

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

Regular Meeting  
October 26, 2020

Call to Order

Mr. Hyncik called the meeting to order at 5:04 p.m. with the following board of education members.

Roll Call of Members

William Hyncik, Jr., President  
Gregory Lalevee, Vice President  
Richard St. Pierre  
Nadine Wilkins  
Roger Jinks, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Sipple, School Business Administrator/Board Secretary  
Hector Montes, High School Principal  
Lisa Fittipaldi, Board Attorney  
Melonie Marano, Somerset County Freeholder 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 4, 2020.

Meeting held virtually utilizing a Zoom platform, notice and access were sent to the educational community and posted on the website.

Pledge of Allegiance

Approval of Minutes

On motion of Mr. Lalevee, seconded by Mr. St. Pierre, the minutes of the Regular Meeting and Executive Session held on September 28, 2020 were approved.

- Correction to the August 24, 2020 Regular Meeting Minutes: page 2.A. Employment of Full-Time Personnel – 2020-21 School Year to include the following: The Board of Education appointed Ms. Lititia Lumzy to the position of Cosmetology Instructor (UPC# TCH-HS-COSM-FL-01), at a salary of \$64,895.00, Step 13-14/A, effective September 1, 2020. (11-310-100-101-11-0000)

On motion of Mr. Lalevee, seconded by Mr. St. Pierre, the minutes as revised of the Regular Meeting held on August 24, 2020 were approved.

Correspondence

- Letter from Lynne Krauser regarding the Integrated Technology Systems program was received by the Board of Education.
- Email from Joedie Sawyer regarding the Integrated Technology Systems program was received by the Board of Education.
- Email from Suzanne Hanlon regarding the school's hybrid schedule was received by the Board of Education.

## Presentations/Recognitions

## Student of the Month

- Megan Lam, Graphic Communications, Grade 9

## Old or Unfinished Business

## Construction Projects

- Mr. Boettger reported the HVAC project is wrapping up; Honeywell has a lot of work to complete; they are working evenings to remove the old controllers and installing new ones.

## Report of the Attorney

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

## Committee Reports

- Board of School Estimate –
- Curriculum/Grants –
- NJSBA (Delegate) –
- SCSBA (Delegate) –
- SCESC (Representative) – Dr. Harttraft reported that the Somerset County Education Services Commission has been open full time since September 8, 2020.
- SCJIF – (Commissioner) – Ms. Sipple
- SSRHIF – (Chair) – Mr. Hyncik stated the Health Center is currently seeking Requests for Proposals.

## School Communications Report

- Duane Wallace provided an update.

## Superintendent's Report

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items A through E as follows:

## A. Salary Adjustments – 2020-21 School Year

The Board of Education approved the following salary adjustments for the 2020-21 school year:

Name	2020-21 Base Salary	Masters Stipend	Add'l Assignments per Week	% Rate	Amount	2020-21 Total Salary
Keith Johnson (effective 10/5)	\$ 73,535.00	N/A	5*	14.28%	\$ 10,500.80	\$ 84,035.80
Mark Mastrobattista (effective 10/5)	\$ 83,565.00	N/A	5*	14.28%	\$ 11,933.08	\$ 95,498.08
Maura Gillooly (2nd & 3rd qtr. 11/16-4/16)	\$ 63,555.00	N/A	6	17.136%	\$ 10,890.78	\$ 74,445.78
Rachel Kinlan (2nd & 3rd qtr. 11/16-4/16)	\$ 66,545.00	N/A	7	19.99%	\$ 13,302.35	\$ 79,847.35
John O'Neill (2nd & 3rd qtr. 11/16-4/16)	\$ 78,355.00	\$ 725.00	6	17.136%	\$ 13,426.91	\$ 92,506.91
Matthew Poznanski (2nd & 3rd qtr. 11/16-4/16)	\$ 66,805.00	N/A	6	17.136%	\$ 11,447.70	\$ 78,252.70

\*Contingent upon in person student learning

Name	Step/Guide	2020-21 Base Salary	Masters Stipend	2020-21 Total Salary
Kristen McNemey (effective 10/1/2020)	23/C	\$ 80,135.00	\$ 725.00	\$ 80,860.00

B. Salary Adjustments – 2018-19, 2019-20 and 2020-21 School Years

The Board of Education approved the following salary adjustments for the 2018-19, 2019-20 and 2020-21 school years:

NAME	2020-21 SALARY	CREDENTIAL/ DEGREE STIPEND	2020-21 TOTAL SALARY	2019-20 Salary	CREDENTIAL/ DEGREE STIPEND	2019-20 TOTAL SALARY	2018-19 SALARY	CREDENTIAL/ DEGREE STIPEND	2018-19 TOTAL SALARY
Bowers, Erick	\$ 50,010.00	\$ 500.00	\$50,510.00	\$ 48,575.00	\$ 500.00	\$ 49,075.00	\$ 47,140.00	\$ 500.00	\$ 47,640.00
Brown, Haley	\$ 44,930.00	\$ 500.00	\$45,430.00	\$ 43,996.00	\$ 500.00	\$ 44,496.00	\$ 43,076.00	\$ 500.00	\$ 43,576.00
D'Alessandro, Richard	\$ 47,815.00	\$ 500.00	\$48,315.00	\$ 46,470.00	\$ 500.00	\$ 46,970.00	\$ 45,295.00	\$ 500.00	\$ 45,795.00
Fanelli, Virginia ^	\$ 57,890.00	\$ 500.00	\$58,390.00	\$ 55,420.00	\$ 500.00	\$ 55,920.00	\$ 53,280.00	\$ 500.00	\$ 53,780.00
Morlock, Karen	\$ 47,527.12	\$ 500.00	\$48,027.12	\$ 46,187.68	\$ 500.00	\$ 46,687.68	\$ 44,907.81	\$ 500.00	\$ 45,407.81
Murtagh, Rosemary #	\$ 58,525.00	\$ 500.00	\$59,025.00	\$ 57,775.00	\$ 500.00	\$ 58,275.00	\$ 55,430.00	\$ 500.00	\$ 55,930.00
O'Neill, Jennifer	\$ 45,430.00	\$ 500.00	\$45,930.00	\$ 44,550.00	\$ 500.00	\$ 45,050.00	\$ 43,630.00	\$ 500.00	\$ 44,130.00
Rusinski, Brielle *	\$ 57,890.00	\$ 500.00	\$58,390.00	\$ 55,420.00	\$ 500.00	\$ 55,920.00	\$ 53,280.00	\$ 500.00	\$ 53,780.00
Scott, Wanda	\$ 58,525.00	\$ 500.00	\$59,025.00	\$ 57,775.00	\$ 500.00	\$ 58,275.00	\$ 57,025.00	\$ 500.00	\$ 57,525.00
Shahid, Faiza	\$ 58,525.00	\$ 500.00	\$59,025.00	\$ 57,775.00	\$ 500.00	\$ 58,275.00	\$ 57,025.00	\$ 500.00	\$ 57,525.00
Strickhart, James	\$ 57,890.00	\$ 500.00	\$58,390.00	\$ 55,420.00	\$ 500.00	\$ 55,920.00	\$ 53,280.00	\$ 500.00	\$ 53,780.00
Watson, Janet Cantore	\$ 71,440.00	\$ 500.00	\$71,940.00	\$ 69,190.00	\$ 500.00	\$ 69,690.00	\$ 66,895.00	\$ 500.00	\$ 67,395.00
Williamson, JaLisa	\$ 43,567.00	\$ 500.00	\$44,067.00	\$ 42,339.00	\$ 500.00	\$ 42,839.00	\$ 41,166.00	\$ 500.00	\$ 41,666.00
* 2018-19 prorated 12/10/18-6/30/19									
^ 2018-19 prorated 1/1/19-6/30/19									
# 2020-21 prorated 7/1/20-11/30/20									

C. Employment of Part-Time Personnel – 2020-21 School Year

The Board of Education approved employment of the following part-time personnel for the 2020-21 school year:

Performing Arts – Theater Arts

Alison Mingle Musical Director \$ 35.00/hour (11-310-100-101-11-0000)  
(September-November 2020 [updated not to exceed 100 hours])

D. Extra-Curricular Appointment – 2020-21 School Year

The Board of Education approved the following for extra-curricular activities for the 2020-21 school year as follows:

Patricia Morales Morning Duty Monitor \$16.00/day  
(replacing M. McAnally)

Suspension of any activity is at the discretion of the Board of Education. In the event that there is a cancellation or an extended period of time when athletics, clubs or activities are not permitted any stipends for that impacted period of time shall not be paid and/or prorated accordingly.

E. School Business/Professional Development Travel

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. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## F. Home Instruction

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education provided home instruction to student ID #999005587. Instruction will be provided for approximately 18 days for a maximum of ten (10) hours per week.

Ms. Rachel Miller and Ms. Wenny Susana will be the instructors at a rate of \$41.00/hour. (shared)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## G. District Nursing Services Plan

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education adopted the district's Nursing Services Plan for the 2020-21 school year pursuant to NJAC 6A:16-2.1(b) and NJAC 6A:16-2.1(a)10.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## H. School Self-Assessment for Determining Grades Under the Anti-Bullying Bills of Rights Act

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education approved submission of the Statement of Assurances for School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act to the NJDOE.

- Dr. Harttraft stated that Maria Johnson, Director of Pupil Services, will give an update in the Superintendent Update section.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## I. Renewal of the Memorandum of Agreement Between Education and Law Enforcement Officials and Renewal of Addendum A to the Memorandum of Agreement Between Education and Law Enforcement Officials Live Streaming/Police Access to School District Security Cameras

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education renewed the Memorandum of Agreement Between Education and Law Enforcement Officials (2019/Revisions) and Addendum A to the Memorandum of Agreement Between Education and Law Enforcement Officials Live Streaming/Police Access to School District Security Cameras.

- Dr. Harttraft noted the annual review meeting was recently held in Trade Wins.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

J. SCVTS/Prestige Medical Solutions Agreement

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education renewed the Agreement between Somerset County Vocational & Technical Schools and Prestige Medical Solutions effective July 1, 2020 through June 30, 2022.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items K and L as follows:

K. 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 #2.

- 1620 – Administrative Employment Contracts
- 1648 – Restart and Recovery Plan
- 2431 – Athletic Competition
- R2431.1 – Emergency Procedures for Sports and Other Athletic Activity
- 6440 – Cooperative Purchasing
- 7440/R7440 – School District Security
- 7450 – Property Inventory
- 7510/R7510 – Use of School Facilities
- 8420 – Emergency and Crisis Situations
- 8561 – Procurement Procedures for School Nutrition Programs

L. Board Policies and Regulations – First Reading

The Board of Education approved the following policies and regulation at this first reading as they appear on Addendum #3.

- 1648.02 – Remote Learning Options for Families
- 1648.03 – Restart and Recovery Plan – Full-Time Remote Instruction
- 5330.05/R5330.05 – Seizure Action Plan

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

Superintendent’s Update

- HIB Report - 0 cases submitted for October Board review; 0 YTD
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
100620201	11	Out	10	10/01/2020-10/14/2020	Misconduct

- Student Enrollment Report

Enrollment Report - October 1, 2020	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	84	91	87	90	352
Shared-Time Students Enrolled	105	86	80	71	342
Totals	189	177	167	161	694

- School Self-Assessment for Determining HIB Grades 2019-20 – M. Johnson

<b>HIB Grade for School Year</b>	2019-20
<b>HIB Grade for Publishing</b>	72
HIB Programs	14/15
Training on Policy	14/15
Staff Training	14/15
C&I on HIB	6/6
HIB Personnel	8/9
HIB Incident Reporting Procedures	6/6
HIB Investigative Procedures	12/12
HIB Reporting	5/6
Note: 78 is highest possible grade	

- Program Updates:

- Integrated Technology Systems (ITS) program is continuing remotely with 8 students; 2 in Hybrid mode and 6 on remote.
- Linkages received County funding for providing mental health services to students through March 2021; no word on DHS School Based State funding.
- SkillsUSA (State-level) program was to commence October 1<sup>st</sup>; no word on DOE State funding to continue this program.
- Anti-Violence Week: Linkages collaborated with Photography teacher, Deborah Gichan to develop activities and showcase student work.
- Wellness Committee: Linkages - Elaine Howe, Cathy Bladt, and Donna Lenox and TOPS program staff Chris Lemongelli, Johanna Scholl, Cristina Perrone and Brandon Kornbluh are conducting bi-monthly meetings for staff to increase resources for coping with COVID related stressors.
- Securing our Children’s Future Bond Act/Career & Technical Education Program Expansion Grant- Efforts are underway to secure county support for application submission.
- Safety and Security (crisis) Pandemic Response Committee resumed work this month.
- Academic and Career and Technical Education (CTE) updates
  - Culinary Arts students resumed preparing staff lunches, Graphic Arts is continuing to produce signs, stickers and banners indicating preventative COVID requirements, which are posted throughout our buildings.
  - Construction teacher, Gerald Marzetta, is gaining CE certification to enhance structured learning experiences for students.
  - Supervisors, Jaime Morales and Rob Carrig, are working collaboratively with Haley Brown, Administrative Secretary, to streamline the CE and SLE program paperwork using a new technology system.

