

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
November 20, 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 and Executive Session held on October 16, 2023 and the Reorganization Meeting held on November 1, 2023.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on October 16, 2023 and the Reorganization Meeting held on November 1, 2023 were approved.

IV. Correspondence

V. Presentations/Recognitions

A. Presentation of Student of the Month – Melissa McEnroe, Health Occupations, Grade 12

B. Presentation of CTE Stellar Students for the 1st Quarter

CTE Program	Stellar Student Name	Stellar Student Grade
Academy for Health & Medical Sciences	Lily Boguslavsky	10
Agricultural Science	Grace McInerney-Shanahan	12
Auto Body	Ethan Rowicki	10
Automotive Diesel Technology	Zach Cundari	10
Automotive Diesel Technology	Noah Slack	12
Business Entrepreneurship & Management	Bianca Castro Garrido	9
Carpentry	Alex Arguello	10
Computer Science Technology	Evan Frank	9
Cosmetology	Kailah Williams	11
Cosmetology	Cydney Richard	12
Culinary Arts	Rahshun Wroten	12
Dance	Lilah Mason	11
Electrical Construction	Joseph Di Eduardo	12
Graphic Communications	Samantha Killimet	12
Health Occupations	Chase Thompson	12
Law & Public Safety	Nicholas Dysko	10
Mechanics & Repair	Jason Nila	11
Mechatronics, Engineering, and Advanced Manufacturing	Krish Patel	11
Plumbing	Adrian Lopez	10
Theater Arts/Acting	Mai An Le	11
Theater Arts/Vocal	Alaina Gust	12
Welding	Jeffrey Huxley	9

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. SCVTEA Salary Guides and Ranges – 2023/24, 2024/25 and 2025/26

It is recommended that the Board of Education approve the SCVTEA salary guides and ranges for the 2023/24, 2024/25 and 2025/26 school years 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	___	___

B. Instructional Staff Salaries – 2023-24 School Year

The Superintendent recommends that in accordance with the SCVTEA Salary Guides previously approved that the Board of Education approve instructional salaries for the 2023-24 school year as listed on Addendum #2.

C. Support Staff Salaries – 2023-24 School Year

The Superintendent recommends that in accordance with the SCVTEA Salary Guides previously approved that the Board of Education approve support staff salaries for the 2023-24 school year as listed on Addendum #3.

D. Buildings and Grounds Staff Salaries – 2023-24 School Year

The Superintendent recommends that in accordance with the SCVTEA Negotiations Memorandum of Understanding 2023/24, 2024/25 and 2025/26 that the Board of Education approve Buildings and Grounds salaries for the 2023-24 school year as listed on Addendum #4.

E. Revised Salary Adjustments – 2023-24 School Year

The Superintendent recommends that the Board of Education approve the following revised salary adjustments for the 2023-24 school year (reflective of the approved 2023-24 salaries):

Name	2023-24 Base Salary	Masters Stipend	Add'l Assignments per Week	% Rate	Amount	2023-24 Total Salary
Christopher Miller	\$ 80,270.00	\$ 725.00	10	28.56%	\$ 22,925.11	\$ 103,920.11
Johanna Scholl	\$ 87,945.00	\$ 725.00	10	28.56%	\$ 25,117.09	\$ 113,787.09
Joseph Alfieri	\$ 90,460.00		5	14.28%	\$ 12,917.69	\$ 103,377.69
Jaclene Santone	\$ 72,150.00		5	14.28%	\$ 10,303.02	\$ 82,453.02
Keith Johnson	\$ 80,400.00		5	14.28%	\$ 11,481.12	\$ 91,881.12
Mark Mastrobattista	\$ 91,505.00		5	14.28%	\$ 13,066.91	\$ 104,571.91
Joseph Timito	\$ 70,370.00		2	5.712%	\$ 4,019.53	\$ 74,389.53
Maura Gillooly (1st qtr. 9/7/23-11/10/23)	\$ 72,150.00	\$ 725.00	11	31.416%	\$ 22,666.64	\$ 95,541.64
Rachel Kinlan (1st qtr. 9/7/23-11/10/23)	\$ 73,410.00		5	14.28%	\$ 10,482.95	\$ 83,892.95
Rachel Kinlan (2nd qtr. 11/13/23-1/26/24)	\$ 73,410.00		12	34.272%	\$ 25,159.08	\$ 98,569.08
John O'Neill (1st qtr. 9/7/23-11/10/23)	\$ 85,920.00	\$ 725.00	1	2.856%	\$ 2,453.88	\$ 89,098.88
John O'Neill (2nd qtr. 11/13/23-1/26/24)	\$ 85,920.00	\$ 725.00	11	31.416%	\$ 26,992.63	\$ 113,637.63
Matthew Poznanski (1st qtr. 9/7/23-11/10/23)	\$ 73,670.00		6	17.136%	\$ 12,624.09	\$ 86,294.09
Matthew Poznanski (2nd qtr. 11/13/23-1/26/24)	\$ 73,670.00		5	14.28%	\$ 10,520.08	\$ 84,190.08
Charles Schade (2nd qtr. 11/13/23-1/26/24)	\$ 76,970.00	\$ 725.00	10	28.56%	\$ 21,982.63	\$ 99,677.63

F. Salary Adjustments – Part-Time Hourly Personnel - 2023-24 School Year

The Superintendent recommends that the Board of Education approve salary adjustments for the 2023-24 school year as follows:

High School

Maureen Glennon Clayton	Repertory Dance Company Instructor	\$ 56.34/hr
Mary Lynne McAnally	Tap Dance Company Instructor	\$ 55.16/hr
Andrew Coslit	Basic Skills – Mathematics Literacy	\$ 57.40/hr
Matthew Dolegiewitz	Basic Skills – Mathematics Literacy	\$ 51.26/hr
Jeffrey Donaldson	Basic Skills – Mathematics Literacy	\$ 53.23/hr
Brendan Downey	Basic Skills – Language Arts Literacy	\$ 47.72/hr
Mary Kreiss-Papalski	Basic Skills – Science Literacy	\$ 67.68/hr
Kristen McNerney	Basic Skills – Language Arts Literacy	\$ 63.16/hr
Christopher Miller	Basic Skills – Language Arts Literacy	\$ 74.23/hr
Rachel Miller	Basic Skills – Language Arts Literacy	\$ 51.96/hr
M. Cristina Perrone	Basic Skills – Language Arts Literacy	\$ 55.97/hr
Johanna Scholl	Basic Skills – Science Literacy	\$ 81.28/hr

Part-Time Hourly Aides

Gayle Behot	\$ 34.03/hr
Evangeline Byrd	\$ 34.03/hr
Joanne May	\$ 34.03/hr
Mildred Miller-King	\$ 34.03/hr

Part-Time Hourly Bus Drivers

John Golinski, Jr.	\$ 29.14/hr
Pamela Robertson	\$ 29.14/hr
Gerald Mazzetta	\$ 29.14/hr

Salary Adjustments – Part-Time Hourly Personnel - 2023-24 School Year (cont.)

Part-Time Hourly Security

Anthony Tillman \$ 25.61/hr

Performing Arts – Dance

Kathleen Amalfitano	Ballet I, Dance Science, Anatomy, Pilate’s cert.	\$ 47.35/hr
Nora Cotter	Ballet III	\$ 47.35/hr
Christynn Morris	Accompanist	\$ 42.50/hr
Thomas Getty	Accompanist	\$ 42.50/hr
Bonnie Grube	Costumier	\$ 35.27/hr
	Production Assistant	\$ 24.82/hr
Catherine Homa-Rocchio	Costumier	\$ 35.27/hr

Performing Arts – Theatre Arts

John Keller	Acting	\$ 47.35/hr
Denise Mihalik	Acting – Yoga Voice	\$ 47.35/hr
Christynn Morris	Accompanist	\$ 42.50/hr
Bonnie Grube	Tech Support/Prop Mgt/Costume Maintenance	\$ 24.82/hr
	Costumier	\$ 35.27/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	___	___

G. Employment of Full-Time Personnel – 2023-24 School Year

The Superintendent recommends that the Board of Education appoint Mr. Salvatore Sciorta to the position of Plumbing Instructor (UPC# TCH-HS-PLUM-FL-01) at a salary of \$80,400.00 (prorated), Step 20-21/C, effective January 2, 2024. (11-310-100-101-11-0000)

