

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
December 18, 2023

- I. Call to Order
- II. Roll Call of Members

Gregory Lalevee, President  
Adam Beder, Vice President  
Ayanna Taylor  
Matthew Loper  
Roger Jinks

Also Present:

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

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

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting held on November 20, 2023.
  - A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting held on November 20, 2023 were approved.

## IV. Correspondence

## V. Presentations/Recognitions

- A. Presentation of Student of the Month – Andres Ortega, Electrical Construction, Grade 11
- B. Presentation SEL Student Spotlight Award – Chase Thompson
- C. Presentation Business Partner of the Year Award – Martenette Farms – Andrea and Tony Kennette
- D. Audit Report – Suplee, Clooney & Associates will provide a presentation of the 2022-23 school year audit.

## VI. Old or Unfinished Business

## A. Construction Projects

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate – Mr. Lalevee, Mr. Beder
- NJSBA (Delegate) – Mr. Lalevee
- SCSBA (Delegate) –
- SCESC (Representative) –Dr. Taylor; (Alternate) – Mr. Lalevee
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Mr. Beder
- SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple

## IX. School Communications Report

## X. Open to the Public – Action Items Only

Individuals and/or groups are invited to present their comments regarding the following action items to the Board of Education at this time. In accordance with Board policy, members of the public are allotted one opportunity to address the Board for a maximum of three (3) minutes during this period of the meeting.

Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. 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.

XI. Superintendent’s Report

A. Employment of Part-Time Personnel 2023-24 School Year

The Superintendent recommends that the Board of Education approve the following part-time personnel for the 2023-24 school year:

High School – Curriculum Writing/Review - \$36.05/hr (American Rescue Plan - 20-488-200-100-00-0000)

Brendan Downey	English (15 hrs)
Kristen McNerney	English (15 hrs)
Christopher Miller	English (15 hrs)
Rachel Miller	English (15 hrs)
M. Cristina Perrone	English (15 hrs)
Andrew Coslit	Mathematics (15 hrs)
Matthew Dolegiewitz	Mathematics (15 hrs)
Jeffrey Donaldson	Mathematics (15 hrs)
Selma Hannan	Mathematics (15 hrs)
Nicholas Jefopoulos	Mathematics (15 hrs)

Performing Arts- Dance

MaryLynne McAnally	Tap Instructor Tutor (16 hrs)	\$55.16/hr (11-310-100-101-11-0000)
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B. Extra-Curricular Appointments – 2023-24 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2023-24 school year as follows:

Sarah Sconda	Junior Varsity Girls Basketball coach	\$4,000.00
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C. FMLA Request

The Superintendent recommends that the Board of Education approve an FMLA request for Ms. Meghan O’Reilly Welch beginning on February 5, 2024 through May 3, 2024.

D. School Business/Professional Development Travel

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

E. Provisional Teacher Program

The Superintendent recommends that the Board of Education approve the following mentor (pursuant to NJAC 6A:9B-8.4) for the district’s provisional teacher for the 2023-24 school year (payment amount is determined by the NJ Department of Education and satisfied by the mentee) as follows:

<u>Provisional Teacher Candidate (Mentee)</u>	<u>Route</u>	<u>Mentoring Fees</u>	<u>Mentor</u>
Cody Conrad	Traditional	\$366.00 – 20 weeks (12/11/23-5/3/24)	Johanna Scholl

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

F. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #2.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

G. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID#999006210 for approximately ten (10) days. Instruction to be provided for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with Rutgers Health-University Behavioral Health Care, Piscataway, NJ to provide bedside instruction at \$41.00/hr.

The Superintendent recommends that the Board of Education extend home instruction to student ID# 999006210 for approximately four (4) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with Silvergate Prep, Bridgewater, NJ to provide bedside instruction at \$50.00/hr.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

H. Curriculum

The Superintendent recommends that the Board of Education approve the updated curriculum in the following program:

Culinary Arts

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

I. Superintendent’s Update

- HIB Report – New HIB Cases Submitted for December Review - 0; HIB Cases Submitted Month Prior for Board Decision in December – 0; Total YTD HIB Reports Submitted for Review - 0
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
112720232	11	Out	3	11/28/2023-11/30/2023	Disrespectful to staff

- Student Enrollment Report

Enrollment Report - December 1, 2023	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	79	88	79	99	345
Shared-Time Students Enrolled	125	80	77	74	356
Totals	204	168	156	173	701

- AI English Class Projects – C. Miller and students

J. Submission of Bills

It is recommended the Board of Education approve the bills list for December 18, 2023 which is included in the Board packet and will be attached to the regular meeting minutes.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

XII. Report of the School Business Administrator/Board Secretary

A. Board Secretary Report/Cash Report

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of November 2023, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Addendum #3)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

B. Budget Transfers – November 2023

It is recommended the Board of Education approve budget transfers for the 2023-24 school year as they appear on Addendum #4.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion  
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

C. Audit Report - 2022-23 School Year

It is recommended the Board of Education accept the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 and that the corrective action plan be implemented as it appears on Addendum #5.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion  
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

D. High School Tuition Rates – 2024-25 School Year

It is recommended the Board of Education approve high school tuition rates for the 2024-2025 school year as follows:

	Tuition	
	Full Time	Shared Time
Academy for Health and Medical Sciences	\$ 1,500.00	N/A
Alternative School	\$28,080.00	N/A
Vocational Programs	\$ 1,500.00	\$ 750.00
Nonresident Fee	\$10,000.00	\$5,000.00
Academy for Health and Medical Sciences (Parent Paid)	\$ 230.00/credit	N/A

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

E. Region VII Education Service Center for the Interlocal Purchasing System

It is recommended the Board of Education approve the participation in the Region VII Education Service Center for the Interlocal Purchasing System for the purpose of new School Financial Software Integrated with Human Resources and Payroll.

F. Professional Services Contract – 2023-24 School Year

It is recommended the Board of Education accept the following professional services proposals for the 2023-24 school year School Based Program grant.

