

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
September 27, 2021

- 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:

Dr. Chrys Harttraft, 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 10, 2021.

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting and Executive Session held on August 23, 2021.
  - A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on August 23, 2021 were approved.

- IV. Correspondence
  - A.
- V. Presentations/Recognitions –  
Student Ambassadors Recognition – Isabella Coppola, Sangeetha Punnam and Sydney Sibia
  - A. Presentation of Student of the Month –
- 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) – Dr. Harttraft
  - SCJIF – (Commissioner) – Ms. Sipple; (Alternate) Mr. Hyncik
  - SSRHIF – (Chair) – Mr. Hyncik
- IX. School Communications Report

X. Superintendent’s Report

A. Employment of Full-Time Personnel – 2021-22 School Year

The Superintendent recommends that the Board of Education appoint Ms. Aja Palmer to the position of Alternative Education Child Advocate (UPC# TOPSADV-HS-INST-FL-01), at a salary of \$45,370.00 (credential/degree stipend added to base) (prorated), Step 1-2/C, effective October 1, 2021. (11-000-218-110-07-0000)

B. Employment of Part-Time Personnel – Summer 2021

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2021:

|                 |  |                                     |
|-----------------|--|-------------------------------------|
| Jaclene Santone | New Teacher Professional Development<br>(16 hrs) | \$35.00/hr (11-310-100-101-11-0002) |
|-----------------|--|-------------------------------------|

C. Rate of Pay – Accompanists

The Superintendent recommends that the Board of Education approve and adjust the rate of pay for part-time hourly accompanists to \$40.00/hr. as follows:

Performing Arts

Theater Arts

|                     |                             |
|---------------------|-----------------------------|
| John Conti (30 hrs) | Tatyana Kebuladze (350 hrs) |
|---------------------|-----------------------------|

D. Employment of Part-Time Personnel – 2021-22 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2021-22 school year:

Performing Arts

Dance Performance/Dance Education

|                     |  |                                      |
|---------------------|--|--------------------------------------|
| Thomas Getty        | Accompanist<br>(245 hrs)                 | \$ 40.00/hr (11-310-100-101-10-0000) |
| Georgia Teperikidou | Ballet III<br>(75 hrs [maternity leave]) | \$44.57/hr (11-310-100-101-10-0000)  |

High School

|                 |  |                                      |
|-----------------|--|--------------------------------------|
| Gerald Mazzetta | Cooperative Education Coordinator<br>(Max. 20 hrs/month) | \$ 57.60/hr (11-000-218-110-05-0000) |
|-----------------|--|--------------------------------------|

E. Salary Adjustments – 2021-22 School Year

The Superintendent recommends that the Board of Education approve a salary adjustment for Ms. Maura Gillooly retroactive to September 1, 2021 as follows:

| <u>Step/Guide</u> | <u>Base Salary</u> | <u>Masters Stipend</u> | <u>Total Base Salary</u> |
|-------------------|--------------------|------------------------|--------------------------|
| 8-9/B             | \$65,655.00        | <b>\$725.00</b>        | \$66,380.00              |

The Superintendent recommends that the Board of Education approve a salary adjustment for Mr. Nicholas Bryant Jefopoulos retroactive to September 1, 2021 as follows:

| <u>Step/Guide</u> | <u>Base Salary</u> | <u>Masters Stipend</u> | <u>Total Base Salary</u> |
|-------------------|--------------------|------------------------|--------------------------|
| 8-9/B             | \$65,655.00        | <b>\$725.00</b>        | \$66,380.00              |

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 |
|--------------------------------------|---------------------|-----------------|----------------------------|---------|--------------|----------------------|
| Maura Gillooly (1st qtr. 9/1-11/12)  | \$ 65,655.00        | \$ 725.00       | 6                          | 17.136% | \$ 11,250.64 | \$ 77,630.64         |
| Kristen Mc Nerney (effect. 9/1/2021) | \$ 82,285.00        | \$ 725.00       | 5                          | 14.28%  | \$ 11,750.30 | \$ 94,760.30         |

F. Extra-Curricular Appointments – 2021-22 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2021-22 school year as follows:

|                        |                                      |            |
|------------------------|--------------------------------------|------------|
| Shayle Keating         | Varsity Boys Basketball Coach        | \$6,000.00 |
| Marcus Roberts-DeLoach | Junior Varsity Boys Basketball Coach | \$4,000.00 |

G. School Business/Professional Development Travel

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

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

Discussion

Call the Roll

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

H. Respect Week

The Superintendent recommends that the Board of Education declare October 4-8, 2021 as “Respect Week.”

I. School Violence Awareness Week

The Superintendent recommends that the Board of Education declare October 18-22, 2021 as “School Violence Awareness Week.”

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. Affirmative Action Committee

The Superintendent recommends that the Board of Education appoint an Affirmative Action Committee for the 2021-22 school year as follows (as required pursuant to N.J.A.C. 6A:7-1.5):

- Teresa Morelli, Chair
- Mark Mastrobattista
- M. Cristina Perrone
- Dr. Duane Wallace
- Donna Lenox

K. Intervention and Referral Services (I&RS) Committee

The Superintendent recommends that the Board of Education appoint an Intervention and Referral Services (I&RS) Committee for the 2021-22 school year as follows:

- Maria Johnson, Director Special Services
- Elaine Howe, Director School Based Program
- Karen Winfield, Head School Counselor
- Christopher Lemongelli, Supervisor
- Randee Holz, Supervisor
- Jaime Morales, Supervisor of Student Discipline
- Johanna Scholl, Teacher
- JaLisa Williamson, Instructional Aide/Student Advocate
- Dr. Melissa Norrbom, Psychologist

## L. School Safety Team

The Superintendent recommends that the Board of Education appoint a School Safety Team for the 2021-22 school year as follows (as required pursuant to Section 18 of P.L. 2010, c. 122 (C.18A:37-21)):

Hector Montes, Principal  
Maria Johnson, Director Special Education/HIB Coordinator  
Karen Winfield, HIB Specialist/Head School Counselor  
Jaime Morales, Supervisor of Athletics/Student Discipline  
Teresa Morelli, Supervisor/Affirmative Action Officer  
Peggy Prezioso, School Nurse  
Patricia Morales, School Nurse  
Virginia Fanelli, Lead Security/Attendance Officer  
Louis Violante, Teacher  
Maura Gillooly, Teacher  
Jessica Hernandez, Support Staff  
Sean Kumpf, School Resource Officer Representative  
Suzanne Hanlon, Parent Representative

## M. District Evaluation Advisory Committee (DEAC)

The Superintendent recommends that the Board of Education appoint the District Evaluation Advisory Committee (DEAC) for the 2020-21 school year as follows:

Patrick Pelliccia, Assistant Superintendent for Instruction, Chair  
William Hyncik, Jr., School Board Representative  
Christopher Miller, Academic Teacher/Staff Development Leader  
Johanna Scholl, Academic Teacher/Staff Development Leader  
Kim Vasaturo, CTE Teacher  
Hector Montes, Principal  
Dr. Chrys Harttraft, Superintendent  
Maria Johnson, Special Education Administrator  
Teresa Morelli, Administrator Conducting Evaluations  
Robert Carrig, Administrator Conducting Evaluations  
Randee Holz, Administrator Conducting Evaluations  
Christopher Lemongelli, Administrator Conducting Evaluations  
Jaime Morales, Administrator Conducting Evaluations  
Brielle Rusinski, Data Analyst  
Janeen Sortor, Special Education Teacher  
Sheila Sullivan, CTE Teacher  
Dr. Melissa Norrbom, Educational Services  
Andrew Coslit, Academic Teacher

N. School Safety & Security Planning Team (Crisis/Emergency Management)

The Superintendent recommends that the Board of Education appoint the School Safety and Security Planning Team (Crisis/Emergency Management) for the 2021-22 school year as follows (as required pursuant to NJAC 6A:16-5.1):

- Elaine Howe, Chair
- Dr. Chrys Harttraft, Superintendent
- Raelene Sipple, Business Administrator
- Patrick Pelliccia, Assistant Superintendent for Instruction
- Hector Montes, Principal
- Maria Johnson, Director Special Services
- Teresa Morelli, Supervisor
- Robert Carrig, Supervisor
- Dr. Duane Wallace, Supervisor Technology-Based Learning & Communications
- Andrew Eberhardt, Networks & Systems Administrator
- Stephen Boettger, Director Buildings & Grounds
- Jaime Morales, Supervisor Student Discipline
- Virginia Fanelli, Lead Security/Attendance Officer
- Christopher Miller, Teacher Representative
- Johanna Scholl, Teacher Representative
- Louis Violante, Teacher Representative
- Susan Kiser, Guidance
- Dr. Melissa Norrbom, Psychologist
- Susan Santiago, Front Office Staff Representative
- Jessica Hernandez, Front Office Staff Representative
- Peggy Prezioso, School Nurse
- School Resource Officer Representative

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        | ___        | ___       |

O. Curriculum

The Superintendent recommends that the Board of Education approve the updated curriculum in the following courses/programs:

|                     |  |                  |
|---------------------|--|------------------|
| Culinary Arts (1-4) | Restaurant Entrepreneurship & Management | Photography      |
| Physical Education  | Health 9, 11, 12                         | Driver Education |
| Medical Math        |  |                  |

P. Textbook Approval

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

*Welding Fundamentals*, Goodhart-Willcox, 6<sup>th</sup> Edition \$87.00/each X 25 = \$2,175.00

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        | ___        | ___       |

Q. Abolishment of Policy

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

5114 – Children Displaced by Domestic Violence

R. Revised Board Policies – Second Reading

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

3216 – Dress and Grooming  
6620 Petty Cash

S. Revised Board Policies and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies and regulations at this first reading as they appear on Addendum #2.

2422 – Comprehensive Health and Physical Education  
2467 – Surrogate Parents and Resource Family Parents  
6311 – Contracts for Goods or Services Funded by Federal Grants  
7432/R7432 – Eye Protection  
8420 – Emergency and Crisis Situations  
R8420.1 – Fire and Fire Drills  
8540 – School Nutrition Programs  
8550 – Meal Charges/Outstanding Food Service Bill



T. Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following policies at this first reading as they appear on Addendum #3.

- 1648.11 – The Road Forward COVID-19 – Health and Safety
- 1648.13 – School Employee Vaccination Requirements
- 6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs
- 6115.02 – Federal Awards/Funds Internal Controls – Mandatory Disclosures
- 6115.03 – Federal Awards/Funds Internal Controls – Conflict of Interest

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        | ___        | ___       |

U. Application 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 September 27, 2021 meeting authorized application for funds for the following:

|                               |  |              |
|-------------------------------|--|--------------|
| NJ Department of<br>Education | ARP – IDEA (American Rescue Plan – Individuals with<br>Disabilities Education Act)<br>(7/1/21-9/30/22) | \$ 16,400.00 |
| NJ Department of<br>Education | ARP – ESSER (American Rescue Plan – Elementary and Secondary<br>Schools Emergency Relief)              | \$175,000.00 |
|                               | Educator Support   | \$50,000.00  |
|                               | Summer Learning  | \$40,000.00  |
|                               | Beyond School Day  | \$40,000.00  |
|                               | Mental Health Support  | \$45,000.00  |

V. 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 September 27, 2021 meeting authorized acceptance of funds for the following:

|                            |                           |              |              |
|----------------------------|---------------------------|--------------|--------------|
| NJ Department of Education | Carl D. Perkins (FY 2022) |              | \$253,798.00 |
|                            | Other Districts           | \$231,982.00 |              |
|                            | Reserve                   | \$ 21,816.00 |              |

|                            |                                |  |              |
|----------------------------|--------------------------------|--|--------------|
| NJ Department of Education | ARP – IDEA<br>(7/1/21-9/30/22) |  | \$ 16,400.00 |
|----------------------------|--------------------------------|--|--------------|

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        | ___        | ___       |

W. Superintendent’s Update

- HIB Report – 0 new cases submitted for September review; 0 YTD
- Student Suspension Report – 0 suspensions
- Student Enrollment Report

| Enrollment Report - September 1, 2021 | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Totals |
|---------------------------------------|---------|----------|----------|----------|--------|
| Full-Time Students Enrolled           | 64      | 95       | 98       | 79       | 336    |
| Shared-Time Students Enrolled         | 86      | 107      | 76       | 73       | 342    |
| Totals                                | 150     | 202      | 174      | 152      | 678    |

- Presentation of Goals
- Securing our Children’s Future Bond Act Grant

X. Submission of Bills

It is recommended the Board of Education approve the bills list for September 2021 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. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of August 2021 and the Treasurer of School Monies for the month of August 2021, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Addendum #4)

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 – August 2021

It is recommended the Board of Education approve the August 2021 transfers as they appear on Addendum #5.

