

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

Regular Meeting
April 27, 2020

Call to Order

Mr. Hyncik called the meeting to order at 5:00 p.m. with the following board of education members.

Roll Call of Members

William Hyncik, Jr., President
Gregory Laveve, Vice President, arrived at 5:38 p.m.
Richard St. Pierre
Nadine Wilkins
Roger Jinks

Also Present

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Sipple, School Business Administrator/Board Secretary
Hector Montes, Interim 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 was held virtually utilizing a Zoom platform, notice and access was sent to educational community and posted on the website.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. St. Pierre, seconded by Ms. Wilkins, the minutes of the Regular Meeting and Executive Session held on March 30, 2020 were approved. Mr. Jinks abstained.

Correspondence

- None

Presentations/Recognitions

Mr. Montes presented the following:

SCVTHS Governor's Educators of the Year

- Erik Fargo, AgScience Instructor (Teacher of the Year)
- Rebecca Hovey, Educational Media Specialist (Educational Services Professional of the Year)

SCVTS Support Person

- Susan Santiago, High School Administrative Secretary

March Student of the Month

- Tyler Caulfield, Carpentry, Grade 11

April Student of the Month

- Julio Rivas-Ortiz, MEAM, Grade 11

CTE Stellar Students for the 3rd Quarter

- Academy for Health & Medical Sciences - Christopher Masiello, Grade 10
- Agricultural Science - Grace Coulbourne, Grade 12
- Auto Body - Aubree Kymer, Grade 9
- Automotive Diesel Technology - Anthony Connors, Grade 11
- Automotive Diesel Technology - Vito D'Ambra, Grade 11
- Cosmetology - Stephanie Colindres, Grade 11
- Cosmetology - Diyara Cody, Grade 10
- Carpentry - Jalen Petersen, Grade 12
- Culinary Arts - Daniel Gutierrez Carrillo, Grade 11
- Dance - Alexandria LoPresti, Grade 9
- Electrical Construction - Warren Cooney, Grade 11
- Graphic Communications - Alexandra Casique, Grade 11
- Health Occupations - Madison Pitts, Grade 12
- Integrated Technology Systems - Joshua Kasper, Grade 9
- Law & Public Safety - Marvin Cruz, Grade 10
- Mechanics & Repair - Richard Limones Gonzalez, Grade 11
- Mechatronics - Jack Ryan, Grade 10
- Plumbing - Nicolas Colon, Grade 9
- Theater Arts/Acting - Shianti Frazier, Grade 12
- Theater Arts/Vocal - Nala King, Grade 10
- Welding - Joseph Delusant, Grade 12

Old or Unfinished Business

Construction Projects

- Ms. Sipple reported the Bathroom Renovation Project bid opening was held and there is a resolution on this agenda to award to the low bidder. The bid for the Bathroom Renovation Project was under budget; the district will go out to bid for Phase 2 of the Bathroom Renovation Project.

Report of the Attorney

- Ms. Fittipaldi reported that she has drafted the Bathroom Renovation Project contract. She also reported that she is waiting to hear back from Honeywell regarding contract issues.

Committee Reports

- Board of School Estimate –
- Curriculum/Grants –
- NJSBA (Delegate) –
- SCSBA (Delegate) –
- SCESC (Alternate Representative) – Dr. Harttraft
- SCJIF – (Commissioner) – Ms. Sipple
- SSRHIF – (Chair) – Mr. Hyncik noted that there is an extension to file Financial Disclosure Statements to July 31, 2020.

School Communications Report

- Mr. Wallace reported that students in the MEAM program made face shields using 3D printers and delivered the masks to Morristown Medical Center and Somerset County Office of Emergency Management.

Superintendent's Report

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

- A. Instructional Salaries – 2020-21 School Year
In accordance with the Contract Agreement previously approved the Board of Education approved salaries for instructional personnel for the 2020-21 school year as listed on Addendum #1.
- B. Support Staff Salaries – 2020-21 School Year
In accordance with the Contract Agreement previously approved the Board of Education approved salaries of support staff for the 2020-21 school year as listed on Addendum #2.
- C. Reappointment of Principal/Supervisors – 2020-21 School Year
The Board of Education reappointed the personnel listed below for the 2020-21 school year. Salaries will be determined upon completion of a negotiated agreement between the Board of Education of the Somerset County Vocational & Technical Schools and the Principal/Supervisors Association of the Somerset County Vocational & Technical Schools.

Holz, Randee – Supervisor of Academics
Johnson, Maria – Director of Special Services
Lemongelli, Christopher – Supervisor of Alternative Education Program
Morelli, Teresa – Supervisor of Academics
Pelliccia, Patrick – Supervisor of Curriculum and Instruction

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

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

- D. Reappointment of Exempt Staff – 2020-21 School Year
The Board of Education reappointed the exempt personnel listed below for the 2020-21 school year. Salaries will be determined at a later date.

Basir, Nzinga – Special Projects and Program Assistant – Superintendent's Office
Boettger, Stephen – Director of Buildings and Grounds
Eberhardt, G. Andrew – Networks and Systems Administrator
Heinbach, John – Foreman
Fresco, Michelle – Administrative Assistant to the School Business Administrator
Gleeson, Karen – Administrative Secretary – Superintendent's Office
Hart, Valerie – Accountant
Howe, Elaine ** - Director of School Based Program
Jegou, Carene – Administrative Assistant to the Superintendent
Sartori, Michele – Bookkeeper/Accountant (Payroll)
Wallace, Duane – Supervisor of Technology-Based Learning and Communications
**Pending approval for funding from various grants

E. Reappointment of School Business Administrator/Board Secretary – 2020-21 School Year

The Board of Education reappointed Ms. Raelene Sipple, School Business Administrator/Board Secretary for the period of July 1, 2020 through June 30, 2021. (Contract/salary to be determined at a later date.)

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

F. Hourly Personnel – 2019-20 School Year

On recommendation of Dr. Harttraft and motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved employment of the following part-time personnel for the 2019-20 school year:

Twilight Program

Elaine Howe	Director (shared position)	\$654.50/stipend (20-008-200-103-14-0000)
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	absent	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	abstain	

G. Revised Calendar 2019-20 School Year

On recommendation of Dr. Harttraft and motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, Board of Education revised the 2019-20 school year calendar as follows:

FROM:

June 22, 2020 – Last Day of School/Graduation

TO:

June 17, 2020 – Last Day of School/Graduation

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

On recommendation of Dr. Harttraft and motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, agenda items H through M as follows:

H. Job Description

The Board of Education approved job description – Supervisor of Athletics/Student Discipline as it appears on Addendum #3.

I. Revised Job Descriptions

The Board of Education approved revised job descriptions as they appear on Addendum #3 for the following:
 Assistant Superintendent for Instruction
 Head School Counselor (formerly Head Guidance Counselor)

J. School Related Closure Preparedness Plan

The Board of Education approved the district’s School Related Closure Preparedness Plan as it appears on Addendum #4.

K. School Professional Development Plan

The Board of Education approved the district’s School Professional Development Plan as it appears on Addendum #5.

L. Revised Board Policies and Regulations – Second Reading

The Board of Education approved and adopted the following revised policies and regulations at this second reading.

- 1581 – Domestic Violence
- R2412 – Home Instruction Due to Health Conditions
- 2422 – Health and Physical Education
- 5330/R5330 – Administration of Medication
- 7243 – Supervision of Construction
- 8210 – School Year
- 8220 – School Day
- R8220 – School Closings
- 8462 – Reporting Potentially Missing or Abused Children

M. Board Regulation – Second Reading

The Board of Education approved and adopted the following regulation at this second reading.

- R1581 – Domestic Violence

- Ms. Wilkins asked if the School Related Closure Preparedness Plan was a working document. Dr. Harttraft replied that the Plan is updated as needed.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee		absent
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	Yes to H and I; abstain from J, K, L and M	

N. Application for Funds

On recommendation of Dr. Harttraft and motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its April 27, 2020 meeting authorized application for funds for the following:

NJ Department of Children & Families	School Based Program (2020-21)	\$346,477.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	absent	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	abstain	

Superintendent’s Update

- HIB Report – New HIB Cases Submitted for April Board Review: 0; YTD Submitted for Review: 0
- Student Suspension Report – No suspensions to report
- Student Enrollment Report

Enrollment Report - April 2020	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	85	79	94	87	345
Shared-Time Students Enrolled	93	86	77	62	318
Totals	178	165	171	149	663

- Communications and updates continue to go out to our educational community to keep our stakeholders informed of our planning efforts.
- Recent communications indicated that remote learning would continue until the pandemic emergency was over.
- Schools have been directed by the Governor in consultation with the State Health experts that we would remain closed until further notice.
- Currently plans are being jointly developed on local, County and State levels.
- SCVTS is considering various scenarios should we reopen before the end of the year and also planning for the possibility of the emergency extending into the next school year.
- The DOE is taking the lead and providing schools with guidance in multiple areas.
- County discussions have been focused on grading, CTE certifications, extended timelines for seniors to finish requisite hours, GPAs, graduation alternatives, scholarships, awards and revised admission processes.

Submission of Bills – April 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 April 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	X	
Mr. Lalevee	absent	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	abstain	

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149 – March 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 March 2020 and the Treasurer of School Monies for the month of March 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 #6)

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

B. Budget Transfers – March 2020

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved the budget transfers for the 2019-20 school year as they appear on Addendum #7.

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

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, agenda items C through E as follows:

C. Medical and Prescription Drug Renewal – 2020-21 School Year

The Board of Education approved the renewals for medical and prescription drug programs both administered by Aetna for the July 1, 2020 through June 30, 2021 contract period as listed below.

2020-21 SY Plan	Total Monthly Premium
Aetna POS #8 with Rx	
Single	\$ 912
Parent & Child(ren)	\$1,424
2 Adults	\$1,972
Family	\$2,666
Overage Dependent	\$ 554 – 100% dependent paid
Aetna POS #10 with Rx	
Single	\$1,003
Parent & Child(ren)	\$1,443
2 Adults	\$1,994
Family	\$2,693
Overage Dependent	\$ 608 – 100% dependent paid
Aetna Open Access with Rx	
Single	\$ 748
Parent & Child(ren)	\$1,169
2 Adults	\$1,617
Family	\$2,185
Overage Dependent	\$ 456 – 100% dependent paid

D. Delta Dental of New Jersey – 2020-21 School Year

The Board of Education entered into year one (1) of a one (1) year agreement with Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2020 through June 30, 2021 as listed below.

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

E. Vision Service Plan Renewal – 2020-21 School Year

The Board of Education renewed its agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2020 through June 30, 2021 at a rate of \$20.23 per employee/month.

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

- Ms. Sipple noted the medical and prescription drug premiums increased 6.6%; the dental and vision premiums remained flat.

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, agenda items F through H as follows:

F. Change Order – HVAC Upgrades Project

The Board of Education approved the change order as it appears below:

Change Order #1

\$0 – The contractor shall provide all labor, materials and equipment necessary to make the following changes in the contract: FC Motorized Dampers to be deducted from allowance is \$3,000.00

G. Receipt of Bids – Toilet Renovation Project

The Board of Education received the following bids for the Toilet Renovation Project.