The Superintendent recommends that the Board of Education appoint Ms. Seohyun Lee to the position of School Nurse (UPC# NRS-HS-SNRS-FL-01) at a salary of \$61,910.00 (prorated), Step 4-5/A, effective January 2, 2024. (11-000-213-100-05-0000)

The Superintendent recommends that the Board of Education appoint Mr. Cody Conrad to the position of Temporary Social Studies Instructor (Leave Replacement) at a salary of \$60,510.00 (prorated), Step 1/A, effective December 11, 2023 through on or about May 3, 2024. (11-140-100-101-03-0000)

H. 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

Maria Santiago	Translation services (as needed basis)	\$ 67.33/hr (20-231-200-100-99-0000)
Jessica Hernandez	Locker Room Duty Monitor* - 5 th period	\$ 32.96 (11-140-100-101-03-0002)
Wenny Susana	Locker Room Duty Monitor* - 5 th period	\$ 32.96 (11-140-100-101-03-0002)
Peggy Prezioso	Locker Room Duty Monitor* - 5 th period	\$ 32.96 (11-140-100-101-03-0002)
Alyssa Egner	Locker Room Duty Monitor* - 5 th period	\$ 32.96 (11-140-100-101-03-0002)

*shared position rotating basis

Performing Arts – Dance

Sheila Sullivan	College Admission Audition Screenings (40 hrs)	\$ 72.59/hr (11-310-100-101-11-0000)
Maureen Glennon-Clayton	Little Steps Dance Program (5 hrs)	\$ 56.34/hr (11-310-100-101-11-0000)

NJ SkillsUSA

Michael Douglas Watson	Office Assistant (effective 11/1/2023-8/31/2024)	\$833.33/month (20-335-200-100-24-0000)
------------------------	---	---

I. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitute at a rate of \$120.00/day for the 2023-24 school year:

Michael Douglas Watson

J. 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:

David Sweatte	Varsity Girls Basketball Coach	\$6,000.00
---------------	--------------------------------	------------

K. Volunteer

The Superintendent recommends that the Board of Education approve the following volunteer:

Sarah Sconda	Girls’ basketball athletic program
--------------	------------------------------------

L. FMLA Request

The Superintendent recommends that the Board of Education approve an FMLA request for Ms. Maura Gillooly beginning on January 2, 2024 through March 22, 2024.

M. 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 #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	___	___

N. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #6.

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	___	___

O. District Nursing Services Plan

The Superintendent recommends that the Board of Education adopt the district’s Nursing Services Plan for the 2023-24 school year pursuant to NJAC 6A:16-2.1(b) and NJAC 6A:16-2.1(a)10.

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	___	___

P. Revised Board Policies – Second Reading

The Superintendent recommends that the Board of Education approve and adopt the following revised policies at this second reading.

- 2270 – Religion in the Schools
- 3324 – Right of Privacy
- 4324 – Right of Privacy

Q. Rewritten Board Policies and Regulations – Second Reading

The Superintendent recommends that the Board of Education approve and adopt the following rewritten policies and regulations at this second reading.

- 3161 - Examination for Cause
- 3212/R3212 – Attendance
- 4161 – Examination for Cause
- 4212/R4212 – Attendance
- 8500 – Food Services (see attached correction – Addendum #7)

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	___	___

R. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its November 20, 2023 meeting authorized acceptance of funds for the following:

NJ Community College Consortium for Workforce and Economic Development	Centers of Workforce Innovation of the NJ Pathways to Career Opportunities Initiative	\$3,000.00
--	---	------------

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	___	___

S. Superintendent’s Update

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

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Discipline Action Dates	Reason
101220234	11	Out	3	10/12/2023-10/13/2023, 10/16/2023	Insubordination
101820232	11	Out	2	10/19/2023-10/20/2023	POSSESSION: Drug Paraphernalia

- Student Enrollment Report

Enrollment Report - November 1, 2023	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	81	86	79	99	345
Shared-Time Students Enrolled	125	80	77	75	357
Totals	206	166	156	174	702

- School Self-Assessment for Determining HIB Grades for the 2022-23 School Year – M. Johnson

	Core Element 1	Core Element 2	Core Element 3	Core Element 4	Core Element 5	Core Element 6 (Option A)	Core Element 7 (Option A)	Core Element 8	
School Year	HIB Programs, Approaches or Other Initiatives	Training on the BOE - Approved HIB Policy	Other Staff Instruction & Training Programs	C&I on HIB & Related Information & Skills	HIB Personnel	School-Level HIB Incident Reporting Procedure	HIB Investigative Procedure	HIB Reporting	School Grade
2022-2023	14/15	9/9	14/15	6/6	9/9	6/6	12/12	6/6	76/78

T. Submission of Bills

It is recommended the Board of Education approve the bills list for November 20, 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 October 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 #8)

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 – September and October 2023

It is recommended the Board of Education approve budget transfers for the 2023-24 school year as they appear on Addendum #9.

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. Resolution 2023-24/11-A Proprietary System Designation

It is recommended the Board of Education adopt Resolution 2023-24/11-A – Proprietary System Designation as it appears on Addendum #10.

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. Obsolete Equipment

It is recommended the Board of Education approve the following as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Date Acquired</u>	<u>Net Book Value</u>
Miller Welding Machine Dynasty 200	03933	January 2018	\$1,243.80

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. Broker of Record for Employee Medical, Dental and Vision Benefit Plans

It is recommended the Board of Education appoint Fairview Insurance Agency Associates, Inc. to provide health insurance brokerage services for employee medical, dental and vision benefit plans as per their proposal and fee not to exceed \$46,100.00 from December 1, 2023 until June 30, 2024.

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 –
- XIV. Next Meeting

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

December 18, 2023
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 _____. 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.

SCVTS Certificated Staff

2023-2026

YEAR 1 2023-24 Somerset County Vo-Tech					YEAR 2 2024-25 Somerset County Vo-Tech					YEAR 3 2025-26 Somerset County Vo-Tech				
Salary Guide Step	A	B	C	D	Salary Guide Step	A	B	C	D	Salary Guide Step	A	B	C	D
										1	63,115	66,675	68,455	70,235
1	60,510	64,070	65,850	67,630	1-2	61,980	65,540	67,320	69,100	2-3	64,015	67,575	69,355	71,135
2-3	61,010	64,570	66,350	68,130	3-4	62,880	66,440	68,220	70,000	4-5	65,615	69,175	70,955	72,735
4-5	61,910	65,470	67,250	69,030	5-6	64,480	68,040	69,820	71,600	6-7	67,265	70,825	72,605	74,385
6-7	63,510	67,070	68,850	70,630	7-8	66,130	69,690	71,470	73,250	8-9	68,915	72,475	74,255	76,035
8-9	65,160	68,720	70,500	72,280	9-10	67,780	71,340	73,120	74,900	10-11	70,565	74,125	75,905	77,685
10-11	66,810	70,370	72,150	73,930	11-12	69,430	72,990	74,770	76,550	12-13	72,215	75,775	77,555	79,335
12-13	68,460	72,020	73,800	75,580	13-14	71,080	74,640	76,420	78,200	14-15	73,865	77,425	79,205	80,985
14-15	70,110	73,670	75,450	77,230	15-16	72,730	76,290	78,070	79,850	16-17	75,515	79,075	80,855	82,635
16-17	71,760	75,320	77,100	78,880	17-18	74,380	77,940	79,720	81,500	18-19	77,165	80,725	82,505	84,285
18-19	73,410	76,970	78,750	80,530	19-20	76,030	79,590	81,370	83,150	20-21	78,815	82,375	84,155	85,935
20-21	75,060	78,620	80,400	82,180	21-22	77,680	81,240	83,020	84,800	22-23	80,465	84,025	85,805	87,585
22-23	76,710	80,270	82,050	83,830	23-24	79,330	82,890	84,670	86,450	24-25	82,465	86,025	87,805	89,585
24	78,360	81,920	83,700	85,480	25	81,330	84,890	86,670	88,450	26	84,465	88,025	89,805	91,585
25	80,360	83,920	85,700	87,480	26	83,330	86,890	88,670	90,450	27	86,490	90,050	91,830	93,610
26	82,360	85,920	87,700	89,480	27	85,355	88,915	90,695	92,475	28	88,515	92,075	93,855	95,635
27	84,385	87,945	89,725	91,505	28	87,380	90,940	92,720	94,500	29	90,540	94,100	95,880	97,660
28	86,410	89,970	91,750	93,530	29	89,405	92,965	94,745	96,525	30	92,565	96,125	97,905	99,685
29	88,435	91,995	93,775	95,555	30	91,430	94,990	96,770	98,550	31	94,590	98,150	99,930	101,710
30	90,460	94,020	95,800	97,580	31	93,455	97,015	98,795	100,575	32	96,615	100,175	101,955	103,735
31	92,485	96,045	97,825	99,605	32	95,480	99,040	100,820	102,600	32	96,615	100,175	101,955	103,735
32	94,510	98,070	99,850	101,630	32	95,480	99,040	100,820	102,600	32	96,615	100,175	101,955	103,735
32	94,510	98,070	99,850	101,630	32	95,480	99,040	100,820	102,600	32	96,615	100,175	101,955	103,735