- Main office staff, Linda Caterinicchia, Amy Patryn and Susan Santiago implemented new visitor protocols for student and staff safety.
- ASVAB and PSAT testing was offered via much collaboration and coordination of administrators, school counselors, pupil services department and main office support staff. Logistics were jointly addressed by Susan Santiago, Jennifer O'Neill and Haley Brown.
- Science teachers, Johanna Scholl, Pratima Patel, and CTE Health Occupations instructor Kim Vasaturo, participating on the Post-secondary education subcommittee, charged with increasing 2 year and 4 year college linkages. In addition, they gathered supplies to provide student kits needed for labs while on remote instruction.
- Science department received the Student 2 Science Lab grant through an ongoing partnership with Sanofi scientists.
- Electrical teacher, Michael McClain, and Agricultural teacher, Erik Fargo, developed Zoom lessons for synchronous learning. Instructors from construction cluster, Robert Setlock, Gerald Mazzetta, and Michael McClain redesigned the electrical construction booth for hands-on instruction and visual lessons for remote learners.
- Some CTE teachers are navigating in-person and remote instruction by using promethean boards and webcams. Remote students are paired with in-person students to enhance engagement.
- Auto Body teacher, George Byrd, reconfigured his shop to meet the needs of the remote learners while providing hands-on instruction.
- Health Occupations teacher, Kim Vasaturo, added additional credentialing opportunities for CPR, EMR and CAN certification for students who missed out last year.
- Cosmetology students through teacher, Julie Francis, used common household items to do hands on learning and remain current. Additional Zoom lessons were developed and made available for students with scheduling problems.
- Reopening Update
  - The district in 4<sup>th</sup> week of Hybrid in-person instruction. 80% of students are participating in the hybrid model.
  - The district is working with the local health department and medical staff to assess any close contacts from cases originating in sending districts and/or potential family exposure.
  - Some staff are working remotely, requiring additional coordination, cooperation, and reassigning of responsibilities where possible.
  - Special Education staff are addressing amendments to student IEPs; in-class support instructors have been providing additional modifications and accommodations.
  - Megan O'Reilly-Welsh, Social Studies teacher, provided multiple trainings and workshops for hosting Zoom sessions and effective use of the platform.
  - Professional development school model (PDS) enabled SCVTS to deliver additional PD through the professors-in-residence from William Paterson University.
  - Health and Physical Education classes have been revamped to include social distancing protocols.
  - PLCs are continuing to be better utilized since the COVID instructional adjustments were made.
- Mr. Hyncik left the meeting at 5:30 p.m.

## Submission of Bills – October 2020

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved the bills list for October 2020 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. Hyncik	absent	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## Report of the School Business Administrator/Board Secretary

## A. Reports A-148 and A-149 – September 2020

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of September 2020 and the Treasurer of School Monies for the month of September 2020, 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 #4)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	absent	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## B. Budget Transfers – September 2020

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved the September 2020 transfers as they appear on Addendum #5.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	absent	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## C. Three Year Comprehensive Maintenance Plan

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved submission of the Three Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #6.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	absent	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	



## New Business

- None

## Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held  
 November 23, 2020  
 5:00 p.m.  
 Somerset County Vocational & Technical Schools  
 14 Vogt Drive  
 Bridgewater, New Jersey 08807

- The Annual Reorganization Meeting will be held on Monday, November 2, 2020 at 5:00 p.m.

Remarks from the Public - 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.

- Fred Kinzler expressed his concern with the increase in the student parking fee as the students are only in school two days per week.
- Christina Sawyer questioned if the Integrated Technology Systems program is on track and what is being done about the Department of Education approval process. Dr. Harttraft stated the program is under review for next year and will continue for this year.
- Andrew Coslit requested that all of the correspondence received by the board of education be read out loud at the board of education meetings.
- Meredith Hoyer is concerned that students from Bridgewater-Raritan High School are not allowed to attend SCVTHS and that she did not receive any communication nor was there information posted on our district website about her child not being able to attend SCVTHS. She also asked if there are plans to offer a summer semester for missed instruction.
- Mr. Kinzler asked why a live show is not being presented in the high school auditorium. Dr. Harttraft responded that the State is limiting indoor capacity for an indoor event, Sheila Sullivan, dance instructor spoke about the difficulty in planning a performance given the current uncertainty.
- Ann Marie Clancy has concerns about the Integrated Technology Systems program.

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

- This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- The general nature of matters to be discussed relates to litigation and SCVTEA negotiations. Action may or may not be taken.
- 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.
- It is anticipated that the items discussed will be made public when the matters discussed are resolved.

## Closed Session

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education went into closed session at 6:17 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	absent	
Mr. Laveve	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## Open Session

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education went into open session at 6:58 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	absent	
Mr. Lalevee	X	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	absent	

## Adjournment

On motion by Mr. St. Pierre seconded by Ms. Wilkins and passed, the meeting adjourned at 7:00 p.m.

Raelene Sipple  
Business Administrator/Board Secretary

School Business/Professional Development Travel  
October 26, 2020

ADDENDUM #1

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
October 28, 2020	Lee Ann Alves Denise Gotti	\$279.00/each	\$0	Strengthening Online Instruction for Students with Special Needs	Virtual/online

# POLICY GUIDE

ADMINISTRATION

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Administrative Employment Contracts

Sept 20

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[See POLICY ALERT Nos. 182, 184, 188 and 221]

## 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

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

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

In counties where there is no Executive County Superintendent, **an Executive County Superintendent from another county shall be designated by the Commissioner to** ~~or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall~~ review and approve all above contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of ~~these~~ **the** contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

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



# POLICY GUIDE

ADMINISTRATION  
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Administrative Employment Contracts

## ~~{Select One Option~~

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

~~\_\_\_\_\_ Although the public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts and contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured, the Board may issue a public notice and/or hold a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.}~~

**In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.**

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

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



# POLICY GUIDE

ADMINISTRATION

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Administrative Employment Contracts

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

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

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the **school** district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.



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5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.



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9. ~~No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.~~ **No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:**
- a. **A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.**
  - b. **The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.**
  - c. **A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.**
  - d. **The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.**





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10. ~~No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.~~ **No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.**
11. **No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.**
1211. ~~No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee shall not cannot be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall can include a provision of a dedicated driver or chauffeur.~~
1312. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.



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1413. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a **regionally duly accredited college or university institution of higher education** as defined in **applicable regulations N.J.A.C. 6A:9-2.1**. No contract shall include a provision for assistance, or tuition reimbursement, or for additional compensation for graduate school coursework, unless ~~the such~~ coursework culminates in the acquisition of a graduate degree conferred by a **regionally duly accredited college or university institution of higher education** as defined in **applicable regulations N.J.A.C. 6A:9-2.1**.

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

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

**N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11**  
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



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[See POLICY ALERT No. 221]

## 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

#### 1. Transportation

- a. If the school district is providing transportation services on a ~~district-owned~~ school bus, ~~but is unable to maintain social distancing~~, a face covering must be worn **by all students** upon entering the school bus **unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**

- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.



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- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

## 2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
  - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
  - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - (3) Results must be documented when signs/symptoms of COVID-19 are observed.



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- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
  - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
  - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are **required** ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is ~~also~~ necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.



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- d. Exceptions to the Requirement for Face Coverings
- (1) Doing so would inhibit the individual's health.
  - (2) The individual is in extreme heat outdoors.
  - (3) The individual is in water.
  - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
  - (5) The student is under the age of two, **due to the and could risk of suffocation.**
  - (6) **During the period a student is eating or drinking.**
  - (7) **Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).**
  - (8) **The student is engaged in high intensity aerobic or anaerobic activities.**
  - (9) **Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.**
  - (10) **When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.**



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[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

### 3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

### 4. Wraparound Supports

#### a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

### 5. Contact Tracing



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- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

## B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

### 1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.





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- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.
  - (1) Special Education and English Language Learners (ELL)
    - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
    - (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

## 2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.



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- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

## C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

### 1. School Funding

#### a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

#### b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

#### c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.



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- D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning
1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities
    - a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.
  2. Professional Learning
    - a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.
      - (1) Professional Learning
        - (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.
      - (2) Mentoring and Induction
        - (a) The school district shall ensure:
          - (i) All novice provisional teachers new to the district be provided induction;
          - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
          - (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;



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- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

### (3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

### 3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



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c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

**Memorandum – New Jersey Governor and Department of Education –  
Conditions for Learning – Health and Safety – August 3, 2020**

Adopted:



# POLICY GUIDE

## Appendices

The school district must attach **provisions of the attached** Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan ~~here as required by this~~ **are included in** Policy 1648.



## Appendix C

### Critical Area of Operation #3 – Transportation Ventilation systems

#### Student Transportation

Students are required to be transported to vocational schools by each student's sending district. Students will be advised of their home district's busing protocols and encouraged to comply (see below).

#### Social Distancing on School Bus Procedures to Reduce the Spread of Contagion

- To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.
- Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;
- Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so (such as having sufficient time between routes);

SCVTS is planning in-person instruction for 50% of their total student population, using an A/B schedule. Efforts are being made to reduce each sending district's capacity to 50% where practicable. This will contribute to ensuring social distancing can occur on each bus.

SCVTS has one bus and one van that is used for transporting students during the day. Proper cleaning and sanitizing protocols are in place for vehicles to be cleaned and disinfected each day after each use.

#### Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

## Appendix E

### Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

SCVTS has developed protocols in consultation with the Local Health Department (LHD) addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:

#### Screening Procedures for Students and Staff

- Staff will be required to sign in each day attesting to their compliance with morning temperature checks before leaving home, and cooperating with intermittent checks during the day as practicable. Staff will also attest each day to being symptom free before coming to the workplace.
- Health checks will be done safely and respectfully according to privacy laws and regulations.
- Results will be documented when signs and symptoms of COVID-19 are observed.
- Any screenings will take into account the student's disability and any need for accommodations.
- Parents and students over the age of eighteen will attest to complying with requirements to take temperatures each day prior to leaving for school and submitting to temperature checks upon entry as practicable.
- Daily attestations will include admission that the student is symptom free and has not traveled to any state deemed a "hot spot" whereas quarantine is required by a Governor's executive order. These circumstances are not static and attestations will be updated to include changes.

#### Protocols for Symptomatic Students and Staff

- SCVTS will have an isolation room/area (such as a cot in the corner of a classroom that can be used to isolate a sick child, ensure that there is enough space for multiple people placed at least 6 feet apart (in the case that there are multiple persons involved).
- Persons will be isolated in a separate room while they wait to be picked up or until they can leave on their own. The district will ensure that they have hygiene supplies available including face covering, facial tissues, and alcohol based hand rub.
- Staff who are monitoring the student or staff member with symptoms should wear a cloth face mask and practice social distancing.
- Health departments are working on metrics to be considered for closure of schools regarding exposure rates as they monitor these rates.

#### Protocols for Face Coverings/ PPE

- Students and staff will be required to wear face coverings in the classroom and in public places where others are present. The following exceptions will be in effect:
  - Doing so would inhibit the individual's health
  - Individual is in extreme heat outside
  - The individual is in water
  - A student's documented medical condition or disability precludes the use of face coverings



- The students proximity to dangerous tools, supplies or equipment would increase risk of hazards if a face covering was worn. In these cases, a shield is recommended and 6' distancing will be observed where practical.
- Visitors will only be permitted in the school building by appointment with the Administration.
- Masks for all visitors and contracted workers are required when in open/public places.
- Sanitizing stations will be available in each classroom and at entrances/exits and toilet rooms.

## Appendix F

### Critical Area of Operation #6 - Contact Tracing

SCVTS will be working with local Health Departments to perform contact tracing to identify close contacts. School nurses will likely be the liaison with contact tracers. Administration and teachers will work with the school nurses to determine or communicate with the local Health Department representatives and with the school physician.

## Appendix G

### Critical Area of Operation #7 - Facilities Cleaning Practices

#### Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

Routinely cleaning and disinfecting surfaces and objects that are frequently touched as follows:

- Sanitizing bathrooms;
- Classroom desks and chairs;
- Lunchroom tables and chairs;
- Door handles and push plates;
- Handrails;
- Kitchens and bathrooms;
- Light switches;
- Handles on equipment (e.g. athletic equipment);
- Buttons on vending machines and elevators;
- Shared telephones;
- Shared desktops;
- Shared computer keyboards and mice;
- Drinking fountains;
- School bus seats and windows

Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.

Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). In addition:

- Limiting the number of students who can enter at once in order to avoid crowds;
- Designating staff members to enforce limited capacity and avoid overcrowding;
- Installing no-touch foot pedal trash cans, if possible;
- Propping doors open to avoid touching handles; and
- Including appropriate signage about the benefits of handwashing.

Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;

Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;

Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom;
  - Entrances and exits of buildings;
  - Near lunchrooms and toilets.
- For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
  - Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);
  - Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
  - Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:

- Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
- Provide a certification that, before the route commenced, the required was process completed as required.
- The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
- These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.

Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;

Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;

On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.

Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.

Placing physical barriers, such as plastic flexible screens, in high traffic areas where social distancing cannot be maintained.

Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

- Close off areas used by a sick person and do not use before cleaning and disinfection;
- Wait 4 to 24 hours before cleaning and disinfecting;
- Open outside doors and windows to increase air circulation in the area; and
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

## Appendix K

### Academic, Social, and Behavioral Supports/Technology

#### Resources for Technology Procedures & Support/ Communication of resources

- Online resources and guides on website (special remote learning section)
- Surveys to parents/students/faculty/staff
- Principal's weekly InstantAlert messages
- Student Handbook
- Emails to parents/school community
- Physical packets to start the year
- NJDOE - The Road Back - Restart and Recovery Plan

#### Technology Support

- Tech Support online request
- Tech Support hotline for offsite support
- Online Resources for teaching and learning
- Moodle
- Technology PLC
- Workshops
- Professional Development

#### In-person training/PD for online teaching

- Zoom (Supervisor of Learning Technology)
- Google Classroom (Teacher Leaders)
- Teaching and learning online
- Online resources

#### Staff Resources to Support Online Learning

- Staff Issued Chromebooks
- GoGuardian
- WeVideo
- Flipgrid
- Online educational content
- Genesis

#### Technology Device Sanitization

- Alcohol and water solution - Safe for most tech equipment
- UV sanitization
- Classroom disinfecting wipes
- Relocation of Main Office attendance kiosk
- Daily cleaning of Interactive boards
- Classroom misting sanitization

## Advantages of 1-to-1 take home

- Laptops - high touch surfaces
- Enhance student instruction
- Device equitability / standard platform
- Hot spots purchased for students without internet or availability of public wi-fi

## One-to-One Chromebook - Logistics

- Full Time - 1:1 take home
  - ~350 Chromebooks assigned
- Share Time
  - ~200 Chromebooks remain in class for Share Time and backup usage
- Cases for Chromebooks - Quantity 350 (None available)
- Devices distributed during English class sections - 4 days total
  - Provide Avery labels - help identify device
  - Provide sign out sheets to teachers
- Genesis - Chromebook check out flag
- Student tech support - Cafeteria - first week(s)

## Prep for 1:1 - Task List

- Clean and sanitize all Chromebooks
- Verify full operation and functionality
- Configure at home filtering
- Update all devices
- Dismantle Chromebook carts and chargers
- Prepare inventory lists

## Deliver to distribution classrooms

## Behavioral Supports

Three areas of Wellness to be addressed for reopening;

1. Staff support and education
2. Student support and intervention
3. Climate and culture

Teacher/Staff PD prior to school starting for students with the focus being on sharing concerns, feelings, and ideas regarding returning to school and working with students under restrictions. This will start a dialogue that will be supportive of each other and validating concerns they may have. Teachers/staff need to take care of themselves first before taking care of students. Smaller break out groups will be offered after PD for discussions on the Self Awareness and Self Management areas in a smaller more personal setting.

Staff training will also include strategies in working with students upon reopening

- Identifying students with prior risk factors such as anxiety, depression, etc.
  - In classroom reflection/discussion with students regarding their concerns or experiences related to the quarantine/COVID
  - Providing resources to students

Develop a Staff Wellness PLC/Group 1x per week to provide continued support staff

- Cultivate and encourage peer leaders and peer support groups
- Climate and Culture.
- Provide resource information and supportive messages throughout the school, announcements, in classrooms, etc.



## Appendix N

### Scheduling of Students

Plans to assess and update student enrollment and attendance policies are being made based on DOE guidance. At the close of the previous year, attendance policies were relaxed so that students would not be penalized given the various circumstances existing for device acquisition and internet inaccessibility.

This year it is expected that all students will have equal access to devices and the internet. Although timing of access will differ among families, SCVTS expects that its attendance procedures will be flexible enough to accommodate such variations during remote instructional days.

Using the guidance of the NJDOE, teachers will take attendance during assigned teaching periods:

- Daily attendance will be generated during the student's first period class of the day.
- Daily attendance, for the share time students who attend in the afternoon session, will be generated during period 7.
- Teachers will take attendance during each period of in-person instruction.
- During virtual instruction, teachers will record student attendance the next in-person teaching day when students provide the teacher with the work assigned while in remote instruction.

Parent communications:

- Periodic parent surveys have been generated and sent to parents to solicit feedback for returning to school

Student schedules:

- Master teaching schedules are being created with the following in mind:
  - Student and faculty arrival/dismissal schedules,
  - bus schedules,
  - lunch schedules for staff and students, and;
  - bell schedules with social distancing guidelines and facility access control in mind.

SCVTHS will generate an A-Day/B-Day schedule.

- A-Days (M & W)
- B-Days (T & Th)
- Alternating A-Day/B-Days (F)
- No changes in arrival/dismissal schedules to date.
- Staggered arrival/dismissal times are in discussion depending on teacher availability

The goal is to have 50% of the student population in each classroom to accommodate social distancing practices.

- Academic classrooms have been measured and it has been determined that 11-15 students will comfortably fit in each classroom.
- Classrooms with desks can accommodate up to 15 students.
- Classrooms with tables can accommodate up to 11 students.

SCVTHS will move to a 1:1 chromebook system:

- Full time students will be issued a chromebook during their English classes.
- The "Appropriate Use of Technology Form" will be updated to reflect the 1:1 chromebook system.
- Chromebooks will be updated and appropriate software will be uploaded to each for safety measures.
- Classroom chromebook carts will be modified to accommodate at least 5 chromebooks in the event students forget to bring their school issued chromebook to school
- Sanitizing protocols will be in effect if the classroom chromebooks are used.

Student & Teacher Handbooks:

- Updates will include NJDOE & CDC guidance for social distancing and mask protocol.
- Training of new teachers and substitutes will be provided prior to the start of the new school year.

## Appendix O

### Staffing

#### Staffing Guidance:

- Surveys are being generated to assess the staffing needs of the district.
- Interviews are conducted virtually.
- District administrators will take into consideration staff needs, possible accommodations and legal requirements to deal with return to work (labor) issues and problems.

# POLICY GUIDE

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Athletic Competition  
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[See POLICY ALERT Nos. 102, 120, 139, 157, 164, 168, 196,  
198, 208, 215 and 221]

## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. ~~Game activities and practice sessions~~ **Sports and other athletic activities** provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity **in accordance with N.J.A.C. 6A:32-9.1(d) and (e)**.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:



# POLICY GUIDE

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Athletic Competition

## [For School Districts with High School Students and NJSIAA Athletics]

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.]

## [Home School Options for High School Students and NJSIAA Athletics]

\_\_\_\_\_ Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]

## [Options for School Districts with Elementary and Middle School Students]

2. \_\_\_\_\_ A student in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding \_\_\_\_\_ (semester, marking period, or other).

\_\_\_\_\_ A student in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in school district sponsored programs of athletic competition if he/she \_\_\_\_\_

\_\_\_\_\_ Home schooled children in grades \_\_\_\_\_ through \_\_\_\_\_ are (  eligible  not eligible) to participate in school district sponsored programs of athletic competition of this district.]



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Athletic Competition

## [Options for All Students

3.  A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 4 school days in the ( \_\_\_ school year  marking period \_\_\_ semester \_\_\_ other \_\_\_\_\_ ) prior to the student commencing participation in school district sponsored programs of athletic competition.

A student who is absent (  with an excused absence \_\_\_ with an unexcused absence) for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an ( \_\_\_ in-school \_\_\_ out-of-school  in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]

## [Optional

*Keep*

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.]

Notice of the school district's eligibility requirements shall be available to students.

## Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.



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The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. 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. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

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. The health findings of this medical examination shall be maintained as part of the student's health record.

## Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.



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Athletic Competition

**[Required for School Districts with any of the Grades Six through Twelve**

**The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.**

**The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.]**

~~The Superintendent or designee shall prepare and present to the Board for its approval procedures for the emergency treatment of~~ **responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity.** ~~injuries and disabilities that occur in the course of any athletic program or activity. Emergency~~ **These** procedures shall be reviewed **annually, updated as necessary, not less than once in each school year** and shall be disseminated to appropriate staff members.

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.





# POLICY GUIDE

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Athletic Competition

**[For School Districts with High School Students and NJSIAA Athletics**

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events.]

**[District may choose one of the following options if above is included:**

and may inform the Board of changes in that schedule.

and shall request Board approval of any changes in the schedule.]

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; **18A:40-41.11**

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; **6A:32-9.1**

Adopted:



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Emergency Procedures for **Sports and Other**  
~~Athletic Practices and Competitions Activity~~

Sept 20

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[See POLICY ALERT Nos. 139, 198 and 221]

R 2431.1 EMERGENCY PROCEDURES FOR SPORTS AND  
OTHER ATHLETIC PRACTICES AND  
COMPETITIONS ACTIVITY

A. Definitions

1. **“Athletic Activity” means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities** ~~“Programs of athletic competition” means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.~~
2. **“Health personnel” means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, the licensed athletic trainer, and members of the first aid squad or ambulance team.**
3. **“Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where 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 such parental rights have not been terminated by a court of appropriate jurisdiction.**



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## Emergency Procedures for **Sports and Other Athletic Practices and Competitions Activity**

4. ~~“Student” means a student enrolled in this district and a student enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.~~

### B. Precautions

1. All coaches, including assistant coaches, **and all staff who supervise sports and other athletic activity** will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.
2. Athletic coaches **or supervising staff members** are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.
3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Student athletes shall be required to report promptly to the athletic coach **or supervising staff member** any injury ~~or disability~~ occurring to the student himself/herself or to another student.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, including but not limited to, the **licensed** athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Superintendent.



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Emergency Procedures for **Sports and Other  
Athletic Practices and Competitions Activity**

**[Required for School Districts with any of the Grades Six through Twelve  
And Optional for School Districts without any Grades Six through Twelve**

**C. Emergency Action Plan and Procedures**

- 1. The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.**
  
- 2. The following emergency action plan procedures shall be established and implemented whenever a student athlete is seriously injured when participating in sports or other athletic activity or disabled in the course of an athletic practice or competition sponsored by this district. The emergency action plan shall include the following:**
  - a. A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;**
  
  - b. Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the emergency action plan and a description of their respective responsibilities;**
  
  - c. Identification of the activity location or venue;**
  
  - d. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and**



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Emergency Procedures for **Sports and Other  
Athletic Practices and Competitions Activity**

- e. **A description of the proper procedures to be followed after a student sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.**
3. **The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.**
4. **The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:**
- a1. **The athletic coach or supervising staff member shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.**
  - b2. **If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach or supervising staff member shall administer such first aid as may be necessary.**
  - c3. **If the student's injury or disability requires more than routine first aid, the athletic coach or supervising staff member shall:**
    - (1)a. **Summon emergency personnel by calling 911; or**
    - (2)b. **Arrange for the student's transportation to the nearest hospital or the office of the school physician medical inspector.**



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Emergency Procedures for **Sports and Other  
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- d4. The athletic coach or **supervising staff member** ~~his/her designee~~ shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) or ~~legal guardian(s)~~ of the student's injury or ~~disability~~ and the condition and location of the student.
- e5. An injured or ~~disabled~~ student who has been transported away from school premises must be accompanied by the athletic coach or **supervising staff member**, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach or **supervising staff member**.

56. These emergency procedures ~~shall~~ **may** be followed when the injured or ~~disabled~~ student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.]

## D. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually and updated as necessary and shall be disseminated to appropriate staff members.

### ED. Reports

1. The athletic coach or **supervising staff member** shall complete and file a report of every injury or ~~disability~~ that occurs to a student in the course of his/her participation in **sports or other athletic activity** ~~the athletic program of this district~~, regardless of the severity of the injury or ~~disability~~. The report shall include:



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Emergency Procedures for **Sports and Other**  
~~Athletic Practices and Competitions~~ Activity

- a. The date of the incident;
  - b. The name, age, **and** grade level, ~~and gender~~ of each injured ~~or disabled~~ student;
  - c. The district in which the student is enrolled;
  - d. The name and district of each student involved in the incident;
  - e. A narrative account of the incident;
  - f. A detailed description of the injury ~~or disability~~;
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the student;
  - h. The place, if any, to which the student was taken and the persons who accompanied the student; and
  - i. ~~A memorandum of~~ **How** the notice **was provided** given to the student's parent(s) ~~or legal guardian(s)~~.
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
  3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
  4. A copy of each report of an incident of student injury ~~or disability~~ that occurs in the course of **the sport or other** athletic activities shall be maintained by the ~~athletic director~~ **Principal or designee**, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The ~~athletic director~~ **Principal or designee** shall report the findings of his/her analysis to the Superintendent **on an annual basis** ~~at the close of each sport season~~.