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 –

XIII. Next Meeting

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

October 25, 2021  
 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 and SCVTEA Unfair labor practice arbitration. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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

| DATE(S)                | PARTICIPANTS      | REG. FEE | EXPENSES   | WORKSHOP DESCRIPTION                       | LOCATION          |
|------------------------|-------------------|----------|--|--|-------------------|
| October 19, 2021       | Brandon Kornbluh  | \$219.99 | n/a  | LGBTQ Youth                                | Webinar           |
| October 12 & 13, 2021  | Robert Setlock    | n/a      | \$177.80/mileage<br>\$40.00/parking<br>\$24.00/tolls | Atlantic City Builders Convention          | Atlantic City, NJ |
| October 12 & 13, 2021  | Michael McClain   | n/a      | \$167.30/mileage<br>\$40.00/parking<br>\$24.00/tolls | Atlantic City Builders Convention          | Atlantic City, NJ |
| October 12 & 13, 2021  | Gerald Mazzetta   | n/a      | \$177.10/mileage<br>\$40.00/parking<br>\$40.00/tolls | Atlantic City Builders Convention          | Atlantic City, NJ |
| November 15 & 16, 2021 | Kristen McNeerney | \$489.00 | \$45.36/mileage                                      | Working Together to Help Students Catch Up | West Orange, NJ   |

[Back to Top](#)

# POLICY GUIDE

PROGRAM

2422/page 1 of 5

Comprehensive Health and Physical Education

Aug 21

M

[See POLICY ALERT Nos. 208, 217, 219, and 224]

## 2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

**The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.**

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.



# POLICY GUIDE

PROGRAM  
2422/page 2 of 5

## Comprehensive Health and Physical Education

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.



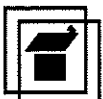
# POLICY GUIDE

PROGRAM

2422/page 3 of 5

## Comprehensive Health and Physical Education

14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
- 16 17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
- 17 19. **Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.**
- 18 20. **Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.**





# POLICY GUIDE

PROGRAM  
2422/page 4 of 5

## Comprehensive Health and Physical Education

- 19-21. **Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38)** requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
- 20-22. **Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39)** requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
- 21-23. **Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40)** information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.
- 22-24. **Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43)** requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
- 23-25. **Other Statutory or Administrative Codes.** The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLs in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.



# POLICY GUIDE

PROGRAM

2422/page 5 of 5

## Comprehensive Health and Physical Education

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. ~~-Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.~~

~~In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:27-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.~~

~~Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.~~

A copy of the NJSLs for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31

Adopted:



# POLICY GUIDE

PROGRAM

2467/page 1 of 4

Surrogate Parents and **Resource**

**Family Foster Parents**

Aug 21

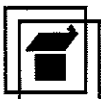
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[See **POLICY ALERT** Nos. 185, 211, and 224]

## 2467 SURROGATE PARENTS AND RESOURCE FAMILY FOSTER PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent, ~~as defined according to N.J.A.C. 6A:14-1.3,~~ cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student **or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent;** and that agency has ~~not taken steps to appoint a surrogate parent for the student; or~~
4. ~~The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;~~
5. ~~No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and~~
46. The student is an unaccompanied homeless youth **as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2** and ~~no State agency has taken steps to appoint a surrogate parent for the student.~~



# POLICY GUIDE

PROGRAM  
2467/page 2 of 4  
Surrogate Parents and **Resource**  
**Family Foster Parents**

## Qualifications and Selection

The district ~~will~~ **shall** make reasonable efforts to appoint a surrogate parent within thirty days of ~~the~~ **its** determination that a surrogate parent is ~~needed~~ **required** for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

**The district shall establish a method for selecting and training surrogate parents.**

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with ~~the~~ **interest** ~~those~~ of the student ~~they~~ ~~he/she~~ represents;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; **and**
5. ~~Complete~~ **Complete** Have a criminal history review **pursuant to** ~~in~~ accordance with N.J.S.A. 18A:6-7.1 **if the person completed prior to his or her serving as the surrogate parent, if the school district is compensated.** ~~compensates the surrogate parent for such services;~~ **and**
6. ~~Not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.~~

**The person(s) serving as a surrogate parent may not** ~~Not~~ be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[**Optional** - A surrogate parent ~~will~~ **may** be paid solely to act in this capacity.] *NO*



# POLICY GUIDE

PROGRAM  
2467/page 3 of 4

Surrogate Parents and **Resource Family** ~~Foster Parents~~

The Director of Special Services shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a **resource family** ~~foster parent~~, and the **resource family** ~~foster parent~~ is not the parent of the student as defined in N.J.A.C. 6A:14-1.3, the district where the **resource family** ~~foster parent~~ resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the **Superintendent or designee** ~~Surrogate Parent Coordinator~~ shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the **resource family** ~~foster parent~~, ~~unless that person is unwilling to do so~~, shall serve as the parent **unless that person is unwilling to do so** pursuant to N.J.A.C. 6A:14-1.3. If there is no **resource family** ~~foster parent~~, or if the **resource family** ~~foster parent~~ is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, **and appointing** a surrogate parent, and **obtaining** all required consent from, and **providing** written notices to, the surrogate parent.

## Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training **may** ~~will~~ include, but not be limited to:

1. Providing the surrogate parent a copy of:
  - a. Parental Rights in Special Education booklet;



# POLICY GUIDE

PROGRAM

2467/page 4 of 4

Surrogate Parents and **Resource**  
**Family Foster-Parents**

- b. N.J.A.C. 6A:14;
  - c. The Special Education Process;
  - d. **Administrative** Code Training Materials from the Department of Education website; and
  - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
  3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
  4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
  5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

## Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:



# POLICY GUIDE

FINANCES

6311/page 1 of 2

Contracts for Goods or Services Funded by

Federal Grants

Aug 21

M

[See POLICY ALERT Nos. 192, 221 and 224]

## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment** ~~Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.~~

The School Business Administrator/Board Secretary shall be responsible to check the web-based **System for Award Management (SAM)** ~~Excluded Parties Lists System (EPLS)~~ maintained by the **United States government** - the General Services Administration (GSA). The purpose of the **SAM EPLS** is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall **access review** the **SAM EPLS** to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also **access review** the **SAM EPLS** list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM EPLS** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200 FAR Subpart 9.405**.



# POLICY GUIDE

FINANCES

6311/page 2 of 2

Contracts for Goods or Services Funded by  
Federal Grants

Continuation of current contracts and restrictions on subcontracting with vendors who are on the ~~SAM EPLS~~ list or proposed for disbarment shall be in accordance with the limitations as outlined in ~~2 CFR §200 FAR Subparts 9.405.1 and 9.405.2.~~

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

~~Federal Acquisition Regulations (FAR) Subpart 9.4.2~~ **CFR §200**

Adopted:





# POLICY GUIDE

PROPERTY  
7432/page 1 of 3  
Eye Protection  
Aug 21  
M

[See POLICY ALERT Nos. 168 and 224]

## 7432 EYE PROTECTION

The Board of Education **requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1** ~~directs the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.~~

The term “appropriate eye protective device” shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

### **Optional**

~~[including the adult evening school program.]~~

The Superintendent **or designee** shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.



# POLICY GUIDE

PROPERTY  
7432/page 2 of 3  
Eye Protection

~~Each student, staff member, and visitor, exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, **including individuals present for evening adult-school programs**, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned **appropriate** eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared **appropriate** eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.~~

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the **New Jersey** Department of Education.

The Building Principal **or designee** shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

~~A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit.~~



# POLICY GUIDE

PROPERTY  
7432/page 3 of 3  
Eye Protection

~~A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.~~

~~A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.~~

~~The school district Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide annual in-service training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f). staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.~~

N.J.S.A. 18A:40-12.1; 18A:40-12.2

**N.J.A.C. 6A:7-1.3**

N.J.A.C. 6A:26-12.5

**N.J.A.C. 6:53-5.1 [vocational districts]**

Adopted:



# REGULATION GUIDE

PROPERTY  
R 7432/page 1 of 7  
Eye Protection Practices  
Aug 21  
M

[See POLICY ALERT Nos. 133 and 224]

## R 7432 EYE PROTECTION PRACTICES

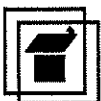
### A. Eye Protection Devices - N.J.A.C. 6A:26-12.5(a)

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.

### B. Eye Protection Devices - N.J.A.C. 6A:26-12.5(e)

†.The following types of eye protective devices shall be used to fit the designated activities or processes ~~The following types of eye protective devices must be worn by all students, staff members, and visitors (including persons attending evening adult school programs) participating in the activity or process designated wherever it may occur on school premises:~~

| Potential Eye Hazard      | Protective Devices  |
|---------------------------|---|
| Caustic or explosive      | Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure              |
| Dust producing operations | Goggle, flexible fitting, hooded ventilation  |
| Electric arc welding      | Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields                           |
| Oxy-acetylene welding     | Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens |



# REGULATION GUIDE

PROPERTY  
R 7432/page 2 of 7  
Eye Protection Practices

| Potential Eye Hazard   | Protective Devices   |
|--|--|
| Hot liquids and gases  | Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure   |
| Hot solids   | Clear or tinted goggles or spectacles with side shields  |
| Molten materials   | Clear or tinted goggles and plastic or mesh window face shield   |
| Heat treatment or tempering  | Clear or tinted goggles or clear or tinted spectacles with side shields  |
| Glare operations   | Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or <b>coverspec</b> coverage type with tinted lenses or <b>tinted</b> plate lens |
| Shaping solid materials  | Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure                                    |
| Laser device operation or experimentation  | Appropriate for specific hazard  |
| <b>Vehicle repair or servicing</b><br><del>Repair or servicing of vehicles</del> | Clear goggles, flexible or rigid body; clear spectacles with side shields  |
| Other potentially hazardous processes or activities                              | Appropriate for specific hazard  |



# REGULATION GUIDE

PROPERTY  
R 7432/page 3 of 7  
Eye Protection Practices

**C. Eye Protective Policy and Program – N.J.A.C. 6A:26-12.5(f)**

**1. The Board of Education establishes and implements Policy and Regulation 7432 to assure:**

- a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;
- b. The detection of eye hazardous conditions shall be continuous;
- c. Eye protection devices shall be inspected regularly and adequately maintained;
- d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;
- e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;
- f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;

[Optional

(1)

A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;



# REGULATION GUIDE

PROPERTY  
R 7432/page 4 of 7  
Eye Protection Practices

- (2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and
- (3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;]
- g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;

[Optional

- (1) Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study;]
- h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and