SCVTS Support Staff

2023-2026

YEAR 1 2023-24 SCVT Support Staff					YEAR 2 2024-25 SCVT Support Staff					YEAR 3 2025-26 SCVT Support Staff				
Salary Guide Step	A	B	C	D	Salary Guide Step	A	B	C	D	Salary Guide Step	A	B	C	D
										1	43,260	45,760	48,410	58,975
					1	42,440	44,940	47,590	58,155	2	43,510	46,010	48,660	59,225
1	41,725	44,225	46,875	57,440	2	42,690	45,190	47,840	58,405	3	43,760	46,260	48,910	59,475
2-4	41,975	44,475	47,125	57,690	3-5	42,940	45,440	48,090	58,655	4-6	44,010	46,510	49,160	59,725
5	42,225	44,725	47,375	57,940	6	43,190	45,690	48,340	58,905	7	44,815	47,315	49,965	60,530
6	42,475	44,975	47,625	58,190	7	43,995	46,495	49,145	59,710	8	45,840	48,340	50,990	61,555
7	43,280	45,780	48,430	58,995	8	45,020	47,520	50,170	60,735	9	46,890	49,390	52,040	62,605
8	44,305	46,805	49,455	60,020	9	46,070	48,570	51,220	61,785	10	48,065	50,565	53,215	64,960
9	45,355	47,855	50,505	61,070	10	47,245	49,745	52,395	64,140	11	49,350	51,850	54,500	67,400
10	46,530	49,030	51,680	63,425	11	48,530	51,030	53,680	66,580	12	50,685	53,185	55,835	69,865
11	47,815	50,315	52,965	65,865	12	49,865	52,365	55,015	69,045	13	52,070	54,570	57,220	72,240
12	49,150	51,650	54,300	68,330	13	51,250	53,750	56,400	71,420	14	53,505	56,005	58,655	74,580
13	50,535	53,035	55,685	70,705	14	52,685	55,185	57,835	73,760	15	54,990	57,490	60,140	76,930
14	51,970	54,470	57,120	73,045	15	54,170	56,670	59,320	76,110	16	56,525	59,025	61,875	79,290
15	53,455	55,955	58,605	75,395	16	55,705	58,205	61,055	78,470	16	56,525	59,025	61,875	79,290
16	54,990	57,490	60,340	77,755	16	55,705	58,205	61,055	78,470	16	56,525	59,025	61,875	79,290
16	54,990	57,490	60,340	77,755	16	55,705	58,205	61,055	78,470	16	56,525	59,025	61,875	79,290

Salary Ranges

Buildings & Grounds and Instructional Aides

Maintenance				
		2023-24 Range	2024-25 Range	2025-26 Range
Lead Utility Worker	Category I	\$59,167-\$79,258	\$61,090-\$81,834	\$63,137-\$84,575
Utility Worker	Category II	\$54,858-\$77,516	\$56,641-\$80,035	\$58,538-\$82,716
Bus Driver, Security, Entry Level Maintenance Worker	Category III	\$47,887-\$60,088	\$49,443-\$62,041	\$51,099-\$64,119
Instructional Aides				
		2023-24 Range	2024-25 Range	2025-26 Range
		\$47,630-49,596	\$49,178-\$50,676	\$50,825-\$52,374

[Back to Top](#)

2023-24 Teaching Staff

	2023-24 STEP/ GUIDE	2023-24 BASE SALARY	LONGEVITY	2023-24 TOTAL SALARY
NON - TENURE				
Egner, Alyssa	4-5/A	\$ 61,910.00		\$ 61,910.00
Fasano, Vivian	20-21/D	\$ 82,180.00		\$ 82,180.00
Hannan, Selma #	24/B	\$ 82,645.00		\$ 82,645.00
Hutchinson-Lundy, Julia	1/A	\$ 60,510.00		\$ 60,510.00
Kreiss-Papalski, Mary #	30/B	\$ 94,745.00		\$ 94,745.00
Menke, Richard	16-17/A	\$ 71,760.00		\$ 71,760.00
Phillips, Sharon	31/D	\$ 99,605.00		\$ 99,605.00
Santone, Jaclene	10-11/C	\$ 72,150.00		\$ 72,150.00
Scaler, David	32/B	\$ 98,070.00		\$ 98,070.00
Schade, Charles # +	18-19/B	\$ 77,695.00		\$ 77,695.00
Seamon, David	10-11/C	\$ 72,150.00		\$ 72,150.00
Strickhart, James	8-9/D	\$ 72,280.00		\$ 72,280.00
Susana, Wenny	10-11/A	\$ 66,810.00		\$ 66,810.00
Swanson, Carl	22-23/C	\$ 82,050.00		\$ 82,050.00
TENURE				
Alfieri, Joseph	30/A	\$ 90,460.00		\$ 90,460.00
Byrd, George	32/A	\$ 94,510.00	\$ 1,650.00	\$ 96,160.00
Catalan, Rafael	10-11/B	\$ 70,370.00		\$ 70,370.00
Coslit, Andrew	25/A	\$ 80,360.00		\$ 80,360.00
Dalfonzo, Daniel	27/D	\$ 91,505.00		\$ 91,505.00
Dolegiewitz, Matthew	16-17/A	\$ 71,760.00		\$ 71,760.00
Donaldson, Jeffrey #	12-13/C	\$ 74,525.00		\$ 74,525.00
Downey, Brendan	10-11/A	\$ 66,810.00		\$ 66,810.00
Eng, Philip	26/B	\$ 85,920.00		\$ 85,920.00
Fargo, Erik	18-19/D	\$ 80,530.00		\$ 80,530.00
Francis, Julie	20-21/D	\$ 82,180.00		\$ 82,180.00
Gichan, Deborah	16-17/A	\$ 71,760.00		\$ 71,760.00
Gillooly, Maura #	10-11/C	\$ 72,875.00		\$ 72,875.00
Glennon Clayton, Maureen	16-17/D	\$ 78,880.00		\$ 78,880.00
Gotti, Denise	18-19/B	\$ 76,970.00		\$ 76,970.00
Graf, Edward	29/B	\$ 91,995.00		\$ 91,995.00
Hovey, Rebecca (50%) #	16-17/C	\$ 38,912.50		\$ 38,912.50
Inga, Samantha #	6-7/C	\$ 69,575.00		\$ 69,575.00
Jefopoulos, Nicholas #	10-11/B	\$ 71,095.00		\$ 71,095.00
Johnson, Keith	20-21/C	\$ 80,400.00		\$ 80,400.00
Kinlan, Rachel	18-19/A	\$ 73,410.00		\$ 73,410.00
Kiser, Susan #	14-15/B	\$ 74,395.00		\$ 74,395.00
Lakhlif, Daisy #	22-23/C	\$ 82,775.00		\$ 82,775.00
Lawler, Maureen	32/C	\$ 99,850.00		\$ 99,850.00
Mastrobattista, Mark	27/D	\$ 91,505.00		\$ 91,505.00
Mazzetta, Gerald	25/D	\$ 87,480.00		\$ 87,480.00
McAnally, Mary Lynne	14-15/D	\$ 77,230.00		\$ 77,230.00
McClain, Michael	22-23/D	\$ 83,830.00		\$ 83,830.00
McNerney, Kristen #	26/C	\$ 88,425.00		\$ 88,425.00
Mehta, Ushma #	18-19/C	\$ 79,475.00		\$ 79,475.00
Miller, Christopher #	22-23/B	\$ 80,995.00		\$ 80,995.00
Miller, Rachel #	12-13/B	\$ 72,745.00		\$ 72,745.00
Mingle, Alison	24/D	\$ 85,480.00		\$ 85,480.00
Morales, Patricia Cantwell	30/D	\$ 97,580.00		\$ 97,580.00
Norrbom, Melissa # (Acct #20-250-200-104-22-0000)	22-23/D	\$ 84,555.00		\$ 84,555.00
O'Connor, Paul	18-19/C	\$ 78,750.00		\$ 78,750.00
O'Neill, John #	26/B	\$ 86,645.00		\$ 86,645.00
Patil, Pratima #	22-23/C	\$ 82,775.00		\$ 82,775.00
Perchinske, Marlene #	10-11/C	\$ 72,875.00		\$ 72,875.00
Perrone, M. Cristina	24/A	\$ 78,360.00		\$ 78,360.00
Pisani, Shannon	10-11/A	\$ 66,810.00		\$ 66,810.00
Poznanski, Matthew	14-15/B	\$ 73,670.00		\$ 73,670.00
Prezioso, Peggy #	20-21/C	\$ 81,125.00		\$ 81,125.00
Reina, Guillermo #	12-13/C	\$ 74,525.00		\$ 74,525.00
Santiago, Maria #	28/D	\$ 94,255.00		\$ 94,255.00
Scholl, Johanna #	27/B	\$ 88,670.00		\$ 88,670.00
Setlock, Robert	26/A	\$ 82,360.00		\$ 82,360.00
Shandor, Troy	20-21/D	\$ 82,180.00		\$ 82,180.00
Sortor, Janeen	27/A	\$ 84,385.00		\$ 84,385.00
Sullivan, Sheila	32/D	\$ 101,630.00	\$ 1,650.00	\$ 103,280.00
Tirrito, Joseph	10-11/B	\$ 70,370.00		\$ 70,370.00
Unda, Louise Tokarsky #	22-23/D	\$ 84,555.00		\$ 84,555.00
Vasaturo, Kim	28/D	\$ 93,530.00		\$ 93,530.00
Violante, Louis	16-17/C	\$ 77,100.00		\$ 77,100.00
Welch, Meghan O'Reilly #	8-9/C	\$ 71,225.00		\$ 71,225.00
Winfield, Karen #	26/C	\$ 88,425.00		\$ 88,425.00