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5. The parent(s) ~~or legal guardian(s)~~ of each injured ~~or disabled~~ student will be given assistance in the completion and filing of insurance claim forms.

## FE. Readmission to Athletic Activities

A student who sustains a serious or potentially life-threatening injury while participating in a ~~injured or disabled in the course of sport or an other~~ athletic activity will be permitted to **resume** ~~participate in~~ athletic competition ~~only on the~~ **upon submission of written permission medical clearance** ~~of from the student's medical home, which shall be subject to review by school district health personnel the school medical inspector or designated team doctor, who must first examine the student to determine his/her fitness to participate in athletics.~~ Written notice of that determination, **approved** ~~signed~~ by the school **health personnel** ~~medical inspector or designated team doctor~~ as appropriate, shall be given to the student's parent(s) ~~or legal guardian(s)~~.

The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

Adopted:





# POLICY GUIDE

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Cooperative Purchasing  
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[See POLICY ALERT Nos. 144, 168 and 221]

## 6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing tends to ~~may~~ maximize the value received for each dollar spent. The **Board of Education Administration** is encouraged to seek savings that may accrue to ~~this~~ **the school** district by means of joint agreements for the purchase of goods or services with the governing body of ~~any~~ the municipality or ~~the~~ county within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

For the purpose of this Policy, A “cooperative pricing system” means is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own needs **quantities** and for the **estimated quantities submitted by the individual registered members** ~~prices to be extended to registered members, and notifies them of the bid prices awarded.~~ The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, A—“joint purchasing system” means is a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for



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**its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor. ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~**

**For the purpose of this Policy, "lead agency" means the contracting unit which is responsible for the management of the cooperative purchasing system.**

**For the purpose of this Policy, "registered members" means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.**

**A ~~"cooperative purchasing system" is either a joint purchasing or cooperative pricing system.~~**

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the **provision and performance of goods or services ~~purchase of work, materials or supplies~~** shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The **School Business Administrator/Board Secretary \_\_\_\_\_** is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

**In accordance with the provisions of N.J.S.A. 18A:18A-12, a ~~No~~ cooperative or joint purchase agreement(s) shall be entered into by resolution adopted ~~may be entered without Board approval by each participating Board of Education, municipality, or county, and shall set forth of an agreement that specifies the categories of goods or services to be provided or performed work, materials and supplies to be purchased;~~ the manner of advertising for bids and the awarding of contracts; the method ~~by which~~ of payment will be made by each participating**



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Cooperative Purchasing

Board of Education, municipality or county, and such other matters terms deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

**In accordance with the provisions of N.J.S.A. 18A:18A-14.2,** the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3.**

**For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4,** any party to such a contract for joint operation of electronic data processing services may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.



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Cooperative Purchasing

In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such **contract agreement**, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-10 11 through 14  
N.J.S.A. 40A:11-1 et seq.  
N.J.A.C. 5:34-7  
N.J.A.C. 6A:23-7.423A-21.5

Adopted:



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[See POLICY ALERT Nos. 96, 214, 217, 218 and 221]

## 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.

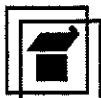
The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities 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, 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 copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

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.

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. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in



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accordance with the provisions of N.J.S.A. 18A:17-43.2. 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.

**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:



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[See POLICY ALERT Nos. 96, 214, 217, 218 and 221]

## R 7440 SCHOOL DISTRICT SECURITY

### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.



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## B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.





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3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
  4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
1. School staff members will be provided access to a school building using the school's key control system as follows:
    - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
      - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
      - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
  2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person



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unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.

3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.
- D. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)
1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.
  2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.
  3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.
  4. The alarm shall not be audible within the school building.
  5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:
    - a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and
    - b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.



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6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

## E. Staff Member Responsibilities

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



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

## F. School Safety Specialist

1. 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.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.



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4. 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.

## G. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.
2. Anytime law enforcement agents are summoned in accordance with G.1. above, the Superintendent will be notified as soon as possible.

## H. Annual School Safety Audit for Each School Building

1. **The district shall annually conduct a school safety audit for each school building using the checklist developed by the New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education pursuant to section H.2. below.**
  - a. **The district shall submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the Department of Education in accordance with the provisions of N.J.S.A. 18A:41-14.a.**





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[See POLICY ALERT No. 221]

## 7450 PROPERTY INVENTORY

~~As steward of this district's school property,~~ The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained ~~property~~ records.

~~The Board shall conduct~~ **The district shall maintain** a complete inventory by physical count of all district-owned equipment and ~~supplies through a perpetual inventory.~~

~~For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$500 as a single unit, and does not lose its identity when incorporated into a more complex unit.~~

**For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:**

- 1. It retains its original shape, appearance, and character with use;**
- 2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;**
- 3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and**
- 4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.**



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Property Inventory

**Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.**

The **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory, ~~to determine loss, mislocation, or depreciation;~~ **A any major loss shall be reported to the Board.**

Property records of ~~consumable~~ supplies shall be maintained on a continuous inventory basis. **An item should be classified as a “supply” if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.**

The **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

~~N.J.A.C. 6:20-4.3~~ **New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition**

Adopted:





# POLICY

## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the Somerset County Vocational and Technical Schools belong to the people of the county who provide the funds to establish maintain and operate the school. The Board of Education accepts the responsibility for making its facilities available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Director of Buildings and Grounds, Principal and Business Administrator. The Board and/or Superintendent reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

Requests will be made on a first come, first served basis. In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal governments within Somerset County:
  - a. Recreation Departments
  - b. Senior Citizen Groups
  - c. Other municipal groups
4. Board of Education approved business partners;
5. Governmental agencies;
6. Somerset County community organizations formed for charitable, civic, social, or educational purposes. Non-profit organizations whose majority of participants are residents of Somerset County;
7. Community political organizations;
8. Community church groups;

The use of school facilities will not be granted for: (a) The advantage of any commercial or profit-making organization, with the narrow exception of Board approved business partners, (b) partisan political activity, (c) private or social function, or (d) any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. All indoor activities must be terminated by 10:00 p.m. or by the time custodial coverage for the evening is completed. All outdoor activities must be terminated at dusk or as otherwise provided for by municipal ordinance.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no items of equipment may be used except by a qualified operator.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations as specified in items # 1 and #2 above shall be without cost, except that the use of facilities by groups encompassed under #2 shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school facilities as specified in items #3 - #8 above shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use, and shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance

with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

**The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.**

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted:

# REGULATION

## 7510 USE OF SCHOOL FACILITIES

### A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, III, IV, or V users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and staff service costs. Class I users include the following organizations and individuals:
  - Uses and groups directly related to the schools and the operations of the school, including student and teacher groups
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and staff service costs. Class II users include the following organizations and individuals:
  - Uses and organizations indirectly related to the schools, including P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
  - Department and agencies of municipal government within Somerset County;
  - Board of Education approved business partners;
3. Class III users may use school district facilities only on payment of a use fee and charges for custodial and staff service costs. Class III users include the following organizations and individuals:
  - Other governmental agencies;
  - Community organizations formed for charitable, civic, social, or educational purposes;
  - Community political organizations;
  - Community church groups;
4. No other organizations or individuals will be permitted to use school facilities.

## B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the Director of Buildings and Grounds' office.
2. Applications for use of facilities by any group other than school sponsored activities are to be submitted to the Director of Buildings and Grounds at least 45 days prior to the event.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

## C. Approval

1. The Director of Buildings and Grounds will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Director of Buildings and Grounds will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Director of Buildings and Grounds will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Principal and Business Administrator for final approval or for referral to the Board for requests that may be approved only by the Board.

4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use Monday through Saturday. School facilities are not normally available for use on Sunday and other public holidays without the expressed written authorization of the Business Administrator.
  - b. School facilities are available for use only during the hours of 2:30 p.m. and 10:00 p.m. weekdays and 8:00 a.m. and 10:00 p.m. on Saturday. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
  - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Director of Buildings and Grounds will determine the classification (I, II, or III) of the applicant organization and the fees and service costs, if any, to be charged for the use of the facility. This information will be provided to the applicant.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Director of Buildings and Grounds of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Director of Buildings and Grounds of a canceled use at least five (5) working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000/\$3,000,000 for liability, personal injury and property damage coverage and name Somerset County Vocational & Technical Schools, its elected and appointed officers, agents, employees and volunteers as additional insureds.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.  
For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property
  - a. The user will not damage, destroy or deface school property. The facility shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
  - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
  - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.



- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

### 3. Uses Must be Properly Supervised

- a. A staff member of the school's maintenance department must be on duty during the entire time a use occurs. The staff member is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The staff member is paid by the Board and may not accept gratuities from users. If the staff member is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the staff member will be compensated accordingly by the district.

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

F. Fees Charged

1. The Director of Buildings and Grounds will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at least twenty (20) working days in advance of the use and is payable immediately.
2. Payment must be received by the Director of Buildings and Grounds before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the Business Administrator.
3. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b:
  - a. Custodial costs:
 

\$35/hour – Monday-Saturday
\$50/hour – Sunday & Holidays
  - b. Other staff service costs:
 

\$ 300 - technical sound and lighting
(Based on 6 hours) \$ 360 – maintenance
Other–TBD by Business Administrator

4. Facility Usage Fee Schedule

**Schedule is based on a four-hour block. Additional hours will be pro-rated.**

<u>Facility</u>	<u>Fee</u>
Auditorium	\$1,000
Gymnasium	\$ 500
Cafeteria	\$ 300
Athletic Field	\$ 300
Classroom/Vocational Shop/Dance Studio	\$ 240
Technology Center	\$ 800
Parking Lot	\$ 300

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

1. **In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.**
2. **It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.**
3. **The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.**
  - a. **The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.**

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[See POLICY ALERT Nos. 140, 172, 189, 191 and 221]

## 8420 EMERGENCY AND CRISIS SITUATIONS

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

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

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

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

**The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's**



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**practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.**

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

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

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

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

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.; **18A:41-7**

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

Adopted:



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[See POLICY ALERT Nos. 215, 216, 217 and 221]

**[SCHOOL DISTRICTS NOT PARTICIPATING IN A UNITED STATES DEPARTMENT OF AGRICULTURE'S (USDA) SCHOOL NUTRITION PROGRAMS ARE NOT REQUIRED TO ADOPT POLICY 8561.]**

## 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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

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

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

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



# POLICY GUIDE

A. General Procurement

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

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

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

B. **Micro-Purchase Procedures**

Micro-Purchases (2 CFR 200.67):

1. **Public/Charter Schools**

**Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.**



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## 2. Non-Public Schools

~~Non-Public Schools Only~~ Purchases of supplies or services, within the **Federal** micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by **2 CFR 200.67** ~~48 CFR 2.101~~) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

## 3. Formal bid procedures will be applied on the basis of:

**[Choose one or more of the following:**

- centralized system;
- individual school;
- multi-school system; and/or
- State contract.]

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

### CB. Formal Procurement

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

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.





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2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. **Contract period for the base year and renewals as permitted;**
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;



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- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve ~~minority and~~ **small and minority businesses, women's business enterprises, and labor surplus area firms**;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits **under a cost reimbursement FSMC contract** to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;:
  - (1) **Termination for cause and convenience – contracts in excess of \$10,000;**
  - (2) **Equal Opportunity Employment – “federally assisted construction contracts”;**
  - (3) **Davis-Bacon Act – construction contracts in excess of \$2,000;**
  - (4) **Contract work Hours and Safety Standards – contracts in excess of \$100,000;**
  - (5) **Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);**



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- (6) **Clean Air Act – contracts in excess of \$150,000;**
  - (7) **Debarment and Suspension – all Federal awarded contracts;**
  - (8) **Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and**
  - (9) **Contracts must address administrative, contractual , or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
  - l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
  - m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
  - n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
  - o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);



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- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);



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- y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, **including specific instructions for prior approval and documentation of utilization of non-domestic food products only; and**
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.; **and**
  - aa. **The Board of Education's Electronic Signature Policy.**
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, **questions may be sent to the School Business Administrator/Board Secretary.** ~~interpretation will be provided in writing to all potential bidders by~~ ~~†The School Business Administrator/Board Secretary or designee's~~ **response and will be provided in writing to all potential bidders within 10 days. specify the deadline for all questions.**
- a. The School Business Administrator/Board Secretary will be responsible for **providing responses to questions and** securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.