# REGULATION GUIDE

PROPERTY  
R 7432/page 5 of 7  
Eye Protection Practices

- i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).**
- ~~2. The supplier of any eye protective device to this district shall certify in writing that the device meets or exceeds ANSI standards. All spectacle type eye protective devices shall have side shields of the eye cup, semi , or flat fold type.~~
- ~~3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be identified with the name(s) of the user(s) and shall be properly stored when not in use.~~
- ~~4. An eye protective device that is shared shall be disinfected between uses by a method prescribed by the local school medical inspector.~~
- ~~5. The use of contact lenses shall be restricted in learning environments which entail exposure to chemical fumes, vapors or splashes, intense heat, molten metals, or highly particulate atmospheres. Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.~~

~~When permitted, contact lenses may be worn only in conjunction with appropriate eye protective devices. The contact lens wearer shall be identified for appropriate emergency eye care in hazardous learning environments.~~





# REGULATION GUIDE

PROPERTY  
R 7432/page 6 of 7  
Eye Protection Practices

- ~~6. A student who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A student or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required.~~
- ~~7. The responsible staff member will provide each visitor to an area in which an activity hazardous to eyes is conducted with an appropriate eye protective device.~~

## DB. Eye Wash Fountains - N.J.A.C. 6A:26-12.5(d)

1. **Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d).** ~~Eye wash fountains or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye wash solution shall be provided in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29-1.7(d).~~
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

## EC. Inspection Enforcement

- ~~1. Staff members shall not permit students to engage in an activity potentially hazardous to the eyes without appropriate eye protection and shall dismiss from the class period a student who refuses or persistently neglects to wear eye protection or to observe established eye protection practices. Any such dismissed student shall be reported absent for the class.~~



# REGULATION GUIDE

PROPERTY  
R 7432/page 7 of 7  
Eye Protection Practices

2. ~~Staff members shall report to the Building Principal a visitor who refuses or persistently neglects to wear eye protection or observe established eye protection practices.~~
3. The Principal **or designee** shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

**FD. Training and Supplies - N.J.A.C. 6A:26-12.5(g)**

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in **this Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g) regulation.**

**Adopted Issued:**



# POLICY GUIDE

OPERATIONS

8420/page 1 of 3

Emergency and Crisis Situations

Aug 21

M

[See POLICY ALERT Nos. 189, 191, 221, and 224]

## 8420 EMERGENCY AND CRISIS SITUATIONS

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

**“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.**

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

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

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



# POLICY GUIDE

OPERATIONS

8420/page 2 of 3

Emergency and Crisis Situations

effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

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

**Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.**

**Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.**



# POLICY GUIDE

OPERATIONS  
8420/page 3 of 3  
Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1** ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.~~

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds **in accordance with N.J.A.C. 6A:16-5.1** ~~as provided by the New Jersey Office of Homeland Security and Preparedness.~~

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

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

N.J.S.A. 18A:41-1 ~~et seq.~~; **18A:41-2; 18A:41-6; 18A:41-7**

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

Adopted:



# REGULATION GUIDE

OPERATIONS

R 8420.1/page 1 of 5

Fire and Fire Drills

Aug 21

M

See POLICY ALERT Nos. 189 and 224]

## R 8420.1 FIRE AND FIRE DRILLS

### A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. **The Principal shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill** ~~Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and students. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.~~

**Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.**

**An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.**

2. **The fire alarm shall be by a building-wide audible designated signal. Alarm signals should be tested regularly,** ~~before or after the school session.~~



# REGULATION GUIDE

OPERATIONS  
R 8420.1/page 2 of 5  
Fire and Fire Drills

3. When the fire alarm rings, each **staff member supervising students** ~~teacher~~ will:
  - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
  - b. Close the windows of the room and turn off all lights and audio-visual equipment;
  - c. Take the class register or roll book;
  - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
  - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked ~~during the school hours, except during an emergency lockdown or an emergency lockdown drill~~;
  - f. Ensure their **assigned** students ~~assigned to him/her~~ have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
  - g. Direct ~~his/her~~ students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;
  - h. Take attendance to determine all students who reported to ~~his/her~~ class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
  - i. When the recall signal is given, conduct ~~his/her~~ students back to the classroom.



# REGULATION GUIDE

OPERATIONS  
R 8420.1/page 3 of 5  
Fire and Fire Drills

4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. **His/Her Their** report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.





# REGULATION GUIDE

OPERATIONS  
R 8420.1/page 4 of 5  
Fire and Fire Drills

11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
  - a. One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes.
  - b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

## B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in ~~paragraph~~ **A. above**, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.



# REGULATION GUIDE

OPERATIONS  
R 8420.1/page 5 of 5  
Fire and Fire Drills

7. **The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.**

## **C. Fire and Smoke Doors**

**Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.**

Adopted:



# POLICY GUIDE

OPERATIONS  
8540/page 1 of 3  
School Nutrition Programs  
Aug 21  
M

[See POLICY ALERT Nos. 206 and 224]

## 8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

**If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.**

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.



# POLICY GUIDE

OPERATIONS  
8540/page 2 of 3  
School Nutrition Programs

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

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

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



# POLICY GUIDE

OPERATIONS  
8540/page 3 of 3  
School Nutrition Programs

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

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

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.  
N.J.S.A. 18A:33-5; **18A:33-11.1 et seq.**; 18A:58-7.2  
N.J.A.C. 2:36

Adopted:



# POLICY GUIDE

RS 9/21/21

OPERATIONS

8550/page 1 of 4

Unpaid Meal Charges/Outstanding

Food Service **Bill Charges**

Aug 21

**M**

[See **POLICY ALERT** Nos. 206, 208, 212, and 224]

## 8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL CHARGES

[ **Select One Option Below**



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



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

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);



# POLICY GUIDE

OPERATIONS

8550/page 2 of 4

Unpaid Meal Charges/Outstanding  
Food Service **Bill Charges**

2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

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



# POLICY GUIDE

OPERATIONS

8550/page 3 of 4

Unpaid Meal Charges/Outstanding  
Food Service **Bill Charges**

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

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

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

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

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





# POLICY GUIDE

OPERATIONS

8550/page 4 of 4

Unpaid Meal Charges/Outstanding

Food Service **Bill** Charges

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

N.J.S.A. 18A:33-21; **18A:33-21a.**; **18A:33-21b.**; **18A:33-21c.**

Adopted:

[Back to Top](#)



# POLICY GUIDE

ADMINISTRATION

1648.11/page 1 of 3

The Road Forward COVID-19 – Health and Safety

Aug 21

M

[See POLICY ALERT No. 224]

## 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



# POLICY GUIDE

ADMINISTRATION

1648.11/page 2 of 3

The Road Forward COVID-19 – Health and Safety

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.;
  - 2. Communication with the Local Health Department – See Appendix B.;
  - 3. Mask Wearing Protocol – See Appendix C.;
  - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
  - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  - 6. Provision of Meals – See Appendix F.; and
  - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.



# POLICY GUIDE

ADMINISTRATION

1648.11/page 3 of 3

The Road Forward COVID-19 –Health and Safety

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:



## Appendices: Policy Guide 1648.11

### ● **Appendix A: Vaccination**

- According to CDC guidance, “Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic.” Students who are twelve and older are eligible for the Pfizer-BioNTech vaccine and are encouraged to procure a vaccine before the school year begins.
  - Somerset County Health Department
  - Covid 19 Vaccine Finder
- All faculty members, staff, and consultants must submit their vaccination status to the school district.
- Unvaccinated employees will be required to submit to weekly PCR testing.
- SCVTS is coordinating efforts with the Department of Health to become a vaccination site on campus. Vaccinations for both staff and students will be offered. All students above the age of 12 and under the age of 18 will be required to have parental permission.

### ● **Appendix B: Communication with the Local Health Department**

- The school district will continue to communicate and collaborate with the local health official for general guidance. Consultation with County and local health experts will also take place regarding specific cases involving Covid-19, quarantining and massive transmissions. The local health department will be included in any school closure resulting from COVID cases.

### ● **Appendix C: Mask Wearing Protocol.**

- As per the governor’s executive order 251, all public and private school students, educators, staff, and visitors must wear face coverings inside of all district facilities. Students and faculty must wear face coverings on all district transportation. Face coverings must cover the nose and mouth while in use.
- CDC Guidance: Your Guide to Masks

#### **Exceptions to the mask requirement are as follows:**

- When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors;
- When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
- When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes the use of a face-covering;
- When the individual is under two (2) years of age;

- When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument that would be obstructed by the face-covering;
- When the individual is engaged in a high-intensity aerobic or anaerobic activity;
- When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
- When wearing a face-covering creates an unsafe condition in which to operate equipment or execute a task.

- **Appendix D: Physical Distancing**

- The Road Forward emphasizes that schools provide full-day, full-time instruction with lunches for all students. The document also states that distancing three feet when possible should be used as one mitigation strategy in classrooms, cafeterias, and other common areas.
- Students in academic and CTE classes will be situated three feet apart whenever possible.

- **Appendix E: Hand Hygiene and Respiratory Etiquette Protocols**

- Hand Hygiene (handwashing or hand-sanitizing) will be available to individuals throughout the day.
- Student hand hygiene may be directed at certain regular intervals during the school day (as appropriate by age/level).
- Respiratory etiquette protocols will be taught and reinforced with students.
- Signage throughout the school encourages proper hand hygiene and Respiratory protocols.

- **Appendix F: Provision of Meals**

- Cafeteria/group dining areas:
- The district is adding a 4th lunch period and additional spaces to ensure 6 feet of social distancing.
- Students will be issued pin numbers for cash free payments. Parents will be encouraged to use the district's POS system rather than cash.
- Cafeteria tables/surfaces will be cleaned and sanitized between each meal service, pursuant to the protocols outlined by the EPA.
- Grab and go breakfasts and lunches will be prepared.

- **Appendix G: Transportation Protocols**

- Per Executive Order, masks are required on busses.
- Students will be spaced apart to the maximum extent possible.
- Sending districts will follow regular cleaning protocols.

- SCVTS school bus will be cleaned regularly.
- Windows will be opened when students are transported.
- **Appendix H: Cleaning, Disinfection, and Airflow**
  - Cleaning and disinfection: Standardized and routine cleaning practices will be in place in all schools and other district facilities.
  - Airflow:
    - All school ventilation systems have been checked and are working as designed. The classrooms in each building have been checked to ensure that all systems are operational
    - Air purifiers have been placed in rooms where windows either don't exist or are non-operational.
  -
- **Appendix I: Screening, Exclusion, and Response to Symptomatic Students and Staff Members**
  - Screening: Parents of students attending SCVTS are responsible for completing the Daily Covid Symptom Screening form. It is the responsibility of parents/guardians to monitor each child's health and forms will be verified daily at the start of school and subsequently changed to weekly.
  - Students who are ill or symptomatic should not report to school. Parents must contact the school nurse if their child is exhibiting symptoms compatible with Covid-19.
    - Covid-19 Symptoms
- **Appendix J: Contact Tracing**
  - When a positive case is identified, the nurses will begin contact tracing to determine what other individuals were in close contact with the individual who has tested positive.
  - Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).
  - In the high school indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.
  - Unvaccinated individuals will be required to quarantine if in close contact with someone who is Covid positive.