<u>Contractor</u>	<u>Base Bid Amount</u>	<u>Alternate</u>
Aero Plumbing & Heating	\$607,838.00	\$168,000.00
CMG of Easton, Inc.	\$419,000.00	\$ 96,000.00
Crosson Construction Company	\$493,000.00	\$ 76,500.00
Cypreco Industries, Inc.	\$587,212.00	\$189,000.00
DeSapio Construction, Inc.	\$468,000.00	\$101,000.00
GL Group, Inc.	\$596,500.00	\$138,000.00
Lanyi & Tevald	\$420,000.00	\$ 75,000.00
M&M Construction Co, Inc.	\$465,000.00	\$ 72,000.00
Northeastern Interior Services LLC	\$497,000.00	\$109,000.00
Paley Construction Co.	\$465,624.00	\$ 82,814.00
V&K Construction	\$893,000.00	\$203,000.00

H. Contract Award – Toilet Renovation Project

The Board of Education awarded the contract for the Toilet Renovation Project to Lanyi & Tevald of Rockaway, New Jersey in the amount of \$420,000.00 base bid and \$75,000.00 Alternate #1 as recommended by the architect and reviewed and approved by the Board attorney. (Contract to be prepared by the Board attorney.)

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

New Business

- None

Next Meeting

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

May 18, 2020

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

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.

The following questions were emailed to the Board Secretary prior to the virtual meeting:

- Deborah Gichan asked if the school district would consider continuing the A and B week model when we return to school? Would the Board consider starting the 2020-21 school year earlier, perhaps in August? Will the school proceed with the Summer Twilight program and could it be a model for the return of all students?
- Dipash Patel asked what safety measures and precautions will be taken when school reopens? If the school does not reopen for this school year or in September, what is the plan for instruction? Online sessions and works assigned are definitely not as rigorous as what they were when school was in session; what is the plan to cover all the material which was not covered?
- Sean and Lori Smith asked if teachers are supposed to have assignments posted by a certain time in the morning? Some classes, the teachers are not posting until later in the day. Please provide an update on graduation. Have any of the SCVTHS families been hit extra hard by these events? If so, has the PTO been contacted to assist these families? Is anything being organized by the school to help families in need?

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to personnel and litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and on roll call vote, the Board of Education went into closed session at 5:36 p.m.

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

- Mr. Jinks left the meeting.
- Mr. Lalevee arrived at 5:38 p.m. during closed session.

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 5:56 p.m.

<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	

Adjournment

On motion by Mr. St. Pierre, seconded by Ms. Wilkins and passed, the meeting adjourned at 5:58 p.m.

Raelene Sipple
Business Administrator/Board Secretary

WORKING COPY

2020-21 Teaching Staff

	2020-21 STEP/ GUIDE	2020-21 BASE SALARY	LONGEVITY	2020-21 TOTAL SALARY
NON - TENURE				
Carter, Samantha #	3-4/C	\$ 64,415.00		\$ 64,415.00
Dalfonzo, Daniel +	24/D	\$ 83,565.00		\$ 83,565.00
Falzarano-Alves, Lee Ann #	25/B	\$ 82,730.00		\$ 82,730.00
Garruto, Paige	7-8/A	\$ 59,995.00		\$ 59,995.00
Johnson, Keith	17-18/C	\$ 73,535.00		\$ 73,535.00
Kiser, Susan #+	11-12/B	\$ 67,530.00		\$ 67,530.00
Kornbluh, Brandon #	5-6/B	\$ 63,135.00		\$ 63,135.00
Mathews, Charles (67%)	11-12/D	\$ 47,144.55		\$ 47,144.55
Mazzetta, Gerald	22/C	\$ 78,485.00		\$ 78,485.00
McGarry, Brittany	5-6/A	\$ 58,850.00		\$ 58,850.00
Miller, Rachel #+	9-10/B	\$ 65,880.00		\$ 65,880.00
Ostroff, Jonathon	25/D	\$ 85,565.00		\$ 85,565.00
Perchinske, Marlene #	7-8/C	\$ 66,060.00		\$ 66,060.00
Reina, Guillermo #+	9-10/C	\$ 67,660.00		\$ 67,660.00
Schade, Charles #	15-16/B	\$ 70,830.00		\$ 70,830.00
Susana, Wenny	7-8/A	\$ 59,995.00		\$ 59,995.00
Tirrito, Joseph	7-8/B	\$ 63,555.00		\$ 63,555.00
Violante, Louis +	13-14/C	\$ 70,235.00		\$ 70,235.00
TENURE				
Alfieri, Joseph	27/A	\$ 82,470.00		\$ 82,470.00
Brinkmann, Paul	32/A	\$ 90,570.00		\$ 90,570.00
Byrd, George	30-31/A	\$ 88,545.00	\$ 1,650.00	\$ 90,195.00
Catalan, Rafael	7-8/B	\$ 63,555.00		\$ 63,555.00
Coslit, Andrew	22/A	\$ 73,145.00		\$ 73,145.00
Creveling, Alan	27/D	\$ 89,590.00		\$ 89,590.00
Dolegiewitz, Matthew	13-14/A	\$ 64,895.00		\$ 64,895.00
Donaldson, Jeffrey #	9-10/B	\$ 65,880.00		\$ 65,880.00
Downey, Brendan	7-8/A	\$ 59,995.00		\$ 59,995.00
Eng, Philip	23/B	\$ 78,355.00		\$ 78,355.00
Fargo, Erik	15-16/D	\$ 73,665.00		\$ 73,665.00
Francis, Julie	17-18/D	\$ 75,315.00		\$ 75,315.00
Gichan, Deborah	13-14/A	\$ 64,895.00		\$ 64,895.00
Gillooly, Maura	7-8/B	\$ 63,555.00		\$ 63,555.00
Glennon Clayton, Maureen ***	13-14/D	\$ 88,218.38		\$ 88,218.38
Gotti, Denise	15-16/B	\$ 70,105.00		\$ 70,105.00
Graf, Edward	26/B	\$ 84,005.00		\$ 84,005.00
Hovey, Rebecca (50%) #	13-14/C	\$ 35,480.00		\$ 35,480.00
Jefopoulos, Nicholas	7-8/A	\$ 59,995.00		\$ 59,995.00
Kinlan, Rachel	15-16/A	\$ 66,545.00		\$ 66,545.00
Krause, Michele	27/A	\$ 82,470.00	\$ 1,650.00	\$ 84,120.00
Lakhlif, Daysi #	19-20/C	\$ 75,910.00		\$ 75,910.00
Lawler, Maureen	30-31/C	\$ 93,885.00		\$ 93,885.00
Mancuso, Joseph	26/D	\$ 87,565.00		\$ 87,565.00
Mastrobattista, Mark	24/D	\$ 83,565.00		\$ 83,565.00
McAnally, Mary Lynne	11-12/D	\$ 70,365.00		\$ 70,365.00
McClain, Michael	19-20/D	\$ 76,965.00		\$ 76,965.00
McNerney, Kristen	23/C	\$ 80,135.00		\$ 80,135.00
Mehta, Ushma #	15-16/C	\$ 72,610.00		\$ 72,610.00
Melick, Shannon	7-8/A	\$ 59,995.00		\$ 59,995.00
Miller, Christopher #	19-20/B	\$ 74,130.00		\$ 74,130.00
Mingle, Alison	21/D	\$ 78,615.00		\$ 78,615.00
Morales, Jaime *** #	23/B	\$ 96,709.88		\$ 96,709.88
Morales, Patricia Cantwell***	27/D	\$ 109,747.75		\$ 109,747.75
Norrbom, Melissa # (Acct #20-250-200-104-22-0000)	19-20/D	\$ 77,690.00		\$ 77,690.00
O'Connor, Paul	15-16/C	\$ 71,885.00		\$ 71,885.00
O'Neill, John #	23/B	\$ 79,080.00		\$ 79,080.00
O'Reilly, Meghan #	5-6/B	\$ 63,135.00		\$ 63,135.00
Patil, Pratima #	19-20/C	\$ 75,910.00		\$ 75,910.00
Perone, M. Cristina	21/A	\$ 71,495.00		\$ 71,495.00
Poznanski, Matthew	11-12/B	\$ 66,805.00		\$ 66,805.00
Prezioso, Peggy #	17-18/C	\$ 74,260.00		\$ 74,260.00
Santiago, Maria #	25/D	\$ 86,290.00		\$ 86,290.00
Scholl, Johanna #	24/B	\$ 80,730.00		\$ 80,730.00
Setlock, Robert	23/A	\$ 74,795.00		\$ 74,795.00
Shandor, Troy	17-18/D	\$ 75,315.00		\$ 75,315.00
Smith, Donald	28/B	\$ 88,055.00		\$ 88,055.00
Sortor, Janeen	24/A	\$ 76,445.00		\$ 76,445.00
Sullivan, Sheila ***	33/D	\$ 122,150.88	\$ 1,650.00	\$ 123,800.88
Unda, Louise Tokarsky #	19-20/D	\$ 77,690.00		\$ 77,690.00
Vasaturo, Kim	25/D	\$ 85,565.00		\$ 85,565.00
Winfield, Karen #	23/C	\$ 80,860.00		\$ 80,860.00

masters stipend added to base (\$725.00)

***12 month

*prorated

+ gains tenure during 2020-21 school year

updated 4/20/2020

salaries teachers 2020-21 sy

cj

2020-21 Salaries Support Staff

SUPPORT STAFF/SECRETARIES	STEP	2020-21 SALARY
Bowers, Erick	C10	\$ 50,010.00
Brown, Haley	C4	\$ 44,930.00
Caterinicchia, Linda	C5	\$ 45,430.00
D'Alessandro, Richard	C8	\$ 47,815.00
Fanelli, Virginia	D8	\$ 57,890.00
Leahey, Sharleen	D11	\$ 64,600.00
Lella, Maura	C10	\$ 50,010.00
Murtagh, Rosemary	C16	\$ 58,525.00
O'Neill, Jennifer	C5	\$ 45,430.00
Patryn, Amy	D7	\$ 56,875.00
Reader, Laurie (10-mo.)	D15	\$ 61,405.87
Rusinski, Brielle	D8	\$ 57,890.00
Santiago, Susan	C9	\$ 48,895.00
Scott, Wanda	C16	\$ 58,525.00
Shahid, Faiza	C16	\$ 58,525.00
Strickhart, James	D8	\$ 57,890.00
Szymanski, Robyn	C16	\$ 58,525.00
Wall, Sheryl	D13	\$ 69,190.00
Watson, Janet Cantore	D14	\$ 71,440.00
INSTRUCTIONAL AIDES		
Morlock, Karen	n/a	\$ 47,527.12
Williamson, JaLisa	n/a	\$ 43,567.00

Salaries Buildings Grounds Staff
2020-21

BUILDINGS & GROUNDS STAFF	2020-2021 Base Salary	BLACK SEAL	CARBON MONOX	TECH TYPE UNIV	ELECT. LICENSE	CDL (B)	PLUMB. LICENSE	2020-21 Salary
Averbukh, Moysey (10 mo.)	\$ 43,803.00							\$ 43,803.00
Capitani, Massimo	\$ 53,075.28	\$ 800.00						\$ 53,875.28
Ortiz, Pedro	\$ 50,179.00							\$ 50,179.00
Piano, Vincent (10 mo.)	\$ 42,317.48							\$ 42,317.48
Ravines, Jessica	\$ 43,803.00	\$ 800.00						\$ 44,603.00
Schmitt, Brian	\$ 56,080.50	\$ 800.00						\$ 56,880.50
Whitzer, Christopher	\$ 50,179.00	\$ 800.00						\$ 50,979.00

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

Page 1 of 2

CATEGORY: ADMINISTRATION**ADOPTED:****TITLE: SUPERVISOR OF ATHLETICS/STUDENT DISCIPLINE****QUALIFICATIONS:**

1. Valid New Jersey Supervisor and/or Standard Principal Certificate required.
2. Master's degree in the field of educational administration, preferred.
3. Administrative experience, preferred.
4. Experience as a coach, preferred.
5. Bilingual/Spanish highly recommended.
6. Possess understanding of interscholastic sports program components.
7. Possess strong communication, leadership and organizational skills.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: All athletic programs, athletic personnel, teachers and staff as assigned.

