>Total</b>				<b>\$86.00</b>
		2022 March	77510	\$22.98
<b>Total</b>		<b>2022 March</b>		<b>\$22.98</b>
		2022 June	77853	\$650.00
<b>Total</b>		<b>2022 June</b>		<b>\$650.00</b>
		2022 July	77958	Void
<b>Total</b>		<b>2022 July</b>		<b>\$0.00</b>
		2022 September	78157	\$900.00
<b>Total</b>		<b>2022 September</b>		<b>\$900.00</b>
		2022 November	78471	\$87.00
<b>Total</b>		<b>2022 November</b>		<b>\$87.00</b>
		2022 December	78562	\$600.00
<b>Total</b>		<b>2022 December</b>		<b>\$600.00</b>
		2023 January	78619	\$30.00
		2023 January	78680	\$130.00
		2023 January	78701	\$44.27
<b>Total</b>		<b>2023 January</b>		<b>\$204.27</b>

**Bank Reconciliation**  
**Operating Account #1199**  
**March 31, 2023**

	2023 February	78730	\$489.89
	2023 February	78733	\$3,400.00
	2023 February	78741	\$1,083.41
	2023 February	78743	\$1,286.14
	2023 February	78752	\$500.00
	2023 February	78801	\$1,058.96
	2023 February	78807	\$2,478.30
	2023 February	78860	\$75.98
	2023 February	78871	\$379.80
<b>Total</b>	2023 February		<b>\$10,752.48</b>
	2023 March	78878	\$1,032.51
	2023 March	78879	\$172.00
	2023 March	78881	\$449.41
	2023 March	78882	\$5,220.80
	2023 March	78883	\$730.69
	2023 March	78886	\$120.00
	2023 March	78887	\$99.00
	2023 March	78888	\$3,862.50
	2023 March	78889	\$406.09
	2023 March	78890	\$49.68
	2023 March	78891	\$50.00
	2023 March	78892	\$180.00
	2023 March	78893	\$3,309.47
	2023 March	78894	\$2,400.00
	2023 March	78895	\$148,736.00
	2023 March	78897	\$375.00
	2023 March	78899	\$751.00
	2023 March	78900	\$580.00
	2023 March	78901	\$1,215.51
	2023 March	78902	\$459.32
	2023 March	78903	\$130.75
	2023 March	78904	\$35.50
	2023 March	78905	\$373.75
	2023 March	78906	\$374.08
	2023 March	78907	\$9,391.47
	2023 March	78908	\$9,905.82
	2023 March	78909	\$1,900.00
	2023 March	78910	\$350.00
	2023 March	78911	\$264.00
	2023 March	78912	\$3,622.50
	2023 March	78913	\$764.43
	2023 March	78916	\$400.00
	2023 March	78917	\$258.29

**Bank Reconciliation**  
**Operating Account #1199**  
**March 31, 2023**

2023 March	78918	\$589.88
2023 March	78920	\$106.22
2023 March	78921	\$1,962.31
2023 March	78924	\$31.44
2023 March	78925	\$149.94
2023 March	78926	\$374.08
2023 March	78927	\$1,700.00
2023 March	78929	\$88.00
2023 March	78930	\$88.00
2023 March	78931	\$45.14
2023 March	78933	\$48.40
2023 March	78935	\$41.67
2023 March	78936	\$162.62
2023 March	78938	\$200.00
2023 March	78939	\$200.00
2023 March	78940	\$278.94
2023 March	78942	\$811.42
2023 March	78943	\$189.36
2023 March	78944	\$200.00
2023 March	78945	\$558.00
2023 March	78946	\$345.88
2023 March	78948	\$1,825.00
2023 March	78949	\$964.05
2023 March	78950	\$596.71
2023 March	78952	\$74.28
2023 March	78953	\$98.98
2023 March	78954	\$386.00
2023 March	78955	\$1,050.00
2023 March	78956	\$3,721.36
2023 March	78957	\$2,092.75
2023 March	78959	\$122.00
2023 March	78960	\$490.00
2023 March	78961	\$6,583.30
2023 March	78962	\$5,779.78
2023 March	78965	\$58.00
2023 March	78966	\$495.00
2023 March	78967	\$180.00
2023 March	78968	\$133.00
2023 March	78969	\$52.34
2023 March	78970	\$9,459.00
2023 March	78971	\$330.98
2023 March	78972	\$1,220.00
2023 March	78973	\$868.00
2023 March	78974	\$420.00
2023 March	78975	\$715.00