The Lincoln Center for Family & Youth      Mental Health Counselor      \$60,217.50 (6 mo.)

G. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2023-24 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold for the 2023-24 school year which are year to date amounts and are in compliance with law.

Hutchins HVAC, Inc.      \$145,140.00      Co-Op      District Wide HVAC

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll



<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Mr. Jinks	___	___

XIII. New Business – 2024-25 Budget Development Calendar

XIV. Next Meeting

It is recommended the next regular meeting of the Somerset County Vocational Board of Education be held:

January 22, 2024  
5:00 P.M.  
Somerset County Vocational & Technical Schools  
14 Vogt Drive  
Bridgewater, New Jersey 08807

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

XVI. Resolution

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, Litigation and Arbitration. 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.

XVII. On motion of \_\_\_\_\_, seconded by \_\_\_\_\_ and passed, the meeting adjourned at \_\_\_\_\_ P.M.

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
	Samantha Inga Susan Kiser Maureen Lawler Melissa Norrbom	\$500/ea.	\$0	Anti-Bullying Specialist Online Certificate Program	Virtual
March 8, 2024	Rachel Miller	\$279.00	\$0	Teaching Media Literacy Skills in a Fake News World	Online

[Back to Top](#)

December 2023

## FIELD TRIPS

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
1/19/2024	Health Occupations	Somerset Wellness Center Bridgewater, NJ	\$0.00	District
2/8/2024	Health Occupations	Somerset Wellness Center Bridgewater, NJ	\$0.00	District
2/10/2024	Repertory Dance Company	Union City High School Union City, NJ	\$0.00	District

[Back to Top](#)

12/4 11:49am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 5 Month Period Ending 11/30/2023

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 ASSETS AND RESOURCES  
 =====

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

101	Cash in bank		\$2,943,846.79
116	Capital Reserve Account		\$802,193.01
117	Maint. Reserve Account		\$611,685.83
121	Tax levy receivable		\$7,395,950.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$1,028,628.55	
143	Intergovernmental - Other	\$46,870.00	
			\$1,224,379.38

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

301	Estimated Revenues	\$15,278,982.00	
302	Less Revenues	(\$14,922,833.73)	
			\$356,148.27

Total assets and resources \$13,334,203.28  
 =====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 5 Month Period Ending 11/30/2023

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LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$37,394.46
TOTAL LIABILITIES		\$37,394.46
		=====

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		\$8,679,843.37
754	Reserve for encumbrance - Prior Year		\$19,177.89
	Reserved fund balance:		
761	Capital reserve account	\$4,689,393.01	
307	Less: Budg w/d from Capital Rsrv Elgbl. Cost	(\$3,887,200.00)	
			\$802,193.01
764	Reserve for Maintenance	\$611,685.83	
			\$611,685.83
760	Reserved Fund Balance		\$748,500.00
601	Appropriations	\$19,615,865.05	
602	Less : Expenditures	\$9,024,972.44	
603	Encumbrances	\$8,699,021.26 (\$17,723,993.70)	
			\$1,891,871.35
	Total Appropriated		\$12,753,271.45

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

770	Fund Balance		\$954,037.37
303	Budgeted Fund Balance		(\$410,500.00)
	TOTAL FUND BALANCE		\$13,296,808.82
	TOTAL LIABILITIES AND FUND EQUITY		\$13,334,203.28
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 5 Month Period Ending 11/30/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$19,615,865.05	\$17,723,993.70	\$1,891,871.35
Revenues	(\$15,278,982.00)	(\$14,922,833.73)	(\$356,148.27)
	\$4,336,883.05	\$2,801,159.97	\$1,535,723.08
Change in Capital Reserve account:			
307 Less: Eligible Withdrawal (\$3,887,200.00)			
Less: Adjust for prior year encumb.	(\$39,183.05)	(\$39,183.05)	
Budgeted Fund Balance	\$4,297,700.00	\$2,761,976.92	\$1,535,723.08
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$4,297,700.00	\$2,761,976.92	\$1,535,723.08
TOTAL Budgeted Fund Balance	\$4,297,700.00	\$2,761,976.92	\$1,535,723.08
	=====	=====	=====

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 5 Month Period Ending 11/30/2023

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,850,420.00	\$12,744,271.73		\$1,106,148.27
3XXX	From State Sources	\$1,428,562.00	\$2,178,562.00		(\$750,000.00)
TOTAL REVENUE/SOURCES OF FUNDS		\$15,278,982.00	\$14,922,833.73		\$356,148.27
		=====	=====	=====	=====
					AVAILABLE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,081,080.15	\$632,165.99	\$1,330,310.71	\$118,603.45
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,798,982.44	\$939,874.55	\$2,464,118.69	\$394,989.20
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$72,373.00	\$20,663.51	\$38,153.04	\$13,556.45
11-402-100-XXX	School-Spons. Athletics - Instruction	\$176,703.25	\$62,601.88	\$111,577.45	\$2,523.92
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$41,626.75	\$22,132.35	\$19,494.40	.00
11-000-213-XXX	Health Services	\$211,041.74	\$62,377.08	\$140,562.91	\$8,101.75
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$5,775.00	.00	.00	\$5,775.00
11-000-218-XXX	Guidance	\$754,222.51	\$252,183.69	\$466,481.84	\$35,556.98
11-000-219-XXX	Child Study Teams	\$232,772.99	\$85,687.57	\$143,305.42	\$3,780.00
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$440,206.00	\$184,264.20	\$255,941.80	.00
11-000-222-XXX	Educational Media Serv/School Library	\$52,933.64	\$16,584.22	\$36,248.89	\$100.53
11-000-223-XXX	Instructional Staff Training Services	\$52,293.00	\$18,434.90	\$30,084.06	\$3,774.04
11-000-230-XXX	Supp. Serv.-General Administration	\$838,740.36	\$356,778.22	\$398,072.73	\$83,889.41
11-000-240-XXX	Supp. Serv.-School Administration	\$739,101.18	\$306,574.23	\$404,848.24	\$27,678.71
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$886,709.58	\$348,123.80	\$358,654.17	\$179,931.61
11-000-261-XXX	Allowable Maint. for School Facilities	\$867,948.96	\$350,030.52	\$419,533.88	\$98,384.56
11-000-262-XXX	Custodial Services	\$1,039,603.00	\$419,784.48	\$609,801.75	\$10,016.77
11-000-263-XXX	Care and Upkeep of Grounds	\$12,500.00	.00	.00	\$12,500.00
11-000-266-XXX	Security	\$147,966.00	\$45,549.23	\$98,916.77	\$3,500.00
11-000-270-XXX	Student Transportation Services	\$102,133.00	\$16,860.84	\$47,029.66	\$38,242.50
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,140,264.50	\$1,181,038.89	\$1,325,884.85	\$633,340.76
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$15,694,977.05	\$5,321,710.15	\$8,699,021.26	\$1,674,245.64
		=====	=====	=====	=====