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's athletic programs in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play. Provides leadership in the area of health, safety and welfare of students by supporting student management which includes discipline, positive behavioral support, anti-bullying interventions and collaboration with student support services.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the district's program of extracurricular athletics and assumes overall responsibility for scheduling all interscholastic athletic events in collaboration with coaching staff.
2. Ensures compliance with NJSIAA rules and regulations governing all athletic activities and the eligibility of student athletes for participation.
3. Represents the school at any and all athletic meetings including, but not limited to, NJTAC & NJSIAA.
4. Supervises the selection and evaluation of athletic coaches and makes hiring recommendations to the Principal.
5. Prepares and submits annual athletic budget to Principal specifying projected needs for each sport with input from coaches.
6. Prepares and submits requisitions to Principal for all athletic related purchasing, tournament fees, official payments, etc.
7. Collaborates with Building and Grounds staff to ensure all athletic equipment and areas (including but not limited to fields, gymnasium, locker rooms, storage areas) are in good working order, safe and ready for athletic use.
8. Oversees transportation for the athletic teams.
9. Notifies all stakeholders of any changes or cancellations to scheduled games, events, school facility use, practices, etc.
10. Supervises athletic personnel to ensure the enforcement of school district policies and expectations for the athletic programs.
11. Supervises and ensures all athletic staff possess proper credentials and are up-to-date with required professional development and trainings, including, but not limited to; CPR/AED, EPI pen.
12. Collaborates with Athletic Trainer regarding concussion, head injuries and heat acclimation procedures including return to play.
13. Works in collaboration with school health office personnel ensuring all student athletics are cleared and approved for participation.
14. Attends and supervises all home games and oversees the efficient running of all contests including but not limited to game officials, athletic trainers and security personnel.
15. Collaborates with coaching staff in promoting team and school spirit and ensures all post game results and statistics are up-to-date and posted as required.
16. Creates and maintains a central record keeping system for all sports programs including but not limited to varsity letter awards, scholar athletes, individual and team records.
17. Organizes and hosts all seasonal sports banquets in collaboration with coaches.
18. Compiles an annual report for the Principal, which will include the inventory of equipment and the status of the athletic programs.
19. Resolves discipline problems in a fair and consistent manner
20. Confers with parents/guardians, teachers, counselors and students on matters of discipline, anti-bullying and general safety and welfare of students.
21. Ensures compliance with school policies and procedures, maintains disciplinary records of actions taken and activities.
22. Coordinates and oversees student oriented committees.
23. Works with principal and students regarding viable incentives to increase positive behavior and improve school culture.
24. Serves as a liaison to sending districts, community organizations, and law enforcement entities.

25. Coordinates student suspensions and other student disciplinary actions.

26. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. Salary, calendar and benefits to be established by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

JOB DESCRIPTION

Page 1 of 1

CATEGORY: ADMINISTRATION

**ADOPTED: July 25, 1988; Revised: November 23, 2009;
Revised:**

TITLE: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

CERTIFIED

QUALIFICATIONS:

1. A School Administrator's Certificate or Certificate of Eligibility.
2. At least six years' successful experience in school administration or equivalent.
3. Experience in curriculum development.
4. A master or doctoral degree, preferably in educational leadership.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Supervisor of Academics, Supervisor of Career and Technical Education Programs and assigned teaching staff members.

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible district-wide educational programs.

PERFORMANCE RESPONSIBILITIES:

1. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
3. Reports on the status of district programs and services at the request of the Superintendent.
4. Responsible for program development, curriculum planning and in-service education for the professional staff.
5. Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the school.
6. Establishes necessary procedures for referral and cooperative planning with social service agencies, both local and state.
7. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
8. Prepares state and federal reports as required.
9. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
10. Assumes all duties and responsibilities of Superintendent in the absence of the Superintendent.
11. Solicits and develops new and ongoing funding resources for programs.
12. Develops and maintains a sound public relations program within the community, its schools, labor and industry.
13. Responsible for District surveys and research.
14. Acts as liaison to Raritan Valley Community College and other colleges and universities. Provides leadership in development of articulation and dual credit agreements.
16. Participates in the evaluation of staff members.
17. Assists the Superintendent in developing the District budget.
19. Coordinates all district efforts for completion and submission of the NJQSAC to the appropriate government offices as to maintain the district's compliance with all requirements of the NJ Department of Education.
20. Provides leadership as member of the local staff development committee, DEAC, etc.
21. Administers the mandated student testing program.
22. Implements the NJ Student Learning Standards.
23. Responsible for providing a program of improvement for students.
24. Responsible for the district ESL program.
25. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary, calendar and benefits to be established by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

JOB DESCRIPTION

Page 1 of 2

CATEGORY: INSTRUCTIONAL SUPPORT**ADOPTED: January 23, 1989; Revised:****TITLE: HEAD SCHOOL COUNSELOR** (formerly Head Guidance Counselor)**CERTIFIED****QUALIFICATIONS:**

1. Valid NJ Certification Student Personnel Services or School Counselor.
2. Six years of successful experience in guidance and counseling at the high school level.
3. Experience in career and technical education setting.
4. Proficient in use of software programs related to school counseling, i.e. Genesis, Naviance, etc.
5. Excellent communication and organizational skills
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Services or designee**SUPERVISES:** No direct supervisory responsibilities.**JOB GOAL:** Responsible for the daily operation of School Counseling Programs and serves as the Anti-Bullying Specialist for the district.**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the recruitment of students by maintaining close liaison with all school counseling departments and principals in the sending districts.
2. Assists in the development of recruitment brochures for distribution and works closely with the recruitment committee.
3. Assists in evaluating the progress in accomplishing the goals of the School Counseling Program.
4. Assists in departmental work regarding the School Counselor curriculum by developing timelines, reviewing progress of goals, etc.
5. Coordinates activities relating to the daily operations of the School Counseling Program which includes duties of the school counselors and support staff.
6. Develop a testing or review process that enhances selection of marginal students placed within the educational program to be used as needed.
7. Works closely with the Cooperative Education Coordinator in determining the eligibility for the placement of students in the Cooperative Education Program.
8. Maintains responsibilities for a counseling load and all other traditional school counseling activities.
9. Counsels students on a regular basis and provides opportunities for special counseling to students when the need develops. Arranges for special diagnosis as necessary.
10. Maintains a system of records for all students which contains all pertinent information for each student including background information from sending districts.
11. Is available to recruit students and address parents in the sending district.
12. Provides leadership in the planning and scheduling of Mathematics, English Language Arts and end-of-year CTE exams.
13. Plans and supervises assignments for volunteers, and interns as appropriate, and provides feedback to building administrators as requested.
14. Oversees all school counselor responsibilities during the summer months.
15. Assists with the planning and implementation of department activities such as new student orientation, Parent Back to School Night, financial aid nights, Senior Awards Night, etc.
16. Assists with the annual application process.
17. Functions as a liaison with the district's Data Analyst.
18. Confers with certificated faculty regarding development, implementation and nurturing of the teaching and learning process.
19. Coordinates school counseling services in concert with administration.
20. Guides school counselors in the delivery of school counseling curriculum within regular and special education classrooms, and brings any needs to the attention of the Director of Special Services.
21. Provides leadership in the development, coordination, evaluation and articulation of school counseling programs at the district-level.
22. Oversees utilization of Naviance and other student success plan programs to foster individualized plans that are meaningful and appropriate for each student.
23. Investigates and conducts interview relative to HIB cases and coordinates with the HIB Coordinator.

24. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. In accordance with negotiated agreement.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

SCVTS School Related Closure Preparedness Plan

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with N.J.A.C. 6A:16-10.1. The remote educational program shall provide an opportunity for students to participate in an educational program delivered by the District in a location outside of a school. The remote educational program shall align its curriculum with the NJ State Learning Standards and Board policies.

In the event that the school district has to close, the district will follow Policy 8220 - School Day Regulation 8220 Closings.

The district will enact the following Home Instruction Due to Health Conditions Policy 2412 to ensure that the educational process is not disrupted for students:

1. The District has administered a technology accessibility survey so the District can determine home Wi-Fi/Internet access and digital device availability.
2. Any students without a digital device will receive a district-issued chromebook as- needed from their building principal.
3. SCVTS will develop a modified schedule for the remote instruction and submit the schedule to the Superintendent.

Daily attendance will be taken (via email/Google classroom) and recorded daily

Revised as per DOE directive (students will be marked present unless student is known to be unavailable for remote learning)

- All instructors are expected to prepare two weeks worth of work aligned to the learning standards.
- All instructors are continuing to utilize prep time and PLC time to advance remote learning.
- The district has made preparations through digital applications such as Google Classroom and/or learning packets and various on-line learning resources.
- Beginning on April 14th the district moved to an A/B session to alleviate some difficulties students were having in attending all

classes. This also served to provide teachers with additional preparation time.

- Although it is recommended that instructors create a Google Classroom for their class, teachers may use any method of instructional delivery that works best for their student population. (i.e Turnitin.com, KhanAcademy, Google Hangouts, Zoom, Videos, etc.)
- Staff will use their preferred method to communicate with students, share assignments, due dates and lessons for the time school is closed.
- Instructors may provide instructional videos, post assessments, and initiate discussions.
- Any real-time videos or classroom recordings will be destroyed once school resumes.
- Counselors and support staff will check-in with students via email or phone. This will allow schools to stay connected with at-risk students and assist them with accessing community resources.
- The Somerset County Vocational & Technical School District receives students from every district throughout Somerset County, and in some instances outside of the county. Resident districts in the county will be providing “grab and go” lunches at designated sites. The sending districts will submit an application to NJDA’s Division of Food and Nutrition to participate in the SFSP/SSO that would permit operating these programs to ensure uninterrupted meal service for eligible students.

Student Count	Eco. Disadvantaged	Student w/Disabil.	ELL's	Homeless
657	114	126	0	1

Cleaning Processes and Procedures (before and after school closure)

The Centers for Disease Control (CDC) and Prevention outlined protocols to assist schools in slowing down the spread of the flu. Recommendations are being followed by SCVTS:

- Cleaning and disinfecting all surfaces and objects using chemicals that kill germs.