**Bank Reconciliation**  
**Operating Account #1199**  
**March 31, 2023**

2023 March	78976	\$828.11
2023 March	78977	\$2,400.00
2023 March	78978	\$1,132.00
2023 March	78979	\$386.10
2023 March	78980	\$2,550.11
2023 March	78981	\$419.76
2023 March	78982	\$332.86
2023 March	78983	\$879.80
2023 March	78985	\$4,000.00
2023 March	78986	\$145.29
2023 March	78987	\$3,238.00
2023 March	78988	\$325.00
2023 March	78989	\$2,560.05
2023 March	78990	\$609.00
2023 March	78991	\$18.57
2023 March	78992	\$7,875.00
<b>Total</b>		<b>\$271,556.05</b>
<hr/>		
<b>Total All Outstanding Checks</b>		<b>\$284,908.78</b>
<hr/> <hr/>		



**Bank Reconciliation**  
**Summer Savings Account # 6028**  
**March 31, 2023**

<b>Books</b>	
Beginning Balance	\$ 134,238.88
Deposits	\$ 22,401.04
Disbursements	\$ -
<b>Ending Balance</b>	<b>\$ 156,639.92</b>

<b>Bank</b>	
Ending Balance	\$ 156,639.92
Outstanding Checks	\$ -
<b>Ending Balance</b>	<b>\$ -</b>

**Bank Reconciliation**  
**Cafeteria Account #1253**  
**March 31, 2023**

<b>Books</b>	
Beginning Balance	\$ 27,012.39
Deposits	\$ 9,931.63
Disbursements	\$ (12,384.45)
<b>Ending Balance</b>	<b>\$ 24,559.57</b>

<b>Bank</b>	
Ending Balance	\$ 24,785.19
Outstanding Checks	\$ (225.62)
<b>Ending Balance</b>	<b>\$ 24,559.57</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	2022		1750	\$ 158.65
	2023		1769	\$ 66.97
<b>Total</b>				<b>\$ 225.62</b>

**Bank Reconciliation**  
**Payroll Account #5868**  
**March 31, 2023**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 559,023.97
Disbursements	\$ (559,023.97)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Bank</b>	
Ending Balance	\$ 325.31
Outstanding Checks	\$ (325.31)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Outstanding Checks</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	March	24249	\$ 325.31
<b>Total</b>			<b>\$ 325.31</b>

**Bank Reconciliation**  
**Agency Account # 9311**  
**March 31 2023**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 835,659.40
Disbursements	\$ (835,659.40)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Bank</b>	
Ending Balance	\$ 79,589.10
Outstanding Checks	\$ (79,589.10)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Outstanding Checks</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	March	903302301	\$ 58,137.00
	March	903302302	\$ 17,435.31
	March	903302308	\$ 1,529.35
	March	20567	\$ 1,269.50
	March	20568	\$ 1,217.94
<b>Total</b>			<b>\$ 79,589.10</b>

