

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
February 28, 2022

**Swear in Greg Lalevee**

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President  
Gregory Lalevee, Vice President  
Nadine Wilkins  
Randell Burch  
Roger Jinks

Also Present:

Patrick Pelliccia, Acting 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  
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette  
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 6, 2022.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on January 24, 2022.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on January 24, 2022 were approved.

## IV. Correspondence

## V. Presentations/Recognitions

- A. Presentation of Student of the Month – Narielys Gutierrez, Health Occupations, Grade 9
- B. Presentation of CTE Stellar Students for the 2<sup>nd</sup> Quarter
  - Academy for Health & Medical Sciences – Max Chen, Grade 9
  - Agricultural Science – Isabella Granzetto, Grade 11
  - Auto Body – Joaquin Veliz, Grade 12
  - Automotive Diesel Technology – Oscar Cortes-Vaillant, Grade 11
  - Automotive Diesel Technology – Noah Slack, Grade 10
  - Carpentry – Tyler Lozier, Grade 11
  - Computer Science – Neil Fernandez, Grade 10
  - Cosmetology – Kelly Gonzalez-Lopez, Grade 10
  - Cosmetology – Gianna Casey, Grade 12
  - Culinary Arts – Sabrina Abella, Grade 10
  - Dance – Abigail Stone, Grade 9
  - Electrical Construction – David Laracuenta, Grade 12
  - Graphic Communications – Olivia Jaime, Grade 11
  - Health Occupations – Michael Gaspar, Grade 11
  - Law & Public Safety – James Marvits, Grade 11
  - Mechanics & Repair – Alexander Maria, Grade 11
  - Mechatronics – Aleks Starzynski, Grade 11
  - Plumbing – James Cicalese, Grade 10
  - Theater Arts/Acting – Ava Hathaway, Grade 9
  - Theater Arts/Vocal Music – Jason Spinrad, Grade 12
  - Welding – Nicholas Heuner, Grade 11

## VI. Old or Unfinished Business

## A. Construction Projects

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate – Mr. Hyncik, Mr. Lalevee
- Curriculum/Grants –
- NJSBA (Delegate) – Ms. Wilkins
- SCSBA (Delegate) – Ms. Wilkins
- SCESC (Representative) – Mr. Burch; (Alternate) – Ms. Wilkins
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Mr. Lalevee
- SSRHIF – (Chair) – Mr. Hyncik

## IX. School Communications Report

X. Superintendent’s Report

A. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Mr. Moysey Averbukh, for the purpose of retirement, effective April 30, 2022.

B. Salary Adjustments – 2021-22 School Year

The Superintendent recommends that the Board of Education approve the following salary adjustments for the 2021-22 school year:

Name	2021-22 Base Salary	Masters Stipend	Add'l Assignments per Week	% Rate	Amount	2021-22 Total Salary
Brittany McGarry (effective 1/31/22)	\$ 60,495.00		5	14.28%	\$ 8,638.69	\$ 69,133.69
Maura Gillooly (3rd qtr. 1/31-4/8)	\$ 65,655.00	\$ 725.00	6	17.136%	\$ 11,250.64	\$ 77,630.64
Rachel Kinlan (3rd qtr. 1/31-4/8)	\$ 68,695.00		6	17.136%	\$ 11,771.58	\$ 80,466.58
John O'Neill (3rd qtr. 1/31-4/8)	\$ 80,505.00	\$ 725.00	6	17.136%	\$ 13,795.34	\$ 95,025.34
Matthew Poznanski (3rd qtr. 1/31-4/8)	\$ 68,955.00		1	2.856%	\$ 1,969.35	\$ 70,924.35

C. School Business/Professional Development Travel

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

D. Revised Job Description

The Superintendent recommends that the Board of Education approve revised Job Description – Bus Driver as it appears on Addendum #2.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

E. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #3.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Ms. Wilkins, Mr. Burch, Mr. Jinks.

F. Calendar 2022-23 School Year

The Superintendent recommends that the Board of Education adopt the High School calendar for the 2022-23 school year as it appears on Addendum #4.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Ms. Wilkins, Mr. Burch, Mr. Jinks.

G. Educational Leadership Program Field Experience Internship

The Superintendent recommends that the Board of Education approve an educational leadership program field experience as follows:

- Montclair State University
Brittany McGarry (Graduate student/Educational Leadership Program)
Hector Montes – School Mentor/Certified Principal
Spring 2022 Semester – (300-hour field experience)

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Ms. Wilkins, Mr. Burch, Mr. Jinks.

H. Resolution - Harassment, Intimidation and Bullying Decision

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report at its regularly scheduled meeting held on **January 24, 2022**; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation and Bullying and the results of the investigation known as the Superintendent’s decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent’s decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent’s decisions on reported cases of Harassment, Intimidation and Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent’s decision in the case listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on January 24, 2022.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

I. Harassment, Intimidation and Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the HIB Investigation Report (Case #202122-003).

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

J. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999005857 for approximately six (6) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

Mr. Rafael Catalan, Mr. Andrew Coslit and Ms. Shannon Melick will be the instructors at a rate of \$41.00/hour. (shared)

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999005764 for approximately thirty (30) days. Instruction to be provided for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with LearnWell Education, Plymouth, MA to provide bedside instruction at \$41.00/hour.

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

Discussion  
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

K. Abolishment of Policy

The Superintendent recommends that the Board of Education abolish the following policy:

2452 – Community Education

L. Revised Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies at this first reading as they appear on Addendum #5.

- 5420 – Reporting Pupil Progress
- 5514 – Student Use of Vehicles on School Grounds
- 6141 – Tax Revenues
- 8130 – School Organization
- 8140 – Pupil Enrollments

M. Revised Board Policies and Regulation – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies and regulation at this first reading as they appear on Addendum #6.

- 3233 – Political Activities
- 8465/R8465 – Bias Crimes and Bias-Related Acts

N. Rewritten Board Policies and Regulation – First Reading

The Superintendent recommends that the Board of Education approve the following rewritten policies and regulation at this first reading as they appear on Addendum #7.

- 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment
- 2431.4/R2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 2622 – Student Assessment
- 5460 – High School Graduation
- 9560 – Administration of School Surveys

O. Board Policy and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following policy and regulations at this first reading as they appear on Addendum #8.

- R2460.30 – Additional/Compensatory Special Education and Related Services
- R2622 – Student Assessment
- 5541 – Anti-Hazing

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 Discussion  
 Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

P. Amend Application for Funds

The Superintendent recommends that the Board of Education amend prior application for funds as follows:

NJ Department of Education	ARP – ESSER	<b>\$420,699.00</b>	<del>\$ 175,000.00</del>
	Educator Support		\$ 50,000.00
	Summer Learning		\$ 40,000.00
	Beyond School Day		\$ 40,000.00
	Mental Health Support		<u>\$ 45,000.00</u>
	<b>Total</b>		<b>\$ 595,699.00</b>

Q. 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 February 28, 2022 meeting authorized acceptance of funds for the following:

NJ Department of Education	ARP-ESSER		\$420,699.00
	Educator Support		\$ 50,000.00
	Summer Learning		\$ 40,000.00
	Beyond School Day		\$ 40,000.00
	Mental Health Support		<u>\$ 45,000.00</u>
	<b>Total</b>		<b>\$ 595,699.00</b>

R. Decline to Apply for 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 February 28, 2022 meeting hereby resolves to decline the following funding allocation:

NJ Department of Education	American Rescue Plan Act Elementary and Secondary School Emergency Relief (ARP ESSER) Homeless Children and Youth (ARP-HCY)	\$1,030.00
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Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll



<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

S. Superintendent’s Update

- HIB Report – New HIB Cases Submitted for February Board Review – 1; HIB Case Submitted Month Prior for Board Decision in February – 1; Total YTD HIB Reports Submitted for Review - 3
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
122320215	12	Out	2	01/19/2022, 01/20/2022	Marjuana
122320216	10	Out	2	01/19/2022, 01/20/2022	Marjuana
12620221	10	Out	2	01/27/2022, 01/28/2022	Misconduct
12620222	09	Out	2	01/27/2022, 01/28/2022	Misconduct
12620223	09	Out	2	01/27/2022, 01/28/2022	Misconduct
12820222	10	Out	5	01/31/2022, 02/01/2022-02/04/2022	POSSESSION : Marjuana
12820221	12	Out	2	01/28/2022, 01/31/2022	Misconduct

- Student Enrollment Report

Enrollment Report - February 1, 2022	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	62	91	90	82	325
Shared-Time Students Enrolled	76	103	71	67	317
<b>Totals</b>	<b>138</b>	<b>194</b>	<b>161</b>	<b>149</b>	<b>642</b>

- SSDS (NJDOE Student Safety Data System) Report Period 1 – (9/1/2021-12/31/2021) – H. Montes

Report Period 1 (September 1 - December 31, 2021)								
	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
	6	1	3	2	1	0	1	1
<b>Total</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

- Open House
- Mask Mandate in Schools

T. Submission of Bills

It is recommended the Board of Education approve the bills list for February 2022 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. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

XI. 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 January 2022, 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 #9)

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

B. Budget Transfers – September, October, November, December 2021 and January 2022

It is recommended the Board of Education approve the September, October, November, December 2021 and January 2022 attached budget transfers for the 2021-22 school year as they appear on Addendum #10.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

C. Audit Report – 2020-21 School Year

It is recommended the Board of Education accept the publically presented 2020-21 school year audit report and the Annual Comprehensive Financial Report (ACFR), Synopsis of Audit and Auditors Management Report on Administrative Findings, Compliance and Performance as prepared by Suplee, Clooney & Company as a result of the fiscal year ended June 30, 2021.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

D. Coordinated Transportation Services – 2022-23 School Year

It is recommended the Board of Education approve the Resolution/Agreement for Participation in Coordinated Transportation Services with the Somerset County Educational Services Commission for the 2022-23 school year. The Board will pay prorated contract costs, plus an administration fee of 4.75% as presented to the Board as calculated by the billing formula adopted by the SCESC.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

E. Architectural Services – New CTE Building Project

It is recommended the Board of Education approve Architectural Services for the New CTE Building Project to USA Architects Planners & Interior Designers for Phase 10, 10% and Phase 20, 20% of the total Basic Compensation in the amount of \$1,028,800.00.

F. Engineering Services – New CTE Building Project

It is recommended the Board of Education approve the Professional Service Contract for Engineering Services for the New CTE Building Project to Matrix New World Engineering in Florham Park, NJ in an amount not to exceed \$108,650.00.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Mr. Burch	___	___
Mr. Jinks	___	___

XII. New Business – Ethics Disclosure Statements are due online no later than April 30, 2022.

XIII. Next Meeting

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

March 28, 2022

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIV. 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.

XV. Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Personnel, SCVTEA Unfair Labor Practice Complaint and PSA negotiations. 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.

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

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
March 6, 7, 8, 2022	Mark Mastrobattista	\$34.00	\$77.70/mileage \$42.00/parking \$54.00/ferry	NYC International Restaurant Show	New York City, NY
March 11, 2022	Melissa Norrbom Samantha Inga	\$219.99/ea.	\$0	Mental Health Issues in the Classroom	Virtual
March 15, 2022	Karen Winfield	\$150.00	\$0	Social Media and Cyberbullying	Virtual
March 24, 2022	Samantha Inga	\$219.00	\$0	Ultimate Grief Treatment Toolbox	Virtual
March 29, 2022	Matthew Dolegiewitz Janeen Sortor	\$279.00/ea.	\$0	Desmos Computation Layer: Strategies to Maximize Student Success	Virtual
May 13, 2022	Samantha Inga	\$219.99	\$0	Multicultural Awareness & Diversity	Virtual
May 25, 2022	Karen Winfield	\$199.00	\$0	School Climate & Anti-Bullying Conference	Virtual
June 7-10, 2022	Raelene Sipple	\$275.00	\$82.46/mileage \$42.40/tolls, parking \$275.01/hotel \$206.50/meals	New Jersey Association of School Business Officials Annual Conference	Atlantic City, NJ

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SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
JOB DESCRIPTION

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**CATEGORY: MAINTENANCE**

**ADOPTED:** January 23, 1989; Revised:

**TITLE: BUS DRIVER**

NON CERTIFIED

**QUALIFICATIONS:**

1. A valid bus driver's license.
2. Certification by a physician that he or she is physically fit to be a school bus driver.
3. Knowledge of applicable laws, regulations and procedures.