- Per the current health guidance, fully vaccinated individuals do not have to quarantine. A vaccinated individual who is exposed to Covid should carefully monitor their health and isolate if symptoms develop.
  - All cases where quarantining is at issue will be assessed on a case by case basis and the decision will lie with the school medical professionals and administration, based on each situation including vaccination status.
  - All Covid positive individuals will isolate for at least ten (10) days before returning to school.
  - Close Contacts will quarantine for ten days unless they receive a negative covid test result collected on days three, five, six, or seven. If a negative Covid test result is received the quarantine will end after day seven.
  - Quarantine of close contacts will last for 14 days if the New Jersey regional risk matrix reaches the high (orange) level.
- **Appendix K: Testing**
    - SCVTS is coordinating efforts with the Department of Education to provide onsite weekly testing for all unvaccinated staff and will also provide opportunities for unvaccinated students as well. SCVTS is also in discussions with Integrity Health, to provide testing options possibly on the weekends for unvaccinated and/or symptomatic employees and students.
    - Testing may be required to the extent recommended by the local health official and allowed by law or executive order.
    - Unvaccinated teachers and staff members will be tested on a weekly basis. Testing results will be shared with the Personnel Department.
- **Appendix L: Student and Staff Member Travel:**
    - As of May 17, 2021, the State of New Jersey lifted all travel restrictions, therefore there are no restrictions on travel.



# POLICY GUIDE

ADMINISTRATION

1648.13/page 1 of 3

School Employee Vaccination Requirements

Aug 21

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[See POLICY ALERT No. 225]

## 1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.



# POLICY GUIDE

ADMINISTRATION

1648.13/page 2 of 3

## School Employee Vaccination Requirements

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.



# POLICY GUIDE

ADMINISTRATION

1648.13/page 3 of 3

## School Employee Vaccination Requirements

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:



# POLICY GUIDE

FINANCES

6115.01/page 1 of 2

Federal Awards/Funds Internal Controls –

Allowability of Costs

Aug 21

M

[See **POLICY ALERT No. 224**]

## 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.



# POLICY GUIDE

FINANCES

6115.01/page 2 of 2

Federal Awards/Funds Internal Controls –  
Allowability of Costs

5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)  
2 CFR §200.403

Adopted:



# POLICY GUIDE

FINANCES

6115.02/page 1 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

Aug 21

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[See **POLICY ALERT No. 224**]

## 6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

### A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



# POLICY GUIDE

FINANCES

6115.02/page 2 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

## B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
  - b. Reached its final disposition during the most recent five-year period; and
  - c. Is one of the following:
    - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
    - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
    - (4) Any other criminal, civil, or administrative proceeding if:



# POLICY GUIDE

FINANCES

6115.02/page 3 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

- (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
- (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
- (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

## C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

## D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.





# POLICY GUIDE

FINANCES  
6115.02/page 4 of 4  
Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

## E. Definitions

### 1. For purposes of this Policy:

- a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
  - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:



# POLICY GUIDE

FINANCES

6115.03/page 1 of 3

Federal Awards/Funds Internal Controls –

Conflict of Interest

Aug 21

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[See POLICY ALERT No. 224]

## 6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST

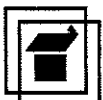
The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
  - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



# POLICY GUIDE

FINANCES

6115.03/page 2 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).



# POLICY GUIDE

FINANCES

6115.03/page 3 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:

[Back to Top](#)



9/15 1:46pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/2021

=====

ASSETS AND RESOURCES

=====

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

|         |                           |                |                 |
|---------|---------------------------|----------------|-----------------|
| 101     | Cash in bank              |                | \$4,840,331.86  |
| 102-107 | Cash and cash equivalents |                | \$0.01          |
| 121     | Tax levy receivable       |                | \$11,199,648.00 |
|         | Accounts receivable:      |                |                 |
| 132     | Interfund                 | \$148,880.83   |                 |
| 141     | Intergovernmental - State | \$1,433,611.93 |                 |
| 143     | Intergovernmental - Other | \$86,121.67    |                 |
|         |                           |                | \$1,668,614.43  |
|         | Other Current Assets      |                | \$0.00          |

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

|     |                    |                   |              |
|-----|--------------------|-------------------|--------------|
| 301 | Estimated Revenues | \$15,026,154.00   |              |
| 302 | Less Revenues      | (\$14,552,959.67) |              |
|     |                    | -----             | \$473,194.33 |

|  |                            |  |                 |
|--|----------------------------|--|-----------------|
|  | Total assets and resources |  | \$18,181,788.63 |
|  |                            |  | =====           |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/2021

=====

LIABILITIES AND FUND EQUITY

=====

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

|                   |                  |              |
|-------------------|------------------|--------------|
| 421               | Accounts Payable | \$178,351.95 |
| TOTAL LIABILITIES |                  | \$178,351.95 |
|                   |                  | =====        |

F U N D   B A L A N C E

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

|                                     |   |                                   |
|-------------------------------------|---|-----------------------------------|
| 753                                 | Reserve for Encumbrances - Current Year | \$10,938,947.52                   |
| 754                                 | Reserve for Encumbrance - Prior Year    | \$47,048.34                       |
| Reserved fund balance:              |   |                                   |
| 760                                 | Reserved Fund Balance                   | \$3,470,223.08                    |
| 601                                 | Appropriations                          | \$15,940,815.68                   |
| 602                                 | Less : Expenditures                     | \$1,433,786.01                    |
| 603                                 | Encumbrances                            | \$10,985,995.86 (\$12,419,781.87) |
|                                     |   | \$3,521,033.81                    |
| Total Appropriated                  |   | \$17,977,252.75                   |
| --- U n a p p r o p r i a t e d --- |   |                                   |
| 770                                 | Unreserved Fund Balance -               | \$876,883.93                      |
| 303                                 | Budgeted Fund Balance                   | (\$850,700.00)                    |
| TOTAL FUND BALANCE                  |   | \$18,003,436.68                   |
| TOTAL LIABILITIES AND FUND EQUITY   |   | \$18,181,788.63                   |
|                                     |   | =====                             |

Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2021

| RECAPITULATION OF FUND BALANCE:   | Budgeted          | Actual            | Variance       |
|---|-------------------|-------------------|----------------|
| Appropriations  | \$15,940,815.68   | \$12,419,781.87   | \$3,521,033.81 |
| Revenues  | (\$15,026,154.00) | (\$14,552,959.67) | (\$473,194.33) |
|   | \$914,661.68      | (\$2,133,177.80)  | \$3,047,839.48 |
| Less: Adjust for prior year encumb.   | (\$63,961.68)     | (\$63,961.68)     |                |
| Budgeted Fund Balance   | \$850,700.00      | (\$2,197,139.48)  | \$3,047,839.48 |
|   | =====             | =====             | =====          |
| Recapitulation of Budgeted Fund Balance by Subfund<br>Fund 10 (includes 10, 11, 12, and 13) | \$850,700.00      | (\$2,197,139.48)  | \$3,047,839.48 |
| TOTAL Budgeted Fund Balance   | \$850,700.00      | (\$2,197,139.48)  | \$3,047,839.48 |
|   | =====             | =====             | =====          |

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 2 Month Period Ending 08/31/2021

|  | BUDGETED<br>ESTIMATED | ACTUAL TO<br>DATE | NOTE: OVER<br>OR (UNDER) | UNREALIZED<br>BALANCE |
|--|-----------------------|-------------------|--------------------------|-----------------------|
| *** REVENUES/SOURCES OF FUNDS ***                    |                       |                   |                          |                       |
| 1XXX From Local Sources                              | \$13,597,592.00       | \$13,124,397.67   |                          | \$473,194.33          |
| 3XXX From State Sources                              | \$1,428,562.00        | \$1,428,562.00    |                          | .00                   |
| TOTAL REVENUE/SOURCES OF FUNDS                       | \$15,026,154.00       | \$14,552,959.67   |                          | \$473,194.33          |
| =====  |                       |                   |                          |                       |
| *** EXPENDITURES ***                                 |                       |                   |                          |                       |
|  | APPROPRIATIONS        | EXPENDITURES      | ENCUMBRANCES             | AVAILABLE<br>BALANCE  |
| --- CURRENT EXPENSE ---                              |                       |                   |                          |                       |
| 11-1XX-100-XXX Regular Programs - Instruction        | \$2,093,326.07        | \$12,120.74       | \$1,774,124.44           | \$307,080.89          |
| 11-3XX-100-XXX Voc. Programs - Local - Instruction   | \$3,847,501.48        | (\$151,060.54)    | \$2,672,232.85           | \$1,326,329.17        |
| 11-401-100-XXX School-Spon. Cocurr. Acti-Instr       | \$88,770.00           | \$603.14          | \$1,040.00               | \$87,126.86           |
| 11-402-100-XXX School-Spons. Athletics - Instruction | \$153,120.00          | \$11,022.93       | \$77,106.09              | \$64,990.98           |
| --- UNDISTRIBUTED EXPENDITURES ---                   |                       |                   |                          |                       |
| 11-000-211-XXX Attendance and Social Work Services   | \$38,792.56           | \$13,048.76       | \$25,243.80              | \$500.00              |
| 11-000-213-XXX Health Services                       | \$218,008.74          | \$24,598.99       | \$176,143.05             | \$17,266.70           |
| 11-000-216-XXX Speech, OT,PT & Related Svcs          | \$24,420.00           | \$0.00            | \$24,420.00              | \$0.00                |
| 11-000-218-XXX Guidance                              | \$837,284.05          | \$82,039.10       | \$576,752.58             | \$178,492.37          |
| 11-000-219-XXX Child Study Teams                     | \$224,225.32          | \$30,173.63       | \$186,361.24             | \$7,690.45            |
| 11-000-221-XXX Improv of Inst. - Instruc Staff       | \$419,001.00          | \$69,181.40       | \$334,007.00             | \$15,812.60           |
| 11-000-222-XXX Educational Media Serv/School Library | \$48,155.00           | (\$41.00)         | \$40,130.67              | \$8,065.33            |
| 11-000-223-XXX Instructional Staff Training Services | \$60,430.30           | \$10,500.00       | \$40,905.30              | \$9,025.00            |
| 11-000-230-XXX Supp. Serv.-General Administration    | \$808,799.24          | \$192,522.30      | \$490,914.84             | \$125,362.10          |
| 11-000-240-XXX Supp. Serv.-School Administration     | \$793,727.00          | \$129,395.93      | \$631,039.91             | \$33,291.16           |
| 11-000-25X-XXX Central Serv & Admin. Inform. Tech.   | \$952,381.56          | \$174,246.74      | \$727,338.04             | \$50,796.78           |
| 11-000-261-XXX Require Maint. for School Facilities  | \$918,080.00          | \$162,598.47      | \$506,044.54             | \$249,436.99          |
| 11-000-262-XXX Custodial Services                    | \$895,313.93          | \$132,956.74      | \$681,440.27             | \$80,916.92           |
| 11-000-263-XXX Care and Upkeep of Grounds            | \$15,000.00           | \$0.00            | \$0.00                   | \$15,000.00           |
| 11-000-266-XXX Security                              | \$141,938.00          | \$6,917.73        | \$112,448.47             | \$22,571.80           |
| 11-000-270-XXX Student Transportation Services       | \$96,218.00           | \$53.30           | \$45,073.20              | \$51,091.50           |
| 11-XXX-XXX-2XX Allocated and Unallocated Benefits    | \$2,926,356.00        | \$532,907.65      | \$1,800,461.14           | \$592,987.21          |
| TOTAL GENERAL CURRENT EXPENSE                        |                       |                   |                          |                       |
| EXPENDITURES/USES OF FUNDS                           | \$15,600,848.25       | \$1,433,786.01    | \$10,923,227.43          | \$3,243,834.81        |
| =====  |                       |                   |                          |                       |