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va\_exaa1.082406

02/28/2023

Current Cycle : February

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-213-300-05-0000-	PHYSICIAN SVS/PHYSICALS	February Transfers	0028	02/28/2023	RSIPPLE	\$20,100.00	\$5,000.00	\$25,100.00
11-000-213-610-05-0000-	SUPPLIES HEALTH SERVICES	February Transfers	0028	02/28/2023	RSIPPLE	\$10,700.00	(\$5,000.00)	\$5,700.00
11-000-222-100-03-0001-	SUBSTITUTES/O.T.	February Transfers	0028	02/28/2023	RSIPPLE	\$3,000.00	\$500.00	\$3,500.00
11-000-222-500-08-0000-	COPIER LEASE	February Transfers	0028	02/28/2023	RSIPPLE	\$500.00	(\$500.00)	\$0.00
11-000-223-580-03-0000-	TEACH OOD TRAIING HS	February Transfers	0028	02/28/2023	RSIPPLE	\$5,000.00	\$275.00	\$5,275.00
11-000-223-580-05-0000-	SE TEACH OOD TRAIING	February Transfers	0028	02/28/2023	RSIPPLE	\$1,250.00	(\$275.00)	\$975.00
11-000-230-530-08-0000-	TELEPHONE - DISTRICT	February Transfers	0028	02/28/2023	RSIPPLE	\$29,650.00	\$4,000.00	\$33,650.00
11-000-251-610-08-0000-	SUPPLIES AND MATERIALS	February Transfers	0028	02/28/2023	RSIPPLE	\$5,000.00	\$500.00	\$5,500.00
11-000-261-100-02-0000-	SALARIES - MAINTENANCE	February Transfers	0028	02/28/2023	RSIPPLE	\$468,421.47	(\$6,825.00)	\$461,596.47
11-000-261-800-02-0000-	MEMBERSHIPS	February Transfers	0028	02/28/2023	RSIPPLE	\$15,900.00	\$25.00	\$15,925.00
11-000-266-100-02-0001-	OVERTIME	February Transfers	0028	02/28/2023	RSIPPLE	\$1,000.00	\$100.00	\$1,100.00
11-150-100-320-05-0000-	PURCH. PROF. SVS.- HOME	February Transfers	0028	02/28/2023	RSIPPLE	\$8,000.00	\$500.00	\$8,500.00
11-310-100-320-11-0000-	PURCH PROF-ED SERVICES	February Transfers	0028	02/28/2023	RSIPPLE	\$50,995.00	\$100.00	\$51,095.00
11-310-100-500-10-0000-	OTHER PUR SVC DANCE	February Transfers	0028	02/28/2023	RSIPPLE	\$6,750.00	\$8,000.00	\$14,750.00
11-310-100-610-10-0000-	SUPPLIES DANCE	February Transfers	0028	02/28/2023	RSIPPLE	\$15,400.00	(\$8,000.00)	\$7,400.00
11-310-100-610-11-0021-	SUPPLIES-MEAM	February Transfers	0028	02/28/2023	RSIPPLE	\$6,200.00	\$100.00	\$6,300.00
11-310-100-800-11-0000-	OTHER OBJECTS - VOC	February Transfers	0028	02/28/2023	RSIPPLE	\$9,992.00	\$1,500.00	\$11,492.00
30-000-400-390-00-2019-	2019 COUNTY CAPITAL PROF	February Transfers	0028	02/28/2023	RSIPPLE	\$128,215.09	\$225,000.00	\$353,215.09
30-000-400-450-00-2019-	2019 COUNTY CAPITAL PROJ	February Transfers	0028	02/28/2023	RSIPPLE	\$1,460,554.96	(\$225,000.00)	\$1,235,554.96
<b>Total Current Appr.</b>								<b>\$0.00</b>