- Foggers/atomizers, will be investigated for use in classrooms on a rotating basis
- Bus and van sanitization occurs after each use
- Custodians have increased the amount and frequency of cleaning protocols
 - Every night the custodial staff cleans all desks and tables (revised to include staggered shifts , with limited number of custodians reporting to the building, wearing face masks and keeping 6 ft distance at all times, as per CDC recommendations)
 - Spray bottles are to be brought in for individual classes, concentrate and paper towels are available to use on surfaces via building and grounds staff.
 - We are asking that staff not use bleach, use the sanitizing solution provided (EPA-registered) and paper towels.
 - Leave the solution on the surface for at least two minutes before wiping off
- All hand sanitizing stations on campus are full
- Encourage students and staff to keep hands away from nose, mouth and eyes. Staff and students are only allowed in the building with special permission from supervisor and director of building and grounds.
- Items needed are left in the vestibule, while all entering must utilize sign in sheets indicating reason for visit and areas visited. This is done to ensure that sanitizing occurs in areas visited.
- Handle waste properly - throw out disposable items used to clean surfaces immediately
- Avoid touching used tissues and similar waste and wash hands after emptying waste baskets (at least for 20 seconds).

Communications - In consultation with key stakeholders (Health professionals, superintendent, principal)

- Instruct all students and staff who have traveled to the affected areas listed by CDC in the past 14 days to contact the school
- Teachers should monitor a student's health and if questionable refer the student to the nurses' office
- School nurses should continue to monitor students and staff who exhibit respiratory symptoms
- Report all ill students with a travel history to the local Health department immediately

- Students and staff are reminded to stay home from school and events when ill. Wait 24 hr.s after fever subsides, without the use of medications, to return to school
- Revise attendance letters to encourage students to stay home when sick or caring for others who are sick

SCVTS is taking proactive preparedness precautions by monitoring the health situations of students and staff, working with the local Health department and keeping the public informed. The most updated information will be provided on the SCVTS website at www.SCVTHS.org

Professional development for on-line and equitable modes of learning

New Jersey Department of Health (NJDOH) guidance identifies school closure as a potential strategy to limit transmission within a community. If and when the school closure is determined through consultation with the NJDOH or health officer, the district will utilize home instruction to provide instructional services to enrolled students. The Department of Education has provided guidance aligned to N.J.A.C. 6A:16-10.1 (Home instruction) in order to meet the needs of the students.

- March 16th has been deemed a day off for students, whereas teachers will plan for the next 14 days of a determined closure. This effort will allow for instructional strategies, upon approval by the Morris/ Somerset County Superintendent of schools, to count toward the 180 day instructional requirement. This full day training for teachers will solidify methods of delivery depending on content area and level.
- Remote learning will continue until the Governor, based on health professionals' data and recommendations, deems schools safe to open or as of June 21, the last day of school.
- Resources for PD day:
 - CTE Literacy infusion - LDTC and media specialist
 - Google Classroom - Teacher Leaders
 - Zoom - Supervisor of Technology-based Learning and Communications
 - Interdisciplinary learning (CTE and content areas) - Professors in Residence from William Paterson University
 - Academic and CTE Supervisors working with content experts
 - Tech Support will be present for troubleshooting and testing
- Agenda and action Items to be distributed on March 13 (see attached)
- Staff are responsible for chrome books and chargers.
- Product at the end of the day should cover a minimum of three days

- Supervisors in collaboration with each department will determine the amount of new material covered or review work of the curriculum or a combination.
- Back-up materials will accompany online learning strategies as a plan B for students who do not have internet.
- Chromebooks will be available as loaners for both students and staff
- See on-line learning [guide for faculty](#) and [guide for students](#)
- Each department will work collaboratively to develop a course specific learning plan for Google Classroom. _
- Plans for covering classes if instructor becomes ill will be worked out in each department

Minimum number of days teachers must prepare for

14 calendar days- (revised to continue until end of the school year)

March 16th framework will be developed, prep time each day will build on framework

1. Hours of operation for students to access teachers

Teachers will be available for four hours during the school day.

8-10am is prep time. 10am-2pm is instructional time.

Depending on the situation under which the school has closed, if we are able to remain open for staff, hours of operation will be limited to 10am-2pm for any approved individuals to enter the building. All must log-in and state where they are going in the building and why they need to be in the building .(Revised to limit any access to buildings without specific approval from supervisor and director of buildings and grounds)

Operational staff (12 month) employees will be permitted in building on an as-needed-basis with supervisor approval and will use a log-in system.

1. Optimal plans for extended period of time

Instructional staff and support service personnel will continue with the template developed. Prep time will be utilized to build out instruction and supportive components.

Instruction modified on April 14th to include an A/B schedule posted on the website.

1. Platform(s) available for CTE and academic teachers to use

All staff have Chromebook and chargers to utilize on-line learning platforms:

- Google Classroom
- Zoom
- Genesis
- Learning packets

1. ICS model- accommodations to be developed with content teachers will augment e-learning and packets

1. Practice for students and teachers using on-line learning and/or back-up materials

Practice day is **March 17th. Ongoing training webinars are advertised for teachers in addition to technology PLC continuing.**

1. Assessment of student needs (hardware and software needs)

Survey for students and survey for staff going out on March 10. Due before the Staff meeting on Thursday at 2:30pm. (Completed)

1. Student access to chrome books and chargers

SCVTS has Chromebooks and chargers for each student if needed (1:1). The chargers (distributed as of March 17th) will need to be removed from the carts (about 2 hours per cart). Assessing needs for loaners. Must be signed out as needed (Completed)

1. Remote teacher/ staff observations

Observations can not be done virtually. Evaluation protocols will follow NJDOE guidance. Observations completed before emergency closing will be utilized for summative conferences. Conferences will be done remotely. PDPs will be developed based on previously done observations.

1. Communication strategies for students, staff and families

Superintendent will send letters to advise the educational community of updates and will also utilize the alert system.

Direct Email to families

Genesis management system for teacher to parent communications
Principal will send reminders out during his weekly activities alert message (will also add to morning announcements).

Website will serve as a catch all for pertinent information. A special section of the site has been created to list all information related to Coronavirus (cancellations, communications, surveys, online learning resources, etc.).
The direct link for this section is www.scvths.org/coronavirus

1. Special needs and Pupil Services

Practice for speech and OT students (n=4) will be available for maintenance of effort, compensatory services will be made up over the summer if needed. CST and School counselors will be utilizing Zoom and genesis to continue services and check in with students/ parents via email

Secretaries/Data:

- Respond to emails & voicemails
- Respond to requests for transcripts
- Monitor student attendance in the remote learning classrooms for daily attendance
- Email invitations to parents/staff for virtual/phone conference meeting

Counselors/CST:

- Meet with students remotely to review next year's course requests/scheduling
- Update student 4-year plans
- Check emails and plan virtual meetings with students/staff
- Inform students of their online availability
- Remotely attend and host IEP meetings

Director of Special Services with assistance from counselor

- Work on master schedule

Related Services:

*preparation for how evaluations, IEP reviews, eligibility and reevaluation meetings will be rescheduled:

CST members will virtually host scheduled annual review IEP meetings. Contact will be made by the CST member to invite the teachers and families to the meeting. Currently, we do not have any students who need an eligibility/reevaluation meeting or evaluation testing.

***communication with parents in native language:**

Currently, we have 6+ staff members who are available to assist with native Spanish speaking families. If communication in the written format is necessary, we will rely on Google translator to translate the communication.

- We will build compensatory time for each student and if necessary add summer hours for makeup instruction. (based on Governor reactivating schools)

1. Nutritional delivery systems

Meals will be provided through the sending districts where they reside. SCVTS will provide a list of their students to each district.

SFA Name: Somerset County Vocational Board of education

Agreement # 03504810

Date meal distribution will begin: 3/16/20

Date meal distribution will end: TBD

Schools/site where distribution of meals will take place: Established by resident district

Meals to be claimed for reimbursement per day: 0



School Professional Development Plan (PDP) 2020-2021

District Name	School Name	Principal Name	Plan Begin/End Dates
Somerset	Somerset County Vocational and Technical High School	Hector Montes	July 2020 – June 2021

1: Professional Learning Goals

No.	Goal	Identified Group	Rationale/Sources of Evidence
1	Improve the academic progress of disenfranchised students	All Teachers	<ul style="list-style-type: none"> NJSLA scores from the state provide data on what areas need improvement. Attendance records continue to show that improvement needs to be made in this area. Teacher surveys
2	Increase the effectiveness of the Professional Learning Communities to directly impact student learning by using data from standardized testing	All Teachers	<ul style="list-style-type: none"> Scores on standardized tests show that there is an area for improvement, especially on the NJSLA. Many students have not met their graduation requirement through the NJSLA test. Curriculum maps need to be updated to keep up with state standards.
3	Continue to enhance LAL and Math learning in CTE classes	CTE – Professors in residence (PIRs)	<ul style="list-style-type: none"> Test results in reading, writing, and math indicate need for contextual learning
4	Continue to identify the professional development needs of new and existing teachers	Teacher Leaders	<ul style="list-style-type: none"> Veteran teachers need help in identifying student data that will inform and enhance instruction. New teachers need assistance in various areas. Staff need opportunities to train for and provide relevant Professional Development in areas of expertise (content area or



			<p>pedagogical skill) and/or areas of interest during PLCs and/or Inservice days.</p> <ul style="list-style-type: none"> “Aggregate data generated from the multiple components of the evaluation system can identify trends and patterns in educator and student performance and thus become a key source of data to guide the planning and resourcing of professional learning activities.”
5	Encourage all staff to attend at least one off-campus or electronic PD workshop	All Teachers	<ul style="list-style-type: none"> Staff need to be exposed to different ideas that they can bring back to the district and share in PLCs and department meetings.
6	Improve Communication	All Employees	<ul style="list-style-type: none"> Everyone needs to work on better listening and communication skills
7	Implementation of Social and Emotional Learning	ALL Employees	<ul style="list-style-type: none"> There has been a push from the NJDOE to include more SEL in schools
8	Improve the In Class Resource Model	All Teachers	<ul style="list-style-type: none"> Staff Surveys Observation Feedback

2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	Review of standardized test scores and curriculum maps/lesson plans.	Edit curriculum maps to address areas of weakness.



2	Formations of data-driven PLCs.	Devise strategies to target areas of weakness and then evaluate their effectiveness.
3	Continuation of PLCs such as Technology, Peer Observation, Newbie and Reflective Practice.	Devise strategies on how technology can be used to positively impact the learning of students and evaluate their effectiveness.
4	Integration of LAL and Math in the CTE courses	Assess improvement in LAL and Math scores
5	Use data culled from teacher leader interactions to address areas of need	Develop PD plans based on identified teacher needs for both veteran and new teachers
6	Research outside workshops and webinars to attend	Discuss new ideas at PLC and Department Meetings Facilitate opportunities to train for and provide relevant Professional Development in areas of expertise (content area or pedagogical skill) and/or areas of interest during PLCs and/or Inservice days.
7	Internal Workshops/TED Talks/Peer Observations and Discussions	Discussion at DEAC and Supervisory meetings Inclusion of staff at large to participate in PD via PLCs and Inservice Training.
8	Creation of a SEL Team to develop, plan and implement training	SEL Meetings SEL created trainings
9	Create and distribute ICR survey to the special ed and general ed teachers	Analyze survey data Invite guest speaker to review the various ICR models Invite a lawyer to explain the importance of following the IEP when students are in an gen ed or ICR classroom.