**REPORTS TO:** High School Principal or designee

**SUPERVISES:** No direct supervisory responsibilities.

**JOB GOAL:** By providing safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents immediately, including those resulting in injury of any person while on the vehicle or immediately before entering or after leaving the vehicle. and completes required reports.
13. Enforces regulations against smoking and eating on bus.
14. Participates in bus evacuation drills as required.
15. Participates in all required district and state mandated training.
16. Performs a child check at the conclusion of each transport assignment.
17. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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January 2022

## 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>
*2/15/2022	AHMS Freshmen	RVCC Branchburg, NJ	\$0.00	District
3/2/2022	Dance	NYC Broadway NY, NY	\$100.00/Student	Outside Agency/District
3/3/2022	TOPS Seniors	RVCC Branchburg, NJ	\$0.00	District
3/10/2022	FBLA	Harrah's Resort Atlantic City, NJ	\$100.00/Student	Outside Agency/District
3/10/2022	Plumbing - YTTW	Plumbers Local 24 West Caldwell, NJ	\$0.00	Outside Agency/District
3/11/2022	FFA	Mercer County Comm. College West Windsor, NJ	\$11.00/FFA-SA	District
3/12/2022	Dance	NJHS Dance Festival Union City, NJ	\$15.00/Dance-SA	Outside Agency/District
3/16/2022	History Classes	Battleship NJ Camden, NJ	\$0.00	District
3/18, 4/22, 5/20, 6/17	Cosmetology	RVCC Branchburg, NJ	\$0.00	District
3/21/2022	History Classes	Naval Weapons Station Earle Colts Neck, NJ	\$0.00	District
4/5/2022	Carpentry - YTTW	Northeast Carpenters Apprentice Union Hall Edison, NJ	\$0.00	District
4/21/2022	TOPS Juniors	RVCC Branchburg, NJ	\$0.00	District
4/28/2022	YTTW	Roofers Local 4 Training Center Philadelphia, PA	\$0.00	Outside Agency/District
5/6/2022	Culinary	Caesars Resort Atlantic City, NJ	\$0.00	Outside Agency/District
5/16/2022	YTTW	UA Local 475 Steamfitters Warren, NJ	\$0.00	District
5/27/2022	History Classes	Fleet Week NYC NY, NY	\$0.00	District

\* Prior Approval given by Acting Superintendent

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# SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

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

## 2022-2023 CALENDAR

### September 2022 18

M	T	W	T	F
			1	2
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### September 2022

- 1-2 CLOSED.....Staff In-Service
- 5 CLOSED.....Labor Day
- 6 OPEN.....First Day of School
- 20 PARENT BACK TO SCHOOL NIGHT
- 21 10 AM DELAYED OPENING NO A-SESSION
- 26 CLOSED.....Rosh Hashanah

### February 2023 17

M	T	W	T	F
		1	2	3
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

### October 2022 20

M	T	W	T	F
				1
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### October 2022

- 5 CLOSED.....Yom Kippur

### March 2023 23

M	T	W	T	F
		1	2	3
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### December 2022

- 23 12 NOON DISMISSAL.....Holiday Recess
- 26-30 CLOSED.....Holiday Recess

### January 2023

- 2 CLOSED.....Holiday Recess
- 16 CLOSED.....Staff In-Service

### February 2023

- 4 OPEN HOUSE.....Staff Present
- 16-20 CLOSED.....Mid-Winter Recess

### November 2022 18

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	24	25
27	28	29	30	

### April 2023

- 6 12 NOON DISMISSAL.....Spring Recess
- 7-14 CLOSED.....Spring Recess

### April 2023 14

M	T	W	T	F
				1
2	3	4	5	7
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### May 2023

- 29 CLOSED.....Memorial Day

### June 2023

- 20 LAST DAY OF SCHOOL/GRADUATION

### May 2023 22

M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### December 2022 17

M	T	W	T	F
			1	2
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**NOTE: IN THE EVENT OF EMERGENCY CLOSING AND SCHOOL IS CLOSED IN EXCESS OF THREE DAYS, ADDITIONAL MAKE-UP DAYS WILL BE SCHEDULED IN THE FOLLOWING ORDER: FEBRUARY 16<sup>TH</sup> (IF NEED IS KNOWN BY JANUARY 25<sup>TH</sup>), APRIL 14<sup>TH</sup> (IF NEED IS KNOWN BY MARCH 13<sup>TH</sup>). ANY DAYS LOST BEYOND THAT WILL BE ADDED TO THE END OF THE SCHOOL YEAR. ANY DAYS NOT USED WILL BE TAKEN BACK AT THE END OF THE SCHOOL YEAR. LAST DAY/GRADUATION SUBJECT TO CHANGE.**

### January 2023 20

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- ✦ Parent Back to School Night
- Closed      ■ 10 am Delayed Opening
- △ 12 Noon Dismissal for Students & Teachers
- ☆ Teachers and HS Office Staff Present
- Staff In-Service

### June 2023 14

M	T	W	T	F
			1	2
4	5	6	7	8
11	12	13	14	15
18	19	21	22	23
25	26	27	28	29

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# POLICY

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

Students  
5420/Page 1 of 1  
REPORTING PUPIL PROGRESS (M)

### 5420 REPORTING PUPIL STUDENT PROGRESS (M)

#### M

The Somerset County Vocational & Technical Schools Board of Education believes that the cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parent(s) and/or legal guardian(s) informed of ~~pupil~~ **student** welfare and progress in school.

In addition to the required reports made to all parent(s) and/or legal guardian(s) at regular intervals, instructors are encouraged to communicate with the home as the occasion or necessity arises. If the parent(s) and/or legal guardian(s) primary language is other than English, translation shall be provided whenever possible. Adult ~~pupils~~ **students** may request to have reports sent to them directly.

The staff members shall comply with such a system as part of their teaching responsibility.

#### ~~Technology Institute~~

~~The Superintendent shall develop regulations to implement this policy.~~

~~Pupils who are doing unsatisfactory work will receive a warning report and should consult with an advisor and the instructor of the course. This will assist the pupil to determine ways to improve future academic performance.~~

N.J.A.C. 6:3-4A.1

Adopted: 25 June 2007



## STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

### 5514 STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

- A. The speed limit on campus is ten miles per hour.
- B. Registration of ~~Pupil~~ **Student** Automobiles

All ~~pupils~~ **students** who drive to school must:

1. Register their automobiles with the high school/~~Technology Institute~~ office the first day they drive to school and bring the following:
  - a. Driver's license;
  - b. Car registration;
  - c. Insurance card.
2. Affix the parking decal to the left rear window;
3. Park in the ~~pupil~~ **student** parking lot between and parallel to the guidelines.

NOTE: Registration of automobile means any automobile the ~~pupil~~ **student** drives to school (parent's, relative's, etc.).

~~Pupils~~ **students** who park in unassigned lots will, for the first offense, have their parking privilege revoked for two weeks. For the second offense, the student will have their parking privilege revoked for thirty days. The third offense will result in parking privileges revoked for the rest of the year. ~~Pupils~~ **students** found parking their cars on campus during a suspension will have parking privileges revoked for the remainder of the year and/or may have the car towed away at their expense by local authorities.

The unsafe operation of a motor vehicle on school grounds including but not limited to dragging, speeding, spinning wheels, and other moving violations, will result in the ~~pupil's~~ **student's** parking privileges being revoked for a minimum of thirty days for the first offense. The second offense will result in the ~~pupil~~ **student** losing driving and parking privileges on campus for the year.

~~Pupils~~ **students** may not visit the parking area during the school day and may not eat lunch in the parking lot.



## STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

~~Pupils~~ **students** who leave the campus without proper authorization during the school day shall have campus driving and parking privileges revoked for thirty days on the first offense. The second offense will result in loss of campus driving and parking privileges for the rest of the year.

It should be understood that ~~pupils~~ **students** bring their automobiles at their own risk, and the school cannot be held responsible for any damage to, theft of, or vandalism to the automobile. ~~Pupils~~ **Students** are encouraged to report any such acts, the school administration will cooperate with the ~~pupil~~ **student** in bringing the matter to the attention of the police.

### C. Repairing ~~Pupil~~ **Student** Cars

No car shall be brought to any shop without absolute permission from the shop teacher. For work to be authorized, the following must be complied with:

1. Permission of the shop teacher before bringing the car;
2. Signed work order form.

Somerset County Vocational & Technical Schools will not be responsible for loss or damage. Cars are brought here at owner's risk, and must not be left here waiting to be worked on. Security personnel and/or the Bridgewater Township Police Department will pick up persons found on school property in the evenings and on weekends.

Somerset County Vocational & Technical Schools are not responsible for any kind of loss or damage to personal property, whether the property is used for instruction, or not.

Adopted: 25 June 2007

Revised: 17 December 2007

Revised: 26 September 2016



## 6141 TAX REVENUES

The Board of Education believes that the interests of district taxpayers as well as the interests of the educational program are best served by the orderly, planned transfer of tax revenues to the school district as such funds are required to pay the debts of the district.

The Board Secretary shall request the County Finance Office to transfer tax revenues in anticipation of district expenditures in accordance with law.

### A. Materials and Service

#### 1. Work Done in Shops

Various types of jobs may be brought in by private individuals or school employees for ~~pupils~~ **students** to carry out as work assignments in school shops pending administrator approval. Acceptance of such jobs shall be based on the school's need for it as a learning activity.

All work must have administration approval, as well as approval of the shop instructor. Charges to the customer must cover all material used.

All payments for actual work projects in school shops or laboratories shall be considered school income and shall be made in accordance with policy. For accounting purposes, payment for the cost of materials shall be considered a refund of disbursement for materials in the particular instructional area.

#### ~~2. Books~~

~~The Technology Institute shall make available to pupils a list of sources at which books may be obtained.~~

### B. Fees and Charges

All ~~pupil~~ **student** charges and fees must be approved by the Board. ~~Pupils~~ **students** shall be expected to purchase only such tools and instruments as the worker is expected to provide. These shall be his/her property.

#### 1. High School Fees and Charges



# POLICY

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

Finances  
6141/Page 2 of 2  
TAX REVENUES

All instructional supplies and textbooks shall be provided to students at district expense. Any personal equipment, with the exception of safety glasses, shall be provided by the ~~pupil~~ **student**.

### ~~2. Institute Fees and Charges~~

~~A non-refundable registration fee determined by the Board shall be paid by all students. In addition, laboratory fees shall be charged to cover the costs of expendable materials used in particular programs.~~

~~Pupils shall also pay for their own textbooks, supplies, uniforms, and personal equipment.~~

### ~~3. Evening School Fees and Charges~~

~~Pupils are required to purchase any textbooks needed and to pay the fee listed for each course. Fees are non-refundable.~~

## C. Fines

~~Pupils~~ **Students** at all levels shall be expected to pay costs involved in the replacement of school materials they lose or damage. Such fines may cover lost, damaged, or late library books; ~~lost or mutilated report cards~~; lost or mutilated shop glasses; ~~lost locker keys~~; and especially textbooks or other equipment and materials issued which would have been used by following ~~pupils~~ **students**.

N.J.S.A. 18A:17-34  
N.J.S.A. 54:4-75

Adopted: 25 June 2007



## 8130 SCHOOL ORGANIZATION (M)

### M

The Somerset County Vocational & Technical Schools Board of Education believes that the organizational plan of its schools should meet the needs of its student body. The Superintendent is directed to keep the Board informed about changes in relative numbers of ~~pupils~~ **students** at various age, grade and achievement levels and to make recommendations for Board approval that will use Somerset County Vocational & Technical Schools' facilities and monetary resources to the best advantage of all ~~pupils~~ **students**.

Divisions of the Somerset County Vocational & Technical Schools are as follows:

1. Vocational and Technical High School (Grades 9 through 12); **and**
2. ~~Technology Institute (1st and 2nd year);~~
3. ~~Evening School (ACE); and~~
4. 2. Academies.

~~The high school and Technology Institute occupy separate buildings on the same campus, with sharing of certain facilities and teaching staff. Evening courses are held in the high school or Technology Institute, or at industrial plants or places of business, as appropriate.~~

~~Somerset County Vocational & Technical Schools Board of Education cooperates with Raritan Valley Community College to provide the county with the most comprehensive post-secondary education possible.~~

Adopted: 25 June 2007



## 8140 PUPIL STUDENT ENROLLMENTS (M)

### M

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of ~~pupils~~ **students** resident in this district and enrolled in district classes and programs.

~~Pupil Student~~ attendance shall be recorded in the school register during school hours on each day the school is in session. ~~Separate R~~egisters shall be kept for ~~pupils~~ **students** attending grades nine through twelve and the ~~Technology Institute~~. Each class for the disabled, shared-time classes for regular ~~pupils~~, shared-time classes for ~~pupils~~ **students** with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).