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

03/31/2023

Current Cycle : March

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-218-500-05-0000-	PURCH SERVICES	March Transfers	0034	03/31/2023	RSIPPLE	\$17,800.00	(\$2,085.52)	\$15,714.48
11-000-218-610-05-0000-	SUPPLIES GUIDANCE	March Transfers	0034	03/31/2023	RSIPPLE	\$11,500.00	(\$5,000.00)	\$6,500.00
11-000-223-580-03-0000-	TEACH OOD TRAIING HS	March Transfers	0034	03/31/2023	RSIPPLE	\$5,275.00	\$500.00	\$5,775.00
11-000-223-580-05-0000-	SE TEACH OOD TRAIING	March Transfers	0034	03/31/2023	RSIPPLE	\$975.00	(\$975.00)	\$0.00
11-000-223-580-07-0000-	TOPS OOD TRAINING	March Transfers	0034	03/31/2023	RSIPPLE	\$1,000.00	(\$900.00)	\$100.00
11-000-223-610-03-0000-	SUPPLIES AND MATERIALS	March Transfers	0034	03/31/2023	RSIPPLE	\$500.00	(\$500.00)	\$0.00
11-000-230-334-08-0000-	ARCHITECTURAL FEES	March Transfers	0034	03/31/2023	RSIPPLE	\$3,000.00	(\$3,000.00)	\$0.00
11-000-230-530-08-0000-	TELEPHONE - DISTRICT	March Transfers	0034	03/31/2023	RSIPPLE	\$33,650.00	\$10,000.00	\$43,650.00
11-000-240-500-03-0001-	DISPLAY ADS - HS	March Transfers	0034	03/31/2023	RSIPPLE	\$20,000.00	(\$5,000.00)	\$15,000.00
11-000-240-500-03-0002-	OTHER PURCH SERV	March Transfers	0034	03/31/2023	RSIPPLE	\$0.00	\$200.00	\$200.00
11-000-252-500-16-0000-	OTHER PURCH SCVS	March Transfers	0034	03/31/2023	RSIPPLE	\$29,190.00	\$20,000.00	\$49,190.00
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	March Transfers	0034	03/31/2023	RSIPPLE	\$24,250.00	(\$5,000.00)	\$19,250.00
11-000-261-420-02-0019-	CONT. MAINT REPAIR BLDGS	March Transfers	0034	03/31/2023	RSIPPLE	\$0.00	\$1,310.00	\$1,310.00
11-000-261-420-02-0020-	CONTIN. REPAIR - EQUIP.	March Transfers	0034	03/31/2023	RSIPPLE	\$112,126.00	(\$5,000.00)	\$107,126.00
11-000-261-800-02-0000-	MEMBERSHIPS	March Transfers	0034	03/31/2023	RSIPPLE	\$15,925.00	\$600.00	\$16,525.00
11-000-262-490-02-0000-	PUBLIC WATER & SEWER	March Transfers	0034	03/31/2023	RSIPPLE	\$65,000.00	(\$10,000.00)	\$55,000.00
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	March Transfers	0034	03/31/2023	RSIPPLE	\$90,000.00	\$12,000.00	\$102,000.00
11-000-262-622-02-0000-	ENERGY - ELECTRICITY	March Transfers	0034	03/31/2023	RSIPPLE	\$140,000.00	\$43,000.00	\$183,000.00
11-000-270-420-02-0000-	CLEANING, REPAIR & MAINT	March Transfers	0034	03/31/2023	RSIPPLE	\$4,700.00	\$2,500.00	\$7,200.00
11-000-270-517-03-0000-	CONTRACT. SERV.(REG. STU	March Transfers	0034	03/31/2023	RSIPPLE	\$18,000.00	(\$10,000.00)	\$8,000.00
11-000-291-241-08-0000-	PERS CONTRIBUTION	March Transfers	0034	03/31/2023	RSIPPLE	\$386,100.00	\$8,545.48	\$394,645.48
11-000-291-270-08-0003-	DENTAL INSURANCE	March Transfers	0034	03/31/2023	RSIPPLE	\$122,000.00	(\$5,000.00)	\$117,000.00
11-000-291-270-08-0004-	VISION	March Transfers	0034	03/31/2023	RSIPPLE	\$27,000.00	(\$3,000.00)	\$24,000.00
11-000-291-290-08-0000-	WAIVERS / OTHER	March Transfers	0034	03/31/2023	RSIPPLE	\$50,000.00	\$1,379.04	\$51,379.04
11-140-100-101-07-0000-	SAL-ALT SCHOOL-REG	March Transfers	0034	03/31/2023	RSIPPLE	\$209,285.00	\$29,000.00	\$238,285.00
11-140-100-320-16-0000-	PURCHASED SERVICES	March Transfers	0034	03/31/2023	RSIPPLE	\$3,500.00	(\$3,500.00)	\$0.00
11-140-100-500-07-0000-	OTH PURCH SERVICES	March Transfers	0034	03/31/2023	RSIPPLE	\$4,150.00	(\$2,000.00)	\$2,150.00
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	March Transfers	0034	03/31/2023	RSIPPLE	\$700.00	\$200.00	\$900.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAPHY	March Transfers	0034	03/31/2023	RSIPPLE	\$4,000.00	(\$2,000.00)	\$2,000.00
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	March Transfers	0034	03/31/2023	RSIPPLE	\$52,800.00	(\$2,000.00)	\$50,800.00