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 5 Month Period Ending 11/30/2023

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$13,300.00	\$3,262.29	\$0.00	\$10,037.71
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$3,907,588.00	\$3,700,000.00	.00	\$207,588.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$3,920,888.00	\$3,703,262.29	\$0.00	\$217,625.71
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$19,615,865.05	\$9,024,972.44	\$8,699,021.26	\$1,891,871.35
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 5 Month Period Ending 11/30/2023

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$12,404,110.00	\$12,404,110.00	.00
1310	Tuition- From LEA's	\$560,800.00	\$82,817.00	\$477,983.00
1XXX	Miscellaneous	\$885,510.00	\$257,344.73	\$628,165.27
TOTAL		\$13,850,420.00	\$12,744,271.73	\$1,106,148.27
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3176	Equalization	\$175,460.00	\$175,460.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3140	Vocational Expansion Stabilization Aid	\$799,272.00	\$799,272.00	.00
3XXX	Other State Aids	\$0.00	\$750,000.00	(\$750,000.00)
TOTAL		\$1,428,562.00	\$2,178,562.00	(\$750,000.00)
		=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS		\$15,278,982.00	\$14,922,833.73	\$356,148.27
		=====	=====	=====

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,814,502.00	\$532,632.35	\$1,270,869.65	\$11,000.00
11-140-100-106 Other Salaries for Instruction	\$52,526.00	\$15,261.72	\$37,264.28	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$10,250.00	.00	.00	\$10,250.00
11-140-100-500 Other Purchased Services	\$50,521.20	\$17,506.42	\$7,524.12	\$25,490.66
11-140-100-610 General Supplies	\$113,361.95	\$54,594.00	\$8,313.66	\$50,454.29
11-140-100-640 Textbooks	\$20,500.00	\$11,221.50	.00	\$9,278.50
11-140-100-800 Other Objects	\$6,419.00	\$950.00	\$519.00	\$4,950.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$5,000.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	\$820.00	\$7,180.00
TOTAL	\$2,081,080.15	\$632,165.99	\$1,330,310.71	\$118,603.45
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,281,256.00	\$950,500.33	\$2,307,055.67	\$23,700.00
11-310-100-106 Other Salaries for Instruction	\$53,139.00	\$12,264.03	\$40,874.97	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$143,489.00	(\$109,949.50)	\$27,893.50	\$225,545.00
11-310-100-500 Other Purchased Services	\$78,271.00	\$26,621.81	\$33,908.05	\$17,741.14
11-310-100-610 General Supplies	\$219,924.94	\$55,665.74	\$40,777.56	\$123,481.64
11-310-100-640 Textbooks	\$11,400.00	\$3,445.48	\$4,448.10	\$3,506.42
11-310-100-800 Other Objects	\$11,502.50	\$1,326.66	\$9,160.84	\$1,015.00
Total	\$3,798,982.44	\$939,874.55	\$2,464,118.69	\$394,989.20
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$56,173.00	\$19,270.08	\$36,902.92	.00
11-401-100-500 Purchased Services	\$5,000.00	.00	\$396.12	\$4,603.88
11-401-100-600 Supplies and Materials	\$6,200.00	\$1,393.43	\$129.00	\$4,677.57
11-401-100-800 Other Objects	\$5,000.00	.00	\$725.00	\$4,275.00
TOTAL	\$72,373.00	\$20,663.51	\$38,153.04	\$13,556.45
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$91,770.00	\$32,487.70	\$59,282.30	.00
11-402-100-500 Purchased Services	\$43,307.00	\$17,172.00	\$26,135.00	.00
11-402-100-600 Supplies and Materials	\$14,000.00	\$7,183.93	\$4,292.15	\$2,523.92
11-402-100-800 Other Objects	\$27,626.25	\$5,758.25	\$21,868.00	.00
TOTAL	\$176,703.25	\$62,601.88	\$111,577.45	\$2,523.92