A ~~pupil student~~ who has been placed on home instruction shall have his or her attendance status recorded on the regular register attendance pages for the program in which the ~~pupil student~~ is enrolled. For the period beginning the first day the ~~pupil student~~ is unable to attend school and ending the day before the first instructional day at the ~~pupil's student's~~ place of confinement, the ~~pupil student~~ shall be marked absent. No absences will be recorded for the ~~pupil student~~ while on home instruction, providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a ~~pupil student~~ on home instruction shall be the same as for other ~~pupils~~ **students** in the program in which the ~~pupil student~~ is enrolled.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:32-8.1; 6A:32-8.2

Adopted: 25 June 2007





# POLICY GUIDE

TEACHING STAFF MEMBERS

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Political Activities

Jan 22

[See POLICY ALERT No. 226]

## 3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. **However,** ~~t~~The Board prohibits the use of school **grounds premises** and school time, ~~however,~~ for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school **grounds premises** unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school **grounds premises** nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school **grounds premises**;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day **on in a** school **grounds facility** that **are** is used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school **grounds property**, which **activity** is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

**In accordance with N.J.S.A. 18A:6-8.1.,** a **A teaching** ~~certificated~~ staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of **the teaching staff member's his/her** attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.



# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Political Activities

**In accordance with N.J.S.A. 18A:6-8.2., a teaching certified staff member employed by this district who is a member of the Board of **County Commissioners** ~~Chosen Freeholders~~ of any county of New Jersey shall be entitled to time off from **the teaching staff member's his/her** duties, without pay, during the periods of **the teaching staff member's his/her** attendance at regular or special meetings of the Board of **County Commissioners** and of any committee thereof and at such other times as **the teaching staff member he/she** shall be engaged in performing the necessary functions and duties of **the teaching staff member's his/her** office as a member of the Board of **County Commissioners**.**

No other teaching staff member who holds elective or appointive office is so entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this ~~P~~policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a **teaching** staff member or a student.

~~N.J.S.A. 11:17-2~~

N.J.S.A. 18A:6-8.1.; 18A:6-8.2.; 18A:6-8.4.; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division  
A-2528-98T5

Adopted:



# POLICY GUIDE

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**Bias Hate Crimes and Bias-Related Acts**  
Jan 22  
M

[See POLICY ALERT No. 226]

## 8465 BIAS HATE CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. **Bias Hate** crimes and bias-related acts involving students can lead to further violence and retaliation. **Bias Hate** crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. ~~The~~ School district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of **bias hate** crimes and bias-related acts.

### Definitions

A "**bias hate crime**" **means** is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race;; color;; **religion; gender; disability;; religion;** sexual orientation;; **gender identity or expression; national origin;** or ethnicity.

A "bias-related act" **means** is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial;; gender;; disability;; religion; or sexual orientation;; **gender identity or expression; national origin;** or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All **bias hate** crimes are also bias-related acts, but not all bias-related acts will constitute a **bias hate** crime.

### Required Actions

**School employees shall immediately notify the Principal and the Superintendent or designee when in the** ~~Whenever any school employee in the course of their his/her employment they develops reason to believe that (1) a bias hate crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e). on school property, or has been or is about to be committed by any student, whether on or off school property, and whether or not such offense was or is about to be committed during operating~~



# POLICY GUIDE

OPERATIONS

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## Bias Hate Crimes and Bias-Related Acts

~~school hours, or (2) a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who in turn,~~

**The Superintendent or designee shall promptly notify the \_\_\_\_\_ local pPolice dDepartment and the bBias iInvestigation oOfficer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e)1.**

~~The Principal and the Superintendent or designee shall immediately notify the \_\_\_\_\_ local pPolice dDepartment and the bias investigation officer for the county prosecutor's office immediately where if there is reason to believe that a bias hate crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.~~

~~Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the \_\_\_\_\_ Police Department.~~

~~In deciding whether to refer the matter of a bias-related act to the \_\_\_\_\_ Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.~~



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## Bias Hate Crimes and Bias-Related Acts

It is understood a referral to the \_\_\_\_\_ **local pPolice dDepartment** or county prosecutor's office **pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials** is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected **bias hate** crime or bias-related act occurring on school **grounds property** and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected **bias hate** crime or bias-related act pending the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office. The school officials, **where when** feasible, will cover or conceal such evidence until the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or county prosecutor's office.

N.J.S.A. 2C:16-1

N.J.A.C. 6A:16-6.1 et seq.; **6A:16-6.2**; 6A:16-6.3(e)

State Memorandum of Agreement approved by the Department of Law & Public Safety and the Department of Education

Adopted:



# REGULATION GUIDE

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Bias Hate Crimes and Bias-Related Acts

Jan 22

M

[See POLICY ALERT No. 226]

## R 8465 BIAS HATE CRIMES AND BIAS-RELATED ACTS

### A. Definitions

1. A **bias hate crime means** is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race;; color;; **religion**; gender;; disability;; ~~religion~~, sexual orientation;; **gender identity or expression**; **national origin**; or ethnicity.
2. A bias-related act **means** is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial;; gender;; disability;; religion;; sexual orientation;; **gender identity or expression**; **national origin**; or ethnic prejudice. A bias-related act need not involve **conduct an act** that constitutes a criminal offense.
3. All **bias hate crimes** are also bias-related acts, but not all bias-related acts will constitute a **bias hate crime**.

### B. Procedure For Reporting **Bias Hate Crimes and Bias-Related Acts**

1. A school employee ~~will~~ **shall immediately** notify the Building Principal **and the Superintendent or designee when** ~~when~~ **they** develops reason to believe that:
  - a. A **bias hate crime or a bias-related act** has been committed or is about to be committed on school **grounds property**; or
  - b. A **bias hate crime or a bias-related act** has been or is about to be committed by any student, ~~whether~~ on or off school **grounds, property** and whether ~~or not~~ such offense was or is ~~about~~ to be committed during operating school hours; or
  - c. ~~That~~ **Aa** student enrolled in the school has been or is about to become the victim of a **bias hate crime or bias-related act**, ~~whether committed on or off school grounds, property or during operating school hours.~~



# REGULATION GUIDE

OPERATIONS

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## Bias Hate Crimes and Bias-Related Acts

2. The ~~Superintendent or designee Building Principal~~ shall promptly will notify the Superintendent, the \_\_\_\_\_ local pPolice dDepartment and the bBias iInvestigation oOfficer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed on school grounds, or has been or is about to be committed by a student on or off school grounds, and whether such offense was or is to be committed during operating school hours, or a student enrolled in the school has been or is about to become the victim of a bias crime or bias-related act on or off school grounds, or during operating school hours.
  
3. The ~~Principal and the~~ Superintendent or designee shall immediately notify the \_\_\_\_\_ local pPolice dDepartment and the bias investigation officer for the county prosecutor's office immediately where if there is reason to believe that a bias hate crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened.

### C. ~~Procedure For Reporting Bias Incidents~~

1. ~~A school employee should immediately notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:~~
  - a. ~~A bias-related act has been committed or is about to be committed on school property; or~~
  - b. ~~A bias-related act has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during school hours.~~
  
2. ~~The Building Principal will notify the Superintendent and the \_\_\_\_\_ Police Department.~~



# REGULATION GUIDE

OPERATIONS

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## Bias Hate Crimes and Bias-Related Acts

3. ~~In deciding whether to refer the matter of a bias-related act to the \_\_\_\_\_ Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider:~~
  - a. ~~The nature and seriousness of the conduct; and~~
  - b. ~~The risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public.~~
4. ~~The Building Principal will consult with the Superintendent and should consider:~~
  - a. ~~That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias-related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and~~
  - b. ~~The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.~~

### CD. Nature of Referral

1. The mandatory referral for suspected or committed **bias hate crimes** and ~~the presumptive referral for suspected or committed bias-related acts as described in N.J.A.C. 6A:16-6.3(e) and this the R~~regulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.
2. ~~Any referral in accordance with this regulation is not an accusation or formal charge.~~
3. ~~Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.~~





# REGULATION GUIDE

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**Bias Hate Crimes and Bias-Related Acts**

4. ~~All doubts by school officials should be resolved in favor of referring a matter to the \_\_\_\_\_ Police Department or the county prosecutor's office.~~

## **DE.** Concurrent Jurisdiction

1. Unless the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office request otherwise, **the school officials distriet** may continue to investigate a suspected **bias hate crime** or bias-related act occurring on school **grounds property** and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. **The Sschool officials will immediately discontinue any ongoing school the in-school investigation** if the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.
  - a. **Upon notice provided in D.2. above, school officials will take no further action without providing notice to and receiving the assent of the local police department or the county prosecutor's office.**

## **EF.** Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected **bias hate crime** or bias-related act pending the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office.
2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or county prosecutor's office in a manner designed to minimize the harm and continued exposure to students by such evidence, ~~but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.~~



# REGULATION GUIDE

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**Bias Hate Crimes and Bias-Related Acts**

- ~~3. The \_\_\_\_\_ Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.~~

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Issued:



# POLICY GUIDE

PROGRAM

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Student Surveys, Analysis, and/or Evaluations,  
**Examinations, Testing, or Treatment**

Jan 22

M

[See POLICY ALERT Nos. 222 and 226]

## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

### A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).



# POLICY GUIDE

PROGRAM

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Student Surveys, Analysis, and/or Evaluations,  
**Examinations, Testing, or Treatment**

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

**B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)**

1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).

a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).

2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).

a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).



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3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
    - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).
- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sex behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or



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- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.
- D. Protections of Students' Rights for Surveys, Analysis, or Evaluation - 20 USC §1232h
1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
- a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental and psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom the student has close family relationships;
  - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
  - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)



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## Student Surveys, Analysis, and/or Evaluations, Examinations, Testing, or Treatment

- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
    - (2) The administration of any survey containing one or more of the items listed in D.1. above.
    - (3) Any nonemergency, invasive physical examination or screening that is:
      - (a) Required as a condition of attendance;
      - (b) Administered by the school and scheduled by the school in advance; and
      - (c) Not necessary to protect the immediate health and safety of the student, or of other students.
  - b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
- a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:



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- (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
  - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
  - (3) Curriculum and instructional materials used by schools in the district;
  - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
  - (6) Student recognition programs.
- b. The provisions of this Policy:
- (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and
  - (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.





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4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student's privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted:



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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

Jan 22

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[See POLICY ALERT Nos. 190, 194, 197, and 226]

## 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).



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### Prevention and Treatment of Sports-Related Concussions and Head Injuries

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the "Return to Play Progression" recommendations.

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

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.



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This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted:



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[See POLICY ALERT Nos. 194, 197, and 226]

## R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

### A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

### B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.



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2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

## C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
  - a. Appearing dazed, stunned, or disoriented;
  - b. Forgetting plays or demonstrating short-term memory difficulty;
  - c. Exhibiting difficulties with balance or coordination;
  - d. Answering questions slowly or inaccurately; and/or
  - e. Losing consciousness.
2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
  - a. Headache;
  - b. Nausea/vomiting;



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- c. Balance problems or dizziness;
- d. Double vision or changes in vision;
- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

## D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.

a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.

(1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.

(2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.



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2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
  - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

## E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
  - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
  - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
  - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a physician must indicate a medical examination has determined:
  - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
  - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and





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when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

3. The student's written medical clearance must be reviewed and approved by the school physician.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

## F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.

### a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

### b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.



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c. Moderate Activity

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.



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G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
  - a. Take rest breaks as needed;
  - b. Spend fewer hours at school;
  - c. Be given more time to take tests or complete assignments (all courses should be considered);
  - d. Receive help with schoolwork;
  - e. Reduce time spent on the computer, reading, and writing; and/or
  - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted:



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[See POLICY ALERT Nos. 197, 205, 209, 211, 220, and 226]

## 2622 STUDENT ASSESSMENT

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments are utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as the Commissioner deems appropriate. The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d).

Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. The school district will provide accommodations or modifications to the Statewide assessment system in accordance with the provisions of N.J.A.C. 6A:8-4.1(d).

Students with disabilities as defined in N.J.A.C. 6A:14-1.3 shall participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. The school district shall administer the alternative State assessment for students with disabilities in accordance with the provisions of N.J.A.C. 6A:8-4.1(d)3.

The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.