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

03/31/2023

Current Cycle : March

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-140-100-800-03-0000-	OTHER OBJECTS	March Transfers	0034	03/31/2023	RSIPPLE	\$3,264.00	(\$2,000.00)	\$1,264.00
11-140-100-800-07-0000-	OTHER OBJECTS	March Transfers	0034	03/31/2023	RSIPPLE	\$4,000.00	(\$2,000.00)	\$2,000.00
11-310-100-101-05-0000-	SALARIES - INSTRUCTION	March Transfers	0034	03/31/2023	RSIPPLE	\$442,700.00	\$7,000.00	\$449,700.00
11-310-100-320-60-0000-	PAYMENT - RVCC	March Transfers	0034	03/31/2023	RSIPPLE	\$65,000.00	(\$9,500.00)	\$55,500.00
11-310-100-500-09-0000-	OTHER PURCH SERV THEATER	March Transfers	0034	03/31/2023	RSIPPLE	\$39,450.00	(\$5,000.00)	\$34,450.00
11-310-100-500-10-0000-	OTHER PUR SVC DANCE	March Transfers	0034	03/31/2023	RSIPPLE	\$14,750.00	\$1,313.00	\$16,063.00
11-310-100-610-09-0000-	SUPPLIES - THEATER	March Transfers	0034	03/31/2023	RSIPPLE	\$11,500.00	(\$3,500.00)	\$8,000.00
11-310-100-610-10-0000-	SUPPLIES DANCE	March Transfers	0034	03/31/2023	RSIPPLE	\$7,400.00	\$2,400.00	\$9,800.00
11-310-100-610-11-0000-	CAREER TECHNICAL ED	March Transfers	0034	03/31/2023	RSIPPLE	\$10,000.00	(\$7,000.00)	\$3,000.00
11-310-100-610-11-0004-	SUPPLIES - AUTO BODY	March Transfers	0034	03/31/2023	RSIPPLE	\$8,925.00	(\$2,000.00)	\$6,925.00
11-310-100-610-11-0005-	SUPPLIES-AUTO MECHANICS	March Transfers	0034	03/31/2023	RSIPPLE	\$16,325.00	(\$2,000.00)	\$14,325.00
11-310-100-610-11-0011-	SUPPL-COMM ARTS & DESIGN	March Transfers	0034	03/31/2023	RSIPPLE	\$16,980.00	(\$4,000.00)	\$12,980.00
11-310-100-610-11-0014-	SUPPLIES - INTEGR. TECH	March Transfers	0034	03/31/2023	RSIPPLE	\$6,000.00	(\$4,000.00)	\$2,000.00
11-310-100-610-16-0000-	SUPPLIES-TECHNOLOGY	March Transfers	0034	03/31/2023	RSIPPLE	\$24,960.00	(\$8,000.00)	\$16,960.00
11-310-100-640-11-0000-	TEXTBOOKS - VOCATIONAL	March Transfers	0034	03/31/2023	RSIPPLE	\$7,800.00	(\$6,500.00)	\$1,300.00
11-310-100-800-11-0000-	OTHER OBJECTS - VOC	March Transfers	0034	03/31/2023	RSIPPLE	\$11,492.00	(\$5,000.00)	\$6,492.00
11-310-100-800-60-0000-	MISC EXPENSES	March Transfers	0034	03/31/2023	RSIPPLE	\$2,000.00	(\$1,500.00)	\$500.00
11-401-100-610-03-0000-	SUPPLIES - HS	March Transfers	0034	03/31/2023	RSIPPLE	\$5,000.00	\$500.00	\$5,500.00
11-402-100-500-03-0000-	ATH. TRAINER SVS	March Transfers	0034	03/31/2023	RSIPPLE	\$41,750.00	(\$2,000.00)	\$39,750.00
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	March Transfers	0034	03/31/2023	RSIPPLE	\$14,000.00	\$5,005.00	\$19,005.00
12-000-100-730-16-0000-	TECH EQUIPMENT FOR INSTR	March Transfers	0034	03/31/2023	RSIPPLE	\$32,000.00	(\$27,992.00)	\$4,008.00
12-000-252-730-16-0000-	IT EQUIPMENT	March Transfers	0034	03/31/2023	RSIPPLE	\$4,000.00	\$6,000.00	\$10,000.00
12-000-261-730-02-0000-	EQUIPMENT - FACILITIES	March Transfers	0034	03/31/2023	RSIPPLE	\$0.00	\$5,500.00	\$5,500.00
<b>Total Current Appr.</b>								<b>\$0.00</b>



# SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • www.scvths.org

## ADDENDUM B VENDORS OF INVESTMENT ARRANGEMENTS

This Addendum B lists the Vendors of Investment Arrangements approved for use under the Plan, effective 1-1-2019.

The Addendum must include sufficient information to identify the approved Investment Arrangements. The terms governing each Investment Arrangement under the Plan, excluding those terms that are inconsistent with the Plan or Code §403(b), are hereby incorporated by reference in the Plan. The Addendum may be modified from time to time. A modification of the Addendum is not an amendment of the Plan.