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 2 Month Period Ending 08/31/2021

| *** EXPENDITURES - cont'd ***                         | APPROPRIATIONS  | EXPENDITURES   | ENCUMBRANCES    | AVAILABLE<br>BALANCE |
|---|-----------------|----------------|-----------------|----------------------|
| *** CAPITAL OUTLAY ***                                |                 |                |                 |                      |
| 12-XXX-XXX-73X Equipment                              | \$118,879.43    | \$0.00         | \$62,768.43     | \$56,111.00          |
| 12-000-4XX-XXX Facilities acquisition & constr. serv. | \$221,088.00    | .00            | .00             | \$221,088.00         |
| <br>  |                 |                |                 |                      |
| TOTAL CAP OUTLAY EXPEND./USES OF FUNDS                | \$339,967.43    | \$0.00         | \$62,768.43     | \$277,199.00         |
|   | =====           | =====          | =====           | =====                |
| <br>  |                 |                |                 |                      |
| TOTAL GENERAL FUND EXPENDITURES                       | \$15,940,815.68 | \$1,433,786.01 | \$10,985,995.86 | \$3,521,033.81       |
|   | =====           | =====          | =====           | =====                |

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 2 Month Period Ending 08/31/2021

|                       |  | ESTIMATED       | ACTUAL          | UNREALIZED     |
|-----------------------|--|-----------------|-----------------|----------------|
|                       |  | -----           | -----           | -----          |
| --- LOCAL SOURCES --- |  |                 |                 |                |
| 1210                  | Local Tax Levy                         | \$12,160,892.00 | \$13,122,136.00 | (\$961,244.00) |
| 1310                  | Tuition from Individuals               | \$1,411,700.00  | .00             | \$1,411,700.00 |
| 1XXX                  | Miscellaneous                          | \$25,000.00     | \$2,261.67      | \$22,738.33    |
|                       | TOTAL                                  | \$13,597,592.00 | \$13,124,397.67 | \$473,194.33   |
|                       |  | =====           | =====           | =====          |
| --- STATE SOURCES --- |  |                 |                 |                |
| 3132                  | Categorical Special Education Aid      | \$389,105.00    | \$389,105.00    | .00            |
| 3140                  | Vocational Expansion Stabilization Aid | \$511,339.00    | \$511,339.00    | .00            |
| 3176                  | Equalization                           | \$463,393.00    | \$463,393.00    | .00            |
| 3177                  | Categorical Security                   | \$64,725.00     | \$64,725.00     | .00            |
|                       | TOTAL                                  | \$1,428,562.00  | \$1,428,562.00  | \$0.00         |
|                       |  | =====           | =====           | =====          |
|                       | TOTAL REVENUES/SOURCES OF FUNDS        | \$15,026,154.00 | \$14,552,959.67 | \$473,194.33   |
|                       |  | =====           | =====           | =====          |

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 2 Month Period Ending 08/31/2021

|  | Appropriations | Expenditures   | Encumbrances   | Available<br>Balance |
|--|----------------|----------------|----------------|----------------------|
| *** GENERAL CURRENT EXPENSE ***                            |                |                |                |                      |
| --- Regular Programs - Instruction ---                     |                |                |                |                      |
| 11-140-100-101 Grades 9-12 - Salaries of Teachers          | \$1,892,059.00 | .00            | \$1,743,221.00 | \$148,838.00         |
| 11-140-100-500 Other Purch. Serv. (400-500 series)         | \$25,750.00    | \$5,572.00     | \$6,703.65     | \$13,474.35          |
| --- 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           |
| --- Regular Programs - Undistr. Instruction ---            |                |                |                |                      |
| TOTAL  | \$1,926,109.00 | \$5,572.00     | \$1,749,924.65 | \$170,612.35         |
| --- SPECIAL EDUCATION - INSTRUCTION ---                    |                |                |                |                      |
| --- Vocational Programs-Local-Instruction ---              |                |                |                |                      |
| 11-3XX-100-101 Salaries of Teachers                        | \$3,175,651.60 | \$38,215.21    | \$2,637,325.55 | \$500,110.84         |
| 11-3XX-100-106 Other Sal. For Instruction                  | \$64,890.00    | \$0.00         | \$0.00         | \$64,890.00          |
| 11-3XX-100-320 Purchased Prof.-Ed. Services                | \$249,300.00   | (\$195,324.00) | \$2,400.00     | \$442,224.00         |
| 11-3XX-100-500 Other Purchased Serv.(400-500 series)       | \$68,062.00    | \$513.50       | \$4,519.50     | \$63,029.00          |
| 11-3XX-100-610 General Supplies                            | \$257,499.88   | \$5,352.61     | \$23,034.94    | \$229,112.33         |
| 11-3XX-100-640 Textbooks                                   | \$16,798.00    | \$0.00         | \$0.00         | \$16,798.00          |
| 11-3XX-100-800 Other Objects                               | \$15,300.00    | \$182.14       | \$4,952.86     | \$10,165.00          |
| TOTAL  | \$3,847,501.48 | (\$151,060.54) | \$2,672,232.85 | \$1,326,329.17       |
| --- School spons.cocurricular activities-Instruction ---   |                |                |                |                      |
| 11-401-100-100 Salaries                                    | \$54,405.00    | .00            | .00            | \$54,405.00          |
| 11-401-100-500 Purchased Services (300-500 series)         | \$12,725.00    | .00            | .00            | \$12,725.00          |
| 11-401-100-600 Supplies and Materials                      | \$15,040.00    | \$603.14       | \$1,040.00     | \$13,396.86          |
| 11-401-100-800 Other Objects                               | \$6,600.00     | .00            | .00            | \$6,600.00           |
| TOTAL  | \$88,770.00    | \$603.14       | \$1,040.00     | \$87,126.86          |
| --- School sponsored athletics-Instruct. ---               |                |                |                |                      |
| 11-402-100-100 Salaries                                    | \$85,828.00    | \$4,300.32     | \$21,501.60    | \$60,026.08          |
| 11-402-100-500 Purchased Services (300-500 series)         | \$37,132.00    | .00            | \$35,504.00    | \$1,628.00           |
| 11-402-100-600 Supplies and Materials                      | \$14,310.00    | \$1,727.61     | \$11,493.49    | \$1,088.90           |
| 11-402-100-800 Other Objects                               | \$15,850.00    | \$4,995.00     | \$8,607.00     | \$2,248.00           |
| TOTAL  | \$153,120.00   | \$11,022.93    | \$77,106.09    | \$64,990.98          |
| --- UNDISTRIBUTED EXPENDITURES ---                         |                |                |                |                      |
| --- Attendance and social work services ---                |                |                |                |                      |
| 11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators | \$30,292.56    | \$5,048.76     | \$25,243.80    | .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    | \$13,048.76    | \$25,243.80    | \$500.00             |
| --- Health services ---                                    |                |                |                |                      |
| 11-000-213-100 Salaries                                    | \$192,029.00   | \$20,529.36    | \$170,444.00   | \$1,055.64           |
| 11-000-213-300 Purchased Prof. & Tech. Svc.                | \$16,024.74    | \$4,004.63     | \$1,175.11     | \$10,845.00          |
| 11-000-213-500 Other Purchd. Serv.(400-500 series)         | \$260.00       | .00            | .00            | \$260.00             |

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2021

|   | Appropriations | Expenditures | Encumbrances | Available<br>Balance |
|---|----------------|--------------|--------------|----------------------|
| 11-000-213-600 Supplies and Materials                     | \$9,000.00     | .00          | \$4,093.94   | \$4,906.06           |
| 11-000-213-800 Other Objects                              | \$695.00       | \$65.00      | \$430.00     | \$200.00             |
| TOTAL   | \$218,008.74   | \$24,598.99  | \$176,143.05 | \$17,266.70          |
| --- Speech, OT,PT & Related Svcs ---                      |                |              |              |                      |
| 11-000-216-320 Purchased Prof. Ed. Services               | \$24,420.00    | .00          | \$24,420.00  | .00                  |
| TOTAL   | \$24,420.00    | \$0.00       | \$24,420.00  | \$0.00               |
| --- Guidance ---  |                |              |              |                      |
| 11-000-218-104 Salaries Other Prof. Staff                 | \$462,994.16   | \$27,188.60  | \$427,305.56 | \$8,500.00           |
| 11-000-218-105 Sal Secr. & Clerical Asst.                 | \$123,977.00   | \$13,234.98  | \$89,183.20  | \$21,558.82          |
| 11-000-218-11X Other Salaries                             | \$179,458.00   | \$10,097.48  | \$50,487.40  | \$118,873.12         |
| 11-000-218-390 Other Purch. Prof. & Tech Svc.             | \$38,050.00    | \$23,640.49  | \$1,800.00   | \$12,609.51          |
| 11-000-218-500 Other Purchased Services (400-500 series)  | \$23,500.00    | \$6,900.50   | \$5,200.00   | \$11,399.50          |
| 11-000-218-600 Supplies and Materials                     | \$9,304.89     | \$977.05     | \$2,776.42   | \$5,551.42           |
| TOTAL   | \$837,284.05   | \$82,039.10  | \$576,752.58 | \$178,492.37         |
| --- Child Study Teams ---                                 |                |              |              |                      |
| 11-000-219-104 Salaries Other Prof. Staff                 | \$160,525.00   | \$11,096.68  | \$144,273.40 | \$5,154.92           |
| 11-000-219-105 Sal Secr. & Clerical Asst.                 | \$48,108.00    | \$7,829.16   | \$39,145.80  | \$1,133.04           |
| 11-000-219-320 Purchased Prof. - Ed. Services             | \$1,000.00     | .00          | .00          | \$1,000.00           |
| 11-000-219-390 Other Purch. Prof. & Tech Svc.             | \$5,930.32     | \$5,930.32   | .00          | .00                  |
| 11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs) | \$4,762.00     | \$4,357.00   | \$405.00     | \$0.00               |
| 11-000-219-600 Supplies and Materials                     | \$3,100.00     | \$740.47     | \$2,337.04   | \$22.49              |
| 11-000-219-800 Other Objects                              | \$800.00       | \$220.00     | \$200.00     | \$380.00             |
| TOTAL   | \$224,225.32   | \$30,173.63  | \$186,361.24 | \$7,690.45           |
| --- Improv. of instr. Serv. ---                           |                |              |              |                      |
| 11-000-221-102 Salaries Superv. of Instr.                 | \$233,146.00   | \$38,839.48  | \$194,197.40 | \$109.12             |
| 11-000-221-104 Salaries Other Prof. Staff                 | \$121,874.00   | \$20,175.00  | \$88,975.00  | \$12,724.00          |
| 11-000-221-105 Sal Secr. & Clerical Asst.                 | \$60,281.00    | \$9,854.16   | \$49,270.80  | \$1,156.04           |
| 11-000-221-500 Other Purchased Services (400-500 series)  | \$2,900.00     | \$312.76     | \$1,563.80   | \$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   | \$69,181.40  | \$334,007.00 | \$15,812.60          |
| --- Educational media serv./sch.library ---               |                |              |              |                      |
| 11-000-222-100 Salaries                                   | \$37,155.00    | .00          | \$36,555.00  | \$600.00             |
| 11-000-222-300 Purchased Prof. & Tech Svc.                | \$1,100.00     | .00          | .00          | \$1,100.00           |
| 11-000-222-500 Other Purchased Services (400-500 series)  | \$1,450.00     | .00          | .00          | \$1,450.00           |
| 11-000-222-600 Supplies and Materials                     | \$8,400.00     | (\$41.00)    | \$3,575.67   | \$4,865.33           |
| 11-000-222-800 Other Objects                              | \$50.00        | .00          | .00          | \$50.00              |
| TOTAL   | \$48,155.00    | (\$41.00)    | \$40,130.67  | \$8,065.33           |
| --- Instructional Staff Training Services ---             |                |              |              |                      |
| 11-000-223-102 Salaries Superv. of Instruction            | \$45,555.80    | \$10,500.00  | \$35,055.80  | .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 (400-500 series)  | \$13,374.50    | .00          | \$5,849.50   | \$7,525.00           |