		Hold smaller breakout ICR sessions
10		

3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
1	Time for group review of data and curriculum maps.	
2	Time for group strategy sessions.	



3	PIR's activities identified via activity logs	
4	Teacher/leader activities highlighting identified needs as indicated by veteran and new teachers	
5	Attend outside Professional Development Conferences	

4: PD Required by Statute or Regulation

State-mandated PD Activities

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

5: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment



Signature:

_____ **Principal Signature**

_____ **Date**

4/3 2:01pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 9 Month Period Ending 03/31/2020

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ASSETS AND RESOURCES

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

101	Cash in bank		\$3,763,346.47
121	Tax levy receivable		\$3,116,267.00
	Accounts receivable:		
132	Interfund	\$140,705.35	
141	Intergovernmental - State	\$441,988.87	
143	Intergovernmental - Other	\$55,141.67	
			\$637,835.89

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

301	Estimated Revenues	\$14,828,968.00	
302	Less Revenues	(\$14,353,937.16)	
		-----	\$475,030.84

Total assets and resources		\$7,992,480.20	

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 9 Month Period Ending 03/31/2020

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LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$40,412.25
TOTAL LIABILITIES		\$40,412.25
		=====

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		\$3,139,626.58
754	Reserve for Encumbrance - Prior Year		\$2,690.00
	Reserved fund balance:		
760	Reserved Fund Balance		\$2,687,265.21
601	Appropriations	\$15,783,696.56	
602	Less : Expenditures	\$10,594,383.93	
603	Encumbrances	\$3,142,316.58 (\$13,736,700.51)	
			\$2,046,996.05
	Total Appropriated		\$7,876,577.84
--- U n a p p r o p r i a t e d ---			
770	Unreserved Fund Balance -		\$938,470.11
303	Budgeted Fund Balance		(\$862,980.00)

TOTAL FUND BALANCE		\$7,952,067.95
TOTAL LIABILITIES AND FUND EQUITY		\$7,992,480.20
		=====

Somerset County Vocational Board of Ed.
 General Fund - Fund 10
 Interim Balance Sheet
 For 9 Month Period Ending 03/31/2020

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	_____	_____	_____
Appropriations	\$15,783,696.56	\$13,736,700.51	\$2,046,996.05
Revenues	(\$14,828,968.00)	(\$14,353,937.16)	(\$475,030.84)
	_____	_____	_____
	\$954,728.56	(\$617,236.65)	\$1,571,965.21
	_____	_____	_____
Less: Adjust for prior year encumb.	(\$91,748.56)	(\$91,748.56)	
	_____	_____	_____
Budgeted Fund Balance	\$862,980.00	(\$708,985.21)	\$1,571,965.21
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$862,980.00	(\$708,985.21)	\$1,571,965.21
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	\$862,980.00	(\$708,985.21)	\$1,571,965.21
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 9 Month Period Ending 03/31/2020

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,400,406.00	\$12,947,321.01		\$453,084.99
3XXX From State Sources	\$1,428,562.00	\$1,406,616.15		\$21,945.85
TOTAL REVENUE/SOURCES OF FUNDS	\$14,828,968.00	\$14,353,937.16		\$475,030.84
=====				
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,984,044.50	\$1,357,473.69	\$372,091.41	\$254,479.40
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,739,158.31	\$2,256,147.74	\$842,364.54	\$640,646.03
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$90,725.00	\$55,144.71	\$2,500.86	\$33,079.43
11-402-100-XXX School-Spons. Athletics - Instruction	\$149,911.49	\$122,220.56	\$26,224.53	\$1,466.40
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$36,527.61	\$28,823.57	\$5,479.47	\$2,224.57
11-000-213-XXX Health Services	\$190,867.97	\$147,755.75	\$33,466.35	\$9,645.87
11-000-216-XXX Speech, OT,PT & Related Svcs	\$10,000.00	\$2,220.00	\$6,598.00	\$1,182.00
11-000-218-XXX Guidance	\$915,774.60	\$648,398.67	\$229,113.85	\$38,262.08
11-000-219-XXX Child Study Teams	\$211,554.00	\$152,326.50	\$44,275.21	\$14,952.29
11-000-221-XXX Improv of Inst. - Instruc Staff	\$394,530.00	\$295,161.46	\$92,907.51	\$6,461.03
11-000-222-XXX Educational Media Serv/School Library	\$48,724.00	\$30,768.22	\$10,470.81	\$7,484.97
11-000-223-XXX Instructional Staff Training Services	\$64,782.00	\$47,168.17	\$12,377.90	\$5,235.93
11-000-230-XXX Supp. Serv.-General Administration	\$759,072.55	\$567,648.65	\$146,344.56	\$45,079.34
11-000-240-XXX Supp. Serv.-School Administration	\$776,596.25	\$585,959.65	\$163,235.67	\$27,400.93
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$936,861.00	\$666,535.09	\$197,752.40	\$72,573.51
11-000-261-XXX Require Maint. for School Facilities	\$1,118,501.89	\$620,897.05	\$164,966.63	\$332,638.21
11-000-262-XXX Custodial Services	\$1,003,546.53	\$702,666.98	\$165,135.96	\$135,743.59
11-000-263-XXX Care and Upkeep of Grounds	\$24,000.00	\$1,399.15	\$0.00	\$22,600.85
11-000-266-XXX Security	\$114,885.60	\$84,103.90	\$18,353.44	\$12,428.26
11-000-270-XXX Student Transportation Services	\$173,691.96	\$45,696.50	\$20,583.45	\$107,412.01
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,827,558.23	\$2,134,823.85	\$571,726.16	\$121,008.22
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,571,313.49	\$10,553,339.86	\$3,125,968.71	\$1,892,004.92
=====				

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 9 Month Period Ending 03/31/2020

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$109,015.07	\$41,044.07	\$16,347.87	\$51,623.13
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$103,368.00	.00	.00	\$103,368.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$212,383.07	\$41,044.07	\$16,347.87	\$154,991.13
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,783,696.56	\$10,594,383.93	\$3,142,316.58	\$2,046,996.05
	=====	=====	=====	=====

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 9 Month Period Ending 03/31/2020

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,402,963.00	\$989,686.25	\$413,276.75
1XXX	Miscellaneous	\$75,000.00	\$35,191.76	\$39,808.24
	TOTAL	\$13,400,406.00	\$12,947,321.01	\$453,084.99
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3140	Vocational Expansion Stabilization Aid	\$120,922.00	\$126,968.10	(\$6,046.10)
3176	Equalization	\$580,221.00	\$552,229.05	\$27,991.95
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$273,589.00	\$273,589.00	.00
	TOTAL	\$1,428,562.00	\$1,406,616.15	\$21,945.85
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,828,968.00	\$14,353,937.16	\$475,030.84
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,799,627.00	\$1,253,604.13	\$370,502.67	\$175,520.20
11-140-100-500 Other Purch. Serv. (400-500 series)	\$43,650.00	\$22,616.97	.00	\$21,033.03
--- 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	\$8,000.00	\$410.00	\$738.00	\$6,852.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,856,427.00	\$1,276,631.10	\$371,240.67	\$208,555.23
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,989,448.00	\$1,990,794.44	\$617,960.71	\$380,692.85
11-3XX-100-106 Other Sal. For Instruction	\$64,890.00	\$29,177.64	\$14,082.36	\$21,630.00
11-3XX-100-320 Purchased Prof.-Ed. Services	\$311,415.00	\$27,384.00	\$163,935.00	\$120,096.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$77,526.40	\$57,028.16	\$4,361.42	\$16,136.82
11-3XX-100-610 General Supplies	\$261,708.82	\$133,771.57	\$39,388.89	\$88,548.36
11-3XX-100-640 Textbooks	\$18,870.09	\$12,170.09	\$0.00	\$6,700.00
11-3XX-100-800 Other Objects	\$15,300.00	\$5,821.84	\$2,636.16	\$6,842.00
TOTAL	\$3,739,158.31	\$2,256,147.74	\$842,364.54	\$640,646.03
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$52,820.00	\$40,055.32	.00	\$12,764.68
11-401-100-500 Purchased Services (300-500 series)	\$12,725.00	\$450.00	.00	\$12,275.00
11-401-100-600 Supplies and Materials	\$16,180.00	\$5,860.39	\$2,304.86	\$8,014.75
11-401-100-800 Other Objects	\$9,000.00	\$8,779.00	\$196.00	\$25.00
TOTAL	\$90,725.00	\$55,144.71	\$2,500.86	\$33,079.43
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$62,000.00	\$59,720.00	\$4,000.00	(\$1,720.00)
11-402-100-500 Purchased Services (300-500 series)	\$35,185.00	\$29,540.00	\$6,880.00	(\$1,235.00)
11-402-100-600 Supplies and Materials	\$26,876.49	\$20,074.92	\$8,808.67	(\$2,007.10)
11-402-100-800 Other Objects	\$25,850.00	\$12,885.64	\$6,535.86	\$6,428.50
TOTAL	\$149,911.49	\$122,220.56	\$26,224.53	\$1,466.40
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$27,647.00	\$20,580.73	\$5,479.47	\$1,586.80
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,825.00	\$7,812.25	.00	\$12.75
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$375.00	.00	.00	\$375.00
11-000-211-600 Supplies and Materials	\$430.61	\$430.59	.00	\$0.02
11-000-211-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$36,527.61	\$28,823.57	\$5,479.47	\$2,224.57
--- Health services ---				
11-000-213-100 Salaries	\$162,608.03	\$132,864.61	\$29,722.88	\$20.54