Name of Vendor	Type of Investment Arrangement (e.g., annuity contract, custodial account, etc.)	Active/Inactive
AXA Equitable	Annuity Contract	Active
Vanguard	Annuity Contract	Active
First Investors(Distributed by Foresters)	Annuity Contract	Active
MetLife	Annuity Contract and Custodial Contract	Active
Aspire	Annuity Contract and Custodial Contract	Active
Lincoln Investment Planning	Annuity Contract	Inactive
Putnam Investments	Annuity Contract	Inactive
Vanguard	Custodial Contract	Inactive

Describe any additional requirements or restrictions that apply to the investment arrangements:

Active Vendors are authorized to receive ongoing contributions and incoming Transfers and Exchanges from Active Vendors and Inactive Vendors.

Exchanges will be permitted from Inactive Vendors to Active Vendors. However, Inactive Vendors may not receive Exchanges, Transfers or Rollovers and neither Loans nor Hardship Distributions will be available from the assets unless specified here.



# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

04/19/2023  
va\_chkr8.021623

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
78993	04/05/2023	11536	Great American Financial Services	\$177.00
78994	04/05/2023	1666	NJ American Water	\$2,331.39
78995	04/05/2023	5936	Pritchard Industries	\$43,428.92
78996	04/05/2023	2665	PUBLIC SERVICE ELECTRIC &	\$22,805.00
78997	04/05/2023	10919	Southern Skyland Regional Health Insuran	\$210,548.00
78998	04/05/2023	7866	Verizon Wireless	\$766.64
78999	04/17/2023	9891	Atlantic A Program of DeLage Serv	\$1,643.05
79000	04/17/2023	10351	Cablevision Lightpath, Inc	\$5,887.20
79001	04/24/2023	7477	Albert Kemperle, Inc.	\$1,532.40
79002	04/24/2023	8767	Anthony & Sons Bakery, Inc	\$32.97
79003	04/24/2023	6869	B & H Photo & Electronics Corp.	\$313.12
79004	04/24/2023	8594	Blick Art Materials	\$79.50
79005	04/24/2023	10689	Breakdown Products	\$198.00
79006	04/24/2023	1283	Burmax Company, Inc.	\$1,386.51
79007	04/24/2023	1317	CAESARS ATLANTIC CITY	\$214.00
79008	04/24/2023	7339	Cascade School Supplies, Inc.	\$97.10
79009	04/24/2023	6376	CDW Government	\$5,170.52
79010	04/24/2023	10152	Crown Awards	\$477.00
79011	04/24/2023	11049	Dempsey Uniform & Linen Supply	\$979.81
79012	04/24/2023	4272	Discount Dance Supply	\$102.60
79013	04/24/2023	10957	Edward Don & Company	\$219.97
79014	04/24/2023	10896	F.W.Webb Company	\$4,582.69
79015	04/24/2023	11610	FarmBot, Inc	\$3,495.00
79016	04/24/2023	10790	Franklin Griffith, LLC	\$979.45
79017	04/24/2023	5875	Grainger	\$702.63
79018	04/24/2023	11217	Greater Middlesex Conference	\$450.00
79019	04/24/2023	10515	Hayden Production Services, Inc	\$3,650.00
79020	04/24/2023	11623	Hummel Integrated Marketing Solutions	\$625.00
79021	04/24/2023	7112	Ingersoll Rand	\$1,720.35
79022	04/24/2023	11577	Jag-One Physical Therapy	\$3,862.50
79023	04/24/2023	10265	Jones & Bartlett Learning	\$2,695.50
79024	04/24/2023	11626	Maverick Espresso Tech	\$2,100.00
* 79026	04/24/2023	6650	New Jersey Motor Vehicle Commission	\$50.00
79027	04/24/2023	6485	NJASBO	\$375.00
79028	04/24/2023	4168	NJSIAA	\$120.00
79029	04/24/2023	10987	Passon's Sports & US Games/BSN	\$1,439.18
79030	04/24/2023	10269	PDQ Auto Supply	\$264.00
79031	04/24/2023	11485	Pioneer Athletics	\$2,077.75
79032	04/24/2023	10893	Pocono Pro Foods	\$2,190.91
79033	04/24/2023	2622	Post Hardware	\$665.47
79034	04/24/2023	11499	Precision Equipment Repair, LLC	\$885.00
79035	04/24/2023	9971	SCIAA	\$1,050.00
79036	04/24/2023	8005	SCVTHS Petty Cash	\$755.99
79037	04/24/2023	9648	SkillsUSA c/o E Group	\$2,275.00
79038	04/24/2023	11463	Skyllamas Productions	\$1,000.00
79039	04/24/2023	6586	Somerset County Business Partnership	\$40.00
79040	04/24/2023	7264	Somerset County Educational Services Com	\$2,400.84
79041	04/24/2023	11468	Somerset County Treasurer	\$193,950.00
79042	04/24/2023	8717	Somerset County Culinary Arts	\$1,897.79
79043	04/24/2023	10988	Staples Contract & Commercial, Inc.	\$148.96
79044	04/24/2023	3011	Suplee, Clooney & Company	\$3,970.00
79045	04/24/2023	11564	The Connection Magazine	\$649.00