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Student Assessment

The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-2; 18A:7E-3

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10

Adopted:



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[See POLICY ALERT Nos. 186, 205, 208, 209, 211, and 226]

## 5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2 and A.1.b. below.

### A. High School Graduation Requirements – N.J.A.C. 6A:8-5.1

1. For a State-endorsed diploma, the Board shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21<sup>st</sup> century, and that include the following:
  - a. A graduating student must have earned a minimum of 127.5 (four-year high school: no fewer than 120) credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLs), including, but not limited to, the following credits:
    - (1) 20 (At least twenty) credits in English language arts aligned to grade nine through twelve standards;
    - (2) 15 (At least fifteen) credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers;



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- (3) 15 (At least fifteen) credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
- (4) 15 (At least fifteen) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
- (5) 2.5 (At least two and one-half) credits in financial, economic, business, and entrepreneurial literacy;
- (6) 5 (At least three and three-quarters) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
- (7) 5 (At least five) credits in visual and performing arts;
- (8) 5 (At least five) credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2) and A.1.b.(2)(b) below;
- (9) Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
- (10) 30 (At least five) credits in 21<sup>st</sup> century life and careers, or career-technical education; and
- ~~(11) Electives as determined by the high school program sufficient to total a minimum of \_\_\_\_\_ (must be at least 120) credits.~~



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- b. The 120-credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and in A.1.a. above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of individualized learning opportunities, as follows:
- (1) The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLS.
    - (a) Individualized student learning opportunities in all NJSLS areas include, but are not limited to, the following:
      - (i) Independent study;
      - (ii) Online learning;
      - (iii) Study abroad programs;
      - (iv) Student exchange programs; and
      - (v) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
    - (b) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall:
      - (i) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
      - (ii) Include demonstration of student competency;





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- (iii) Be certified for completion based on the district process adopted according to N.J.A.C. 6A:8-5.1(a)2.ii. and A.1.b.(2) below; and
  - (iv) Be on file in the school district and subject to review by the Commissioner of Education or designee.
- (c) Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall be permitted and shall be approved in the same manner as other approved courses.
- (2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLs at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated at N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
- (a) The district shall choose assessments that are aligned with or exceed the NJSLs and may include locally designed assessments.
  - (b) The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as



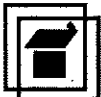
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defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:

- (i) The Standards-based Measurement of Proficiency (STAMP) online assessment;
  - (ii) The ACTFL Oral Proficiency Interview (OPI) or the Modified Oral Proficiency Interview (MOPI); or
  - (iii) New Jersey Department of Education-approved locally designed competency-based assessments.
- (3) The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), or concurrent/dual enrollment at accredited higher education institutions.
- (a) The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.
- c. Local student attendance requirements;
- d. Other requirements established by the Board of Education as indicated below:

Requirements of CTE programs through  
the senior year (minimum 30 credits  
required for CTE certificate



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- e. Any statutorily mandated requirements for earning a high school diploma;
- f. The requirement that all students demonstrate proficiency by achieving a passing score on the English Language Arts (ELA) and mathematics components of the State graduation proficiency test or through the alternative means at N.J.A.C. 6A:8-5.1(h) and A.7. below, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(g) and (i) and A.6. and A.8. below:
  - (1) Students in the graduating classes of 2019, 2020, 2021, and 2022 shall be required to demonstrate proficiency by achieving a passing score on the high school end-of-course PARCC assessments in ELA 10 and Algebra I or through alternative means set forth at N.J.A.C. 6A:8-5.1(f), (h), and (i) and A.5., A.7., and A.8. below.
- g. For students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity for the following will be provided:
  - (1) Remediation, pursuant to N.J.S.A. 18A:7C-3.; and
  - (2) One or more additional opportunities to demonstrate proficiency on the State graduation proficiency test, pursuant to N.J.S.A. 18A:7C-6; and
- h. Students graduating from an adult high school shall demonstrate proficiency in the ELA and mathematics components of the State graduation proficiency test, or through alternative means set forth at N.J.A.C. 6A:8-5.1(f) through (i) and A.5. through A.8. below.



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2. In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8-3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a)1 through 3 and A.1.a. through A.1.c. above, to include in their programs of study the following additional credits:
  - a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers;
  - b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers;
  - c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers; and
  - d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers.
3. The district shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through Quality Single Accountability Continuum (QSAC) and update the district's filed copy each time the graduation policy is revised.
4. The district shall provide each student entering high school and their parents with a copy of the district's requirements for a State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
5. To ensure adequate transition to the new Statewide assessment systems, the district shall provide students in the graduating classes of 2018, 2019, 2020, 2021, and 2022 who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate competence through one of the alternative means set forth below:



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- a. For the graduating classes of 2018, 2019, 2020, 2021, and 2022, students who did not take the ELA 10 and the Algebra I end-of-course PARCC assessment or who take but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, may satisfy the State requirement to demonstrate proficiency in English language arts and/or mathematics in one of the following ways:
  - (1) Achieve a passing score, as determined by the Commissioner of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
  - (2) Meet the criteria of the portfolio appeals process.
6. For students in the graduating classes of 2023, 2024, and 2025, the alternative means referenced at N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above shall be as follows:
  - a. Achieve a passing score, as determined by the Commissioner of Education and approved by the New Jersey State Board of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable; and/or
  - b. Demonstrate proficiency through the portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3.
7. All English language learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a New Jersey Department of Education-approved, English fluency assessment.



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8. Students, including students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities, are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c).
  9. For students in the graduating classes of 2019, 2020, 2021, and 2022, the New Jersey Department of Education (NJDOE) shall consider high school end-of-course State assessments to be equivalent to the corresponding high school end-of-course PARCC assessments.
- B. High School Diplomas – N.J.A.C. 6A:8-5.2
1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, C.1. below, or B.4. below.
  2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in B.1. above.
    - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.
    - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through alternative means as set forth at N.J.A.C. 6A:8-5.1(a) through N.J.A.C. 6A:8-5.1(i) and in A.1.f. through A.8. above, as applicable, pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2018 shall demonstrate proficiency as set



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forth for the classes of 2018 through 2022 at N.J.A.C. 6A:8-5.1(f)1 and A.5.a. above. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State-endorsed diploma shall be granted by the high school of record.

3. Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential.
4. The Commissioner of Education shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.
5. The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
  - a. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8-5.1(g) and A.6. above:
    - (1) The Board shall award a State-endorsed high school diploma to any currently enrolled student in the graduating classes of 2019, 2020, 2021, and 2022 who has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f) and in A.5. above;



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- b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
    - c. Has formally requested such early award of a State-endorsed high school diploma.
  6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner of Education:
    - a. The total number of students graduated;
    - b. The number of students graduated under the substitute competency test process;
    - c. The number of students graduated under the portfolio appeals process;
    - d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
    - e. The total number of students denied graduation from the twelfth grade class; and
    - f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.
- C. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11
  1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3.





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- a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
  - b. The district shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.
2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State-endorsed diploma issued by the Board responsible for the student's education.
3. Graduation with a State-endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).
- a. As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.
  - b. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.
  - c. In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.
  - d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.



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4. If a student attends a school other than that of the school district of residence that is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
  - a. If the school the student is attending declines to issue a diploma to the student, the Board of the school district of residence shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
5. If the Board grants an elementary school diploma, a student with a disability who fulfills the requirements of their IEP shall qualify for and receive a diploma.
6. Students with disabilities who meet the standards for graduation according to N.J.A.C. 6A:14-4.11 and C. of this Policy shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

## [Optional]

*Yes*  
D. State Seal of Biliteracy – N.J.A.C. 6A:8-5.3

1. The Board may award a State Seal of Biliteracy to any student who has met all requirements in N.J.A.C. 6A:8-5.2 and B. above and demonstrates proficiency in the following:
  - a. One or more world languages via an approved assessment pursuant to N.J.A.C. 6A:8-5.3(f) and D.6. below during the student's next to last or final year of high school; and
    - (1) Pursuant to N.J.S.A. 18A:7C-15, a foreign language other than English also shall include, but not be limited to, American Sign Language, Latin, and Native American languages.
  - b. English language arts as set forth in N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above.



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2. A Board that chooses to award the State Seal of Biliteracy shall incorporate the process into the developed, adopted, and implemented Policy 5460 – High School Graduation pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. A Board choosing to participate shall submit, in accordance with N.J.A.C. 6A:8-5.1(d) and A.3. above, a copy of Policy 5460 – High School Graduation that reflects the option for students to participate in the State Seal of Biliteracy.
3. The Board of Education [  **shall pay the costs** \_\_\_ **shall charge a fee to the student**] for related assessments and transcript insigias.
4. The Board of Education shall do the following:
  - a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and D.1. above;
  - b. Present each student who qualifies pursuant to D.1. above with a New Jersey Department of Education-issued certificate;
  - c. Include the Commissioner of Education-developed insignia on the student’s transcript; and
  - d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.
5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria in N.J.A.C. 6A:8-5.3(a) and D.1. above and shall not include the Commissioner of Education-developed insignia on the student’s transcript.
6. A list of New Jersey Department of Education-approved, nationally recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the New Jersey State Board of Education.



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- a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and D.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.]

N.J.S.A. 18A:7C-3; 18A:7C-5; 18A:7C-6, 18A:7C-7; 18A:7C-15; 18A:7E-3  
18A:35-1; 18A:35-2; 18A:35-5; 18A:35-7; 18A:35-8  
N.J.A.C. 6A:8-1.3; 6A:8-5.1 et seq.; 6A:14-1.3; 6A:14-2.3; 6A:14-3.7  
6A:14-3.8; 6A:14-4.11; 6A:20-1.4

Adopted:



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Jan 22  
M

[See POLICY ALERT No. 226]

## 9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

### A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34

1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:
  - a. Political affiliations;
  - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
  - c. Sexual behavior and attitudes;
  - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
  - e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
  - f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;



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- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; or
        - h. Social security number.
  - 2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.
  - 3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.
- B. Voluntary Survey for Students with Prior Parental Written Notification – N.J.S.A. 18A:36-34.1
  - 1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:
    - a. Use of alcohol, tobacco, drugs, and vaping;
    - b. Sexual behavior and attitudes;
    - c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
    - d. Physical activity and nutrition-related behaviors.



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2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
  - a. A description of the survey, assessment, analysis, or evaluation;
  - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
  - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;
  - d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
  - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
  - f. The names and contact information of persons to whom questions can be directed; and
  - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.



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C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

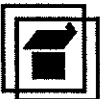
D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

Adopted:

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# REGULATION GUIDE

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Additional/Compensatory Special Education  
and Related Services  
Jan 22  
M

[See POLICY ALERT No. 226]

## R 2460.30 ADDITIONAL/COMPENSATORY SPECIAL EDUCATION AND RELATED SERVICES

The Board of Education shall provide additional or compensatory special education and related services to students with disabilities beyond the age of twenty-one pursuant to N.J.S.A. 18A:46-6.3.

As used in N.J.A.C. 18A:46-6.3(h) and this Regulation, “parent” means the natural or adoptive parent, the legal guardian, resource family parent when willing to so serve, a surrogate parent, or a person acting in the place of a parent, such as a grandparent or stepparent with whom the student lives, or a person legally responsible for the student’s welfare. “Parent” shall also include an adult student who has attained the age of eighteen, who is not under legal guardianship, and who is entitled to receive special education and related services.

### A. Additional Special Education and Related Services

1. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
  - a. In the 2021-2022 school year, provide special education and related services contained in an Individualized Education Program (IEP) to a student with disabilities who attains the age of twenty-one during the 2020-2021 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2021-2022 school year.



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- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.a. and A.1. shall not be eligible to receive such education and services beyond June 30, 2022, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
2. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
  - a. In the 2022-2023 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2021-2022 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2022-2023 school year.
    - (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.b. and A.2. shall not be eligible to receive such education and services beyond June 30, 2023, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
3. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:



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- a. In the 2023-2024 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2022-2023 school year, provided that the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2023-2024 school year.

- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.c. and A.3. shall not be eligible to receive such education and services beyond June 30, 2024, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.

## B. Rights, Privileges, and Remedies

1. A student receiving special education and related services, including transition services, pursuant to N.J.S.A. 18A:46-6.3 and this Regulation shall be afforded the same rights, privileges, and remedies provided to students with disabilities pursuant to State law, New Jersey State Board of Education regulations concerning special education, and the Federal "Individuals with Disabilities Education Act," (IDEA) 20 USC §1400 et seq.
2. Any disputes that arise with respect to the provision or nature of services provided to a student with disabilities in the additional year as provided in accordance with N.J.S.A. 18A:46-6.3.a., b. and c., and A. above may be addressed as determined by the parent of the student with disabilities, by either:
  - a. Mediation;
  - b. A written request for a complaint investigation submitted to the Director of the Office of Special Education Policy and Dispute Resolution in the New Jersey Department of Education; or



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- c. A special education due process hearing pursuant to IDEA, N.J.S.A. 18A:46, or administrative code.

## C. Funding

1. The special education and related services, including transition services, provided to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, to the extent permitted by Federal law, be paid for from the monies received by the State or a school district under the Federal "Coronavirus Aid, Relief, and Economic Security (CARES) Act," Pub.L.116-136, the Federal "Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021," Pub.L.116-260, the Federal "American Rescue Plan (ARP) Act," Pub.L.117-2, or any other Federal funding provided to address the impact of the coronavirus pandemic on elementary and secondary schools as it becomes available.
2. To the extent the Federal funds described in N.J.S.A. 18A:46-6.3.e.(1) and C.1. above do not cover the costs borne by the school district to provide the special education and related services, including transition services, to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, the State of New Jersey shall appropriate funds as necessary from the Property Tax Relief Fund to reimburse the school district for these costs.
3. The special education and related services funded pursuant to the provisions of N.J.S.A. 18A:46-6.3.e. may include, but are not limited to, the additional staff, programs, and facilities deemed necessary by the school district to provide the special education and related services, including transition services, required under N.J.S.A. 18A:46-6.