[Back to Top](#)

masters stipend added to base (\$725.00)
+ gains tenure during 2023-24 school year
11/14/2023

2023-24 Salaries Support Staff

SUPPORT STAFF	STEP	2023-24 BASE SALARY	CREDENTIAL/ DEGREE STIPEND	2023-24 TOTAL SALARY
Caterinicchia, Linda	D5	\$ 57,940.00		\$ 57,940.00
D'Alessandro, Richard	C11	\$ 52,965.00	\$ 500.00	\$ 53,465.00
Fanelli, Virginia	D11	\$ 65,865.00	\$ 500.00	\$ 66,365.00
Glerum, Rachel	C2-4	\$ 47,125.00	\$ 500.00	\$ 47,625.00
Hernandez, Jessica	C2-4	\$ 47,125.00		\$ 47,125.00
Lella, Maura	C13	\$ 55,685.00		\$ 55,685.00
O'Neill, Jennifer	C8	\$ 49,455.00	\$ 500.00	\$ 49,955.00
Patryn, Amy	D10	\$ 63,425.00		\$ 63,425.00
Philip, Stephen (11/1/2023*)	D10	\$ 63,425.00	\$ 500.00	\$ 63,925.00
Reader, Laurie (10-mo.)	D16	\$ 64,793.24		\$ 64,793.24
Rusinski, Brielle	D11	\$ 65,865.00	\$ 500.00	\$ 66,365.00
Santiago, Susan	C12	\$ 54,300.00		\$ 54,300.00
Scott, Wanda	D11	\$ 65,865.00		\$ 65,865.00
Shahid, Faiza	D11	\$ 65,865.00	\$ 500.00	\$ 66,365.00
Strickhart, James (7/1/23-8/31/23*)	D11	\$ 65,865.00	\$ 500.00	\$ 66,365.00
Szymanski, Robyn	C16	\$ 60,340.00		\$ 60,340.00
Watson, Janet Cantore	D16	\$ 77,755.00	\$ 500.00	\$ 78,255.00
INSTRUCTIONAL AIDES				
Morlock, Karen	n/a	\$ 51,959.31	\$ 500.00	\$ 52,459.31
*Prorated				

[Back to Top](#)

Salaries Buildings and Grounds Staff
2023-24

BUILDINGS & GROUNDS STAFF	2023-24 Base Salary	BLACK SEAL	CARBON MONOX	TECH TYPE UNIV	ELECT. LICENSE	CDL (B)	PLUMB. LICENSE	2023-24 Total Salary
Capitani, Massimo	\$ 61,506.28	\$ 800.00						\$ 62,306.28
Filep, Gregg	\$ 54,858.26							\$ 54,858.26
Ortiz, Pedro	\$ 54,858.49							\$ 54,858.49
Piano, Vincent (10 mo.)	\$ 46,263.84							\$ 46,263.84
Pucci, Anthony Jr. (10-mo.)	\$ 48,480.50							\$ 48,480.50
Queen, Mark, (10 mo.)	\$ 42,636.98							\$ 42,636.98
Ravines, Jessica	\$ 47,887.89	\$ 800.00						\$ 48,687.89
Whitzer, Christopher	\$ 54,858.49	\$ 800.00						\$ 55,658.49

[Back to Top](#)

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
December 6, 2023	Melissa Norrbom	\$175.00	\$6.67/mileage	Learn Alternate Ways of Determining SLD	Piscataway, NJ
January 10, 2024	Kristen Mc Nerney Rebecca Hovey	\$279.00/each	\$0	Best Award-Winning Young Adult Books of the Last Decade and How to Use Them in Your Program	Virtual
January 24, 2024 through March 28, 2024	Sharon Phillips	\$2,400.00	\$0	PLTW- Computer Science A	Virtual

[Back to Top](#)

November 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>
11/28/2023	Student Ambassadors	Neshanic Valley Learning Center Neshanic Station, NJ	\$0.00	District
11/29/2023	CTE Students (YTTW)	UA Local 475 Steamfitters Warren, NJ	\$0.00	District
12/12/2023	Robotics Club	Passaic Cty. Tech Institute Wayne, NJ	\$0.00	Outside Agency/District
12/14/2023	Academy Juniors - Spanish Class	Jacob's Engineering Corporation Morristown, NJ	\$0.00	District
12/14/2023	Carpentry (YTTW)	Northeast Carpenters Apprentice Union Hall Edison, NJ	\$0.00	District
1/3/2024	CTE Students (YTTW)	IBEW 102 Parsippany-Troy Hills, NJ	\$0.00	District
3/5/2024	Cosmetology	Jacob Javitz Center NY, NY	\$40.00/Student	Outside Agency/District
3/11-13/2024	FBLA	Harrah's Atlantic City, NJ	\$300.00/Student	Outside Agency/District

[Back to Top](#)

POLICY GUIDE

OPERATIONS
8500/page 1 of 14
Food Services
Sep 23
M

[See POLICY ALERT No. 231]

8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.



POLICY GUIDE

OPERATIONS
8500/page 2 of 14
Food Services

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
 - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;



POLICY GUIDE

OPERATIONS
8500/page 3 of 14
Food Services

- b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.



POLICY GUIDE

OPERATIONS
8500/page 4 of 14
Food Services

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:
 - a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the



POLICY GUIDE

OPERATIONS
8500/page 5 of 14
Food Services

application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A.18A:33-21; and

- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
 3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;



POLICY GUIDE

OPERATIONS
8500/page 6 of 14
Food Services

- c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.

D. Free or Reduced Price Meals' Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.



POLICY GUIDE

OPERATIONS
8500/page 7 of 14
Food Services

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days' written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district ~~shall~~ notify the household of adverse action by phone only. *cannot*

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.



POLICY GUIDE

OPERATIONS
8500/page 8 of 14
Food Services

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



POLICY GUIDE

OPERATIONS
8500/page 9 of 14
Food Services

E. Meal Charge Program – N.J.S.A. 18A:33-21

Option – Select One Option Below

[Option 1

The Board of Education does not permit a student in the school district to charge for breakfast or lunch.]