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$32,684.00	\$13,189.60	\$19,494.40	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,942.75	\$8,942.75	.00	.00
TOTAL	\$41,626.75	\$22,132.35	\$19,494.40	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$183,046.00	\$55,434.35	\$127,023.00	\$588.65
11-000-213-300 Purchased Prof. & Tech. Svc.	\$20,495.74	\$3,699.26	\$11,050.00	\$5,746.48
11-000-213-600 Supplies and Materials	\$7,000.00	\$3,133.47	\$2,489.91	\$1,376.62
11-000-213-800 Other Objects	\$500.00	\$110.00	.00	\$390.00
TOTAL	\$211,041.74	\$62,377.08	\$140,562.91	\$8,101.75
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$5,775.00	.00	.00	\$5,775.00
TOTAL	\$5,775.00	\$0.00	\$0.00	\$5,775.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$412,517.00	\$126,557.70	\$285,959.30	.00
11-000-218-105 Sal Secr. & Clerical Asst.	\$114,360.00	\$46,149.90	\$68,210.10	.00
11-000-218-110 Other Salaries	\$150,952.00	\$51,780.10	\$99,171.90	.00
11-000-218-199 Unused Vac. Payment to Term/Ret Staff	\$584.51	\$224.81	.00	\$359.70
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$36,309.00	\$15,783.54	\$12,619.00	\$7,906.46
11-000-218-500 Other Purchased Services	\$33,000.00	\$8,628.26	\$466.74	\$23,905.00
11-000-218-600 Supplies and Materials	\$6,500.00	\$3,059.38	\$54.80	\$3,385.82
TOTAL	\$754,222.51	\$252,183.69	\$466,481.84	\$35,556.98
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$170,026.00	\$56,974.38	\$113,051.62	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$50,385.00	\$20,131.20	\$30,253.80	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$2,500.00	.00	.00	\$2,500.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$7,693.23	\$6,725.73	.00	\$967.50
11-000-219-500 Other Purchased Services	\$310.00	\$67.50	.00	\$242.50
11-000-219-600 Supplies and Materials	\$1,358.76	\$1,358.76	.00	.00
11-000-219-800 Other Objects	\$500.00	\$430.00	.00	\$70.00

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$232,772.99	\$85,687.57	\$143,305.42	\$3,780.00
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$247,542.00	\$103,012.00	\$144,530.00	.00
11-000-221-104 Salaries Other Prof. Staff	\$128,548.00	\$53,916.80	\$74,631.20	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$61,666.00	\$24,885.40	\$36,780.60	.00
11-000-221-500 Other Purchased Services	\$2,450.00	\$2,450.00	.00	.00
TOTAL	\$440,206.00	\$184,264.20	\$255,941.80	\$0.00
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$39,508.00	\$11,549.72	\$27,958.28	.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,500.00	\$1,104.62	\$1,361.00	\$34.38
11-000-222-500 Other Purchased Services	\$6,009.42	\$140.37	\$5,859.42	\$9.63
11-000-222-600 Supplies and Materials	\$4,866.22	\$3,789.51	\$1,070.19	\$6.52
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$52,933.64	\$16,584.22	\$36,248.89	\$100.53
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,043.00	\$17,958.94	\$30,084.06	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$500.00	\$180.00	.00	\$320.00
11-000-223-500 Other Purchased Services	\$3,750.00	\$295.96	.00	\$3,454.04
TOTAL	\$52,293.00	\$18,434.90	\$30,084.06	\$3,774.04
--- Support services-general administration ---				
11-000-230-100 Salaries	\$431,746.00	\$183,243.90	\$248,502.10	\$0.00
11-000-230-331 Legal Services	\$69,771.81	\$11,686.42	\$18,085.39	\$40,000.00
11-000-230-332 Audit Fees	\$40,450.00	.00	\$40,450.00	.00
11-000-230-334 Architectural/Engineering Services	\$3,000.00	.00	.00	\$3,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$14,320.50	\$5,378.00	\$42.50	\$8,900.00
11-000-230-340 Purchased Tech. Services	\$5,000.00	\$4,965.00	.00	\$35.00
11-000-230-530 Communications/Telephone	\$97,128.60	\$28,692.34	\$54,410.26	\$14,026.00
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,605.00	\$3,605.00	.00	.00
11-000-230-590 Other Purchased Services	\$141,656.52	\$91,482.95	\$35,425.00	\$14,748.57
11-000-230-61X General Supplies	\$2,000.00	\$696.33	\$445.60	\$858.07
11-000-230-890 Misc. Expenditures	\$22,827.00	\$19,793.35	\$711.88	\$2,321.77
11-000-230-895 BOE Membership Dues and Fees	\$7,234.93	\$7,234.93	.00	.00

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$838,740.36	\$356,778.22	\$398,072.73	\$83,889.41
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$237,295.00	\$98,872.40	\$138,422.60	.00
11-000-240-104 Salaries Other Prof. Staff	\$240,002.98	\$91,969.30	\$128,757.84	\$19,275.84
11-000-240-105 Sal Secr. & Clerical Asst.	\$213,972.00	\$85,760.30	\$128,211.70	.00
11-000-240-199 Unused Vac. Payment to Term/Ret Staff	\$5,149.20	\$5,149.20	.00	.00
11-000-240-500 Other Purchased Services	\$22,532.00	\$17,886.78	\$2,561.21	\$2,084.01
11-000-240-600 Supplies and Materials	\$14,150.00	\$1,537.25	\$6,894.89	\$5,717.86
11-000-240-800 Other Objects	\$6,000.00	\$5,399.00	.00	\$601.00
TOTAL	\$739,101.18	\$306,574.23	\$404,848.24	\$27,678.71
--- Central Services ---				
11-000-251-100 Salaries	\$413,199.00	\$171,749.10	\$241,449.90	.00
11-000-251-330 Purchased Prof. Svcs.	\$7,311.16	\$2,736.71	\$4,574.45	.00
11-000-251-340 Purchased Technical Svcs.	\$29,722.00	\$14,241.80	\$15,480.20	.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$6,289.39	\$5,062.82	\$1,226.57	.00
11-000-251-600 Supplies and Materials	\$3,500.00	\$272.65	\$3,052.44	\$174.91
11-000-251-89X Other Objects	\$3,350.00	\$2,630.00	\$250.00	\$470.00
TOTAL	\$463,371.55	\$196,693.08	\$266,033.56	\$644.91
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$275,750.00	\$100,727.36	.00	\$175,022.64
11-000-252-199 Unused Vac. Payment to Term/Ret Staff	\$12,028.63	\$12,028.63	.00	.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$101,459.40	\$38,579.55	\$58,675.00	\$4,204.85
11-000-252-600 Supplies and Materials	\$34,100.00	\$95.18	\$33,945.61	\$59.21
TOTAL	\$423,338.03	\$151,430.72	\$92,620.61	\$179,286.70
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$526,406.00	\$201,713.25	\$317,163.89	\$7,528.86
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$248,542.96	\$101,292.20	\$82,429.10	\$64,821.66
11-000-261-610 General Supplies	\$80,000.00	\$37,049.03	\$19,940.89	\$23,010.08
11-000-261-800 Other Objects	\$13,000.00	\$9,976.04	.00	\$3,023.96
TOTAL	\$867,948.96	\$350,030.52	\$419,533.88	\$98,384.56
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$553,789.00	\$226,578.45	\$317,209.78	\$10,000.77
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$28,399.99	\$36,584.01	\$16.00
11-000-262-520 Insurance	\$155,814.00	\$69,349.75	\$86,464.25	.00
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$7,427.91	\$82,572.09	.00