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2021

|  | Appropriations | Expenditures | Encumbrances | Available<br>Balance |
|--|----------------|--------------|--------------|----------------------|
| 11-000-223-600 Supplies and Materials                    | \$500.00       | .00          | .00          | \$500.00             |
| TOTAL  | \$60,430.30    | \$10,500.00  | \$40,905.30  | \$9,025.00           |
| --- Support services-general administration ---          |                |              |              |                      |
| 11-000-230-100 Salaries                                  | \$421,395.00   | \$70,219.56  | \$346,930.80 | \$4,244.64           |
| 11-000-230-331 Legal Services                            | \$75,613.24    | \$4,429.41   | \$21,183.83  | \$50,000.00          |
| 11-000-230-332 Audit Fees                                | \$38,939.00    | .00          | .00          | \$38,939.00          |
| 11-000-230-334 Architectural/Engineering Services        | \$4,750.00     | .00          | \$3,062.50   | \$1,687.50           |
| 11-000-230-339 Other Purchased Prof. Svc.                | \$12,325.00    | .00          | \$1,325.00   | \$11,000.00          |
| 11-000-230-340 Purchased Tech. Services                  | \$5,700.00     | .00          | \$3,272.00   | \$2,428.00           |
| 11-000-230-530 Communications/Telephone                  | \$66,860.00    | \$6,375.28   | \$49,664.04  | \$10,820.68          |
| 11-000-230-585 BOE Other Purchased Prof. Svc.            | \$3,500.00     | .00          | \$900.00     | \$2,600.00           |
| 11-000-230-590 Other Purchased Services                  | \$148,717.00   | \$84,289.33  | \$64,427.67  | \$0.00               |
| 11-000-230-610 General Supplies                          | \$3,000.00     | \$527.97     | .00          | \$2,472.03           |
| 11-000-230-890 Misc. Expenditures                        | \$21,000.00    | \$19,931.00  | \$149.00     | \$920.00             |
| 11-000-230-895 BOE Membership Dues and Fees              | \$7,000.00     | \$6,749.75   | .00          | \$250.25             |
| TOTAL  | \$808,799.24   | \$192,522.30 | \$490,914.84 | \$125,362.10         |
| --- Support services-school administration ---           |                |              |              |                      |
| 11-000-240-103 Salaries Princ./Asst. Princ.              | \$216,539.00   | \$36,054.56  | \$180,272.80 | \$211.64             |
| 11-000-240-104 Salaries Other Prof. Staff                | \$325,023.00   | \$54,117.60  | \$270,588.00 | \$317.40             |
| 11-000-240-105 Sal Secr. & Clerical Asst.                | \$204,030.00   | \$29,755.34  | \$172,014.10 | \$2,260.56           |
| 11-000-240-500 Other Purchased Services (400-500 series) | \$24,500.00    | \$3,553.43   | \$6,446.57   | \$14,500.00          |
| 11-000-240-600 Supplies and Materials                    | \$17,635.00    | .00          | \$1,718.44   | \$15,916.56          |
| 11-000-240-800 Other Objects                             | \$6,000.00     | \$5,915.00   | .00          | \$85.00              |
| TOTAL  | \$793,727.00   | \$129,395.93 | \$631,039.91 | \$33,291.16          |
| --- Central Services ---                                 |                |              |              |                      |
| 11-000-251-100 Salaries                                  | \$388,780.00   | \$64,755.96  | \$323,779.80 | \$244.24             |
| 11-000-251-330 Purchased Prof. Services                  | \$7,600.00     | \$1,287.65   | \$5,693.15   | \$619.20             |
| 11-000-251-340 Purchased Technical Services              | \$27,000.00    | \$12,701.00  | \$14,299.00  | .00                  |
| 11-000-251-592 Misc Pur Serv (400-500 series )           | \$1,500.00     | .00          | .00          | \$1,500.00           |
| 11-000-251-600 Supplies and Materials                    | \$6,499.80     | \$955.59     | \$541.29     | \$5,002.92           |
| 11-000-251-89X Other Objects                             | \$3,100.00     | \$1,590.00   | .00          | \$1,510.00           |
| TOTAL  | \$434,479.80   | \$81,290.20  | \$344,313.24 | \$8,876.36           |
| --- Admin. Info. Technology ---                          |                |              |              |                      |
| 11-000-252-100 Salaries                                  | \$451,601.76   | \$75,266.96  | \$376,334.80 | .00                  |
| 11-000-252-500 Other Pur Serv. (400-500 series )         | \$33,300.00    | \$17,689.58  | \$6,690.00   | \$8,920.42           |
| 11-000-252-600 Supplies and Materials                    | \$33,000.00    | .00          | .00          | \$33,000.00          |
| TOTAL  | \$517,901.76   | \$92,956.54  | \$383,024.80 | \$41,920.42          |
| TOTAL Cent. Svcs. & Admin IT                             | \$952,381.56   | \$174,246.74 | \$727,338.04 | \$50,796.78          |
| --- Required Maint.for School Facilities ---             |                |              |              |                      |
| 11-000-261-100 Salaries                                  | \$505,381.00   | \$80,539.37  | \$399,975.00 | \$24,866.63          |
| 11-000-261-420 Cleaning, Repair & Maint. Svc             | \$323,500.00   | \$73,031.89  | \$91,634.19  | \$158,833.92         |
| 11-000-261-610 General Supplies                          | \$76,199.00    | \$2,003.54   | \$14,435.35  | \$59,760.11          |

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2021

|  | Appropriations  | Expenditures   | Encumbrances    | Available<br>Balance |
|--|-----------------|----------------|-----------------|----------------------|
| 11-000-261-800 Other Objects                             | \$13,000.00     | \$7,023.67     | .00             | \$5,976.33           |
| TOTAL  | \$918,080.00    | \$162,598.47   | \$506,044.54    | \$249,436.99         |
| 11-000-262-420 Cleaning, Repair & Maint. Svc.            | \$511,847.28    | \$44,157.44    | \$467,689.84    | .00                  |
| 11-000-262-490 Other Purchased Property Svc.             | \$55,000.00     | \$2,648.47     | \$24,502.26     | \$27,849.27          |
| 11-000-262-520 Insurance                                 | \$91,000.00     | \$57,485.50    | \$33,514.50     | .00                  |
| 11-000-262-621 Energy (Natural Gas)                      | \$90,000.00     | \$1,621.16     | \$61,654.84     | \$26,724.00          |
| 11-000-262-622 Energy (Electricity)                      | \$147,466.65    | \$27,044.17    | \$94,078.83     | \$26,343.65          |
| TOTAL  | \$895,313.93    | \$132,956.74   | \$681,440.27    | \$80,916.92          |
| --- Care and Upkeep of Grounds ---                       |                 |                |                 |                      |
| 11-000-263-420 Cleaning, Repair, & Maintenance Serv.     | \$15,000.00     | .00            | .00             | \$15,000.00          |
| TOTAL  | \$15,000.00     | \$0.00         | \$0.00          | \$15,000.00          |
| --- Security ---   |                 |                |                 |                      |
| 11-000-266-100 Salaries                                  | \$136,938.00    | \$6,917.73     | \$109,792.28    | \$20,227.99          |
| 11-000-266-300 Purchased Prof. & Tech. Svc.              | \$1,000.00      | .00            | .00             | \$1,000.00           |
| 11-000-266-610 General Supplies                          | \$4,000.00      | .00            | \$2,656.19      | \$1,343.81           |
| TOTAL  | \$141,938.00    | \$6,917.73     | \$112,448.47    | \$22,571.80          |
| TOTAL Oper & Maint of Plant Services                     | \$1,970,331.93  | \$302,472.94   | \$1,299,933.28  | \$367,925.71         |
| --- Student transportation services ---                  |                 |                |                 |                      |
| 11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch | \$55,118.00     | \$53.30        | \$45,073.20     | \$9,991.50           |
| 11-000-270-420 Cleaning, Repair & Maint. Svc.            | \$1,000.00      | .00            | .00             | \$1,000.00           |
| 11-000-270-512 Contract Svc (other btw home & sch)-vndrs | \$8,000.00      | .00            | .00             | \$8,000.00           |
| 11-000-270-517 Contract Svc (reg std) - ESCs             | \$30,000.00     | .00            | .00             | \$30,000.00          |
| 11-000-270-593 Misc. Purchased Svc.- Transp.             | \$500.00        | .00            | .00             | \$500.00             |
| 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     | \$53.30        | \$45,073.20     | \$51,091.50          |
| --- Personal Services-Employee Benefits---               |                 |                |                 |                      |
| 11-XXX-XXX-210 Group Insurance                           | \$13,820.00     | \$1,369.92     | \$8,839.60      | \$3,610.48           |
| 11-XXX-XXX-220 Social Security Contributions             | \$282,200.00    | \$30,952.86    | \$236,186.95    | \$15,060.19          |
| 11-XXX-XXX-241 Other Retirement Contrb. - PERS           | \$384,745.00    | .00            | \$5,660.00      | \$379,085.00         |
| 11-XXX-XXX-250 Unemployment Compensation                 | \$33,591.00     | \$9,319.50     | \$22,680.50     | \$1,591.00           |
| 11-XXX-XXX-260 Workman's Compensation                    | \$212,000.00    | \$106,000.00   | \$106,000.00    | .00                  |
| 11-XXX-XXX-270 Health Benefits                           | \$1,849,000.00  | \$381,931.97   | \$1,416,427.33  | \$50,640.70          |
| 11-XXX-XXX-280 Tuition Reimbursement                     | \$80,000.00     | .00            | .00             | \$80,000.00          |
| 11-XXX-XXX-290 Other Employee Benefits                   | \$66,000.00     | \$3,333.40     | \$4,666.76      | \$57,999.84          |
| 11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff     | \$5,000.00      | .00            | .00             | \$5,000.00           |
| TOTAL  | \$2,926,356.00  | \$532,907.65   | \$1,800,461.14  | \$592,987.21         |
| Total Undistributed Expenditures                         | \$9,418,130.70  | \$1,561,099.74 | \$6,398,724.05  | \$1,458,306.91       |
| *** TOTAL CURRENT EXPENSE EXPENDITURES ***               | \$15,433,631.18 | \$1,427,237.27 | \$10,899,027.64 | \$3,107,366.27       |
| *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***   | \$15,433,631.18 | \$1,427,237.27 | \$10,899,027.64 | \$3,107,366.27       |

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2021

| Appropriations | Expenditures | Encumbrances | Available<br>Balance |
|----------------|--------------|--------------|----------------------|
| _____          | _____        | _____        | _____                |

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2021

|  | Appropriations | Expenditures | Encumbrances | Available<br>Balance |
|--|----------------|--------------|--------------|----------------------|
| *** C A P I T A L O U T L A Y ***                        |                |              |              |                      |
| --- E Q U I P M E N T ---                                |                |              |              |                      |
| Special education - instruction                          |                |              |              |                      |
| 12-3XX-100-730 Voc.programs-local-instruction            | \$954.72       | .00          | \$954.72     | .00                  |
| Undistributed expenses                                   |                |              |              |                      |
| 12-000-100-730 Instruction                               | \$31,011.00    | .00          | .00          | \$31,011.00          |
| 12-000-252-730 Admin. Info. Tech.                        | \$25,100.00    | .00          | .00          | \$25,100.00          |
| 12-000-266-730 Undist. Exp.-Security                     | \$61,813.71    | .00          | \$61,813.71  | .00                  |
| Undist. Exp. - Non-instructional Services                |                |              |              |                      |
| TOTAL  | \$118,879.43   | \$0.00       | \$62,768.43  | \$56,111.00          |
| --- Facilities acquisition and construction services --- |                |              |              |                      |
| 12-000-400-800 Other objects                             | \$221,088.00   | .00          | .00          | \$221,088.00         |
| Sub Total  | \$221,088.00   | \$0.00       | \$0.00       | \$221,088.00         |
| TOTAL  | \$221,088.00   | \$0.00       | \$0.00       | \$221,088.00         |
| TOTAL CAPITAL OUTLAY EXPENDITURES                        | \$339,967.43   | \$0.00       | \$62,768.43  | \$277,199.00         |



Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2021

|                                 | Appropriations  | Expenditures   | Encumbrances    | Available<br>Balance |
|---------------------------------|-----------------|----------------|-----------------|----------------------|
| TOTAL GENERAL FUND EXPENDITURES | \$15,773,598.61 | \$1,427,237.27 | \$10,961,796.07 | \$3,384,565.27       |

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

For 2 Month Period Ending 08/31/2021

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

August 31, 2021

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

\_\_\_\_\_  
Date

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

| ACCOUNT NUMBER          | DESCRIPTION          | APPROPRIATION | EXPENDITURE | ENCUMBERANCES | AVAILABLE BALANCE |
|-------------------------|----------------------|---------------|-------------|---------------|-------------------|
| 11-140-100-320-03-0000- | PURCHASED PROF ED SE | \$ 0.00       | \$ 0.00     | \$ 0.00       | \$ 0.00           |
| 11-140-100-320-16-0000- | PURCHASED SERVICES   | \$ 13,500.00  | \$ 0.00     | \$ 0.00       | \$ 13,500.00      |
| 11-140-100-610-03-0000- | SUPPLIES - HS        | \$ 21,022.41  | \$ 5,902.53 | \$ 119.88     | \$ 15,000.00      |
| 11-140-100-610-03-0001- | SUPPLIES - PHYSICAL  | \$ 5,450.00   | \$ 48.20    | \$ 3,453.32   | \$ 1,948.48       |
| 11-140-100-610-03-0002- | SUPPLIES - SOC. STUD | \$ 1,000.00   | \$ 0.00     | \$ 151.95     | \$ 848.05         |
| 11-140-100-610-03-0003- | SUPPLIES - SCIENCE   | \$ 7,969.66   | \$ 54.31    | \$ 7,915.35   | \$ 0.00           |
| 11-140-100-610-03-0004- | SUPPLIES - MATH      | \$ 950.00     | \$ 0.00     | \$ 416.13     | \$ 533.87         |
| 11-140-100-610-03-0005- | SUPPLIES - WORLD LAN | \$ 750.00     | \$ 0.00     | \$ 0.00       | \$ 750.00         |
| 11-140-100-610-03-0006- | SUPPLIES - ENGLISH   | \$ 850.00     | \$ 0.00     | \$ 245.24     | \$ 604.76         |
| 11-140-100-610-03-0007- | SUPPLIES - HEALTH /  | \$ 525.00     | \$ 0.00     | \$ 0.00       | \$ 525.00         |
| 11-140-100-610-03-0008- | SUPPLIES - PHOTOGRAP | \$ 5,000.00   | \$ 0.00     | \$ 0.00       | \$ 5,000.00       |
| 11-140-100-610-03-0009- | SUPPLIES - ART       | \$ 3,000.00   | \$ 0.00     | \$ 2,997.80   | \$ 2.20           |
| 11-140-100-610-07-0000- | SUPPLIES - ALT. SCHO | \$ 3,300.00   | \$ 25.68    | \$ 369.94     | \$ 2,904.38       |
| 11-140-100-610-16-0000- | HIGH SCH TECH SUPPLI | \$ 82,204.00  | \$ 286.50   | \$ 3,440.40   | \$ 78,477.10      |
| 11-140-100-640-03-0000- | TEXTBOOKS - REG INST | \$ 15,446.00  | \$ -7.48    | \$ 4,645.00   | \$ 10,808.48      |
| 11-140-100-640-07-0000- | TEXTBOOKS - ALT. SCH | \$ 500.00     | \$ 0.00     | \$ 0.00       | \$ 500.00         |
| 11-140-100-800-03-0000- | OTHER OBJECTS        | \$ 1,900.00   | \$ 239.00   | \$ 444.78     | \$ 1,216.22       |
| 11-140-100-800-07-0000- | OTHER OBJECTS        | \$ 3,850.00   | \$ 0.00     | \$ 0.00       | \$ 3,850.00       |
| 11-999-999-999- - -     | PAYROLL NET PAY ADJ  | \$ 0.00       | \$ 0.00     | \$ 0.00       | \$ 0.00           |

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9/15 1:46pm

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/21

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

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

|     |                             |              |                |
|-----|-----------------------------|--------------|----------------|
| 101 | Cash in bank                |              | (\$144,273.98) |
|     | Accounts receivable:        |              |                |
| 141 | Intergovernmental - State   | \$16,400.38  |                |
| 142 | Intergovernmental - Federal | \$102,726.69 |                |
|     |                             |              | \$119,127.07   |

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

|     |                            |              |              |
|-----|----------------------------|--------------|--------------|
| 301 | Estimated Revenues         | \$957,401.15 |              |
|     |                            |              | \$957,401.15 |
|     | Total assets and resources |              | \$932,254.24 |
|     |                            |              | =====        |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/21

=====

LIABILITIES AND FUND EQUITY

=====

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

|     |  |             |
|-----|--|-------------|
| 411 | Intergovernmental accounts payable - State | \$50,012.85 |
| 421 | Accounts Payable                           | \$541.76    |
|     | TOTAL LIABILITIES                          | \$50,554.61 |
|     |  | =====       |

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 | \$372,546.81                   |
| 754 | Reserve for encumbrances - Prior Year   | \$10,100.00                    |
| 601 | Appropriations                          | \$957,401.15                   |
| 602 | Less: Expenditures                      | \$85,801.52                    |
| 603 | Encumbrances                            | \$372,546.81    (\$458,348.33) |
|     |   | \$499,052.82                   |
|     | TOTAL FUND BALANCE                      | \$881,699.63                   |
|     | TOTAL LIABILITIES AND FUND EQUITY       | \$932,254.24                   |
|     |   | =====                          |

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 2 Month Period Ending 08/31/21

|   | BUDGETED<br>ESTIMATED | ACTUAL TO<br>DATE  | NOTE: OVER<br>OR (UNDER) | UNREALIZED<br>BALANCE |
|---|-----------------------|--------------------|--------------------------|-----------------------|
| <b>*** REVENUES/SOURCES OF FUNDS ***</b>            |                       |                    |                          |                       |
| 3XXX From State Sources                             | \$348,809.62          | .00                |                          | \$348,809.62          |
| 4XXX From Federal Sources                           | \$608,591.53          | .00                |                          | \$608,591.53          |
| <b>TOTAL REVENUE/SOURCES OF FUNDS</b>               | <b>\$957,401.15</b>   | <b>\$0.00</b>      |                          | <b>\$957,401.15</b>   |
|   | =====                 | =====              | =====                    | =====                 |
| <b>*** EXPENDITURES ***</b>                         |                       |                    |                          |                       |
|   | APPROPRIATIONS        | EXPENDITURES       | ENCUMBRANCES             | AVAILABLE<br>BALANCE  |
| <b>STATE PROJECTS:</b>                              |                       |                    |                          |                       |
| Vocational education (331-360)                      | \$2,332.62            | \$734.00           | \$1,598.62               | .00                   |
| Other State Projects (431-449)                      | \$346,477.00          | \$39,293.25        | \$267,633.81             | \$39,549.94           |
| <b>TOTAL STATE PROJECTS</b>                         | <b>\$348,809.62</b>   | <b>\$40,027.25</b> | <b>\$269,232.43</b>      | <b>\$39,549.94</b>    |
| <b>FEDERAL PROJECTS:</b>                            |                       |                    |                          |                       |
| ESSA Title I - Part A/D (231-239)                   | \$60,888.22           | \$12,414.33        | \$2,209.00               | \$46,264.89           |
| I.D.E.A. Part B (Handicapped) (250-259)             | \$92,610.00           | .00                | \$28,741.00              | \$63,869.00           |
| ESSA Title II - Part A/D (270-279)c                 | \$8,624.00            | .00                | \$1,800.00               | \$6,824.00            |
| ESSA Title IV (280-289)                             | \$10,000.00           | .00                | \$10,000.00              | .00                   |
| Vocational Education (361-399)                      | \$253,798.00          | \$10,000.00        | \$478.00                 | \$243,320.00          |
| CARES Act Education Stabilization Fund (477)        | \$4,480.31            | \$355.32           | .00                      | \$4,124.99            |
| CRRSA-ESSER II Grant Program (483)                  | \$108,191.00          | \$17,678.18        | \$46,558.82              | \$43,954.00           |
| CRRSA Act-Learning Acceleration Grant Program (484) | \$25,000.00           | \$5,326.44         | \$13,527.56              | \$6,146.00            |
| CRRSA Act-Mental Health Grant Program (485)         | \$45,000.00           | .00                | .00                      | \$45,000.00           |
| <b>TOTAL FEDERAL PROJECTS</b>                       | <b>\$608,591.53</b>   | <b>\$45,774.27</b> | <b>\$103,314.38</b>      | <b>\$459,502.88</b>   |
| <b>*** TOTAL EXPENDITURES ***</b>                   | <b>\$957,401.15</b>   | <b>\$85,801.52</b> | <b>\$372,546.81</b>      | <b>\$499,052.82</b>   |
|   | =====                 | =====              | =====                    | =====                 |

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 SPECIAL REVENUE - FUND 20  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 2 Month Period Ending 08/31/21

|                         |   | ESTIMATED    | ACTUAL | UNREALIZED   |
|-------------------------|---|--------------|--------|--------------|
|                         |   | -----        | -----  | -----        |
| --- STATE SOURCES ---   |   |              |        |              |
| 3290                    | Recovery High School Access Grant       | \$346,477.00 | .00    | \$346,477.00 |
| 32XX                    | Other Restricted Entitlements           | \$2,332.62   | \$0.00 | \$2,332.62   |
|                         |   | -----        | -----  | -----        |
|                         | Total Revenue from State Sources        | \$348,809.62 | \$0.00 | \$348,809.62 |
|                         |   | =====        | =====  | =====        |
|                         |   |              |        |              |
| --- FEDERAL SOURCES --- |   |              |        |              |
| 4411-16                 | Title I                                 | \$60,888.22  | .00    | \$60,888.22  |
| 4451-55                 | Title II                                | \$8,624.00   | .00    | \$8,624.00   |
| 4471-74                 | Title IV                                | \$10,000.00  | .00    | \$10,000.00  |
| 4420-29                 | I.D.E.A. Part B (Handicapped)           | \$92,610.00  | .00    | \$92,610.00  |
| 4430-39                 | Vocational Education                    | \$253,798.00 | .00    | \$253,798.00 |
| 4530                    | CARES Act Education Stabilization Fund  | \$4,480.31   | .00    | \$4,480.31   |
| 4534                    | CRRSA Act - ESSER II                    | \$108,191.00 | .00    | \$108,191.00 |
| 4535                    | CRRSA Act - Learning Acceleration Grant | \$25,000.00  | .00    | \$25,000.00  |
| 4536                    | CRRSA Act - Mental Health Grant         | \$45,000.00  | .00    | \$45,000.00  |
|                         |   | -----        | -----  | -----        |
|                         | Total Revenues from Federal Sources     | \$608,591.53 | \$0.00 | \$608,591.53 |
|                         |   | =====        | =====  | =====        |
|                         |   | -----        | -----  | -----        |
|                         | TOTAL REVENUES/SOURCES OF FUNDS         | \$957,401.15 | \$0.00 | \$957,401.15 |
|                         |   | =====        | =====  | =====        |