[Option 2

The Board of Education provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect,



POLICY GUIDE

OPERATIONS
8500/page 10 of 14
Food Services

the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;



POLICY GUIDE

OPERATIONS
8500/page 11 of 14
Food Services

4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.



POLICY GUIDE

OPERATIONS
8500/page 12 of 14
Food Services

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the



POLICY GUIDE

OPERATIONS
8500/page 13 of 14
Food Services

district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.



POLICY GUIDE

OPERATIONS
8500/page 14 of 14
Food Services

H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

Adopted:



11/3 9:04am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2023

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,029,275.64
116	Capital Reserve Account		\$802,193.01
117	Maint. Reserve Account		\$611,685.83
121	Tax levy receivable		\$8,397,582.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$1,146,925.99	
143	Intergovernmental - Other	\$94,761.67	
			\$1,390,568.49

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

301	Estimated Revenues	\$15,278,982.00	
302	Less Revenues	(\$14,668,483.16)	
			\$610,498.84

Total assets and resources \$14,841,803.81

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2023

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$38,460.85
TOTAL LIABILITIES		\$38,460.85
		=====

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		\$10,069,763.89
754	Reserve for encumbrance - Prior Year		\$23,264.50
	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	\$7,518,438.30	
603	Encumbrances	\$10,093,028.39 (\$17,611,466.69)	
			\$2,004,398.36
	Total Appropriated		\$14,259,805.59

--- 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		\$14,803,342.96
	TOTAL LIABILITIES AND FUND EQUITY		\$14,841,803.81
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	-----	-----	-----
Appropriations	\$19,615,865.05	\$17,611,466.69	\$2,004,398.36
Revenues	(\$15,278,982.00)	(\$14,668,483.16)	(\$610,498.84)
	-----	-----	-----
	\$4,336,883.05	\$2,942,983.53	\$1,393,899.52
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	\$2,903,800.48	\$1,393,899.52
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$4,297,700.00	\$2,903,800.48	\$1,393,899.52
	-----	-----	-----
TOTAL Budgeted Fund Balance	\$4,297,700.00	\$2,903,800.48	\$1,393,899.52
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/2023

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,850,420.00	\$12,489,921.16		\$1,360,498.84
3XXX	From State Sources	\$1,428,562.00	\$2,178,562.00		(\$750,000.00)
TOTAL REVENUE/SOURCES OF FUNDS		\$15,278,982.00	\$14,668,483.16		\$610,498.84
		=====	=====	=====	=====
					AVAILABLE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,083,905.15	\$436,478.35	\$1,523,900.93	\$123,525.87
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,798,035.50	\$398,492.69	\$2,990,449.16	\$409,093.65
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$72,373.00	\$754.88	\$58,068.12	\$13,550.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$176,703.25	\$32,994.50	\$141,184.83	\$2,523.92
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$41,626.75	\$19,494.43	\$22,132.32	.00
11-000-213-XXX	Health Services	\$210,041.74	\$43,562.17	\$148,712.95	\$17,766.62
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	\$189,049.39	\$528,648.64	\$36,524.48
11-000-219-XXX	Child Study Teams	\$232,564.23	\$67,388.53	\$162,571.96	\$2,603.74
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$440,206.00	\$149,245.36	\$290,960.64	.00
11-000-222-XXX	Educational Media Serv/School Library	\$52,568.42	\$11,633.43	\$40,906.20	\$28.79
11-000-223-XXX	Instructional Staff Training Services	\$52,293.00	\$13,519.47	\$34,983.04	\$3,790.49
11-000-230-XXX	Supp. Serv.-General Administration	\$838,240.36	\$308,903.69	\$442,235.95	\$87,100.72
11-000-240-XXX	Supp. Serv.-School Administration	\$740,147.07	\$248,676.70	\$456,327.00	\$35,143.37
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$885,859.61	\$290,057.41	\$360,044.84	\$235,757.36
11-000-261-XXX	Allowable Maint. for School Facilities	\$867,948.96	\$257,817.13	\$490,268.18	\$119,863.65
11-000-262-XXX	Custodial Services	\$1,039,603.00	\$308,785.98	\$720,800.25	\$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	\$31,691.74	\$112,774.26	\$3,500.00
11-000-270-XXX	Student Transportation Services	\$102,133.00	\$10,268.63	\$53,621.87	\$38,242.50
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,140,264.50	\$994,698.82	\$1,511,174.96	\$634,390.72
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,694,977.05	\$3,813,513.30	\$10,089,766.10	\$1,791,697.65
		=====	=====	=====	=====

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 4 Month Period Ending 10/31/2023

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$13,300.00	\$4,925.00	\$3,262.29	\$5,112.71
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	\$3,704,925.00	\$3,262.29	\$212,700.71
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$19,615,865.05	\$7,518,438.30	\$10,093,028.39	\$2,004,398.36
	=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 4 Month Period Ending 10/31/2023

		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	\$6,238.00	\$554,562.00
1XXX	Miscellaneous	\$885,510.00	\$79,573.16	\$805,936.84
	TOTAL	\$13,850,420.00	\$12,489,921.16	\$1,360,498.84
		=====	=====	=====
--- 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	\$14,668,483.16	\$610,498.84
		=====	=====	=====