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

04/19/2023  
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Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
79046	04/24/2023	11365	Zoom Video Communications, Inc.	\$8,700.00
79047	04/24/2023	10255	Active Disposal Services, Inc	\$1,880.43
79048	04/24/2023	7130	American Wear	\$94.00
79049	04/24/2023	9316	Aqua Chill Parsippany	\$35.50
79050	04/24/2023	8439	Atlantic Tomorrow's Office	\$1,843.10
79051	04/24/2023	5824	Automatic Data Processing	\$373.75
79052	04/24/2023	9946	Benefit Express	\$33.45
79053	04/24/2023	10355	CablevisionSystems Corporation	\$149.94
79054	04/24/2023	1513	DELTA DENTAL PLAN OF	\$9,765.35
79055	04/24/2023	2092	DIFRANCESCO,BATEMAN P.C.	\$5,206.00
79056	04/24/2023	10832	East Coast Elevator, LLC	\$850.00
79057	04/24/2023	1850	Family & Community Services of	\$9,905.82
79058	04/24/2023	6405	Federal Fire Protection	\$465.00
79059	04/24/2023	10732	Linde Gas & Equipment Inc.	\$2,063.39
79060	04/24/2023	2318	Middle Earth	\$3,622.50
79061	04/24/2023	2855	NORTHWESTERN MUTUAL LIFE	\$764.43
79062	04/24/2023	5936	Pritchard Industries	\$43,428.92
79063	04/24/2023	11585	Robert Presuto	\$206.07
79064	04/24/2023	10256	Safe Schools Integrated Pest Control	\$400.00
79065	04/24/2023	2877	Safety KleenSystems, Inc	\$560.94
79066	04/24/2023	10060	Al Rudiger	\$84.00
79067	04/24/2023	10060	Ralph Rogers	\$84.00
79068	04/24/2023	10060	Mark Halicki	\$84.00
79069	04/24/2023	10060	Eric Barlow	\$84.00
79070	04/24/2023	10060	Thomas Esser	\$180.00
79071	04/24/2023	10060	Hector Rodriguez	\$90.00
79072	04/24/2023	10060	Leo C Bolton	\$135.00
79073	04/24/2023	10060	Gary Williams	\$90.00
79074	04/24/2023	10060	Emilio Calderon	\$90.00
79075	04/24/2023	10060	James Lamberti	\$84.00
79076	04/24/2023	10060	Victor Burgos	\$84.00
79077	04/24/2023	10060	David Rosenberg	\$90.00
79078	04/24/2023	10043	Courier News/Gannett NJ	\$50.60
79079	04/24/2023	10043	NJSchoolJobs.com	\$100.00
79080	04/24/2023	10043	Success Communication Group	\$3,600.39
79081	04/24/2023	10079	Michele Sartori	\$22.65
79082	04/24/2023	10079	Michelle Fresco	\$18.42
79083	04/24/2023	10275	Deborah Gichan	\$2,225.00
79084	04/24/2023	10090	MaryLynne McAnally	\$200.00
79085	04/24/2023	10090	Troy Shandor	\$200.00
79086	04/24/2023	10854	Somerset County Treasurer	\$889.24
79087	04/24/2023	3174	UNITED PARCEL SERVICE	\$300.00
79088	04/24/2023	6242	USA Architects Planners + ID	\$31,497.96
79089	04/24/2023	8515	VERIZON BUSINESS	\$113.52
79090	04/24/2023	3191	VISION SERVICE PLAN INC.	\$1,942.08
79091	04/24/2023	3863	XEROX CAPITAL SERVICES LLC	\$221.96
79092	04/24/2023	11634	Certiport, a business of NCS Pearson	\$32.79
79093	04/24/2023	11641	Charles Matthews	\$88.50
79094	04/24/2023	8063	W.B. Mason	\$34.80