Adopted:



# REGULATION GUIDE

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[See POLICY ALERT No. 226]

## R 2622 STUDENT ASSESSMENT

### A. Statewide Assessment System – N.J.A.C. 6A:8-4.1

1. The school district shall, according to a schedule prescribed by the Commissioner of Education, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school assessment component; and the alternative State assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.
2. Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner of Education pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled.
  - a. The school district shall provide all appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education (NJDOE) for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as specified in a student's Individualized Education Program (IEP) or 504 plan in accordance with N.J.A.C. 6A:8-4.1(d)1.
    - (1) The school district may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English.



# REGULATION GUIDE

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Student Assessment

- (2) The school district shall have the option for a first-year ELL of substituting a NJDOE-approved language proficiency test only for the English language arts component of the Statewide assessment, when the student has entered the United States after June 1 of the calendar year prior to the test administration.
  - b. The school district shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.
  - c. At specific times prescribed by the Commissioner of Education, the school district shall administer the alternative State assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities in accordance with N.J.A.C. 6A:8-4.1(d)3.
  - d. The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.
3. Test Administration Procedures and Security Measures
  - a. The school district shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.
  - b. All Statewide assessments shall be administered in accordance with the NJDOE's required test administration procedures and security measures.
  - c. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.



# REGULATION GUIDE

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Student Assessment

B. Documentation of Student Achievement – N.J.A.C. 6A:8-4.2

1. After each test administration, the NJDOE shall provide the Superintendent the following:
  - a. Rosters of student performance in each content area;
  - b. Individual student reports; and
  - c. School and school district summary data, including school and school district means, numbers tested, and percent achieving at each performance level.
    - (1) The school district summary data shall be aggregated and disaggregated, and school summary data shall be disaggregated, for students with disabilities as defined in N.J.A.C. 6A:14-1.3 and for ELLs.
2. The school district shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.
3. The school district shall maintain an accurate record of each student's performance on Statewide assessments.
4. The school district shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:
  - a. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth at N.J.A.C. 6A:8-5.1(a)6;
  - b. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
  - c. Evidence of instructional experience and performance in the New Jersey Student Learning Standards (NJSLS);
  - d. Evidence of technological literacy;



# REGULATION GUIDE

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Student Assessment

- e. Evidence of career education instructional experiences and career development activities;
- f. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in NJDOE-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
- g. Any other information deemed appropriate by the school district.

## C. Accountability – N.J.A.C. 6A:8-4.3

- 1. The Superintendent shall report final results of annual assessments to the Board and members of the public at a public meeting within sixty days of receipt of the information from the NJDOE.
- 2. The Superintendent shall provide educators, parents, and students with results of annual assessments as required under N.J.A.C. 6A:8-4.2(a) and B.1. above, within thirty days of receipt of information from the NJDOE.
- 3. The school district shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on the Statewide or local assessments.
- 4. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

## D. Annual Review and Evaluation of School Districts – N.J.A.C. 6A:8-4.4

- 1. The NJDOE shall review the performance of schools and school districts by using a percent of students performing at the proficient level as one measure of annual measurable objective (AMO) and incorporating a progress criterion indicative of systemic reform.





# REGULATION GUIDE

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Student Assessment

- a. The review shall include the performance of all students, including students with disabilities as defined by N.J.A.C. 6A:14-1.3, students from major racial and ethnic groups, economically disadvantaged students, and ELLs.
  - b. The review shall take place at each grade level in which Statewide assessments are administered, using the AMO targets.
- E. Public Reporting – N.J.A.C. 6A:8-4.5
1. In accordance with the requirements of N.J.A.C. 6A:8-4.5, the NJDOE shall report annually to the New Jersey State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the NJDOE’s annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5.
  2. After each test administration, the NJDOE shall report to the Board on the performance of all students and of student subgroups.
- F. Parental Notification
- Parents shall be informed of the school district assessment system and of any special tests that are to be administered to their children.

Adopted:



# POLICY GUIDE

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[See POLICY ALERT No. 226]

[MANDATED FOR SCHOOL DISTRICTS WITH A MIDDLE SCHOOL AND/OR HIGH SCHOOL AND OPTIONAL FOR SCHOOL DISTRICTS WITH ONLY AN ELEMENTARY SCHOOL(S)]

## 5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. ~~The provisions of this Policy apply to [\_\_\_ high school(s); \_\_\_ middle school(s); and/or \_\_\_ elementary school(s)] in the school district.~~

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;



# POLICY GUIDE

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Anti-Hazing

4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.



# POLICY GUIDE

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Anti-Hazing

The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

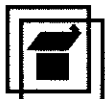
Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district’s publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;  
18A:37-32.3  
N.J.A.C. 6A:16-5.1

Adopted:

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 7 Month Period Ending 01/31/2022

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

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

101	Cash in bank		\$7,132,906.32
102-107	Cash and cash equivalents		\$0.01
121	Tax levy receivable		\$7,354,672.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$724,473.01	
143	Intergovernmental - Other	\$86,121.67	
			\$959,475.51

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

301	Estimated Revenues	\$15,068,716.00	
302	Less Revenues	(\$18,664,267.19)	
			(\$3,595,551.19)

Total assets and resources \$11,851,502.65  
 =====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/2022

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$121,674.85
TOTAL LIABILITIES		\$121,674.85
		=====

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	\$5,472,823.44
754	Reserve for encumbrance - Prior Year	\$1,750.00
	Reserved fund balance:	
760	Reserved Fund Balance	\$3,470,223.08
601	Appropriations	\$15,940,815.68
602	Less : Expenditures	\$7,760,551.66
603	Encumbrances	\$5,474,573.44 (\$13,235,125.10)
		\$2,705,690.58
	Total Appropriated	\$11,650,487.10

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

770	Fund Balance	\$887,478.70
303	Budgeted Fund Balance	(\$808,138.00)
	TOTAL FUND BALANCE	\$11,729,827.80
	TOTAL LIABILITIES AND FUND EQUITY	\$11,851,502.65
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/2022

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,940,815.68	\$13,235,125.10	\$2,705,690.58
Revenues	(\$15,068,716.00)	(\$18,664,267.19)	\$3,595,551.19
	\$872,099.68	(\$5,429,142.09)	\$6,301,241.77
Less: Adjust for prior year encumb.	(\$63,961.68)	(\$63,961.68)	
Budgeted Fund Balance	\$808,138.00	(\$5,493,103.77)	\$6,301,241.77
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$808,138.00	(\$5,493,103.77)	\$6,301,241.77
	\$808,138.00	(\$5,493,103.77)	\$6,301,241.77
TOTAL Budgeted Fund Balance	\$808,138.00	(\$5,493,103.77)	\$6,301,241.77
	=====	=====	=====

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 7 Month Period Ending 01/31/2022

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,597,592.00	\$13,535,705.19		\$61,886.81
3XXX	From State Sources	\$1,471,124.00	\$5,128,562.00		(\$3,657,438.00)
TOTAL REVENUE/SOURCES OF FUNDS		\$15,068,716.00	\$18,664,267.19		(\$3,595,551.19)
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,111,003.91	\$1,049,653.19	\$874,255.79	\$187,094.93
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,834,804.55	\$1,650,410.63	\$1,200,980.62	\$983,413.30
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$88,770.00	\$20,493.17	\$145.00	\$68,131.83
11-402-100-XXX	School-Spons. Athletics - Instruction	\$154,470.00	\$79,790.56	\$32,304.04	\$42,375.40
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$38,792.56	\$25,670.66	\$12,621.90	\$500.00
11-000-213-XXX	Health Services	\$225,808.74	\$124,644.98	\$95,518.87	\$5,644.89
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$6,020.00	.00	\$6,020.00	.00
11-000-218-XXX	Guidance	\$836,284.05	\$410,741.58	\$274,886.10	\$150,656.37
11-000-219-XXX	Child Study Teams	\$225,225.32	\$129,334.39	\$91,989.60	\$3,901.33
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$419,001.00	\$246,459.24	\$168,121.66	\$4,420.10
11-000-222-XXX	Educational Media Serv/School Library	\$47,600.00	\$23,623.85	\$19,145.23	\$4,830.92
11-000-223-XXX	Instructional Staff Training Services	\$60,430.30	\$38,093.90	\$9,803.89	\$12,532.51
11-000-230-XXX	Supp. Serv.-General Administration	\$821,604.24	\$514,361.39	\$286,703.04	\$20,539.81
11-000-240-XXX	Supp. Serv.-School Administration	\$793,727.00	\$459,602.93	\$309,784.64	\$24,339.43
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$952,381.56	\$535,116.09	\$369,691.45	\$47,574.02
11-000-261-XXX	Allowable Maint. for School Facilities	\$904,980.00	\$466,072.97	\$268,285.71	\$170,621.32
11-000-262-XXX	Custodial Services	\$1,096,013.93	\$485,764.94	\$336,277.57	\$273,971.42
11-000-263-XXX	Care and Upkeep of Grounds	\$15,000.00	.00	\$4,512.65	\$10,487.35
11-000-266-XXX	Security	\$141,938.00	\$74,819.70	\$45,109.59	\$22,008.71
11-000-270-XXX	Student Transportation Services	\$96,218.00	\$26,257.57	\$22,932.60	\$47,027.83
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,928,856.00	\$1,334,252.40	\$1,009,948.49	\$584,655.11
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,798,929.16	\$7,695,164.14	\$5,439,038.44	\$2,664,726.58
		=====	=====	=====	=====



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 7 Month Period Ending 01/31/2022

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$121,498.52	\$65,387.52	\$35,535.00	\$20,576.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$20,388.00	.00	.00	\$20,388.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$141,886.52	\$65,387.52	\$35,535.00	\$40,964.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,940,815.68	\$7,760,551.66	\$5,474,573.44	\$2,705,690.58
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2022

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$12,160,892.00	\$13,122,136.00	(\$961,244.00)
1310	Tuition- From LEA's	\$523,500.00	\$126,599.00	\$396,901.00
1XXX	Miscellaneous	\$913,200.00	\$286,970.19	\$626,229.81
	TOTAL	\$13,597,592.00	\$13,535,705.19	\$61,886.81
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3176	Equalization	\$463,393.00	\$463,393.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3140	Vocational Expansion Stabilization Aid	\$511,339.00	\$511,339.00	.00
3256	Securing Our Children's Future Bond Act	\$42,562.00	.00	\$42,562.00
3XXX	Other State Aids	\$0.00	\$3,700,000.00	(\$3,700,000.00)
	TOTAL	\$1,471,124.00	\$5,128,562.00	(\$3,657,438.00)
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$15,068,716.00	\$18,664,267.19	(\$3,595,551.19)
		=====	=====	=====

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 7 Month Period Ending 01/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,797,201.00	\$864,881.98	\$809,657.29	\$122,661.73
11-140-100-106 Other Salaries for Instruction	\$94,858.00	\$47,367.90	\$47,367.90	\$122.20
11-140-100-320 Purchased Prof.-Ed. Services	\$13,500.00	.00	.00	\$13,500.00
11-140-100-500 Other Purchased Services	\$25,750.00	\$17,874.25	.00	\$7,875.75
11-140-100-610 General Supplies	\$149,698.91	\$113,224.40	\$16,631.60	\$19,842.91
11-140-100-640 Textbooks	\$15,946.00	\$5,091.77	\$540.00	\$10,314.23
11-140-100-800 Other Objects	\$5,750.00	\$1,212.89	\$59.00	\$4,478.11
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$3,300.00	.00	.00	\$3,300.00
TOTAL	\$2,111,003.91	\$1,049,653.19	\$874,255.79	\$187,094.93
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,175,651.60	\$1,548,873.50	\$1,143,696.90	\$483,081.20
11-310-100-106 Other Salaries for Instruction	\$64,890.00	\$32,414.39	.00	\$32,475.61
11-310-100-320 Purchased Prof.-Ed. Services	\$249,300.00	(\$51,201.00)	\$1,730.00	\$298,771.00
11-310-100-500 Other Purchased Services	\$68,062.00	\$30,648.29	\$8,274.13	\$29,139.58
11-310-100-610 General Supplies	\$244,802.95	\$79,725.33	\$44,006.48	\$121,071.14
11-310-100-640 Textbooks	\$16,798.00	\$6,264.29	.00	\$10,533.71
11-310-100-800 Other Objects	\$15,300.00	\$3,685.83	\$3,273.11	\$8,341.06
Total	\$3,834,804.55	\$1,650,410.63	\$1,200,980.62	\$983,413.30
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$54,405.00	\$19,264.03	.00	\$35,140.97
11-401-100-500 Purchased Services	\$12,725.00	\$123.00	.00	\$12,602.00
11-401-100-600 Supplies and Materials	\$15,040.00	\$903.14	\$145.00	\$13,991.86
11-401-100-800 Other Objects	\$6,600.00	\$203.00	.00	\$6,397.00
TOTAL	\$88,770.00	\$20,493.17	\$145.00	\$68,131.83
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$85,828.00	\$35,451.12	\$10,750.80	\$39,626.08
11-402-100-500 Purchased Services	\$37,132.00	\$18,420.00	\$17,720.00	\$992.00
11-402-100-600 Supplies and Materials	\$15,660.00	\$14,419.65	\$909.10	\$331.25
11-402-100-800 Other Objects	\$15,850.00	\$11,499.79	\$2,924.14	\$1,426.07
TOTAL	\$154,470.00	\$79,790.56	\$32,304.04	\$42,375.40