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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,814,502.00	\$349,798.02	\$1,453,703.98	\$11,000.00
11-140-100-106 Other Salaries for Instruction	\$52,526.00	\$10,174.48	\$42,351.52	.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	\$16,996.32	\$7,275.80	\$26,249.08
11-140-100-610 General Supplies	\$116,186.95	\$49,983.03	\$12,924.63	\$53,279.29
11-140-100-640 Textbooks	\$20,500.00	\$8,576.50	\$2,645.00	\$9,278.50
11-140-100-800 Other Objects	\$6,419.00	\$950.00	.00	\$5,469.00
--- 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	.00	\$8,000.00
TOTAL	\$2,083,905.15	\$436,478.35	\$1,523,900.93	\$123,525.87
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,281,256.00	\$626,586.33	\$2,631,419.67	\$23,250.00
11-310-100-106 Other Salaries for Instruction	\$53,139.00	\$6,721.71	\$46,417.29	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$143,489.00	(\$284,559.50)	\$202,753.50	\$225,295.00
11-310-100-500 Other Purchased Services	\$78,271.00	\$13,262.27	\$43,026.58	\$21,982.15
11-310-100-610 General Supplies	\$218,978.00	\$32,486.92	\$52,446.00	\$134,045.08
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	\$549.48	\$9,938.02	\$1,015.00
Total	\$3,798,035.50	\$398,492.69	\$2,990,449.16	\$409,093.65
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$56,173.00	.00	\$56,173.00	.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	\$754.88	\$774.00	\$4,671.12
11-401-100-800 Other Objects	\$5,000.00	.00	\$725.00	\$4,275.00
TOTAL	\$72,373.00	\$754.88	\$58,068.12	\$13,550.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$91,770.00	\$9,990.16	\$81,779.84	.00
11-402-100-500 Purchased Services	\$43,307.00	\$12,897.00	\$30,410.00	.00
11-402-100-600 Supplies and Materials	\$14,000.00	\$6,136.09	\$5,339.99	\$2,523.92
11-402-100-800 Other Objects	\$27,626.25	\$3,971.25	\$23,655.00	.00
TOTAL	\$176,703.25	\$32,994.50	\$141,184.83	\$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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators	\$32,684.00	\$10,551.68	\$22,132.32	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,942.75	\$8,942.75	.00	.00
TOTAL	\$41,626.75	\$19,494.43	\$22,132.32	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$182,046.00	\$37,643.83	\$144,402.17	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$20,495.74	\$2,849.63	\$1,646.11	\$16,000.00
11-000-213-600 Supplies and Materials	\$7,000.00	\$2,958.71	\$2,664.67	\$1,376.62
11-000-213-800 Other Objects	\$500.00	\$110.00	.00	\$390.00
TOTAL	\$210,041.74	\$43,562.17	\$148,712.95	\$17,766.62
--- 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	\$88,295.96	\$324,221.04	.00
11-000-218-105 Sal Secr. & Clerical Asst.	\$114,360.00	\$36,919.92	\$77,440.08	.00
11-000-218-110 Other Salaries	\$150,952.00	\$38,037.28	\$112,914.72	.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	\$14,417.04	\$13,018.00	\$8,873.96
11-000-218-500 Other Purchased Services	\$33,000.00	\$8,095.00	\$1,000.00	\$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	\$189,049.39	\$528,648.64	\$36,524.48
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$170,026.00	\$41,946.16	\$128,079.84	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$50,385.00	\$16,104.96	\$34,280.04	.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	\$7,693.23	.00	.00
11-000-219-500 Other Purchased Services	\$310.00	\$67.50	.00	\$242.50
11-000-219-600 Supplies and Materials	\$1,150.00	\$1,146.68	\$212.08	(\$208.76)
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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$232,564.23	\$67,388.53	\$162,571.96	\$2,603.74
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$247,542.00	\$82,409.60	\$165,132.40	.00
11-000-221-104 Salaries Other Prof. Staff	\$128,548.00	\$44,477.44	\$84,070.56	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$61,666.00	\$19,908.32	\$41,757.68	.00
11-000-221-500 Other Purchased Services	\$2,450.00	\$2,450.00	.00	.00
TOTAL	\$440,206.00	\$149,245.36	\$290,960.64	\$0.00
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$39,508.00	\$7,781.48	\$31,726.52	.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,500.00	.00	\$2,465.62	\$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	\$4,501.00	\$3,711.58	\$854.64	(\$65.22)
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$52,568.42	\$11,633.43	\$40,906.20	\$28.79
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,043.00	\$13,305.96	\$34,737.04	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$500.00	\$144.00	\$36.00	\$320.00
11-000-223-500 Other Purchased Services	\$3,750.00	\$69.51	\$210.00	\$3,470.49
TOTAL	\$52,293.00	\$13,519.47	\$34,983.04	\$3,790.49
--- Support services-general administration ---				
11-000-230-100 Salaries	\$431,746.00	\$146,595.12	\$285,150.88	\$0.00
11-000-230-331 Legal Services	\$69,771.81	\$8,332.42	\$21,439.39	\$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	\$3,141.50	\$179.00	\$11,000.00
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	\$23,948.87	\$59,153.73	\$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	\$141,156.52	\$90,772.52	\$35,000.00	\$15,384.00
11-000-230-61X General Supplies	\$2,000.00	\$625.33	\$152.60	\$1,222.07
11-000-230-890 Misc. Expenditures	\$22,827.00	\$19,683.00	\$710.35	\$2,433.65
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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$838,240.36	\$308,903.69	\$442,235.95	\$87,100.72
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$237,295.00	\$79,097.92	\$158,197.08	.00
11-000-240-104 Salaries Other Prof. Staff	\$241,048.87	\$73,575.44	\$147,151.70	\$20,321.73
11-000-240-105 Sal Secr. & Clerical Asst.	\$213,972.00	\$68,608.24	\$145,363.76	.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	\$15,391.66	\$5,054.33	\$2,086.01
11-000-240-600 Supplies and Materials	\$14,150.00	\$1,455.24	\$560.13	\$12,134.63
11-000-240-800 Other Objects	\$6,000.00	\$5,399.00	.00	\$601.00
TOTAL	\$740,147.07	\$248,676.70	\$456,327.00	\$35,143.37
--- Central Services ---				
11-000-251-100 Salaries	\$413,199.00	\$137,399.28	\$275,799.72	.00
11-000-251-330 Purchased Prof. Svcs.	\$7,311.16	\$2,352.51	\$4,958.65	.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)	\$6,039.42	\$4,086.25	\$2,078.14	(\$124.97)
11-000-251-600 Supplies and Materials	\$3,500.00	\$272.65	\$52.05	\$3,175.30
11-000-251-89X Other Objects	\$3,350.00	\$2,630.00	\$250.00	\$470.00
TOTAL	\$463,121.58	\$160,982.49	\$298,618.76	\$3,520.33
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$275,750.00	\$78,471.56	.00	\$197,278.44
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	\$38,479.55	\$58,775.00	\$4,204.85
11-000-252-600 Supplies and Materials	\$33,500.00	\$95.18	\$2,651.08	\$30,753.74
TOTAL	\$422,738.03	\$129,074.92	\$61,426.08	\$232,237.03
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$526,406.00	\$160,949.85	\$357,927.29	\$7,528.86
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$248,542.96	\$70,423.31	\$100,288.06	\$77,831.59
11-000-261-610 General Supplies	\$80,000.00	\$16,704.79	\$32,052.83	\$31,242.38
11-000-261-800 Other Objects	\$13,000.00	\$9,739.18	.00	\$3,260.82
TOTAL	\$867,948.96	\$257,817.13	\$490,268.18	\$119,863.65
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$553,789.00	\$135,947.07	\$407,841.16	\$10,000.77
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$26,092.97	\$38,891.03	\$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	\$5,732.80	\$84,267.20	.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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-622 Energy (Electricity)	\$175,000.00	\$71,663.39	\$103,336.61	.00
TOTAL	\$1,039,603.00	\$308,785.98	\$720,800.25	\$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	\$31,691.74	\$112,774.26	.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	\$31,691.74	\$112,774.26	\$3,500.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$59,983.00	\$10,268.63	\$49,714.37	.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	\$10,268.63	\$53,621.87	\$38,242.50
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$3,104.20	\$7,432.80	\$3,283.00
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$66,293.53	\$193,706.47	\$22,200.00
11-XXX-XXX-241 Other Retirement Contrib. - 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	\$736,114.00	\$1,174,437.02	\$65,665.98
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$59,000.00	\$12,487.32	\$2,207.44	\$44,305.24
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$54,932.50	\$54,932.50	.00	.00
TOTAL	\$3,140,264.50	\$994,698.82	\$1,511,174.96	\$634,390.72
Total Undistributed expenditures	\$9,563,960.15	\$2,944,792.88	\$5,376,163.06	\$1,243,004.21
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,694,977.05	\$3,813,513.30	\$10,089,766.10	\$1,791,697.65

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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,694,977.05 =====	\$3,813,513.30 =====	\$10,089,766.10 =====	\$1,791,697.65 =====

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 4 Month Period Ending 10/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$3,300.00	.00	\$3,262.29	\$37.71
Undistributed expenses				
12-000-100-730 Instruction	\$4,925.00	\$4,925.00	.00	.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	\$4,925.00	\$3,262.29	\$5,112.71
--- 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	\$3,704,925.00	\$3,262.29	\$212,700.71
TOTAL GENERAL FUND EXPENDITURES	\$19,615,865.05	\$7,518,438.30	\$10,093,028.39	\$2,004,398.36

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

For 4 Month Period Ending 10/31/2023

Raelene Sipple

I, _____, 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.

10/31/2023

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
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

11/3 9:04am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/23

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$29,550.00
	Accounts receivable:		
141	Intergovernmental - State	\$21,540.74	
142	Intergovernmental - Federal	\$77,817.44	
			\$99,358.18

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

301	Estimated Revenues	\$1,476,651.23	
302	Less Revenues	(\$258,408.00)	
			\$1,218,243.23

		\$1,347,151.41
Total assets and resources		=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/23

=====

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	\$469,505.37
601	Appropriations	\$1,476,651.23
602	Less: Expenditures	\$278,470.00
603	Encumbrances	\$469,505.37 (\$747,975.37)
		\$728,675.86
	TOTAL FUND BALANCE	\$1,198,181.23
	TOTAL LIABILITIES AND FUND EQUITY	\$1,347,151.41
		=====