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-622 Energy (Electricity)	\$175,000.00	\$88,028.38	\$86,971.62	.00
TOTAL	\$1,039,603.00	\$419,784.48	\$609,801.75	\$10,016.77
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$12,500.00	.00	.00	\$12,500.00
TOTAL	\$12,500.00	\$0.00	\$0.00	\$12,500.00
--- Security ---				
11-000-266-100 Salaries	\$144,466.00	\$45,549.23	\$98,916.77	.00
11-000-266-3XX Purchased Prof. & Technical Services	\$500.00	.00	.00	\$500.00
11-000-266-610 General Supplies	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$147,966.00	\$45,549.23	\$98,916.77	\$3,500.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$59,983.00	\$16,860.84	\$43,122.16	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$4,000.00	.00	.00	\$4,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$7,000.00	.00	.00	\$7,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,000.00	.00	\$3,907.50	\$25,092.50
11-000-270-593 Misc. Purchased Svc.- Transp.	\$1,500.00	.00	.00	\$1,500.00
11-000-270-610 General Supplies	\$500.00	.00	.00	\$500.00
11-000-270-800 Misc. Expenditures	\$150.00	.00	.00	\$150.00
TOTAL	\$102,133.00	\$16,860.84	\$47,029.66	\$38,242.50
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$1,804.23	\$6,647.47	\$5,368.30
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$89,851.91	\$170,148.09	\$22,200.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$423,370.00	\$187.74	\$5,346.26	\$417,836.00
11-XXX-XXX-250 Unemployment Compensation	\$33,600.00	\$13,017.28	\$19,482.72	\$1,100.00
11-XXX-XXX-260 Workman's Compensation	\$217,125.00	\$108,562.25	\$108,562.25	\$0.50
11-XXX-XXX-270 Health Benefits	\$1,976,217.00	\$894,947.30	\$1,013,855.62	\$67,414.08
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$59,000.00	\$17,735.68	\$1,842.44	\$39,421.88
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$54,932.50	\$54,932.50	.00	.00
TOTAL	\$3,140,264.50	\$1,181,038.89	\$1,325,884.85	\$633,340.76
Total Undistributed expenditures	\$9,565,838.21	\$3,666,404.22	\$4,754,861.37	\$1,144,572.62
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,694,977.05	\$5,321,710.15	\$8,699,021.26	\$1,674,245.64

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,694,977.05 =====	\$5,321,710.15 =====	\$8,699,021.26 =====	\$1,674,245.64 =====

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 5 Month Period Ending 11/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
<b>*** C A P I T A L O U T L A Y ***</b>				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$3,300.00	\$3,262.29	.00	\$37.71
Undistributed expenses				
12-000-100-730 Instruction	\$4,925.00	.00	.00	\$4,925.00
12-000-252-730 Admin. Info. Tech.	\$5,075.00	.00	.00	\$5,075.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$13,300.00	\$3,262.29	\$0.00	\$10,037.71
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$207,588.00	.00	.00	\$207,588.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$207,588.00	\$0.00	\$0.00	\$207,588.00
12-000-400-931 Capital Reserve -Transfer to Capital Projects	\$3,700,000.00	\$3,700,000.00	.00	.00
TOTAL	\$3,907,588.00	\$3,700,000.00	\$0.00	\$207,588.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$3,920,888.00	\$3,703,262.29	\$0.00	\$217,625.71
TOTAL GENERAL FUND EXPENDITURES	\$19,615,865.05	\$9,024,972.44	\$8,699,021.26	\$1,891,871.35



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

For 5 Month Period Ending 11/30/2023

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

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

11/30/2023

\_\_\_\_\_  
Date

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

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

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12/4 11:49am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/23

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ASSETS AND RESOURCES

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

101	Cash in bank		\$120,955.41
	Accounts receivable:		
141	Intergovernmental - State	\$21,540.74	
142	Intergovernmental - Federal	\$77,817.44	
			\$99,358.18
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$1,476,651.23	
302	Less Revenues	(\$431,646.00)	
			\$1,045,005.23
	Total assets and resources		\$1,265,318.82
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 5 Month Period Ending 11/30/23

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LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$121,516.16
421	Accounts Payable	\$27,454.02
	TOTAL LIABILITIES	\$148,970.18
		=====

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	\$509,503.05
601	Appropriations	\$1,476,651.23
602	Less: Expenditures	\$360,302.59
603	Encumbrances	\$509,503.05    (\$869,805.64)
		\$606,845.59
	TOTAL FUND BALANCE	\$1,116,348.64
	TOTAL LIABILITIES AND FUND EQUITY	\$1,265,318.82
		=====