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 7 Month Period Ending 01/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators	\$30,292.56	\$17,670.66	\$12,621.90	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,000.00	\$8,000.00	.00	.00
11-000-211-600 Supplies and Materials	\$250.00	.00	.00	\$250.00
11-000-211-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$38,792.56	\$25,670.66	\$12,621.90	\$500.00
--- Health services ---				
11-000-213-100 Salaries	\$196,329.00	\$110,772.92	\$85,221.80	\$334.28
11-000-213-300 Purchased Prof. & Tech. Svc.	\$19,524.74	\$9,689.26	\$9,734.00	\$101.48
11-000-213-500 Other Purchased Services	\$260.00	.00	.00	\$260.00
11-000-213-600 Supplies and Materials	\$9,000.00	\$3,687.80	\$563.07	\$4,749.13
11-000-213-800 Other Objects	\$695.00	\$495.00	.00	\$200.00
TOTAL	\$225,808.74	\$124,644.98	\$95,518.87	\$5,644.89
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$6,020.00	.00	\$6,020.00	.00
TOTAL	\$6,020.00	\$0.00	\$6,020.00	\$0.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$462,994.16	\$249,750.54	\$211,967.82	\$1,275.80
11-000-218-105 Sal Secr. & Clerical Asst.	\$123,977.00	\$57,826.58	\$44,591.60	\$21,558.82
11-000-218-110 Other Salaries	\$178,458.00	\$66,591.46	\$9,116.70	\$102,749.84
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$38,050.00	\$26,385.79	\$7,293.00	\$4,371.21
11-000-218-500 Other Purchased Services	\$23,500.00	\$7,588.40	.00	\$15,911.60
11-000-218-600 Supplies and Materials	\$9,304.89	\$2,598.81	\$1,916.98	\$4,789.10
TOTAL	\$836,284.05	\$410,741.58	\$274,886.10	\$150,656.37
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$160,525.00	\$87,332.88	\$72,136.70	\$1,055.42
11-000-219-105 Sal Secr. & Clerical Asst.	\$48,108.00	\$27,860.24	\$19,572.90	\$674.86
11-000-219-320 Purchased Prof. - Ed. Services	\$1,600.00	\$1,050.00	\$200.00	\$350.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,330.32	\$5,930.32	.00	\$400.00
11-000-219-500 Other Purchased Services	\$4,762.00	\$4,762.00	.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 7 Month Period Ending 01/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-600 Supplies and Materials	\$3,100.00	\$1,978.95	.00	\$1,121.05
11-000-219-800 Other Objects	\$800.00	\$420.00	\$80.00	\$300.00
TOTAL	\$225,225.32	\$129,334.39	\$91,989.60	\$3,901.33
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$233,146.00	\$134,812.20	\$98,224.68	\$109.12
11-000-221-104 Salaries Other Prof. Staff	\$121,874.00	\$76,055.00	\$44,487.50	\$1,331.50
11-000-221-105 Sal. Secr. & Clerical Asst.	\$60,281.00	\$34,489.56	\$24,635.40	\$1,156.04
11-000-221-500 Other Purchased Services	\$2,900.00	\$1,102.48	\$774.08	\$1,023.44
11-000-221-600 Supplies and Materials	\$400.00	.00	.00	\$400.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$419,001.00	\$246,459.24	\$168,121.66	\$4,420.10
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$37,155.00	\$18,618.50	\$18,277.50	\$259.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,300.00	\$2,215.19	.00	\$84.81
11-000-222-500 Other Purchased Services	\$50.00	.00	.00	\$50.00
11-000-222-600 Supplies and Materials	\$8,045.00	\$2,757.16	\$867.73	\$4,420.11
11-000-222-800 Other Objects	\$50.00	\$33.00	.00	\$17.00
TOTAL	\$47,600.00	\$23,623.85	\$19,145.23	\$4,830.92
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$45,555.80	\$36,570.90	\$8,984.90	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-223-500 Other Purchased Services	\$13,374.50	\$1,523.00	\$818.99	\$11,032.51
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$60,430.30	\$38,093.90	\$9,803.89	\$12,532.51
--- Support services-general administration ---				
11-000-230-100 Salaries	\$421,395.00	\$241,928.62	\$176,055.06	\$3,411.32
11-000-230-199 Unused Vac. Payment to Term/Ret Staff	\$12,500.00	\$33,181.72	.00	(\$20,681.72)
11-000-230-331 Legal Services	\$75,613.24	\$32,534.31	\$43,078.93	.00
11-000-230-332 Audit Fees	\$38,939.00	.00	\$38,939.00	.00
11-000-230-334 Architectural/Engineering Services	\$4,750.00	\$1,437.50	\$1,750.00	\$1,562.50
11-000-230-339 Other Purchased Prof. Svc.	\$12,325.00	.00	\$7,175.00	\$5,150.00
11-000-230-340 Purchased Tech. Services	\$5,700.00	\$2,500.00	\$772.00	\$2,428.00
11-000-230-530 Communications/Telephone	\$66,860.00	\$23,873.67	\$18,092.05	\$24,894.28

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 7 Month Period Ending 01/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,500.00	\$900.00	.00	\$2,600.00
11-000-230-590 Other Purchased Services	\$149,017.00	\$148,976.40	\$744.00	(\$703.40)
11-000-230-61X General Supplies	\$3,000.00	\$1,480.54	.00	\$1,519.46
11-000-230-890 Misc. Expenditures	\$21,005.00	\$20,798.88	\$97.00	\$109.12
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$821,604.24	\$514,361.39	\$286,703.04	\$20,539.81
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$216,539.00	\$126,190.96	\$90,136.40	\$211.64
11-000-240-104 Salaries Other Prof. Staff	\$325,023.00	\$188,723.68	\$135,981.92	\$317.40
11-000-240-105 Sal Sec. & Clerical Asst.	\$204,030.00	\$121,041.43	\$80,728.01	\$2,260.56
11-000-240-500 Other Purchased Services	\$24,500.00	\$14,203.91	\$1,842.66	\$8,453.43
11-000-240-600 Supplies and Materials	\$17,635.00	\$3,527.95	\$1,095.65	\$13,011.40
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
TOTAL	\$793,727.00	\$459,602.93	\$309,784.64	\$24,339.43
--- Central Services ---				
11-000-251-100 Salaries	\$388,780.00	\$226,645.86	\$161,889.90	\$244.24
11-000-251-330 Purchased Prof. Svcs.	\$7,600.00	\$4,380.65	\$2,600.15	\$619.20
11-000-251-340 Purchased Technical Svcs.	\$27,000.00	\$14,951.00	\$12,049.00	.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$1,500.00	\$100.00	\$400.00	\$1,000.00
11-000-251-600 Supplies and Materials	\$6,499.80	\$1,709.64	\$95.00	\$4,695.16
11-000-251-89X Other Objects	\$3,100.00	\$2,240.00	.00	\$860.00
TOTAL	\$434,479.80	\$250,027.15	\$177,034.05	\$7,418.60
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$451,601.76	\$263,434.36	\$188,167.40	.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$33,300.00	\$21,654.58	\$4,490.00	\$7,155.42
11-000-252-600 Supplies and Materials	\$33,000.00	.00	.00	\$33,000.00
TOTAL	\$517,901.76	\$285,088.94	\$192,657.40	\$40,155.42
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$505,381.00	\$285,248.61	\$199,987.50	\$20,144.89
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$310,400.00	\$138,520.47	\$54,673.56	\$117,205.97
11-000-261-610 General Supplies	\$76,199.00	\$30,265.22	\$13,624.65	\$32,309.13
11-000-261-800 Other Objects	\$13,000.00	\$12,038.67	.00	\$961.33
TOTAL	\$904,980.00	\$466,072.97	\$268,285.71	\$170,621.32

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 7 Month Period Ending 01/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$511,847.28	\$255,352.53	\$256,494.75	.00
11-000-262-444 Lease Purchase Pymts-Energy Savings Impr	\$200,700.00	.00	.00	\$200,700.00
11-000-262-490 Other Purchased Property Svc.	\$55,000.00	\$15,732.54	\$11,418.19	\$27,849.27
11-000-262-520 Insurance	\$91,000.00	\$98,645.50	.00	(\$7,645.50)
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$24,918.23	\$38,357.77	\$26,724.00
11-000-262-622 Energy (Electricity)	\$147,466.65	\$91,116.14	\$30,006.86	\$26,343.65
TOTAL	\$1,096,013.93	\$485,764.94	\$336,277.57	\$273,971.42
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,000.00	.00	\$4,512.65	\$10,487.35
TOTAL	\$15,000.00	\$0.00	\$4,512.65	\$10,487.35
--- Security ---				
11-000-266-100 Salaries	\$136,938.00	\$72,163.51	\$45,109.59	\$19,664.90
11-000-266-300 Purchased Prof. & Technical Services	\$1,000.00	.00	.00	\$1,000.00
11-000-266-610 General Supplies	\$4,000.00	\$2,656.19	.00	\$1,343.81
TOTAL	\$141,938.00	\$74,819.70	\$45,109.59	\$22,008.71
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$55,118.00	\$25,142.57	\$22,536.60	\$7,438.83
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$8,000.00	\$716.00	.00	\$7,284.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$30,000.00	\$99.00	\$396.00	\$29,505.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$500.00	\$300.00	.00	\$200.00
11-000-270-610 General Supplies	\$1,500.00	.00	.00	\$1,500.00
11-000-270-800 Misc. Expenditures	\$100.00	.00	.00	\$100.00
TOTAL	\$96,218.00	\$26,257.57	\$22,932.60	\$47,027.83
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$6,606.91	\$4,440.07	\$2,773.02
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$137,437.73	\$129,702.08	\$15,060.19
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$384,745.00	\$2,753.82	\$2,911.80	\$379,079.38
11-XXX-XXX-250 Unemployment Compensation	\$33,591.00	\$12,515.14	\$19,484.86	\$1,591.00
11-XXX-XXX-260 Workman's Compensation	\$212,000.00	\$212,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,851,500.00	\$919,762.99	\$769,990.75	\$161,746.26
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	\$80,000.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$66,000.00	\$28,175.81	\$3,418.93	\$34,405.26
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$5,000.00	\$15,000.00	.00	(\$10,000.00)

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 7 Month Period Ending 01/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
TOTAL	\$2,928,856.00	\$1,334,252.40	\$1,009,948.49	\$584,655.11
Total Undistributed expenditures	\$9,609,880.70	\$4,894,816.59	\$3,331,352.99	\$1,383,711.12
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,798,929.16	\$7,695,164.14	\$5,439,038.44	\$2,664,726.58
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,798,929.16	\$7,695,164.14	\$5,439,038.44	\$2,664,726.58
	=====	=====	=====	=====



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 7 Month Period Ending 01/31/2022

	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	\$954.72	\$954.72	.00	.00
Undistributed expenses				
12-000-100-730 Instruction	\$35,535.00	.00	\$35,535.00	.00
12-000-252-730 Admin. Info. Tech.	\$20,576.00	.00	.00	\$20,576.00
12-000-266-730 Undist. Exp.-Security	\$61,813.71	\$61,813.71	.00	.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$2,619.09	\$2,619.09	\$0.00	\$0.00
TOTAL	\$121,498.52	\$65,387.52	\$35,535.00	\$20,576.00
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$141,886.52	\$65,387.52	\$35,535.00	\$40,964.00
TOTAL GENERAL FUND EXPENDITURES	\$15,940,815.68	\$7,760,551.66	\$5,474,573.44	\$2,705,690.58

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

For 7 Month Period Ending 01/31/2022

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.