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 4 Month Period Ending 10/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
3XXX From State Sources	\$506,236.00	\$27,080.00		\$479,156.00
4XXX From Federal Sources	\$970,415.23	\$231,328.00		\$739,087.23
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$1,476,651.23	\$258,408.00		\$1,218,243.23
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
STATE PROJECTS:				
Vocational education (331-360)	\$159,759.00	\$23,859.99	.00	\$135,899.01
Other State Projects (431-449)	\$346,477.00	\$72,362.93	\$136,926.81	\$137,187.26
	-----	-----	-----	-----
TOTAL STATE PROJECTS	\$506,236.00	\$96,222.92	\$136,926.81	\$273,086.27
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$48,921.00	\$21,736.16	.00	\$27,184.84
I.D.E.A. Part B (Handicapped) (250-259)	\$91,879.00	\$16,419.00	.00	\$75,460.00
ESSA Title II - Part A/D (270-279)	\$12,095.00	\$5,883.00	\$3,422.00	\$2,790.00
ESSA Title IV (280-289)	\$20,000.00	\$14,500.00	.00	\$5,500.00
Vocational Education (361-389)	\$281,555.00	\$12,298.50	\$46,256.92	\$222,999.58
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	\$13,503.84	\$263,871.00	\$61,128.70
ARP - ESSER Accelerated Learning Coaching (488)	\$43,758.30	\$1,905.33	\$4,448.64	\$37,404.33
ARP - ESSER Evidence-Based Summer Learning (489)	\$16,774.02	\$9,567.79	.00	\$7,206.23
ARP - ESSER Evidence-Based Comprehensive (490)	\$26,929.37	\$15,513.46	.00	\$11,415.91
ARP - ESSER NJ Tiered System of Supports (491)	\$45,000.00	\$30,420.00	\$14,580.00	.00
	-----	-----	-----	-----
TOTAL FEDERAL PROJECTS	\$970,415.23	\$182,247.08	\$332,578.56	\$455,589.59
	=====	=====	=====	=====
*** TOTAL EXPENDITURES ***	\$1,476,651.23	\$278,470.00	\$469,505.37	\$728,675.86
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/23

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- STATE SOURCES ---			
3290	Recovery High School Access Grant	\$346,477.00	.00
32XX	Other Restricted Entitlements	\$159,759.00	\$27,080.00
		-----	-----
	Total Revenue from State Sources	\$506,236.00	\$27,080.00
		=====	=====
--- FEDERAL SOURCES ---			
4411-16	Title I	\$48,921.00	\$13,366.00
4451-55	Title II	\$12,095.00	\$2,473.00
4471-74	Title IV	\$20,000.00	.00
4420-29	I.D.E.A. Part B (Handicapped)	\$91,879.00	\$12,314.00
4430	Vocational Education	\$281,555.00	\$12,299.00
4536	CRRSA Act - Mental Health Grant	\$45,000.00	\$45,000.00
4540	ARP-ESSER Grant Program	\$338,503.54	\$91,989.00
4541	ARP-ESSER Accelerated Learning Coaching	\$43,758.30	\$2,669.00
4542	ARP-ESSER Evidence-Based Summer Learning	\$16,774.02	\$4,975.00
4543	ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$26,929.37	\$15,823.00
4544	ARP-ESSER NJ NTiered System of Supports	\$45,000.00	\$30,420.00
		-----	-----
	Total Revenues from Federal Sources	\$970,415.23	\$231,328.00
		=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,476,651.23	\$258,408.00
		=====	=====

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 4 Month Period Ending 10/31/23

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
-- Other State Programs --				
20-331-XXX-XXX to 20-360-XXX-XXX Vocational Programs	\$159,759.00	\$23,859.99	.00	\$135,899.01
20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects	\$346,477.00	\$72,362.93	\$136,926.81	\$137,187.26
-- TOTAL Other State Programs --	\$506,236.00	\$96,222.92	\$136,926.81	\$273,086.27
TOTAL STATE PROJECTS	\$506,236.00	\$96,222.92	\$136,926.81	\$273,086.27
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	\$21,736.16	.00	\$27,184.84
20-25X-XXX-XXX I.D.E.A. Part B	\$91,879.00	\$16,419.00	.00	\$75,460.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$12,095.00	\$5,883.00	\$3,422.00	\$2,790.00
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	\$12,298.50	\$46,256.92	\$222,999.58
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	\$13,503.84	\$263,871.00	\$61,128.70
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$43,758.30	\$1,905.33	\$4,448.64	\$37,404.33
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$16,774.02	\$9,567.79	.00	\$7,206.23
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$26,929.37	\$15,513.46	.00	\$11,415.91
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	\$182,247.08	\$332,578.56	\$455,589.59
TOTAL FEDERAL PROJECTS	\$970,415.23	\$182,247.08	\$332,578.56	\$455,589.59
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,476,651.23	\$278,470.00	\$469,505.37	\$728,675.86

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

Special Revenue Fund - Fund 20
For 4 Month Period Ending 10/31/23

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

10/31/23

Date

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

11/3 9:04am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 4 Month Period Ending 10/31/23

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,741,322.44
	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	\$28,538,839.20	
302	Less Revenues	(\$4,128,463.23)	
			\$24,410,375.97
	 Total assets and resources		 \$52,935,529.05
			=====

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

Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/23

=====
 LIABILITIES AND FUND EQUITY
 =====

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

402	Interfund accounts payable		\$141,880.83
			<hr/>
	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 ---

754	Reserve for encumbrances - Prior Year		\$896,488.95
601	Appropriations	\$28,500,772.23	
602	Less : Expenditures	\$465,268.23	
603	Encumbrances	\$896,488.95 (\$1,361,757.18)	
		<hr/>	\$27,139,015.05
	Total Appropriated		\$28,035,504.00

--- 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
			<hr/>

TOTAL FUND BALANCE \$52,793,648.22

TOTAL LIABILITIES AND FUND EQUITY \$52,935,529.05

=====

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 4 Month Period Ending 10/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other Revenue/Source of Funds	\$28,538,839.20	\$4,128,463.23		\$24,410,375.97
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$28,538,839.20	\$4,128,463.23		\$24,410,375.97
	=====	=====	=====	=====
	-----	-----	-----	-----
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$2,187,802.18	\$428,463.23	\$896,488.95	\$862,850.00
30-000-4XX-450 Construction services	\$26,312,970.05	\$36,805.00	.00	\$26,276,165.05
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$28,500,772.23	\$465,268.23	\$896,488.95	\$27,139,015.05
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$28,500,772.23	\$465,268.23	\$896,488.95	\$27,139,015.05
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$28,500,772.23	\$465,268.23	\$896,488.95	\$27,139,015.05
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 4 Month Period Ending 10/31/23

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

Board Secretary/Business Administrator

10/31/23

Date


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

Board of Education

Somerset County Vocational All Funds For Month Ended: October 2023

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$ 1,276,318.96	\$ 3,152,647.76	\$ (1,399,691.08)	\$ 3,029,275.64
Capital Reserve (10-16)	\$ 802,193.01	\$ -	\$ -	\$ 802,193.01
Maintenance Reserve (10-17)	\$ 611,685.83	\$ -	\$ -	\$ 611,685.83
Special Revenue Fund (20)	\$ 13,650.58	\$ 150,690.00	\$ (134,790.58)	\$ 29,550.00
Capital Project Fund (30)	\$ 3,665,234.22	\$ 188,409.73	\$ (112,321.51)	\$ 3,741,322.44
Total Governmental Funds	\$ 6,369,082.60	\$ 3,491,747.49	\$ (1,646,803.17)	\$ 8,214,026.92
Summer Savings Acct #6028	\$ 23,645.72	\$ 23,645.72	\$ -	\$ 47,291.44
Enterprise Fund (60) Café # 1253	\$ 20,641.24	\$ 13,254.37	\$ -	\$ 33,895.61
Payroll Fund (70) Acct #5868	\$ -	\$ 519,322.58	\$ (519,322.58)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 493,511.02	\$ (493,511.02)	\$ -
Total Trust & Agency	\$ 44,286.96	\$ 1,049,733.69	\$ (1,012,833.60)	\$ 81,187.05
Grand Totals	\$ 6,413,369.56	\$ 4,541,481.18	\$ (2,659,636.77)	\$ 8,295,213.97

X 

Robert Presuto
Superintendent

11/7/23

Date

Bank Reconciliation
Operating Account #1199
October 31, 2023

Books	
Beginning Balance	\$ 6,369,082.60
Deposits	\$ 3,491,747.49
Disbursements	\$ (1,646,803.17)
Ending Balance	\$ 8,214,026.92

Bank	
Ending Balance	\$ 8,265,415.38
Outstanding Checks	(\$51,388.16)
Deposit overstated by .30 28,220.11 S/B 28,219.81	\$ (0.30)
Ending Balance	\$ 8,214,026.92

Outstanding Checks	Year	Month	Check #	Amount
		2023 January	78619	\$30.00
Total		2023 January		\$30.00
		2023 February	78860	\$75.98
		2023 February	78871	\$379.80
Total		2023 February		\$455.78
		2023 March	78886	\$120.00
Total				\$120.00
		2023 April	79085	\$200.00
Total April 2023				\$200.00
		2023 May	79124	\$84.00
		2023 May	79136	\$90.00
		2023 May	79141	\$5.36
		2023 May	79142	\$27.82
Total May 2023				\$207.18
		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
Total June 2023				\$656.41