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 9 Month Period Ending 03/31/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-300 Purchased Prof. & Tech. Svc.	\$17,374.94	\$12,598.89	\$3,729.37	\$1,046.68
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$9,000.00	\$2,202.25	\$14.10	\$6,783.65
11-000-213-800 Other Objects	\$500.00	\$90.00	.00	\$410.00
TOTAL	\$190,867.97	\$147,755.75	\$33,466.35	\$9,645.87
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$10,000.00	\$2,220.00	\$6,598.00	\$1,182.00
TOTAL	\$10,000.00	\$2,220.00	\$6,598.00	\$1,182.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$423,101.00	\$304,053.18	\$111,601.72	\$7,446.10
11-000-218-105 Sal Secr. & Clerical Asst.	\$117,915.00	\$88,353.90	\$19,776.15	\$9,784.95
11-000-218-11X Other Salaries	\$291,079.00	\$199,562.86	\$88,724.99	\$2,791.15
11-000-218-199 Unused Vac Payment to Term/Ret Staff	\$9,462.60	\$4,956.60	\$4,506.00	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$40,000.00	\$22,487.75	\$3,920.00	\$13,592.25
11-000-218-500 Other Purchased Services (400-500 series)	\$24,967.00	\$22,901.00	.00	\$2,066.00
11-000-218-600 Supplies and Materials	\$9,000.00	\$6,083.38	\$584.99	\$2,331.63
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$915,774.60	\$648,398.67	\$229,113.85	\$38,262.08
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$150,774.00	\$111,523.50	\$34,246.00	\$5,004.50
11-000-219-105 Sal Secr. & Clerical Asst.	\$46,480.00	\$33,684.34	\$9,791.11	\$3,004.55
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,400.00	\$5,394.37	.00	\$1,005.63
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$1,800.00	\$236.25	\$0.00	\$1,563.75
11-000-219-600 Supplies and Materials	\$3,100.00	\$1,003.04	\$238.10	\$1,858.86
11-000-219-800 Other Objects	\$1,000.00	\$485.00	.00	\$515.00
TOTAL	\$211,554.00	\$152,326.50	\$44,275.21	\$14,952.29
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$214,445.00	\$160,599.42	\$53,534.53	\$311.05
11-000-221-104 Salaries Other Prof. Staff	\$115,984.00	\$90,563.79	\$25,210.11	\$210.10
11-000-221-105 Sal Secr. & Clerical Asst.	\$59,701.00	\$42,590.83	\$13,693.73	\$3,416.44
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$1,407.42	\$469.14	\$1,123.44
11-000-221-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$394,530.00	\$295,161.46	\$92,907.51	\$6,461.03
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$34,194.00	\$24,024.58	\$7,372.79	\$2,796.63
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,100.00	\$907.05	.00	\$192.95
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	\$9,000.00	\$5,836.59	\$3,098.02	\$65.39
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$48,724.00	\$30,768.22	\$10,470.81	\$7,484.97

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,982.00	\$36,915.72	\$11,373.18	\$693.10
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$250.00	.00	.00	\$250.00
11-000-223-500 Other Purchased Services (400-500 series)	\$15,050.00	\$10,252.45	\$1,004.72	\$3,792.83
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$64,782.00	\$47,168.17	\$12,377.90	\$5,235.93
--- Support services-general administration ---				
11-000-230-100 Salaries	\$341,819.00	\$277,478.82	\$62,492.98	\$1,847.20
11-000-230-331 Legal Services	\$78,171.21	\$12,189.90	\$49,066.94	\$16,914.37
11-000-230-332 Audit Fees	\$38,175.00	\$37,425.00	.00	\$750.00
11-000-230-334 Architectural/Engineering Services	\$7,018.80	\$2,607.50	\$1,750.00	\$2,661.30
11-000-230-339 Other Purchased Prof. Svc.	\$12,974.18	\$527.50	\$8,866.50	\$3,580.18
11-000-230-340 Purchased Tech. Services	\$8,700.00	\$4,685.00	\$1,200.00	\$2,815.00
11-000-230-530 Communications/Telephone	\$75,845.16	\$48,716.41	\$22,146.43	\$4,982.32
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,526.20	\$2,500.20	.00	\$1,026.00
11-000-230-590 Other Purchased Services	\$156,690.00	\$154,798.00	\$0.00	\$1,892.00
11-000-230-610 General Supplies	\$7,574.00	\$826.13	\$220.40	\$6,527.47
11-000-230-630 BOE In-House Training/Meeting Supplies	\$500.00	.00	.00	\$500.00
11-000-230-890 Misc. Expenditures	\$21,079.00	\$18,995.44	\$601.31	\$1,482.25
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,898.75	.00	\$101.25
TOTAL	\$759,072.55	\$567,648.65	\$146,344.56	\$45,079.34
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$146,190.00	\$119,582.20	\$26,394.65	\$213.15
11-000-240-104 Salaries Other Prof. Staff	\$326,525.00	\$261,763.60	\$64,761.40	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$241,169.00	\$158,364.83	\$69,172.60	\$13,631.57
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$6,554.07	\$6,854.07	.00	(\$300.00)
11-000-240-500 Other Purchased Services	\$32,200.00	\$18,330.09	\$2,816.72	\$11,053.19
11-000-240-600 Supplies and Materials	\$17,873.18	\$14,899.86	\$90.30	\$2,883.02
11-000-240-800 Other Objects	\$6,085.00	\$6,165.00	.00	(\$80.00)
TOTAL	\$776,596.25	\$585,959.65	\$163,235.67	\$27,400.93
--- Central Services ---				
11-000-251-100 Salaries	\$367,480.00	\$275,112.36	\$91,704.74	\$662.90
11-000-251-330 Purchased Prof. Services	\$7,500.00	\$5,691.58	\$917.98	\$890.44
11-000-251-340 Purchased Technical Services	\$27,000.00	\$26,943.30	.00	\$56.70
11-000-251-592 Misc Pur Serv (400-500 series)	\$3,000.00	\$1,027.10	\$575.00	\$1,397.90
11-000-251-600 Supplies and Materials	\$7,500.00	\$2,643.65	\$11.14	\$4,845.21
11-000-251-89X Other Objects	\$4,600.00	\$3,815.71	.00	\$784.29
TOTAL	\$417,080.00	\$315,233.70	\$93,208.86	\$8,637.44
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$424,029.00	\$317,465.39	\$88,987.06	\$17,576.55
11-000-252-500 Other Pur Serv. (400-500 series)	\$50,252.00	\$24,480.96	\$7,223.64	\$18,547.40
11-000-252-600 Supplies and Materials	\$45,500.00	\$9,355.04	\$8,332.84	\$27,812.12
TOTAL	\$519,781.00	\$351,301.39	\$104,543.54	\$63,936.07

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL Cent. Svcs. & Admin IT	\$936,861.00	\$666,535.09	\$197,752.40	\$72,573.51
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$640,936.00	\$341,749.20	\$104,051.34	\$195,135.46
11-000-261-199 Unused Vac Payment to Term/Ret Staff	\$9,292.36	\$9,292.36	.00	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$395,273.53	\$202,712.81	\$53,607.93	\$138,952.79
11-000-261-610 General Supplies	\$60,000.00	\$56,612.12	\$5,424.16	(\$2,036.28)
11-000-261-800 Other Objects	\$13,000.00	\$10,530.56	\$1,883.20	\$586.24
TOTAL	\$1,118,501.89	\$620,897.05	\$164,966.63	\$332,638.21
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$480,648.53	\$360,552.32	\$120,096.21	.00
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$29,992.74	\$4,807.26	\$30,200.00
11-000-262-520 Insurance	\$97,898.00	\$97,668.50	.00	\$229.50
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$93,025.62	.00	(\$3,025.62)
11-000-262-622 Energy (Electricity)	\$270,000.00	\$121,427.80	\$40,232.49	\$108,339.71
TOTAL	\$1,003,546.53	\$702,666.98	\$165,135.96	\$135,743.59
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$20,000.00	\$1,399.15	.00	\$18,600.85
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$24,000.00	\$1,399.15	\$0.00	\$22,600.85
--- Security ---				
11-000-266-100 Salaries	\$109,510.00	\$83,728.30	\$18,353.44	\$7,428.26
11-000-266-300 Purchased Prof. & Tech. Svc.	\$5,375.60	\$375.60	.00	\$5,000.00
TOTAL	\$114,885.60	\$84,103.90	\$18,353.44	\$12,428.26
TOTAL Oper & Maint of Plant Services	\$2,260,934.02	\$1,409,067.08	\$348,456.03	\$503,410.91
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$52,734.00	\$35,252.00	\$10,583.45	\$6,898.55
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
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	\$95,667.96	\$4,295.50	\$10,000.00	\$81,372.46
11-000-270-593 Misc. Purchased Svc.- Transp.	\$4,641.00	.00	.00	\$4,641.00
11-000-270-610 General Supplies	\$8,149.00	\$6,149.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$173,691.96	\$45,696.50	\$20,583.45	\$107,412.01
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$9,107.05	\$3,704.78	\$1,008.17
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$190,062.99	\$75,795.31	\$16,341.70
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$332,110.00	\$317,197.94	\$1,932.16	\$12,979.90
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$14,159.53	\$20,340.47	\$5,675.00
11-XXX-XXX-260 Workman's Compensation	\$210,829.00	\$208,415.56	.00	\$2,413.44
11-XXX-XXX-270 Health Benefits	\$1,739,400.00	\$1,272,277.63	\$409,619.59	\$57,502.78
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	\$27,243.63	\$47,756.37	\$5,000.00

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 9 Month Period Ending 03/31/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
11-XXX-XXX-290 Other Employee Benefits	\$67,200.00	\$36,208.59	\$11,204.18	\$19,787.23
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$61,824.23	\$60,150.93	\$1,373.30	\$300.00
TOTAL	\$2,827,558.23	\$2,134,823.85	\$571,726.16	\$121,008.22
 Total Undistributed Expenditures	 \$9,607,474.19	 \$6,762,353.16	 \$1,882,787.37	 \$962,333.66
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,443,695.99	\$10,472,497.27	\$3,125,117.97	\$1,846,080.75
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,443,695.99	\$10,472,497.27	\$3,125,117.97	\$1,846,080.75

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 9 Month Period Ending 03/31/2020

	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 ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$5,813.92	\$5,813.92	.00	.00
12-4XX-100-730 School-spons. & oth instr prog	\$20,695.15	\$20,695.15	\$0.00	\$0.00
Undistributed expenses				
12-000-100-730 Instruction	\$30,000.00	.00	\$16,347.87	\$13,652.13
12-000-252-730 Admin. Info. Tech.	\$40,000.00	\$2,029.00	.00	\$37,971.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$12,506.00	\$12,506.00	.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$109,015.07	\$41,044.07	\$16,347.87	\$51,623.13
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$103,368.00	.00	.00	\$103,368.00
Sub Total	\$103,368.00	\$0.00	\$0.00	\$103,368.00
TOTAL	\$103,368.00	\$0.00	\$0.00	\$103,368.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$212,383.07	\$41,044.07	\$16,347.87	\$154,991.13

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,656,079.06	\$10,513,541.34	\$3,141,465.84	\$2,001,071.88

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

For 9 Month Period Ending 03/31/2020

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.