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 2 Month Period Ending 08/31/21

|  | Appropriations | Expenditures | Encumbrances | Available<br>Balance |
|--|----------------|--------------|--------------|----------------------|
| Local Projects:  |                |              |              |                      |
| State Projects:  |                |              |              |                      |
| -- Other State Programs --                                   |                |              |              |                      |
| 20-331-XXX-XXX to 20-360-XXX-XXX Vocational Programs         | \$2,332.62     | \$734.00     | \$1,598.62   | .00                  |
| 20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects        | \$346,477.00   | \$39,293.25  | \$267,633.81 | \$39,549.94          |
| -- TOTAL Other State Programs --                             | \$348,809.62   | \$40,027.25  | \$269,232.43 | \$39,549.94          |
| <br>   |                |              |              |                      |
| TOTAL STATE PROJECTS   | \$348,809.62   | \$40,027.25  | \$269,232.43 | \$39,549.94          |
| <br>   |                |              |              |                      |
| Federal Projects:  |                |              |              |                      |
| --- CARES Act Educational Stabilization Fund ---             |                |              |              |                      |
| -- Instruction --  |                |              |              |                      |
| 20-477-100-1XX Salaries                                      | \$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     | .00          | .00          | \$4,124.99           |
| Total Support Services                                       | \$4,124.99     | \$0.00       | \$0.00       | \$4,124.99           |
| TOTAL CARES Act Education Stabilization Fund                 | \$4,480.31     | \$355.32     | \$0.00       | \$4,124.99           |
| <br>   |                |              |              |                      |
| --- Bridging the Digital Divide Program                      |                |              |              |                      |
| --- Coronavirus Relief Grant Program ---                     |                |              |              |                      |
| --- Other Federal Programs ---                               |                |              |              |                      |
| 20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D             | \$60,888.22    | \$12,414.33  | \$2,209.00   | \$46,264.89          |
| 20-25X-XXX-XXX I.D.E.A. Part B                               | \$92,610.00    | .00          | \$28,741.00  | \$63,869.00          |
| 20-27X-XXX-XXX ESSA Title II - Part A/D                      | \$8,624.00     | .00          | \$1,800.00   | \$6,824.00           |
| 20-28X-XXX-XXX ESSA Title IV                                 | \$10,000.00    | .00          | \$10,000.00  | .00                  |
| 20-361 to 20-399-XXX-XXX Vocational Education                | \$253,798.00   | \$10,000.00  | \$478.00     | \$243,320.00         |
| 20-483-XXX-XXX CRRSA-ESSER II Grant Program                  | \$108,191.00   | \$17,678.18  | \$46,558.82  | \$43,954.00          |
| 20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program | \$25,000.00    | \$5,326.44   | \$13,527.56  | \$6,146.00           |
| 20-485-XXX-XXX CRRSA Act-Mental Health Grant Program         | \$45,000.00    | .00          | .00          | \$45,000.00          |
| TOTAL Other Federal Programs                                 | \$604,111.22   | \$45,418.95  | \$103,314.38 | \$455,377.89         |
| <br>   |                |              |              |                      |
| TOTAL FEDERAL PROJECTS                                       | \$608,591.53   | \$45,774.27  | \$103,314.38 | \$459,502.88         |
| <br>   |                |              |              |                      |
| 20-XXX-XXX-XXX All Other State/Fed/Loc Projects              | \$0.00         | \$0.00       | \$0.00       | \$0.00               |
| <br>   |                |              |              |                      |
| TOTAL EXPENDITURES   | \$957,401.15   | \$85,801.52  | \$372,546.81 | \$499,052.82         |



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

Special Revenue Fund - Fund 20  
For 2 Month Period Ending 08/31/21

Raelene Sipple

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

August 31, 2021

\_\_\_\_\_  
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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9/15 1:46pm

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/21

=====

ASSETS AND RESOURCES

=====

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

|     |                                     |                |                |
|-----|-------------------------------------|----------------|----------------|
| 101 | Cash in bank                        |                | \$524.50       |
|     | Accounts receivable:                |                |                |
| 140 | Intergovernmental - Accts. Recvble. | \$2,077,477.13 |                |
|     |                                     | \$2,077,477.13 | \$2,077,477.13 |

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

|     |                            |                |                |
|-----|----------------------------|----------------|----------------|
| 301 | Estimated Revenues         | \$2,077,504.13 |                |
|     |                            | \$2,077,504.13 | \$2,077,504.13 |
|     | Total assets and resources |                | \$4,155,505.76 |
|     |                            |                | =====          |

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

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/21

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D   B A L A N C E

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

|     |   |                                |
|-----|---|--------------------------------|
| 753 | Reserve for encumbrances - Current Year | \$64,703.00                    |
| 754 | Reserve for encumbrances - Prior Year   | \$340,423.75                   |
| 601 | Appropriations                          | \$1,940,303.60                 |
| 602 | Less : Expenditures                     | \$4,755.00                     |
| 603 | Encumbrances                            | \$405,126.75    (\$409,881.75) |
|     |   | \$1,530,421.85                 |
|     | Total Appropriated                      | \$1,935,548.60                 |

--- 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 | \$4,013,624.93 |
|--------------------|----------------|

|                                   |                |
|-----------------------------------|----------------|
| TOTAL LIABILITIES AND FUND EQUITY | \$4,155,505.76 |
|-----------------------------------|----------------|

=====

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 2 Month Period Ending 08/31/21

|  | BUDGETED<br>ESTIMATED | ACTUAL TO<br>DATE | NOTE: OVER<br>OR (UNDER) | UNREALIZED<br>BALANCE |
|--|-----------------------|-------------------|--------------------------|-----------------------|
|  | -----                 | -----             | -----                    | -----                 |
| <b>*** REVENUES/SOURCES OF FUNDS ***</b>           |                       |                   |                          |                       |
| Other Revenue/Source of Funds                      | \$2,077,504.13        | \$0.00            |                          | \$2,077,504.13        |
|  | -----                 | -----             | -----                    | -----                 |
| TOTAL REVENUE/SOURCES OF FUNDS                     | \$2,077,504.13        | \$0.00            |                          | \$2,077,504.13        |
|  | =====                 | =====             | =====                    | =====                 |
| <br>   |                       |                   |                          |                       |
|  | -----                 | -----             | -----                    | -----                 |
| <b>*** EXPENDITURES ***</b>                        |                       |                   |                          |                       |
|  | -----                 | -----             | -----                    | -----                 |
| <br>   |                       |                   |                          |                       |
| --- Facilities acquisition and constr. serv. ---   |                       |                   |                          |                       |
| <br>   |                       |                   |                          |                       |
| 30-000-4XX-390 Other purchased prof. & tech. serv. | \$130,971.09          | .00               | \$5,372.20               | \$125,598.89          |
| 30-000-4XX-450 Construction services               | \$1,809,332.51        | \$4,755.00        | \$399,754.55             | \$1,404,822.96        |
|  | -----                 | -----             | -----                    | -----                 |
| Total fac.acq.and constr. serv.                    | \$1,940,303.60        | \$4,755.00        | \$405,126.75             | \$1,530,421.85        |
|  | =====                 | =====             | =====                    | =====                 |
| TOTAL EXPENDITURES                                 | \$1,940,303.60        | \$4,755.00        | \$405,126.75             | \$1,530,421.85        |
| *** TOTAL EXPENDITURES AND TRANSFERS               | \$1,940,303.60        | \$4,755.00        | \$405,126.75             | \$1,530,421.85        |
|  | =====                 | =====             | =====                    | =====                 |

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

Capital Projects Fund - Fund 30  
For 2 Month Period Ending 08/31/21

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

August 31, 2021

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

**Somerset County Vocational  
All Funds  
For Month Ended: August 31, 2021**

**CASH REPORT**

| <b>Governmental Funds</b> | <b>Beginning Balance</b> | <b>Deposits</b>       | <b>Disbursements</b>   | <b>Ending Balance</b>                          |
|---------------------------|--------------------------|-----------------------|------------------------|--|
| General Fund (10)         | \$3,533,039.87           | \$2,102,642.02        | -\$795,350.03          | \$4,840,331.86                                 |
| Special Revenue Fund (20) | \$7,392.17               | \$0.00                | -\$151,666.15          | -\$144,273.98                                  |
| Capital Project Fund (30) | \$5,279.50               | \$0.00                | -\$4,755.00            | \$524.50                                       |
| Total Governmental Funds  | <u>\$3,545,711.54</u>    | <u>\$2,102,642.02</u> | <u>-\$951,771.18</u>   | <u>\$4,696,582.38</u>                          |
| Summer Savings            | \$93,704.51              | \$0.00                | -\$93,704.51           | \$0.00   |
| Enterprise Fund (60) Café | \$3,344.11               | \$9,377.34            | \$0.00                 | \$12,721.45                                    |
| Payroll Fund (70)         | \$0.00                   | \$317,165.77          | \$5.00                 | \$317,170.77                                   |
| Agency Fund (90)          | \$0.00                   | \$170,680.83          | -\$170,680.83          | \$0.00   |
| Total Trust & Agency      | <u>\$97,048.62</u>       | <u>\$497,223.94</u>   | <u>-\$264,380.34</u>   | <u>\$329,892.22</u>                            |
| Grand Total for all Funds | <u>\$3,642,760.16</u>    | <u>\$2,599,865.96</u> | <u>-\$1,216,151.52</u> | <u>\$5,026,474.60</u><br><u>\$5,026,474.60</u> |

Prepared and submitted by:

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

9/14/2021

\_\_\_\_\_  
Date

[Back to Top](#)



# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

09/15/2021

Selected Cycle : August

| Account #                                       | Account Description      | Description      | Adj # | Date       | User    | Old Amount   | Adjustment    | New Balance          |
|---|--------------------------|------------------|-------|------------|---------|--------------|---------------|----------------------|
| <b><i>Current Appropriation Adjustments</i></b> |                          |                  |       |            |         |              |               |                      |
| 11-000-216-320-05-0000-                         | SPEECH/OT/PT/RELATED SVC | August Transfers | 0019  | 08/31/2021 | RSIPPLE | \$6,000.00   | \$18,420.00   | \$24,420.00          |
| 11-000-218-110-05-0000-                         | OTHER SALARIES - GUIDANC | August Transfers | 0019  | 08/31/2021 | RSIPPLE | \$134,026.00 | (\$6,594.00)  | \$127,432.00         |
| 11-000-223-580-03-0000-                         | TEACH OOD TRAIING HS     | August Transfers | 0019  | 08/31/2021 | RSIPPLE | \$5,675.50   | \$174.00      | \$5,849.50           |
| 11-140-100-610-03-0000-                         | SUPPLIES - HS            | August Transfers | 0019  | 08/31/2021 | RSIPPLE | \$20,000.00  | (\$5,000.00)  | \$15,000.00          |
| 11-310-100-610-11-0000-                         | CAREER TECHNICAL ED      | August Transfers | 0019  | 08/31/2021 | RSIPPLE | \$20,000.00  | (\$10,000.00) | \$10,000.00          |
| 11-310-100-610-11-0010-                         | SUPPLIES - MECH & REPAIR | August Transfers | 0019  | 08/31/2021 | RSIPPLE | \$0.00       | \$3,000.00    | \$3,000.00           |
| <b><i>Total Current Appr.</i></b>               |                          |                  |       |            |         |              |               | <b><i>\$0.00</i></b> |

[Back to Top](#)