\_\_\_\_\_  
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

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2/2 11:21am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/22

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ASSETS AND RESOURCES

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

101	Cash in bank		(\$15,410.75)
	Accounts receivable:		
141	Intergovernmental - State	(\$14,241.62)	
142	Intergovernmental - Federal	\$102,726.69	
			\$88,485.07

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

301	Estimated Revenues	\$1,226,160.15	
302	Less Revenues	(\$523,301.00)	
			\$702,859.15

Total assets and resources

\$775,933.47

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 7 Month Period Ending 01/31/22

=====

LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$50,012.85
481	Deferred revenues	\$69.19
		\$50,082.04
	TOTAL LIABILITIES	\$50,082.04

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	\$275,686.82
601	Appropriations	\$1,226,160.15
602	Less: Expenditures	\$500,308.72
603	Encumbrances	\$275,686.82    (\$775,995.54)
		\$450,164.61
	TOTAL FUND BALANCE	\$725,851.43
	TOTAL LIABILITIES AND FUND EQUITY	\$775,933.47

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 7 Month Period Ending 01/31/22

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	\$507,309.62	\$290,974.00		\$216,335.62
4XXX	From Federal Sources	\$718,850.53	\$232,327.00		\$486,523.53
		-----	-----	-----	-----
	TOTAL REVENUE/SOURCES OF FUNDS	\$1,226,160.15	\$523,301.00		\$702,859.15
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Other State Projects (431-449)	\$346,477.00	\$178,324.00	\$132,603.63	\$35,549.37
	Vocational education	\$160,832.62	\$72,560.34	.00	\$88,272.28
		-----	-----	-----	-----
	TOTAL STATE PROJECTS	\$507,309.62	\$250,884.34	\$132,603.63	\$123,821.65
FEDERAL PROJECTS:					
	ARP - IDEA Basic Grant Program (223)	\$16,400.00	.00	.00	\$16,400.00
	NCLB Title I (231-239)	\$53,794.22	\$25,879.48	.00	\$27,914.74
	I.D.E.A. Part B (250-259)	\$92,610.00	\$68,661.00	.00	\$23,949.00
	NCLB Title II (270-279)	\$9,577.00	\$3,069.99	\$2,918.00	\$3,589.01
	NCLB Title IV (280-289)	\$10,000.00	.00	\$6,896.00	\$3,104.00
	Vocational Education (361-389)	\$353,798.00	\$87,515.33	\$131,683.33	\$134,599.34
	CARES Act Education Stabilization Fund (477)	\$4,480.31	\$4,480.31	.00	.00
	CRRSA - ESSER II Grant Program (483)	\$108,191.00	\$42,550.13	.00	\$65,640.87
	CRRSA - Learning Acceleration Grant Program (484)	\$25,000.00	\$17,268.14	\$1,585.86	\$6,146.00
	CRRSA - Mental Health Grant (485)	\$45,000.00	.00	.00	\$45,000.00
	Other special projects	\$0.00	\$0.00	\$0.00	\$0.00
		-----	-----	-----	-----
	TOTAL FEDERAL PROJECTS	\$718,850.53	\$249,424.38	\$143,083.19	\$326,342.96
		-----	-----	-----	-----
	*** TOTAL EXPENDITURES ***	\$1,226,160.15	\$500,308.72	\$275,686.82	\$450,164.61
		=====	=====	=====	=====

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 7 Month Period Ending 01/31/22

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
--- STATE SOURCES ---				
3XXX	Other State Aids	\$507,309.62	\$290,974.00	\$216,335.62
		-----	-----	-----
	Total Revenue from State Sources	\$507,309.62	\$290,974.00	\$216,335.62
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$53,794.22	\$20,386.00	\$33,408.22
4451-55	Title II	\$9,577.00	\$3,290.00	\$6,287.00
4471-74	Title IV	\$10,000.00	.00	\$10,000.00
4420-29	I.D.E.A. Part B (Handicapped)	\$92,610.00	\$60,677.00	\$31,933.00
4430	Vocational Education	\$253,798.00	\$93,818.00	\$159,980.00
4431	Middle Grades Career Awareness & Exploration	\$100,000.00	.00	\$100,000.00
4419	ARP - IDEA Basic	\$16,400.00	.00	\$16,400.00
4530	CARES Education Stabilization Fund	\$4,480.31	.00	\$4,480.31
4534	CRRSA Act - ESSER II Grant	\$108,191.00	\$38,285.00	\$69,906.00
4535	CRRSA Act - Learning Acceleration Grant	\$25,000.00	\$15,871.00	\$9,129.00
4536	CRRSA Act - Mental Health Grant	\$45,000.00	.00	\$45,000.00
		-----	-----	-----
	Total Revenues from Federal Sources	\$718,850.53	\$232,327.00	\$486,523.53
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,226,160.15	\$523,301.00	\$702,859.15

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 7 Month Period Ending 01/31/22

-- Instruction --

20-477-100-101 Salaries of Teachers	\$355.32	\$355.32	.00	.00
TOTAL Instruction	\$355.32	\$355.32	\$0.00	\$0.00

--- Support Services ---

20-477-200-600 Supplies and Materials	\$4,124.99	\$4,124.99	.00	.00
TOTAL Support Services	\$4,124.99	\$4,124.99	\$0.00	\$0.00

TOTAL CARES Act Education Stabilization Fund

	\$4,480.31	\$4,480.31	\$0.00	\$0.00
--	------------	------------	--------	--------

	=====	=====	=====	=====
20-223-XXX-XXX ARP - IDEA Basic Grant Program	\$16,400.00	.00	.00	\$16,400.00

20-483-XXX-XXX CRRSA - ESSER II Grant Program	\$108,191.00	\$42,550.13	.00	\$65,640.87
---	--------------	-------------	-----	-------------

20-484-XXX-XXX CRRSA - Learning Acceleration Grant Program	\$25,000.00	\$17,268.14	\$1,585.86	\$6,146.00
--	-------------	-------------	------------	------------

20-485-XXX-XXX CRRSA - Mental Health Grant	\$45,000.00	.00	.00	\$45,000.00
--	-------------	-----	-----	-------------

TOTAL OTHER PROJECTS	\$199,071.31	\$64,298.58	\$1,585.86	\$133,186.87
----------------------	--------------	-------------	------------	--------------

20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,027,088.84	\$436,010.14	\$274,100.96	\$316,977.74
---	----------------	--------------	--------------	--------------

T O T A L    E X P E N D I T U R E	\$1,226,160.15	\$500,308.72	\$275,686.82	\$450,164.61
	=====	=====	=====	=====



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

For 7 Month Period Ending 01/31/22

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

\_\_\_\_\_  
Date

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

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2/2 11:21am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 7 Month Period Ending 01/31/22

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

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

101	Cash in bank		(\$14,862.56)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$1,976,124.19	
			\$1,976,124.19

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

301	Estimated Revenues	\$2,077,504.13	
302	Less Revenues	(\$1,446.98)	
			\$2,076,057.15

		\$4,037,318.78
Total assets and resources		\$4,037,318.78
		=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 7 Month Period Ending 01/31/22

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D   B A L A N C E

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

754	Reserve for encumbrances - Prior Year	\$260,498.75
601	Appropriations	\$1,940,303.60
602	Less : Expenditures	\$122,941.98
603	Encumbrances	\$260,498.75    (\$383,440.73)
		\$1,556,862.87
	Total Appropriated	\$1,817,361.62

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

770	Fund balance	\$1,595,697.05
303	Budgeted Fund Balance	\$482,379.28
		\$2,078,076.33

TOTAL FUND BALANCE \$3,895,437.95

TOTAL LIABILITIES AND FUND EQUITY \$4,037,318.78

=====

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 7 Month Period Ending 01/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,077,504.13	\$1,446.98		\$2,076,057.15
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$2,077,504.13	\$1,446.98		\$2,076,057.15
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$130,971.09	\$1,446.98	\$2,616.20	\$126,907.91
30-000-4XX-450 Construction services	\$1,809,332.51	\$121,495.00	\$257,882.55	\$1,429,954.96
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$1,940,303.60	\$122,941.98	\$260,498.75	\$1,556,862.87
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$1,940,303.60	\$122,941.98	\$260,498.75	\$1,556,862.87
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,940,303.60	\$122,941.98	\$260,498.75	\$1,556,862.87
	=====	=====	=====	=====

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

For 7 Month Period Ending 01/31/22

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

\_\_\_\_\_  
Date

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

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Board of Education

Somerset County Vocational  
All Funds  
For Month Ended: January 31, 2022

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Reconciling Item	Disbursements	Ending Balance
General Fund (10)	\$ 8,223,326.81	\$ 408,595.82	\$ -	\$ (1,499,016.31)	\$ 7,132,906.32
Special Revenue Fund (20)	\$ (50,167.91)	\$ 127,200.00	\$ -	\$ (92,442.84)	\$ (15,410.75)
Capital Project Fund (30)	\$ (14,862.56)	\$ -	\$ -	\$ -	\$ (14,862.56)
<b>Total Governmental Funds</b>	<b>\$ 8,158,296.34</b>	<b>\$ 535,795.82</b>		<b>\$ (1,591,459.15)</b>	<b>\$ 7,102,633.01</b>
Summer Savings Acct #6028	\$ 75,833.52	\$ 19,489.38	\$ -	\$ -	\$ 95,322.90
Enterprise Fund (60) Café # 1253	\$ 26,093.11	\$ 31,780.85	\$ (15,863.75)	\$ (17,274.60)	\$ 24,735.61
Payroll Fund (70) Acct #5868	\$ -	\$ 523,795.42	\$ -	\$ (523,795.42)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 551,349.29	\$ -	\$ (551,349.29)	\$ -
<b>Total Trust &amp; Agency</b>	<b>\$ 101,926.63</b>	<b>\$ 1,126,414.94</b>	<b>\$ (15,863.75)</b>	<b>\$ (1,092,419.31)</b>	<b>\$ 120,058.51</b>
<b>Grand Totals</b>	<b>\$ 8,260,222.97</b>	<b>\$ 1,662,210.76</b>	<b>\$ (15,863.75)</b>	<b>\$ (2,683,878.46)</b>	<b>\$ 7,222,691.52</b>

X 

Pat Pelliccia  
Acting Superintendent

2/3/22

Date



**Bank Reconciliation**  
**Operating Account #1199**  
**January 31, 2022**

<b>Books</b>	
Beginning Balance	\$ 8,158,296.34
Deposits	\$ 535,795.82
Disbursements	\$ (1,591,459.15)
<b>Ending Balance</b>	<b>\$ 7,102,633.01</b>

<b>Bank</b>	
Ending Balance	\$ 7,248,638.66
Outstanding Checks	\$ (146,005.65)
<b>Ending Balance</b>	<b>\$ 7,102,633.01</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	2021	May	76384	\$1,111.00
<b>Total</b>		<b>May</b>		<b>\$1,111.00</b>
	2021	June	76549	\$86.00
	2021	June	76579	\$2,549.00
<b>Total</b>		<b>June</b>		<b>\$2,635.00</b>
	2021	September	76774	\$250.00
<b>Total</b>		<b>September</b>		<b>\$250.00</b>
	2021	October	76945	\$9,711.66
<b>Total</b>		<b>October</b>		<b>\$9,711.66</b>
	2021	November	77047	\$443.16
	2021	November	77059	\$9,711.66
	2021	November	77084	\$135.57
<b>Total</b>		<b>November</b>		<b>\$10,290.39</b>
	2021	December	77137	\$130.00
	2021	December	77151	\$4,998.60
	2021	December	77173	\$9,711.66
	2021	December	77184	\$600.00
<b>Total</b>		<b>2021 December</b>		<b>\$15,440.26</b>
	2022	January	77187	\$837.46
	2022	January	77191	\$38,400.00
	2022	January	77195	\$89.00
	2022	January	77196	\$69.64
	2022	January	77198	\$193.08
	2022	January	77199	\$198.00
	2022	January	77200	\$2,410.74
	2022	January	77201	\$451.14
	2022	January	77203	\$32.25
	2022	January	77204	\$1,603.60
	2022	January	77205	\$457.28