Bank Reconciliation
Operating Account #1199
October 31, 2023

	2023 July	5383	\$36,805.00
Total July 2023			\$36,805.00
	2023 August	79458	\$600.00
Void	2023 August	79478	
Total August 2023			\$600.00
	2023 September	79541	\$4,500.00
	2023 September	79548	\$775.00
	2023 September	79551	\$1,932.97
	2023 September	79574	\$200.00
	2023 September	79590	\$1,254.10
Total September 2023			\$8,662.07
	2023 October	79663	\$300.00
	2023 October	79667	\$1,435.83
	2023 October	79677	\$50.00
	2023 October	79714	\$1,500.00
	2023 October	79725	\$100.00
	2023 October	79728	\$100.00
	2023 October	79736	\$65.89
	2023 October	79746	\$100.00
Total October 2023			\$3,651.72
Total All Outstanding Checks			\$51,388.16

Bank Reconciliation
Agency Account # 9311
October 31, 2023

Books	
Beginning Balance	\$ -
Deposits	\$ 493,511.02
Disbursements	\$ (493,511.02)
Ending Balance	\$ -

Bank	
Ending Balance	\$ 2,729.42
Outstanding Checks	\$ (2,729.42)
Ending Balance	\$ -

Outstanding Checks	Month	Check #	Amount
	September	910302303	57.33
	October	20588	1,227.56
	October	910302308	1,067.75
	October	910302308	177.99
	October	910302308	198.79
Total			\$ 2,729.42

Bank Reconciliation
Summer Savings Account # 6028
October 31, 2023

Books

Beginning Balance	\$	-
Deposits	\$	47,291.44
Disbursements	\$	-
Ending Balance	\$	47,291.44

Bank

Ending Balance	\$	47,291.44
Outstanding Checks	\$	-
Ending Balance	\$	-

Bank Reconciliation
Cafeteria Account #1253
October 31, 2023

Books	
Beginning Balance	\$ 20,641.24
Deposits	\$ 13,254.37
Disbursements	\$ -
Ending Balance	\$ 33,895.61
Bank	
Ending Balance	\$ 33,895.61
Outstanding Checks	\$ -
Ending Balance	\$ 33,895.61

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

Bank Reconciliation
Payroll Account #5868
October 31, 2023

Books	
Beginning Balance	\$ -
Deposits	\$ 519,322.58
Disbursements	\$ (519,322.58)
Ending Balance	\$ -

Bank	
Ending Balance	\$ -
Outstanding Checks	\$ -
Ending Balance	\$ -

Outstanding Checks	Month	Check #	Amount
Total			\$ -

[Back to Top](#)

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #9

va_exaa1.082406

09/30/2023

Current Cycle : September

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<i>Current Appropriation Adjustments</i>								
11-000-219-610-05-0000-	SUPPLIES - CST	September Transfers	0028	09/30/2023	RSIPPLE	\$1,100.00	\$50.00	\$1,150.00
11-000-222-500-08-0000-	COPIER LEASE	September Transfers	0028	09/30/2023	RSIPPLE	\$5,859.42	\$150.00	\$6,009.42
11-000-230-530-08-0003-	POSTAGE	September Transfers	0028	09/30/2023	RSIPPLE	\$8,424.00	\$800.00	\$9,224.00
11-000-240-500-03-0002-	OTHER PURCH SERV	September Transfers	0028	09/30/2023	RSIPPLE	\$2,016.00	\$16.00	\$2,032.00
11-000-251-592-08-0000-	BUS OFFICE TRAVEL/COPIER	September Transfers	0028	09/30/2023	RSIPPLE	\$5,859.42	\$180.00	\$6,039.42
11-000-251-890-08-0000-	MEMBERSHIPS	September Transfers	0028	09/30/2023	RSIPPLE	\$2,600.00	\$250.00	\$2,850.00
11-000-252-500-16-0000-	OTHER PURCH SCVS	September Transfers	0028	09/30/2023	RSIPPLE	\$96,859.40	\$400.00	\$97,259.40
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	September Transfers	0028	09/30/2023	RSIPPLE	\$700.00	\$80.00	\$780.00
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	September Transfers	0028	09/30/2023	RSIPPLE	\$86,000.00	(\$6,128.00)	\$79,872.00
11-310-100-610-09-0000-	SUPPLIES - THEATER	September Transfers	0028	09/30/2023	RSIPPLE	\$1,000.00	\$60.00	\$1,060.00
11-310-100-640-11-0000-	TEXTBOOKS - VOCATIONAL	September Transfers	0028	09/30/2023	RSIPPLE	\$7,400.00	\$500.00	\$7,900.00
11-310-100-800-11-0000-	OTHER OBJECTS - VOC	September Transfers	0028	09/30/2023	RSIPPLE	\$9,732.50	\$270.00	\$10,002.50
11-402-100-500-03-0000-	ATH. TRAINER SVS	September Transfers	0028	09/30/2023	RSIPPLE	\$43,235.00	\$72.00	\$43,307.00
12-310-100-730-11-0000-	VOCATIONAL PROGRAM EQUIP	September Transfers	0028	09/30/2023	RSIPPLE	\$0.00	\$3,300.00	\$3,300.00
<i>Total Current Appr.</i>								<i>\$0.00</i>

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

10/31/2023

Current Cycle : October

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<i>Current Appropriation Adjustments</i>								
11-000-219-610-05-0000-	SUPPLIES - CST	October Transfers	0032	10/31/2023	RSIPPLE	\$1,150.00	\$208.76	\$1,358.76
11-000-222-610-03-0000-	AVA MATERIALS - HS	October Transfers	0032	10/31/2023	RSIPPLE	\$4,501.00	\$65.22	\$4,566.22
11-000-240-104-03-0000-	SALARIES - SUPERVISORS	October Transfers	0032	10/31/2023	RSIPPLE	\$241,048.87	(\$1,045.89)	\$240,002.98
11-000-251-592-08-0000-	BUS OFFICE TRAVEL/COPIER	October Transfers	0032	10/31/2023	RSIPPLE	\$6,039.42	\$124.97	\$6,164.39
11-310-100-610-05-0000-	SUPPL-SPEC ED. RES CTR	October Transfers	0032	10/31/2023	RSIPPLE	\$900.00	\$306.03	\$1,206.03
11-310-100-610-09-0000-	SUPPLIES - THEATER	October Transfers	0032	10/31/2023	RSIPPLE	\$1,060.00	\$340.91	\$1,400.91
<i>Total Current Appr.</i>								\$0.00

[Back to Top](#)

RESOLUTION – 2023-24/11-A
Proprietary System Designation

Whereas, the Somerset County Vocational Board of Education has been awarded a grant by the New Jersey Department of Education to construct a new CTE building; and,

Whereas, the project specifications are being prepared for the project; and,

Whereas, the architect advises that it is necessary to specify certain manufacturers for some of the systems in order to insure that existing systems and the new construction are compatible and able to communicate with each other in order to save the cost of upgrading or changing existing equipment because those systems are proprietary; and,

Whereas, the New Jersey Public School Contracts Law, N.J.S.A. 18A: 18A-15d provides that a bid specification may not require, with regard to any contract, the furnishing of any "brand name," but may in all cases require "brand name or equivalent," except that if the goods or services to be provided or performed are proprietary, such goods or services may be purchased by stipulating the proprietary goods or services in the bid specification in any case in which the resolution authorizing the contract so indicates, and the special need for such proprietary goods or services is directly related to the performance, completion or undertaking of the purpose for which the contract is awarded

BE IT RESOLVED, ON THIS 20th day of November 2023,

That, in accordance with N.J.S.A. 18A:18A-15d the following systems exist and are in use on the campus of Somerset County Vocational and Technical Schools, and require extension into the new building to preserve system integrity and assure compatibility and are proprietary, the bid specifications should designate the manufacturer for the following:

- Fire Alarm System: Edwards EST4
- Intercom & Paging System: Rauland Telecenter U
- Access Control System: HID using remote Feenics application
- Entrance Door Intercom System: AIPhone System
- Closed Circuit Television (CCTV) Video Surveillance: LTW (Let's Think Wireless, LLC)
- Building Management System: Honeywell EBI Platform

[Back to Top](#)