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 5 Month Period Ending 11/30/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
3XXX From State Sources	\$506,236.00	\$200,318.00		\$305,918.00
4XXX From Federal Sources	\$970,415.23	\$231,328.00		\$739,087.23
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$1,476,651.23</b>	<b>\$431,646.00</b>		<b>\$1,045,005.23</b>
	=====	=====	=====	=====
<b>*** EXPENDITURES ***</b>				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>STATE PROJECTS:</b>				
Vocational education (331-360)	\$159,759.00	\$35,100.81	.00	\$124,658.19
Other State Projects (431-449)	\$346,477.00	\$95,930.32	\$128,081.68	\$122,465.00
<b>TOTAL STATE PROJECTS</b>	<b>\$506,236.00</b>	<b>\$131,031.13</b>	<b>\$128,081.68</b>	<b>\$247,123.19</b>
<b>FEDERAL PROJECTS:</b>				
ESSA Title I - Part A/D (231-239)	\$48,921.00	\$27,422.86	.00	\$21,498.14
I.D.E.A. Part B (Handicapped) (250-259)	\$91,879.00	\$24,628.50	.00	\$67,250.50
ESSA Title II - Part A/D (270-279)	\$12,095.00	\$7,233.00	\$1,895.00	\$2,967.00
ESSA Title IV (280-289)	\$20,000.00	\$14,500.00	.00	\$5,500.00
Vocational Education (361-389)	\$281,555.00	\$18,176.14	\$112,038.29	\$151,340.57
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	\$40,500.00	.00	\$4,500.00
ARP - ESSER Grant Program (487)	\$338,503.54	\$34,224.18	\$248,901.00	\$55,378.36
ARP - ESSER Accelerated Learning Coaching (488)	\$43,758.30	\$5,503.42	\$4,007.08	\$34,247.80
ARP - ESSER Evidence-Based Summer Learning (489)	\$16,774.02	\$9,684.03	.00	\$7,089.99
ARP - ESSER Evidence-Based Comprehensive (490)	\$26,929.37	\$16,979.33	.00	\$9,950.04
ARP - ESSER NJ Tiered System of Supports (491)	\$45,000.00	\$30,420.00	\$14,580.00	.00
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$970,415.23</b>	<b>\$229,271.46</b>	<b>\$381,421.37</b>	<b>\$359,722.40</b>
<b>*** TOTAL EXPENDITURES ***</b>	<b>\$1,476,651.23</b>	<b>\$360,302.59</b>	<b>\$509,503.05</b>	<b>\$606,845.59</b>
	=====	=====	=====	=====

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 5 Month Period Ending 11/30/23

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- STATE SOURCES ---				
3290	Recovery High School Access Grant	\$346,477.00	\$173,238.00	\$173,239.00
32XX	Other Restricted Entitlements	\$159,759.00	\$27,080.00	\$132,679.00
		-----	-----	-----
	Total Revenue from State Sources	\$506,236.00	\$200,318.00	\$305,918.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$48,921.00	\$13,366.00	\$35,555.00
4451-55	Title II	\$12,095.00	\$2,473.00	\$9,622.00
4471-74	Title IV	\$20,000.00	.00	\$20,000.00
4420-29	I.D.E.A. Part B (Handicapped)	\$91,879.00	\$12,314.00	\$79,565.00
4430	Vocational Education	\$281,555.00	\$12,299.00	\$269,256.00
4536	CRRSA Act - Mental Health Grant	\$45,000.00	\$45,000.00	.00
4540	ARP-ESSER Grant Program	\$338,503.54	\$91,989.00	\$246,514.54
4541	ARP-ESSER Accelerated Learning Coaching	\$43,758.30	\$2,669.00	\$41,089.30
4542	ARP-ESSER Evidence-Based Summer Learning	\$16,774.02	\$4,975.00	\$11,799.02
4543	ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$26,929.37	\$15,823.00	\$11,106.37
4544	ARP-ESSER NJ NTiered System of Supports	\$45,000.00	\$30,420.00	\$14,580.00
		-----	-----	-----
	Total Revenues from Federal Sources	\$970,415.23	\$231,328.00	\$739,087.23
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,476,651.23	\$431,646.00	\$1,045,005.23
		=====	=====	=====

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 5 Month Period Ending 11/30/23

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
-- Other State Programs --				
20-331-XXX-XXX to 20-360-XXX-XXX Vocational Programs	\$159,759.00	\$35,100.81	.00	\$124,658.19
20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects	\$346,477.00	\$95,930.32	\$128,081.68	\$122,465.00
-- TOTAL Other State Programs --	\$506,236.00	\$131,031.13	\$128,081.68	\$247,123.19
TOTAL STATE PROJECTS	\$506,236.00	\$131,031.13	\$128,081.68	\$247,123.19
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$48,921.00	\$27,422.86	.00	\$21,498.14
20-25X-XXX-XXX I.D.E.A. Part B	\$91,879.00	\$24,628.50	.00	\$67,250.50
20-27X-XXX-XXX ESSA Title II - Part A/D	\$12,095.00	\$7,233.00	\$1,895.00	\$2,967.00
20-28X-XXX-XXX ESSA Title IV	\$20,000.00	\$14,500.00	.00	\$5,500.00
20-361 to 20-389-XXX-XXX Vocational Education	\$281,555.00	\$18,176.14	\$112,038.29	\$151,340.57
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	\$40,500.00	.00	\$4,500.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$338,503.54	\$34,224.18	\$248,901.00	\$55,378.36
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$43,758.30	\$5,503.42	\$4,007.08	\$34,247.80
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$16,774.02	\$9,684.03	.00	\$7,089.99
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$26,929.37	\$16,979.33	.00	\$9,950.04
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$45,000.00	\$30,420.00	\$14,580.00	.00
TOTAL Other Federal Programs	\$970,415.23	\$229,271.46	\$381,421.37	\$359,722.40
TOTAL FEDERAL PROJECTS	\$970,415.23	\$229,271.46	\$381,421.37	\$359,722.40
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,476,651.23	\$360,302.59	\$509,503.05	\$606,845.59

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

Special Revenue Fund - Fund 20  
For 5 Month Period Ending 11/30/23

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

11/30/2023

\_\_\_\_\_  
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

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12/4 11:49am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/23

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,775,403.68
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$24,783,830.64	
			\$24,783,830.64

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

301	Estimated Revenues	\$28,540,148.22	
302	Less Revenues	(\$4,251,403.48)	
			\$24,288,744.74
	Total assets and resources		\$52,847,979.06
			=====

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

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/23

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$1,054,154.00
754	Reserve for encumbrances - Prior Year	\$807,629.94
601	Appropriations	\$28,502,081.25
602	Less : Expenditures	\$554,127.24
603	Encumbrances	\$1,861,783.94 (\$2,415,911.18)
		\$26,086,170.07
	Total Appropriated	\$27,947,954.01