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7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
  - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
  - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.



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- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

#### **DC. Small Purchase Procedures**

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.



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7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

## **ED.** Noncompetitive Proposal Procedures

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

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.





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5. ~~Non Public Schools Only~~— The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the **applicable Federal or State Federal** micro-purchase threshold (~~2 CFR 200.67~~) to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

#### FE. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.



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## GF. Emergency Purchases

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

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

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met **and considered as one source of pricing in addition to other prices**:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;



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- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

## III. Records Retention

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



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- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

## Jl. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.



# POLICY GUIDE

## OPERATIONS

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### Procurement Procedures for School Nutrition Programs

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

#### **KJ.** Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.



# POLICY GUIDE

OPERATIONS

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Procurement Procedures for School  
Nutrition Programs

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018



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Procurement Procedures for School  
Nutrition Programs

## APPENDIX

### FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART

THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.

#### NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS

AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
<b>SMALL PURCHASE QUOTATION PROCEDURES</b>		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
<b>FORMAL PROCUREMENT</b>		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		

#### NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS

AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
<b>FORMAL PROCUREMENT</b>		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

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

Adopted:



# POLICY GUIDE

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Seizure Action Plan  
Sept 20  
M

[See POLICY ALERT No. 221]

## 5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:





# REGULATION GUIDE

STUDENTS  
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Sept 20  
M

[See POLICY ALERT No. 221]

## R 5330.05 SEIZURE ACTION PLAN

### A. Definitions (N.J.S.A. 18A:40-12.34)

1. "Individualized emergency health care plan" means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student's health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse.
2. "Individualized health care plan" means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student's health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.
3. "School" means an elementary or secondary public school located within this State.
4. "School employee" means a person employed by a school district.
5. "Seizure action plan" means a comprehensive document provided by the student's physician, advanced practice nurse, or physician's assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.



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Seizure Action Plan

- B. Annual Submission of Student's Seizure Action Plan (N.J.S.A. 18A:40-12.35)
1. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student's seizure action plan.
  2. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Education written authorization for the provision of epilepsy or seizure disorder care.
  3. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and as necessary in the event there is a change in the health status of the student.
  4. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:
    - a. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;
    - b. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
    - c. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
    - d. Accommodations for school trips, after-school activities, class parties, and other school-related activities;



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Seizure Action Plan

- e. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;
  - f. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;
  - g. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
  - h. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.
5. The Superintendent or designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.
  6. The training required pursuant to B.5. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.
- C. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36)
1. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or designee shall provide the driver with:
    - a. A notice of the student's condition;
    - b. Information on how to provide care for epilepsy or the seizure disorder;



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Seizure Action Plan

- c. Emergency contact information;
  - d. Epilepsy and seizure disorder first aid training; and
  - e. Parent contact information.
- D. Release to Share Medical Information (N.J.S.A. 18A:40-12.37)
- 1. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
    - a. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Adopted:



# POLICY GUIDE

ADMINISTRATION  
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Remote Learning Options for Families  
Sept 20  
M

[See POLICY ALERT No. 221]

## 1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
  - 1. All students are eligible for full-time remote learning.



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ADMINISTRATION

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Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

## B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 7 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.

2. The student may only begin full-time remote learning

**[Choose one or more of the following:**

     at the beginning of the school year.

     at the beginning of a marking period.

     at the beginning of a mid-year semester.

within 5 school days after receiving written approval of the Principal or designee.]

3. The written request for the student to receive full-time remote learning shall include:

- a. The student's name, CTE program, school, and grade;



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Remote Learning Options for Families

- b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
  - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
  - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
  - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
    - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
  5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.



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Remote Learning Options for Families

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within 7 calendar days of receiving the parent's written request.
    - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning
1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
    - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
    - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
    - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).





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Remote Learning Options for Families

- (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
  - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services
1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 7 calendar days before the student is eligible for in-person services.
  2. A student is only eligible to transition from full-time remote learning to in-person services commencing

**[Choose one or more of the following:**

\_\_\_ at the beginning of the school year.

\_\_\_ at the beginning of a marking period.

\_\_\_ at the beginning of a mid-year semester.

within 5-10 school days after receiving written approval of the Principal or designee,] *in order to arrange for sending district transportation*



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Remote Learning Options for Families

3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
- a. The student's name, <sup>CTE program</sup> school, and grade;
  - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
  - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

**[Choose one or more of the following:**

\_\_\_ one marking period in remote learning before being eligible to transition into the school district's in-person program.

\_\_\_ one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.

X 5-10 school days in remote learning before being eligible to transition into the school district's in-person program.] *in order to arrange for sending district transportation.*

- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.



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ADMINISTRATION

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Remote Learning Options for Families

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

## E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
  - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

## F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



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Remote Learning Options for Families

- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
  - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
  - c. Scope and expectations of full-time remote learning in accordance with C. above;
  - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
  - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:  
“Clarifying Expectations Regarding Fulltime Remote Learning  
Options for Families 2020-2021”

Adopted:



# POLICY GUIDE

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1648.03/page 1 of 3  
Restart and Recovery Plan – Full-Time  
Remote Instruction  
Sept 20  
M

[See **POLICY ALERT No. 221**]

## 1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;



# POLICY GUIDE

## ADMINISTRATION

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### Restart and Recovery Plan – Full-Time Remote Instruction

2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;
3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district’s first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLs).



# POLICY GUIDE

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Restart and Recovery Plan – Full-Time  
Remote Instruction

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



10/1 10:47am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2020

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ASSETS AND RESOURCES

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

101	Cash in bank		\$5,550,605.84
121	Tax levy receivable		\$8,129,171.00
	Accounts receivable:		
132	Interfund	\$140,705.35	
141	Intergovernmental - State	\$1,359,793.84	
143	Intergovernmental - Other	\$131,704.17	
			\$1,632,203.36

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

301	Estimated Revenues	\$14,966,430.00	
302	Less Revenues	(\$13,392,413.91)	
			\$1,574,016.09

Total assets and resources

\$16,885,996.29

=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2020

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LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$31,336.25
TOTAL LIABILITIES		\$31,336.25
		=====

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	\$9,783,091.96	
754	Reserve for Encumbrance - Prior Year	\$48,851.45	
Reserved fund balance:			
760	Reserved Fund Balance	\$2,687,265.21	
601	Appropriations	\$15,913,972.98	
602	Less : Expenditures	\$2,409,112.12	
603	Encumbrances	\$9,831,943.41 (\$12,241,055.53)	
		\$3,672,917.45	
Total Appropriated		\$16,192,126.07	
--- U n a p p r o p r i a t e d ---			
770	Unreserved Fund Balance -	\$1,519,983.97	
303	Budgeted Fund Balance	(\$857,450.00)	

TOTAL FUND BALANCE		\$16,854,660.04
TOTAL LIABILITIES AND FUND EQUITY		\$16,885,996.29
		=====

Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2020

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,913,972.98	\$12,241,055.53	\$3,672,917.45
Revenues	(\$14,966,430.00)	(\$13,392,413.91)	(\$1,574,016.09)
	\$947,542.98	(\$1,151,358.38)	\$2,098,901.36
Less: Adjust for prior year encumb.	(\$90,092.98)	(\$90,092.98)	
Budgeted Fund Balance	\$857,450.00	(\$1,241,451.36)	\$2,098,901.36
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$857,450.00	(\$1,241,451.36)	\$2,098,901.36
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$857,450.00	(\$1,241,451.36)	\$2,098,901.36
	=====	=====	=====

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 3 Month Period Ending 09/30/2020

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,537,868.00	\$11,963,851.91		\$1,574,016.09
3XXX	From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,966,430.00	\$13,392,413.91		\$1,574,016.09
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,013,921.01	\$198,507.78	\$1,483,978.44	\$331,434.79
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,756,410.80	\$170,791.46	\$2,523,092.92	\$1,062,526.42
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$86,645.00	\$0.00	\$500.00	\$86,145.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$160,888.82	\$14,091.88	\$72,361.17	\$74,435.77
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-211-XXX	Attendance and Social Work Services	\$37,695.00	\$15,185.05	\$0.00	\$22,509.95
11-000-213-XXX	Health Services	\$212,172.74	\$38,286.45	\$154,661.71	\$19,224.58
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$6,000.00	\$988.00	\$2,400.00	\$2,612.00
11-000-218-XXX	Guidance	\$859,378.07	\$148,877.19	\$574,936.08	\$135,564.80
11-000-219-XXX	Child Study Teams	\$234,064.52	\$46,406.39	\$178,761.30	\$8,896.83
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$410,260.00	\$111,699.24	\$292,887.72	\$5,673.04
11-000-222-XXX	Educational Media Serv/School Library	\$50,524.00	\$3,928.49	\$36,423.11	\$10,172.40
11-000-223-XXX	Instructional Staff Training Services	\$73,017.00	\$22,611.38	\$1,130.00	\$49,275.62
11-000-230-XXX	Supp. Serv.-General Administration	\$814,344.39	\$221,207.64	\$451,731.10	\$141,405.65
11-000-240-XXX	Supp. Serv.-School Administration	\$778,010.36	\$202,056.99	\$553,852.25	\$22,101.12
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$962,970.00	\$263,767.16	\$632,479.87	\$66,722.97
11-000-261-XXX	Require Maint. for School Facilities	\$1,028,087.27	\$208,347.10	\$465,966.21	\$353,773.96
11-000-262-XXX	Custodial Services	\$995,441.00	\$30,726.68	\$764,234.08	\$200,480.24
11-000-263-XXX	Care and Upkeep of Grounds	\$18,000.00	\$0.00	\$0.00	\$18,000.00
11-000-266-XXX	Security	\$136,555.00	\$14,278.44	\$225.00	\$122,051.56
11-000-270-XXX	Student Transportation Services	\$114,234.00	\$4,380.30	\$39,422.70	\$70,431.00
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$2,870,516.00	\$692,974.50	\$1,602,899.75	\$574,641.75
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$15,619,134.98	\$2,409,112.12	\$9,831,943.41	\$3,378,079.45
		=====	=====	=====	=====

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 3 Month Period Ending 09/30/2020

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$67,000.00	\$0.00	\$0.00	\$67,000.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$227,838.00	.00	.00	\$227,838.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$294,838.00	\$0.00	\$0.00	\$294,838.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,913,972.98	\$2,409,112.12	\$9,831,943.41	\$3,672,917.45
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 3 Month Period Ending 09/30/2020

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,545,425.00	\$20,222.50	\$1,525,202.50
1XXX	Miscellaneous	\$70,000.00	\$21,186.41	\$48,813.59
	TOTAL	\$13,537,868.00	\$11,963,851.91	\$1,574,016.09
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3140	Vocational Expansion Stabilization Aid	\$301,771.00	\$301,771.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$92,740.00	\$92,740.00	.00
	TOTAL	\$1,428,562.00	\$1,428,562.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,966,430.00	\$13,392,413.91	\$1,574,016.09
		=====	=====	=====

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 3 Month Period Ending 09/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,833,988.00	\$174,866.44	\$1,454,389.76	\$204,731.80
11-140-100-500 Other Purch. Serv. (400-500 series)	\$36,650.00	\$15,669.83	\$3,162.50	\$17,817.67
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$10,200.00	\$2,200.00	.00	\$8,000.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,885,988.00	\$192,736.27	\$1,457,552.26	\$235,699.47
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$3,055,662.80	\$315,352.83	\$2,454,556.29	\$285,753.68
11-3XX-100-106 Other Sal. For Instruction	\$68,000.00	\$2,000.10	\$0.00	\$65,999.90
11-3XX-100-320 Purchased Prof.-Ed. Services	\$276,415.00	(\$176,954.00)	\$300.00	\$453,069.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$68,062.00	\$4,074.70	\$11,745.04	\$52,242.26
11-3XX-100-610 General Supplies	\$256,173.00	\$13,484.06	\$50,439.59	\$192,249.35
11-3XX-100-640 Textbooks	\$16,798.00	\$11,239.27	\$0.00	\$5,558.73
11-3XX-100-800 Other Objects	\$15,300.00	\$1,594.50	\$6,052.00	\$7,653.50
TOTAL	\$3,756,410.80	\$170,791.46	\$2,523,092.92	\$1,062,526.42
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$52,820.00	.00	.00	\$52,820.00
11-401-100-500 Purchased Services (300-500 series)	\$12,725.00	.00	.00	\$12,725.00
11-401-100-600 Supplies and Materials	\$14,500.00	.00	\$500.00	\$14,000.00
11-401-100-800 Other Objects	\$6,600.00	.00	.00	\$6,600.00
TOTAL	\$86,645.00	\$0.00	\$500.00	\$86,145.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$85,074.72	\$6,268.68	\$18,806.04	\$60,000.00
11-402-100-500 Purchased Services (300-500 series)	\$39,104.10	\$1,972.10	\$31,896.00	\$5,236.00
11-402-100-600 Supplies and Materials	\$14,310.00	\$806.10	\$3,178.53	\$10,325.37
11-402-100-800 Other Objects	\$22,400.00	\$5,045.00	\$18,480.60	(\$1,125.60)
TOTAL	\$160,888.82	\$14,091.88	\$72,361.17	\$74,435.77
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$28,945.00	\$7,236.30	.00	\$21,708.70
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,000.00	\$7,948.75	.00	\$51.25
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$250.00	.00	.00	\$250.00
11-000-211-600 Supplies and Materials	\$250.00	.00	.00	\$250.00
11-000-211-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$37,695.00	\$15,185.05	\$0.00	\$22,509.95
--- Health services ---				
11-000-213-100 Salaries	\$186,508.00	\$36,087.92	\$149,144.76	\$1,275.32