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED VOIDED CHECK(S)</b>				
<b>General Account -Check Series #1</b>				
79025	04/24/2023	10562	Network Solutions	\$389.90
				<hr/>
				<b>\$389.90</b>
				<hr/>
				<b>\$672,524.21</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

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Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
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### POSTED CHECKS

#### Agency Check -Check Series #2

20569	04/06/2023	10498	New Jersey Family Support Payment Center	\$1,269.50
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<b>Total for Agency Check Check Series #2</b>				<b>\$1,269.50</b>
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# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

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Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
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### POSTED CHECKS

#### Student Activity -Check Series #3

6503	04/04/2023	2208	CANTORE-WATSON, JANET	\$337.50
6504	04/06/2023	7155	Cheapestees.com	\$1,130.00
6505	04/06/2023	11654	Community Food Bank of New Jersey	\$250.00
6506	04/06/2023	7543	National Dance Education Organization	\$48.00
6507	04/06/2023	9698	Nzinga Basir	\$63.95
6508	04/06/2023	7477	Albert Kemperle, Inc.	\$53.76
6509	04/06/2023	11366	Centricity	\$1,150.00
6510	04/06/2023	5539	GLOUCESTER COUNTY INST.OF TECH	\$8,815.97

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

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Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
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### POSTED MANUAL VOID CHECK ENTRIES

#### Student Activity -Check Series #3

6502	04/04/2023			
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\$337.50

Total For Manual Void Check Entries

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\$337.50

Total for Student Activity Check Series #3

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\$11,849.18

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

04/19/2023  
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Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>Hand Checks</b>				
1770	04/24/2023	6974	Maschio's Food Services	\$17,906.78
* 10536	04/15/2023	9717	Prudential Insurance	\$430.74
10537	04/15/2023	9773	INTERNAL REVENUE SERVICE	\$36,189.30
10538	04/05/2023	7972	State of NJ Division of Pensions-TPAF	\$58,200.99
10539	04/05/2023	4869	State of NJ Division of Pensions-PERS	\$17,435.46
* 40623	04/06/2023	3099	Treasurer Somerset County	\$496,432.37
* 904052301	04/05/2023	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$58,200.99
904052302	04/05/2023	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,435.46
* 904062301	04/06/2023	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,015.73
904062302	04/06/2023	9769	PLAN CONNECT-EQUITABLE	\$17,153.16
904062302	04/06/2023	9770	PLAN CONNECT_VALIC	\$1,291.68
904062302	04/06/2023	9771	PLAN CONNECT-MET LIFE	\$592.69
904062302	04/06/2023	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$2,636.99
904062303	04/06/2023	9773	INTERNAL REVENUE SERVICE	\$111,634.25
904062304	04/06/2023	9774	NJ DIVISION OF REVENUE	\$2,350.41
904062305	04/06/2023	9774	NJ DIVISION OF REVENUE	\$17,263.40
904062306	04/06/2023	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$433.06

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED VOIDED PRIOR CYCLE CHECKS</b>				
<b>Hand Checks</b>				
903302301	03/30/2023	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$58,137.00
903302302	03/30/2023	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,435.31
<b>Total Prior Cycle Voided Checks</b>				<b>\$75,572.31</b>
<b>Total for Hand Checks</b>				<b>\$856,603.46</b>
<b>Total Posted Checks</b>				<b>\$1,618,546.06</b>



# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : April

### Check 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				\$23,960.36	\$23,960.36
10	11	\$419,342.85		\$566,712.72		\$986,055.57
10	12	\$194,945.00				\$194,945.00
Fund 10	TOTAL	\$614,287.85		\$566,712.72	\$23,960.36	\$1,204,960.93
20	20	\$26,690.40		\$18,015.78		\$44,706.18
20	P2	\$48.00				\$48.00
Fund 20	TOTAL	\$26,738.40		\$18,015.78		\$44,754.18
30	30	\$31,497.96				\$31,497.96
60	60			\$17,906.78		\$17,906.78
90	90		\$1,269.50		\$230,007.82	\$231,277.32
95	95		\$11,849.18			\$11,849.18
GRAND	TOTAL	\$672,524.21	\$13,118.68	\$602,635.28	\$253,968.18	\$1,542,246.35

**\* Total Prior Cycle Checks Voided in selected cycle(s): \$75,572.31**

**Total Checks from selected cycle(s) voided in the selected cycle(s): \$727.40**

\* Prior Cycle Voids are not included in the above totals.