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

770	Fund balance	\$23,395,125.07
303	Budgeted Fund Balance	\$1,363,019.15
		\$24,758,144.22

TOTAL FUND BALANCE \$52,706,098.23

TOTAL LIABILITIES AND FUND EQUITY \$52,847,979.06

=====

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 5 Month Period Ending 11/30/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$28,540,148.22	\$4,251,403.48		\$24,288,744.74
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$28,540,148.22	\$4,251,403.48		\$24,288,744.74
	=====	=====	=====	=====
	-----	-----	-----	-----
<b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$2,189,111.20	\$517,322.24	\$807,629.94	\$864,159.02
30-000-4XX-450 Construction services	\$26,312,970.05	\$36,805.00	\$1,054,154.00	\$25,222,011.05
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$28,502,081.25	\$554,127.24	\$1,861,783.94	\$26,086,170.07
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$28,502,081.25	\$554,127.24	\$1,861,783.94	\$26,086,170.07
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$28,502,081.25	\$554,127.24	\$1,861,783.94	\$26,086,170.07
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30  
For 5 Month Period Ending 11/30/23

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

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

11/30/2023

Date

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

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# Board of Education

## Somerset County Vocational All Funds For Month Ended: November 2023

### CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$ 3,029,275.64	\$ 1,525,348.84	\$ (1,610,777.69)	\$ 2,943,846.79
Capital Reserve (10-16)	\$ 802,193.01	\$ -	\$ -	\$ 802,193.01
Maintenance Reserve (10-17)	\$ 611,685.83	\$ -	\$ -	\$ 611,685.83
Special Revenue Fund (20)	\$ 29,550.00	\$ 173,238.00	\$ (81,832.59)	\$ 120,955.41
Capital Project Fund (30)	\$ 3,741,322.44	\$ 122,940.25	\$ (88,859.01)	\$ 3,775,403.68
<b>Total Governmental Funds</b>	<b>\$ 8,214,026.92</b>	<b>\$ 1,821,527.09</b>	<b>\$ (1,781,469.29)</b>	<b>\$ 8,254,084.72</b>
Summer Savings Acct #6028	\$ 47,291.44	\$ 23,645.72	\$ -	\$ 70,937.16
Enterprise Fund (60) Café # 1253	\$ 33,895.61	\$ 13,353.91	\$ (25,296.31)	\$ 21,953.21
Payroll Fund (70) Acct #5868	\$ -	\$ 564,845.04	\$ (564,845.04)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 435,575.27	\$ (435,575.27)	\$ -
<b>Total Trust &amp; Agency</b>	<b>\$ 81,187.05</b>	<b>\$ 1,037,419.94</b>	<b>\$ (1,025,716.62)</b>	<b>\$ 92,890.37</b>
<b>Grand Totals</b>	<b>\$ 8,295,213.97</b>	<b>\$ 2,858,947.03</b>	<b>\$ (2,807,185.91)</b>	<b>\$ 8,346,975.09</b>

X

*Robert Presuto*

Robert Presuto  
Superintendent

*12/5/23*

Date

**Bank Reconciliation**  
**Operating Account #1199**  
**November 30, 2023**

**Books**

Beginning Balance	\$ 8,214,026.92
Deposits	\$ 1,821,527.09
Disbursements	\$ (1,781,469.29)
<b>Ending Balance</b>	<b>\$ 8,254,084.72</b>
	<b>\$ 8,254,084.72</b>

**Bank**

Ending Balance	\$ 8,416,535.64
Outstanding Checks	(\$162,450.62)
Deposit overstated by .30 28,220.11 S/B 28,219.81	\$ (0.30)
<b>Ending Balance</b>	<b>\$ 8,254,084.72</b>

Outstanding Checks	Year	Month	Check #	Amount
		2023 January	78619	\$30.00
<b>Total</b>		2023 January		<b>\$30.00</b>
		2023 February	78860	\$75.98
		2023 February	78871	\$379.80
<b>Total</b>		2023 February		<b>\$455.78</b>
		2023 March	78886	\$120.00
<b>Total</b>				<b>\$120.00</b>
		2023 April	79085	\$200.00
<b>Total April 2023</b>				<b>\$200.00</b>
		2023 May	79124	\$84.00
		2023 May	79136	\$90.00
		2023 May	79141	\$5.36
<b>Total May 2023</b>				<b>\$179.36</b>
		2023 June	79235	\$98.80
		2023 June	79281	\$50.00
		2023 June	79341	\$35.00
		2023 June	79343	\$35.00
		2023 June	79354	\$340.61
		2023 June	79355	\$97.00
<b>Total June 2023</b>				<b>\$656.41</b>
		2023 July	5383	\$36,805.00



**Bank Reconciliation**  
**Operating Account #1199**  
**November 30, 2023**

<b>Total July 2023</b>			<b>\$36,805.00</b>
	2023 September	79551	\$1,932.97
	2023 September	79574	\$200.00
	2023 September	79590	\$1,254.10
<b>Total September 2023</b>			<b>\$3,387.07</b>
	2023 October	79667	\$1,435.83
<b>Total October 2023</b>			<b>\$1,435.83</b>
	2023 November	79757	\$883.34
	2023 November	79763	\$370.00
	2023 November	79764	\$800.00
	2023 November	79773	\$535.15
	2023 November	79775	\$1,261.50
	2023 November	79777	\$592.18
	2023 November	79779	\$273.98
	2023 November	79787	\$1,500.00
	2023 November	79788	\$862.32
	2023 November	79790	\$398.55
	2023 November	79791	\$395.35
	2023 November	79795	\$3,455.00
	2023 November	79798	\$7,603.57
	2023 November	79799	\$79.98
	2023 November	79803	\$185.00
	2023 November	79804	\$597.64
	2023 November	79805	\$150.00
	2023 November	79807	\$242.54
	2023 November	79813	\$311.67
	2023 November	79816	\$195.00
	2023 November	79820	\$200.00
	2023 November	79825	\$100.00
	2023 November	79826	\$100.00
	2023 November	79831	\$238.52
	2023 November	79837	\$466.07
	2023 November	79838	\$45.92
	2023 November	79839	\$30.37
	2023 November	79845	\$50.62
	2023 November	79847	\$1,197.76
	2023 November	79849	\$68.97
	2023 November	79852	\$37.00
	2023 November	79853	\$1,654.67
	2023 November	79855	\$31.44
	2023 November	79863	\$4,275.00
	2023 November	79877	\$1,133.05