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-300 Purchased Prof. & Tech. Svc.	\$15,904.74	\$1,849.63	\$1,055.11	\$13,000.00
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$260.00	.00	.00	\$260.00
11-000-213-600 Supplies and Materials	\$9,000.00	\$258.90	\$4,461.84	\$4,279.26
11-000-213-800 Other Objects	\$500.00	\$90.00	.00	\$410.00
TOTAL	\$212,172.74	\$38,286.45	\$154,661.71	\$19,224.58
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$6,000.00	\$988.00	\$2,400.00	\$2,612.00
TOTAL	\$6,000.00	\$988.00	\$2,400.00	\$2,612.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$462,559.08	\$76,522.32	\$382,764.06	\$3,272.70
11-000-218-105 Sal Secr. & Clerical Asst.	\$122,400.00	\$29,799.96	\$89,399.88	\$3,200.16
11-000-218-11X Other Salaries	\$200,118.99	\$26,974.98	\$80,924.94	\$92,219.07
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$38,050.00	\$15,098.75	.00	\$22,951.25
11-000-218-500 Other Purchased Services (400-500 series)	\$26,650.00	.00	\$21,700.00	\$4,950.00
11-000-218-600 Supplies and Materials	\$9,600.00	\$481.18	\$147.20	\$8,971.62
TOTAL	\$859,378.07	\$148,877.19	\$574,936.08	\$135,564.80
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$173,729.52	\$28,787.93	\$143,924.64	\$1,016.95
11-000-219-105 Sal Secr. & Clerical Asst.	\$46,530.00	\$11,357.46	\$34,072.38	\$1,100.16
11-000-219-320 Purchased Prof. - Ed. Services	\$1,000.00	.00	.00	\$1,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,700.00	\$5,656.00	.00	\$44.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$3,205.00	\$405.00	\$0.00	\$2,800.00
11-000-219-600 Supplies and Materials	\$3,100.00	.00	\$544.28	\$2,555.72
11-000-219-800 Other Objects	\$800.00	\$200.00	\$220.00	\$380.00
TOTAL	\$234,064.52	\$46,406.39	\$178,761.30	\$8,896.83
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$232,274.00	\$56,588.64	\$169,765.92	\$5,919.44
11-000-221-104 Salaries Other Prof. Staff	\$115,761.00	\$40,010.22	\$77,820.66	(\$2,069.88)
11-000-221-105 Sal Secr. & Clerical Asst.	\$58,525.00	\$14,631.24	\$43,893.72	\$0.04
11-000-221-500 Other Purchased Services (400-500 series)	\$2,800.00	\$469.14	\$1,407.42	\$923.44
11-000-221-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$410,260.00	\$111,699.24	\$292,887.72	\$5,673.04
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$36,630.00	\$3,548.00	\$31,932.00	\$1,150.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,100.00	.00	.00	\$1,100.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$8,364.00	\$380.49	\$4,491.11	\$3,492.40
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$50,524.00	\$3,928.49	\$36,423.11	\$10,172.40
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,992.00	\$12,431.38	.00	\$36,560.62

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$11,000.00	\$10,000.00	\$500.00	\$500.00
11-000-223-500 Other Purchased Services (400-500 series)	\$12,525.00	\$180.00	\$630.00	\$11,715.00
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$73,017.00	\$22,611.38	\$1,130.00	\$49,275.62
--- Support services-general administration ---				
11-000-230-100 Salaries	\$406,451.00	\$102,375.00	\$298,169.70	\$5,906.30
11-000-230-331 Legal Services	\$90,226.89	\$3,521.25	\$36,705.64	\$50,000.00
11-000-230-332 Audit Fees	\$38,939.00	.00	.00	\$38,939.00
11-000-230-334 Architectural/Engineering Services	\$4,750.00	\$2,362.50	\$2,275.00	\$112.50
11-000-230-339 Other Purchased Prof. Svc.	\$19,866.50	\$2,917.50	\$8,574.00	\$8,375.00
11-000-230-340 Purchased Tech. Services	\$5,700.00	\$4,735.00	.00	\$965.00
11-000-230-530 Communications/Telephone	\$65,500.00	\$138.50	\$41,712.94	\$23,648.56
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,500.00	.00	.00	\$3,500.00
11-000-230-590 Other Purchased Services	\$147,500.00	\$80,106.50	\$62,842.50	\$4,551.00
11-000-230-610 General Supplies	\$4,000.00	\$411.96	.00	\$3,588.04
11-000-230-630 BOE In-House Training/Meeting Supplies	\$250.00	.00	.00	\$250.00
11-000-230-890 Misc. Expenditures	\$20,661.00	\$17,889.68	\$1,451.32	\$1,320.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$814,344.39	\$221,207.64	\$451,731.10	\$141,405.65
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$210,230.88	\$52,557.72	\$157,673.16	.00
11-000-240-104 Salaries Other Prof. Staff	\$315,554.40	\$78,888.60	\$236,665.80	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$197,630.00	\$49,032.42	\$147,097.26	\$1,500.32
11-000-240-500 Other Purchased Services	\$24,500.00	\$1,447.38	\$11,552.62	\$11,500.00
11-000-240-600 Supplies and Materials	\$24,095.08	\$14,215.87	\$863.41	\$9,015.80
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
TOTAL	\$778,010.36	\$202,056.99	\$553,852.25	\$22,101.12
--- Central Services ---				
11-000-251-100 Salaries	\$377,588.00	\$94,363.44	\$283,090.32	\$134.24
11-000-251-330 Purchased Prof. Services	\$7,600.00	\$1,661.40	\$4,801.90	\$1,136.70
11-000-251-340 Purchased Technical Services	\$27,000.00	\$13,381.00	\$13,469.00	\$150.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$3,000.00	.00	.00	\$3,000.00
11-000-251-600 Supplies and Materials	\$6,000.00	\$1,748.04	\$18.68	\$4,233.28
11-000-251-89X Other Objects	\$4,100.00	\$751.01	.00	\$3,348.99
TOTAL	\$425,288.00	\$111,904.89	\$301,379.90	\$12,003.21
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$435,230.00	\$108,807.18	\$326,421.54	\$1.28
11-000-252-500 Other Pur Serv. (400-500 series )	\$56,952.00	\$16,814.79	\$4,275.43	\$35,861.78
11-000-252-600 Supplies and Materials	\$45,500.00	\$26,240.30	\$403.00	\$18,856.70
TOTAL	\$537,682.00	\$151,862.27	\$331,099.97	\$54,719.76
TOTAL Cent. Svcs. & Admin IT	\$962,970.00	\$263,767.16	\$632,479.87	\$66,722.97
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$534,375.00	\$118,382.02	\$349,413.12	\$66,579.86



Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-420 Cleaning, Repair & Maint. Svc	\$418,264.08	\$76,709.62	\$92,052.94	\$249,501.52
11-000-261-610 General Supplies	\$62,448.19	\$6,214.72	\$22,492.15	\$33,741.32
11-000-261-800 Other Objects	\$13,000.00	\$7,040.74	\$2,008.00	\$3,951.26
TOTAL	\$1,028,087.27	\$208,347.10	\$465,966.21	\$353,773.96
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$488,074.00	\$39,839.45	\$448,234.00	\$0.55
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$8,256.70	\$26,543.30	\$30,200.00
11-000-262-520 Insurance	\$91,000.00	\$51,174.00	\$39,826.00	.00
11-000-262-621 Energy (Natural Gas)	\$90,000.00	(\$42,265.80)	\$88,462.89	\$43,802.91
11-000-262-622 Energy (Electricity)	\$261,367.00	(\$26,277.67)	\$161,167.89	\$126,476.78
TOTAL	\$995,441.00	\$30,726.68	\$764,234.08	\$200,480.24
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$17,000.00	.00	.00	\$17,000.00
11-000-263-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$18,000.00	\$0.00	\$0.00	\$18,000.00
--- Security ---				
11-000-266-100 Salaries	\$127,555.00	\$14,278.44	.00	\$113,276.56
11-000-266-300 Purchased Prof. & Tech. Svc.	\$5,000.00	.00	\$225.00	\$4,775.00
11-000-266-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$136,555.00	\$14,278.44	\$225.00	\$122,051.56
TOTAL Oper & Maint of Plant Services	\$2,178,083.27	\$253,352.22	\$1,230,425.29	\$694,305.76
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$53,803.00	\$4,380.30	\$39,422.70	\$10,000.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$931.00	.00	.00	\$931.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$9,000.00	.00	.00	\$9,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$45,000.00	.00	.00	\$45,000.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$2,000.00	.00	.00	\$2,000.00
11-000-270-610 General Supplies	\$3,000.00	.00	.00	\$3,000.00
11-000-270-800 Misc. Expenditures	\$500.00	.00	.00	\$500.00
TOTAL	\$114,234.00	\$4,380.30	\$39,422.70	\$70,431.00
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$2,321.90	\$8,361.38	\$3,136.72
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$49,371.39	\$209,602.80	\$23,225.81
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$327,405.00	\$342.30	\$4,262.70	\$322,800.00
11-XXX-XXX-250 Unemployment Compensation	\$33,591.00	\$7,304.70	\$26,195.30	\$91.00
11-XXX-XXX-260 Workman's Compensation	\$212,000.00	\$106,000.00	\$106,000.00	.00
11-XXX-XXX-270 Health Benefits	\$1,849,500.00	\$519,561.11	\$1,248,277.51	\$81,661.38
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$67,000.00	\$8,073.10	\$200.06	\$58,726.84
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,870,516.00	\$692,974.50	\$1,602,899.75	\$574,641.75

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2020

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Total Undistributed Expenditures	\$9,601,269.35	\$2,025,721.00	\$5,752,010.88	\$1,823,537.47
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,491,201.97	\$2,403,340.61	\$9,805,517.23	\$3,282,344.13
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,491,201.97	\$2,403,340.61	\$9,805,517.23	\$3,282,344.13

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
--- E Q U I P M E N T ---				
Undistributed expenses				
12-000-100-730 Instruction	\$17,000.00	.00	.00	\$17,000.00
12-000-252-730 Admin. Info. Tech.	\$50,000.00	.00	.00	\$50,000.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$67,000.00	\$0.00	\$0.00	\$67,000.00
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$227,838.00	.00	.00	\$227,838.00
Sub Total	\$227,838.00	\$0.00	\$0.00	\$227,838.00
TOTAL	\$227,838.00	\$0.00	\$0.00	\$227,838.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$294,838.00	\$0.00	\$0.00	\$294,838.00

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,786,039.97	\$2,403,340.61	\$9,805,517.23	\$3,577,182.13

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10

For 3 Month Period Ending 09/30/2020

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

9/30/20  
Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-140-100-320-03-0000-	PURCHASED PROF ED SE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11-140-100-320-16-0000-	PURCHASED SERVICES	\$ 12,500.00	\$ 0.00	\$ 0.00	\$ 12,500.00
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 8,387.80	\$ 0.00	\$ 0.00	\$ 8,387.80
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,450.00	\$ 746.56	\$ 4,468.22	\$ 235.22
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 1,000.00	\$ 0.00	\$ 589.11	\$ 410.89
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 11,660.00	\$ 1,703.17	\$ 5,876.48	\$ 4,080.35
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 950.00	\$ 93.45	\$ 275.49	\$ 581.06
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 750.00	\$ 0.00	\$ 499.85	\$ 250.15
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 1,391.21	\$ 109.25	\$ 1,281.96	\$ 0.00
11-140-100-610-03-0007-	SUPPLIES - HEALTH /	\$ 525.00	\$ 0.00	\$ 0.00	\$ 525.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAP	\$ 5,000.00	\$ 195.58	\$ 173.53	\$ 4,630.89
11-140-100-610-03-0009-	SUPPLIES - ART	\$ 3,000.00	\$ 0.00	\$ 2,999.07	\$ 0.93
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 3,300.00	\$ 0.00	\$ 1,232.41	\$ 2,067.59
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 49,500.00	\$ 0.00	\$ 9,030.06	\$ 40,469.94
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 12,750.00	\$ 1,844.50	\$ 0.00	\$ 10,905.50
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
11-140-100-800-03-0000-	OTHER OBJECTS	\$ 3,419.00	\$ 760.00	\$ 0.00	\$ 2,659.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,850.00	\$ 319.00	\$ 0.00	\$ 7,531.00
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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10/1 10:47am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/20