March 31, 2020

Board Secretary/Business Administrator

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	\$ 13,500.00	\$ 7,150.00	\$ 0.00	\$ 6,350.00
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 5,000.00
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,450.00	\$ 4,804.53	\$ 0.00	\$ 645.47
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 5,000.00	\$ 541.81	\$ 0.00	\$ 4,458.19
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 11,810.00	\$ 11,617.18	\$ 168.65	\$ 24.17
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,000.00	\$ 418.13	\$ 0.00	\$ 581.87
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 750.00	\$ 200.63	\$ 0.00	\$ 549.37
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 938.50	\$ 812.94	\$ 0.00	\$ 125.56
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	\$ 3,855.76	\$ 0.00	\$ 1,144.24
11-140-100-610-03-0009-	SUPPLIES - ART	\$ 3,000.00	\$ 2,605.37	\$ 0.00	\$ 394.63
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 1,342.48	\$ 0.00	\$ 657.52
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 54,500.00	\$ 39,591.22	\$ 301.29	\$ 14,607.49
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 7,500.00	\$ 3,374.37	\$ 0.00	\$ 4,125.63
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 500.00	\$ 447.20	\$ 0.00	\$ 52.80
11-140-100-800-03-0000-	OTHER OBJECTS	\$ 3,544.00	\$ 1,442.00	\$ 0.00	\$ 2,102.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,600.00	\$ 2,638.97	\$ 380.80	\$ 4,580.23
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

4/3 2:01pm

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

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	(\$30,936.26)
	Accounts receivable:	
141	Intergovernmental - State	(\$0.38)
		(\$0.38)

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

301	Estimated Revenues	\$1,200,642.09
302	Less Revenues	(\$902,785.20)
		\$297,856.89
	Total assets and resources	\$266,920.25
		=====

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

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$2,146.53
481	Deferred revenues	\$808.22
	Other current liabilities	\$127.15
		\$3,081.90
	TOTAL LIABILITIES	\$3,081.90
		=====

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	\$173,975.61
601	Appropriations	\$1,200,642.09
602	Less: Expenditures	\$936,803.74
603	Encumbrances	\$173,975.61 (\$1,110,779.35)
		\$89,862.74
	TOTAL FUND BALANCE	\$263,838.35
	TOTAL LIABILITIES AND FUND EQUITY	\$266,920.25
		=====

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

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$106,723.00	\$106,723.00		.00
3XXX	From State Sources	\$648,018.09	\$488,554.20		\$159,463.89
4XXX	From Federal Sources	\$445,901.00	\$307,508.00		\$138,393.00
		-----	-----	-----	-----
	TOTAL REVENUE/SOURCES OF FUNDS	\$1,200,642.09	\$902,785.20		\$297,856.89
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$106,723.00	\$92,066.61	\$0.00	\$14,656.39
STATE PROJECTS:					
	Vocational education	\$301,541.09	\$236,769.55	\$60,349.34	\$4,422.20
	Other State Projects	\$346,477.00	\$250,541.51	\$87,147.75	\$8,787.74
		-----	-----	-----	-----
	TOTAL STATE PROJECTS	\$648,018.09	\$487,311.06	\$147,497.09	\$13,209.94
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$56,796.00	\$38,565.65	\$5,684.70	\$12,545.65
	I.D.E.A. Part B (Handicapped)	\$82,638.00	\$72,538.50	\$10,099.50	.00
	NCLB Title II - Part A/D	\$9,265.00	\$4,871.91	\$925.00	\$3,468.09
	NCLB Title IV	\$10,000.00	\$2,148.00	.00	\$7,852.00
	Vocational Education	\$287,202.00	\$239,302.01	\$9,769.32	\$38,130.67
		-----	-----	-----	-----
	TOTAL FEDERAL PROJECTS	\$445,901.00	\$357,426.07	\$26,478.52	\$61,996.41
		=====	=====	=====	=====
	*** TOTAL EXPENDITURES ***	\$1,200,642.09	\$936,803.74	\$173,975.61	\$89,862.74
		=====	=====	=====	=====

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

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$106,723.00	\$106,723.00	\$0.00
Total Revenues from Local Sources	\$106,723.00	\$106,723.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3290 Recovery High School Access Grant	\$346,477.00	\$288,730.00	\$57,747.00
32XX Other Restricted Entitlements	\$301,541.09	\$199,824.20	\$101,716.89
Total Revenue from State Sources	\$648,018.09	\$488,554.20	\$159,463.89
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$56,796.00	\$32,548.00	\$24,248.00
4451-55 Title II	\$9,265.00	\$3,450.00	\$5,815.00
4471-74 Title IV	\$10,000.00	\$2,148.00	\$7,852.00
4420-29 I.D.E.A. Part B (Handicapped)	\$82,638.00	\$61,216.00	\$21,422.00
4430-39 Vocational Education	\$287,202.00	\$208,146.00	\$79,056.00
Total Revenues from Federal Sources	\$445,901.00	\$307,508.00	\$138,393.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,200,642.09	\$902,785.20	\$297,856.89
	=====	=====	=====

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

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,200,642.09	\$936,803.74	\$173,975.61	\$89,862.74
T O T A L E X P E N D I T U R E	\$1,200,642.09	\$936,803.74	\$173,975.61	\$89,862.74

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

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

Raelene Sipple

I, _____, 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.

March 31, 2020

Board Secretary/Business Administrator

Date

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

4/3 2:01pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 9 Month Period Ending 03/31/20

=====

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	\$3,444,435.85

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

301	Estimated Revenues	\$5,719,435.85	
302	Less Revenues	(\$1,077,531.87)	
		\$4,641,903.98	
	Total assets and resources		\$8,147,475.50
			=====

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 9 Month Period Ending 03/31/20

=====

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	\$218,419.46
754	Reserve for encumbrances - Prior Year	\$100,740.18
601	Appropriations	\$5,725,944.05
602	Less : Expenditures	\$1,023,083.95
603	Encumbrances	\$319,159.64 (\$1,342,243.59)
		\$4,383,700.46
	Total Appropriated	\$4,702,860.10

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

770	Fund balance	\$2,603,348.61
303	Budgeted Fund Balance	\$707,688.59
		\$8,013,897.30

TOTAL FUND BALANCE \$8,013,897.30

TOTAL LIABILITIES AND FUND EQUITY \$8,147,475.50

=====

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 9 Month Period Ending 03/31/20

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other Revenue/Source of Funds	\$5,719,435.85	\$1,077,531.87		\$4,641,903.98
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$5,719,435.85	\$1,077,531.87		\$4,641,903.98
	=====	=====	=====	=====
	-----	-----	-----	-----
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$458,328.00	\$176,922.80	\$158,630.00	\$122,775.20
30-000-4XX-450 Construction services	\$5,267,616.05	\$846,161.15	\$160,529.64	\$4,260,925.26
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$5,725,944.05	\$1,023,083.95	\$319,159.64	\$4,383,700.46
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$5,725,944.05	\$1,023,083.95	\$319,159.64	\$4,383,700.46
*** TOTAL EXPENDITURES AND TRANSFERS	\$5,725,944.05	\$1,023,083.95	\$319,159.64	\$4,383,700.46
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 9 Month Period Ending 03/31/20

Raelene Sipple

I, _____, 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

March 31, 2020

Date

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

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

**Somerset County Vocational
All Funds
For Month Ended: March 31, 2020**

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$4,336,703.48	\$1,573,877.19	-\$2,147,234.20	\$3,763,346.47
Special Revenue Fund (20)	\$47,897.78	\$39,851.00	-\$118,685.04	-\$30,936.26
Capital Project Fund (30)	\$120,618.11	\$37,254.80	-\$96,737.24	\$61,135.67
Total Governmental Funds	<u>\$4,505,219.37</u>	<u>\$1,650,982.99</u>	<u>-\$2,362,656.48</u>	<u>\$3,793,545.88</u>
Summer Savings	\$106,593.14	\$18,426.06	\$0.00	\$125,019.20
Enterprise Fund (60) Cafeteria	\$26,436.89	\$7,512.16	-\$13,079.27	\$20,869.78
Payroll Fund (70)	\$0.00	\$787,936.06	-\$787,936.06	\$0.00
Agency Fund (90)	\$0.00	\$871,873.73	-\$871,873.73	\$0.00
Total Trust & Agency	<u>\$133,030.03</u>	<u>\$1,685,748.01</u>	<u>-\$1,672,889.06</u>	<u>\$145,888.98</u>
Grand Total for all Funds	<u>\$4,638,249.40</u>	<u>\$3,336,731.00</u>	<u>-\$4,035,545.54</u>	<u>\$3,939,434.86</u> <u>\$3,939,434.86</u>

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

4/15/2020

Date

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va_exaa1.082406

03/31/2020

Current Cycle : March

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-221-105-04-0000-	SALARIES - CLERICAL	March Transfers	0033	03/31/2020	VHART	\$59,701.00	(\$9.61)	\$59,691.39
11-000-221-105-04-0001-	SAL OF SECR AND CLERICAL	March Transfers	0033	03/31/2020	VHART	\$0.00	\$9.61	\$9.61
11-000-240-105-03-0000-	SALARIES - SEC/CLER.	March Transfers	0035	03/31/2020	VHART	\$239,869.00	(\$138.00)	\$239,731.00
11-000-240-105-03-0001-	SUBSTITUTES/O.T.	March Transfers	0035	03/31/2020	VHART	\$1,300.00	\$138.00	\$1,438.00
11-000-240-199-03-0000-	UNUSED VAC. PAYMENT TO T	March Transfers	0034	03/31/2020	VHART	\$6,554.07	\$300.00	\$6,854.07
11-000-240-500-03-0000-	PRINTING EXPENSE - HS	March Transfers	0034	03/31/2020	VHART	\$5,864.80	(\$300.00)	\$5,564.80
11-000-240-580-03-0000-	TRAVEL - H.S.	March Transfers	0036	03/31/2020	VHART	\$4,000.00	(\$80.00)	\$3,920.00
11-000-240-890-03-0000-	MEMBERSHIPS H.S.	March Transfers	0036	03/31/2020	VHART	\$6,085.00	\$80.00	\$6,165.00
11-000-261-420-02-0021-	CONTIN REPAIR EQUIP BLDG	March Transfers	0037	03/31/2020	VHART	\$59,302.12	(\$3,000.00)	\$56,302.12
11-000-261-610-02-0000-	MAINT SUPPL - B&G	March Transfers	0037	03/31/2020	VHART	\$60,000.00	\$3,000.00	\$63,000.00
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	March Transfers	0038	03/31/2020	VHART	\$90,000.00	\$3,026.00	\$93,026.00
11-000-262-622-02-0000-	ENERGY - ELECTRICITY	March Transfers	0038	03/31/2020	VHART	\$270,000.00	(\$3,026.00)	\$266,974.00
11-140-100-106-03-0000-	SALARIES - AIDES	March Transfers	0039	03/31/2020	VHART	\$42,504.00	\$1,082.00	\$43,586.00
11-140-100-106-07-0000-	AIDES - ALTERNATIVE SCH	March Transfers	0039	03/31/2020	VHART	\$46,368.00	(\$1,082.00)	\$45,286.00
11-310-100-500-09-0000-	OTHER PURCH SERV THEATER	March Transfers	0040	03/31/2020	VHART	\$38,500.00	(\$2,000.00)	\$36,500.00
11-310-100-500-11-0000-	OTHER PURCHD SVS	March Transfers	0040	03/31/2020	VHART	\$28,861.40	\$2,000.00	\$30,861.40
11-310-100-610-11-0000-	CAREER TECHNICAL ED	March Transfers	0041	03/31/2020	VHART	\$6,944.00	\$423.00	\$7,367.00
11-310-100-610-11-0003-	SUPPLIES - CULINARY ARTS	March Transfers	0041	03/31/2020	VHART	\$45,000.00	(\$423.00)	\$44,577.00
		March Transfers	0042	03/31/2020	VHART	\$44,577.00	(\$3,500.00)	\$41,077.00
Total For Account # 11-310-100-610-11-0003-							(\$3,923.00)	
11-310-100-610-11-0013-	SUPPL-PLUMBING & HEATING	March Transfers	0042	03/31/2020	VHART	\$11,390.00	\$3,500.00	\$14,890.00
11-402-100-100-03-0001-	STIPENDS - COACHES	March Transfers	0043	03/31/2020	VHART	\$40,000.00	\$1,720.00	\$41,720.00
11-402-100-500-03-0000-	ATH. TRAINER SVS	March Transfers	0043	03/31/2020	VHART	\$35,185.00	\$1,235.00	\$36,420.00
11-402-100-800-03-0000-	MEMBERSHIP DUES	March Transfers	0043	03/31/2020	VHART	\$25,850.00	(\$2,955.00)	\$22,895.00
Total Current Appr.								\$0.00