**Bank Reconciliation**  
**Operating Account #1199**  
**January 31, 2022**

2022 January	77207	\$2,452.05
2022 January	77208	\$382.32
2022 January	77209	\$1,675.00
2022 January	77210	\$450.00
2022 January	77216	\$399.00
2022 January	77217	\$3,158.24
2022 January	77218	\$330.40
2022 January	77219	\$2,028.74
2022 January	77220	\$6,035.00
2022 January	77222	\$3,000.00
2022 January	77229	\$25.00
2022 January	77230	\$556.88
2022 January	77232	\$50.00
2022 January	77234	\$325.00
2022 January	77235	\$305.81
2022 January	77239	\$949.98
2022 January	77241	\$126.01
2022 January	77242	\$1,847.95
2022 January	77244	\$2,579.00
2022 January	77245	\$4,820.00
2022 January	77249	\$200.00
2022 January	77250	\$217.53
2022 January	77252	\$221.64
2022 January	77256	\$5,000.00
2022 January	77257	\$189.05
2022 January	77259	\$236.05
2022 January	77261	\$33.50
2022 January	77262	\$1,643.05
2022 January	77265	\$299.88
2022 January	77266	\$1,516.52
2022 January	77267	\$121.99
2022 January	77270	\$9,711.66
2022 January	77271	\$1,200.00
2022 January	77272	\$231.66
2022 January	77273	\$1,875.00
2022 January	77274	\$667.59
2022 January	77275	\$879.42
2022 January	77277	\$3,544.00
2022 January	77278	\$400.00
2022 January	77279	\$63.00
2022 January	77280	\$86.00
2022 January	77283	\$86.00
2022 January	77285	\$86.00
2022 January	77287	\$86.00
2022 January	77288	\$86.00

**Bank Reconciliation**  
**Operating Account #1199**  
**January 31, 2022**

	2022 January	77290	\$63.00
	2022 January	77292	\$86.00
	2022 January	77294	\$86.00
	2022 January	77297	\$86.00
	2022 January	77301	\$86.00
	2022 January	77302	\$50.00
	2022 January	77306	\$820.66
	2022 January	77310	\$135.57
	2022 January	77312	\$86.00
	2022 January	77314	\$63.00
	2022 January	77316	\$85.00
<b>Total</b>	<b>2022 January</b>		<b>\$106,567.34</b>
<hr/> <b>Total All Outstanding Checks</b>			<b>\$146,005.65</b>
<hr/>			

**Bank Reconciliation**  
**Summer Savings Account # 6028**  
**January 31, 2021**

**Books**

Beginning Balance	\$	75,833.52
Deposits	\$	19,489.38
Disbursements	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>95,322.90</b>

**Bank**

Ending Balance	\$	95,322.90
Outstanding Checks	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>95,322.90</b>

**Bank Reconciliation**  
**Cafeteria Account #1253**  
**January 31, 2021**

<b>Books</b>	
Beginning Balance	\$ 26,093.11
Deposits	\$ 31,780.85
Reconciling Item	\$ (15,863.75)
Disbursements	\$ (17,274.60)
<b>Ending Balance</b>	<b>\$ 24,735.61</b>

<b>Bank</b>	
Ending Balance	\$ 24,787.11
Bank recorded deposit \$38.50 instead of \$38.80 1/21/22 deposit	\$ 0.30
Outstanding Checks	\$ (51.80)
<b>Ending Balance</b>	<b>\$ 24,735.61</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	2021		1714	\$ 22.95
	2021		1714	\$ 10.80
	2021		1725	\$ 18.05
<b>Total</b>				<b>\$ 51.80</b>

**Bank Reconciliation**  
**Payroll Account # 5868**  
**January 31, 2021**

**Books**

Beginning Balance	\$	-
Deposits	\$	523,795.42
Disbursements	\$	(523,795.42)
<b>Ending Balance</b>	<b>\$</b>	<b>-</b>

**Bank**

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

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

[Back to Top](#)

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

ADDENDUM # 10

va\_exaa1.082406  
10/08/2021

Selected Cycle : September

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-216-320-05-0000-	SPEECH/OT/PT/RELATED SVC	Sept Transfers	0022	09/30/2021	RSIPPLE	\$24,420.00	\$200.00	\$24,620.00
11-140-100-610-03-0000-	SUPPLIES - HS	Sept Transfers	0022	09/30/2021	RSIPPLE	\$15,000.00	(\$3,502.79)	\$11,497.21
11-310-100-610-11-0020-	SUPPL-HEALTH OCCUPATIONS	Sept Transfers	0022	09/30/2021	RSIPPLE	\$3,898.00	\$483.70	\$4,381.70
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	Sept Transfers	0022	09/30/2021	RSIPPLE	\$14,310.00	\$200.00	\$14,510.00
12-000-218-730-05-0000-	SUPPORT STAFF EQUIP	Sept Transfers	0022	09/30/2021	RSIPPLE	\$0.00	\$2,619.09	\$2,619.09
<b>Total Current Appr.</b>								<b>\$0.00</b>

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

va\_exaa1.082406  
10/31/2021

Current Cycle : October

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	October Transfers	0025	10/29/2021	RSIPPLE	\$2,500.00	\$1,500.00	\$4,000.00
11-140-100-610-03-0000-	SUPPLIES - HS	October Transfers	0025	10/29/2021	RSIPPLE	\$11,497.21	(\$2,050.00)	\$9,447.21
11-140-100-610-03-0009-	SUPPLIES - ART	October Transfers	0025	10/29/2021	RSIPPLE	\$3,000.00	\$50.00	\$3,050.00
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	October Transfers	0025	10/29/2021	RSIPPLE	\$82,204.00	\$13,180.63	\$95,384.63
11-310-100-610-16-0000-	SUPPLIES-TECHNOLOGY	October Transfers	0025	10/29/2021	RSIPPLE	\$20,500.00	(\$13,180.63)	\$7,319.37
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	October Transfers	0025	10/29/2021	RSIPPLE	\$14,510.00	\$500.00	\$15,010.00
12-000-100-730-16-0000-	TECH EQUIPMENT FOR INSTR	October Transfers	0025	10/29/2021	RSIPPLE	\$31,011.00	\$4,524.00	\$35,535.00
12-000-252-730-16-0000-	IT EQUIPMENT	October Transfers	0025	10/29/2021	RSIPPLE	\$25,100.00	(\$4,524.00)	\$20,576.00
<b>Total Current Appr.</b>								<b>\$0.00</b>

**Somerset County Vocational Board of Ed.**  
**Expense Account Adjustment Analysis By Account#**  
 Current Cycle : November

va\_exaa1.082406  
 11/30/2021

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-216-320-05-0000-	SPEECH/OT/PT/RELATED SVC	November Transfers	0028	11/30/2021	RSIPPLE	\$24,620.00	\$200.00	\$24,820.00
11-000-222-300-03-0000-	PUR PROF & TECH SVC	November Transfers	0028	11/30/2021	RSIPPLE	\$1,100.00	\$1,200.00	\$2,300.00
11-000-222-500-08-0000-	COPIER LEASE	November Transfers	0028	11/30/2021	RSIPPLE	\$1,400.00	(\$1,400.00)	\$0.00
11-000-222-610-03-0000-	AVA MATERIALS - HS	November Transfers	0028	11/30/2021	RSIPPLE	\$8,400.00	(\$355.00)	\$8,045.00
11-000-230-590-08-0000-	OTHER PURCH SERV (400-50	November Transfers	0028	11/30/2021	RSIPPLE	\$147,717.00	\$300.00	\$148,017.00
11-000-230-890-08-0001-	MEMBERSHIPS - SUPT.	November Transfers	0028	11/30/2021	RSIPPLE	\$17,000.00	\$5.00	\$17,005.00
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	November Transfers	0028	11/30/2021	RSIPPLE	\$15,010.00	\$50.00	\$15,060.00
<b>Total Current Appr.</b>								<b>\$0.00</b>

**Somerset County Vocational Board of Ed.**  
**Expense Account Adjustment Analysis By Account#**  
 Current Cycle : December

va\_exaa1.082406  
 12/31/2021

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-218-110-05-0000-	OTHER SALARIES - GUIDANC	December Transfers	0030	12/31/2021	RSIPPLE	\$127,432.00	(\$1,000.00)	\$126,432.00
11-000-219-320-05-0000-	INDEPENDENT EVALUATIONS	December Transfers	0030	12/31/2021	RSIPPLE	\$1,000.00	\$600.00	\$1,600.00
11-000-219-390-05-0000-	CST OTHER PROF SVS	December Transfers	0030	12/31/2021	RSIPPLE	\$5,930.32	\$400.00	\$6,330.32
11-000-261-420-02-0020-	CONTIN. REPAIR - EQUIP.	December Transfers	0029	12/31/2021	RSIPPLE	\$150,000.00	(\$13,100.00)	\$136,900.00
11-000-291-270-08-0001-	FSA-BENEFITS	December Transfers	0029	12/31/2021	RSIPPLE	\$1,000.00	\$2,500.00	\$3,500.00
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	December Transfers	0029	12/31/2021	RSIPPLE	\$95,384.63	\$10,000.00	\$105,384.63
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	December Transfers	0029	12/31/2021	RSIPPLE	\$15,060.00	\$600.00	\$15,660.00
<b>Total Current Appr.</b>								<b>\$0.00</b>



# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

01/31/2022

Current Cycle : January

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	January Transfers	0033	01/31/2022	RSIPPLE	\$4,000.00	\$2,800.00	\$6,800.00
11-000-213-300-05-0000-	PHYSICIAN SVS/PHYSICALS	January Transfers	0033	01/31/2022	RSIPPLE	\$14,000.00	\$3,500.00	\$17,500.00
11-000-216-320-05-0000-	SPEECH/OT/PT/RELATED SVC	January Transfers	0033	01/31/2022	RSIPPLE	\$24,820.00	(\$18,800.00)	\$6,020.00
11-000-230-100-08-0000-	SALARY - TREASURER	January Transfers	0034	01/31/2022	RSIPPLE	\$5,000.00	(\$3,000.00)	\$2,000.00
11-000-230-199-08-0000-	UNUSED VAC RETIRED/TERM	January Transfers	0033	01/31/2022	RSIPPLE	\$0.00	\$12,500.00	\$12,500.00
		January Transfers	0034	01/31/2022	RSIPPLE	\$12,500.00	\$20,681.72	\$33,181.72
<b>Total For Account # 11-000-230-199-08-0000-</b>							<b>\$33,181.72</b>	
11-000-230-530-08-0001-	ONLINE/PROVIDER SERVICES	January Transfers	0034	01/31/2022	RSIPPLE	\$33,676.00	(\$4,000.00)	\$29,676.00
11-000-230-530-08-0003-	POSTAGE	January Transfers	0034	01/31/2022	RSIPPLE	\$8,000.00	\$4,167.68	\$12,167.68
11-000-230-585-08-0000-	BOE - TRAVEL	January Transfers	0034	01/31/2022	RSIPPLE	\$3,500.00	(\$2,600.00)	\$900.00
11-000-230-590-08-0000-	OTHER PURCH SERV (400-50	January Transfers	0034	01/31/2022	RSIPPLE	\$148,017.00	\$744.00	\$148,761.00
11-000-230-890-08-0001-	MEMBERSHIPS - SUPT.	January Transfers	0034	01/31/2022	RSIPPLE	\$17,005.00	\$8.00	\$17,013.00
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	January Transfers	0034	01/31/2022	RSIPPLE	\$15,000.00	(\$2,846.90)	\$12,153.10
11-000-261-100-02-0001-	SALARY - MAINT. O/T/	January Transfers	0034	01/31/2022	RSIPPLE	\$25,000.00	(\$4,000.00)	\$21,000.00
11-000-261-420-02-0019-	CONT. MAINT REPAIR BLDGS	January Transfers	0034	01/31/2022	RSIPPLE	\$0.00	\$1,200.00	\$1,200.00
11-000-261-420-02-0020-	CONTIN. REPAIR - EQUIP.	January Transfers	0034	01/31/2022	RSIPPLE	\$136,900.00	(\$10,000.00)	\$126,900.00
11-000-261-610-02-0000-	MAINT SUPPL - B&G	January Transfers	0034	01/31/2022	RSIPPLE	\$76,199.00	(\$4,000.00)	\$72,199.00
11-000-262-490-02-0000-	PUBLIC WATER & SEWER	January Transfers	0034	01/31/2022	RSIPPLE	\$55,000.00	(\$4,000.00)	\$51,000.00
11-000-262-520-08-0000-	INSURANCE	January Transfers	0034	01/31/2022	RSIPPLE	\$26,000.00	\$7,645.50	\$33,645.50
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	January Transfers	0034	01/31/2022	RSIPPLE	\$90,000.00	(\$4,000.00)	\$86,000.00
11-000-262-622-02-0000-	ENERGY - ELECTRICITY	January Transfers	0034	01/31/2022	RSIPPLE	\$147,466.65	(\$4,000.00)	\$143,466.65
11-000-266-100-02-0000-	UE S SALS OF SEC G & INV	January Transfers	0034	01/31/2022	RSIPPLE	\$134,938.00	(\$2,000.00)	\$132,938.00
11-000-291-299-08-0000-	UNUSED SICK PAY RETIRED	January Transfers	0034	01/31/2022	RSIPPLE	\$5,000.00	\$10,000.00	\$15,000.00
<b>Total Current Appr.</b>							<b>\$0.00</b>	

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