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$28,954.02)
	Accounts receivable:		
141	Intergovernmental - State	\$11,711.40	
142	Intergovernmental - Federal	(\$2,192.79)	
			\$9,518.61
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$612,516.00	
302	Less Revenues	(\$88,447.00)	
			\$524,069.00
	Total assets and resources		\$504,633.59
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/20

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$5,370.65
481	Deferred revenues	\$810.23
	Other current liabilities	\$127.15
		\$6,308.03
	TOTAL LIABILITIES	\$6,308.03

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	\$225,583.63
601	Appropriations	\$612,516.00
602	Less: Expenditures	\$114,190.44
603	Encumbrances	\$225,583.63    (\$339,774.07)
		\$272,741.93
	TOTAL FUND BALANCE	\$498,325.56
	TOTAL LIABILITIES AND FUND EQUITY	\$504,633.59



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 3 Month Period Ending 09/30/20

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$108,889.00	.00		\$108,889.00
3XXX	From State Sources	\$186,278.00	\$88,018.00		\$98,260.00
4XXX	From Federal Sources	\$317,349.00	\$429.00		\$316,920.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$612,516.00	\$88,447.00		\$524,069.00
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:					
	Other Local Projects (001-199)	\$108,889.00	.00	\$19,846.00	\$89,043.00
		-----	-----	-----	-----
TOTAL LOCAL PROJECTS		\$108,889.00	\$0.00	\$19,846.00	\$89,043.00
STATE PROJECTS:					
	Vocational education (331-360)	\$99,659.00	\$13,466.94	\$66,148.38	\$20,043.68
	Other State Projects (431-449)	\$86,619.00	\$61,602.18	\$17,667.00	\$7,349.82
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$186,278.00	\$75,069.12	\$83,815.38	\$27,393.50
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$65,825.00	\$15,331.56	\$485.93	\$50,007.51
	I.D.E.A. Part B (Handicapped)	\$83,936.00	\$7,769.00	\$52,185.00	\$23,982.00
	NCLB Title II - Part A/D	\$11,922.00	\$515.00	\$3,634.00	\$7,773.00
	NCLB Title IV	\$10,000.00	.00	.00	\$10,000.00
	Vocational Education	\$100,000.00	\$429.00	\$59,674.00	\$39,897.00
	CARES Act Education Stabilization Fund	\$45,666.00	\$15,076.76	\$5,943.32	\$24,645.92
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$317,349.00	\$39,121.32	\$121,922.25	\$156,305.43
		-----	-----	-----	-----
*** TOTAL EXPENDITURES ***		\$612,516.00	\$114,190.44	\$225,583.63	\$272,741.93
		=====	=====	=====	=====

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 3 Month Period Ending 09/30/20

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$108,889.00	\$0.00	\$108,889.00
	-----	-----	-----
Total Revenues from Local Sources	\$108,889.00	\$0.00	\$108,889.00
	=====	=====	=====
--- STATE SOURCES ---			
3290 Recovery High School Access Grant	\$86,619.00	\$86,619.00	.00
32XX Other Restricted Entitlements	\$99,659.00	\$1,399.00	\$98,260.00
	-----	-----	-----
Total Revenue from State Sources	\$186,278.00	\$88,018.00	\$98,260.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$65,825.00	.00	\$65,825.00
4451-55 Title II	\$11,922.00	.00	\$11,922.00
4471-74 Title IV	\$10,000.00	.00	\$10,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$83,936.00	.00	\$83,936.00
4430-39 Vocational Education	\$100,000.00	\$429.00	\$99,571.00
4530			
4530 CARES Act Education Stabilization Fund	\$45,666.00	.00	\$45,666.00
	-----	-----	-----
Total Revenues from Federal Sources	\$317,349.00	\$429.00	\$316,920.00
	=====	=====	=====
<b>TOTAL REVENUES/SOURCES OF FUNDS</b>	<b>\$612,516.00</b>	<b>\$88,447.00</b>	<b>\$524,069.00</b>
	=====	=====	=====

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 3 Month Period Ending 09/30/20

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
Federal Projects:				
-- Instruction --				
20-477-100-101 Salaries of Teachers	\$2,200.00	\$10,428.08	.00	(\$8,228.08)
20-477-100-300 Purchased Services	\$6,300.00	.00	.00	\$6,300.00
TOTAL Instruction	\$8,500.00	\$10,428.08	\$0.00	(\$1,928.08)
--- Support Services ---				
20-477-200-100 Salaries	\$23,600.00	.00	.00	\$23,600.00
20-477-200-200 Benefits	\$1,974.00	.00	.00	\$1,974.00
20-477-200-500 Other Purchased Services	\$1,000.00	.00	.00	\$1,000.00
20-477-200-600 Supplies and Materials	\$10,592.00	\$4,648.68	\$5,943.32	.00
TOTAL Support Services	\$37,166.00	\$4,648.68	\$5,943.32	\$26,574.00
TOTAL CARES Act Education Stabilization Fund	\$45,666.00	\$15,076.76	\$5,943.32	\$24,645.92
=====	=====	=====	=====	=====
TOTAL OTHER FEDERAL PROJECTS	\$45,666.00	\$15,076.76	\$5,943.32	\$24,645.92
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$566,850.00	\$99,113.68	\$219,640.31	\$248,096.01
T O T A L    E X P E N D I T U R E	\$612,516.00	\$114,190.44	\$225,583.63	\$272,741.93
=====	=====	=====	=====	=====

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

Special Revenue Fund - Fund 20  
For 3 Month Period Ending 09/30/20

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

9/30/20

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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10/1 10:47am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/20

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$61,135.67
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$3,444,435.85	
			\$3,444,435.85

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

301	Estimated Revenues	\$4,086,121.94	
302	Less Revenues	(\$1,379,258.84)	
			\$2,706,863.10
	 Total assets and resources		 \$6,212,434.62
			=====

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

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/20

=====

LIABILITIES AND FUND EQUITY

=====

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

402	Interfund accounts payable	\$133,578.20
		\$133,578.20
	TOTAL LIABILITIES	\$133,578.20

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	\$18,491.17
754	Reserve for encumbrances - Prior Year	\$875,373.41
601	Appropriations	\$3,885,433.60
602	Less : Expenditures	\$1,259,342.66
603	Encumbrances	\$893,864.58 (\$2,153,207.24)
		\$1,732,226.36
	Total Appropriated	\$2,626,090.94

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

770	Fund balance	\$1,179,165.18
303	Budgeted Fund Balance	\$2,273,600.30
		\$6,078,856.42

TOTAL FUND BALANCE \$6,078,856.42

TOTAL LIABILITIES AND FUND EQUITY \$6,212,434.62

=====

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 3 Month Period Ending 09/30/20

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$4,086,121.94	\$1,379,258.84		\$2,706,863.10
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$4,086,121.94	\$1,379,258.84		\$2,706,863.10
	=====	=====	=====	=====
	-----	-----	-----	-----
<b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$186,140.00	\$33,400.91	\$23,188.20	\$129,550.89
30-000-4XX-450 Construction services	\$3,699,293.60	\$1,225,941.75	\$870,676.38	\$1,602,675.47
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$3,885,433.60	\$1,259,342.66	\$893,864.58	\$1,732,226.36
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,885,433.60	\$1,259,342.66	\$893,864.58	\$1,732,226.36
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,885,433.60	\$1,259,342.66	\$893,864.58	\$1,732,226.36
	=====	=====	=====	=====



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

Capital Projects Fund - Fund 30  
For 3 Month Period Ending 09/30/20

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

9/30/20

\_\_\_\_\_  
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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**Report of the Treasurer  
to the Board of Education**

**Somerset County Vocational  
All Funds  
For Month Ended: September 30, 2020**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$5,705,619.85	\$1,174,788.54	-\$1,329,802.55	\$5,550,605.84
Special Revenue Fund (20)	-\$100,258.14	\$144,145.00	-\$72,840.88	-\$28,954.02
Capital Project Fund (30)	\$61,135.67	\$692,085.39	-\$692,085.39	\$61,135.67
Total Governmental Funds	<u>\$5,666,497.38</u>	<u>\$2,011,018.93</u>	<u>-\$2,094,728.82</u>	<u>\$5,582,787.49</u>
Summer Savings	\$0.00	\$18,473.19	\$0.00	\$18,473.19
Enterprise Fund (60) Café	\$13,454.36	\$352.45	\$0.00	\$13,806.81
Payroll Fund (70)	\$0.00	\$509,026.58	-\$509,026.58	\$0.00
Agency Fund (90)	\$0.00	\$409,415.37	-\$409,415.37	\$0.00
Total Trust & Agency	<u>\$13,454.36</u>	<u>\$937,267.59</u>	<u>-\$918,441.95</u>	<u>\$32,280.00</u>
Grand Total for all Funds	<u>\$5,679,951.74</u>	<u>\$2,948,286.52</u>	<u>-\$3,013,170.77</u>	<u>\$5,615,067.49</u> <u>\$5,615,067.49</u>

Prepared and submitted by:

\_\_\_\_\_  
Michelle Fresco, Treasurer of School Monies

\_\_\_\_\_  
10/8/2020

\_\_\_\_\_  
Date

**Somerset County Vocational Board of Ed.**  
**Expense Account Adjustment Analysis By Account#**

ADDENDUM #5

va\_exaa1.082406

09/30/2020

Current Cycle : September

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b><i>Current Appropriation Adjustments</i></b>								
11-000-221-102-03-0000-	SAL OF SUPERVISOR OF INS	September Transfers	0027	09/30/2020	RSIPPLE	\$124,019.00	(\$2,070.00)	\$121,949.00
11-000-221-104-04-0001-	CURRICULUM WRITING	September Transfers	0027	09/30/2020	RSIPPLE	\$12,000.00	\$2,070.00	\$14,070.00
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	September Transfers	0027	09/30/2020	RSIPPLE	\$14,310.00	(\$1,125.60)	\$13,184.40
11-402-100-800-03-0000-	MEMBERSHIP DUES	September Transfers	0027	09/30/2020	RSIPPLE	\$22,400.00	\$1,125.60	\$23,525.60
<b><i>Total Current Appr.</i></b>								<b><i>\$0.00</i></b>

## Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 20-- Budgeted FY21-- Projected FY 22

<u>School Name</u>	<u>19-20 Actual</u>	<u>20-21 Budgeted</u>	<u>21-22 Projected</u>
<b>Somerset County Vo-Tech</b>			
	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
	Annual service and inspection of all sys.	Annual service and Inspection of all sys.	Annual service and Inspection of all sys.
<b>Total</b>	<b>\$818,075</b>	<b>\$1,001,375</b>	<b>\$1,028,087</b>



Detailed Actual Expenditures by Year by Building Worksheet

District Name			District Number										4840
Somerset County Vocational													
			Actual Expenditure by Building										
A	B	C	G	H	I	J	K	L	M	N	O	P	Q
			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budgeted	Total
A. School Facility Name	School	Gross	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Somerset County Vocational & Technical	070	217,405	\$ 900,359	\$ 967,931	\$ 1,057,024	\$ 1,047,756	\$ 843,252	\$ 1,181,459	\$ 1,211,909	\$ 1,107,001	\$ 818,075	\$ 1,001,375	\$ 10,136,141
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<b>District Total</b>		217,405	\$ 900,359	\$ 967,931	\$ 1,057,024	\$ 1,047,756	\$ 843,252	\$ 1,181,459	\$ 1,211,909	\$ 1,107,001	\$ 818,075	\$ 1,001,375	\$ 10,136,141