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

05/13/2020
va_chkr8.082219

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
75264	04/16/2020	1666	NJ American Water	\$2,361.82
75265	04/16/2020	2665	PUBLIC SERVICE ELECTRIC &	\$1,017.37
75266	04/16/2020	10854	Somerset County Treasurer	\$410.40
75267	04/16/2020	5357	SOMERSET CTY. ADMINISTRATION	\$51,707.74
75268	04/16/2020	10919	Southern Skyland Regional Health Insuran	\$187,901.00
75269	04/27/2020	7477	Albert Kemperle, Inc.	\$265.20
75270	04/27/2020	7130	American Wear	\$88.00
75271	04/27/2020	7131	Atra Janitorial Supply Co., Inc.	\$948.14
75272	04/27/2020	10023	Bridgewater Township	\$28,728.00
75273	04/27/2020	10258	BSN Sports	\$2,965.00
75274	04/27/2020	5875	Grainger	\$1,290.71
75275	04/27/2020	2088	Jostens, Inc.	\$1,385.89
75276	04/27/2020	7629	Lowe's Home Centers, Inc.	\$5,890.17
75277	04/27/2020	4550	MSC Industrial Supply	\$3,709.53
75278	04/27/2020	2622	Post Hardware	\$585.08
75279	04/27/2020	8166	PSAT/NMSQT	\$1,513.00
75280	04/27/2020	3214	Raritan Valley Community College	\$163,935.00
75281	04/27/2020	10096	Robert Griggs Plumbing & Heating	\$5,500.00
75282	04/27/2020	8717	Somerset County Culinary Arts	\$24.00
75283	04/27/2020	10988	Staples Contract & Commercial, Inc.	\$108.13
75284	04/27/2020	11382	Studio L	\$6,330.00
75285	04/27/2020	10348	Treasurer, State of New Jersey	\$535.00
75286	04/27/2020	6242	USA Architects Planners + ID	\$1,600.00
75287	04/27/2020	8063	W.B. Mason	\$629.83
75288	04/27/2020	11365	Zoom Video Communications, Inc.	\$407.87
75289	04/27/2020	9316	Aqua Chill Parsippany	\$33.50
75290	04/27/2020	5528	ATC Services, Inc.	\$1,265.00
75291	04/27/2020	9891	Atlantic A Program of DeLage Serv	\$1,858.25
75292	04/27/2020	8439	Atlantic Tomorrow's Office	\$1,844.53
75293	04/27/2020	5824	Automatic Data Processing	\$335.40
75294	04/27/2020	9946	Benefit Express	\$37.92
75295	04/27/2020	10351	Cablevision Lightpath, Inc	\$3,169.24
75296	04/27/2020	10355	CablevisionSystems Corporation	\$149.94
75297	04/27/2020	11025	Chem-Aqua Inc	\$378.66
75298	04/27/2020	9912	Christine Harttraft	\$278.08
75299	04/27/2020	1513	DELTA DENTAL PLAN OF	\$9,765.35
75300	04/27/2020	1850	Family & Community Services of	\$9,330.90
75301	04/27/2020	6405	Federal Fire Protection	\$515.00
75302	04/27/2020	11381	Hanna's Mechanical Contractors, Inc	\$126,350.00
75303	04/27/2020	10726	LBB Services, LLC	\$152.27
75304	04/27/2020	2318	Middle Earth	\$2,928.08
75305	04/27/2020	2855	NORTHWESTERN MUTUAL LIFE	\$755.94
75306	04/27/2020	8539	PITNEY BOWES(mailing system lease)	\$879.42
75307	04/27/2020	10732	Praxair	\$174.90
75308	04/27/2020	5936	Pritchard Industries	\$39,232.38
75309	04/27/2020	11158	Raelene Sipple	\$75.00
75310	04/27/2020	10256	Safe Schools Integrated Pest Control	\$400.00
75311	04/27/2020	10043	Courier News	\$199.17
75312	04/27/2020	10079	Peter Carey	\$81.62
75313	04/27/2020	7264	Somerset County Educational Services Com	\$588.50
75314	04/27/2020	10854	Somerset County Treasurer	\$287.58
75315	04/27/2020	4054	SYSTEMS 3000, INC.	\$122.00

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

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

General Account -Check Series #1

75316	04/27/2020	3174	UNITED PARCEL SERVICE	\$250.00
75317	04/27/2020	11315	United Site Services	\$99.00
75318	04/27/2020	6242	USA Architects Planners + ID	\$85,338.00
75319	04/27/2020	1251	VERIZON	\$950.61
75320	04/27/2020	8515	VERIZON BUSINESS	\$102.21
75321	04/27/2020	7866	Verizon Wireless	\$656.32
75322	04/27/2020	3191	VISION SERVICE PLAN INC.	\$2,063.46

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED VOIDED PRIOR CYCLE CHECKS				
General Account -Check Series #1				
75255	03/30/2020	10854	Somerset County Treasurer	\$52,118.14
Total Prior Cycle Voided Checks				<u>\$52,118.14</u>
Total for General Account Check Series #1				<u>\$760,485.11</u>

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

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

Agency Check -Check Series #2

20453	04/15/2020	10498	New Jersey Family Support Payment Center	\$1,325.00
20454	04/30/2020	10498	New Jersey Family Support Payment Center	\$1,325.00
20455	04/30/2020	9780	PRUDENTIAL INSURANCE	\$1,033.28
Total for Agency Check Check Series #2				\$3,683.28

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

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

Student Activity -Check Series #3

	5560	04/20/2020	9782	Bridgewater Marriott Hotel	\$704.74
*	5565	04/20/2020	11366	Centricity	\$648.00
	5566	04/20/2020	9164	SHEILA RICK	\$49.00

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

05/13/2020
va_chkr8.082219

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED VOIDED PRIOR CYCLE CHECKS				
Student Activity -Check Series #3				
5536	03/06/2020	11376	Sheraton Hotel, Edison	\$300.00
5555	03/13/2020	11008	Maura Gillooly	\$203.50
Total Prior Cycle Voided Checks				\$503.50

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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POSTED MANUAL VOID CHECK ENTRIES

Student Activity -Check Series #3

5561	04/20/2020			\$697.00
5563	04/20/2020			\$697.00

			Total For Manual Void Check Entries	<u>\$1,394.00</u>
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			Total for Student Activity Check Series #3	<u>\$1,401.74</u>
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Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

05/13/2020
va_chkr8.082219

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
POSTED CHECKS					
Hand Checks					
	1682	04/27/2020	6974	Maschio's Food Services	\$9,953.23
*	5555	03/13/2020	11008	Maura Gillooly	\$203.50
*	10342	04/15/2020	9717	Prudential Insurance	\$538.93
	10343	04/15/2020	9773	INTERNAL REVENUE SERVICE	\$32,034.79
	10344	04/13/2020	4869	State of NJ Division of Pensions-PERS	\$17,327.61
	10345	04/13/2020	7972	State of NJ Division of Pensions-TPAF	\$51,778.51
	10346	04/20/2020	3458	STATE OF NEW JERSEY	\$18,035.65
	10347	04/30/2020	9717	Prudential Insurance	\$272.91
	10348	04/30/2020	9773	INTERNAL REVENUE SERVICE	\$30,026.19
*	41520	04/15/2020	3099	Treasurer Somerset County	\$442,035.10
*	43020	04/30/2020	3099	Treasurer Somerset County	\$415,587.37
*	73019	07/30/2019	3099	Treasurer Somerset County	\$9,292.36
*	904142001	04/14/2020	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$51,778.51
	904142002	04/14/2020	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,327.61
*	904152001	04/15/2020	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,270.80
	904152002	04/15/2020	9769	PLAN CONNECT-EQUITABLE	\$15,646.82
	904152002	04/15/2020	9771	PLAN CONNECT-MET LIFE	\$1,276.80
	904152002	04/15/2020	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$430.89
	904152003	04/15/2020	9773	INTERNAL REVENUE SERVICE	\$103,107.00
	904152004	04/15/2020	9774	NJ DIVISION OF REVENUE	\$2,339.72
	904152005	04/15/2020	9774	NJ DIVISION OF REVENUE	\$14,225.67
	904152006	04/15/2020	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$701.75
*	904212001	04/21/2020	9774	NJ DIVISION OF REVENUE	\$18,035.65
*	904302001	04/30/2020	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$53,066.66
	904302002	04/30/2020	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$16,843.92
	904302003	04/30/2020	9778	PRUDENTIAL RETIREMENT SERVICES	\$643.52
	904302004	04/30/2020	9769	PLAN CONNECT-EQUITABLE	\$15,296.82
	904302004	04/30/2020	9771	PLAN CONNECT-MET LIFE	\$1,261.38
	904302004	04/30/2020	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$430.89
	904302005	04/30/2020	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,670.70
	904302006	04/30/2020	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$714.04
	904302007	04/30/2020	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$51,501.54
	904302008	04/30/2020	9761	AFLAC	\$709.90
	904302009	04/30/2020	9761	AFLAC	\$247.02
	904302010	04/30/2020	9773	INTERNAL REVENUE SERVICE	\$97,349.84
	904302011	04/30/2020	9774	NJ DIVISION OF REVENUE	\$1,822.15
	904302012	04/30/2020	9774	NJ DIVISION OF REVENUE	\$13,685.02
	904302013	04/30/2020	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$701.75

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED VOIDED CHECK(S)				
Hand Checks				
10343	04/15/2020	9773	INTERNAL REVENUE SERVICE	\$21,131.74
Total Current Cycle Voided Checks				\$21,131.74

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED VOIDED PRIOR CYCLE CHECKS				
Hand Checks				
73019	07/30/2019	3099	Treasurer Somerset County	\$9,292.36
903302001	03/30/2020	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$51,777.70
903302002	03/30/2020	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$17,327.49
			Total Prior Cycle Voided Checks	\$78,397.55
		Total for Hand Checks		\$1,518,172.52
			Total Posted Checks	\$2,437,287.58

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : April

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$42,185.01	\$42,185.01
10	11	\$467,296.44		\$918,294.40		\$1,385,590.84
10	P1			\$9,292.36		\$9,292.36
Fund 10	TOTAL	\$467,296.44		\$927,586.76	\$42,185.01	\$1,437,068.21
20	20	\$29,792.93		\$47,157.65		\$76,950.58
30	30	\$211,688.00	\$51,707.74			\$263,395.74
60	60			\$9,953.23		\$9,953.23
90	90		\$3,683.28		\$491,086.37	\$494,769.65
95	95		\$1,401.74		\$203.50	\$1,605.24
GRAND	TOTAL	\$708,777.37	\$56,792.76	\$984,697.64	\$533,474.88	\$2,283,742.65

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

\$131,019.19

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

\$22,525.74

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