**Bank Reconciliation  
Operating Account #1199  
November 30, 2023**

	2023 November	79878	\$88,859.01
<b>Total November 2023</b>			<b>\$119,181.17</b>
<hr/>			
<b>Total All Outstanding Checks</b>			<b>\$162,450.62</b>

**Bank Reconciliation**  
**Summer Savings Account # 6028**  
**November 30, 2023**

**Books**

Beginning Balance	\$	47,291.44
Deposits	\$	23,645.72
Disbursements	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>70,937.16</b>

**Bank**

Ending Balance	\$	70,937.16
Outstanding Checks	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>-</b>

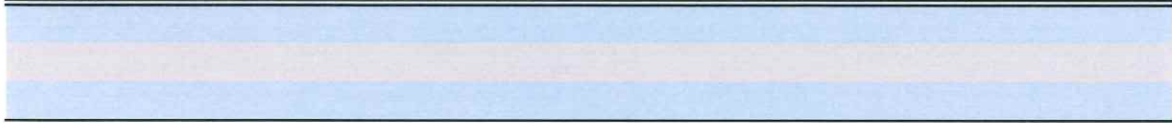
**Bank Reconciliation**  
**Cafeteria Account #1253**  
**November 30, 2023**

<b>Books</b>	
Beginning Balance	\$ 33,895.61
Deposits	\$ 13,353.91
Disbursements	\$ (25,296.31)
<b>Ending Balance</b>	<b>\$ 21,953.21</b>
<b>Bank</b>	
Ending Balance	\$ 21,953.21
Outstanding Checks	\$ -
<b>Ending Balance</b>	<b>\$ 21,953.21</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	2023	Sept	1777	\$ (36.55)
<b>Total</b>				<b>\$ (36.55)</b>

**Bank Reconciliation**  
**Payroll Account #5868**  
**November 30, 2023**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 564,845.04
Disbursements	\$ (564,845.04)
<b>Ending Balance</b>	<b>\$ -</b>



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

<b>Outstanding Checks</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
<b>Total</b>			<b>\$ -</b>

**Bank Reconciliation**  
**Agency Account # 9311**  
**November 30, 2023**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 435,575.27
Disbursements	\$ (435,575.27)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Bank</b>	
Ending Balance	\$ 3,998.92
Outstanding Checks	\$ (3,998.92)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Outstanding Checks</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	October	910302308	1,067.75
	October	910302308	177.99
	October	910302308	198.79
	October	910302303	57.33
	November	20591	1,269.50
	November	20592	1,227.56
<b>Total</b>			<b>\$ 3,998.92</b>

[Back to Top](#)

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #4

va\_exaa1.082406

11/30/2023

Current Cycle : November

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b><i>Current Appropriation Adjustments</i></b>								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	November Transfers	0035	11/30/2023	RSIPPLE	\$3,000.00	\$1,000.00	\$4,000.00
11-000-222-610-03-0000-	AVA MATERIALS - HS	November Transfers	0035	11/30/2023	RSIPPLE	\$4,566.22	\$300.00	\$4,866.22
11-000-230-590-08-0001-	TRAVEL - SUPERINTENDENT	November Transfers	0035	11/30/2023	RSIPPLE	\$1,156.52	\$500.00	\$1,656.52
11-000-251-592-08-0000-	BUS OFFICE TRAVEL/COPIER	November Transfers	0035	11/30/2023	RSIPPLE	\$6,164.39	\$125.00	\$6,289.39
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	November Transfers	0035	11/30/2023	RSIPPLE	\$33,500.00	\$600.00	\$34,100.00
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	November Transfers	0035	11/30/2023	RSIPPLE	\$79,872.00	(\$2,825.00)	\$77,047.00
11-310-100-610-05-0000-	SUPPL-SPEC ED. RES CTR	November Transfers	0035	11/30/2023	RSIPPLE	\$1,206.03	\$100.00	\$1,306.03
11-310-100-610-09-0000-	SUPPLIES - THEATER	November Transfers	0035	11/30/2023	RSIPPLE	\$1,400.91	\$200.00	\$1,600.91
<b><i>Total Current Appr.</i></b>								<b><i>\$0.00</i></b>

[Back to Top](#)

## CORRECTIVE ACTION PLAN

Name of School – Somerset County Vocational & Technical Schools County - Somerset  
 Type of Audit – Annual Independent Audit Report for the Year Ended, June 30, 2023  
 Date of Board Meeting – December 18, 2023  
 Contact Person – Raelene Sipple, School Business Administrator/Board Secretary  
 Telephone Number – (908) 526-8900

Recommendation Number	Corrective Action Approved by the Board	Method of Implementation	Person responsible for Implementation	Completion Date of Implementation
2023-1 – That provisions be made for the Food Service Fund deficit.	The School Business Administrator is to monitor the Food Service Fund and strategize with appropriate personnel on how we can increase lunch sales. Lunch prices were increased for the 2023-2024 school year.	The School Business Administrator will review financial for the Food Service Fund on a monthly basis. Meetings with appropriate personnel and the food service vendor will be scheduled.	School Business Administrator	May 1, 2024

\_\_\_\_\_  
 Robert Presuto  
 Superintendent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Raelene Sipple  
 School Business Administrator/Board Secretary

\_\_\_\_\_  
 Date

[Back to Top](#)