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

11/18/2020  
va\_chkr8.082219

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
75717	10/08/2020	6509	Honeywell Business Solutions, Inc.	\$2,680.00
75718	10/08/2020	1666	NJ American Water	\$2,419.12
75719	10/08/2020	2665	PUBLIC SERVICE ELECTRIC &	\$961.64
* 75722	10/08/2020	10919	Southern Skyland Regional Health Insuran	\$201,721.00
75723	10/15/2020	2665	PUBLIC SERVICE ELECTRIC &	\$15,958.47
75724	10/26/2020	7477	Albert Kemperle, Inc.	\$1,556.36
75725	10/26/2020	9892	AllData	\$975.00
75726	10/26/2020	8014	American Academy of Pediatrics NJ	\$630.00
75727	10/26/2020	11408	ARC Sports	\$122.50
75728	10/26/2020	10843	Arista Trophies and Awards	\$28.14
75729	10/26/2020	7131	Atra Janitorial Supply Co., Inc.	\$1,075.20
75730	10/26/2020	10689	Breakdown Products	\$198.00
75731	10/26/2020	10258	BSN Sports	\$192.00
75732	10/26/2020	1395	Carolina Biological Supply Company	\$2,268.03
75733	10/26/2020	7339	Cascade School Supplies, Inc.	\$670.10
75734	10/26/2020	6376	CDW Government	\$15,838.50
75735	10/26/2020	5557	Cengage Learning	\$6,837.75
75736	10/26/2020	10845	ConvergeOne	\$8,088.84
75737	10/26/2020	11049	Dempsey Uniform & Linen Supply	\$206.02
75738	10/26/2020	7773	Flemington Department Store	\$154.95
75739	10/26/2020	6886	Flinn Scientific, Inc	\$762.90
75740	10/26/2020	10512	Follett School Solutions	\$4,082.24
75741	10/26/2020	5875	Grainger	\$4,091.74
75742	10/26/2020	8170	HOSA	\$342.00
75743	10/26/2020	9857	Houghton Mifflin Harcourt	\$1,573.32
75744	10/26/2020	10679	Nasco Education, LLC	\$279.64
75745	10/26/2020	9587	National Restaurant Association	\$680.00
75746	10/26/2020	10551	National Science Teachers Association	\$44.31
75747	10/26/2020	9888	NJASL	\$33.00
75748	10/26/2020	4788	Palos Sports dba School Health Corp.	\$1,100.94
75749	10/26/2020	10991	Parco Scientific Company	\$55.00
75750	10/26/2020	7695	Passaic Valley Coach Lines	\$1,400.00
75751	10/26/2020	11059	POS Nation	\$359.91
75752	10/26/2020	2622	Post Hardware	\$651.28
75753	10/26/2020	10096	Robert Griggs Plumbing & Heating	\$500.00
75754	10/26/2020	11357	Rutgers The State University of NJ	\$143.00
75755	10/26/2020	2873	Sargent Welch	\$46.88
75756	10/26/2020	2888	Scholastic, Inc.	\$219.78
75757	10/26/2020	3337	School Health Corporation	\$154.92
75758	10/26/2020	10489	School Specialty, Inc.	\$1,531.65
75759	10/26/2020	11165	School-Connect	\$500.00
75760	10/26/2020	10947	Stahls' Inc.	\$219.60
75761	10/26/2020	10988	Staples Contract & Commercial, Inc.	\$3,896.64
75762	10/26/2020	6665	Subscription Services of America, Inc.	\$530.96
75763	10/26/2020	6146	Township of Bridgewater	\$2,008.00
75764	10/26/2020	7388	Treasurer, State Of NJ	\$575.00
75765	10/26/2020	11406	Valiant National	\$89.90
75766	10/26/2020	3814	Ward's Science	\$1,270.50
75767	10/26/2020	9847	Warshauer Generator, LLC	\$1,375.00
75768	10/26/2020	7130	American Wear	\$88.00
75769	10/26/2020	9891	Atlantic A Program of DeLage Serv	\$1,858.25
75770	10/26/2020	8439	Atlantic Tomorrow's Office	\$522.03



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11/18/2020  
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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
75771	10/26/2020	5824	Automatic Data Processing	\$343.65
75772	10/26/2020	9946	Benefit Express	\$41.39
75773	10/26/2020	10351	Cablevision Lightpath, Inc	\$2,268.27
75774	10/26/2020	11025	Chem-Aqua Inc	\$384.74
75775	10/26/2020	9912	Christine Harttraft	\$113.13
75776	10/26/2020	1513	DELTA DENTAL PLAN OF	\$9,858.82
75777	10/26/2020	2092	DIFRANCESCO,BATEMAN P.C.	\$4,602.00
75778	10/26/2020	10832	East Coast Elevator, LLC	\$750.00
75779	10/26/2020	1850	Family & Community Services of	\$9,517.43
75780	10/26/2020	11381	Hanna's Mechanical Contractors, Inc	\$221,065.00
75781	10/26/2020	11256	Honeywell International	\$89,010.00
75782	10/26/2020	2855	NORTHWESTERN MUTUAL LIFE	\$1,436.13
75783	10/26/2020	8539	PITNEY BOWES( mailing system lease)	\$879.42
75784	10/26/2020	11158	Raelene Sipple	\$75.00
75785	10/26/2020	11035	Robert Wood Johnson University Hospital	\$7,088.00
75786	10/26/2020	10256	Safe Schools Integrated Pest Control	\$400.00
75787	10/26/2020	2877	Safety KleenSystems, Inc	\$1,894.94
75788	10/26/2020	10060	Thomas Wonaszek	\$83.00
75789	10/26/2020	10060	Peter Smith	\$83.00
75790	10/26/2020	10060	Emil Ferlicchi	\$166.00
75791	10/26/2020	10060	Sebastian Nieto	\$83.00
75792	10/26/2020	10060	Craig Pallatta	\$83.00
75793	10/26/2020	10060	Robert Tzetos	\$166.00
75794	10/26/2020	10060	Mitchell Sewell	\$83.00
75795	10/26/2020	10060	Tito Trejo	\$166.00
75796	10/26/2020	10060	Michael Gibbons	\$83.00
75797	10/26/2020	10060	Carlo Spilletti	\$83.00
75798	10/26/2020	10060	Kevin Harper	\$83.00
75799	10/26/2020	10043	Courier News	\$43.60
75800	10/26/2020	10090	Alan Creveling	\$200.00
75801	10/26/2020	10090	Sheila Sullivan	\$200.00
75802	10/26/2020	10854	Somerset County Treasurer	\$226.18
75803	10/26/2020	11315	United Site Services	\$134.00
75804	10/26/2020	6242	USA Architects Planners + ID	\$16,457.00
75805	10/26/2020	4787	Vent Tech	\$3,635.00
75806	10/26/2020	1251	VERIZON	\$963.07
75807	10/26/2020	8515	VERIZON BUSINESS	\$110.41
75808	10/26/2020	7866	Verizon Wireless	\$745.79
75809	10/26/2020	3191	VISION SERVICE PLAN INC.	\$2,063.46

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED CHECK(S)</b>				
<b>General Account -Check Series #1</b>				
75720	10/08/2020	10275	Erick Bowers	\$4,434.00
75721	10/08/2020	10275	John O'Neill	\$2,198.25
<b>Total Current Cycle Voided Checks</b>				<b>\$6,632.25</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED PRIOR CYCLE CHECKS</b>				
<b>General Account -Check Series #1</b>				
75639	09/28/2020	7264	Somerset County Educational Services Com	\$494.00
75711	09/28/2020	10275	John O'Neill	\$2,198.25
75712	09/28/2020	10275	Erick Bowers	\$4,434.00
				<hr/>
<b>Total Prior Cycle Voided Checks</b>				<b>\$7,126.25</b>
				<hr/>
<b>Total for General Account Check Series #1</b>				<b>\$669,236.44</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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### POSTED CHECKS

#### Agency Check -Check Series #2

20464	10/15/2020	10498	New Jersey Family Support Payment Center	\$1,225.00
20465	10/30/2020	10498	New Jersey Family Support Payment Center	\$1,225.00
20466	10/30/2020	9780	PRUDENTIAL INSURANCE	\$1,088.78
<b>Total for Agency Check Check Series #2</b>				<b>\$3,538.78</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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### POSTED CHECKS

#### Student Activity -Check Series #3

5916	10/06/2020	4272	Discount Dance Supply	\$1,136.66
5917	10/06/2020	10677	Eric Koppi	\$26.00
5918	10/06/2020	7770	Son Screen Graphics	\$77.60
5919	10/06/2020	6038	Stylist Wear	\$11.70
5920	10/09/2020	7387	SkillsUSA	\$650.00
5921	10/14/2020	8748	JAMES STICKHART	\$131.61
5922	10/28/2020	9967	Catherine Bladt	\$110.00
5923	10/28/2020	9040	East Coast Media & Printing	\$2,875.00

# Somerset County Vocational Board of Ed.

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11/18/2020  
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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED PRIOR CYCLE CHECKS</b>				
<b>Student Activity -Check Series #3</b>				
5792	08/25/2020	4272	Discount Dance Supply	\$1,169.07
5839	09/09/2020	10677	Eileen Koppi	\$26.00
				<hr/>
				<b>\$1,195.07</b>
				<hr/>
				<b>\$5,018.57</b>
<b>Total for Student Activity Check Series #3</b>				

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

11/18/2020  
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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
<b>POSTED CHECKS</b>					
<b>Hand Checks</b>					
	1686	10/26/2020	6974	Maschio's Food Services	\$4,692.36
*	10372	10/15/2020	9717	Prudential Insurance	\$541.87
	10373	10/15/2020	9773	INTERNAL REVENUE SERVICE	\$32,439.31
	10374	10/13/2020	4869	State of NJ Division of Pensions-PERS	\$17,003.64
	10375	10/13/2020	7972	State of NJ Division of Pensions-TPAF	\$53,836.21
	10376	10/22/2020	3458	STATE OF NEW JERSEY	\$1,112.38
	10377	10/23/2020	5973	SCVTS STUDENT ACTIVITY ACCOUNT	\$40.00
	10378	10/30/2020	9717	Prudential Insurance	\$278.28
	10379	10/30/2020	9773	INTERNAL REVENUE SERVICE	\$30,049.07
*	75720	10/08/2020	10275	Erick Bowers	\$4,434.00
	75721	10/08/2020	10275	John O'Neill	\$2,198.25
*	101520	10/15/2020	3099	Treasurer Somerset County	\$452,943.53
*	103020	10/30/2020	3099	Treasurer Somerset County	\$422,027.10
*	910072002	10/07/2002	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,003.64
*	910082001	10/08/2020	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$53,836.21
*	910152001	10/15/2020	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,277.74
	910152002	10/15/2020	9769	PLAN CONNECT-EQUITABLE	\$14,600.39
	910152002	10/15/2020	9771	PLAN CONNECT-MET LIFE	\$1,263.57
	910152002	10/15/2020	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$438.60
	910152003	10/15/2020	9773	INTERNAL REVENUE SERVICE	\$105,587.66
	910152004	10/15/2020	9774	NJ DIVISION OF REVENUE	\$843.14
	910152005	10/15/2020	9774	NJ DIVISION OF REVENUE	\$15,014.15
	910152006	10/15/2020	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$712.84
*	910222001	10/22/2020	9774	NJ DIVISION OF REVENUE	\$1,112.38
*	910302001	10/30/2020	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$53,628.27
	910302002	10/30/2020	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,128.21
	910302003	10/30/2020	9778	PRUDENTIAL RETIREMENT SERVICES	\$656.16
	910302004	10/30/2020	9769	PLAN CONNECT-EQUITABLE	\$14,540.58
	910302004	10/30/2020	9771	PLAN CONNECT-MET LIFE	\$1,263.57
	910302004	10/30/2020	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$438.60
	910302005	10/30/2020	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,756.96
	910302006	10/30/2020	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$714.04
	910302007	10/30/2020	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$55,800.50
	910302008	10/30/2020	9761	AFLAC	\$647.65
	910302009	10/30/2020	9761	AFLAC	\$316.30
	910302010	10/30/2020	9773	INTERNAL REVENUE SERVICE	\$97,859.56
	910302011	10/30/2020	9774	NJ DIVISION OF REVENUE	\$741.24
	910302012	10/30/2020	9774	NJ DIVISION OF REVENUE	\$14,270.45
	910302013	10/30/2020	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$712.84

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED PRIOR CYCLE CHECKS</b>				
<b>Hand Checks</b>				
909302001	09/30/2020	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$53,497.07
909302002	09/30/2020	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,003.69
			<b>Total Prior Cycle Voided Checks</b>	<b>\$70,500.76</b>
		<b>Total for Hand Checks</b>		<b>\$1,502,761.25</b>
			<b>Total Posted Checks</b>	<b>\$2,266,009.37</b>



# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

### Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$42,385.38	\$42,385.38
10	11	\$290,055.72		\$925,311.73		\$1,215,367.45
10	P1			\$6,632.25		\$6,632.25
Fund 10	TOTAL	\$290,055.72		\$931,943.98	\$42,385.38	\$1,264,385.08
20	20	\$53,173.72		\$42,574.28		\$95,748.00
30	30	\$326,007.00				\$326,007.00
60	60			\$4,692.36		\$4,692.36
90	90		\$3,538.78		\$481,165.25	\$484,704.03
95	95		\$5,018.57			\$5,018.57
GRAND	TOTAL	\$669,236.44	\$8,557.35	\$979,210.62	\$523,550.63	\$2,180,555.04

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

**\$78,822.08**

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

**\$6,632.25**

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